



CABRINI COLLEGE

Student Handbook

2011-2012

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Compliance with College Policy

Students at Cabrini College must comply with the regulations promulgated in the current editions of the *Cabrini College Catalog*, *Student Handbook*, *Community Standards for Student Conduct*, and other official documents, policies or regulations published by the College as a condition for successful completion of the program of studies at the College.

Affirmative Action Policy

The Missionary Sisters of the Sacred Heart of Jesus have a deep commitment to promoting respect for the dignity of the person as an individual and to reaching out to those persons who are marginalized in the community.

Cabrini College is committed to the principle of equal employment and educational opportunity for all qualified persons, regardless of race, religion, color, gender, national origin, age, disability or veteran status, or marital status.

The College does not discriminate against qualified individuals in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of any of its programs and activities, as specified by applicable federal and state laws and regulations.

To ensure equality of opportunity in all areas of the College, the president of the College consults regularly with the appointed affirmative action officer for the College to develop and review Cabrini's affirmative action plan, approved by the Cabrini College Board of Trustees, Executive Committee on January 22, 1981.

The designated coordinator for College compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act and the College's affirmative action officer is the director of human resources (610-902-8206). Anyone who has a question regarding discrimination or believes he or she has been the subject of discrimination should contact the director of human resources (610-902-8206).

Statement of Catholic Identity

Cabrini College is a vital and distinctive element of the international educational ministry of the Roman Catholic Church and the Missionary Sisters of the Sacred Heart of Jesus.

As a Roman Catholic institution, Cabrini College affirms that God's love, expressed in the relationship among Creator, Redeemer and Spirit, invites all people to form vibrant, caring communities. The College manifests this belief by:

- respecting the dignity of the human person as created in the image and likeness of God;
- providing opportunities for prayer, reflection and the study of Sacred Scripture;
- celebrating liturgy and participating in the Sacraments;
- respecting the beliefs of those members of other regions and spiritual traditions and inviting them to share the gifts they bring to the community;
- providing a liberal arts education rich in values and offering opportunities for spiritual, intellectual and ethical growth;
- demonstrating leadership in service to the community;

- standing in solidarity with those who are poor, forgotten and oppressed; and
- participating in the creation and development of societal structures that are humane, just and respectful of the rights and dignity of the human person.

Inspired by the example of Saint Frances Xavier Cabrini, who dedicated her life to making the love of Jesus Christ visible in the world, we, as a College community, continually strive to make this vision of Catholic identity a reality throughout the living and learning environment of the College.

—Endorsed by the Board of Trustees, May 19, 2000

Our Cabrinian Heritage

Saint Frances Xavier Cabrini—Our Namesake

Cabrini College is based on the spiritual legacy of Saint Frances Xavier Cabrini, who was born in Sant' Angelo Lodi, Italy in 1850. At the age of 30, she founded a new religious community in the Catholic Church, based on her devotion to the Sacred Heart of Jesus.

In 1899, Pope Leo XIII asked Mother Cabrini to go to the United States to help the Italian immigrants. Mother Cabrini and her sisters developed schools, hospitals and social service agencies in New Jersey, New York, Pennsylvania, Louisiana, Mississippi, Illinois, Colorado, Washington, and California. She did not confine herself to the United States, but led her congregation to work throughout the world.

In 1917, Mother Cabrini died. In 1946, she was canonized a saint, and in 1950, she was given the title of “Patroness of Immigrants.”

Missionary Sisters of the Sacred Heart of Jesus—Our Religious Sponsors

As the religious sponsors of Cabrini College, The Missionary Sisters of the Sacred Heart of Jesus (MSC) carry on the apostolic work of Saint Frances Xavier Cabrini today. The congregation is global in its operations and ministries with a presence on six continents and 16 countries of the world and a worldwide network of educational, medical and social service facilities. Cabrini College, a part of the Stella Maris Province, is the only college sponsored by the Missionary Sisters.

Sister Ursula Infante, MSC—Foundress of Cabrini College

The foundress of Cabrini College was Sister Ursula Infante, MSC. She established the College in 1957 as a women’s college. However, in the 1970s, the College became coeducational. Building on the educational pedagogy of Saint Frances Cabrini, Sister Ursula stressed the importance of providing an “Education of the Heart,” which nurtures the intellectual and affective dimensions of the students.

Mission of Cabrini College Education of the Heart

Cabrini College is a Catholic institution of higher education dedicated to academic excellence, leadership development and a commitment to social justice. The College welcomes learners of all faiths, cultures, and backgrounds and prepares them to become engaged citizens of the world.

—Approved by the Board of Trustees, February 2010

Goals of Cabrini College

- To provide an environment consistent with Frances Cabrini's work in a pluralistic society by welcoming all qualified students in the enterprise of intellectual, spiritual, social and emotional growth;
- To provide a Cabrinian "education of the heart" that teaches that intellectual competence cannot be divorced from values or a moral responsibility to the community;
- To provide a strong liberal arts education, enabling students to develop as critical thinkers, versed in communication and analytical skills, with the ability to apply knowledge to new and different problems, and with the ability to continue to learn from life;
- To provide academic programs that will educate students, (a) as highly trained professionals who enter graduate studies and professional fields or, (b) who continue their professional development for career advancement and change;
- To provide a qualified faculty dedicated to educational excellence and professional development; and to encourage personal and group interchange among students, faculty and staff;
- To provide guidance in order to assist each student in developing a sense of values, a good self-image and responsibility to God, self and the world;
- To provide a broad range of cultural, religious, social and recreational activities in order to carry the educational enterprises beyond classroom instruction;
- To foster a community that treasures and respects its religious heritage while it recognizes it is enriched by differences in cultures and religious beliefs;
- To develop programs, services and educational delivery systems that are responsive to the different goals and needs of all our students on- and off-campus, day and evening, resident and commuter, traditional and non-traditional, undergraduate and graduate;
- To conduct on-going evaluations of all campus programs, instructional and non-instructional, in order to improve their effectiveness and to create new programs consistent with the College's mission and its vision for the future
- To encourage the participation of all college personnel in the total development of the student by their actions, example, and excellence in service;
- To promote a spirit of cooperation and collaboration among faculty, students, staff, administrators, advisors, alumni, parents, and Board of Trustees in achieving the goals of the College.

Qualities of the Liberally Educated Person

Cabrini College is part of the international network of the Missionary Sisters of the Sacred Heart of Jesus created by the global vision of Saint Frances Xavier Cabrini. The apostolic priorities of the Missionary Sisters of the Sacred Heart of Jesus include working for peace and justice, working

against poverty and oppression, promoting personal and interpersonal growth and increasing compassionate concern for all human beings.

Cabrini College provides educational programs that recognize and seek to develop skills and values necessary to support and sustain a mature commitment to these objectives.

Critical Thinking and Aesthetic Appreciation

- Reasons well, inductively and deductively, both in reading and writing
- Displays effective analytic and synthetic skills both in oral and written form
- Solves problems effectively through logical reasoning, scientific methodology or quantitative reasoning
- Demonstrates familiarity with ways in which high technology aids problem solving, decision making and research and productivity
- Evaluates a variety of art forms from a critical perspective
- Displays imagination and creativity

Understanding of Self and Others

- Has a well developed sense of self, including personal strengths and weaknesses
- Can use this self-awareness to foster objectivity in understanding others
- Demonstrates a critical and objective understanding of American society
- Demonstrates a critical and objective understanding of society beyond the North American and European traditions.
- Integrates knowledge of self, society and the world to arrive at a well founded perspective on contemporary issues

Values and Commitments

- Develops a personal set of values that recognizes one's responsibility to God, self and the world community
- Affirms the dignity of life and the importance of preserving the environment for future generations
- Demonstrates maturity and integrity in decision making, in response to authority and in lifestyle planning
- Shows tolerance and compassion
- Displays curiosity and honesty

Effective Social Interaction

- Functions effectively in groups either as a facilitator, leader or in some responsible role leading to group productivity
- Demonstrates responsibility, flexibility, cooperation and assertiveness in social interaction

Expertise and Future Growth

- Has in-depth knowledge of a specific area
- Can apply skills to specific occupational situations
- Has a clear idea of career options and relates these options to personal strengths and interests
- Has a general orientation that leaves open a wide range of choices

Charter of Core Values

Our core values emanate from the life of Saint Frances Xavier Cabrini, the charism of the Missionary Sisters of the Sacred Heart and the Catholic educational tradition.

In response to Frances Cabrini's desire to provide an "education of the heart"—a Catholic, Cabrinian education, centered in Christ and ever mindful of the dignity and contribution of each person—the members of this College community, through a collective process, have enunciated these values which exist as a standard for our activities and as a hallmark for all future development.

Education of the Heart is achieved through the core values of:

Respect

We strive for a reverence of self and others manifested in trust and appreciation. Respect calls for care and compassion in regard to:

- diversity
- our environment
- social justice
- civility in resolving conflict

The College strives to promote the integrity of each person, thus serving the vital and vibrant good of all.

Vision

Inspired by the indomitable spirit of Saint Frances Xavier Cabrini, we strive to promote and foster innovation and creativity. Vision calls for:

- a spiritually-based outlook when seeking solutions
- courage
- a proactive stewardship of all present and future resources

We accept the challenge to live our lives according to the Cabrinian vision and values.

Community

We strive to strengthen community by uniting diverse individuals and their aspirations in shared endeavor. Community calls for:

- common mission
- ethical responsibility
- a sense of belonging
- dialogue in decision making
- enthusiasm for the enterprise
- participation in the celebration of our values and traditions

The Cabrini College community seeks to extend hospitality to all and to create unity while nurturing individual gifts and talents.

Dedication to Excellence

To maximize the potential of the individual and community we strive for the education of the whole person—intellectual, emotional, physical and spiritual. Dedication to Excellence calls for:

- positive attitude
- commitment to lifelong learning
- personal and professional growth
- pride in accomplishment
- fulfillment of common goals

At the heart of our dedication to excellence is the desire to be our best in the service of our students and all others.

Since we are an institution of process and constant development, what we are must always progress towards what we ought to be. It is our hope that in our constant effort to evaluate our growth, that we aim for a point of coincidence in which the values that determine what we are become one with what we ought to be.

Academic Calendar

The Academic Calendar includes the start and end of each semester, breaks, holidays, deadlines, final exams, registration and withdrawal periods, Commencement, and other important dates and events.

The most up-to-date Academic Calendar is available online at www.cabrini.edu/AcademicCalendar.

Service Information & Directory

Academic Affairs (Grace Hall 160)

Dr. Anne Skleder, Provost and Vice President

610-902-8301

Dr. Jeff Gingerich, Dean

610-902-8300

The Division of Academic Affairs is headed by the Provost and Vice President for Academic Affairs, and includes the following subdivisions and programs: Undergraduate, Graduate studies, Center for Teaching and Learning, The Children's School, Cooperative Education/Career Services, Faculty Support Services, First-Year Advising, Disability Resource Center, the Holy Spirit Library, and the Registrar's Office.

The Office of Academic Affairs is located in Room 160-165, Grace Hall, 610-902-8300. For information pertaining to graduate programs, see section entitled, "Graduate Studies."

Academic Department Chairs

Phone Office

Dr. Mary Harris, Business

610-902-8765, Grace Hall 222

Dr. Beverly Bryde, Education

610-902-8331, Grace Hall 264

Dr. Jerome Zurek, Communication

610-902-8360, Founder's Hall 272

Dr. Seth Frechie, English

610-902-8364, Grace Hall 214

Dr. Tony Verde, Exercise Science and Health Promotion

610-902-8530, Iadarola Center 101D

Mr. Don Dempsey, Graphic Design and Fine Arts

610-902-8382, Founder's Hall 275

Dr. James Hedtke, History and Political Science

610-902-8336, Grace Hall 249

Dr. John Brown, Mathematics

610-902-8468, Iadarola Center 322

Dr. Sharon Schwarze, Philosophy & Liberal Studies

610-902-8333, Grace Hall 251

Dr. Anthony Tomasco, Psychology

610-902-8365, Founder's Hall 314

Dr. Leonard Norman Primiano, Religious Studies

610-902-8330, Grace Hall 250

Dr. Cynthia Halpern, Romance Languages & Literatures

610-902-8341, Founder's Hall 366

Dr. Kimberly Boyd, Science

610-902-8397, Iadarola Center 208

Dr. Laura Groves, Social Work

610-902-8357, Grace Hall 248

Dr. Kathleen McKinley, Sociology/Criminology

610-902-8321, Grace Hall 247

The CENTER FOR TEACHING & LEARNING (CTL)

The CTL is a Learning Commons. We strengthen students' skills by having them work closely with trained peer tutors and friendly professional coaches. We offer one-on-one coaching across all fields of study (science, language, computer science, humanities) with a special emphasis on math and writing. The following is a brief description of our student services:

The ACADEMIC COUNSELING Program (Iadarola Center 120A) 610-902-8567

Email: mdejesus@cabrini.edu

Advising and academic counseling are the foundation of our student support system. Our counselors work one-on-one with students to help them implement practical, proven strategies for improving their academic skills and study habits. **Free** counseling services are available by appointment.

PEER TUTORING Program (Iadarola Center 109) 610-902-8573

Email: peertutoring@cabrini.edu

The peer tutoring program provides academic support across all fields of study to all students who would like additional resources. Our services focus upon specific needs, such as preparing for tests, reviewing class materials, and understanding advanced concepts. Ongoing assistance in the mastery of specific course content is also provided via classroom coaches and peer partners. **Free** tutoring is available by appointment or on a drop-in basis.

THE WRITING CENTER (Iadarola Center 110) 610-902-8506

Email: writingcenter@cabrini.edu

The Writing Center helps students use writing as a tool for learning, reflection, and career preparation. In a comfortable, relaxed, and friendly atmosphere, we deliver individualized instruction at all facets of the writing process from brainstorming, pre-writing, and drafting to revision. We have both professional and peer tutors available and eager to help.

Free tutoring is available by appointment or on a drop-in basis.

The MATH RESOURCE CENTER (Iadarola Center 318) 610-902-8563

Email: mathtutor@cabrini.edu

The Math Resource Center provides individual and group tutoring to help students succeed in their required math courses. Working closely with faculty of the Math Department, we assist students with their homework, quizzes, and test preparation. We also help with standardized tests (e.g., PRAXIS and GREs). Tutoring is offered in a relaxed setting designed to eliminate any math anxiety students might be experiencing. **Free** tutoring is available by appointment or on a drop-in basis.

Admissions (Grace Hall First Floor)

Gene Soltys, Director

610-902-8552

Admissions is part of the Division of Enrollment Management, and responsible for the various processes associated with the recruitment of all students, full, undergraduate, e.g., advertising, telemarketing, communication with prospective students, visits to high schools and college fairs, campus visits and tours and relationships with secondary schools and guidance counselors.

Americans with Disabilities Act (ADA)

Affirmative Action Officer (Widener Center – Second Floor)

Director of Human Resources

610-902-8206

The designated coordinator for College compliance with the Americans with Disabilities Act and the College's affirmative action officer is the Director of Human Resources (610-902- 8206). Anyone who

has a question regarding discrimination or believes he or she has been the subject of discrimination should contact the Director of Human Resources (610-902- 8206).

Alumni Relations (Mansion - Room 15, 2nd floor)

Rachel McCarter, Director of Alumni Relations

610-902-8256

After graduation, alumni are encouraged to remain active in the life of their alma mater, Cabrini College. Each individual who holds an earned degree from the College is considered to be a member of the Cabrini College Alumni Association. The Alumni Office exists to foster the continued participation and involvement of alumni in the Cabrini community through avenues of friendship, service, networking, and financial support. The Alumni Association continues the enriching experience of a Cabrini education by facilitating opportunities for continued contact and communication among alumni and between alumni and their alma mater.

Athletics Dixon Center, Room 115

Joe Giunta, Director

610-902-8571

David Howell, Sports Information Director

610-902-8529

Jackie Neary, Coordinator Student-Athlete Wellness

610-902-3908

Brian Beacham, Assistant Director

610-902-1000

Steve Colfer, Assistant Director

610-902-8557

Karen Bonner, Administrative Assistant

610-902-8387

Cabrini College provides a variety of opportunities throughout the year for students interested in participating in an intercollegiate athletic program. The athletic teams, open to men and women, are members of the National Collegiate Athletic Association (NCAA) Division III, the Eastern College Athletic Conference (ECAC), the Colonial States Athletic Conference (CSAC) and the Allegheny Mountain Collegiate Conference (AMCC) (swimming only.). The CSAC is a conference of 12 member institutions with championship play in 15 sports.

Men's Athletics

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball	Golf
Soccer	Swimming	Lacrosse
		Tennis

Women's Athletics

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Field Hockey	Basketball	Softball
Volleyball	Swimming	Lacrosse
Tennis		
Cross Country		
Soccer		

Most intercollegiate teams conduct tryouts for interested full-time students. The athletic department has openings annually for work-study and work-grant student employees in positions such as managers, statisticians, score-keepers, etc. Students may contact Brian Beacham, Assistant Athletic Director at 610-902-1000 or email bjb75@cabrini.edu.

Bookstore (Widener Center – Lower Level)

Michele Conroy, Manager

610-902-8526

The College Bookstore is located on the lower level of the Widener Center. Regular hours are Monday 9 a.m. – 6 p.m., Tuesday and Wednesday 9 a.m. – 5 p.m., Thursday 9 a.m. – 7 p.m., and Friday 9 a.m. – 3 p.m. At the beginning of the fall and spring semester, the Bookstore extends hours from Monday through Tuesday 9 a.m – 7:30 p.m, and Wednesday through Thursday 9 a.m.-7 p.m. The bookstore is also available 24 hours a day, 7 days a week at www.cabrini.bkstr.com. The Bookstore stocks a standard supply of school supplies, clothing and health and beauty aids, as well as textbooks. Students may obtain bookstore purchase cards in the Business Office to charge bookstore purchases if they have a credit balance on their financial account. The bookstore purchase card authorizes students to charge purchases up to the amount of the credit balance.

Campus Ministry (Founder’s Hall, third floor)

Fr. Carl Janicki, Director of Campus Ministry

610-902-8438

Stephanie Salinis, Campus Minister

610-902-8225

Sr. Christine Marie Baltas, Campus Ministry Associate

610-902-1068

Katherine Frazier, Cabrini Missioner

Campus Ministry, which is part of the Student Development Division, invites students to participate in programs that explore faith, value-oriented relationships, service and leadership. Activities include masses, retreats, prayer services, spiritual direction, and informal opportunities to talk about life’s celebrations and struggles. Additional programs include Awareness Campaigns and Service Immersion Trips to West Virginia, New York and Ecuador, and Gallup, New Mexico. Students of all faith backgrounds are welcome to participate in Campus Ministry programs.

Cavalier Express Center**Class schedules, registration, transcripts, loan deferment forms, enrollment verifications.**

The Cavalier Express Center was designed to deliver efficient and effective services to students as they seek to address their course registration and financial needs at the College. The Center centralizes the traditional services of the Registrar’s Office, Financial Aid, and Accounts Receivable into a comprehensive center to serve students’ needs. Students who have questions about any of these areas can come to the Cavalier Express Center where staff has been trained to assist them. For convenience, they can also contact staff by phone or through the Cavalier Express Center website.

Grace Hall, Room 117, 610-902-8188, cavalierepress@cabrini.edu;Hours: M,T,Th,F: 8 a.m.-5 p.m., W: 8 a.m.-7 p.m.; www.cabrini.edu/cavalierepress**Check Cashing (Cavalier Express Center)**

Students may cash personal checks (minimum of \$50) at the Cavalier Express Center. Cabrini ID must be presented when cashing checks. Check cashing hours are Monday–Friday 9 a.m. – 5 p.m.

The Children’s School (45 Walker Road, Wayne, Pa.)

610-964-6112

Teachers certified in early childhood education staff The Children’s School. Education majors have the opportunity for observations, student teaching and field experience. The Children’s School offers full- and half-day programs for children from ages 2 1/2 to 5 to Cabrini faculty and staff, as well as the surrounding community. Tuition is reviewed annually. Consult The Children’s School director for terms of payment and registration procedures.

Communications Center (Founder's Hall, East Wing)

The **Hamilton Family Communication Center** unifies in one location the curricular activities of the Communication and Graphic Design Departments. The Center is designed to promote the interaction of more than 250 video students, audio students, journalists, marketing communicators, and graphic designers. Students are encouraged to gain practical experience in these fields by working in a state-of-the-art facility, built to accommodate digital, interconnected media.

The department's focus on Multimedia brings the talents of students together in the center, to work on common projects, such as the journalism students' work on *Loquitur*, the radio students' work on WYBF, video students' work for Loqation, and photography students' digital pictures. Multimedia products are the culminating experiences for communication students. All courses emphasize ethical values, teamwork and strong communications skills of analysis, writing, presentation and visual impact.

The Center is designed to promote collaborative work among students and faculty. All areas are interconnected by an advanced digital network, linking all computers with the campus and beyond. The **Center** contains:

- The **Newsroom** is where Cabrini students produce the award-winning campus newspaper, *Loquitur*, and websites.
- The **Radio Studios** contain professional-level equipment for work on the campus radio station, WYBF 89.1-FM, which broadcasts from these studios and is streamed on the Internet at www.wybf.com.
- The **Video Control Room and Studio** house the latest digital video equipment, which students use to produce projects for actual clients as well as for class assignments. Ample space is provided for digital video acquisition and post-production in individual off-line editing rooms and for video feed for campus and Internet distribution.
- The **Graphic Design Studios** offer students the opportunity to produce advanced computer graphics and multimedia presentations by integrating graphic design work with collaborative work from the video studio, the radio station, and from writers. This integration of graphic design with communication technology gives students realistic work experience, such as they will find in the communication industry. Students work on advanced equipment, learning the software most commonly used in the graphic design and communication fields

Community Partnerships (Founder's Hall, Third Floor)

Stephen Eberle, Community Partnerships

610-902-8122

Changing the world takes leaders who believe love and justice are meant to be lived as well as studied. The Wolfington Center offers excellent student leadership programs grounded in Catholic Social Teaching and Cabrinian practical compassion. All programs are open to students of all majors and interests, enabling students to connect their gifts with the dynamic work of the College's partners – The Missionary Sisters of the Sacred Heart of Jesus, Catholic Relief Services, and Norristown.

COOPERATIVE EDUCATION AND CAREER SERVICES

P.L.A.C.E. Planned Learning about Career Exploration, Grace Hall, Room 150

The Office of Cooperative Education and Career Services offer advising and career management support to the undergraduate college population, and alumni.

Cooperative Education is an optional academic program in which students simultaneously learn to apply theoretical principles in a professional work environment earning academic credit (based upon

the number of hours worked and the value of the work experience and income.) Most, but not all, co-ops/internships offer some type of financial remuneration.

The Office of Cooperative Education and Career Services supports on-line resume development and referral programs. Full time, permanent, professional jobs and part-time opportunities also can be viewed on-line in JobSource, www.cabrini.edu/careerservices.

Individual career counseling and workshops help students focus on interests, skills, values, needs, and experiences as they relate to choosing a major and career decision-making. Resume writing, interviewing techniques and job search services are provided. An annual Intercollegiate Career Fair and area job fairs provide opportunities for students to meet with area business and industry representatives. Teacher recruitment fairs enable education majors to interview with school districts throughout the United States. For additional information: www.cabrini.edu/careerservices.

Cabrini College students may utilize the Alumni Mentoring Network, the Externship/Job Shadowing program in order to communicate with Cabrini College alumni about career paths and options. For further information, email nch722@cabrini.edu.

Copy Center & Faculty Support Office, Grace Hall, Rooms 202 & 203

Contact telephone number 610-902-8310

Hours of Operation: Monday to Friday: 8 a.m. to 5 p.m.

The Cabrini Copy Center is available to students who wish to have copies made of various materials during normal business hours. The following guidelines apply:

Copying notices, fliers or ads for public posting:

- Original must be stamped “approved for posting” prior to making copies. Approval can be obtained at the Offices of Student Activities or Student Development in the Widener Center (see campus posting policies under section entitled, “Student Activities: Get Involved.”)
- Please call one day ahead if you have a big copying job – 500 copies or more.
- White paper is provided. Please bring your own color paper.

Personal Use:

- Copies are charged at \$0.10 per copy; transparencies at \$0.35 per sheet

Homework

- Homework can be left for professors at the Faculty Support Office, 203 Grace Hall, Monday to Friday, 8 a.m. to 5 p.m.
- Make sure that your name and the professor’s name are clearly indicated on the homework.
- When submitting work you must sign in the notebook register and hand your material to a secretary.

Counseling & Psychological Services (CaPS)

Administrative Assistant

610-902-8561

Counseling & Psychological Services (CaPS) provides confidential individual and group counseling for Cabrini College students, crisis response, and consultation for faculty, staff and others who have concerns about students Monday through Friday during the fall and spring Semesters. Students can make appointments by contacting the Administrative Assistant or by visiting the CaPS office, which is located in Founder’s Hall, Ground Floor, Room 95.

CaPS operates on a time-limited model, which means that students are eligible for up to eight individual sessions per semester. Sessions are typically scheduled on the hour and last up to 50

minutes. Students may be referred to other agencies if they need services for more than eight sessions, if they have needs that exceed what CaPS is designed to offer, or if there are chronic or severe mental health issues or other conditions that require close monitoring.

The staff at CaPS adheres to professional, legal and ethical guidelines set forth by the American Psychological Association, the National Association of Social Workers and Pennsylvania state law. In doing so, they maintain confidentiality. This means that information about a student's contact is not released to any other office or individual without a student's written permission and signature. There are some rare exceptions to confidentiality. Counselors are mandated by law to report certain information which includes possible harm to self or another person, in cases of child abuse, or in the event of a court order.

Dining Services, Founder's Hall – Adjacent to Dining Hall

Drew Niemann, General Manager	610-902-8152
Cabrini Dining Services Main Office	610-902-8505

Dining Hall – Located on the lower level of Founder's Hall.

Hours are:

Monday – Thursday

Breakfast	7:30 – 9:45 a.m.
Lunch	11:30 a.m. – 1:30 p.m.
Dinner	4:30 – 7:30 p.m.

Friday

Breakfast	7:30 – 9:45 a.m.
Lunch	11:30 a.m. – 1:30 p.m.
Dinner	4:30 – 7 p.m.

Saturday & Sunday

Casual Breakfast	9 – 11 a.m.
Brunch	11:30 a.m. – 1 p.m.
Dinner	4:30 – 7 p.m.

Students must present their ID cards to enter the Marketplace and will not be permitted to enter without one. Resident students are required to be on the College meal plan. Students who require a special diet for health reasons must provide medical documentation to Cabrini College Health Services. The Health Services staff will work with Dining Services to identify a dietary plan that meets the needs of the student. As nearly all modified diets can be accommodated, students with special needs remain on the meal plan.

Guests without a meal plan may purchase meals from the cashier stationed at the entrance to the Marketplace. Cabrini students on a meal plan may use flex dollars to pay for meals of their guests if they choose to do so.

Commuting students may purchase a Cavalier Card. For details please contact the Dining Service office at 610-902-8505. Commuting students may also select a commuter meal plan. Call Residence Life at 610-902-8410 for further details. A meal equivalency program is available so that students may use their ID for purchases of food in Jazzman's Café. Visit www.Cabrinidining.com for additional information.

Dining service policies are published separately and may be obtained from the Dining Services office. Violations of dining regulations may result in disciplinary action. PLEASE NOTE: no food may be taken out of the Marketplace other than approved “to go” containers.

Jazzman’s Café , Widener Center – Lower Level

Jazzman’s Café, located on the lower level of the Widener Center. Hours of operation are:

MONDAY –THURSDAY

8 a.m. – 8:30 p.m.

FRIDAY

8 a.m. – 8 p.m.

SATURDAY

Noon – 5 p.m.

SUNDAY

Closed

Sandella’s Hours of Operation during normal times are:

Monday to Friday 11 a.m. – 7 p.m.

Sandella’s **Late Night** Venue:

Hours of Operation during normal times are:

Sunday 7 - 11 p.m.

Monday – Thursday 7:30 - 11 p.m.

Meal Equivalency Hours – Offered Monday - Friday

Breakfast 9 – 11:30 a.m.

Lunch 1 – 4:30 p.m.

Dinner 6 – 7:30 p.m.

Student Employment:

Dining Services is always interested in hiring students. We offer great wages, free meals and the ability to work around your school schedule. Please visit the Dining Services office to pick up an application

Visit Us

We invite you to visit our website at www.cabrinidining.com and join us at www.facebook.com/cabrinidining.

Daily and weekly menus can be viewed beginning in August. Additional information is also available about Dining Services.

Disability Resource Center, Founder’s Hall, Room 98

610-902-8572

Cabrini College is committed to providing equal opportunities in higher education to academically qualified students with disabilities. The College welcomes the participation of all qualified students with disabilities in its programs, services and activities. The mission of the Disability Resource Center is to create an accessible environment where individuals are viewed on the basis of ability, not disability.

Support services and appropriate accommodations are available for students with identified and documented Physical disabilities, Psychological disabilities, Learning disabilities, and Attention Deficit/Hyperactivity Disorder. These services are intended to help students learn compensatory strategies in order to achieve success in college.

In addition to the Coordinator, a Learning Specialist is available to provide individualized academic support. Classroom and program accommodations such as extended test time, tape recording lectures, reduced course loads and course substitutions are arranged when appropriate. It is the student's responsibility to contact the Coordinator to request services and accommodations.

Disclosure of a disability is voluntary and does not adversely impact admission decisions. The Disability Resource Center Coordinator maintains all information regarding a student's disability on a confidential basis. To be eligible for support services, a student must provide a copy of a current, relevant and comprehensive evaluation performed by a qualified professional. The evaluation must verify the stated disability and the need for accommodation(s).

Students with disabilities who require assistance should contact the Disability Resource Center Coordinator as early as possible. Some appropriate actions may require significant advance planning, so early notice is essential to ensure that specific accommodations are in place.

The complete document, ***Procedures for Students with Disabilities*** is available from the Disability Resource Center Coordinator (610-902-8572) and the ADA coordinator (610-902-8206). In addition, both documents are available on the Cabrini website. Alternate formats of this or any other documents are available upon request. For additional information, please contact the Disability Resource Center Coordinator.

The grievance procedure for students with disabilities can be found in the 2011-2012 Cabrini College Catalog at www.cabrini.edu/catalog

Dixon Center (Dixon Center 116)

Front Desk	610-225-3901
Fitness Center	610-225-3923
Pool Deck	610-225-3912
Facility Reservations	610-902-8290

The Dixon Center, Cabrini's sports and recreation complex, is located on the north side of campus. The Dixon Center houses squash courts, a gymnasium with three full-length basketball courts, a twenty-five yard competitive pool, a fitness center and strength training area, a dance/aerobic room, an indoor track, and locker rooms. See additional information listed under Fitness Center, Intramurals and Swimming.

ECG Community Support, Wolfington Center, Founders Hall, Third Floor

Stephen Eberle, Interim Director 610-902-8122

ECG Community Support, located in the Wolfington Center, coordinates community-based learning experiences linked to academics, including Engagements with the Common Good. Many of Cabrini's service learning courses work with our local partner community, Norristown. Cabrini was also the first college to establish a formal partnership with Catholic Relief Services, the Catholic Church's largest aid and advocacy organization, providing numerous international service and advocacy opportunities for students and faculty.

Emergency Phone Numbers

In situations of extreme emergency, dial 911

Fire	Radnor	610-687-3245
Police	Radnor	610-688-5600; Tredyffrin 610-647-1440
Ambulance	Radnor	911
Poison Control Center		800-222-1222
American Red Cross		215-299-4000 (Delaware County)
Women Organized Against Rape		888-521-0983

Facilities Department – 229 Willow Avenue, Wayne, PA

Help Desk	610-902-8242
Dawn Barnett, Office Manager	610-902-1071
Howard Holden, Director of Facilities	610-902-8240

The Facilities Department is responsible for the upkeep and maintenance of the College's grounds and buildings as well as facility renovation/improvement projects. Areas of responsibility include electrical, plumbing, heating, air-conditioning, carpentry, general repairs, project management, event set-ups, grounds maintenance and housekeeping.

The department has an on-line service request system that allows members of the College community to enter a service request "ticket" directly to the department, where a service coordinator assigns the request to a Facilities representative for action. The on-line service request form is available, www.cabrini.edu/FacilitiesHelp

The Department's office hours are Monday through Friday from 7:30 a.m. to 4:30 p.m. Twenty-four hour on-call service is provided seven days a week for emergency related problems. Should there be a problem of an emergency nature, beyond normal business hours, (power outage, flood, smell of gas) call the Public Safety Department at 610-902-8245 to activate this service.

Finance & Administration, Mansion, 1st Floor

610-902-8276

The mission of the Finance and Administration division is to serve the faculty, staff and students of the College and community through financial oversight of Cabrini College. Financial oversight includes timely and accurate processing of accounting transactions including payment of payroll and other College obligations; issuance of College financial statements in accordance with generally accepted accounting principles; efficient operation and maintenance of physical plant; and the management of various other support functions.

These support functions include: Administrative Services, student mailboxes, bookstore, bulk and regular mail, telephone system and purchasing; **Business Office:** accounts payable, student billing and payment services, payroll, investments and risk management; **Dining Services, Facilities:** maintenance of buildings and grounds, housekeeping, construction and renovation, **Information Technology and Resources,** and **Public Safety.**

Financial Aid, Grace Hall 181

Mike Colahan, Director

610-902-8420

The Financial Aid Office assists students and families with meeting the cost of education. This is done primarily by completing a federal aid application called the Free Application for Federal Student Aid (FAFSA), Please file by going on-line at www.fafsa.ed.gov. Application for financial aid must be

done each year. Returning students are recommended to apply in February as soon as their families' federal taxes have been done. The Financial Aid Office takes appointments during the office hours of 9 a.m. to 5 p.m. Monday through Friday and "walk-ins" are welcomed.

Fitness Center, Dixon Center

Fitness Center

610-225-3923

Hours:

Monday – Thursday	6 a.m. to 11 p.m.
Friday	6 a.m. to 9 p.m.
Saturday	9 a.m. to 5 p.m.
Sunday	9 a.m. to 5 p.m.

The Fitness Center has 19 pieces of cardiovascular equipment, 25 pieces of strength training equipment and more than 9,000 lbs. of free weights. Activ-Trax, an on-line personal training service which generates fully customized workouts, is available at no cost to students. A full schedule of aerobics classes is offered including yoga, step aerobics, Pilates, P90x, Bootcamp, Spinning, and Zumba. The Fitness Center offers free health screenings for blood pressure and body fat, free programs for students and personal fitness contests.

For further information about the fitness center or group exercise classes, please contact the Fitness Director at 610-902-8318 or visit www.cabrini.edu/DixonCenter.

Graduate Studies

Grace Hall, Room 135

Dr. Martha Combs, Dean for Graduate Studies	610-902-8522
Bruce Bryde, Director of Recruitment & Enrollment	610-902-8291
Gary Bundy, Special Project Assistant	610-902-8329
Christina Fink, Coordinator of Special Education	610-902-8296
Tara McFalls, Coordinator Graduate Operations	610-902-8227
Robert Wetzel, Administrative Coordinator of Off-campus Programs	610-902-1047
Frances Bowe, Program Supervisor, Master's in Organization Leadership	610-902-8501
Joyce LoDolce, Recruitment Specialist	610-902-8519
Preeti Anandanatarajan, Administrative Assistant	610-902-8522

The Office of Graduate Studies offers graduate and adult undergraduate degree programs as well as continuing professional education. The office is located in Grace Hall room 135. For additional information about Graduate Studies, please call 610-902-8500 or go to www.cabrini.edu/Graduate

Health & Wellness Education, Founder's Hall Room 102

Chris Hyson, Director

610-902-8316

The Office of Health & Wellness Education sponsors a wide array of programs and activities that focus on personal wellness and the importance of making healthy lifestyle choices. Programs are offered to students and all members of the campus community throughout the academic year in a variety of formats. Leadership opportunities are offered to students via the Peer Educator program, P.A.R.T.Y. (Promoting Alcohol Responsibility Through You).

Health Services, Founder's Hall Room 86

Susan Fitzgerald, Director

Dr. Madeline Danny, Physician

610-902-8400

For complete information about the College's health policies see the section of this handbook entitled, "Health Policies."

Health Services provides accessible, convenient quality health care and education for all students. A registered nurse with experience in College health is available 9 a.m. - 5 p.m., Monday to Friday. Physician hours are twice weekly, by appointment only. After hours, contact Public Safety at 610-902-8245 or call 911.

Holy Spirit Library

Library Information

610-902-8537 and 610-902-8438

Website: www.cabrini.edu/library

Email: library@cabrini.edu

Hours: Visit Library's website for hours of operation.

The Library staff invites students to use its facilities, resources and services, and gladly provides assistance with research needs. Computers are available for researching the Library's electronic resources, the Internet, and for using Microsoft Office applications. The Library building is equipped to support wireless access to the campus network; ten laptops are available to be checked out for use in the Library.

Library materials can be located by using the Library's on-line catalog, Cavalog, accessible from the Library's home page at www.cabrini.edu/library. Links to the Library's electronic resources can also be found on the Library's home page. When using these resources off campus, a valid Cabrini domain user ID and password are needed. Supplemental course materials, placed on reserve by instructors, are available either at the Reserve Desk located in the Library, or online from the eReserves link on the home page. Reference books, reserve materials, and periodicals are for library use only. Photocopy machines are available for student use.

Circulation

During the regular academic year, most materials circulate for three weeks. Media materials circulate for three days. Reserve materials circulate within the Library for two hours and Reference items and periodicals cannot be checked out. Ask any questions you may have at the Circulation Desk.

Inter-Library Loan

Through a worldwide network of libraries, Cabrini offers inter-library loan services for students in need of materials not held by the Library. Requests should be made as soon as possible to allow sufficient time for processing the request. A fee may be charged depending on the item being requested. Students are responsible for any overdue fines or replacement costs for lost or damaged items.

Fines

The fine for overdue items from the Circulating Collection is ten cents per item per day. Overdue media, reserve material, and Newbery and Caldecott books accrue a fine of \$1 per day for each item. Fines of \$5 or more will prohibit students from borrowing additional materials and will cause transcripts to be held.

Lost or Damaged Material Policy

A librarian will assess damaged materials on a case-by-case basis to determine if items must be replaced. The student is responsible for fines, replacement, and processing costs for lost and damaged items.

Other Libraries

Cabrini's memberships in the SouthEastern Pennsylvania Consortium for Higher Education (SEPCHE) and the Tri-State College Library Cooperative (TCLC) allow students to use more than 40 neighboring college and university libraries in Pennsylvania, New Jersey and Delaware. A listing of these libraries, their policies and hours of operation is available in the Library.

SEPCHE member libraries offer borrowing privileges to the students of all eight SEPCHE institutions: Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy College, Holy Family University, Immaculata University, Neumann University, and Rosemont College. The SEPCHE collaboration makes available nearly a million volumes, scores of electronic databases, and several special collections on various subjects. Library hours at SEPCHE schools vary, but professional librarians are available to assist users.

Students with a valid Cabrini College ID may borrow materials directly from all SEPCHE libraries, and from two TCLC libraries: Eastern University and Valley Forge Military Academy and College. A letter of introduction from a library staff member is needed for borrowing from other TCLC libraries.

Hospitals

Bryn Mawr Hospital
130 S. Bryn Mawr Avenue
Bryn Mawr, PA
610-526-3000

Montgomery Hospital
1301 Powell Street
Norristown, PA
610-270-2000

Lankenau Hospital
Lancaster & City Line Avenues
Wynnewood, PA
610-645-2000

Paoli Memorial Hospital
255 W. Lancaster Avenue
Paoli, PA
610-648-1000

Human Resources, Widener Center, Second Floor

Main Number

610-902-8760

The Human Resources Office is dedicated to providing leadership, guidance, and support to the College administration and management of its human resources. This is accomplished through promoting and maintaining a quality and efficient personnel program by delivering such services as recruiting, orientation, benefits, performance management, compensation, and employee relations. The office is open **9 a.m. – 5 p.m.**, Monday through Friday, and other hours by appointment.

Identification Cards, Mansion – East Wing

Public Safety Department

610-902-8245

For additional information about policies related to Cabrini ID cards, please see the section of this handbook entitled, "Public Safety Policies."

ID processing is available at the Department of Public Safety the first two weeks of each semester, Tuesday through Friday from 10 a.m. to 6 p.m. and on Monday from 10 a.m. to 4 p.m. Wednesday evening processing will be available until 8 p.m. during the academic year. Any other time during the semester, processing can be done Monday through Friday between 10 a.m. and 4 p.m. Please bring your College course schedule or Banner ID Number and picture identification with you for processing. The first ID is free. Replacement of a regular student ID card and cards which grant access to a residence hall or classroom is \$20. To prevent deactivation of an ID card, do not punch holes in the card or store it near a computer, other electronic devices, or with other cards having a magnetic strip.

Information Technology & Resources, Founder's Hall

Marlayne N. Dundovich, Director
Help Desk

610-902-8377, Room 113A
610-902-8366, Room 108

For complete information about policies governing the use of technology at Cabrini College please see the section of this handbook entitled, "Information Technology & Resources Policies."

Information Technology and Resources directs, administers and manages campus academic computing, administrative computing and networking, in addition to Internet services and media presentations. The department includes the areas of Administrative Computing (institutional data and information management) and Learning Resources and Technology (electronic mail, campus network, Internet services, computing facilities, media and instructional support).

To contact ITR for PC, network connections, or email services, students should submit a ticket to the online tracking system at www.cabrini.edu/itr/problemreporting, email the Help Desk at itrhelp@cabrini.edu, or call the Help Desk at 610-902-8366. Help desk hours for the school year are Monday to Thursday, 8 a.m. to 9 p.m., Friday, 8 a.m. to 5 p.m. and Saturday, 10 a.m. – 4 p.m. Please note: summer and holiday hours may vary.

The ITR on-site analysts are located in rooms 108 and 110 of Founder's Hall. Public computer labs are located in the Holy Spirit Library on the main floor and the basement, and room 109 of the Iadarola Building. Computer classrooms are available to students when classes are not scheduled and buildings are open. During times of Help Desk coverage, students may contact ITR for special assistance at 610-902-8366.

Important: Students are encouraged to visit the ITR Website for additional information. The department maintains a **Frequently Asked Questions** section, www.cabrini.edu/itr/help-online, that contains information related to various computer needs. One can also browse the topics in A-Z directory format; it is an easy-to-use guide to computer-related topics pertinent to student use. Students can consult these pages and tips for information on acquiring computers, setting up a computer, getting connected to the College network, managing a Cabrini account, and setting up email or College-supported software.

Institutional Advancement, Mansion, 2nd floor

Main Office: 610-902-8226

Sharon Kerrigan Loman, Vice President

Jean Jacobson, Director of Corporate, Foundation & Government Relations

610-902-8231

Rachel McCarter, Director of Alumni Relations

610-902-8256

The College is strengthened and supported by the contributions of charitable gifts and volunteer talent from alumni, parents, friends, faculty, staff, corporations, foundations and government. Advancement coordinates programs that encourage all constituents to participate in the fundraising and volunteer opportunities at the College. The Institutional Advancement Office is responsible for encouraging participation from all constituents in fundraising programs that support every aspect of the College. A few of the fundraising initiatives include: the Annual Fund (raises funds necessary for the daily operation and strengthening of ongoing programs at the College), Athletic Advancement (establishes and coordinates programs to encourage support of the College's athletic programs), Capital Giving (raises funds for special multi-year projects such as new construction, renovations, endowed gifts, and special projects), and Planned Giving (assists donors with financial planning for the long-term strength of the College). All charitable gifts to the College are processed through this office. In addition, Institutional Advancement coordinates programs, communications and events for Cabrini College graduates.

International Students, Grace Hall, Admissions Office

Advisor

610-902-8556

The Office of International Student Advising provides services to international students on student visas and helps orient them to the College, the community and the American educational system. The advisor also helps visa students with immigration policies and procedures, For additional information about policies and procedures related to international students, please review the 2011-2012 Cabrini College catalog at www.cabrini.edu/catalog.

Intramurals & Recreation

Dixon Center

610-225-3909

Cabrini College offers a number of intramural programs ranging from one-day events to team sports leagues. Intramurals are designed to allow students a chance to get involved in friendly competition with other students. Intramural activities are a great place to continue a sport that you enjoy or to try your hand at something new. Limitations and restrictions apply to participation by varsity athletes. For further information on Intramurals and Recreation call 610-225-3909.

Sport leagues are offered throughout the year as a round-robin league culminating with a single or double elimination playoff.

Leagues offered include:

- Basketball
- Five-on-five indoor Soccer
- Flag Football
- Kickball
- Seven-on-seven outdoor Soccer
- Softball
- Volleyball

There are many one- and two- day tournaments offered throughout the year, including:

- Floor Hockey
- Dodgeball
- Wallyball

Outdoor Recreational programming allows students to expand their interest and experience in a number of exciting ways, including:

- Canopy Tours
- Hiking
- Kayaking
- Paintball
- Rock Climbing
- SCUBA certification
- Skiing
- Whitewater Rafting
- Windsurfing/Sailing

Indoor leagues and tournaments are held in the Dixon Center Sunday through Wednesday from 6 p.m. to 11 p.m. Outdoor leagues and tournaments are held on campus fields and open spaces in the afternoons and on weekends. Recreational activities take place at a number of off-campus locations, depending on the activity (local ski areas, rivers, climbing gyms, etc.), weekday evenings and weekends.

SPORT CLUBS:

Cabrini offers a number of club sports programs. These allow students to organize athletically related clubs, participate in a competitive environment and/or compete against other college club programs.

Current club sport programs include:

- Cheerleading (Co-ed)
- Dance Team (W)
- Lacrosse (M)
- Roller Hockey (M)
- Ski and Outdoor (Co-ed)

Job Squad, Grace Hall 150

Cooperative Education & Career Services

610-902-8306

“Job Squad” listings are posted outside the Office of Cooperative Education & Career Services, P.L.A.C.E. These non-professional positions include babysitting, housekeeping, yard work, painting, pet sitting, party help, or tutoring. Students can also request to be listed in the “Job Squad” brochure that, upon request, is mailed to area residents seeking to hire students for the above services. Jobs are posted as a service for Cabrini College students and community members.

Library

See information provided under the heading, “Holy Spirit Library.”

Lockers (Widener Center – Lower Level)

Office of Student Development

610-902-8416

Lockers are available in the Widener Center for student use on a first-come, first-served basis. Users are expected to provide their own locks, which must be removed by the last day of final exams in May. The College reserves the right to remove any lock when it believes that a locker is being used for an activity in violation of College policy, and/or if personal locks have not been removed by the conclusion of the academic year. Material remaining in lockers beyond the removal date will be discarded.

Lost & Found, Mansion, East wing

Public Safety Department

610-902-8245

A box for lost and found items is maintained in the Public Safety Department, located at the east end of the Mansion. “Found” items are retained for one semester, and then discarded.

Mailroom, Widener Center, Lower Level

Joseph Palmer

610-902-8525

The mailroom, located in the lower level of the Widener Center, handles all mail and packages for the College. Each full-time resident is assigned a key/combo mailbox outside the mail room or RCAC. Outgoing mail may be placed in the mail drop box on the ground floor of the Widener Center transient hallway. Incoming mail can be picked up by students at their convenience with their key/combo. If a student receives a package or piece of mail too large to fit in the mailbox, a notification is left in the mailbox. Bring the notification along with proper identification to retrieve the package/s. Packages may be picked up during mailroom hours, 8:30 a.m. - 4:30 p.m. For any mail questions, contact Joseph Palmer, Mailroom Supervisor, by phone or email (jgp38@cabrini.edu).

Marketing & Communications, Mansion, 3rd floor

Gene Castellano, Vice President
Claire Clute, Assistant to the VP

610-902-8254
610-902-8750

The Office of Marketing and Communications is the College's news and publications center. It directs the dissemination of all campus news to print and electronic media. It also serves as the contact point for news media personnel seeking information about members of the College community, and assists them in setting interviews, photo assignments and news-gathering projects. Campus organizations and departments wishing publicity for programs or events should contact the media relations manager at 610-902-8255 at least three weeks before the date of the event. ***Students should be aware that all contact with the news media is initiated through the Office of Marketing and Communications.***

The Marketing and Communications staff also is responsible for the writing, design and production of all official Cabrini publications. Among the many publications produced by the office staff are Today at Cabrini, a daily e-newsletter published for all members of the College, *Cabrini In the News*, an internal e-newsletter published for all members of the College, and *Cabrini Magazine*, a tri-annual, full-color magazine. The Office also maintains and administers the College's website, www.cabrini.edu.

Use of the College Logo

The College logo serves as an identifying symbol for the College and should be used on all official Cabrini publications and related materials. The College logo is to be used only in consultation with the Marketing and Communications staff. For information: www.cabrini.edu/styleguide or 610-902-8131.

President's Office, Mansion, 2nd floor

Dr. Marie A. George, President
Elizabeth Stiles, Executive Assistant
Susan Grover, Assistant to the President
Elizabeth Daly, Administrative Assistant

610-902-8200
610-902-8202
610-902-8270
610-902-8201

Public Safety, Mansion, East Wing

Lil Burroughs, Director

610-902-8251
610-902-8245

For Officer Assistance

In situations of extreme emergency, dial 911.

Please see the section of this handbook entitled, "Public Safety Policies" for information about traffic regulations, parking procedures, identification cards and fire safety regulations.

The mission of the Department of Public Safety is to protect life and property, to perform services as required and to engender a shared responsibility for the protection and safety of the individual and the community. To fulfill this mission, Public Safety Officers patrol campus buildings and grounds 24 hours daily. The number of Officers on duty varies depending upon the time of day and expected level of activity. All Officers are experienced and trained to assist the community in situations ranging from emergency response to general advice on crime prevention.

Public Safety Officers can be reached at 610-902-8245. Caller communication is established via a dispatcher or by a two-way telephone and radio. When calling, speak clearly, giving your name, location and any other essential information. Officers will respond immediately to assist you.

The Department is also responsible for managing the College's Identification Card, Parking and Traffic Management programs, and for enforcing related policies.

Registrar, Grace Hall 117

Phyllis Bean, Registrar 610-902-8547
Fran Harkness, Assistant Registrar 610-902-8545

The Office of the Registrar coordinates grading information, transfer credit information, graduation audits, degree completion diploma printing. www.cabrini.edu/registrar

Residence Life, Widener Center, 1st floor

George Stroud, Dean of Students 610-902-8410
Sue Kramer, Director 610-902-8781
Laura Shapella, Assistant Director 610-902-8411

Ellen Wagner, Area Coordinator
(Xavier & Woodcrest) 610-902-8458

RJ Carroll, Area Coordinator
(East Residence Hall, Maguire House, Dixon House, & McManus House) 610-902-8115

Mike Mullen, Area Coordinator
(Casey, Lanshe, West & CAC, Sullivan House) 610-293-6190

Corinne Catania, Administrative Assistant 610-902-8410

Residence Life Widener Center, 1st floor

For complete information about Residence Life policies and procedures see the section of this handbook entitled, "Residence Life Policies." For additional policy information see pamphlet entitled, "*Community Standards for Student Conduct.*"

The residence life program at Cabrini is an integral part of the College's educational experience. Management of the program is the responsibility of the Office of Residence Life, which oversees room selection and assignments, RA staff selection, training, supervision and evaluation, community development, and educational, cultural and social programming for residents. In matters of hall maintenance, upkeep and safety, Residence Life works cooperatively with the departments of Public Safety, Facilities and Housekeeping.

Shuttle Service

Public Safety Office 610-902-8245

The College provides a free daily shuttle service to and from the Wayne train station, the local trolley station and other key locations in the area, including the town of Wayne and the King of Prussia Mall. Schedules for the shuttle, area train (SEPTA Paoli/Thorndale Regional Rail line) and trolley (SEPTA R100 line) are available in the main lobby of the Widener Center and in the Office for Student Development.

Center for Student Engagement and Leadership Widener Center, 1st floor

Anne Filippone, Director 610-902-8407
Amber LaJeunesse, Assistant Director 610-902-8461
Snezana Ilic, Administrative Assistant 610-902-8755

For complete information about the Center for Student Engagement & Leadership, student organizations and recreation clubs see the section of this handbook entitled, "Get Involved!"

The Center for Student Engagement & Leadership (SEaL) promotes student development and enriches the campus learning environment by providing a full spectrum of social, cultural and educational programs, and supporting the operation of various student organizations including the Student Government Association (SGA), the Campus Activities Programming (CAP) Board and the Cabrini Commuter Crew (C3). The office is also responsible for managing several campus-wide programs including Family Weekend and the New Student Orientation Program.

Student Development, Widener Center, 2nd floor

Dr. Christine Lysionek, Vice President 610-902-8416
Joan Kleckner, Assistant to the Vice President 610-902-8416

The Division of Student Development is managed by the Vice President for Student Development and devoted to the implementation of programs, policies and processes that optimize the College's out-of-classroom learning environment, empower students to take responsibility for their education, and foster the development of leadership skills and a strong sense of campus community. Divisional offices and programs include: Campus Ministry, Center for Student Engagement and Leadership, Counseling and Psychological Services, Health Services, Health Education & Wellness, Intercollegiate Athletics, Judicial Affairs, the Dixon Center (Intramurals and fitness programs) Residence Life and Student Diversity Initiatives.

Student Diversity Initiatives, Widener Center, 1st Floor

Stephanie D. Reed, Director 610-902-1061

The Office of Student Diversity Initiatives strives to empower students of all backgrounds and walks of life. We welcome differences in age, race, ethnicity, gender, religion, sexual orientation, socio-economic background, and geographic origin. Diversity Initiatives at Cabrini works with faculty and staff to focus on programming, training, and events that promote an inclusive campus community and celebrates diversity for ALANA (African-American, Latino, Asian, & Native American), International and LGBT (Lesbian, Gay, Bisexual, & Transgender) students, staff, and faculty.

The office is responsible for advisement to all ALANA and LGBT student organizations, LGBT Safe Zone and student Ally Training as well as various heritage celebrations across campus.

Student Government Association, Rooyman Activities Center

Student Government 610-902-8728

Executive Board:

President: Nicole Shovlin
Vice President: Michael Pontoriero
Treasurer: Michael Gee
Secretary: Angelica Graber
Parliamentarian: Lauren Bariglio

The Student Government Association (SGA) of Cabrini College is the official representative organization of the student body and facilitates all communication pertaining to students within the College community. The Association exists to make known the views of the student body and to look

after its interests with respect to the faculty, administration and educational policies of the College. All students are encouraged to make their views known to SGA.

The SGA Executive Board members are elected by the student body in a campus-wide election. General meetings are held biweekly and all undergraduate students are invited to attend.

Swimming Pool (Dixon Center)

Pool Deck

610-225-3912

Recreational swimming hours:

Monday through Thursday: 8 a.m. to 10 p.m.

Friday: 8 a.m. to 8 p.m.

Saturday: 10 a.m. to 4 p.m.

Sunday: 10 a.m. to 4 p.m.

Please note that the pool is closed beginning the middle of September, Monday-Friday from 6 p.m. to 8 p.m. and the end of October through the middle of February, Monday-Friday from 3 p.m. to 8:30 p.m. for swim team practices and from June through the middle of August, Monday-Friday from 3 p.m. to 4:30 p.m. for camps.

Cabrini's twenty-five yard competitive pool has six lanes with a handicap access ramp. The natatorium is staffed by a certified lifeguard at all times. The pool is equipped with kick boards, aqua-jogging belts and resistance equipment for your convenience. A variety of water classes are offered from Monday through Friday. Recreational activities are offered during the semester and include swimming lessons, lifeguard training, and movie nights. For more information about these programs, contact the Aquatic Director at 610-225-3913.

Theatre, Grace Hall Atrium

Dr. Thomas Stretton, Jr., Director

610-902-8328

For the past 38 years, the Cabrini College Theatre Department has presented a wide variety of productions to the campus and surrounding communities. The department typically does two productions a year, one in the fall and another in the spring. Productions have ranged from evenings of one-act plays to off-Broadway and Broadway dramas, comedies and musicals including Shakespeare, farce, and cutting-edge contemporary work. In 2009, Cabrini College presented the World Premier of *The Laramie Project, Ten Years Later*. In 2010, Cabrini College received approval to open a chapter of the National Theatre Honor Society. The College also offers a variety of theater courses for beginning and advanced students.

The Wolfington Center, Founder's Hall, Third Floor

Stephen Eberle, Interim Director

610-902-8122

Maureen Catania, Administrative Assistant

610-902-8431

Where do you find meaning in life? How do you act on your faith and beliefs? The Wolfington Center encourages and challenges students and faculty to explore answers to these questions through a personal connection with the poor and marginalized in local and global communities.

Through community partners, particularly the Missionary Sisters of the Sacred Heart of Jesus, Catholic Relief Services, and the Municipality of Norristown, The Wolfington Center helps to weave students' intellectual and spiritual development with commitments to social justice and human dignity. The Center coordinates service learning, linking Cabrini courses to our partners to work together for

the Common good. The Center also offers volunteers and student organizations opportunities to become involved in activism and advocacy to build a more just and compassionate world.

Academic Programs, Services & Policies

Academic Support Services

- **Disability Resource Center**
www.cabrini.edu/Academics/Resources-and-Support/Disability-Resource-Center
- **Center for Teaching and Learning**
See 2011-2012 Cabrini College Catalog at www.cabrini.edu/catalog

Academic Honesty

The principal objective of the Cabrini College Policy on Academic Honesty is to encourage a dynamic, open and honest intellectual climate based on the personal and academic integrity of all members. Faculty, students, and administrators share responsibility for maintaining this environment of academic honesty and integrity, accepting individual responsibility for all actions, personal and academic. Each member of the community—faculty, students, and administrators—is expected to uphold the values identified and described in this Policy.

- **Honesty-** “An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.... Cultivating honesty lays the foundation for lifelong integrity, developing in each of us the courage and insight to make difficult choices and accept responsibility for actions and their consequences, even at personal cost.”
- **Trust-** “An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.... Trust is promoted by faculty who set clear guidelines for assignments and for evaluating student work; by students who prepare work that is honest and thoughtful; and by schools that set clear and consistent academic standards that support honest and impartial research.”
- **Fairness-** “An academic community of integrity establishes clear standards, practices and procedures and expects fairness in the interactions of students, faculty and administrators.... Fair and accurate evaluation is essential in the educational process. For students, important components of fairness are predictability, clear expectations and a consistent and just response to dishonesty.”
- **Respect-** “An academic community of integrity recognizes the participatory nature of the learning process and honors and respects a wide range of opinions and ideas.... Students and faculty must respect themselves and each other as individuals, not just as means to an end.”
- **Responsibility-** “An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.... Every member of an academic community -- each student, faculty member, and administrator -- is responsible for upholding the integrity of scholarship and research.... Whatever the circumstances, members of an academic community must not tolerate or ignore dishonesty on the part of others.”

“The Fundamental Values of Academic Integrity” (Center for Academic Integrity, October, 1999) www.academicintegrity.org

As a College, our collective goal is the “education of the heart” and the search for the truth. Students, faculty and administrators aspire to create a community where competition is fair, integrity is respected, and dishonesty is not tolerated.

It is the responsibility of students to help maintain the community of academic integrity. Specifically, students are given significant responsibility to help protect and promote the highest standards of academic integrity and help maintain honesty in all actions. Students are expected to adhere to these values. Students shall not receive credit for work that is not a product of their own efforts. Lack of understanding or familiarity with this Policy shall not be considered a valid defense to charges of violating it.

Academic Honesty Board

It is the responsibility of the Academic Honesty Board to uphold and protect the academic integrity of the Cabrini College community.

Composition of the Board

- Dean for Academic Affairs
- Chair of Academic Honesty Board
- Five full-time faculty members
- Five full-time undergraduate students
- One student from Graduate Studies (only if violation originates from this program)

Selection Process and Term Duration

- Chair appointed by Provost; only votes if committee results in a tie
- Faculty members each serve three-year terms
- Faculty may serve up to two consecutive three-year terms
- Faculty serve on a rotating basis with **at least** two members returning each year
- Students are selected by Student Government Association for a one-year term
- Students may serve more than one term, but no more than three consecutive terms

Hearing Process

- Hearings and appeals are scheduled as soon as possible after a Violation Form or appeal is received
- The student must be present at the hearing.
- The Board or the student may request that the faculty member attend or the faculty member may choose to attend.
- The student or faculty member may present evidence or documentation to support their positions.
- The Board will deliberate privately and render a decision based on a preponderance of the evidence presented.
- If the Board decides the preponderance of evidence shows that a violation has occurred, the penalty assigned by the faculty member will stand.
- If the Academic Honesty board overturns the charge, the penalty is removed and all records of the alleged violation are destroyed.
- In cases of a second or serious first violation, the Board will conduct a hearing and determine what additional College-level penalties may be imposed.
- In cases when the penalty is suspension or expulsion, the Board consults with the Provost and Vice President for Academic Affairs regarding the final decision.
- The Academic Honesty Board's decision is final.

When the Board convenes to hear a case

- An equal number of faculty and students must be present.
- No less than three faculty and three students must be present.
- If the student involved in the case is from Graduate Studies, the Graduate Studies student representative must be present.

Responsibilities of the Board

- To hear and decide all student appeals of academic dishonesty charges, and determine the greater or lesser likelihood of a violation having occurred.
- In instances of serious violations or two or more violations, the Board may consider suspension, dismissal or alternative penalties.

Charge, Hearing and Appeal Procedures

Faculty Procedures

- For a first violation within a specific course, the faculty member will meet with or otherwise communicate to the student that they have been charged with a violation of the Academic Honesty Policy, specifying the act and penalty.
- The faculty member will complete an Academic Honesty Violation Charge Form, stating the violation and assigning a penalty based on College guidelines in this document.
- A copy of the form should be given to the student and the student should sign and date the charge form and return it to the faculty member. If the student does not sign the form, the charge and penalty stand.
- The faculty member should retain a copy of the form and return the original, signed form to the Office of Academic Affairs.
- For a second violation in a given course, the faculty member will follow the same procedures as in the first incident but will assign a penalty of failure to the course without privilege of withdrawal, regardless of the charge.

Academic Affairs Procedures

- Upon receipt of a Violation Charge Form, the Office of Academic Affairs will review files to determine if it is a second or subsequent violation.
- That determination will be noted in the space provided on the Violation Charge Form.
- In cases where the violation is a second or subsequent violation or a serious first offense, the Academic Honesty Violation Charge Form will be forwarded to the chair of the Academic Honesty Board for the scheduling of an Academic Honesty Board Hearing.

Student Procedures

- Students may request an Academic Honesty Board hearing to challenge the charge of violating the Academic Honesty Policy.
- A student may request a hearing before the Academic Honesty board if he/she disagrees with the charge by indicating that option on the Violation form when submitting it to the Office of Academic Affairs.
- If a student desires a hearing, the Office of Academic Affairs must receive a written request from the student within two weeks of receipt of the Academic Honesty Violation Charge Form.
- A student may also discuss the matter and options with a faculty ombudsperson selected by the Student Government Association.
- Attorneys are not permitted to be present at hearings of the Academic Honesty Board.
- If two or more students are involved in the same academic dishonesty case, each student shall have a separate hearing.
- In cases where the faculty member requests a hearing for a serious violation of academic

honesty, or after a student has two recorded violations of the Academic Honesty Policy, the student will be required to come before the Academic Honesty Board.

Academic Honesty Violations Definitions and Penalties

Students should speak with a faculty member if they have any questions.

Instances of academic dishonesty may be unrelated to a specific course. Any members of the administrative, teaching or support staff may report such instances directly to the dean for academic affairs, who will initiate an Academic Honesty Board hearing, if appropriate.

Academic Honesty Violations

Cheating

- The presence of “cheat sheets” during an exam, test or quiz;
- Unauthorized use of a calculator, cell phone or other electronic device with information for an exam, test or quiz;
- Writing information on one’s person or clothing;
- Unauthorized collaboration with another student to share information in an exam or testing setting or during completion of a take-home assignment;
- Glancing at another student’s paper during an exam, test or quiz;
- Conversations during a testing setting;
- Soliciting information regarding an exam or test from another student;
- Obtaining an examination prior to its administration.

This list is not exhaustive.

Plagiarism

- Submitting all or portions of a piece of written work using someone else’s words or ideas (including material from an Internet site, material printed in a book or periodical, or another student’s work) without appropriate or adequate use or quotation marks or citation;
- Use of a source in a paper or presentation—using exact words or paraphrase—without citation;
- Citation not correct or complete despite acknowledged use of a source;
- Paraphrase that is too close to the wording in the original source.

This list is not exhaustive.

Faculty-Level Penalties

- Rewriting a paper, retaking an exam, test or quiz, or redoing an assignment;
- Reduction in course grade;
- Failure (no credit) or reduction in grade given for paper, exam or assignment without the privilege of make-up;
- Failure of the course without privilege of withdrawal;
- Additionally, for serious violations, the faculty may recommend an Academic Honesty Board hearing can be conducted.
- Other

- Rewriting a paper, retaking an exam, test or quiz, or redoing an assignment;
- Reduction in course grade;
- Failure (no credit) or reduction in grade given for paper, exam or assignment without the privilege of make-up;
- Failure of the course without privilege of withdrawal;
- Additionally, the faculty may recommend that the student be required to attend the Writing Center and/or that an Academic Honesty Board hearing be conducted.
- Other

Information falsification or fabrication

- Falsification of research data;
- False information regarding the time or date work was submitted, the fact of work, having been submitted, or the reasons for missing an assignment or class meeting;
- False information regarding another student.

This list is not exhaustive.

Theft or destruction of intellectual property

- Taking the work of another student without permission;
- Taking the course materials from an instructor without permission;
- Defacing or taking without permission academic materials including library resources, computer software or laboratory materials;
- Hindering other students, faculty or staff from the use or access to Library or other academic materials.

This list is not exhaustive.

Facilitation of academic dishonesty

- Giving materials such as test or papers to another student without the professor's permission;
- Helping another student obtain materials for cheating or plagiarism;
- Discussing an exam or test with a student who has yet to take it without the professor's permission.

This list is not exhaustive.

- Verbal or written reprimand;
- Reduction in course grade;
- Failure (no credit) or reduction in grade given for paper, exam or assignment without the privilege of make-up;
- Failure of the course without privilege of withdrawal
- Other

- Replacement of/payment for materials harmed or destroyed;
- If the student is currently enrolled in the class, any of the course-specific penalties listed above, including the recommendation that an Academic Honesty Board hearing be conducted;
- If the student is not currently enrolled in class, hearing by the Academic Honesty Board.
- Other

- If the student is currently enrolled in the class, the facilitator receives the same penalty as the offender;
- If the student is not currently enrolled in the class, hearing by the Academic Honesty Board.
- Other

COLLEGE-LEVEL PENALTIES (IMPOSED BY THE ACADEMIC HONESTY BOARD FOR SECOND OR SUBSEQUENT OFFENSES OR SERIOUS FIRST OFFENSES)

- Oral or written reprimand
- Notification of Academic Dishonesty will be indicated on a student's official College record
- Other

Suspension

- Student may complete current semester, but will not be permitted to enroll in courses during the following semester (excluding summer);
- Student will be suspended immediately, receiving an 'F' grade in the course in which the offense took place and 'W' grades in all other classes. The student may re-enroll for the following semester
- Student will be suspended immediately, receiving 'F' grade in the course in which the offense took place and 'W' grades in all other classes. The student may re-enroll after a one-year period;

- Any applicable refunds will operate according to the College's refund policy.

Expulsion

- Student will be expelled immediately, with the right to appeal for readmission after a one-year period.
- Any applicable refunds will operate according to the College's refund policies

Charge, Hearing and Appeal Procedures

In the event that a student violates Academic Honesty Policy, the faculty member will follow College procedures:

For a first violation within a specific course, the faculty member will meet with or otherwise communicate to the student the charge of a violation of the Academic Honesty Policy, specifying the act and penalty. The faculty member will complete an Academic Honesty Violation Charge Form, stating the violation and assigning a penalty based on College guidelines in this document. A copy of the form should be given to the student and the student should sign and date the charge form and return it to the faculty member. If the student does not sign the form, the charge and penalty stand. The faculty member should retain a copy of the form and turn the original, signed form into the Office of Academic Affairs.

For a second violation in a given course, the faculty member will follow the same procedures as in the first incident but will assign a penalty of failure of the course without privilege of withdrawal, regardless of the charge.

When the Office of Academic Affairs receives the Violation Charge Form, the existing Academic Honesty Violation files will be reviewed to determine if this is a second or subsequent violation of the College's policy by the student. That determination will be noted in the space provided on the Violation Charge Form. In cases where it is determined that the violation is a second or subsequent violation or a serious first offense, the Academic Honesty Violation Charge Form will be forwarded to the chair of the Academic Honesty Board for the scheduling of an Academic Honesty Board hearing.

The student may request a hearing before the Academic Honesty Board if he/she disagrees with the charge by indicating that option on the Form when submitting the Form to the Office of Academic Affairs. If the student requests a hearing, the request must be received by the Office of Academic Affairs within two weeks of the receipt of the Academic Honesty Charge Form by the student. The student may also discuss the matter and options with a faculty ombudsperson selected by the Student Government Association. Attorneys are not present at hearings of the Academic Honesty Board. If two or more students are involved in the same academic dishonesty case, each student shall have a separate hearing.

In cases where the faculty member requests a hearing for a serious violation of academic dishonesty or after a student has two recorded violations of the Academic Honesty Policy, the student will be required to come before the Academic Honesty Board.

Hearings and appeals are scheduled as soon as possible after a Violation Form or appeal is received. The student must be present at the hearing. The Board or student may request that the faculty member attend or the faculty member may choose to attend. The student or faculty member may present evidence or documentation to support their positions. The Board will deliberate privately and render a decision based on a preponderance of the evidence presented. If the Board decides that a violation has occurred, the penalty assigned by the faculty member will stand. In cases of a second or serious first violation, the Board will determine what additional College-level penalties, if any, will be

imposed. The Academic Honesty Board's decision is final. In cases where the penalty is suspension or expulsion, the Board consults with the Provost and Vice President for Academic Affairs regarding the final decision.

Academic Grievance Procedure

If a student has an academic grievance with a faculty member, the student should follow this procedure:

1. Discuss the grievance within six weeks following the end of the semester with the faculty member directly involved and attempt to settle the issue.
2. If resolution is not achieved, the student should, within a two-week period, take the grievance to the department chair. The chairperson, faculty member and student will attempt to resolve the problem. If unresolved, the Dean for Academic Affairs or his/her designee will, within two weeks, call a conference composed of the student and the faculty member who together will attempt to resolve the issue. The student should have his/her case well organized and supply written information about the grievance. The Dean for Academic Affairs will determine if the issue is givable.
3. If givable, the Student Grievance Board will meet within two weeks after receiving an appeal. The Student Grievance Board shall make its recommendation to the Dean for Academic Affairs for final resolution within two weeks.
4. If not givable, the Dean for Academic Affairs will inform all parties.

The Student Grievance Board will be composed of three faculty members selected by the Nominating and Appointment Board and three students selected by the Student Government Association. Three alternative students also will be selected annually. No person from the Student Grievance Board shall hear his/her own complaint.

Academic Warning, Probation and Dismissal

In order to graduate from Cabrini College, a student must earn a cumulative grade point average (GPA) of 2.0. Following the fall and spring semesters, the records of all students are reviewed to assess their academic performance.

The first time a student's cumulative GPA falls below the minimum standards (see chart), the student is placed on academic probation. If a student's cumulative GPA is still below the minimum level at the end of the probation semester, the student will be dismissed. A student can be on probation for no more than two semesters before being dismissed. If a student's term GPA falls below the minimum standard for the cumulative GPA during any semester, the student will be placed on academic warning. If a student on academic probation makes progress toward returning to good academic standing but does not reach good academic standing after one semester of probation, the student's academic record will be reviewed by the Academic Review Board. The Academic Review Board will consider how much progress the student has made toward returning to good academic standing and if this progress will result in a return to good academic standing by the end of the following semester. If the Academic Review Board determines that a return to good academic standing is likely, the student may be granted another semester at the College to improve grades.

A student on academic probation is not in good academic standing and is therefore not eligible to participate in major extracurricular activities, including intercollegiate athletics or to hold a leadership position in campus organizations.

Normally students are granted one semester of academic probation. However, if their semester and/or cumulative GPA falls to 1.0 or lower, those students will be subject to immediate dismissal.

Students who receive notification of dismissal from Cabrini College and wish to appeal on the basis of extenuating circumstances must submit an appeal in writing by the date listed in the letter of dismissal (usually within three weeks). Regardless of the extenuating circumstances, the appeal must outline an academic plan of action which intends to address the low grades. The appeal should be directed to the Dean for Academic Affairs who will present it to the Academic Review Board. Students will be allowed only one opportunity for appeal during their tenure at Cabrini College.

Students who have been academically dismissed and readmitted to the College return on probation. If students on academic probation make progress toward returning to good academic standing after one semester of probation, the student's academic records will be reviewed by the Academic Review Board. The Academic Review Board will consider how much progress the student has made toward returning to good academic standing and if this progress will result in a return to good academic standing by the end of the following semester. If the Academic Review Board determines that a return to good academic standing is likely, the student may be granted another semester at the College to improve grades.

MINIMUM STANDARDS

GPA Credits	Minimum GPA
Up to 29 credits	1.75
30-75 credits	1.90
76 credits and above	2.00

Class Attendance

Cabrini students are responsible for class attendance and are expected to know from the instructor's course syllabus what is required for each course in which they are enrolled. In most subjects, attendance is required to complete course objectives. Short-term absences (from one to three classes) for such reasons as illness, funerals, accidents, etc., should be reported directly to the instructor at the phone number or email address supplied in the course syllabus; long-term absences (more than three classes) should be reported to the Academic Affairs Office. Medical or other documentation may be required. Students are responsible for material, assignments or examinations given during classes they miss. Absences from class may result in a lower grade or course failure.

Students who officially represent Cabrini College at intercollegiate athletic events are excused from class in order to participate in those events which conflict with classes. These excused absences apply only to officially scheduled games and tournaments, not to practice sessions.

Students are required to submit an Intercollegiate Athletic Release form to the instructor of the course to be missed, usually at the start of the semester but always in advance of the absence. Students will not be penalized for missing that class, but are responsible for making up any classwork missed. If the nature of the class requires extensive in-class participation for successful completion of the course, the student may want to schedule it at another time after discussion with the instructor.

Class Cancellation

Cancellation notices posted by the Registrar are stamped "Approved/Registrar's Office."

If the College has been officially closed due to snow, no classes will be held.

When inclement weather makes traveling extremely hazardous, Cabrini College may close or open one or two hours late. If the College is open, all students should report to campus as usual. Appropriate precautions should be taken—snow tires on vehicles and earlier than usual departure

from home to compensate for travel delays. Resident students should report to class as scheduled and check the College's main telephone number from campus or home (610-902-8100).

The decision to close the College will be made before 6:30 a.m. for daytime classes. In the event of snow closings, delays or other emergencies, a special message will be posted. Also, visit the Cabrini Website, www.cabrini.edu, where important information will be posted as it becomes available, and listen to local radio/TV stations (KYW radio 1060 AM, KYW-TV or Fox News—closing numbers are Delaware County 523 for the day school and 2523 for evening division.)

The Children's School snow closing number is 1200. Staff is notified by the director. A telephone chain, initiated by the teachers, is used to notify parents.

Delayed Starts

When, because of inclement weather, it becomes necessary to delay classes the following schedule will be followed:

<u>Length of Delay:</u>	<u>Cancelled classes:</u>	<u>Begin with class time:</u>
One-hour delay	8:15 a.m.	9:40 a.m.
Two-hour delay	8:15 a.m. & 9:35 a.m.	11:05 a.m.

"Cancelled Evening Classes" means all classes from 4:30 p.m.

Classification of Students

Students are required to complete a minimum of 123 credit hours with a minimum cumulative index of 2.0 for graduation from the College. Certain majors may have higher GPA requirements. Sophomore status requires the successful completion of a minimum of 30 credit hours; junior status, 60 credit hours; senior status, 90 credit hours. Matriculated students may pursue studies either full- or part-time. Full-time students work toward a degree and take a minimum of 12 credits. Part-time students work toward a degree taking fewer than 12 credits hours per term.

Confidentiality of Student Records

All records, information and proceedings under this policy are strictly confidential and are not released to anyone uninvolved in the process, except by compulsion of law or express written authorization by the student.

Cabrini College affirms the right to privacy of each member of the College community in accordance with the Family Educational Rights and Privacy Act of 1974 as amended and any regulations which may be promulgated there. In accordance with this policy, present and former students at Cabrini have the right to inspect and review information in their educational records and challenge the contents of those records which they consider to be inaccurate, misleading or otherwise in violation of their privacy or other rights. (The provisions of the law protect the confidentiality of letters of recommendation filed prior to January 1, 1975, as well as letters for which students have formally waived their rights to access.) Procedures for inspecting, reviewing and challenging the contents of student educational records are available from the Office of the Registrar.

Only those within the College who have legitimate educational interest may have access to student records. Persons outside the College do not have access to the records of individual students unless the student gives permission for the release of specific records or unless the knowledge of such information is necessary to protect the health or safety of other persons.

The Family Educational Rights and Privacy Act (FERPA) indicates that certain information shall be considered as "Directory Information" and may be released without the student's consent. Cabrini

College has designated the following information as “Directory Information:” name, major field of study, class level, anticipated date of graduation, dates of attendance, participation in officially recognized activities, degrees and awards received, and most recent attended educational institution. It is Cabrini College’s policy not to release the student’s campus or home address, telephone number, email address or the student’s class schedule.

Currently enrolled students may request that any or all of this information be withheld from the public by doing so in writing to the Office of the Registrar (in Grace Hall) no later than 10 days after the first day of classes for fall and spring semesters. This written notification must be renewed annually to be considered valid.

A complete copy of the College’s FERPA policy is available by request in the Registrar’s Office. Any questions related to this policy should be directed to the Registrar of the College.

Credit Load

One hour of credit is granted for one lecture or class period of 50 minutes per week for one semester. One laboratory with at least two class periods is granted one credit.

The normal course load is 15 or 16 credits a semester. A minimum of 12 credits is required of full-time students. With permission from the advisor, students with a quality point average of 3.0 may carry more than 18 credits. A per credit fee is charged for credits over 18.

Studying at another College

Students needing to take a course at another accredited institution must pick up the official “Approval for Credit Taken at Other Institutions” form, which is available in the Registrar’s Office. Faculty advisors must approve and sign this form after reviewing the catalog requirements in place at the time the student matriculated at Cabrini. Signed and completed forms must be returned to the Academic Affairs Office for co-signature. The completed form is distributed to various offices. The registrar’s copy is placed in students’ official files and is the authorization for the registrar to accept the credit upon receipt of an official transcript of work completed.

It is the responsibility of the Cabrini student to see that an official transcript of off-campus work is sent directly to the Cabrini College Registrar. No grade lower than “C” will be accepted. Credits are transferred to the Cabrini College transcript, but grades from non-affiliated institutions are not. Grades for courses taken by full-time Cabrini students at affiliated institutions (Eastern, Rosemont, Valley Forge, and SEPCHE institutions) are included in the cumulative average for fall and spring semesters only.

Adult students should consult with Graduate Studies for guidance and procedures pertaining to off-campus coursework. The chairperson of the graduate program must approve all requests for credit to be taken at other institutions. No grade lower than a “B” will be accepted. Such credit will typically only be approved if taken prior to attendance at Cabrini and transcripts submitted with the graduate program application for admission.

Withdrawing and Adding a Course after the Free Add/Drop Period

Students may withdraw from a course after the free add/drop period with their advisor’s approval. Students may only add a course with the approval of the instructor, advisor and the Office of Academic Affairs. Students may withdraw from a course up to three weeks after the semester midpoint (refer to the academic calendar for exact dates for each semester). Withdrawals after the deadline are possibly only with the permission of the instructor and the Dean for Academic Affairs. Such appeals will be granted only in extraordinary circumstances such as illness or family

emergency. All courses from which a student withdraws will remain on the student's schedule and will be reflected on the transcript with a grade of "W." Withdrawal forms and Add/Drop forms are available in the Registrar's Office.

Students who merely stop attending a course and fail to drop or withdraw from that course will incur a grade of "F."

If applicable, the official date when a student withdraws from a course is the basis to determine refunds or tuition adjustment. Prior to withdrawing from a course, student should review policies regulating refunds, full-time status, grading penalties, financial aid, and immigration status.

Adult students should consult the Office of Graduate Studies and Financial Aid for specific guidelines regarding their status.

Leave of Absence and Voluntary Withdrawal

Some Cabrini students find that time away from college is necessary or desirable. Therefore, the College tries to make the procedure for an educational, personal, or medical leave of absence and return to the College as simple as possible. This same effort is made for those voluntarily withdrawing from Cabrini.

Full-time students desiring a leave of absence or a voluntary withdrawal must schedule a meeting with the Dean for Academic Affairs as a condition for honorable dismissal. Following this meeting, the Dean for Academic Affairs prepares an Educational Leave/Withdrawal form for the student's permanent file, which is kept in the Registrar's Office.

In unusual circumstances (serious illness or accident), students may be unable to meet with the Dean for Academic Affairs and may instead authorize a family member to initiate a written request for Educational Leave/Withdrawal actions. Students who withdraw without notifying the Academic Affairs Office or fail to settle financial accounts with the College are not entitled to honorable dismissal.

Full-time students returning from an approved leave of absence should contact the Registrar's Office. Returning students should meet with their advisors to select courses for the term in which they are returning.

A student who has voluntarily withdrawn and wishes to return to Cabrini must complete the Resumption of Study process stated below.

Part-time students must notify the Office of Graduate Studies if they expect to interrupt their studies for one or more semesters, and upon returning, must contact this office for advisement.

Involuntary Leave of Absence

A student determined to be engaging in or as likely to engage in behavior that is harmful to self or others and/or which is disruptive of the integrity of the College's living and/or learning environment may be placed on an Involuntary Leave of Absence. Behaviors covered under the scope of this policy include, but are not limited to: suicidal gestures, self-harm, mania, depression, psychosis, eating disorders of a serious or life-threatening nature, and serious threats of harm to others. Involuntary leaves of absence may require that a student take a leave from campus housing, take a leave from their academic coursework, or take a leave from both campus housing and their academic coursework.

Students placed on involuntary leave of absence must remain on leave for a minimum of one full academic semester, excluding summer or winter term sessions. Requests to return at the end of the

leave period must be made in writing to the Dean for Academic Affairs and/or Director for Residence Life and Counseling Services a minimum of 45 days in advance of the desired readmission date. Completed originals of the *Course of Treatment Report Form* and the *Release of Information Form – Treating Agent* must accompany written notice to Counseling Services. Counseling Services will establish an appointment for conducting a Readmission Evaluation, and communicate findings and recommendations about the student’s return to the referring administrator. The Dean for Academic Affairs and/or the Director for Residence Life, will notify the student of the results of his/her petition to return, any stipulations or conditions which might apply, and the steps that the student should take to request a return to housing and/or to resume a course of study.

If a student is approved to return to campus housing, offers of a residence hall assignment will be contingent on the availability of housing space appropriate to the student’s gender and class year at the time the request is approved. This policy and associated procedures do not substitute for or preempt disciplinary actions that may be taken in response to violations of the College’s Community Standards for Student Behavior.

Resumption of Study Policy

Students who have officially withdrawn or who have not attended the College for a period of one year must complete a Readmit form in the Admissions Office and have the form signed by the Dean for Academic Affairs. Students in this category are subject to College programs and policies current at the time of resumption of study.

Students who have been dismissed and wish to resume study at the College must petition the Dean for Academic Affairs. Academic dismissal for full-time students is binding for a period of at least one year. Evidence indicating likelihood of success must be presented. Such evidence may include work or life experience and/or the completion of coursework approved by the Dean for Academic Affairs. The College reserves the right to determine whether these experiences and/or coursework are appropriate to indicate the potential for academic success.

Examinations and Change in Examinations

The official examination schedule is prepared by the Registrar before each semester. Students unable to take the final examinations at the scheduled time due to illness or some unforeseen circumstance must contact the instructor and the Dean for Academic Affairs prior to the scheduled examination time. Approval from the Dean for Academic Affairs is required before the exam is rescheduled by the instructor. Students who reschedule a final examination will be charged a \$50 fee payable in advance to the Registrar. Graduate students follow the same exam schedule as other students and should contact the Office of Graduate Studies to initiate the procedure for an examination change.

For policies pertaining to the following topics please see the 2011-2012 Cabrini College Catalog at www.cabrini.edu/catalog

General Education Program Requirements

- **Grading System**
- **Graduation Procedures**
- **Honors**

Right to Modify

Information in this *Student Handbook* refers to the 2011-2012 academic year. The College reserves the right to change requirements and regulations, including schedules, courses and programs.

Student Representation to Academic Community

Students represent the academic community through the Academic Honesty and Grievance Committees, and the Student Academic Board.

Transcripts

An official transcript is a cumulative record of a student's academic history, bearing the official seal of the College and the signature of the Registrar. Transcripts may only be requested from the Registrar's Office either in person, in writing, or online through the student's CabriniOne account. Telephone requests cannot be accepted. Students may identify appropriate information needed in requesting a transcript by consulting www.cabrini.edu/registrar. The fee for an official transcript is \$3 while the cost of an unofficial transcript is \$2. Please allow 5-10 working days from the date of receipt. Additional fees are charged for 24-hour processing, if available. This service is not always as accessible during times of unusual workload requirements.

Warning Notice

Warning notices may be sent to the students' and to advisors' emails during the semester through the on-line warning system. However, the absence of a formal Warning Notice is not evidence of successful performance within a class.

Students should meet with their faculty advisors after receiving a warning notice. Often, advice about study habits or arrangements for a tutor enables students to improve performance during the second half of the semester.

Withdrawals

The College reserves the right to withdraw a student at any time for unsatisfactory conduct. A student whom the College is withdrawing during any semester or before the final examination forfeits credit for work done during that semester. A grade of 'W' is recorded for all courses.

(See **Leave of Absence and Voluntary Withdrawal** earlier in this section for student-initiated withdrawals.)

Plans for Academic Improvement

Cabrini College has set in place a comprehensive plan to support all learners. At Cabrini, the Center for Teaching & Learning (CTL) serves as a hub for academic support offering four types of direct service to students along with ongoing opportunities for faculty to continue honing their teaching skills. The aim of Cabrini College's Center for Teaching & Learning is to promote and support active student learning within and beyond the classroom. The foremost goal is to enhance all students' abilities to be confident, highly competent learners.

By tailoring our services to meet the needs of a student body with diverse learning styles and needs, the CTL as a Learning Commons, takes as its mission the College's aim to help students "actualize their potential." Further, the CTL seeks to inspire collaborative, civically engaged teaching and learning following the spirit of Mother Cabrini's vision of "pro-active stewardship."

Outlined below are the varieties of support offered. All academic support is offered free of charge.

CTL Resources for All Students

Peer Tutoring Program (PTP)

The peer tutors provide academic support to all students across all fields of study. These services focus on specific needs: preparing for tests, reviewing class materials, and understanding advanced concepts. Ongoing assistance in the mastery of specific course content is also provided via classroom coaches and peer partners. It is the goal of the tutoring service that students become self-directed learners as they pursue their college educations. The Peer Tutoring Program has been internationally certified by the College Reading and Learning Association (CRLA). Free Tutoring is available by appointment or on a drop-in basis. (Iadarola Center, room 109)

Writing Center (WC)

The WC staff help students use writing as a tool for learning, reflection, and career preparation. The staff can help all writers with any type of project through all stages of the process: brainstorming, pre-writing, drafting, and revision. Students are welcome to bring any and all writing assignments for peer or professional tutoring. Free Tutoring is available by appointment or on a drop-in basis. (Iadarola Center, room 110)

Math Resource Center (MRC)

The MRC staff provide opportunities for individual and group sessions to help all students succeed. The staff is ready to help students with homework and test preparation, and can also assist with eliminating any math anxiety students might be experiencing. Students may work on the quantitative components of any assignment from any course, (social science, social history). Free tutoring is available by appointment or on a drop-in basis.

Academic Counseling Program (ACP)

The ACP counselors work one-on-one with students to help them implement practical, proven strategies for improving their academic skills and study habits. In addition to one-on-one counseling, each semester interactive workshops are offered to help students develop increased independence as learners, greater confidence in their abilities, improved time management strategies, and enhanced study skills. Academic counseling is available by appointment and is free of charge. (Iadarola Center, room 120A)

Probationary Support Network (PSN) for At-risk Students

College can be a challenging experience for students. The PSN is a dynamic team of college professionals who work one-on-one with students who are on probation or who have been identified as needing extra support – the aim is to help students create a plan to address the concerns impacting their progress. (Iadarola Center, room 120A)

CTL Website: www.cabrini.edu/CTL

This website has specifically tailored resources to support all learners (students and faculty alike). The website covers materials for teaching and learning in general as well as materials specific to the Math Resource Center, the Writing Center, the Peer Tutoring Program, and Academic Counseling.

Class-based Resources for Students Who Would Like Extra Support

The Math Homework Lab (MHL)

In a supportive, small group environment, students who choose to take the MAT 113 or MAT 114 Homework Lab have one additional hour of instruction each week. In these supplemental instruction sessions students have the opportunity to work on additional problem sets—in a self-paced online

environment—and to participate in specially designed, highly interactive applied math activities designed to complement their class-based curriculum.

MAT 098/099 (Developmental Math)

In a supportive, small group environment, students work on achieving competency in basic math skills. These classes are designed to meet individual learning differences using a self-paced online tutorial learning model.

ENG 100: Introduction to English Composition (Developmental Writing)

In a supportive, small group environment, students take this basic writing skills course as preparation for taking the ECG 100 writing-intensive first-year requirement course. This specially designed course teaches students using a writing-as-process approach and Comfit (a self-paced, online tutorial supporting development of both English language and writing skills).

**Office of Graduate Studies
Graduate Programs
Grace Hall**

The Office of Graduate Studies offers master's degrees in Education and Organization Leadership, teaching certifications, and professional development for educators. For additional information about Graduate Programs, go to www.cabrini.edu/Graduate.

Graduate students are generally governed by the same academic policies as undergraduate students. All clubs, organizations and activities are open to adult students with the exception of a few organizations for which the by-laws designate membership eligibility.

For more information about graduate programs, visit or call the Graduate Office at 610-902-8500.

Office Hours

Monday through Thursday	8:30 a.m.–7 p.m.
Fridays	8:30 a.m.–5 p.m.

Academic Advising

To provide for the specific needs of graduate students, advising is conducted jointly by the Graduate Studies staff and faculty advisors from academic departments. Day or evening advising appointments may be made through the Graduate staff by calling 610-902-8500.

Student Identification Cards

All enrolled students should contact the Public Safety office in the Mansion for identification cards. Validation stickers are available at the beginning of each academic year. ID cards must be presented at the Library to check out Library materials and to receive student rates in the dining hall. Students are expected to have their ID cards at all times when on campus.

Notices/Announcements

Notices regarding test dates, meetings for student teaching, or jobs for adult students will be placed on the bulletin board in the hallway outside the Graduate Studies Office.

Course Registration

The Graduate Studies Office maintains open registration each semester, which allows adults to submit their registrations when they are here for class. Students should make an appointment with

their faculty advisors or other advisors in Graduate Studies. Advisors' signatures are required on forms for first-ever registrations, however, subsequent registrations may be made online.

Tuition and Fee Payments

All tuition and fee payments for credit courses and continuing education programs are billed upon course registration and are **due by the time indicated on the bill**. Payments may be made directly to the Cavalier Express Center located in Grace Hall, by personal check, bank draft, money order or VISA or MasterCard. There is a significant additional charge for paying bills by credit card. Consult the semester schedule or the Cavalier Express Center to determine exact due dates. Students may be eligible to participate in a college sponsored payment plan. Students who do not satisfy financial obligations to the College: are not entitled to receive a grade for courses taken; jeopardize financial aid or tuition lending arrangements; will not be able to view their academic records in Banner or receive a transcript; and jeopardize the transfer of an academic record to other educational institutions.

Tuition Refund Policy -- For policies pertaining to tuition refunds please see the 2011-2012 Cabrini College Catalog, www.cabrini.edu/catalog

Parking Permits

Vehicle registration and the purchase of parking permits are completed online by going to www.thepemistore.com. Enter the keyword **CABRINI** in the box marked "parking destination" and follow the directions. Online payment is required to process the request and can be made via credit card or e-check. The Parking fee is \$95 for the academic year, \$55 for one semester, and \$35 for the summer session. Permits will be mailed to the address that you designate within a day of your order. Those purchased for the current academic year will expire on August 15, 2011. Questions may be directed to the Office of Public Safety at 610-902-8245.

Graduate Programs

Specific policies and procedures applying to graduate students can be found at www.cabrini.edu/Graduate. Graduate students may register as part-time students (three-eight credits) or as full-time students (nine or more credits). Students who are accepted under provisional status must earn an 'A' or 'B' grade (the standard expectation for graduate work) for their first three graduate courses, which count toward their program, before being fully admitted into a graduate program.

Adult Part-time Undergraduates

Cabrini offers adults the opportunity to earn a bachelor's degree through part-time, undergraduate programs. Students who choose to attend an undergraduate program on a part-time basis receive admission, academic advising, and other student services; however, students are also encouraged to discuss course selections with faculty of their major.

Non-Matriculating/ Visiting Students

Non-matriculating students are those who wish to attend courses part-time and do not presently seek a master's degree or teacher certification. Visiting students often plan on transferring credit back to another college. Credit is granted and transcripts are maintained for these students. Such students should visit the registrar's office or the GS website for a "Visiting Non-Matriculated Student" form.

Student Activities at Cabrini: Get Involved!

Center for Student Engagement and Leadership (SEaL)

SEaL compliments and enhances the mission and core values of Cabrini College through involvement opportunities and environments conducive to engaging student learning and holistic development.

Center for Student Engagement and Leadership is involved in educating and developing the whole student through a wide range of activities and services; including advising student leaders, campus-wide programming and leadership development. In addition, SEaL provides student organizational assistance in an effort to enhance student life, contribute to Cabrini students' development and establish a comprehensive collegiate learning experience for all Cabrini College students.

Working in collaboration with faculty, staff, and students, SEaL offers a wide array of educational, cultural, social, and recreational programs that foster student learning, development, and growth.

SEaL is responsible for:

- Overseeing all student organizations
- Leadership Development
- Orientation
- Commuter Student Programs
- Special Event Planning: (Involvement Fair, Family Weekend, Welcome Back Week, Off-Campus Trips, etc.)
- Advising the Student Government Association (SGA) and the Campus Activities and Programming (CAP) Board.

The SEaL office is located in the Widener Center on the first floor. The SEaL staff is available to meet with student leaders interested in planning or participating in campus activities and is responsible for planning and implementing a comprehensive schedule of co-curricular activities throughout the year. Students are encouraged to join or create a student organization or recreation club during any point of the academic year. However, student organizations that are created and approved before the registration deadline will have the opportunity to request funding through SGA. The following are a list of current student organizations and athletic clubs at Cabrini College:

STUDENT ORGANIZATIONS:

Active Minds
Baseball Club
Black Student Union (BSU)
Body Image Coalition (BIC)
Cabrini Steppers
Campus Activities and Programming Board (CAP)
Cavaliers for Life
Cabrini Commuter Crew (C3)
Dance Team
Dodge Ball
Film Society
Habitat for Humanity
International Club
Men's Lacrosse Club

Men's Roller Hockey Club
Promoting Alcohol Responsibility Through You (P.A.R.T.Y.)
Ski and Outdoor Club
Student Athletic Advisory Committee (SAAC)
Student Government Association (SGA)
Theatre Production
Theatre Tech Crew
WYBF 89.1 *The Burn* – Campus Radio Station

ACADEMIC STUDENT ORGANIZATIONS:

The Accounting Association
A.I.G.A. – Graphic Design Organization
Alpha Kappa Delta International Sociology Honor Society
Alpha Psi Omega Honor Society
Cabrini Film Society
Cabrini World Ambassadors
Chorus
Delta Epsilon Sigma National Scholastic Honor Society
The Finance Association
History and Political Science Club
Honors Club
Math Club
National Science Teachers Association (N.S.T.A.)
Pennsylvania State Education Association
Phi Beta Delta (International Education Honor Society)
Philosophy Club
Psi Chi (National Honor Society in Psychology)
Psychology Club
Science Club
Sigma Rho Chapter, *Kappa Delta Pi* (Educational Honor Society)
Sigma Zeta, *Beta Zeta* Chapter (National Science and Mathematics Honor Society)
Social Work Club
Society for Collegiate Journalists
Sociology/Criminal Justice Club

ACTIVE RECREATION CLUBS:

Baseball Club
Cheerleading Club
Men's Club Lacrosse
Dance Team
Roller Hockey Club

Organizations Associated with Academic Departments or Courses:

Note: As the following performance and media organizations are associated with academic departments and/or courses, and are supervised or directed by faculty, they are not subject to the policies and procedures outlined in this handbook for registered student organizations and recreation clubs.

Cabrini College Chorus

All students may become members of the Cabrini College Chorus. Concerts featuring a variety of musical selections are held semi-annually. Auditions are not required and students can participate on a credit or non-credit basis. Contact Dr. Adeline Bethany at 610-902-8380.

Theater

The College Theater gives students an opportunity to experiment, create and use their imaginations through dramatic arts. Students gain experience in directing and acting techniques, musical direction, set, make-up and costume design, production, lighting, publicity, and choreography. Contact Dr. Tom Stretton at 610-902-8328.

WYBF-FM 89.1

WYBF-FM is the voice of Cabrini College. The College's radio station offers a wide variety of programming that includes Sports Source, Sound Check Live, live coverage of campus events and a variety of music. WYBF-FM serves the nation's fourth largest media market. The station is supported by four radio courses and hands-on training. All students are encouraged to join. For more information: www.wybf.com or 610-902-8360.

Loquitur

The College's award-winning newspaper, *Loquitur*, is published weekly by a student staff of reporters, editors, photographers and advertising sales people. Students may work on the newspaper whether they take journalism courses or not. *Loquitur* has received first class and all-American awards from the Associated College Press. Contact Dr. Jerry Zurek at 610-902-8360 or jzurek@cabrii.edu.

Woodcrest

Woodcrest, the College's literary magazine, provides an outlet for students' creative and artistic works. The magazine is produced by students in the English department. Contact Dr. Seth Frechie at 610-902-8364.

Registration of Student Organizations

To ensure the educational integrity of co-curricular activities on campus, the Center for Student Engagement & Leadership has developed guidelines for the student organization registration process.

Registration Process

The method of obtaining official institutional authorization for the development of a student organization or recreation club is the registration process.

Registration does not imply that the College endorses the views of the organization as a group. Rather, it implies that the institution accepts the organization's mission as educationally valid, and that the organization has complied with institutional registration procedures.

Requirements for Registration

Each new organization applying for registration as a Cabrini College student organization must submit the following to the Center for Student Engagement & Leadership:

- A constitution for the organization (resources are available in Center for Student Engagement and Leadership to assist groups in developing a constitution).

- Annually renew its registration. The registration form is available in the SEaL office and must be submitted within the first two weeks of the semester.
- All student organizations must have an advisor who is a full-time faculty or staff person at Cabrini College. The advisor must sign the registration paperwork to confirm their agreement to serve as advisor to the organization.
- All students seeking involvement in a student organization must be in good academic standing as specified in the Cabrini College Catalog. Student organizations may stipulate higher GPA requirements for membership in their constitution if they so choose.

Applications for registration can be obtained at the Center for Student Engagement & Leadership or online at www.cabrini.edu/getinvolved. The above information must be submitted to SEaL for review.

Privileges of Registered Student Organizations

Registered student organizations are permitted to:

- Use the Cabrini College name on and off-campus after approval through the Center for Student Engagement & Leadership.
- Reserve space on campus for organizational meetings, events, activities, programs.
- Request funding from SGA in accordance with all the guidelines set forth by the Center for Student Engagement & Leadership and SGA Budget Guidelines.
- Solicit membership on campus (All members must be currently enrolled students at Cabrini College).
- Be listed as a student organization in all appropriate institutional publications.
- Have a budget account through the Business Office. Student Organizations must handle all their finances through the business services account established for their organization upon approval of registration by SEaL.
- Conduct fundraisers on and off campus with approval through SEaL.

Responsibilities of Registered Organizations

Registered student organizations are obligated to:

- Abide by the organizations' constitutions and by-laws;
- Abide by all College standards and procedures governing individual student and group conduct as published in the *Student Handbook* and other official College publications; and
- Inform the Director of the Center for Student Engagement & Leadership of any student organization activities that are in violation of the organization's constitution and by-laws or College policy.

Rights of the College

The College reserves the right to deny or cancel official registration when, in its judgment, a student organization's stated or actual purpose, goals and/or activities are in opposition to the mission and core values of the College, including, but not limited to:

- organizations with discriminatory membership practices;
- groups that do not disclose their purpose, memberships or activities;
- commercial groups whose purpose and activities are designed as profit-making endeavors for the benefit of their members; and

- groups that foster hatred or intolerance of others because of their race, nationality, gender, or sexual preference.

The College further reserves the right to:

- regulate time, place, and manner of all on-campus student activities;
- prohibit any activity that is deemed to create a clear and present danger to persons or property, or that is contrary to the institution's mission, values and Catholic character;
- prohibit the existence of off-campus bank accounts by all student organizations and athletic clubs, including the Student Government Association; and
- impose disciplinary sanctions on student organizations in accordance with established community standards.

Appeals

Groups whose application for registration is denied may appeal to the Vice President for Student Development, whose decision will be final.

Revocation of Registration

Any student organization that has been granted institutional registration and that violates its own statement of purpose and/or constitution, or fails to comply with College policies is liable to revocation of registration or other sanctions consistent with Cabrini's *Community Standards for Student Conduct*. Complaints may be filed by or with the Director for the Center for Student Engagement & Leadership, who will review the case against the student group and decide for or against revocation of registration. The Vice President for Student Development has the final authority on the revocation of registration of student organizations.

Registration of Recreation/Sport Clubs

All Recreation and Sports Clubs must register through the Assistant Director of Recreation, who will in collaboration with the Center for Student Engagement and Leadership in granting approval of new groups. Once registered and approved, recreation clubs will be overseen by the Assistant Director of Recreation, located in the Dixon Center.

Recreation/Sports Clubs approved for registration, must adhere to all College policies governing recreation/sports clubs, as well as the following additional requirements:

- Sport club officers are expected to attend regularly scheduled Sport Club Council meetings. Failure to attend may result in the loss of funding and/or the suspension of recreation/sport club activity as determined by the Sport Club Council and the Assistant Director of Recreation.
- Prior to the purchase of equipment or the signing of contracts, club officers must submit an equipment proposal and/or copy of a contract to the Assistant Director of Recreation, who reserves the right to consult with the Center for Student Engagement and Leadership prior to granting authorization for the purchase or contract.
- Recreation/Sport clubs must file regular reports with the Assistant Director of Recreation during the season of the sport being played. These reports must include financial statements, summaries of completed and planned activities, notice of meetings and copies of any applicable contracts.
- The club president, coach and/or advisor of each Recreation club must obtain a signed, "*Insurance Waiver and Assumption of Risk*" form from each team participant before students may participate in either practice or competition.
- All students participating in a Recreation/Sport Club must have proof of insurance in order to participate with the desired club.

Athletic club access to campus playing and practice facilities is based on availability as determined by the Assistant Director of Recreation. Requests for access must be submitted at the beginning of the club's competitive season or by designated deadlines.

Responsibility for Contracts

No liabilities or expenses may be contracted in the name of the College by any student organizations, recreation club or their respective members or advisors. Contracts initiating actions to procure a service, equipment or program can only be authorized by the Director of SEaL, the Assistant Director of Recreation (for Recreation/Sport Clubs), or the Vice President for Student Development or his/her designee.

Budgeting for Registered Student Organizations

Each club/organization affiliated with SGA is eligible for funding, as long as the student organization's program, event, and/or activity is open to all Cabrini students. The budgeting process occurs in the Spring Semester for the following academic year. All student organizations and recreation clubs must submit a "Budget Proposal" form and follow the guidelines established by SGA's Student Organization Funding Committee (SOFC). The SOFC will review proposals and give student organizations the opportunity to attend a budget hearing. SOFC will then recommend budget allocations at a SGA General Assembly Meeting for final approval. The Director of the Center for Student Engagement & Leadership will review SGA's recommendation and grant final approval or return to SGA with recommendations.

Budgeting for Registered Recreation/Sport Clubs

All recreation and sport clubs must submit a "Budget Proposal" form and follow the guidelines of the Sport Club Council. The Sport Club Council will review proposals and provide member clubs the opportunity to attend a budget hearing. The Sport Club Council will then recommend budget allocations to the Assistant Director of Recreation. The Assistant Director of Recreation will review the recommendations and grant final approval or return to the individual clubs and/or the Sport Club Council with recommendations.

Note: these procedures differ from the budgeting procedures and funding guidelines of registered student organizations. Additional information can be obtained from the Assistant Director of Recreation.

Funding Guidelines for Registered Student Organizations

All funding for registered student organizations and recreation clubs will be granted by the Student Government Association, in consultation with SEaL. Decisions will be based on the merits of the proposal submitted by the organization.

The Student Government Association's Student Organization Funding Committee (SOFC) accepts funding proposals from registered student organizations and recreation clubs for programs, activities, and events which are open to the student body. Once allocations are approved by SGA's general assembly, SGA recommends to the Director of the Center for Student Engagement & Leadership the amount to be allocated to each organization's budget. The final allocation will take into consideration how active the group has been, their financial records and status within the College. No registered student organization shall be withheld funding on the basis of race, religion, gender, national and/or ethnic origin, or age of its members. Particular activities, however, may not receive funding if they involve the organized advocacy of positions or activities that contradict the institution's mission or its Catholic ideals.

To qualify for funding, an organization/club must be registered with the College and with the SEaL, i.e., all required paperwork has been completed and submitted including constitution, membership list, officers, advisor.

Copy Machine Guidelines for Registered Student Organizations & Recreation Clubs

Students who are making copies for an organization or club using the equipment available in the Center for Student Engagement & Leadership should have experience using copy machines, and should contact the Administrative Assistant in Student SEaL to obtain instructions on the use of the copier. The maximum number of copies that can be made on the machine in SEaL is 30. Copy jobs exceeding that maximum should be taken to Faculty Support Services in Grace Hall for copying. Student organizations and recreation clubs will be charged for all copies at cost. All new student organizations or recreation clubs will need to set up an account in faculty support before making copies. All registered Recreation/Sport Clubs should contact the Assistant Director of Recreation to obtain an account and receive permission to use the copier located in the Dixon Center.

Fund Raising Policy

All student organizations must have approval from the Director of the Center for Student Engagement & Leadership to engage in fundraising activities (Recreation/Sport Clubs should contact the Assistant Director of Recreation for approval). Groups seeking approval for fundraising activities must complete a "Fundraiser Request" form and submit it to SEaL a minimum of two weeks before the fundraising activity is scheduled to begin.

All posters and signs used to promote fundraising projects must be approved by SEaL and promptly removed after the event is completed.

Approval for fundraising activities will **not** be granted to student organizations who:

- are not officially registered with the College.
- serve or support partisan political purposes and/or activities.
- limit participation on the basis of race, national origin, age, gender, sexual preference, or disability.
- conflict with the College's mission, core values and/or Catholic character.

Campus Posting Policies

Approval for posting signs, fliers, banners, etc., must be obtained from the Center for Student Engagement & Leadership. Items approved for posting will be stamped to that effect, and a removal date will be specified. Duplication or copying of signs/fliers should not be completed until the original has received the stamp signifying that it has been approved. The following regulations apply to posting:

- The material to be posted must clearly state the organization and/or sponsor, and any other pertinent information including time, date, location, cost, etc.
- Approval for posting will not be granted for material that is deemed inconsistent with the College's mission, core values, Catholic character and/or established policies and procedures. Generally, material that references [in written or pictorial form] alcohol, drugs, sex, tobacco, weapons and/or violence will not be approved. Appeals can first be made to the Director of the Center for Student Engagement & Leadership and subsequently to the Vice President for Student Development.
- Posting is limited to specific areas in each building, which will be identified at the time the material is approved for posting.
- Material may not be posted on windows, walls, painted surfaces, doors, lamp posts, trees, trash cans, etc.
- Permission must be obtained in advance from SEaL to:

- place fliers on cars
- suspend banners from trees or buildings
- post material at off-campus locations
- Posting in the College's residence halls requires the additional approval of the Office of Residence Life.
- Groups are responsible for posting their own approved notices and for removing them by the removal date specified at the time of approval. Material that has been posted without approval or that has been posted in an unapproved location will be removed and discarded. Groups or individuals who fail to follow posting policies and guidelines risk the loss of future posting privileges, as well as disciplinary action.
- Off-campus individuals, activities or groups, and Cabrini students seeking to post material related to off-campus individuals, activities or groups are subject to the same approval processes and posting limitations outlined above for on-campus organizations.

Vendor Policy

Vendors wishing to sell their merchandise on-campus must receive approval to do so through the Center for Student Engagement & Leadership and are subject to a daily charge of \$25 for one table or \$35 for two tables, payable in advance of the start of sales. Vendor sales are limited to designated areas in the Widener Center. Solicitation within the residence halls is strictly prohibited. Approval will not be granted for credit card, cellular phone or banking solicitations.

Videotape Policy

Cabrini students, faculty and staff should be aware that it is a violation of federal law and College policy to improperly present videotaped materials. Students are warned that if they show videos for entertainment purposes without permission from the licensee in a public area that they are in violation of the copyright law. This restriction applies even if there is no admission charged for the performance. Use of videocassettes in a private or classroom setting for educational purposes is **not** a violation of the law.

Health Service Policies

Hospitalization or Extended Absence for Medical Reasons

To assure continuity of care, students who are hospitalized, experience an extended absence due to medical reasons, or who are on a medical leave must submit a report to Health Services from their treating physician, including information related to the student's ability to continue their academic studies and residency, if applicable. After receiving this report, the Director of Health Services will determine the student's eligibility to return to campus, to attend classes, live in the residence halls, and/or participate in College activities.

Clean Air Policy

Recognizing that smoking presents a significant risk to the health of the smoker, as well as non-smokers exposed to secondhand smoke, Cabrini College prohibits smoking in all college buildings. For policies pertaining to smoking in or around the residence halls, please see section of this handbook entitled, "Residence Life Information & Policies."

Communicable Diseases

Cabrini College's policy toward illness is compassionate, non-judgmental and seeks to balance responsibility to both infected and non-infected persons.

Applicants for admission or enrolled students who have been diagnosed with or are in the process of being diagnosed with or treated for tuberculosis, hepatitis or any other highly communicable disease must, upon application or discovery of the disease, complete an "Authorization for Release of Medical

Information” form available in the Health Services Office. Should the individual have been recently diagnosed and treatments initiated, but the level of communicability remains in question, the student may be accepted into the College or continue as an enrolled student pending the receipt of a written release acceptable to the College from the treating physician.

The release must state that the individual is undergoing treatment and when said treatment becomes effective, rendering the individual non-communicable, a follow-up communiqué will be sent to the Vice President for Student Development. Applicants and enrolled students will not be cleared for registration and/or residency unless they have submitted the above written proof indicating that they are disease-free or are receiving treatment and are not contagious.

International students who are diagnosed with tuberculosis, hepatitis or any other communicable disease after entering the United States, may retain their student visa status while taking a medical leave while they are undergoing further diagnostic studies and/or beginning treatment. They will not be readmitted to active status at Cabrini College until an “Authorization for Release of Medical Information” form is completed and the requested information is received from a licensed physician stating that they are no longer contagious. The College reserves the right to question the physician if the protocol of the treating physician does not follow the standards of the Center for Communicable Diseases in Atlanta.

Students with other contagious illnesses or conditions including, but not limited to, infectious mononucleosis, conjunctivitis, scarlet fever and chicken pox are required to report the illness to the Health Service staff so appropriate treatment and referral is provided. Decisions regarding residency and ability to attend class are made after evaluating each case in conjunction with the treating physician.

When participating in College activities, students assume the risk inherent in such participation.

All full-time undergraduate students are required to show proof of adequate immunization against the following diseases: Measles (Rubeola), Diphtheria, Pertusis, Polio, Tetanus, German Measles (Rubella), Hepatitis B, Mumps. As Pennsylvania state law requires that students living in College residence halls be immunized for meningococcal disease, resident students must show proof of immunization or sign a waiver indicating that they have chosen not to be immunized.

AIDS Guidelines

The College’s primary responsibility with respect to AIDS lies in educating the campus community about this disease. All persons on campus shall have access to information about AIDS, available at Health Services. The formal AIDS policy is on file there and is available for review upon request by all members of the campus community.

Health Insurance Policy

All full-time students are required to carry health insurance, either through their own insurance provider or through the College’s designated provider. Students that carry health insurance through their own provider must furnish proof of this on an annual basis and in accordance with published submittal deadlines. Failure to submit such proof each year will result in the addition of the annual premium for the student health insurance plan to the student’s College bill.

Information Technology & Resources Policies

Cabrini College Communications Systems* User Policy

* includes email, Internet and other electronic systems

The email system is the property of Cabrini College and subject to acceptable use compliance. The operation of these systems relies upon the proper conduct of College users, who must adhere to acceptable use guidelines. The use of the College's electronic communications systems is a privilege, not a right. The College reserves the right to deny or cancel communications systems at any time. All users are expected to use these systems in an appropriate and ethical manner. Appropriate use includes use for official instructional, educational, professionally-related business and research purposes consistent with the College's mission and values.

These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources.

Acceptable Use Policies

The following are considered violations of acceptable use and are prohibited:

1. Engaging in conduct that obstructs or disrupts institutional activities or the individual pursuit of learning, including, but not limited to:
 - a. Vandalism, which is defined as any attempt to harm or destroy systems and/or other data contained therein. This includes, but is not limited to, the uploading or creation of computer viruses and inflicting damage or sabotage on the system.
 - b. Reading/listening to or attempting to read/listen to another user's electronic messages without authorization.
 - c. Degrading system performance.
 - d. Unauthorized or inappropriate use of an account or electronic file or data.
 - e. Threat, harassment (including, but not limited to, sexual harassment), or libel toward any student, employee or guest.
 - f. Sending sexually oriented email messages or sending or receiving sexually oriented images or file transfers other than those with legitimate academic purpose.
2. Using the College's electronic systems to conduct any activity not related to the College's operation, including, but not limited to, advertising, soliciting, political lobbying, personal, other business, games, shareware, personal email messages and screen savers.
3. Involvement in the violation of, or conviction for violation of, federal, state or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations. This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.

Violations of acceptable use policies may result in the cancellation of the user's account and electronic communications privileges and other disciplinary action up to and including termination of employment (as explained in the *Personnel Policies Manual*) or expulsion (as explained in *Community Standards for Student Conduct*).

Guidelines for Email Communications Access

Users are expected to abide by the generally accepted rules of email systems and etiquette. These include, but are not limited to, the following:

1. Do not expect electronic communications to be private. System maintenance may result in staff access to communications and even “deleted” information may be accessible. Electronic communications are subject to access by subpoena or other lawful order. The College may access communications for legitimate business purposes.
2. Do not use electronic systems to transmit confidential messages.
3. For security and safety reasons, be careful in revealing personal information over the electronic systems concerning any individual, including yourself. Never send/store Social or passwords Security Numbers via any email system.
4. Do not use the system in such a way that would disrupt the use of the system by other users. Users are required to observe posted time limits for the use of public access computers, where applicable. Users are expected to check email daily and keep stored messages within reasonable limits. Cabrini College reserves the right to delete messages held on the system in order to maintain system speed and functionality.
5. Do not install new communications software (non-instructional) without prior written consent of your supervisor and the department of Information, Technology and Resources.
6. It is the policy of Cabrini College to abide by all laws concerning the use of copyrighted and patented material. This protected property shall be used with authorization only. When used in an authorized context, appropriate attribution must be given. The rules of academic honesty apply to information obtained on the Internet. Aside from sanctions by the College, you could be subject to civil damages and criminal penalties including fines and prison terms for violating copyright and patent laws.
7. Failure to log out appropriately may result in unauthorized use of a user’s account. Users are expected to make every effort to protect against unauthorized or inappropriate use of the accounts which have been assigned to them. Users must never share their log-ins with other users. This includes managers who may not share their log-ins or passwords with student workers. Users must not display their log-in and passwords in accessible spaces. The owner of the account is responsible for every action taken by that account, including printing charges and communications that violate the Acceptable Use Policies.
8. When not officially representing Cabrini College, if the message could be perceived as College business or opinion, do not use the College’s system. The URL of Cabrini College implies representation regardless of disclaimers to the contrary.
9. Do not forward personal messages to discussion groups without the original author’s permission. Clearly identify quoted portions when quoting from a previous message. Users must retain such permission and make available for inspection upon demand.

Student Printing Policy

Students can print in any of the public labs on campus at 10 cents per black and white page. Students receive a \$35 autoreplenishment of paper by default every 6 months.. Usage will be tracked as students log-on to the College’s system. Individuals who use all of their allotted free pages and who wish to extend their printing ability to another 250 black and white pages may do so for a fee of \$25, which will be charged to their account with the Business Office. ITR suggests that individuals who plan to print over their semester allotment consider purchasing a USB-connected printer for their personal use. The use of wireless personal printers is discouraged because of security concerns.

Disclaimer

Every effort has been made to provide accurate information. However, errors can occur. Cabrini College is neither responsible for any errors or omissions in information contained in the electronic systems, nor is liable in whole or in part for damages resulting from any user(s)/viewer(s) use of, or reliance upon, this material. Cabrini College assumes no liability for damages that may result from loss of data resulting from delays, non-deliveries, misdeliveries, service interruptions or technical difficulties.

Systems Problems

Any problems with the College's email communications systems and/or any user policy violations including unauthorized or improper use must be brought to the attention of the Information Technology & Resources Help Desk at 610-902-8366. Any implications of harassment must be brought to the attention of the Director of Human Resources at 610-902-8206.

Electronic Utilization

Cabrini College has limited computing and electronic communications resources, including limited storage capacity. Users are reminded to respect these limited resources and to routinely delete or purge unnecessary data. Cabrini College reserves the right to delete messages held on the system in order to maintain system speed and functionality.

Use of Electronic Mail Distribution Lists

Cabrini College's electronic mail list services for "all," "staff," "faculty," and "student" are designed to be used by authorized employees only Cabrini College as a communications tool for official College business. Because these are group mailing lists, postings must be of interest to a majority of the members; otherwise, mailings must be individually addressed. Misuse of lists may result in alterations to these services. These lists may not be used by students or non-members of Cabrini College. Unauthorized users will be referred for appropriate disciplinary action.

Discontinuation of Student User Accounts

When the holder of an account leaves Cabrini, storage on the email server is no longer provided. If the student wishes to continue receiving email at their Cabrini email addresses, he or she is responsible for forwarding his or her Cabrini email to a personal email account. For instructions, please see the Frequently Asked Questions section below.

Policy Modifications

Policies regarding the College's computing and network resources may be revised as needed in the future. Since the College is a changing environment, and since computer technologies and network access may be subject to change at any time, the College must reserve the right to update or revise this Communication Systems Policy or implement additional policies in the future. The human resources office will inform employees of policy changes, but the user shares the responsibility of staying informed about College policies regarding the use of computer and network resources and complying with all applicable policies.

Email Guidelines

The College encourages courtesy and professionalism in electronic messaging. The following are guidelines to insure that your messages meet those criteria:

- Be concise. Separate ideas with bullets. Write in a factual style, avoiding verbiage that can be misconstrued. And remember, the recipient cannot "hear" your intonation.
- Do not use slang or idioms that could be misunderstood outside of your own region or country.
- Be careful when typing in capital letters. Capital letters are interpreted as yelling.

- Keep emails constructive in substance and professional in tone. Treat people with the same courtesy and respect in email as you would do face-to-face.
- Guard against sending email that can be taken out of context or that contains confidential, internal information. Email is easily forwarded and copied. Once it leaves your account, an email can take on a “life of its own.”
- Do not send messages with blank subject lines. Messages with no subject are likely to be treated as junk mail.
- Delete and do not forward spam, jokes and chain letters.
- Limit attaching large and multiple files and graphics. Where attachments are necessary, compress them before sending.

Official Accounts Policy Including College Email Address

All faculty, staff and students are required to have two accounts: both a @cabrini.edu email account as well as a Cabrini domain account, commonly referred to as a “network account.” The domain account provides access to network resources and the email account a Cabrini official email address. Additionally, full-time faculty and staff may receive a Microsoft Exchange email account, which uses the domain account login; their regular Cabrini email account will forward to this email account.

Cabrini Domain Account

The Cabrini Domain account is the central Cabrini College computer account as managed by Information Technology and Resources (ITR) and is one of the two accounts one receives when first becoming part of the Cabrini community. This account affords access to the College servers and thereby login access to all Cabrini computers on campus, their printing capabilities and one’s individual and shared storage.

Official Email Address

The official email address ends with “@cabrini.edu”. For most students, faculty and staff, this is in the format of: firstname.middleinitial.lastname@cabrini.edu. Example: john.j.smith@cabrini.edu. This is the only email address that is officially associated with a member of the College. In general, this address remains the same throughout one’s association with Cabrini College. Although individuals may choose and publish an alias for personal or general use, the official email address is used in the listserves for campus mass mailings.

The College sends much of its correspondence solely through email. This includes policy announcements, emergency notices, event notifications, course syllabi and requirements, and correspondence between faculty and students. Some correspondence may be mailed only to the official Cabrini email address.

Responsibilities

All full and part-time faculty, employees and students are required to:

- activate their Cabrini domain and email accounts at the time they join the College;
- regularly check their incoming Cabrini College email;
- maintain their College email account in working order (including compliance with the Cabrini College Acceptable Use Policy).
- appropriately manage disk space usage or email forwarding.
- notify the ITR department of any account or computer-related misuse.

It is possible and acceptable to have email from one’s @cabrini.edu account forwarded to another email address. However, the individual account holder is solely responsible for setting up and maintaining forwarding on his/her account, and for managing both the @cabrini.edu account and the

account to which the email is forwarded so as to ensure that all Cabrini correspondence continues to be received.

Please see the **Frequently Asked Questions** section below for common issues regarding Cabrini accounts.

For special assistance with activating or managing your accounts, contact the ITR Help Desk itrhelp@cabrini.edu or call 610-902-8366 and someone will walk you through the process over the phone.

Frequently Asked Questions

Q: How do I pick up my Cabrini accounts including my @cabrini.edu email account?

A: Once you are confirmed as enrolled at Cabrini or added to College personnel records, an account will be set up for you. You may retrieve your accounts in any browser at <http://accounts.cabrini.edu>. Click the link on the left to pick up your first accounts and follow the instructions. You will be offered a system generated password, but may edit the password to one of your own choosing while picking up the account. Remember you must agree to the Cabrini College Acceptable Use Policy before your accounts will be activated.

Q: Do I use the same User ID and password for all Cabrini systems?

A: Your Cabrini User ID is the same for all Cabrini systems, but you have separate passwords for your various accounts that serve different functions.

- Your User ID (along with its associated passwords) is the key that identifies you to Cabrini systems. This key allows you to log into the campus network systems as well as identifies you to the mail server when you check your mail. Your User ID is also associated with your email account and can be used for email purposes when it is combined with @Cabrini.edu (e.g., abc123@cabrini.edu).
- Most Cabrini users have two accounts they use frequently use: the domain account, and the Cabrini One account. They are used for different functions:
 - The CabriniOne password is used for regular email, (<http://mail.cabrini.edu>) Bb, Vista (<http://learning.cabrini.edu>) and Cabrini One, the campus portal, which includes links Student and Employee services such as schedules, grades and finances, in addition to the previously mentioned systems.
 - The domain password is necessary for access to the campus servers and printing capabilities while on campus and is your way of being identified to the library systems, especially for remote access to the library databases. You use it to log into any computer on campus, thereby giving you access to printing and network drives such as the H or G drives. Staff or faculty Exchange email accounts also use the domain account to login.

Certain staff members also may have a Banner account, Hyperion account, WebFinance account, or additional secondary email accounts.

Q: To what email address should people send email in order to reach my Cabrini inbox?

You may receive mail addressed as either your User ID (abc123@cabrini.edu), as your official email address (firstname.middleinitial.lastname@cabrini.edu), or as a unique alias that you have defined through the Computer Accounts Management Service. All of these emails will go to the same Cabrini email inbox.

To define an email alias: Go to <http://accounts.cabrini.edu>, sign in, and click the link in the Personal Alias column for the account in the list whose Host System is "Email."

Q: Why does the College require the use of the official email address?

A: Assigning everyone a permanent email makes it possible for faculty, staff and other students to create reliable address book entries and mailing lists. For example, once a professor creates a course mailing list using the students' official email addresses, that list can be used throughout the term. The ability to send mail to students will not be disrupted by any changes students might make in their Internet Service Provider or the address to which they forward their mail.

Q: Can I forward my Cabrini email? How?

A: Yes. Go to <http://accounts.cabrini.edu>, sign in, and click the "Forwarding" link for the account in the list whose Host System is "Email." On the Mail Forwarding Settings page, check the "Forward it to this address" box and enter the receiving account into its text box. Only check "Put it in my @cabrini.edu mailbox" if you are comfortable with email being received by both accounts; this usually means that you have to log into Cabrini email occasionally to delete emails so the Cabrini email quota is not filled.

Q: What if I do not have a computer or I am a commuter?

A: If you do not have a computer and live on or off campus you are still required to have a Cabrini domain and email account. Computer access for receiving your accounts and checking your email is available on campus in the computer labs, in the numerous classrooms across campus that are equipped with computers and in the Holy Spirit Library. The general lab in the Library is open every day including weekends. For assistance, call the Help Desk at 610-902-8366 during Help Desk hours.

Public Safety Policies

Fire Safety Regulations

The deliberate or malicious reporting of a false alarm of fire; the tampering with or misuse of life safety equipment (e.g., fire alarm systems, fire sprinkler systems, emergency exit door alarms and fire fighting, safety, or electrical equipment); or the failure of students to evacuate a building upon the sounding of a fire alarm or the failure of students to follow the direction(s) of a College official during evacuation is a violation of the *Community Standards for Student Conduct*.

The *means of egress* (e.g., all room doors, corridors, hallways, stairways, stairway landings, exit doors, and exterior areas of exit doors) of all campus buildings shall be continuously maintained free of all obstructions or impediments for its full instant use in the case of fire or other emergency. No postings shall be attached to, or material or equipment stored inside exit stairways or exit enclosures.

Repairs or alteration to electrical wiring and fixtures, or gas pipes and fixtures shall only be made by College authorized personnel. Multi-plug adapters or un-protected plug strips are prohibited. Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance, except multi-plug extension cords having built-in circuit breaker protection may serve more than one portable appliance.

The use of all open flamed devices (e.g., burning candles, incense, potpourri burners, alcohol lamps, and kerosene lamps and heaters) and equipment with exposed heating elements (e.g., coffee pots, hot plates, grills, toaster ovens, and portable electric space heaters and halogen lights) are also

prohibited inside residence hall rooms. Portable electric space heaters shall only be used for temporary emergency heating, as authorized by the Facilities Department Director.

Identification Cards

Cabrini College identification cards for residential and commuter students are available through the Department of Public Safety. The first ID is free. Replacement of a student ID card costs \$20. Students with the residence hall or classroom access cards are cautioned to use them with care. Please do not store them near a computer or other electronic device or other card with a magnetic strip (i.e. credit cards, debit cards, etc.) or punch holes in the card as this will deactivate it.

ID processing is available at the Department of Public Safety the first two weeks of each semester, Tuesday through Friday from 10 a.m. to 6 p.m. and on Monday from 10 a.m. to 4 p.m. Wednesday evening processing will be available until 8 p.m. during the academic year. Any other time during the semester, processing can be done Monday through Friday between 10 a.m. and 4 p.m. Please bring your Banner ID Number and picture identification with you for processing.

Students are expected to carry their Cabrini IDs with them at all times on campus, and to identify themselves to Public Safety Officers or other College officials when requested.

Vehicle Regulations

Parking and traffic enforcement is the Department of Public Safety's responsibility and Vehicle Regulations are available on the college website. Illegally parked vehicles will be ticketed and/or towed or booted according to the published regulations. While the College has taken all the above measures to provide a safe environment, safety is the responsibility and concern of everyone.

First-year resident students are not permitted to have cars on-campus.

Individuals seeking exceptions to this policy should submit their request in writing to the Director of Public Safety and include documentation supporting their need for a vehicle. Applications are available at the Public Safety Office. All requests for the off-campus parking lot, Sullivan lot, is on a first come-first serve basis. All documentation must be submitted, at the same time, before approval and before you bring your vehicle on to campus. Now on campus-Dixon lot (the application is also on-line.)

Log: A comprehensive crime and fire log is kept of all criminal complaints, reports, incidents, responses and all residence fires. The crime and fire log is public record available for review. To review the crime log, appointments can be made with the Director of Public Safety. All incident reports are circulated to appropriate Departments (Student Development, Residence Life, etc.) to be used as a form of communication between the Public Safety Department and the responsible officials. Student violations of the College conduct regulations and policies are referred to the appropriate College official for administrative or other action.

Vehicle Regulations & General Information

The roadways of the College and its parking spaces fall under the jurisdiction of the Department of Public Safety, which is responsible for the administration and enforcement of regulations designed to facilitate an orderly traffic flow on campus. These regulations apply to students, faculty, staff and visitors. Infractions of these regulations are the responsibility of the person who registered the vehicle on campus. The College is not responsible for loss due to theft or damage to a vehicle that occurs on College property.

Special events parking and all temporary parking arrangements on campus are to be scheduled and approved through the Public Safety Department. Student parking permits are only available on line at www.thepermitstore.com. Only approved resident freshman students can obtain a parking permit from Thepermitstore.com.

Vehicle Registration

1. All vehicles operated and parked on College property by students must be registered with the College. Faculty and staff should register vehicles at the Public Safety office. Students are expected to get their permits by going on line to www.thepermitstore.com. Permits are available 24 hours a day and should be acquired before the beginning of the school year. Parking regulations will be enforced beginning the second full week of school.
2. The "registration year" extends from August 15 to May 15 of the following year.
3. Permits must be purchased for summer sessions at www.thepermitstore.com.
4. Registration stickers must be affixed to the outside of the driver's side passenger window of the vehicle.
5. Parking permits may not be shared or transferred.
6. Permits are mailed out by The Permit Store, which can be accessed over the Internet. Vehicle registration **does not guarantee** a parking space, but affords the registrant the opportunity to park in authorized areas where sufficient space is available.
7. If you have a difficult time finding a legal parking space on campus, please call the public safety office at (610-902-8245) so an officer can assist you with finding a legal parking space.
8. All parking appeals must be made on-line at www.scapay.com. Appeals cannot be made in person inside the public safety office.

Registration Fee

Students are required to pay a registration fee of \$95 per year (plus \$5.95 for shipping and handling). Fall or spring semester registration is also available for a fee of \$55 each (plus \$5.95 for shipping and handling). Commuter students may purchase an additional permit for a vehicle registered to them for \$10 (plus \$5.95 for shipping and handling). Residential students are allowed one permit per year unless the vehicle is sold or scrapped and proof is provided when requesting a second permit.

Traffic Regulations, Violations and Penalties

- The speed limit on all campus roads and parking lots is 15 m.p.h.
- All roads on campus are two-way, with the exception of the Grace Drive and Chapel Drive and the portion of Cabrini Drive between Founder's Hall and the Mansion. The Grace Hall traffic circle and Chapel Drive are one-way as is the area between Founder's Hall and the Mansion.
- That portion of Residential Drive opposite the marked parking spaces is a Tow-Away Zone.
- It is a violation to park an unregistered vehicle on campus or fail to display a current parking permit properly. Visitors should obtain a temporary parking pass at the Public Safety Department office.
- In the event an individual must park in a restricted area while loading or unloading, they should put on their four-way flashers and under no circumstances be parked in the restricted area for more than 15 minutes.
- Please call public safety (610-902-8245) to avoid getting a parking violation.

Parking Restrictions

Library	Parking is reserved expressly for faculty and staff.
Mansion	Parking as posted. Visitor parking (four hours). Short-term visitor (30 min.) (This lot is not open to employees or students.)
Founder's Hall	Commuter parking only. No resident student parking permitted.
Maguire House	Includes one handicapped and one resident parking space
Dixon House	Includes one handicapped space; parking is reserved for CSI employees
Infante House	Includes one handicapped space, two resident spaces
McManus House	Includes three resident spaces only.
Casey House	Includes one handicap and two resident spaces
Lanshe House	No driveway and no parking
Sullivan House	Includes three resident spaces
Cabrini Apartment Complex	Apartment residents only
West Residence Hall	West Residence Hall residents only
Woodcrest Hall	Ten-minute loading zone in front of building
Xavier/East Residence Hall	Resident students only
Residential Drive	Resident students only

All Driveways are reserved for emergency vehicles only. No student parking permitted

Snow removal: When there is snow in the forecast all vehicles must be moved from the Houses and moved to Dixon Lot.

Cabrini College reserves the right to boot or tow any illegally parked vehicle on campus without previous warning. The following range of penalties is for violations of the vehicle regulations.

Parking Regulations

- A. Registration violation—\$30 fine
- B. Parking in a restricted zone—\$30 fine
- C. Parking next to the residential houses during snowstorms —\$30 fine
- D. Parking in areas blocking entrance ramps, dumpsters, oil delivery areas and doorways—\$30 fine
- E. Unauthorized use of parking permits- \$100 fine
- F. Littering—\$100 fine
- G. Parking on grass or unpaved roadways —\$30 fine
- H. Parking in a fire zone—\$50 fine
- I. Parking in a handicapped space—\$50 fine
- J. Blocking a handicapped space or crosswalk—\$50 fine
- K. Boot application when individual is issued his or her fourth parking ticket of the academic year—\$75 fine

Moving Violations

- A. Driving without an operator's license—\$50 fine
- B. Driving an unregistered motor vehicle—\$35 fine
- C. Driving an uninsured motor vehicle—\$50 fine
- D. Driving an un-inspected motor vehicle—\$50 fine
- E. Driving in excess of 15 m.p.h. speed limit—\$50 fine
- F. Failure to stop at stop signs—\$35 fine
- G. Reckless driving—\$75 fine
- H. Turfing—\$150 fine plus damages incurred to property
- I. Driving on campus under the influence of drugs or alcohol—\$300 fine

Paying Fines

Fines may be paid on line over the Internet at scapay.com. Violators have 15 days to appeal or pay the fine. After 15 days the right to appeal the fine is forfeited. If the ticket is ignored, after 20 days, a \$10 late fee will be added to the fine. After 30 days, an additional \$10 late fee will be added and the fine will be transferred to the violator's college bill. Fines accumulated by visitors will be assessed to the person the violator is visiting.

Appeals

In order to appeal a traffic violation, the registrant must file an internet appeal to scapay.com within **10** calendar days of the violation. All other questions or suggestions regarding parking should be addressed to the Director of Public Safety. Appeals not taken in a timely manner will incur additional processing charges.

When a vehicle is issued a fourth parking ticket, the Public Safety Department will apply a boot to the vehicle, along with a sticker warning the owner not to move the vehicle until the boot has been removed. The registrant will be charged \$75 for the removal of the boot. If the registrant has not contacted the Public Safety Department to have the boot removed within 24 hours, the towing company will tow the vehicle, and the registrant will incur an additional charge for the towing. Tampering with or removing a boot may result in criminal charges being filed. After a second application of a boot, vehicles will be towed immediately for any further violations.

Towing

See information under the heading, "Boot" for towing policies as they relate to the application of a boot on an individual's vehicle.

The Public Safety Department reserves the right to immediately tow vehicles which are:

- in dangerous positions or creating a hazardous condition
- through reckless operation creating a danger to the College community
- in fire lanes or blocking a roadway or driveway

Revocation of On-Campus Driving & Parking Privileges

After five offenses, the driver is considered "banned" and not permitted to park or drive any vehicle on campus for the remainder of the academic year. Drivers with fewer than five violations may be banned if it is deemed that any one violation is serious enough to warrant immediate suspension of all vehicle privileges.

Residence Life Information & Policies

Mission

The Residence Life program at Cabrini College is an integral part of the educational experience, intended to provide students with service and to assist them in the development of the *Qualities of a Liberally Educated Person*. The department's Mission Statement:

Residence Life is dedicated to promoting a secure and welcoming living learning community that provides an enjoyable experience, valuing individuals as engaged and socially responsible members of their community.

Staff

The Director of Residence Life is responsible for the administration and programmatic components of the residence life program. The staff includes an assistant director, three area coordinators, 31 resident assistants and an administrative assistant.

Sue Kramer, Director	610-902-8410
Laura Shapella, Assistant Director for Housing Operation	610-902-8411
Ellen Wagner, Area Coordinator (Xavier & Woodcrest,)	610-902-8458
RJ Carroll, Area Coordinator (East Res. Hall, Maguire, McManus, and Dixon Houses,)	610-902-8115
Mike Mullen, Area Coordinator (Casey, Lanshe, Sullivan, West, & CAC)	610-902-6190
Corrine Catania, Administrative Assistant	610-902-8410

Eligibility

Cabrini College provides students with on-campus housing on a space available basis and does not guarantee that housing will be available for all class years

Students eligible to receive on-campus housing must be no more than 23 years of age at the start of the fall semester and enrolled on a full-time basis (minimum of 12 credits). Requests for exceptions will be considered on a case by case basis. Students who leave campus housing voluntarily become ineligible to participate in the housing selection process for the subsequent academic year and may only return to the halls on space available basis.

Housing Selection Process

Each spring, students who desire to live on campus the following year must participate in the housing selection process. Information explaining this process will be distributed to current residents towards the end of the fall semester.

Personal Property

Cabrini College is not responsible for the destruction or loss of residents' personal property. Compensation for property loss or damage should be made through family homeowner's or renter's insurance.

Residence Hall Agreement

All students must read and sign a residence hall agreement before occupying an on-campus room assignment. In signing the agreement, students commit to occupying the space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within 24 hours of their last examination, graduation, suspension, withdrawal or other terminations. Failure to comply with the terms of the contract may result in a daily fine during the period of violation and disciplinary action.

Housing is not available during extended breaks unless otherwise noted, and the housing agreement does not extend to those periods.

Room Assignments

Room assignments are the exclusive responsibility of the Office of Residence Life. Students may not change assignments without authorization. Those wishing to make a room change should contact Residence Life to obtain information about appropriate procedures for doing so. Students who make unauthorized rooms changes are subject to fines and disciplinary action, and must resume their original assignment pending adjudication of their offense.

No room may be reserved as a single room unless designated at that capacity by the Office of Residence Life. Residents pay an additional fee for a single room. Should vacancies occur in halls during the semester, residents may be required to consolidate those vacancies by moving together.

The Office of Residence Life reserves the right to change or modify a student's housing assignment as necessary.

Room Conditions

When moving into a room, residents must complete and sign a "Room Condition Report" (RCR), showing an assessment of the condition of the room and an inventory of furniture present at the time of occupancy. Residents will be held responsible for any damages to their room and furniture that occurred during the period of their occupancy and which is beyond normal wear and tear. When vacating an assignment, students are responsible for returning the room furnishings to their original locations. Final assessments will be based on a staff member's comparison of the base-line condition of the room recorded at the time of occupancy with the move-out condition of the room immediately following the resident's departure. Any changes will be noted on the RCR and charges will be levied for damages. If a student moves into a new room during the course of the year, a new RCR must be completed and signed.

"The Room Condition Report" is an important form. It is the official record of the condition of the room during the term of occupancy. If particular damage has not been noted at time of check-in and damage(s) are found after a student has moved out, the student will be charged.

Residents should immediately report loss of furniture or room damages to their RA or the Office of Residence Life in writing. Missing furniture will be charged to the residents of a room unless it is recovered. Unauthorized possession of room and/or lounge furniture, or other College property is a violation of the *Community Standards for Student Conduct* and subject to disciplinary action, including fines and restitution.

Residents are not permitted to paint rooms, apartments or any residential areas, or to make unauthorized repairs to walls, doors, ceilings or other areas of their assignment living space. Unauthorized painting or repairs will result in attendant charges for repainting or reworking repairs to meet the College's standards.

Room Furniture & Storage

For reasons of structural safety, water beds, major weight-lifting and/or exercise equipment and commercially available or individually constructed loft furnishings, other than those already provided by the College, are not permitted in the halls.

The College does not have sufficient storage space to remove and hold standard room furnishings that residents might want removed from their rooms. All furnishings present in a room at the time of occupancy must remain in the room for the duration of the academic year. Residents are strongly cautioned not to move their furniture into hallways or common areas where it can be taken by others, so as to avoid charges for missing and/or damaged furniture at the end of the year.

The College does not provide storage space for students' personal belongings. Students may be charged for the removal of personal belongings that have been inappropriately placed in a non-assigned space or common area.

Disruptive Behavior

The College reserves the right to reassign or revoke on-campus housing or take other appropriate action as deemed necessary, without a formal hearing, for those students whose behavior is considered disruptive or potentially detrimental to the individual, roommates and/or others in the residential community.

Lounges & Lounge Furnishings

Some residence halls have lounges and study areas available for the general use of residents, and kitchenette facilities are available in most residential buildings. Lounge and public area furniture may not be moved into rooms or apartments for personal use, or taken outdoors. Students found with common area furnishings in their room or apartment will be assessed a fine and referred for disciplinary action. Common area furnishings taken outside and damaged will be assessed as common area damage against all building residents unless those who removed the furniture are identified.

Groups may reserve certain lounges for meetings or programs by contacting the Area Coordinator responsible for the building in question.

Telephone System

All campus telephones are part of a centralized phone system which the College owns, and which the College itself, or through its agents or contractors, controls, monitors, maintains and operates, to provide both intra-campus telephone communication and off-campus local and long distance telephone communication.

The College reserves the right to modify, discontinue and/or expand all or any portion of the system and to select and/or terminate providers and resale providers of various types of telephone services for all or a portion of the entire system. The College also reserves the right to monitor, at any time, without advance notice, all communication through the system.

Although the College provides the telephone service, students are responsible for providing their own telephone.

Vandalism and Damage

Students are held responsible for any damages to their room that occurred during their occupancy. Damages to a specific living area or its furnishings, such as a room, apartment or suite, is assessed and charged equally to all of the residents assigned to that room, suite or apartment. Damages in common areas which cannot be attributed to a specific individual or group of individuals will be assessed as follows:

- damages occurring on a specific floor or section of a floor are charged equally among all members of the floor or section
- damages occurring in common areas such as lobbies, lounges, hallways, stairwells and public restrooms are charged equally among members of the entire residence hall

At the end of the academic year all student rooms are assessed for damages. The official damage assessment is conducted by professional staff members from Facilities and Residence Life. Resident Assistants are not involved in the assessment of room damages. Upon completion of the room assessment, the student will receive written notification of all damages that their assigned room.

Students who commit accidental damage should notify their RA immediately and expect to pay restitution for the costs that the College incurs in completing the repair. Students found to have committed intentional damage will be referred for disciplinary action. Students whose guests commit acts of vandalism will incur the costs for repair and replacement for the damaged items, and will be referred for disciplinary action.

Residents found to have excessive room damage during regularly scheduled health and safety inspections, or those whose end-of-occupancy damage assessment is deemed to be excessive by the Assistant Director of Community Standards will be referred for disciplinary action and subject to the immediate loss of current and/or future on-campus housing privileges.

Health, Safety & Security in the Residence Halls Responsibilities and Policies

Room Entry

Cabrini College reserves the right to enter and inspect residence hall rooms without prior permission from residents, to conduct regular health and safety inspections, to protect and maintain College property or the health and safety of students, and/or when necessary to aid the College in its responsibility of maintaining discipline and an appropriate educational environment.

Health & Safety Inspections: Resident Assistants and other College personnel are authorized to enter student rooms during fire drills to determine that appropriate evacuation procedures have been followed, and periodically throughout the academic year to insure compliance with fire safety policies and minimum standards of sanitation and hygiene.

Maintenance—Room entry for purposes of maintenance will occur at the request of the resident(s) of the room or at the request of Residence Life, or if a condition has been determined to exist that could either, a) result in damage to the room or its contents or, b) negatively impact the health, safety and/or quality of life of other residents.

Emergencies—An emergency situation is one in which immediate entry into a residence hall room is necessary to, a) ensure the health or safety of the residents of that room or other rooms and, b) to address a condition that may result in significant damage to College property or the property of other residents.

Violation of Policies—Entry can be made to a student's room if a staff member or other College official has reason to believe that a violation of College policy or civil law is occurring, to locate persons or missing property, and/or to determine whether uninvited or unauthorized individuals are present in the room.

Visitation Policy

The visitation policy is designed to allow residents to socialize with one another and to host guests in the halls, while ensuring acceptable levels of building security and protecting the privacy rights of roommates and other residents. Misuse of visitation and guest policies constitutes a violation of the College's *Community Standards for Student Conduct* and may result in disciplinary action and the loss of on-campus residency for all involved.

General Policies

- A guest is defined as anyone (resident, commuter or visitor) who is not assigned to a given building
- All guests must sign into buildings
- Children 13 years of age or younger must be accompanied by a parent or guardian
- Overnight guests may stay on-campus no longer than 48 hours in a seven-day period
- Overnight guests, who are non-Cabrini students, must be 18 years of age or older

For First Year Students

- Same gender guests of first-year students have 24-hour visitation privileges, with the consent of roommate(s)
- Opposite gender guests of first-year students must adhere to the following visitation hours:
Sunday – Thursday, 10 a.m. – midnight and Friday – Saturday, 10 a.m. – 2 a.m.

- The 24 hours visitation period for same gender guests may begin after all roommate agreements have been completed. Until that time the following visitation hours will be enforced: Sunday – Thursday, 10 a.m. – midnight and Friday – Saturday, 10 a.m. – 2 a.m.

For Upper-Class Students

- Upper-class residents have 24 visitation privileges, with the consent of roommate(s)
- The 24-hour visitation period may begin after all roommate agreements have been completed. Until that time, the following visitation hours will be enforced: Sunday – Thursday, 10 a.m. – midnight and Friday – Saturday, 10 a.m. – 2 a.m.

CABRINI COLLEGE MISSING RESIDENT STUDENT POLICY AND PROCEDURE

The Higher Education Opportunity Act of 2008 requires colleges and universities that provide on-campus student housing to establish missing student notification policies and procedures. Cabrini College takes student safety very seriously. The following policy and procedures have been established to assist in locating Cabrini College resident students who, based on information known to the College, are determined to be missing.

A student will be deemed missing when he/she has been identified as absent from the College for more than 24 hours without a known reason. All reports of missing students will be directed to Cabrini College Public Safety for investigation and a determination about whether a student is missing in accordance with this policy.

Procedure:

If a member of the Cabrini College community has reason to believe that a resident student is missing, he/she should immediately notify Public Safety at 610.902.8245. Upon notification, Public Safety will:

- Inform the Dean of Students that a resident student has been reported as missing.
- Undertake an investigation in an effort to locate the student.
- Notify the Radnor Police Department, if the student cannot be located with 24 hours.
- Notify the Dean of Students of the outcome of their investigation.

If Public Safety determines that a student IS missing, the Dean of Students will:

- Notify the student's designated emergency contacts that s/he has been missing for more than 24 hours.
- Notify the Vice President for Student Development.

If Public Safety determines that the student is NOT missing, the Dean of Students will:

- Request a meeting with the student upon his/her return to campus to discuss the importance of informing roommates, friends and/or family members of any departure from campus that will exceed 24 hours.

Missing Resident Student Notification Form:

Students are responsible for ensuring that the emergency contact information on file with the Registrar's Office and Residence Life is up-to-date. In addition to collecting emergency contact information, the College is required to provide students with the opportunity to identify a person designated as a confidential contact to be notified by Cabrini College no later than 24 hours after the student is determined to be missing. Should the student decide not to declare a separate missing resident student notification form, information contained on the emergency contact form will be used.

Students can submit or revise their missing resident student notification form at any time. To make a submission, students should visit the Residence Life Office located on the 2nd floor of the Widener Center and request a “Missing Resident Student Notification” form. It is important that students opting to file a missing resident student notification form, complete all requested information. Upon receipt of the completed form, Residence Life will maintain the information and agree to contact the identified person(s) only if the student is determined as missing.

Distribution of Policy:

- Notification of this policy to the campus community will be sent via email at the beginning of each academic year.
- Posting of this policy on the Cabrini College Public Safety and Residence Life web pages.
- This policy will be published annually in the Student Handbook.

Appliances, Extension Cords and Other Equipment

For reasons of fire safety, appliances with open heating elements, including hot plates, griddles, toaster ovens and space heaters are prohibited in the residence halls.

To ensure that power requirements remain within the maximum capacity of each building, residents are not permitted to have microwaves, air-conditioners, or individual washers and dryers in the halls. Students who require air conditioning due to documentable medical necessity should contact the Office of Residence Life and Health Services. The size of room refrigerators may be no greater than 4.0 cubic feet (one per room).

Only UL-approved and rated cords may be used on campus. The rating must be visible and legible on the cord. Total combined voltage of all appliances on the cord may not exceed the UL rating for that cord. Cords without the UL label, or those carrying total wattage in excess of the cord’s rating will be disconnected, confiscated and disposed. High power drawing appliances (irons, hair dryers, televisions and refrigerators) should be plugged directly into electrical sockets and not extension cords or power strips.

Safety Regulations

Residents are responsible for adhering to the following policies to insure a safe living environment for all members of the community. Equipment or items in violation of these policies are subject to immediate confiscation and disposal, and residents who violate the policies may be fined and referred for disciplinary action.

Misuse of Fire Safety Equipment: Tampering with or misuse of fire safety equipment such as extinguishers, smoke detectors, alarms, sprinklers, fire exit signs and fire doors.

Fire Alarms & Evacuation: Occupants of a building and their guests must immediately evacuate the building upon the sounding of a fire alarm, regardless of its nature (drill, false alarm or actual alert) and follow the directions of College officials during the evacuation. In the event of an actual fire, notify a Residence Life staff member or Public Safety immediately. Alarm boxes alert residents only; they do not notify the fire department. At the sound of the alarm, each resident should immediately leave by the nearest fire exit and proceed directly to the front of the building. When possible, students are encouraged to pick up coats and shoes as they exit the building and to close room windows and doors.

Candles, Open Flames & Exposed Heating Elements: Candles, lit or unlit, functional or decorative, are prohibited in the residence halls. Items involving open flames (e.g., incense and potpourri burners, kerosene lamps) and equipment with exposed heating elements (e.g., hot plates, grills, toaster ovens, space heaters) are also prohibited.

Holiday Decorations: Live Christmas trees, wreaths and/or garland are fire safety hazards and not permitted in the residence halls. Holiday decorations involving lights must use cords that meet the UL requirements outlined earlier and that are in good condition.

Dangerous Practices: The following are defined as dangerous items and/or behaviors in a residential community and are prohibited. Students found in possession of these items or engaging in these behaviors will be subject to disciplinary action.

- firearms and ammunition
- weapons, replicas of weapons and martial arts equipment resembling weapons
- gas and air pistols or rifles, pellet and BB guns
- fireworks, projectiles or explosives of any type
- darts and archery equipment
- flammable/combustible materials, liquids or devices including gasoline, lighter fluid, open paints, paint thinner, turpentine, BBQ grills, helium tanks
- equipment or vehicles powered with gasoline or combustible fuels
- connections to outside aerials or antennas
- radio transmitters
- excessive litter or trash
- any object or substance thrown with the potential of defacing or damaging personal or College property, or causing personal injury or disruption
- entering or misusing restricted areas such as attics, roofs, fire escapes, work rooms, mechanical rooms, or storage areas
- blocking or preventing the use of room doors, hallways, exit doors, and stairwells
- propping of exterior access doors and fire doors
- sports playing in hallways or other common areas
- individual or group activities or actions that may compromise the health and safety of residents or lead to injury or destruction of property

Housekeeping

Students are required to maintain their rooms according to health, safety and maintenance standards set by the College. Housekeeping is provided only for the public areas of the residence halls; students are responsible for cleaning their own rooms and taking their personal trash to the dumpsters located outside of the residence halls. Each residence hall is equipped with a vacuum at the beginning of the academic year. Students may be charged for excessive cleaning resulting from inappropriate behavior or improper disposal of personal items or trash.

Maintenance

General maintenance is provided by the College's Facilities department during the normal work week of Monday through Friday. The department has an on-line service request system that allows students to directly enter a work request for a room repair and send it directly to the department, where a service coordinator assigns the request to a Facilities representative for action. The online service request form is available at www.cabrini.edu/facilitieshelp. Students may also report the need for a repair to their Resident Assistant or the Office of Residence Life, who will enter the on-line facilities service request on the student's behalf.

Keys, Access & Building Security

Each student is issued a room key upon checking into the residence hall and is required to have an access card to their building. Residents are urged to lock their rooms at all times to protect their personal belongings and to prevent damage to rooms and property, and may not lend or transfer their

room key and/or access card to another person. Students may not install additional locks, latches or other devices that prevent access by College officials. Lost keys or access cards should be reported immediately to the Office of Residence Life

When a resident loses or fails to return a key when vacating an assignment, the room lock is automatically changed to protect the security of all present and future residents and a minimum charge of \$75 per room is placed against the student's account with the Business Office. Residents are not permitted to duplicate their room keys, and may not enter another student's locked room.

Access to College residence halls is controlled electronically, with students having card access to their own buildings and selected other halls as individual circumstances require. Students are strongly cautioned against allowing unknown individuals into a hall at the time of their own entry or exit, and are prohibited from propping exterior doors or exits in an effort to circumvent the card access system. Such behavior compromises the security of all building residents and is considered exceptionally dangerous behavior in residential community. Students who compromise building security in this manner will be referred for disciplinary action.

Lock-Outs

Students are expected to carry their room key and access card at all times and to manage their own entry into their room or hall. Residents who are locked out of their room should first attempt to locate a Resident Assistant to facilitate entry, particularly during normal RA duty hours [8 p.m. – midnight]. If unable to locate an RA, residents should contact the Office of Public Safety and request assistance in having their door opened. Public Safety will require that students show positive ID before they facilitate access to a room.

Windows, Window Screens & Window Displays

For reasons of safety and security, under no circumstances should students remove window screens or security bars, or climb in or out of residence hall windows. Residents will be charged \$80 for each window screen in their living area that must be replaced as a result of it having been improperly removed. Removal of windows screens from lounges, bathrooms, hallways or stairwells is also prohibited and may result in floor/section or common area damages being assessed against building residents.

Electrical cables, wires or antennae should not be hung outside of windows. Banners, signs or window decorations may not be hung on the exterior of buildings or windows. Material hung on the interior of windows and displayed toward public areas must be in keeping with the values and standards of the Cabrini College community. As excessive alcohol consumption compromises academic achievement and is a primary cause of vandalism, disorderly conduct, sexual assault and other unacceptable behavior, window or room displays involving alcohol containers (bottles, cans, cups, etc.) are not permitted in the residence halls.

Medical Emergencies

In case of emergency illness or accident, the nearest student or staff member should call Health Services at 610-902-8400 or Public Safety at 610-902-8245 or 610-902-8246. If transport to the hospital is required, Public Safety will contact Radnor ambulance service to request the transport. Students will be responsible for any costs incurred for ambulance service. For reasons of liability, neither the College nor its staff members, including the Resident Assistants, the Residence Life professional staff and Public Safety officers can accept responsibility for transporting students to and from the hospital in the event of a medical emergency or illness.

Health and Safety Inspections

Residents are responsible for maintaining their living accommodations in a manner that meets the College's standards for health, safety and sanitation. Rooms should be kept free from debris, trash and fire hazards. Resident Assistants will conduct routine health and safety inspections of student rooms approximately once per month. Students are encouraged to be present for the inspections, but are not required to be, and resident permission is not required for the inspection to be completed. Policy violations will be noted at the time of inspection, prohibited items will be confiscated and residents will be given a designated period of time to take any action required to correct additional violations. Violations that remain at the time of re-inspection will be documented and referred for disciplinary action.

Pets

For health and safety reasons, pets, animals or indications of the same (e.g., pet supplies, equipment or food) are not permitted in the residence halls. Students found with pets or animals in their room will be given 24 hours to facilitate humane removal, and may be fined and referred for disciplinary action.

Smoking

Smoking is strictly prohibited in any interior areas of the residence halls. Individuals smoking outside of the buildings are required to do so at a minimum distance of 30 feet from the doorway, and to properly extinguish and dispose of their smoking material in the receptacles provided. Under no circumstances should cigarette butts be left on the grounds and walkways surrounding the halls and other campus buildings. Individuals found doing may be subject to fines and referred for disciplinary action.

Environmental Expectations & Policies

Quiet Hours and Noise Policy

Living effectively in community requires students to demonstrate respect for the needs of others, particularly as they relate to an individual's ability to succeed academically and meet the learning objectives that the College has established for its students. Toward that end, all other activities that might take place in the residence halls are subordinate to a resident's ability to study and sleep in his/her room. To insure that this is the case, the following "Quiet Hours" have been established to regulate noise in and around the residence halls:

- Sunday through Thursday: 10 p.m. to 8 a.m.
- Friday through Saturday: 12 a.m. [midnight] to 10 a.m.
- Exam periods: 24-hour Quiet Hours in effect each reading and exam day

During these hours, residents are expected to refrain from noisy activity (e.g., running, screaming, shouting, congregating in hallways, adjacent walkways, patios, or lawn areas), keep noise in their own rooms to a minimum, keep room doors closed if stereos, radios, televisions, videos, etc., are in use and to maintain the volume of that equipment so that it is not audible beyond the confines of the room.

Courtesy Hours: Outside of established "Quiet Hours," residents are expected to demonstrate appropriate levels of consideration and respect for others when it comes to keeping noise from activities, conversations or equipment at levels that will not disturb others. Radios, stereos, musical instruments and other sound amplification equipment may be banned or confiscated if they become cause for complaint or disruption. The placement of speakers or equipment in room or hallway

windows for the purpose of directing music or noise into exterior or interior common areas is prohibited.

Violations of residence hall policies related to noise and “Quiet Hours” may result in fines and referral for disciplinary action.

Sales and Solicitation

To maintain appropriate levels of hall security and to insure the privacy of residents, Cabrini College does not permit sales or solicitation in the residence halls. Campus groups or departments wishing to engage in fund raising activities must receive the approval of the Director of Student Activities and the Dean of Students/Director of Residence Life prior to undertaking those efforts in the halls.

Area Places of Worship

African Methodist Episcopal

Bethel AME Church
50 S. Merion Avenue
Bryn Mawr, 610-525-9031

St. John’s AME Church
203 Highland & W. Wayne Avenues
Wayne, 610-688-9608

Armenian

St. Sahag & St. Mesrob
630 Clothier Road
Wynnewood, 610-642-4212

St. Mark’s Armenian RC
400 Haverford Road
Wynnewood, 610-896-7789

Baptist

Central Baptist Church
113 W. Wayne Avenue
Wayne, 610-688-0664

First Baptist Church of Wayne
1012 Upper Gulph Road
Wayne, 610-687-8923

Lower Merion Baptist Church
911 New Gulph Road
Bryn Mawr, 610-525-1855

Second Baptist Church of Wayne
246 Highland Avenue
Wayne, 610-687-9916

Catholic

Mother of Divine Providence
Allendale Road
King of Prussia, 610-265-4178

Our Lady of The Assumption
35 Old Eagle School Road
Strafford, 610-688-1178

St. Katherine of Siena
104 S. Aberdeen Avenue
Wayne, 610-688-4584

St. Thomas of Villanova
1221 W. Lancaster Avenue
Rosemont, 610-525-4801

Church of Christ

Church of Christ King of Prussia
590 W. Valley Forge Road
King of Prussia, 610-337-7314

Christian Science

First Church of Christ Science
582 E. Lancaster Avenue
Berwyn, PA 19087

First Church of Christ Scientist
81 Cassatt Avenue
Berwyn, 610-647-1985

Episcopalian

Christ Episcopal Church Ithan
536 Conestoga Road
Villanova, 610-688-1110

St. Davids Episcopal Church
763 Valley Forge Road
Wayne, 610-688-7947

St. Martin's Episcopal Church
Glenmary & King of Prussia Roads
Radnor, 610-688-4830

St. Mary's Episcopal Church
Lancaster & Louella Avenues
Wayne, 610-688-1313

Greek Orthodox

St. Luke
35 N. Malin Road
Broomall, 610-353-1592

Jewish

Conservative
Temple Beth Hillel-Beth El
Lancaster & Remington Roads
Wynnewood, 610-649-5300

Reform
Temple Brith Achim
481 S. Gulph Road
King of Prussia, 610-337-2222

Lutheran

Christ Memorial Lutheran Church
89 Line Road
Malvern, 610-644-4508

Lutheran Church of Good Shepherd
132 E. Valley Forge Road
King of Prussia, 610-265-4545

Methodist

Radnor United Methodist
930 Conestoga Road
Rosemont, 610-525-6962

St. Matthew's United Methodist of Valley Forge
600 Walker Road
Wayne, 610-688-7055

Muslim

Bawa Muhaiyaddeen
5820 Overbrook Avenue
Philadelphia, 215-879-6300

Muhammed Mosque of Islam
2506 N. Broad Street
Philadelphia,

Non-Denominational

Church of the Saviour
651 N. Wayne Avenue
Wayne, 610-688-6338

Grace Chapel
Eagle & Darby Roads
Havertown, 610-446-9201

Presbyterian

Covenant Presbyterian Church
283 W. Valley Forge Road
King of Prussia,

Wayne Presbyterian
125 E. Lancaster Avenue
Wayne, 610-688-8700

Unitarian

Main Line Unitarian
816 S. Valley Forge Road
Devon, 610-688-8332

Religious Society of Friends

Newtown Square Friends Meeting
114 N. Newtown Street Road
Newtown Square, 610-356-4778

Radnor Friends Meeting
Rt. 320 and Conestoga Road
Radnor, 610-293-115

Transportation

AMTRAK Information
1-800-872-7245

SEPTA Information
610-734-1300

Greyhound Bus Information
800-231-2222

Main Line Airport Service
(departs from the Radnor Hotel)
610-525-0513

Airlines

Some airlines serving Philadelphia International Airport:

AirTran	800-247-8726
America West	800-235-9292
American	800-433-7300
American Eagle	800-433-7300
Continental	800-523-3273
Delta	800-221-1212
Midway	800-446-4392
Midwest Express	800-452-2022
Northwest/KLM	800-225-2525
Spirit	800-772-7117
United	800-241-6522
US Airways	800-428-4322

Main Line Taxi 610-272-3377

Car Rentals

Alamo	800-327-9633
Avis	800-831-2847
Budget	610-337-8225
Enterprise	800-736-8222
Hertz	800-654-3131
National	800-227-7368
Thrifty	800-367-2777

Places to Eat

Fast Food

Bruegger's Bagels — 522 W. Lancaster Avenue, Strafford
McDonalds — 516 W. Lancaster Avenue, Strafford (also Rosemont)
Taco Bell — 245 E. Lancaster Avenue, Wayne (also King of Prussia)

Take Out Pizza and Subs

Altomeo — Wayne, 610-971-0220
Campus Corner — Villanova, 610-527-3606
Domino's Pizza — Wayne, 610-293-0980
John's Village Market — Wayne, 610-688-2633
New Wayne Pizza — Wayne, 610-688-2301
Pie in the Sky Pizzeria — Wayne, 610-293-1390
Real Pizza — Wayne, 610-688-5588, 610-688-2222, 610-687-2222

Local Restaurants and Eateries

Bertucci's
523 W. Lancaster Avenue
Wayne, 610-293-1700

Bravo Bistro
175 King of Prussia Road
Radnor, 610-293-9521

California Cafe
King of Prussia Plaza
610-354-8686

Chili's
312 W. Lancaster Avenue
Wayne, 610-687-1001
or
739 DeKalb Pike
King of Prussia, 610-992-0899

Friendly's
King of Prussia Plaza,
610-337-9867

Gullifty's
Rosemont Village Mall
Lancaster Avenue
Rosemont, 610-525-1851

House of Hunan
704 Lancaster Avenue
Devon, 610-964-8358

Il Primo
237 W. Lancaster Avenue
Paoli, 610-296-7277

Great American Pub

610-612 Lancaster Avenue
Bryn Mawr, 610-527-8989

Minella's Diner
320 Lancaster Avenue
Wayne, 610-687-1575

Ristorante Primavera
384 W. Lancaster Avenue
Wayne, 610-254-0200

Salad Works
Gateway Shopping Center
Wayne, 610-688-5755

Teresa's Cafe Italiano
124 N. Wayne Avenue
Wayne, 610-293-9909

T.G.I. Friday's
160 N. Gulph Road
King of Prussia Plaza
King of Prussia, 610-768-9340

Thai Pepper
372 W. Lancaster Avenue
Wayne, 610-688-5853

Trattoria San Nicola
4 Manor Road
Paoli, PA 19301 610-695-8990

Yangming
1051 Conestoga Road
Bryn Mawr, 610-527-3200

Area Hotels

Best Western King of Prussia
Route 202 & S. Gulph Road, King of Prussia
610-265-4500
800-528-1234

Comfort Inn Valley Forge
550 W. DeKalb Pike, King of Prussia
610-962-0700
800-222-0222

Courtyard by Marriott

762 W. Lancaster Avenue, Wayne
610-687-6633
800-321-2211
or

1100 Drummers Lane, Wayne
610-687-6700
800-321-2211

Fairfield Inn by Marriott
258 Mall Boulevard, King of Prussia
610-337-0700

Hampton Inn Hotel
530 W. DeKalb Pike (Route 202),
King of Prussia
610-962-8111

Crowne Plaza
260 Mall Boulevard, King of Prussia
610-265-7500

Marriott Philadelphia West
Route 23, West Conshohocken
610-941-5600
800-524-4438

Holiday Inn Express
260 N. Gulph Road, King of Prussia
610-768-9500
or
Routes 30 & 29, Malvern
610-651-0400

Motel 6
Routes 76 & 202, King of Prussia
610-265-7200
800-466-8356

Park Ridge at Valley Forge
480 N. Gulph Road, King of Prussia
610-337-1800

Radnor Hotel
291 Lancaster Avenue, St. Davids
610-688-5800
800-537-3000

Sheraton Valley Forge Hotel
N. Gulph Road & First Avenue,
King of Prussia
610-337-1800
800-325-3535

Staybridge Suites Hotel
20 Morehall Road, Malvern
610-296-4343
800-833-4353

Valley Forge Hilton
251 W. DeKalb Pike, Valley Forge
610-337-1200

Valley Forge Embassy Suites
888 Chesterbrook Boulevard, Wayne
610-647-6700

Wayne Hotel
139 E. Lancaster Avenue, Wayne
610-687-5000

Local Banks

Bryn Mawr Trust Company
330 E. Lancaster Avenue
Wayne, 610-971-6800

TD Bank
212 E. Lancaster Avenue
Wayne, 610-688-4040

National Penn Bank
528 E. Lancaster Avenue

St. Davids, 610-254-9096

Wachovia Financial Center
305 E. Lancaster Avenue
Wayne, 610-687-3705

M & T Bank
38 West Avenue
Wayne, 610-687-8906

Citizens Bank
363 W. Lancaster Avenue
Wayne, 610-688-5454

Wayne, 610-688-7330

Sovereign Bank
123 W. Lancaster Avenue

Bank of America
219 E. Lancaster Avenue
Wayne, 610-688-6791

Sports and Entertainment

Tickets Philadelphia
1420 Locust Streets
Philadelphia, 215-893-1999

Walnut Street Theater
9th & Walnut Streets
Philadelphia, 215-574-3550

Annenberg Center
University of Pennsylvania
3680 Walnut Street
Philadelphia, 215-898-6791

Palestra
Penn Athletic Ticket Office
235 S. 33rd Street
Philadelphia

For tickets:
Wachovia Complex: 215-336-3600
Philadelphia Flyers: 215-465-4500
Philadelphia Phillies: 215-463-1000
Philadelphia Eagles: 215-463-5500
Philadelphia 76ers: 215-339-7600
Philadelphia Phantoms: 518-480-3355
Philadelphia Union: 877-21-UNION
Philadelphia Wings: 215-389-WING
KiXX: 888-888-KIXX

For tickets:
Philadelphia Rage:
215-898-6151

Wachovia Center
3601 Broad Street
Philadelphia, 215-336-3600

Forrest Theater
1114 Walnut Street
Philadelphia, 215-923-1515

Tower Theater
69th Street
Upper Darby, 610-352-2887

Mann Center for Performing Arts
5201 Parkside Avenue
Philadelphia, 215-878-0400

Citizens Bank Park (Stadium)
1 Citizens Bank Way
Philadelphia, PA 19148

Merriam Theater
250 S. Broad Street
Philadelphia, 215-732-5446

Lincoln Financial Field (Stadium)
1 Lincoln Financial Field Way
Philadelphia, PA 19148

Local Movie Theaters

AMC Granite Run 8
1067 W. Baltimore Pike
(between Routes 352 & 452)
Media, 610-891-6440

AMC Marple 10
Route 1 at 320
Springfield, 610-328-5348

Bryn Mawr Film Institute

824 West Lancaster Ave.
Bryn Mawr, PA 610-527-9898

Clearview's Anthony Wayne
109 W. Lancaster Avenue
Wayne, 610-225-0980

Regal Plymouth Meeting 10
1011 Ridge Pike
Plymouth Meeting,
610-940-3893

Ritz at the Bourse
4th & Chestnut Streets
Philadelphia, 215-925-7900

Ritz Movies of Philadelphia
214 Walnut Street
Philadelphia, 215-925-7900

United Artists
300 Goddard Avenue
King of Prussia, 610-337-0282

United Artists Bryn Mawr
824 Lancaster Avenue
Bryn Mawr, 610-525-3056

United Artists Main Street 6
3720-40 Main Street
Manayunk, 215-482-6230

Human Services Phone Numbers

AIDS-Related Assistance

Delaware County AIDS Network
907 Chester Pike, 2nd Floor
Sharon Hill,
Free and anonymous testing Monday through
Friday, 9:30 a.m.–4:40 p.m. and Monday
evenings by appointment.

Mazzoni Center
1201 Chestnut Street
Philadelphia, 215-563-0652

Crisis Intervention

Suicide Hotline
215-686-4420
Youth Crisis Line
800-448-4663

Drug and Alcohol Assistance

AA Meetings
Central Office
Southeastern PA
Intergroup Association of A.A.
444 North 3rd Street
Philadelphia, 215-923-7900
7 days, 24 hours

Alcoholics Anonymous
562 Lancaster Avenue
Haverford, 610-527-9711

Women's Anonymous Test Site
Health Federation of Philadelphia
1211 Chestnut Street, Suite 701
Philadelphia, 215-246-5210

AIDS Hotline:
215-985-2437
Monday–Thursday: 8 a.m.–8 p.m.
Friday: 8 a.m.–5 p.m.
Saturday: 9 a.m.–1 p.m.
Sunday: Noon–4 p.m.

Alanon Meetings
Alanon Intergroup Office
4021 Walnut Street
Philadelphia, 215-222-5244
Travelers: 800-344-2666
Bryn Mawr Men's Alanon
and
Bryn Mawr Women's Alanon
Church of the Redeemer
Pennswood & New Gulph Roads
Bryn Mawr, 610-525-2486

Lunch Break
Calvary Fellowship
501 Swedesford Road
Wayne, 610-687-5155

Conestoga 12 Step Alanon
Christ Episcopal Church
536 Conestoga Road
Villanova, 610-688-1110

St. Mary's Church
Lancaster & Louella Avenues
Wayne, 610-688-1313

Alateen Meetings
Bryn Mawr Alateen
Church of the Redeemer
Pennswood & New Gulph Roads
Bryn Mawr, 610-525-2486

Valley Forge Alateen
Valley Forge Medical Center & Hospital
1033 W. Germantown Pike
Norristown, 610-539-8500

Alcohol & Addictions Council
of Delaware County
115 W. 8th Street
Media, 610-566-8143
Education & Referral Resources
24-hour hotline 610-566-8143

Coordinating Office for Drug &
Alcohol Abuse Programs
1101 Market Street
Philadelphia, 215-592-5404

Eating-Related Concerns

American Anorexia/Bulimia
Association of Philadelphia
215-221-1864

Renfrew Center
475 Spring Lane
Philadelphia, 215-482-5353
and
320 King of Prussia Road, 2nd Floor
Radnor, PA 1-800-736-3739

Gay and Lesbian Issues

Parents & Friends of Lesbians and Gays
(PFLAG)
215-572-1833, 800-4-FAMILY

Lesbian and Gay Task Force
215-772-2000

Women's Assistance

Amnion Crisis Pregnancy Center
944 Haverford Road
Bryn Mawr, 610-525-1557
Free Pregnancy Testing
and Counseling

Victim's Assistance
Abused Women's Hotline
215-885-5020

Lankenau Hospital Family
Planning Clinic
Lancaster & City Line Avenues
Wynnewood, 610-645-3067
Pregnancy Testing, Counseling & Complete
Gynecological Services

Domestic Abuse Project
Counseling and Legal Services
610-565-6272

Victims Services Center
of Montgomery County

18 West Airey Street
Norristown, 610-277-0932

Rape Crisis Hotline
610-277-5200

Serious Crime Victim: ASSIST-1
or 888-521-0983

Women Against Rape
PO Box 211
Media, 610-687-6391

Women's Resource Center
113 W. Wayne Avenue
Wayne, 610-687-6391
Information, Counseling
and Referral Resource