

UNIVERSITY OF DALLAS

2003 • STUDENT HANDBOOK • 2004

WELCOME TO THE UNIVERSITY OF DALLAS

This is your copy of the UD Student Handbook, one of the most important documents you will encounter at UD. Why? Simply put, it is your guide to the resources and opportunities you have as a student here; it also contains the expectations we have of you as a member of our campus community.

And to help you keep a handle on your soon-to-be busy academic and social schedules, we've also included a handy calendar and resource guide.

Let us know if we can do anything to make this the best year of your life!

-The Office of Student Life

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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OUR MISSION

The University of Dallas is dedicated to the pursuit of wisdom, of truth, and of virtue as the proper and primary ends of education. The University seeks to educate its students so they may develop the intellectual and moral virtues, prepare themselves for life and work in a problematic and changing world, and become men and women able to act responsibly for their own good and for the good of their communities, country, and Church . . . The University as a whole is shaped by the long tradition of Catholic learning and acknowledges its commitment to the Catholic Church and its teaching. (Excerpted from The Mission Statement of the University of Dallas)

The life of the campus outside the classroom is crucial in achieving the mission of the University of Dallas. The University understands its educational mission as a Catholic University to be directed to the whole person, not solely to the intellect. It seeks to foster the students' moral, as well as their intellectual, virtues, and aims to "educate its students so that they may achieve excellence of mind and heart, develop a mature understanding of their faith, and become leaders able to act responsibly for the good of their communities." These practical aims rest on an understanding that acknowledges "transcendent standards of truth" and affirms "human nature to be spiritual, rational, and free." (Excerpted from the Committee on Campus Life report as part of the Southern Association of Colleges and Schools self-study and reaffirmation process, 1992-93)

NOTICE

The University of Dallas is an equal opportunity, co-educational and Catholic institution of higher learning. It is open to students and faculty of all faiths, and does not discriminate in admissions or employment on the basis of race, color, sex, age, handicap, or national origin.

Every effort has been made to include in this Handbook information that, at the time of printing, is accurate and pertinent. The provisions of this handbook are subject to change by the University of Dallas without notice and do not constitute a contract between any student and the University of Dallas.

EMERGENCY TELEPHONE NUMBERS

Office of Campus Safety

972-554-5305 (routine calls/inquiries)

Health Services

2-911 (emergencies only!)

Irving Fire Department

972-721-5322

Irving Police

9-911

Ambulance (Paramedics)

9-911

North Central Poison Center

9-911

(Parkland)

(214) 590-5000

1-800-441-0040



EMERGENCY PROCEDURES

MEDICAL EMERGENCIES

In medical emergencies, the Office of Campus Safety should be notified immediately (972-554-2911). The caller should identify the nature of the emergency and the location of the student needing assistance.

EMERGENCY PROCEDURES

In the event of a medical emergency, call CSO immediately at **x2911**.

You should describe the **nature** of the emergency and the location of the student needing assistance.

Remain with the student requiring assistance until emergency personnel arrive.

CSO will notify the appropriate Office of Student Life staff. The Associate Dean or his designee will decide whether or not the parents or guardian of the student involved should be notified.

The cost of transportation and medical treatment in the emergency room is the responsibility of the individual student. Before leaving campus, the student should be advised to bring their medical insurance identification card and a major credit card or cash. In Texas, emergency room personnel will not administer medical treatment until payment has been made or a payment plan arranged.

Once the student has been treated and released by emergency room personnel, the student and staff member should return to campus. The student may wish to seek follow-up treatment from a private physician and/or clinic nurse.

FIRE EMERGENCIES

Should a student discover a fire or smoke in a university building, the following procedure should be used:

1. Ring the building fire alarm. Shout "Fire" loudly to alert anyone else who may be in the building.
2. Immediately notify the Office of Campus Safety and report the location of the fire, building, floor, area, and intensity. The Office of Campus Safety will report the fire to the Irving Fire Department.
3. The Residential Life Staff will instruct all occupants of the building to evacuate immediately. Residents must evacuate to the designated area and immediately check in with the Residential Life Staff. No one may return to the building until an official "all clear" notice.
4. The fighting of fire is the responsibility of university personnel and the Irving Fire Department.

The staff of each residence hall is expected to explain all emergency and evacuation procedures to all residents. This should be done at the beginning of each semester.

SEVERE STORM/TORNADO

Tornado watches and warnings are issued on all local radio and television stations. In the event of a tornado, the City of Irving will sound sirens throughout the city and override television programming. The university, however, does not rely solely upon this system for notification of the university community.

When certain there are tornadoes in the university's vicinity, the Campus Safety office will execute the tornado emergency telephone notification checklist to telephone established points of contact in each facility.

During the state of emergency, persons on campus should move to the inner core of the building away from window areas, or to the basement area if one exists in the building where they are located. Persons should remain in the area until the storm has passed and an "all clear" signal has been issued.

Follow recommended safety procedures for the following buildings:

- **Haggar University Center.** Move quickly to the University Center basement.
- **Carpenter Hall.** Exit the room and sit in the hallway. Stay away from the stairwells.
- **Haggerty Science Building, Blakley Library, or Braniff Graduate Building.** Move to the basement or lowest level.
- **Gorman Lecture Hall.** Move quickly to the Science Building basement.
- **Maher Athletic Center.** Move quickly to the Men's Locker Room on the lower level.
- **All Residence Halls.** Move into the hallway away from the stairwell. Stay away from the windows.
- **Student Apartments.** Lie in the bathtub with a mattress on top of you.
- **Church of the Incarnation.** Move into the sacristy or the Thomas Aquinas Eucharistic Chapel.

INFORMATION DIRECTORY

THE MAIN UNIVERSITY OF DALLAS SWITCHBOARD (972) 721-5000

Items are in alphabetical order by topic, followed by the department and contact information.

FOR	SEE	LOCATION/ PHONE
• Academic Advising	Claudia MacMillan, <i>Asst. Dean for Academics</i> Richard Villa, SM <i>Assistant Dean</i>	Braniff X5331 Haggar X4057
• Advancement		Carpenter X5134
• Athletics, Sports, and Recreation	Dick Strockbine, <i>Athletic Director</i>	Maher X5207
• Bookstore	Jerry White, Manager	Haggar X5320
• Business Office	Patricia Mayabb <i>Associate Director of Finance</i>	Carpenter X5244
• Campus Ministry	Denise Phillips, Director	Haggar X5375
• Career Services	Rich. Paterik <i>Director of Career Services</i>	Carpenter X4127
• Clubs & Organizations	Brian Borski, <i>Director of Student Activities</i>	Haggar X5273

•Computer Labs	Sean Malone, <i>Director Acad. Info. Systems</i>	Science X5172
•Counseling Center	Lifeworks Counseling	Anselm 102
•Dining Services	John McCrae, <i>Director, Food Services</i>	Haggar X5025
•Employment, Student	Human Resources Jennifer Linton <i>Coordinator of Student Employment</i>	Carpenter X5749
•Enrollment	Enrollment Office	Carpenter X5266
•Events & Dallas Year	Student Activities	Haggar X5273
•Family Day/Weekend	Brian Borski <i>Director of Student Activities</i>	Haggar X 4101
•Financial Aid	Enrollment Office Laurie Rosencrantz, <i>Assoc. Director</i>	Carpenter X5266
•First-Year Students	Bro. Richard Villa, SM, <i>Director of Student Advising</i>	Haggar X4057
•Braniff Graduate School	Admissions	Carpenter X5106
•Graduate School of Management	Communications Ctr.	Braniff X5355
•Health Services	Laurette Dekat, M.D. <i>Director of Health Services</i>	Haggar X5322
•Housing (room/meal plan)	Betty Perretta, <i>Director of Student Life Operations,</i>	Haggar X5323
•International Students	Marilyn White, <i>Director Inter. Student Svcs.</i>	International X5059 Center
•Maintenance (residents)	Office of Facilities	Facilities X5295
•Music	Music Dept.	Haggar X5079
•Postal Service	Printing/Postal Services *UPS Shipments M-F 8:00 a.m.-6:30 p.m.	Haggar X4015
•President's Office	Msgr. Milam Joseph, <i>President</i>	Carpenter X5203
•Publications	University Relations University News Yearbook	Carpenter X5179 Jerome X5089 Jerome X5127
•Registrar's Office	Jan Burk, <i>Registrar</i>	Carpenter X5221
•Residence Life	John Grant <i>Director of Residence Life</i>	Haggar X5323
•Rome Office	Becky Davies, <i>Director Rome Program</i>	Anselm X5206
•Room Reservations	Non-classrooms •Kelly O'Neal	Haggar X5123
	Classrooms •Sandy Morgan	Haggar X5221
•Student Activities	Brian Borski <i>Director of Student Activities</i>	Haggar X5273
•Student Government	Student Govt. Office Jerome Foss, <i>President</i> Thomas Yep, <i>Vice President of the Senate</i> Adam Todd, <i>Vice President of Programming</i> Emily Hyde, <i>Treasurer</i> Kim Barvick, <i>Secretary</i>	Haggar X5111
•Student Life	Fr. Charles Latour, O.P. <i>Associate Dean of Students</i>	Haggar X5323
•Switchboard	Gladys Palacios, <i>Supervisor</i>	Haggar X5000

UNIVERSITY OF DALLAS

STUDENT ACTIVITIES

2003-2004

August 23	New Student Orientation Casino Night 10:30 pm in the Cafeteria
August 24	New Student Orientation Comedian 10 pm in the Rat
August 25	New Student Orientation Slam Poetry 10:30 pm in the Rat
August 26	New Student Orientation Tower Lawn Party 5-8 pm
August 28	Junior Class Meeting at 5:45 pm in the SAC TGIT featuring Dave Parker in the Rat
September 4	Activities and Volunteer Fair 11 am – 2 pm Haggard Foyer SG Candidacy Forms due in the SAC by 2 pm TGIT featuring Clayton Belamy in the Rat
September 5	Intramural Flag Football Rosters Due SG Elections Meal times in Haggard Foyer
September 8	SG Meeting at 5:15 pm in Gorman President's Council Meeting at 6 pm in the SAC Intramural Flag Football Team Captains Meeting
September 11	911 Memorial Service TGIT Open Mic Night in the Rat
September 13	Salsa Spectacular Upstairs Haggard Hearts and Hammers I
September 17	Slam Poetry in the Rat
September 18	TGIT Already Proud in the Rat
September 20	Hearts and Hammers II
September 22-25	College Bowl
September 28	Charity Week begins with Family Day First Year Student Mass
September 29	Charity Week
September 30	Charity Week
October 1	Charity Week
October 2	Charity Week
October 3	Charity Week
October 4	Cross Country Home Meet Charity Week ends with the Semi-Formal Dance
October 9	Oktoberfest at 9 pm on the Mall October 10 No Class...Fall Reading Day
October 15	Slam Poetry in the Rat
October 16	TGIT with Bari Koral in the Rat
October 17	Intramural Volleyball Rosters Due in the SAC
October 17-19	Family Weekend and Homecoming
October 19-25	National Collegiate Alcohol Awareness Week
October 20	Intramural Volleyball Captains Meeting

October 21	Intramural Volleyball Begins Capp House in the Capp Bar
October 25	Battle of the Bands and Chili Cook Off on the Mall
October 30	Halloween TGIT 9 pm in the Rat
November 7	RHA: Live at UD
November 8	Perspective Student Visit Weekend Revenge Your Roommate Dance
November 12	Major Lecture
November 13	TGIT in the Rat
November 19	Slam Poetry in the Rat
November 22	Winter Cotillion in the Cafeteria
November 25	Capp House in the Capp Bar
December 1	World AIDS Day Celebration Ice Skating and Christmas Shopping at the Galleria
December 2	SG Christmas Party in the Hagggar Foyer
January 19	New Student Orientation
January 22	TGIT in the Rat
January 29	TGIT in the Rat
January 30	Groundhog Activities
January 31	Groundhog Activities
February 5	TGIT in the Rat
February 10	Capp House in the Capp Bar
February 12	TGIT in the Rat
February 13	Sadie Hawkins Dance
February 18	Slam Poetry in the Rat
February 19	TGIT in the Rat
February 20	Bradford Debate
February 21-22	Perspective Student Visit Weekend
February 24	Fat Tuesday Mardi Gras Party
February 26	TGIT in the Rat
March 2	Capp House in the Capp Bar
March 4	Spring Break Kick-Off TGIT
March 17	Slam Poetry in the Rat St. Patrick's Day Party in the Rat
March 25	TGIT in the Rat
March 26	Major Lecture
April 1	TGIT in the Rat
April 2	Comedian in the Rat
April 6	Capp House in the Capp Bar
April 15	TGIT in the Rat
April 16	Spring Formal
April 17	University for Dallas
April 21	Slam Poetry in the Rat
April 24	Mallapalooza
April 26	Student Leadership Banquet
April 29	TGIT Senior Talent Show in the Rat
May 6	Senior Slide Show and Superlatives

UNIVERSITY SERVICES

ATHLETICS

Offers men and women a chance to compete with students from other schools in Texas and across the South. The University of Dallas is a member of the NCAA Division III and the Texas Intercollegiate Athletic Association. Varsity teams include soccer, cross country basketball, baseball, track and field, tennis and golf for men and volleyball, cross country, soccer basketball, track and field, softball, lacrosse, tennis and golf for women.

BOOKSTORE

The Bookstore, located on the first floor of the Hagggar University Center, is open 7:30 a.m. to 7:00 p.m. Monday through Friday and occasional Saturdays from 10:00 a.m. to 2:00 p.m. The Bookstore features books, University of Dallas insignia giftware and clothing, school and office supplies, diskettes, cassettes and candy.

Textbooks for UD classes are available one week before classes begin. The list of required books is available at the same time. Student charge accounts, coordinated with the Business Office, are open for the first month of classes. Students may sell books back to the Bookstore during final exam week.

CAREER SERVICES

The Career Development Center is located on the first floor of Carpenter Hall. It houses a career-related library and listings of full-time and intern career opportunities. Other services include: career counseling, résumé/cover letter preparation, development of interviewing skills, and job search techniques. These services will be presented in seminars and/or workshops or may be scheduled individually through appointment.

Placement services are provided through on-campus interviewing, assistance in responding to job listings, and an MBA Consortium scheduled each year in January. Students planning to seek assistance should deliver or send a résumé to the Center and periodically update the resume or job status as changes occur.

CHECK CASHING

Students may cash faculty, staff, and student personal checks that do not exceed \$200 (unless they are UD student paychecks) in the Business Office. This service will be discontinued for persons for whom a check is returned as Non Sufficient Funds. Check cashing hours in the Business Office are Monday through Friday, 8:00 am-5:00 pm. The person cashing the check must present his or her University ID card.

COMPUTER LAB

The University has IBM-compatible computers for student academic use in three Computer Labs. They are located in the Haggerty Science building; lower level, rooms 1, 7 and 13. Hours are posted at the beginning of each semester.

COPY SERVICES

A copy machine, located at Printing and Postal Services in the lower level of Hagggar Center, is available Monday through Friday from 8:00 a.m. to 6:30 pm. Other services include printing, binding transparencies, cutting and printer paper. Custom classroom packets are often produced for faculty members to augment traditional textbook material. Students may purchase these packets at the desk.

DINING SERVICES

Dining services are provided by ARAMARK, which provides regular meal service through the Cafeteria, Rathskeller Snack Bar, and special catered events. A variety of meal plan options are available for both full and part time students. Contact the Office of Student Life (x5323) or Dining Services (x5025) for more information.

At the beginning of each semester, students who have paid their board bill will be issued a bar code by Dining Services, which will be adhered to the student's University Identification Card. The identification card must be presented at each meal. Failure to present the identification card will result in the student being denied entrance to the Cafeteria.

Students on a residential meal plan have a built in declining balance that may be used in the Rathskeller. Any amount left in declining balance at the end of the fall will roll over to be added to the spring declining balance as long as the student is still enrolled in a residential meal plan for the spring semester. Any amount remaining at the end of the spring semester will be forfeited.

For students whose class schedule or campus job conflicts with meal service hours, ARAMARK will provide a take-out option upon verification of the conflict. ARAMARK will also prepare a “sick tray” when ordered through Student Health Services.

Meals are served beginning the first day of registration each semester, until the last day of final examinations. Meals are not served during the Thanksgiving recess, Easter recess, Christmas break, semester break, or Spring break.

Students found in the Cafeteria without having paid for a meal are subject to an automatic Theft of Services fine of \$25.00.

DINING SERVICES/CAFETERIA POLICIES

The following dining service policies are in effect:

1. Food is not removed from the Cafeteria.
2. Dining trays, china, glassware, and silverware are not removed from the Cafeteria.
3. Dining trays, china, glassware, and silverware should be returned to the dish room.
4. The throwing of food, china, glassware, silverware, or paper products is not permitted.
5. Meal cards are not transferable under any circumstances.
6. Students not participating in a meal option must pay in advance and have a receipt available during their meal. Any students found eating in the Cafeteria without a meal purchase of any type will be charged for “Theft of Service”.

Violation of these dining service policies may result in disciplinary action, which includes the possible restriction or denial of student meal privileges.

WAIVER OF MEAL PLAN FOR HEALTH REASONS

Students should inform the Director of Food Service of any special diets. The Director will provide advice or make specific arrangements to see that reasonable requirements of the diet are met. Verbal requests are not sufficient; students with special needs must complete a Meal Plan Exemption Form (from the Student Life Office). The deadline for this process is the third Friday of the semester.

Occasionally, the nature of the health problem or the limitations of the food service justify a release from the meal plan. Students may petition for a waiver by the following procedure:

1. The family physician sends a detailed letter to the Director of Dining Services, which outlines the nature of the health problem, treatment program, dietary requirements, and estimation of the problem’s duration.
2. This letter will be reviewed, and additional medical documentation may be requested.
3. A waiver of the meal plan may be granted, provided the food service is unable to satisfactorily meet the dietary requirements, or the recommendation of the physician is such that continued eating in the cafeteria would clearly complicate the student’s health condition.
4. Since many health problems are temporary, the student will be asked to validate on a semester basis the continuing nature of the health problem unless it is clear that the condition is permanent.

FAX MACHINES

Domestic and International FAX services are available in Printing and Postal Services. The FAX number is (972) 721-5332. The Purchasing Office in the Bookstore also provides FAX services. The FAX number is (972) 721-5121.

HAGGAR UNIVERSITY CENTER

The Haggar Center is one of the main focal areas for social, cultural, and recreational activities at the University of Dallas. All members of the University community design the activities and services of Haggar for use.

Haggar houses many services that include the Cafeteria, Rathskeller (food and games), the Bookstore, Cappuccino Bar, Post Office, Copy Center, and the Student Activities and Leadership Center. Several offices are also located in the center: Campus Safety, Student Life, Housing, Student Government & SPUD, Campus Ministry and Chaplain’s Office, Clinic, Student Activities, and Haggar Director’s Office.

As a gathering place for students, faculty, and staff, Haggar is the place to go to eat, listen to music, play chess, buy textbooks, or relax over a cup of cappuccino while talking to friends.

HEALTH SERVICES

Student Health Services is located on the second floor of the Haggar University Center, and staffed by a licensed physician Monday through Friday. Students are seen on a walk-in and appointment basis. Medical care is available during evening hours and on weekends through local physicians and emergency room.

The scope of practice includes treatment of acute illnesses and minor emergencies, monitoring of chronic illnesses, provision of certain immunizations, and updates on physicals. In the event of serious illness or injury, students are referred to nearby emergency room services. Prescriptions for medications can be filled at area pharmacies. Some over the counter medications are available free of charge at the clinic.

Students must have the University of Dallas Medical Form on file, including the required record of immunization, in order to receive treatment. If the student is under 18 years of age, a parent or guardian must be contacted before treatment can be administered.

Treatment costs are at the student's expense. All degree-seeking undergraduates taking 12 or more credits must show proof of insurance coverage or participate in the health insurance program administered by the Markel Insurance Company. In the event of family health insurance plans in which patients are limited to preferred providers, the student should be aware of the physician or clinic's name and location.

Students with special medical problems are advised to stop by Student Health Services soon after arrival on campus.

ID CARDS

Student Identification cards are made in the Campus Safety Office in Haggar Center. Passport photos are made at the Printing and Postal Office in downstairs Haggar.

Student Identification Cards are required of all University students, and are usually obtained during Orientation. Replacements may be obtained for a fee of \$5.00. Students are expected to carry their University IDs with them at all times, and produce them upon request of any University official or Service.

INTERNATIONAL STUDENT SERVICES

UD's International Student Office provides a variety of services to assist international students throughout their studies at GSM. These include assisting students with Immigration and Naturalization Service matters, providing pre-arrival and orientation information, assisting with housing arrangements, providing personal association brings students of all nationalities together through social programming, sports tournaments, and other activities throughout the year.

LEARNING RESOURCES

Students desiring academic assistance may find support from the following departments:

Academic Peer Tutors

Brother Richard Villa, S.M.
Haggar Center, First Floor
Phone: 4057

Math Lab

Math Department
Science Building, Room 24
Phone: 5152

Writing Lab

English Department
Braniff Building, Third Floor
Phone: 5343

Foreign Language Tutors

Foreign Language Department
Carpenter Hall, Second Floor
Phone: 5220

Physics Help! Lab

Physics Department
Science Building, Room 24
Phone: 5072

LOST AND FOUND

The Office of Campus Safety offers a "Lost and Found" service to members of the University community. Lost articles may be reported at any time. If they are turned in, the Office of Campus Safety will contact the individual who has reported the lost item. Found items are maintained by Campus Safety for thirty (30) days. Students are encouraged to mark all valuables with some form of permanent identification.

MAIL

Student Mail is available after 1:00, Monday through Friday, when the mail is placed in campus mailboxes for pick-up. All students are encouraged to check mailboxes regularly because many announcements are distributed to students via their campus mailboxes. Printing and Postal Services handles the assignments of boxes and keys. Mail should be addressed:

Student Name

University of Dallas

1845 E. Northgate Drive - Box # _____

Irving, TX 75062-4736

PACKAGES

Students receive packages shipped via Federal Express, UPS, Airborne Express, et cetera at the Printing and Postal Services Window, Monday through Friday, from 8:00 a.m. to 6:30 p.m.

POSTAL SERVICES

Postal services are offered in the lower level of the Haggard University Center Monday through Friday, 8:00 a.m. to 6:30 p.m. Campus mailboxes, stamps, and the weighing of mail and packages are available.

RATHSKELLER

The Rathskeller is home to pool tables, foosball, cable TV, and a jukebox as well as meals and snacks from the Snack Bar.

COMMUTER STUDENT INFORMATION

COMMUTER STUDENT LOUNGE

Walk down the mall towards Branniff and stop in at the glass “Fishbowl” to relax for a while on one of your comfy commuter couches. You can pop some popcorn in the microwave downstairs or keep a couple of sodas cold in refrigerator. Feel free to take a nap, too.

PARKING

Commuters must get parking stickers from CSO (Campus Safety Office) and park in non-visitor spaces. There are a variety of parking lots throughout campus. Refer to the campus map and find a parking lot conveniently located near most of your classes.

MEALS

Besides the cafeteria, which offers an all-you-can-eat buffet, students can also get meals in the Rathskeller (often referred to as “The Rat”). In “the Rat”, students can choose to purchase food from Bene Pizzeria or Montague’s Deli, along with many convenience store items and Otis Spunkmeyer cookies. The school offers Commuter Meal Plans for use in either the Cafeteria or “the Rat”. Contact Dining Services for more information about these plans.

STAY INFORMED

Read as many fliers, signs, newspapers, and mass e-mails as you can to find out about interesting events/lectures at school (many of these events involve free, or very cheap, food!). The main lobby in Haggard is a great place to get caught up on campus happenings—just stand in the middle and gaze at all the banners. Be sure to check your school mailbox for important information as well.

LOCKERS

If you don’t want things to melt in your car all day, use a locker. They are located in downstairs Haggard by the mailboxes. Pay a small deposit (which will be returned to you when you return the lock) to clerk at the mailing desk, and a locker is yours for as long as you wish to use it.

CAREERS/MAJORS

Not sure what you want to do? Go to OACD (Office of Academic and Career Development, located in Carpenter across from the Business Office). Rich Paterik, Harriet Cousins, and Margaret DeMarco will all take great care of you and help you find some direction in life, not to mention scholarships and internships. Plus, there’s always candy on the counter!

COMMUTER CLUB

Join the COMMUTER CLUB!—We have social events, fundraisers, and take your suggestions to improve the campus for commuters. For more information, contact udcommuters@yahoo.com.

ROME CAMPUS

All disciplinary policies in effect on the Irving campus remain in effect on the Rome campus. Additionally, the Rome Campus Director may institute policies as are necessary for the efficient operation of that campus. During the one semester, students who present serious or repeated disciplinary problems may be expelled from the Rome campus.

DISCIPLINARY CLEARANCE

A student on disciplinary probation for the semester during which Rome enrollment is sought may not be allowed to participate in the Rome program. A student's disciplinary records will be reviewed by the Rome Office. Students who have serious or repeated violations of the Code of Student Conduct will not be permitted to participate in the Rome Semester until such time as they clearly demonstrate the personal maturity to study abroad.

HEALTH CLEARANCE

A student may be denied participation in the Rome program if a serious health problem has not been satisfactorily resolved or is likely to continue, or if treatment would be difficult to obtain while in Rome, or if the nature of the health problem is such that it would require extraordinary attention on the part of university staff members.

CAMPUS SAFETY

The Office of Campus Safety is located on the first floor of Haggard University Center. It provides physical security, fire protection and prevention, emergency first aid, safety programs and inspection, and the investigation and enforcement of violations of the Code of Student Conduct and criminal offenses occurring on UD property. Any actions on the part of students that pose a threat to the safety and welfare of the University will be investigated by Campus Safety, and a report will be made to the Office of Student Life.

Emergency phones are available in parking lot P east of Carpenter Hall, parking lot B, parking lot J across from the pool, parking lot L in front of the Facilities Office, on the north side of the tennis shop, and at the student apartments. They immediately connect with the Campus Safety Office when the receiver is lifted. Upon request, a Campus Safety Officer will provide escort to any destination on campus.

Lost and found is located in the Office of Campus Safety. Articles are kept for 30 days.

Students should have their identification cards on their person at all times while on campus. Students are expected to cooperate with Campus Safety Officers in the performance of their duties. Anyone witnessing a crime (or any suspicious activity) is requested to notify the Department of Campus Safety immediately. The identity of the caller will be protected, if so desired.

The Office of Campus Safety telephone numbers are 972-554-5305 (for routine calls) and 972-554-2911 (for emergency situations only).

PROTECTING YOUR ROOM/APARTMENT

1. Lock your door even if you are only going to the bathroom or next door. A surprising number of thefts from residence hall rooms are accomplished while the resident is on the same floor but has just stepped out for a minute. It takes approximately eight seconds to walk into an open room and steal valuables.
2. Lock your door and windows when you are asleep.
3. Do not prop open outside building doors that are supposed to be locked. These doors are locked for your protection.
4. Do not loan your keys to anyone, including a classmate or friend.
5. Do not leave your keys lying around in public places or in loose pockets of jackets or coats.
6. Carry your car keys on a separate ring from your residence hall and other keys. Do not put your name and address on or attach your Student ID to the key ring holding your hall keys.

7. In the Student Apartments, use the door viewer rather than opening the door automatically to strangers. Do not just yell, "Come in."
8. If strangers ask to use your phone, do not permit them to enter. Offer to summon help or make the call yourself.
9. Report all suspicious persons to the Office of Campus Safety at 972-721-5305.

PROTECTING YOURSELF AT NIGHT

1. Never walk alone at night unless necessary.
2. Refrain from taking shortcuts. Walk where there are plenty of lights and traffic.
3. Know the number of the Office of Campus Safety (on campus, X5305) or (in emergencies, on campus, X2-911).
4. The Office of Campus Safety will provide escort service upon request. Take advantage of it.
5. Don't accept rides from strangers.
6. Walk at a steady pace with a self-assured stride.
7. If you are followed, go directly to a place crowded with people.
8. To prevent delays, have your key ready to unlock your door.
9. If a driver asks directions, keep your distance while talking.

BE CAUTIOUS!!

1. Use caution when alone in a laundry facility or carrying trash out at night.
2. Use caution when entering elevators with unknown persons.
3. If something seems like trouble, trust your intuition and leave the area.
4. Check the back seat of your car every time you get in to determine if someone is hiding.
5. When parking at night, select an area that will be lighted when you return. Check for loiterers before leaving your car.

PRECAUTIONS WHEN JOGGING OFF-CAMPUS

1. Jog facing traffic so that you are visually aware of vehicles that may be coming too close to you.
2. Do not wear headsets as this may block out the sound of people following you or vehicles coming too close to you.
3. Do not give eye contact to either drivers or passengers in vehicles that are coming towards you. (In the minds of many stalkers, eye contact is a signal from you that you want to be followed.)
4. Carry a whistle at all times while jogging.
5. Know your jogging course well before you jog on it for the first time. You need to know if there are areas you go through where you are out of sight and easy prey.
6. Be aware of any public places along your jogging course where you can run for safety if you need to — such as convenience stores, restaurants, gas stations, etc.
7. Do not respond to anyone calling out to you if you do not know them. This applies to people calling out from a vehicle or other runners trying to get your attention. Keep on running to the nearest safe place.
8. Let your friends know when and where you will be jogging, and when they can expect you back. If at all possible, jog with someone else.
9. Never, never, never jog after dark.

PARKING & MOTOR VEHICLE POLICIES

All vehicles parked on University of Dallas property must be registered with the University to help ensure the convenience of the vehicle operators and the protection of the vehicle operators' property. Should a registered vehicle be involved in an accident, a criminal event, or just found to have been left with its lights on, our Campus Safety Officers can identify and quickly contact the owner. Posted speed limits on campus are 20 mph on the roads and 10 mph in the lots.

VEHICLE REGISTRATION

Each vehicle parked on University of Dallas property by students, faculty, or staff must be registered with the Campus Safety and display a current University of Dallas registration decal. These decals are available 24 hours per day from the Campus Safety office located on the first floor of the Haggar University Center. Campus Safety offers a courtesy serial number and registration of students' bicycles for no charge.

If a registered vehicle is sold or otherwise disposed of, the old decal must be removed, Campus Safety must be notified and the replacement vehicle registered.

Decals may not be mounted to any non-permanent device that permits movement of the decal from one vehicle to another. EXCEPTION: Hang tags issued by the Campus Safety Office. Faculty / Staff / Students may register their vehicle upon presentation of a properly completed registration form and a current University of Dallas Faculty / Staff / Student identification card. Staff and Faculty members who do not possess a University of Dallas Faculty / Staff identification card may substitute a letter from their department head that identifies them as a Faculty / Staff member.

Vehicles must be in operating condition with current state registrations, inspections and tags in order to be registered on campus.

VISITORS AND GUESTS OF THE UNIVERSITY

One-time visitors to the University should use the designated visitor parking spaces that are located in front of Carpenter Hall and at the rear of the Library. Long-term visitors will be issued a temporary parking pass upon written request from the sponsoring department or office.

Guests of the University and other sponsored visitors will be given a parking pass to be displayed on the dashboard of the vehicle. These parking passes will be issued by the Campus Safety Department upon receipt of a signed written request from the sponsoring on-campus group or department.

PLACEMENT OF DECALS

University of Dallas vehicle registration decals will be placed on the inside of the front windshield of the vehicle above or beside the state mandated stickers OR in the center of the windshield behind the rearview mirror. The decal must be prominently visible to a person standing in front of the vehicle. Motorcycles will display the decal on the windshield, lower left corner or on the center line side front fork facing outward so it can be clearly viewed from the front or the owner may fabricate a metal plate on the rear of the vehicle and attach the decal there.

HANDICAPPED PARKING

A number of handicapped parking spaces are available on the campus. These parking spaces are distinctively marked and regulated by state law. These spaces are for the exclusive use of officially designated handicapped persons. Students, Faculty and Staff may qualify for Handicapped parking usage in several ways:

1. Have an official handicapped logo on the license plate of the vehicle.
2. Have and display a Temporary Handicapped permit issued by the County District Clerk.
3. Display a medical permit stating "HANDICAPPED" on the vehicle dash. These permits are issued by the Campus Safety office upon authorization by the Campus Health Center.

VISITOR PARKING

This is a short-term parking for the exclusive use by persons who do not qualify for issuance of University of Dallas parking decals.

LOADING DOCK PARKING

Strictly reserved for University of Dallas owned vehicles and vendor or service supplier delivery vehicles.

VEHICLES ON THE MALL

The mall area of the campus is fragile and easily damaged; therefore no vehicle will be operated on the mall-paved area without the explicit written permission of the Director of Campus Safety or the Director of University Facilities.

ABANDONED VEHICLES POLICY

The University of Dallas strongly discourages Student, Faculty or Staff from leaving vehicles on its property unmoved for more than 48 hours for any reason. However, should it become necessary to leave a vehicle for longer than 48 hours due to breakdown or other reason the Campus Safety Office must be advised as to the nature of the problem and the owner's plans to move the vehicle. Vehicles that do not have a current license plate, vehicle inspection sticker or current registration decal may be treated as an abandoned vehicle. **EXCEPTION:** Faculty assigned to the Rome campus may leave their motor vehicles on property for the duration of the school term. Campus Safety will designate a long-term parking location. Vehicles left in other locations will be treated as abandoned. "Abandoned Vehicles" will be processed according to state law.

TOWING POLICY

It is not the desire of the University to tow vehicles that are in violation of our rules and regulations. However, vehicles parked in locations that result in the creation of a traffic or safety hazard may be towed at the owner's expense. Hazard areas include but are not limited to: Fire lanes, Handicapped parking, dumpster areas, loading docks, blocking fire hydrants, etc. Vehicles with three or more unpaid citations may be towed without notice and the vehicle impounded. Because the University does not profit from such actions, only the actual cost of the tow will be charged.

VEHICLE REGISTRATION IS FREE

There is no vehicle registration fee; however, please register your vehicle with the Campus Safety Office as soon as possible after you arrive on campus to avoid a fine.

VIOLATIONS

Everyone parking on University of Dallas property is subject to the rules and regulations of the University. Vehicles and persons found to be in violation of the provisions of these rules may be issued written citations from the University. The vehicle owner must make payment of University fines directly to the Campus Safety Office within seven business days of the issuance date of the citation. Fines are not eligible for waiver. Students may sign a voucher authorizing the fine be charged to their university account.

FEES FOR VIOLATIONS

- Failure to display vehicle registration **\$10.00**
- Second Citation **\$15.00**
- Third and subsequent citations (each) **\$20.00**
- Parking in fire lanes or dumpster zones **\$40.00**
- Parking so that adjacent spaces are not usable as intended **\$10.00**
- Unauthorized parking in designated Handicapped space **\$40.00**
- Driving on the Mall, without explicit permission of the Director of Facilities **\$50.00**
- Driving on sidewalks or seeded areas without the permission of CSO **\$30.00**
- Parking on seeded areas, sidewalks, and reserved spaces **\$30.00**
- Failure to follow instructions from Campus Safety Officer **\$50.00**
- Failure to comply with traffic control signs / devices **\$30.00**
- Exhibition of Speed **\$40.00**
- Exceeding University speed limits of 20 mph on roadways and 10 mph in parking lots **\$45.00**
- Falsification, alteration of decal to avoid citation **\$60.00**
- Blocking driveway or access area **\$30.00**
- Littering **\$50.00**

VIOLATION NOTIFICATION PROCEDURE

Campus Safety Officers will issue citations for observed Parking / Traffic violations. A copy of the citation will be attached to the vehicle in violation or, when the violator is present, will be presented to the violator. The Campus Safety Office will maintain records on all violations. Citations for violators who cannot be stopped or who will not stop will be forwarded to the registered owner of the vehicle. NOTE: Campus Safety Officers are not empowered to void a written citation.

APPEALS

If you wish to appeal traffic or parking citation you must contact the Campus Safety supervisor within 5 working days from the date of the citation. Appeals received or requested after 5 working days will be rejected as untimely. The appeal process will go from the Campus Safety Supervisor to the Assistant Director of Facilities. The final appeal authority for students and staff will be the Director of Facilities. The decision of the Director of Facilities for student and staff citations is final. Faculty may appeal a decision by presenting it to the University Provost. His decision is final.

PARKING AND TRAFFIC RULES

Changes in parking and traffic conditions are announced by such methods as:

1. Publication in the University News.
2. Street markings or signs placed in the affected location.
3. Posting on the electronic bulletin board in Haggar University Center.

Unless otherwise posted or published, all traffic and parking rules are in effect seven days per week, twenty-four hours per day. No deviation from published rules and or issue of special parking will be made without the prior approval of the Director of Campus Safety.

CAMPUS MINISTRY

The Office of Campus Ministry is located in Upstairs Haggar next to the Health Center. Students are welcome to come in for coffee, tea, and snacks between classes, and they are more than welcome to stay and visit with the staff at any time during the day.

Director of Campus Ministry – Denise Phillips

Outreach Co-Coordinator – Diane Pohlmeier

Office Manager – Tim Muldoon

CAMPUS MINISTRY CENTER

The Anselm Campus Ministry Center is located on the second floor in the west end of the Anselm building. The center is equipped with a full kitchen and comfortable living-room type atmosphere. It serves as a meeting place for various campus ministry events and dinners, as well as a place for students to gather and socialize. All are welcome.

CAMPUS MINISTRY ACTIVITIES & PROGRAMS

The Campus Ministry Office provides student directed activities that provide opportunities for community volunteer work, personal and spiritual growth, faith sharing, and formation in liturgical ministry. All students are invited and encouraged to actively participate regardless of their religious affiliation.

COMMUNITY OUTREACH

A number of programs are available for students to volunteer their time and skills on a weekly, monthly, and annual basis. These include: Family Day Carnival (freshman charity event), Hearts and Hammers, University for Dallas, Crusaders for Life, Best Buddies, Serving meals at the Dallas Life Foundation, Alternative Spring Break. Contact Diane at 972-721-5165.

DINNER & DISCOURSE

Lively forums on current topics of faith (along with a home cooked meal) are scheduled every Tuesday evening from 5:30pm - 6:45pm in the Anselm Campus Ministry Center. Professors from all academic disciplines at the university as well as speakers from around the Dallas-Fort Worth Metroplex provide food for thought!

LITURGICAL MINISTRY

The Church calls all the baptized to full, conscious, and active participation in her life of prayer. Those Catholic students who wish to respond to this call as musicians, lectors, extraordinary ministers of the Eucharist, hospitality ministers are welcome to be spiritually and technically trained offered through the Office of Campus Ministry. Contact Denise at 972-721-5168.

RETREATS

The Office of Campus Ministry arranges a variety of retreats throughout the year. The freshman retreat is held at the start of the fall semester. Seniors, at the threshold of new beginnings, can participate in a Silent Retreat in the spring before graduation. Busy student retreats and spiritual direction are also available year-round.

PEER MINISTRY

Peer ministry is an opportunity to serve one's peers as a messenger of the Gospel of Jesus Christ. Peer ministers become leaders by planning and coordinating student retreats, sponsoring theological forums, and gathering regularly to pray and to train other students as Peer Ministers.

CONFIRMATION

Classes for Catholic students seeking the Sacrament of Confirmation during the academic year. Contact Denise Phillips at 972-265-5168.

RITE OF CHRISTIAN INITIATION OF ADULTS (RCIA)

Inquiry classes for those of other faith traditions seeking to learn more about the Catholic Church begin in September. There is absolutely no obligation to conversion to the Catholic faith on the part of those who come to inquire. Contact Denise at 972-721-5168.

PRAYER & PRAISE

This is an ecumenical meeting of students who gather to lift their hearts and voices in joyful song. Each semester the students choose a time and day to gather. The setting for this gathering is the Anselm Campus Ministry Center. Please call the Campus Ministry Office at 972-721-5375 for more information.

SACRAMENTAL LIFE

The center of sacramental life on the University of Dallas campus is the **Church of the Incarnation** located next to the Maher Athletic Center.

CELEBRATION OF THE EUCHARIST

Daily	12:05pm throughout the year 5:00pm during the academic year
Saturday	5:00pm Anticipatory
Sunday	9:00am; 11:00am; 7:30pm during the academic year

SACRAMENT OF RECONCILIATION

Tuesday & Friday	11:00am – 11:45am 4:00pm – 4:45pm (during the academic year)
Saturday	4:00pm – 4:45 pm

Advent and Lenten Communal Penance Services with Individual Confession are celebrated as well.

The Eucharist is also celebrated at the **Dominican Priory** (Mon. – Fri. at 7am and on Saturday and Sunday at 11:15 am.) as well as at the **Cistercian Abbey** (Mon.- Sat. at 6:30am and Sunday at 9:00am). **Holy Trinity Seminary** celebrates Eucharist on Sundays at 9:15am.

IRVING AREA CHURCHES

Assembly of God

Cavalry Temple

3000 W. Airport Freeway

Sun Worship 8:00 am, 10:30 am, 6:00 pm

Phone: 972-399-1919

Christian

Irving Bible Church

2435 Kinnwest

Sun Worship 9:00, 10:30, 5:00 (College) 6:30

Phone: 972-560-4600

Episcopal

Church of the Redeemer

120 E. Rochelle

Sun School 9:15 a.m.

Sun 8:00 am, 10:30 am

Tue 9:30 am, Wed 7:00 pm

Mon-Thur 9:00 am

Phone: 972-255-4171

Fri 1:30 pm (or zenith)

Jewish

Temple Shalom

6930 Alpha Road

Fri 8:15 pm

Phone: 214-661-1810

Methodist

Oak Haven Methodist Church

1600 N. Irving Heights

Sunday Service 11:00 a.m.

Church School 9:45 a.m.

Phone: 972-438-1431

Baptist

MacArthur Baptist Church

2616 N. MacArthur Blvd.

Sun School 9:30 am

Sun Worship 11:00 am, 6:00

Phone: 972-255-1128

Church of Christ

Central Church of Christ

1710 Airport Freeway

Sun Worship 10:00 am

Bible Class 9:00 am

Wed 7:00 pm

Phone: 972-259-2631

Islam

Islamic Assoc. of N. Texas

840 Abrams Rd. Richardson

Worship:

½ hour before sunrise

3 hours after sunset

2 hours after sunset

10:00 pm Last Prayer

Phone: 214-231-5698

Lutheran

Holy Trinity

2901 N. O'Connor Blvd.

Sun 9:30 am

Phone: 972-659-1387

Presbyterian

Woodhaven Presbyterian

3650 N. O'Connor Blvd.

Sun 9:00 am, 10:30 am

Church School 9:00 am

Phone: 972-541-0747

News Line: 972-541-0750



STUDENT LIFE AT THE UNIVERSITY OF DALLAS

The Office of Student Life is an integral part of the education program of the University. Its goal is to foster the development of mind, body, and spirit in a manner that is complementary to the academic program.

The Office of Student Life staff wishes to challenge and support students in their effort to become mature and liberally educated. Through active participation in the co-curricular program, it is hoped that students will learn to make intelligent and responsible use of their abilities in the context of Christian, Catholic values.

STUDENT ADVISING

The Director of Student Advising is located in the Hagggar University Center in the Office of Student Life.

Together with the Associate Dean of Students and his other directors, the Director of Student Advising works to ensure that the following goals are achieved:

- Aid new students in their transition to University of Dallas
- Provide individual students comprehensive academic advising and assist with declaring his or her major as well as successful completion of their degree plan
- Monitor and encourage new student academic progress
- Oversees Academic Peer Tutors who provide individual student support

RESIDENCE HALL ASSOCIATION

The Residence Hall Association is committed to developing community and leadership in the residence halls and to fostering interaction between faculty, staff, and students.

COMMITTEE ON STUDENT DISCIPLINE

The Committee on Student Discipline meets at the discretion of the Associate Dean of Students. This committee has the right to recommend to the President the most severe penalties such as suspension, withdrawal, or dismissal.

The committee consists of five members: Registrar, two faculty representatives nominated by the Faculty Senate, and two student representatives appointed by the Executive Committee of Student Government. The Associate Dean of Students serves ex officio.

For more information, see Disciplinary Procedures in Community Welfare and Student Conduct.

STUDENT ACTIVITIES AND LEADERSHIP CENTER

The Student Activities and Leadership Center complements the mission of the University by creating involvement opportunities and environments that inspire students to become active members of the campus and community. Working in collaboration with faculty and staff, the Center offers a wide array of educational, cultural, social and recreational programming that foster student learning and development.

A complete college education is more than just books, classes and a degree. The University of Dallas offers a wide variety of clubs and organizations that you can become involved with to ensure that you are better prepared for life after college. By enhancing current skills and developing new ones, you can discover the advantages that are available through these out of class opportunities.

Student involvement at the University of Dallas offers you the chance for personal and professional development, as well as social and cultural enrichment. With so many opportunities available, which one(s) are best for you? Visit or call the Student Activities and Leadership Center in the Hagggar University Center 972.721.5273.

The Center coordinates the following activities and services:

- Student Activities Calendar and Hotline**
- New Student Orientation**
- Dallas Year Program**
- Outside Connections Program**
- Student Development/Educational Programming**
- Chartered and Registered Student Organizations**
- Sports Clubs**
- Student Government/Senate**
- Student Programming at the University of Dallas**
- Intramural Sports**
- Charity Week**
- Parents Weekend/ Family Weekend**
- Groundhog**

STUDENT ACTIVITIES CALENDAR AND HOTLINE

The Student Activities and Leadership Center coordinates the campus wide activities calendar. This calendar is published monthly and made available to everyone in the UD community. A weekly newsletter is also published to remind everyone of what's happening on campus. To have information regarding any events included in either of these publications stop by and complete an Event Information Sheet. This is also the office that coordinates Event Registration Forms and Alcohol Permits.

The University also has an Events Hotline. Call 972.721.5800 to hear all about what's happening on campus. This Events Hotline is updated daily, so call and see what's going on.

NEW STUDENT ORIENTATION

Every year the University of Dallas welcomes around 400 new students in August and another hundred in January. To make them welcome at UD and help them succeed, the University has established a New Student Orientation program. Under the direction of the Director of Student Activities, numerous Orientation Leaders sponsor a variety of social and educational programs to integrate all new students into the UD community. This program is four days in the fall, one day in January. New Student Orientation includes an extended Orientation program for all new students in the fall.

DALLAS YEAR PROGRAM

Dallas Year is a unique program for UD first year students. Dallas Year fosters out-of-classroom relationships between the faculty, staff, and students while exploring the cultural offerings of the Metroplex. These popular outings include trips to museums, operas, symphonies, sporting events, music and dance events, zoos, theater productions, and more. The event and transportation is provided at a nominal fee.

First year students (this includes transfer students) have priority for these events. Students may sign up two weeks prior to the event. Upperclassmen may sign up approximately three days before the actual event if spots are available. Waiting lists are maintained, and students are encouraged to contact the SALC if they are unable to attend so that another student may go in his/her place.

OUTSIDE CONNECTIONS

The Outside Connections is a continuation of the Dallas Year program that focuses on the upper class students. The outings are similar to the Dallas Year Program; the only difference is that transportation is not provided. Upper class students have priority and may purchase tickets one week before the event. There is no wait list because tickets are given out when students initially sign up.

STUDENT DEVELOPMENT/EDUCATIONAL PROGRAMMING

The University of Dallas strives to educate and develop the whole person. The Student Activities and Leadership Center endeavors to encourage students as they discover and develop their individual talents. Student Development Programs include such services as substance education, heritage awareness programming, and an extended new student orientation. Through these services, opportunities are provided to allow each student to develop intrapersonal and interpersonal skills. A variety of campus programs are offered throughout the academic year, which focus on such topics as time management, relationships, health and wellness, stress management, and academic support skills.

CHARTERED AND REGISTERED STUDENT ORGANIZATIONS

The University encourages students to form and belong to organizations and clubs that develop common interests compatible with the aims of the University and whose activities are consistent with University policies and regulations. Recognition of a student organization or club does not imply the University's approval or endorsement of a student organization's or club's particular point of view. Activities of recognized student groups are circumscribed by the student organization or club's mission statement as stated in the group's approved constitution. University policy supersedes any policy established by local, regional, or national organization with which campus groups may be affiliated.

Recognized student organizations and clubs may use campus facilities and services provided the group is properly registered with Student Activities. Organizations and clubs are obligated to register at the beginning of each academic year. Failure to register will result in the student group being placed on inactive status with the loss of privileges that accompanies University recognition. Two consecutive academic years of inactive status will result in withdrawal of recognition.

Students interested in forming a new campus organization or club should confer with the Director of Student Activities. The procedure for seeking University recognition requires the submission of a written constitution that clearly states the purpose of the organization, membership criteria, leadership structure, and the by-laws by which the group will conduct its business.

The Student Government Charter and Appropriations Committee, Director of Student Activities, and organization officers will review the proposed constitution and goals of the organization or club. Following this review, the Dean of Students will make a decision regarding the awarding of campus recognition.

Membership in a recognized organization or club is limited to currently enrolled students, faculty, staff, and alumni. Membership must be open to all who meet the prescribed criteria without respect to race, sex, creed, or national origin. The group's officers and members are responsible for their individual and collective actions on or off campus. Organization, club, or member recognition may be terminated immediately if the group fails to abide by their approved constitution or violates the Code of Student Conduct, state, or federal law.

The Director of Student Activities will assist student groups in planning their activities. To this end, student organizations and clubs must complete an event registration form. This form is available in the Student Activities and Leadership Center, and must be submitted two weeks before the proposed event is to take place.

Officers or individual members are NOT authorized to sign a purchase order or any contract in the name of the University of Dallas. When goods or services are purchased with University funds, authorization of expenditures must be approved in advance. Receipts for approved purchases must accompany all requests for reimbursements. Purchases or other contract agreements made contrary to the above may result in personal liability for the individuals involved. All approval must be sought through the Director of Student Activities.

Faculty and administrative staff may choose to serve as a resource to student organizations and clubs by providing general advice and counsel to group officers. Faculty or administrative staff serving in such a capacity are not expected to assume any responsibility for the actions of a campus group or exercise any control over the organization or club unless they specifically agree to do so in advance or are required by their job description.

- **American Chemical Society** provides information, experience and a social environment for all students interested in chemistry.
- **Amnesty International** works to ensure the defense of human rights worldwide through letter-writing campaigns.
- **Asian Student Association** promotes Asian awareness at UD and provides volunteer services to the Dallas Asian community.
- **Association of Computing Machinery** fosters knowledge and awareness of the multitude of uses and importance of computers in our society
- **Best Buddies International** strives to enhance the lives of people with mental retardation through one-on-one friendships
- **Biology Club** provides students with an opportunity to enjoy Biology.
- **Business Marketing Association** allows business students to network with marketing professionals at UD and the local DFW BMA chapter.
- **Chess Club** promotes the sport of chess and provides a forum for chess-players to meet and play.
- **Classics Club** promotes a general appreciation of classical Greek and Roman civilization.
- **College Republicans** promotes Judeo-Christian family values and the ideals of the Republican Party.
- **Commuter Student Organization** provides a common ground for commuters to be with each other.
- **Croquet Club** promotes the exciting sport of croquet.
- **Crusaders for Life** promotes the reverence of human life in all forms everywhere, especially in saving unborn children from abortion.
- **DRAGON** serves as a contact forum for games and provides resources for gaming.
- **Fellowship of Christian Athletes** reaches out to athletes and worships the Lord.
- **French Club** promotes greater awareness and appreciation of French speaking people and their culture.
- **German Club** fosters German language, literature, arts and culture on the UD campus and in the Dallas area.
- **Il Club Italiano** promotes the values of Italian culture.

- **Irish Ceili Dance Club** enables students to learn and perform traditional Irish folk dances and explore other aspects of Irish culture.
- **Latin American Student Organization (LASO)** is a support group for other Latin students and a volunteer organization for the community.
- **Math Club** is a community of students and faculty, which facilitates and engenders interest in all fields of mathematics.
- **Pre-Health Society** provides students the resources and information needed to successfully enter a medical field.
- **Psychology Club** promotes awareness of the department's activities and opportunities.
- **Residence Hall Association** brings faculty to the students and builds community.
- **Society of Physics Students** promotes interest in and appreciation of the physical sciences.
- **Spanish Club** encourages interest in and knowledge of the Spanish culture.
- **Student Foundation** serves the entire UD community through volunteer work and social activities.
- **Student Government Senate** is the principal governing body of students that meets weekly to discuss various issues and needs.
- **Student Programming** at the University of Dallas (SPUD) plans various programs and activities for the student body. Activities include movies, debates, coffeehouses, dances and other special events.
- **Swing Club** dances and teaches others how to dance.
- **UD Conservative Caucus** promotes conservative values and respect for God, country and freedom.
- **UD Kung Fu Exchange/Martial Arts Club** teaches an ancient Chinese martial art and self defense.
- **UD Radio** facilitates communication at UD.
- **UD Rock Climbing** exists for the enjoyment and physical fitness opportunities through rock climbing.
- **University Democrats** strives to promote the work and mission of the Democratic Party.
- **University of Dallas Black Student Association** provides mentoring, networking and leadership skills to connect with business and the community in a positive manner.
- **University of Dallas Human Resource Management Association** provides professional development for students in human resource management.

SPORTS CLUBS

Developed over the years through student interest and leadership. All Clubs have faculty/staff resource and are run by elected student officers. A sports club is a registered student organization that provides a program of instruction, recreation, and competition in a specific sport.

- Do you want to learn about the right and wrong way to build strength, join the ***Iron Club at UD***.
- The ***Rugby Football Club*** practices weekly and competes throughout the year.
- The ***Sailing Club*** uses its boats weekly for certification training, and recreation at Scots Landing Marina. It is sponsored by Grapevine Sailing and the American Airlines Sailing Club.
- Do you want the chance to play football, then join the ***University of Dallas Football Club***.
- Interested in learning the forgotten art of fencing, join the ***UD Fencing Club***, to battle it out for fun.
- On weekends, a group of energetic thrill-seekers, ***UD TacOps Club***, come together to battle it out in games of "Paintball."
- During your free time feel free to join the ***Ultimate Frisbee and Rhetoric Club*** for a game some afternoon or evening.

HONORARY ORGANIZATIONS

- **Kappa Delta Pi** Education honor society.
- **Omicron Delta Epsilon** Economics honor society.
- **Phi Alpha Theta - Kappa Rho Chapter** History honor society.
- **Phi Beta Kappa** The oldest and most distinguished undergraduate liberal arts honor society in the United States.
- **Psi Chi** Psychology Honor Society.
- **Sigma Pi Sigma** Physics honorary society.

STUDENT GOVERNMENT/SENATE

Every undergraduate enrolled at the University is a member of the University of Dallas Student Association, whose representative body is the Student Government (SG).

Besides student representation, SG explores solutions to problems of student concern, cooperates with all areas of campus life such as student organizations and administration and sponsors activities. Student Senate consists of:

- Class representatives-four elected at large from each class.
- Hall representatives-one elected from the student apartments, one from each residence hall and a commuter representative.
- The Executive Council-President; Vice-President of the Senate; Vice-President for Programming; Secretary; and Treasurer.

The Executive Committee is elected in the spring. Hall and Class Representatives are elected in the fall.

Student liaisons are appointed to various University committees each fall by the Executive Committee and confirmed by the Student Senate. The University committee liaisons inform the Student Senate of upcoming agenda items, and provide them with approved minutes of that particular committee's meetings. Student liaisons keep the committees informed of the activities and issues before SG.

The Director of Student Activities advises Student Government. Information about elections and copies of the SG Constitution are available in the SG Office. Senate and SPUD share an office in the Student Activities and Leadership Center.

STUDENT PROGRAMMING FOR THE UNIVERSITY OF DALLAS (SPUD)

SPUD is the student organization responsible for most of the academic, social and educational programming at the University of Dallas. It has a committee structure with committee chairs appointed by the SG Vice President for Programming and confirmed by the Student Senate. Committees this year include: Academic Forum, Music, Socials, Publicity, Sound, University Traditions, Intramurals, and Special Events.

INTRAMURAL SPORTS

Designed to encourage participation in an action-packed, competitive sports program. A variety of major sports are offered, including volleyball, basketball, soccer, flag football, and softball. Weekend sport events include water games, frisbee, tennis, and sand volleyball. Student participation in intramurals makes it one of the largest on-campus activities outside the classroom. Contact the SPUD Intramural Chair at X5101 for a schedule and more information.

CHARITY WEEK

Every fall the Student Activities and Leadership Center sponsors Charity Week, an event almost as old as the University itself. Charity Week is coordinated by the Junior class and meant to bring the University together while raising money to donate to national and local charities. Every year between \$15,000 and \$20,000 is raised through various events and activities and distributed to various charities chosen by the Charity Week committee chaired by two Junior co-chairs.

PARENTS WEEKEND/FAMILY WEEKEND

Family Weekend will be held in late October and gives the parents and families of all UD students the opportunity to visit campus and participate in various activities to find out more about the UD community. Invite mom and dad down to celebrate with you on campus. Events will include a coffee with the faculty, tail-gate parties at the soccer games, events for younger brothers and sisters, mass and evening entertainment. This is a fun-filled event for your entire family.

GROUNDHOG

The one UD tradition that every graduate knows about is Groundhog. UD Groundhog parties take place across the nation, none bigger than the one here in Irving. Although the event has evolved and changed over the years, it still remains the big party everyone looks forward to at the beginning of the spring semester. This year's festivities will include a comedian, 5K run, basketball games, an opening ceremony at the Branniff Tower and the closing concert/party at Groundhog Park.

COMMUNITY WELFARE AND STUDENT CONDUCT POLICIES

OUR ALCOHOL AND ILLEGAL DRUG POLICY

As a Catholic center of higher education, the University of Dallas is concerned about the moral development of its students and recognizes and accepts its obligation to abide by the laws of our society.

Although the University takes a firm stand on illegal drugs and drinking, it also recognizes that such a problem is often best dealt with by counseling and education. Counselors are available on campus to students, free of charge. The University Judicial Officers also address issues involving substance abuse and may refer or even mandate students to a counselor for evaluation and counseling.

The University of Dallas has the right, in accordance with the amended Family Educational Rights and Privacy Act, to notify the parents of students under the age of 21 who violate university policies or civil laws pertaining to alcohol or drugs. The decision to notify the parents will be made on a case by case basis by the Associate Dean of Students in consultation with his staff.

DRUGS

The University strictly prohibits the use, possession, sale, or offering for sale of illegal drugs. The University will not protect students from prosecution for violation of federal or state laws.

Beyond action taken by civil authorities, the University will handle alleged violations of the illegal drug policy through its established disciplinary channels. Possession and/or use of illegal drugs may result in suspension or expulsion from the University. The consequences of selling, providing, or distributing illegal drugs normally consist in expulsion from the University.

Persons convicted of drug possessions under State or Federal Law may not be eligible for federal student grants and loans for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, ten years after the second, and permanently after the third conviction.

ALCOHOL

Students are expected to abide by the University of Dallas Alcohol Policy. Enforcement is a community wide responsibility, which is shared by Campus Safety Officers, Office of Student Life, Residential Life Staff, faculty, administrative staff, student leaders, and the student body in general.

The University of Dallas wishes to establish a healthy climate on campus regarding alcohol, one in which students may feel free not to drink or understand the importance of drinking moderately. Underage and immoderate drinking are not tolerated.

UNIVERSITY OF DALLAS ALCOHOL POLICY

The general provisions governing the use of alcoholic beverages are in compliance with the laws of the state of Texas. These provisions are as follows:

1. Students of legal drinking age are permitted to drink alcoholic beverages in moderation in their own residence hall rooms or in their student apartment. **They are not permitted to consume alcohol in the rooms of underage students. In addition, no underage students may be present in a room where students who are of age are consuming alcohol. Alcohol may not be stored or possessed in a residence hall room unless all residents of that room are of age. Even then, the alcohol must be stored in an inconspicuous manner (i.e. in the refrigerator or closet).**
2. Immoderate drinking or drinking by students under legal drinking age is prohibited. Immoderate drinking is defined as the use of alcohol, on or off campus, in a manner that results in intoxication, or in behavior judged to be abusive, offensive, disorderly, unlawful, or dangerous to others.

SPECIFIC PROVISIONS RELATED TO THE USE OF ALCOHOL ON CAMPUS

1. The consumption of alcoholic beverages and the possession of open containers, except at University approved events, is restricted to the Rathskeller and the residence hall rooms and student apartments of legal age students.
2. Residence Hall/Student Apartment residents who are of legal drinking age who host a social event in their room or apartment are responsible for seeing that persons under legal drinking age do not possess or consume alcoholic beverages at the event. The sponsor of such an event must ensure that persons of legal drinking age attending the event do not drink immoderately.

3. Authority for the interpretation of the Campus Alcohol Policy rests with the Office of Student Life.
4. Alcohol, kegs and taps in violation of University policy will be confiscated. Confiscated items will not be returned. The possession of an open container implies consumption. The contents of open containers will be poured out in the presence of a University official.

HOSTING GUIDELINES

The following guidelines are required of all university related approved on- or off-campus events where alcoholic beverages are to be served. If it becomes apparent that these guidelines cannot be met before or during an event, the host is required to cancel the event. If the University learns that organizations or individuals are planning to have sponsored activities that violate state law or policies of the University, regardless of where held, the University may respond through administrative and/or judicial actions.

GUIDELINES:

1. Any participants wishing to obtain an alcoholic beverage must be of legal drinking age in the State of Texas. Individuals expecting to consume alcoholic beverages are required to carry and, upon request, produce verification of age.
2. Precautions should be taken to ensure that of-age participants are in no way providing alcoholic beverages to others not of age.
3. Alternative nonalcoholic beverages (in addition to water) are to be made equally accessible to all participants and in sufficient quantity as to ensure constant availability during the event.
4. Food is required at all events where alcoholic beverages are available.
5. Access to the event area shall be controlled and should be open only to members and/or guests of the sponsoring unit/organization. If the event is to exceed one hundred (100) participants, one uniformed security officer must be present for every one hundred participants.
6. All alcoholic beverages at the event must be kept in a secure, designated area controlled by ARAMARK or the event hosts.
7. No guest is to be served an alcoholic beverage who is determined to be at or near the point of intoxication.
8. Alcohol may not be sold, given, or made available at University sponsored events to persons under legal drinking age. A University sponsored event is any event organized, authorized, or sanctioned by an official of the University, including Department Chairs, or an event sponsored by students or recognized student organizations.
9. Anyone sponsoring an event must submit an event registration form/alcohol permit two weeks in advance to the Office of Student Activities.
10. Students and/or student organizations must purchase alcohol through ARAMARK and employ ARAMARK bartenders to serve alcohol.
11. Alcohol may not be sold or made available to intoxicated persons at University sponsored events.
12. ARAMARK may sell alcoholic beverages to customers of legal age in the Rathskeller.
13. Normally, alcoholic beverages may not be sold or provided at University sponsored events attended by persons below legal drinking age. Exceptions may be made by the Associate Dean of Students or his/her designee for those events in which the service of alcohol is appropriate and the nature of the event makes it possible to prevent alcoholic beverages from being sold, given, or made available to persons under the legal drinking age.
14. Students of legal age must wear wristbands at events in which non-legal students are present.
15. Violation of the provisions or regulations related to the use of alcohol will result in disciplinary action.
16. At University sponsored events where permission to serve alcohol has been granted by the Office of Student Life and those in attendance are all of legal drinking age, the sponsor of the event must see that immoderate drinking does not occur, that alcohol is not served to an intoxicated person, and that those in attendance do not leave the event with open containers of alcohol.
17. Publicity or advertisements of an event where alcohol will be served must also advertise the availability of non-alcoholic beverages and food. The advertisement of free alcohol is not permitted.
18. "Bringing your own bottle" is not permitted at any University sponsored event.
19. Kegs, beer balls, or similar containers are not permitted on campus unless provided by ARAMARK.

SEXUAL OFFENSE POLICY

The University of Dallas is committed to providing educational programming, which promotes awareness and prevention of rape, acquaintance rape, and other sex offenses. While a concern of the entire community, the primary initiative for such programming lies with the Office of Student Life and the Office of Campus Safety.

Sexual offenses as defined in the National Incident-Based Reporting System offense definitions are:

1. Sex offenses, Forcible: Any sexual act directed against another person, forcible and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent. Such acts include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
2. Forcible rape is defined as the carnal knowledge of a person, forcibly and/or against the person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental incapacity.
3. Sex Offenses, Non-Forcible: Unlawful, non-forcible sexual intercourse. Such acts include incest and statutory rape.

Whether occurring on or off campus, the University will aid students who wish to redress these acts by assisting in the reporting of them to university officials charged with investigating such conduct and, if desired, to the local police.

Deciding whether to pursue an allegation of a sexual offense can be a difficult choice. A student may wish to consult with the Associate Dean of Students, Campus Safety, his/her parents, close friends, or legal counsel. In the end, the decision to report an offense and to pursue charges rests entirely with the student.

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off the campus by one person alone or acting with others that endangers another student's mental or physical health or safety. This includes, but is not limited to, actions for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose members are or include students.

A student commits an offense if the student:

1. engages in hazing.
2. solicits, encourages, directs, aids, or attempts to aid another in the act of hazing
3. intentionally, knowingly, or recklessly permits hazing to occur.
4. has firsthand knowledge of the planning or attempt of a specific hazing incident involving a student and fails to report this information to the Dean of Students or other appropriate official.

An organization commits an offense if:

1. the organization condones or encourages hazing.
2. an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Beyond criminal or civil penalties, the university will handle alleged hazing policy violations through its established disciplinary channels. The sanction for violating the hazing policy may include suspension or expulsion from the university.

MEDICAL TRANSPORT POLICY

In the event of a medical emergency, the University reserves the right for professional staff to demand that a student receive medical attention. This might mean mandating transport by ambulance or other means to an emergency room or urgent care facility. In the event of a mental health crisis, University professional staff may require that a student seek an immediate evaluation.

DUE PROCESS OUTLINE FOR ADMINISTRATIVE HEARINGS

When an alleged violation of the code of student conduct occurs, the student(s) involved will be notified in writing. A letter will be sent to the student's on-campus box. **All students are responsible for checking their on-campus mailbox at least every other day. Failure to check the mail does not constitute an excuse for failing to comply with the judicial process.** Students have three days

from the date of the letter to respond. If the student doesn't respond then they will be charged with failure to comply and will receive another letter with a pre-scheduled administrative hearing time and date designated in the letter as well as an automatic Failure to Comply fine of \$25, which will be placed on the student's account.

If the student fails to show up for the pre-scheduled hearing, the judicial officer has several options: a hold may be placed on the student's account until the incident has been adjudicated; the student may be dropped from classes; or a decision and possible sanctions may be handed down in absentia.

Violations assigned to the Committee on Student Discipline have pre-scheduled hearing times indicated on the certified letter sent to the student(s) involved and their parents. (See the following section on the Committee on Student Discipline for details on the due process involved for students referred to the COSD.)

At an administrative hearing, the student(s) has the opportunity to present their side of the story to the judicial officer. The student may request that the judicial officer call witnesses or otherwise investigate the incident. The judicial officer will determine whether or not calling witnesses or conducting further investigation is warranted.

The student does have the right to appeal administrative decisions. The student should request an appeal form from the Office of Student Life. **Appeals must be received by the Office of Student Life no later than 48 hours or two working days from the date of the original administrative hearing.** Only appeals from the accused student will be considered. If more than one student is involved in the incident, they must file separate appeals.

Appeal decisions will be reviewed in a timely manner by the appropriate administrator, and the decision will be communicated in writing to the student. Decisions made by the appellate authority are binding and no additional appeals will be considered.

COMMITTEE ON STUDENT DISCIPLINE

When incidents are referred to the Committee on Student Discipline, the Committee will conduct a hearing, determine responsibility for the charge, and recommend an appropriate sanction(s) if the student is found to be responsible.

The Committee on Student Discipline is not a court of law. The hearing process is one of inquiry rather than of advocacy. Therefore rules and procedures that apply in criminal or civil proceedings are not applicable to the hearing.

The student will be informed of the alleged disciplinary charge(s) and basis for the charge(s) being presented to the Committee on Student Discipline. The student will be advised in writing of the date, time, and place of the hearing. The student will be given the opportunity to plead responsible or not responsible to the charge, refute the evidence which supports the charge(s), question or call witnesses to the incident, and appeal the committee's finding and recommended sanction(s) to the Vice-President and Dean of Student Services or in cases of suspension or expulsion, to the President of the University.

The Committee on Student Discipline is a standing committee of the university. Serving as the Judicial Officer and non-voting member of the committee, the Associate Dean will be at the hearing for the purpose of presenting evidence which supports the charge, providing the student's disciplinary history and recommending appropriate sanctions given the gravity of the violation.

The accused student(s), the university official or student bring the charge(s), and any witnesses who have been called to testify will also be present at the hearing.

The committee will select from among its members a Chairperson and Secretary. Three of the five voting members are considered to be a quorum. After presentation of the case, the voting members of the committee will adjourn to executive session to determine by majority vote whether the student is responsible or not responsible for the charge(s). The committee's finding shall be made on the basis of whether it is more likely than not that the student is responsible for violating the Code of Student Conduct.

Members of the Committee on Student Discipline will actively question the presenter, the accused, and the witnesses. The accused student is responsible for speaking on his/her own behalf. Pertinent records, exhibits, and written statements may be offered as evidence for consideration during the deliberative process. In hearings involving more than one accused student, the Presenter has the discretion to present to charges against the accused together or separately.

Hearings are considered confidential and are conducted in private. Legal counsel representing either the accused student or the University will not be permitted during the hearing process.

All process and procedural issues that arise during the hearing are subject to the final authority of the Vice-President and Dean of Student Services.

Cases involving recommended sanctions of suspension or expulsion are automatically referred to the President of the University for review.

After the hearing, the Vice-President and Dean of Student Services will be advised of the Committee's finding and **may either accept and/or modify the committee's recommended sanction(s)**. The Vice-President and Dean of Student Services will notify the student of the sanctions to be enacted. The student will be given an opportunity to appeal before the findings and recommended sanction(s) are finalized.

If the student decides to appeal the sanctions: A written appeal must be made to the Vice-President and Dean of Student Services within forty-eight hours of notification of the sanctions. An appeal may be based on the following reasons:

1. Substantial new evidence exists which, if heard, would likely change the outcome of the case.
2. The original hearing procedures were substantially flawed and therefore unfair.
3. The sanction is highly inconsistent with previous sanctions given for the same violation of the Code of Student Conduct.

Interim Suspension: The Vice-President and Dean of Student Services may impose an interim suspension on a student for the following reasons:

1. to ensure the safety and well being of members of the campus community.
2. to ensure the student's own physical and emotional safety and well being or
3. if the student poses a definite threat of disruption of or interference with the normal operations of the University.

During interim suspension, the student shall be denied access to all University facilities including classrooms until such time as the Committee on Student Discipline has held a hearing relative to the reasons why the Vice-President and Dean of Student Services placed the student on interim suspension.

DISCIPLINARY SANCTIONS

It is expected that students will complete their disciplinary sanction(s) by the deadline established at the time the sanction was imposed. Failure to meet the deadline date will result in a disciplinary hold being placed on the student's registration for the next academic term.

Disciplinary records are maintained in the Office of Student Life. Except in cases of Committee on Student Discipline reviews, suspension and expulsion, all disciplinary sanctions are expunged one year after graduation or one year after the student has permanently withdrawn from the university.

Students' disciplinary records will be confidential except to authorized university personnel engaged in authorized university functions requiring that they examine these documents. Records will be released to an outside agency only by court order or by a signed consent/release from the student.

The University of Dallas reserves the right to dismiss any student for falsification of any official University records.

The following sanctions may be imposed singularly or in combination upon any student found to have violated the Code of Student Conduct:

Expulsion - permanent separation of the student from the university.

Suspension - separation of the student from the university for a specific period of time after which the student is eligible to return.

Students who have been suspended for disciplinary reasons are no longer in good standing and therefore may not use the facilities, programs or services of the University of Dallas until such time as they are reinstated. Permission to be readmitted from suspended student status is made by the Vice-President and Dean of Student Services.

Disciplinary Probation - written notice to the student that continuing status with the university is in grave jeopardy because of unacceptable misconduct, which will not be tolerated

Expulsion from University Housing - Permanent separation of the student from University housing.

Suspension of Residential Life Privileges - separation of the student from university housing for a definite period of time, after which the student is eligible to return.

Residential Relocation - Relocating a student(s) to another room or student apartment.

Residential Life Probation - warning that continued misconduct in university housing will result in residential relocation, suspension from residential life privileges or expulsion from university housing.

Required Assignment/Educational Seminar - required research or participation in an educational seminar or other educational project.

Alcohol Counseling/Education – At the discretion of the Office of Student Life, a student may be required to participate in an alcohol-counseling program or alcohol education as a condition of continued enrollment at the University of Dallas.

Counseling – At the discretion of the Office of Student Life, a student may be required to seek ongoing counseling as a condition of continued enrollment at the University of Dallas.

Community Service - required, unpaid service for the betterment of the community.

Restitution - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

Confiscation - the right to take items prohibited by the university, items which compromise safety, or items creating an annoyance.

Fines - Imposition of monetary penalty for a misconduct violation.

Loss of Privileges - denial of specified privileges for a designated period of time.

Sanction Pending - a sanction that has been imposed will be held in abeyance for a specific period of time pending good conduct. Further violation during the specified time will result in immediate enforcement of the sanction pending, in addition to the imposition of additional sanctions.

Reprimand - a written notice that the student or has violated the Code of Student Conduct and that further violation of the Code of Student Conduct will result in a harsher sanction.

Warning - a verbal warning to the student that the student or has violated the Code of Student Conduct.

RESIDENTIAL LIFE

One of the distinctive characteristics about the University of Dallas is its residential life program. By living on campus, students become members of a residential community. As community members, students have a chance to shape their living environment through their participation in a wide variety of cultural, academic, and social activities and programs. Through a strong residential life program, it is hoped that students will develop new interests, broader perspectives, increased self-awareness, and enhanced interpersonal skills.

Successful group living is dependent on cooperation and the responsible exercise of personal freedom. Each member of a community needs to be aware of his or her rights privileges, and responsibilities, and be prepared to act in a manner that does not infringe on the rights and privileges of others. The right to study and sleep in one's room has the highest priority at all times.

RESIDENTIAL LIFE STAFF

The Residential Life Staff is committed to fostering personal development in a comfortable, , and supportive environment while developing open, friendly, and honest relationships with each resident student. The Residential Life Staff is composed of Resident Assistants, Residence Coordinators, Assistant Dean, Director of Residence Life and the Associate Dean.

A brief description of the duties of the Residential Life Staff follows:

Resident Assistant (RA):

The RAs are the Residential Life Staff members with whom students come most in contact on a daily basis. The RA staff is made up of upperclassmen who have been carefully selected because of their leadership ability, social skills, positive attitudes, and sense of commitment to the university.

The RA is a helper, problem solver, educator, programmer, and developer of community. The RA serves as an important information source and referral link. Part of this multifaceted role is to maintain a reasonable degree of order and discipline within the hall. RAs document, on incident reports, violations of the Code of Student Conduct. **RAs do not determine responsibility or impose sanctions.**

As a member of the Office of Student Life staff, an RA undergoes in-service training and participates in an ongoing staff development program. RAs report to their Resident Coordinator regarding the daily management of the hall. The RAs are responsible to the Director of Residence Life on matters related to housing policies and procedures, training, staff development, staff policies, and procedures.

Residence Coordinators:

The Residence Coordinators assist the Director of Residential Life with the day-to-day administrative functions commonly associated with life in the residence halls. Including, but not limited to, supervision of the Residence Halls and Resident Assistants, housing concerns, and social programming.

The Residence Coordinators report to the Director of Residential Life.

Director of Residential Life:

The Director of Residential Life is involved in supervising all aspects of residential life: programming, counseling, crisis intervention, conflict resolution, student discipline, and administrative procedures commonly associated with the operation of the residence halls, including the training, supervision, and evaluation of Resident Assistants.

It is the Director's responsibility to work with the Resident Coordinators and Resident Assistants to ensure the development of a safe, healthy, and pleasant residential experience.

The Director of Residence Life reports to the Associate Dean of Students on all residential and housing matters.

Associate Dean:

The Associate Dean is responsible for all policies and procedures pertaining to residential life programs and services and the residential life staff. A further responsibility includes assisting in the planning and renovation of residence halls and the Student Apartments. The Associate Dean serves as the chair of the Exemption Petition Committee. The Associate Dean advises the Vice-President and Dean of Student Services on all matters related to residential life and serves as a valuable resource to students, faculty, and administrative staff.

The Associate Dean reports directly to the Vice-President of Student Services.

ON-CAMPUS RESIDENCY REQUIREMENT

The University of Dallas is committed to establishing the continuity between intellectual and residential life. Living on campus contributes to the intellectual, social, emotional, and spiritual growth of the individual student, and of the other residential students. The university requires matriculating undergraduate students with fewer than ninety earned credit hours (senior standing) to live in either the university residence halls or the student apartments. Living on campus implies acceptance of a residential contract whether or not a signed contract is on file in the Office of Student Life. Students that live off campus without an exemption will be billed for a standard room charge.

Students are automatically exempted from the On-Campus Residency Requirement if they:

- Have earned more than ninety credit hours (senior standing)
- Are twenty-one years of age **prior** to the first day of classes
- Are married, veterans or
- Are commuters living with their parent/legal guardian claimed on their income tax in the Dallas-Fort Worth Metroplex.

The basis for exemption **must exist prior to** the semester the student wishes to live off campus and for which a valid 'Commuter Form' has been submitted. A contract breakage fee will be assessed if the exemption is taken mid-year while the contract is still active.

RESIDENCY EXEMPTION PROCESS

Students seeking an exemption from the on-campus requirement must submit their petition to the Director of Student Life Operations in the Office of Student Life by the announced deadline each spring prior to housing registration week. The Exemption Petition Committee will consider the petition. Petitioners should provide all of the relevant data (i.e. financial or medical records) with their petition. The committee considers the gravity of the petitioner's reasons to determine whether or not sufficient cause to grant an exemption exists. The problem(s) must be grave and the exemption must alleviate the problem(s) for an exemption to be granted. The committee will consider how the Office of Student Life might alleviate problems while retaining the student in campus housing (i.e. if a student has a medical problem, what can we do to alleviate that problem in campus housing rather than granting an exemption).

If that petition is denied, petitioners may appeal if important new circumstances have arisen. Appeal forms are available in the Office of Student Life. If no new important circumstances have arisen, the committee will not consider the appeal. Appellate decisions are final. Students that live off campus without an exemption

will be billed for a standard room charge. Students exempt from the on-campus residency requirement policy who wish to cancel their previously confirmed housing reservation must notify the Office of Student Life in writing ("Commuter Form") of their intention to cancel the reservation prior to June 1 (fall semester) or December 1 (spring semester) in order to qualify for refund of any housing deposit on file. Failure to provide the above written notification prior to June 1 or December 1 will result in the automatic forfeiture of the \$100 housing deposit. If notice is given after June 1st but prior to August 1st, there is an additional \$100 contract breakage fee. After August 1st the fee is \$300 prior to move-in. After the student has moved in and at any point during the fall semester, the Contract Breakage Fee is \$400.00. After the last fall final exam and at any point during the spring semester, the Contract Breakage Fee is \$600. This fee also applies to fall residents claiming an automatic exemption for the spring semester.

HOUSING REGISTRATION

Undergraduate students subject to the Residency Requirement wishing to live in the residence halls or university apartments must complete and return the housing contracts to the Student Life Office by the date designated by the Student Life Office. Housing applications that have a request for a specific roommate must be submitted together, making sure the room and roommate preference information on each form is identical. The Student Life Office according to the following priority will make residential assignments to the extent possible:

1. A resident student living in a residence hall or student apartment requesting a change in residence hall or student apartment.
2. An enrolled student currently not living in a residence hall or student apartment according to room or apartment availability.

Students with Single or Single-in-Double room preference must indicate a second choice for a double with one roommate. Singles in doubles are **not** available during Housing Registration. During the Consolidation Meeting held the third week of each semester, requests for single occupancy in a double room will be honored **ONLY** if space is available and the student agrees to the additional charge.

The University may choose not to assign a student to a residence hall room if the student has an unsatisfactory disciplinary record. The University may also decide to change a room assignment based on needs of the community and disciplinary factors. Rooms in Anselm Hall are available for graduating seniors and current graduate students.

Students living in the residence halls are required to participate in one of the residential meal plans. Apartment residents or commuters may elect full or partial food service contracts. No refunds are given for only partial usage of the meal plan.

All on-campus University students are billed a \$100.00 refundable housing deposit at the commencement of their residency. The full amount will be remitted to the student upon departure if proper written notification is given by deadline dates.

CONSOLIDATION

Occasionally, assigned roommates may choose not to attend the University of Dallas or leave school shortly after the semester begins. As a result, some residents may find themselves in a room without a roommate. As published on the academic calendar each semester a Consolidation Meeting will be held the third week of the semester to resolve issues regarding residents without roommates. At the University of Dallas, it is our philosophy that learning to live with another person can be a valuable and enriching experience, therefore, all freshmen are required to have a roommate. Due to maturity, developmental and other issues, freshmen are not housed with upperclassmen.

For this reason, students without roommates must find someone to move in with them or move into another room with a roommate, unless they have priority on a single room waiting list and wish to pay for a single room. Students who are unable to make arrangements within the established time frame will be reassigned to a room with a roommate at the discretion of the Director of Residence Life.

The Director of Residence Life will assist and/or resolve any issues that impede this process. Failure to consolidate in either accepting a new roommate or moving in with another resident will result in the University declaring the room as Single-in-Double and charging the student the higher published rate. See also "Roommate Conflicts" under the Residential Life section of this handbook.

During the spring term, returning students are given the opportunity to select a room for the following school year. Room/Apartment lotteries fall after Spring Break. There will be advertising throughout the campus to advertise the specific date. Incoming freshmen that do not mutually request roommates are assigned roommates (when possible, using the Myers-Briggs Type Indicator).

CONFIRMATIONS AND CANCELLATIONS

Over the summer students will receive a confirmation of the housing reservation, indicating housing and roommate assignment. Assignments are subject to change if the roommates change their housing assignments.

Students who are exempt from the on-campus residency requirement policy and wish to cancel their confirmed housing reservation must notify the Office of Student Life in writing of their intention to cancel the reservation prior to June 1 (fall semester) or December 1 (spring semester). Failure to provide the above written notification prior to June 1 and December 1 will result in a Contract Breakage Fee charged against the student's account. No-shows will be considered as cancellations and will be billed as such.

BREAKS AND VACATIONS

Our residence halls are closed over breaks and vacations. The residence halls will be closed for the Fall 2003 semester on Friday, December 12th at 10 a.m and open at 8 a.m. on Sunday, January 18th. The halls will close for Spring break in Spring 2004 at 10 a.m. on Saturday, March 6th and open at 8 a.m. on Sunday, March 14th. The halls will close for the year at 10 a.m. on Friday, May, 14th, at 10 a.m.

Apartment residents with a valid contract may stay in their designated apartments during the breaks and vacations. Apartment residents are cautioned to leave the heat and hot water heaters on during vacations. A temperature setting of 50-60 F is suggested. Freezing temperatures can cause water pipes to burst and flood an apartment. Financial responsibility for damage resulting from frozen pipes bursting will be assessed to apartment residents.

RESIDENTIAL LIFE POLICIES AND PROCEDURES

Absence from Campus: Students are asked to advise the university if they expect to be absent from campus for more than three days. Notice should be given to the Director of Student Advising.

Air Conditioning/Heating: The maintenance staff, at an appropriate time in Fall and Spring, converts the hall air conditioning/heating systems. Variable weather makes it difficult to decide upon an appropriate date to change over. Residents are asked to be patient, as the changeover process takes a week to complete.

Alcoholic Beverages: The possession and consumption of alcoholic beverages in university residence halls and student apartments is governed by the Campus Alcohol Policy. Residents who are of legal drinking age may consume alcoholic beverages in a moderate manner in their own residence hall rooms or their own student apartments.

Alcohol is not permitted in the residence hall rooms or apartments of underage students, even if it is in the possession of a student of legal age. Residents who are under legal drinking age may not possess or consume alcoholic beverages under Texas state law and the university's Alcohol Policy. **In addition, no underage students may be present in a room where students who are of age are consuming alcohol. Alcohol may not be stored or possessed in a residence hall room unless all residents of that room are of age. Even then, the alcohol must be stored in an inconspicuous manner (i.e. in the refrigerator or closet).**

Empty alcoholic beverage containers imply consumption of the contents, and collections of the same are not permitted in residence hall rooms.

Residents of legal drinking age who host a social event are responsible to ensure that individuals under legal drinking age do not possess or consume alcoholic beverages. The sponsors of such an event must ensure that individuals attending the event do not drink immoderately. Beer kegs and beer balls are not permitted. Spiked punch and Jell-O shots, no matter what the alcohol content, are strictly prohibited. Residents sponsoring any event are responsible for controlling noise, the behavior of those in attendance, damage, and any necessary cleanup. Residents of legal drinking age may not provide alcohol to those under legal drinking age.

The possession of open containers of alcoholic beverages is not permitted in any public or common areas of the university without the permission of the Office of Student Life.

Non-resident guests, whether of legal drinking age or not, will be expected to abide by the policy stated above or potentially risk the revocation of their invitation to be on campus.

Antennae/Satellite Dishes: Permanently mounted external antennae in any form (including satellite dishes) may not be attached to the roofs or ledges, or extend outside room or apartment windows because of possible damage to the building or danger from electrical storms. Clamp-on antennae or satellite dishes may be permitted, once the resident(s) have registered the specific apparatus with the Office of Student Life and the Office has determined that the apparatus in question will cause no damage to University property.

Bicycles: Bicycles may not be stored in Residence Hall stairwells, hallways, doorways, or storage areas. Bicycle racks are provided outside residence halls for bike storage. Bicycles found inside residence halls may be confiscated. The University strongly recommends that students register their bicycles at Campus Safety. There is no charge for this service.

Board: As part of the Contract for Residence, students living in residence halls are required to purchase a residential meal plan. Those living in the student apartments are not obligated to take a residential meal plan. No refunds are given for only partial usage.

Checkout of Property: Residents must check-out of their rooms when they depart school at the end of the academic year or if they will not be living in the residence halls on the Irving campus the next semester. Proper check-out involves going through the room with the RA and signing the room inventory form. RA's will provide a schedule at the end of the semester for residents to sign up for a check-out time. **It is not the responsibility of the RA to track the resident down for check-out. Residents who fail to check-out properly will be fined and will be held accountable for the condition of their room.**

The room should be left in broom clean condition and all fixtures (i.e. the sink) should also be clean. **NO** personal property may be left in the room or in the hall. Failure to properly clean the room or to take all personal items will result in fines. Any damage not listed on the room inventory form will be charged to the residents (or to an individual if it is possible to ascertain who is individually responsible). The outside door and room keys should be left with the RA. The RA should use masking tape to affix the keys to the inventory form. If at all possible the RA should advise the resident(s) as to whether or not the room is left in an acceptable condition.

At the close of the fall semester, those residents who will be returning to campus in the Spring fill out the brief self check-out form provided by OSL. After check-out has been completed, OSL staff will conduct a brief inspection of occupied rooms to make sure that the windows are secure and check for fire hazards. The door will then be dead-bolted until halls are re-opened in the Spring.

Chemicals: The storage of dangerous chemicals or chemicals that may be combined into a volatile compound is strictly prohibited in any campus residence.

Cleaning and Custodial Services: Residents are responsible for cleaning their assigned rooms/apartments. The cleaning staff will clean public areas (corridors, stairs, lobbies, lounges, and central bathrooms). Residents are expected to be considerate in the way they leave public areas. Rooms or apartments will be checked regularly to determine if unsanitary or unsafe conditions or unreported damage exists. If such conditions do exist, residents will be asked to correct the condition immediately. Failure to comply may result in a cancellation of the Contract for Residence.

Cohabitation: Cohabitation is a violation of the contractual agreement with regard to the Housing fees paid for the use of facilities, and is not permitted in the residence halls. Cohabitation shall be defined as unauthorized living in residence hall or apartment space and/or prolonged or patterned visits, which extend beyond the normal understanding of visitation.

Contract for Residence: In order to live in a residence hall or student apartment, a student is obligated to sign a Housing Contract, which is an agreement between the individual student and the university. This is a binding, legal document that sets forth the conditions and term of occupancy and may not be assigned to another person in any way. The individual signing the contract for residence is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document. Before signing the contract, students are advised to read the contract carefully. Living on campus without a signed residential contract on file implies acceptance of all conditions set forth in a contract.

Cooking: Preparation of food in residence hall private rooms is not permitted because of fire and health hazards. Preparation of coffee, tea, and snacks is permitted in kitchenettes, which are located in the lounges of some of the residence halls. Those preparing food in the kitchenettes are responsible for cleanup. Use of portable grills or hibachis on patios, balconies, ledges, and on or under any portion of a structure is prohibited. Portable grills or hibachis, when used, must be a minimum of ten feet (10') away from any structure. Residents will be charged restitution for any damages and subject to any fines imposed by the Irving Fire Department and the Office of Student Life.

Damages in Public Areas: It is the collective responsibility of those living in the residence halls or student apartments to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

Damages in Student Rooms/Apartments: Occupants of each room or apartment are responsible for keeping their room and its contents in good order and free from damage beyond normal wear and tear. At move-in, room/apartment condition reports are completed by a residential life staff member. Before moving out, the room/apartment is checked again for damage that may have occurred during the occupant's residency. Damages to the room that are clearly beyond reasonable use will be billed to the responsible individual. If individual responsibility cannot be established, all occupants of the room/apartment will be billed equally. Extraordinary cleaning required because of abuse of facilities and excess trash left in the room or in the hall will be at the expense of the residents.

Charges for repair of damages are fixed by the Maintenance Department on the basis of labor and material cost. Bills for damages will be forwarded to those responsible, and must be paid within 30 days of the receipt of the bill. If an appeal is made, it should be made in writing to the Associate Dean of Student Life within 10 days. Failure to pay damage charges may result in an administrative hold being placed on the student's records, termination of the Housing Contract, or denial of the opportunity to live in university residences.

Dart Boards: Dart boards are prohibited.

Decoration of Rooms: Personalization of Room/Apartment: Residents may personalize their room/apartment in a manner approved by the Office of Student Life. Wall damage for which residents will be held accountable often occurs from nails, staples, or thumbtacks. The use of masking tape is permissible provided it is completely removed before check out. Permanent fixtures, construction, or wallpaper may not be added to the room.

Residents may not use large nails, screws, two-side tape, plastic-tack products, glues, or permanent adhesives on any wall, furniture, or floor surfaces. If this occurs, residents will be charged restitution for damages.

All residence hall and apartment decorations, especially seasonal (Christmas, etc.) will be subject to safety evaluation by a Student Life staff member and/or a member of the Office of Campus Safety. Any flammable decorations or those deemed unacceptable must be removed immediately at the request of the university. No live greenery is permitted (trees, wreaths, garlands, etc.). All wires must be taped down and lights may be turned on only when the door is open. Wires cannot be pinched under closed doors.

Electrical Appliances: The electrical circuitry of residence hall rooms is not designed to handle electrical appliances that draw strong current. The use of electrical equipment in the residence halls is prohibited unless the following criteria are met.

1. Appliance is rated less than 6 amps (700 watts).
2. Appliance meets Underwriters Laboratory Standards.
3. Appliance does not contain an exposed heating element.

Most cooking or heating equipment such as coffee makers, hot pots, toasters, rotisserie, hot plate, frying pans, space heaters, or microwave ovens DO NOT meet the criteria. The university reserves the right to permit or deny use. Small refrigerators normally meet the criteria, as do hair dryers, fans, radios, stereos, and similar items. Questions about whether or not a particular electrical appliance is permissible should be addressed to the Residence Coordinator.

Electrical appliances, which are permitted, must be used with extreme caution and in accordance with manufacturer's instructions. Residents are responsible for using electrical equipment in a safe manner. Illegal appliances will be confiscated and held until the resident leaves university housing. Residents will be asked to conduct a fire safety inspection of their rooms with the Residential Life Staff.

Fire Safety: The setting of false fire alarms and the improper use of any fire fighting equipment (such as fire extinguishers, fire alarms, smoke detectors, exit signs) are particularly grievous acts since such behavior seriously compromises the safety of other residents. Burning any substance, to include candles and incense, or setting fires in the halls, to include setting fire to fliers or other posted materials, is a very serious breach of fire safety regulations and is not permitted under any circumstances. Posters or decorations with flammable materials (paper, photos, etc.) on the room doors can lead to the possibility of fire and are therefore prohibited by safety and fire codes (C.I.F.C. 11.204). Items, which have been laminated or otherwise made fireproof, may be used as decoration. Violations of the fire safety policy will result in severe disciplinary sanction and a report submitted to the local Fire Marshall, who has the authority under Texas state law to file criminal charges against the violator.

Students who fail to evacuate during a fire drill or alarm or to obey promptly the direction of a University or civil official during an emergency will be subject to disciplinary action.

A student who willfully refuses to exit the building during a fire alarm or who tampers with fire safety equipment will face a minimum automatic fine of \$50. If there is damage to the fire safety equipment or other circumstances that make the violation more severe, additional sanctions may be assigned.

University maintenance personnel will enter the students' rooms during breaks to ensure that the rooms are in working order. Should items be found missing, inoperative, or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the respective room.

Fireworks: The possessions and/or use of fireworks are prohibited by local code anywhere on campus. The university assumes that possession of fireworks implies an intent to use them. The use of fireworks is dangerous and constitutes a serious safety hazard. Violation of this policy will lead to disciplinary action and severe sanctions.

Firearms and Weapons: Any object that could potentially inflict injury or cause harm that is used in a threatening, careless, or aggressive manner will be considered a weapon. Possession of weapons of any type, including but not limited to firearms, ammunition, air guns, gun replicas, incendiary and explosive devices, slingshots, knives, and martial arts training materials, are prohibited. Possession and/or use will result in immediate confiscation of the item and may result in disciplinary action.

Furnishings: Room and apartment furniture and other furnishings must be left in a student's room or apartment at all times. All rooms and apartments must have enough furniture in them for the number of residents the residency can accommodate, regardless of the actual number of occupants. Apartment furniture is not designed for outdoor use, and exposure to the elements can deface and warp it. Residents will be responsible for damage caused to the furniture left on the balconies. Under no circumstances is lounge furniture to be moved from the lounge area in the residence halls. Violation of this regulation may be considered theft and lead to disciplinary action and/or a fine.

Guests: The right of a student to sleep and study in his/her room takes precedence over the right of a roommate to entertain a guest in the room. Occasional overnight guests of the same sex may stay free of charge in the student host's room up to three (3) nights, provided the host's roommate agrees. Guests may not stay in unoccupied beds without the consent of the student whose bed is to be used. Guests may stay with friends of the student host provided all parties agree. Guests are not permitted to sleep in residence hall lounges. Resident Assistants must be informed if a guest is expected.

While guests are on campus, the student host is fully responsible for the guest's actions. Guests are expected to abide by all university rules and regulations. Failure to do so will result in the guest being asked to leave campus immediately. Guests may stay for a maximum of three days, unless the Office of Student Life authorizes an extension of time.

Any person living in university housing without the special permission from the Director of Residence Life and without a valid contract is a trespasser. Hosts will be subject to a minimum charge of \$25 per day during the entire period of improper occupancy, and may be subject to criminal charges of trespassing or loitering.

Hall Sports: Games such as soccer, Frisbee, football, baseball, golf, skating, etc., or shaving cream and water fights, are not permitted in the hallways or lounges. Hall Games disrupt by causing damage in the hallway, especially to fire safety equipment, and by possibly injuring residents and guests.

Keys: Room keys and outside door keys to residence halls are issued by the Student Life Office after the Housing Contract has been signed. Students are responsible for those keys until they check out.

Room and outside door keys remain the property of the university and may not be duplicated, modified in any way, or loaned to other persons. Possession of keys to university property by anyone other than the individual to whom the keys were issued by the Office of Student Life will be considered as unauthorized possession and is not permitted. Unauthorized possession and/or use of keys to university property will result in immediate confiscation and may result in disciplinary action.

In the event of a lost or stolen key, residents must consult with the Office of Student Life to requisition a lock core and key change for the room/apartment. The cost of \$25 for the core change and key replacement will be billed directly to the resident who lost the key of \$25. Students living in any hall with the new "Intellikey" system are subject to an additional \$25 charge should they lose that key. Cost for replacement of hall outside door core change is \$75 for a non-Intellikey hall. **Hall residents who lose mailbox keys should inform the Mail Room staff immediately for key replacement. Each apartment key is a special university key with a code and should not be duplicated.** Apartment residents should make key replacement requests to the Office of Student Life.

After room check out, the keys to room and hall must be returned in person to the Resident Assistant on the floor or to the Apartment Managers in the case of the student apartments. Failure to return the keys at the time of departure will result in a lock core change and charge. Duplicate keys will not be accepted when you check out. Students will be billed for lock changes if this occurs.

Keys must be turned in at the time of checkout to avoid fines.

For reasons of security, residents should keep their room doors locked and keep their keys with them at all times. If the key is locked in the room, the resident should seek assistance through the roommate or Residential Life staff member.

Maintenance Requests: Maintenance staff is assigned to work closely with the Office of Student Life in making routine repairs within the residence hall and Student Apartments from 7:00 a.m. to 4:00 p.m., Monday through Friday. Service request forms are available outside the Resident Assistant door, the Office of Student Life and the Campus Safety Office. The form describes the nature of the problem and should be submitted to the Office of Student Life, who forwards the form to the Maintenance Department Office of Student Life for appropriate action.

When the student submits a Service Request the student has authorized a maintenance person to enter the room and complete the repair. This will occur whether or not the student is at home. Maintenance personnel will leave a notification in the room upon their departure. The student is informed when some repairs require special attention or equipment.

Emergency repairs, especially in the evening hours or on weekends, are to be reported immediately to the Office of Campus Safety, which will contact the appropriate service personnel. Emergency maintenance problems will take first priority. Repairs that occur as a result of damage or neglect will be billed to the residents of that room.

Noise: Sound carries easily through residence hall rooms. Voices, stereos, televisions, and other noises can often be heard in the next room or in the room above or below. At times, the resident may be unaware of the noise level and its impact on others. The general rule is that if the noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance.

Usually, the level of acceptable noise is best handled between residents themselves. Hall staff may be of help in working out an acceptable compromise. Blatant or repeated violations of unacceptable levels of noise will be treated as a disciplinary matter.

Occupancy Conditions: Residence hall rooms are designed for single or double occupancy to be used by students of the same sex. The co-educational residence halls are separated by floor. The Student Apartments are designed as independent living units that accommodate up to two students in the one-bedroom apartments and up to four students in the two bedroom apartments. Students living in the apartments must be of the same sex unless legally married. Dependent children may not live in residence halls.

Occupancy Eligibility: Occupancy in residence halls and Student Apartments is open to full-time undergraduate and graduate students of the University. The conditions governing occupancy are stated in the Contract of Residence. A student living in residence must be enrolled during the semester of residence unless granted an exception by the Associate Dean. Priority is given to undergraduate students because of the residency requirement.

Occupancy Term: The term of occupancy shall be for the Fall and Spring semester of the academic year. Occupancy during Interterm, Mayterm, and the summer semesters is independent from the above. The specific dates of occupancy and conditions governing them are stated in the Contract of Residence. Any student occupying a residence hall room or student apartment after the contract period will be liable for a late check-out fee on an hourly basis until the premises are vacated.

Open House Hours: These visitation hours apply to all University of Dallas residence halls.

3:00 p.m. -- 10:00 p.m. Monday through Thursday

3:00 p.m. -- 1:00 a.m. Friday

1:00 p.m. -- 1:00 a.m. Saturday

12:00 p.m. -- 10:00 p.m. Sunday

Outside doors to the residence halls will be locked at all times. During open house hours, room doors are to remain bolted open while a visitor of the opposite sex is in the room. This policy applies to both men's and women's residence halls.

During the first weeks of school, there may be a decrease in hours until the first Hall Meeting is held and the living plan established.

Pest Control: Although residence hall rooms and Student Apartment are sprayed for insects by professional exterminators on a regular schedule, room and kitchen cleanliness is the best form of pest control. The key to controlling roaches and other pests is to eliminate possible breeding grounds and other attractions such as unwrapped food. Empty cans and bottles should be discarded immediately.

Pets: With the exception of small fish kept in an approved aquarium, no pet animals of any kind are permitted in the residence halls or the Student Apartments. The policy is necessary for reasons of health and sanitation. Violators of the pet policy are subject to disciplinary action and will be charged the cost of extermination and/or deodorizing.

Property Insurance: The student assumes the risk of theft, loss, damage, or destruction of personal property that occurs in a residence hall or the Student Apartments. It is highly recommended that a student's personal property be covered on the family's homeowners' insurance policy.

Quiet Hours: 10:00 p.m. to 10:00 a.m.

Quiet hours are in effect in all residence halls after Open House ends. 24-hour quiet hours are in effect during examination periods. When quiet hours are not in effect, residents are expected to show reasonable consideration for those living around them by keeping noise to a moderate level. If the noise level exceeds the quiet hours expectation, the offender should be asked courteously to reduce the noise level. If abuse of quiet hours continues, a member of the hall staff should be notified.

Residence Hall Lounges: Residence hall lounges are provided for the primary use of the residents of that particular hall. The Residence Coordinator must approve parties, get-togethers, and small gatherings in advance. All university policies and regulations apply to the use of the lounge, and sponsors of approved events are expected to clean up afterwards.

Roof Areas: For reasons of safety, students and their guests are not permitted on the roof or ledges of university buildings. Violations of this policy will result in disciplinary action and/or fine.

Roommate Conflicts: Primary responsibility lies with student. The Residential Life Staff is always available to assist in the resolution of any difficulties that roommates experience. **NO** roommate changes are considered until after the first two weeks of class in any semester. Only changes based on extenuating and/or irreconcilable circumstances after consultation with the Residence Coordinator will be considered and must be approved by the Director of Residence Life.

Mutually agreed upon moves between roommates and rooms will be permitted only at semester break. When a move is requested and approved, each person must:

- Complete a Room Change Form addition
- Complete and sign the Inventory/Condition Form for the old and new rooms

Obtain the keys for the new room and return the old room keys.

No changes can be made until the Office of Student Life gives final approval. Unauthorized moving and switching keys is not permitted. If this occurs, a \$50.00 improper room change fee will be assessed.

Room Inspection, Entry, and Search: The University reserves the right to enter a student's room to assure proper maintenance and repair, to provide for the health and safety of the hall residents, and to investigate a possible violation of the Code of Student Conduct.

The Associate Dean of Students or official staff acting in his/her absence will determine if appropriate cause exists to search a student's room. If probable cause is determined, the official will inform the student of the basis for the search and have the search conducted in the student's presence if at all possible. A student living in a residence hall or Student Apartment is not immune from a legal search by law enforcement officers. All rooms are checked for safety purposes and to secure each building during breaks.

Sales and Solicitation: Individuals representing off-campus organizations may not sell or solicit within residence halls or student apartments. Such activity should be reported immediately to the Office of Campus Safety. On-campus organizations must have prior approval from the Office of Student Life.

Screens: Residence hall rooms are equipped with locking heavy-duty security screens. Screens may be opened for emergency escape during a fire. Students will be charged \$125.00 for replacement of screens removed from windows or repair of screens damaged by improper use and abuse. Under NO circumstances except for a fire are the windows to be used as an exit. Disciplinary action and a \$100.00 fine will be imposed.

Security: Persons living in the residence halls are provided a key to the outside doors, which are locked at all times. A Campus Safety Officer patrols the Residence Hall living areas during late evening hours. It is essential that residents are alert to strangers in the residence halls and the Student Apartments and immediately report any unusual occurrence to the Office of Campus Safety 721-5305 or 721-5050. **It is important that locked doors are not compromised in any way. Propping open exterior doors is an automatic \$100.00 fine.**

Smoking: Smoking of tobacco products is prohibited in the academic administrative buildings and in every area of the residence halls. Smoking is not permitted in the Student Apts.

Storage: Limited storage is available during the semester of enrollment. Students wishing to store items in the storage closets do so at their own risk and are limited to two clearly marked items. Upon departure at the end of each semester, students may not store any personal property anywhere on campus.

Telephone Service: The University has equipped all residence hall rooms with a telephone jack that will allow local and long distance telephone calls to be made and received in the student's room. Incoming calls from parents, faculty, staff, and students may be received directly in the student's room. Outgoing calls in the Metroplex may be made by dialing "9" for an outside line plus the desired telephone number.

Long distance telephone calls may be made through the purchase of a long-distance telephone card readily available in local stores. These cards are also sold in the U.D. Bookstore. Collect long distance calls may not be received from students' rooms.

The local telephone service, including local emergency calls, is considered part of the room contract and is required of all students living in residence halls. The charge for the telephone service will be reflected on the student's account each semester as part of the room charge. Students are to provide their own telephone, and it is suggested that they bring one from home or share the cost of a telephone with their roommate.

Additionally, telephones are installed on the outside of each of the residence halls. A visitor wishing to enter the locked hall door may use the outside telephone to request entry from the person s/he wishes to visit.

Theft of Service: Theft from the cafeteria is punishable by a minimum automatic \$25 fine.

Theft Prevention: The best security against the possibility of theft is for residents to keep their room doors and windows locked at all times. Before opening the door to callers, the resident should ask callers to identify themselves. Window blinds or draperies should be closed after dark, even when someone is in the room.

Residents are advised not to keep large amounts of money in their rooms or on their persons. Credit cards should be canceled immediately if lost or stolen. Expensive personal property such as jewelry should be kept in a locked trunk or security box, which may be kept in the room.

All clothing should be marked distinctly and not loaned to other persons.

It is unwise to leave clothing unattended in a laundry room.

Electronic equipment and other personal property with a serial number should be recorded and filed for reference purposes. Automobiles should be locked at all times and registered with the Office of Campus Safety.

Should a theft occur, the incident should be reported immediately to the Office of Campus Safety and to the Residence Coordinator.

Vacation Periods: Halls are closed during vacation periods as announced in the university calendar. During this time Residential Life Staff are not available, and meals are not served. Students do not have access to their rooms, which are checked and dead bolted for safety and security reasons.

Prior to leaving for vacation, residents are required to:

- Unplug all electrical appliances,
- Lock the windows,
- Secure valuable items, and
- Empty refrigerators and trash cans

Failure to do so will result in a \$75 fine.

Authorized personnel may enter locked rooms/apartments

1. For the purpose of routine maintenance, repairs, and inspections, and
2. When there is an immediate threat to the safety of property or other community members.

Visitation: Residents of university residence halls are granted the privilege of visiting and receiving guests in their rooms during specified hours and under specific conditions.

The privilege of visitation carries with it the responsibility to consider the rights, feelings, and moral principles of others. Visitors and hosts/hostesses who violate this policy are subject to disciplinary action. Non-student visitors will be escorted from the campus and/or subject to the charge of trespassing.

Waterbeds: Waterbeds are not permitted in any university residence.

OTHER POLICIES

STATEMENT ON AIDS

Acquired Immune Deficiency Syndrome (AIDS) is a disabling or life-threatening illness caused by the human immunodeficiency virus (HIV). People who have AIDS are susceptible to serious illness that would not be a threat to a person whose immune system is functioning normally. While medical treatment for AIDS exists, there is presently no known cure or vaccine.

Expert medical opinion reveals that AIDS is not communicated through casual contact, but requires intimate sexual contact, direct exchange of bodily fluids, sharing intravenous injection needles, or transfusion of the blood products of an infected individual. There is no evidence that AIDS may be contracted from normal contact in an educational setting or the workplace.

Responding to a person who has AIDS requires sensitivity, compassion, and Christian charity. The University has an obligation to create an educational environment in which contagious disease may not be transmitted. The University reserves the right to deny access to facilities and functions to a person with AIDS when medical personnel advise the University that such a restriction is necessary for the welfare of the person with AIDS and/or the welfare of other members of the University community.

As an institution, the University is best able to respond to this health crisis through educational programming and strongly recommends conformity with the moral teaching of the Catholic Church.

The University of Dallas will comply with all federal, state, and local laws and regulations that relate to AIDS.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the Family Educational Rights and Privacy Act of 1974, currently enrolled students or former students of the University of Dallas are permitted to inspect and review their educational records, control to whom the record is released, initiate corrective action if educational records are proven to be inaccurate, and report a possible violation of FERPA regulations to the Family Education Rights and Privacy Office in Washington, D.C.

Those entitled to see their file may initiate such a review by submitting a written request to the administrative office where the particular record is maintained. The Registrar, who serves as the FERPA Coordinator, can answer any questions regarding the location of particular educational records.

The administrator responsible for the educational record in question will show the student the file at a scheduled appointment time. The file will be reviewed in the presence of the administrator responsible for the file. It is permissible to make a photocopy of the record after paying a normal copying charge.

Should there be a problem regarding the educational record, a written statement may be submitted to the area head, who will review the matter and either maintain or modify the record as deemed appropriate.

The University will not disclose personally identifiable information from the educational records of a student without the prior consent of the student except as permitted under FERPA regulations.

Common exceptions to FERPA regulations are as follow:

1. Disclosure of a student's educational record to "school officials" having a "legitimate educational interest" in such information.
2. Disclosure of personally identifiable "directory information" without prior consent unless the student specifically requests that he or she does not wish to have such information released.
3. Such information may include the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and degrees and awards received.
4. A request not to publish "directory information" must be made in writing and be on file with the Registrar's office before the final registration day of each semester.
5. Disclosure of educational information to a student's parents if the student's parents have claimed the student as a dependent under the Internal Revenue Code is left at the discretion of the University.

A full version of the Family Educational Rights and Privacy Act is available in the Registrar's Office.

FILM/VIDEOS

The University reserves the right to prohibit the showing of a film or video which, when taken as a whole, appeals primarily to prurient interests, depicts patently offensive sexual or violent behavior, or lacks literary, artistic, political, or scientific value.

By permitting a film to be shown, the University is not endorsing or condoning a particular picture or video's content or artistic expression. From an educational perspective, the University may require that a film or video be shown in a specific location and in the context of critical analysis and/or discussions involving opposing viewpoints.

FUND RAISING

Recognized student organizations and clubs may sponsor fund raising activities when approved in advance by the Office of Student Life and the Office of Institutional Advancement, provided that the following requirements are satisfied:

1. The proposed fund raising activity is legal and not contrary to the interests of the University of Dallas.
2. The proposed fund raising activity is directly related to the purpose and programs of the sponsoring student organization.
3. The proceeds of the fundraiser are dedicated exclusively for the purpose for which the funds were raised.

PARENTAL COMMUNICATION WITH THE OFFICE OF STUDENT LIFE

The Office of Student Life encourages open communication between students, parents, and the University. The University encourages students to contact their parents regularly and keep them up-to-date with what is happening in their lives.

The Office of Student Life assumes that students, as maturing adults, are able to attend to their University affairs without parental intervention. However, pursuant to recent changes in FERPA regulations, the University reserves the right to initiate parental contact when:

- A student violates drug or alcohol policies
- A student's life is in danger

The University is obligated to follow Family Educational Rights and Privacy Act (FERPA) regulations when such contact is deemed necessary.

POLICY ON STUDENT TRAVEL

Only vehicles owned and/or operated by the University of Dallas are covered by the University's insurance policy.

The insurance policy does not provide liability or collision coverage if a student uses his/her own vehicle or if a student travels in a vehicle not owned by the University for whatever reason. In such cases students travel at their own risk and insurance coverage is the responsibility of the vehicle's operator.

University registered student organizations must have signed waivers of liability statements (prior to departure) from all who will be traveling to any organization-sponsored event. Such waivers are available from the Director of Student Activities.

Any questions regarding insurance coverage should be directed to the Director of Personnel in advance of the planned travel.

POSTING POLICIES

Academic Buildings: (Braniff, Carpenter, Gorman, Science Building, Lynch) Signs are to be attached to bulletin boards only, not to painted surfaces, windows, doors, brick, etc. Use masking tape or thumb tacks - no scotch tape. After the event, signs are to be removed by the organization and/or individual who placed the sign. Signs placed in unapproved locations will be removed.

Haggar University Center: Signs approved by the Director of Student Activities may be posted on the approved Student Life bulletin boards. Any sign displayed from the Haggar Bridge must be attached to the wall below the banister not on the wooden banister itself. (To display the sign from the bridge, pull the sign over the banister and attach to the wall below.) Signs may be attached with masking tape only. Signs must be stamped and may only be posted for two weeks maximum. Signs and banners must be removed after the event by the organization and/or individual who placed the sign. Signs are to be attached to bulletin boards only, not to painted surfaces, windows, doors, brick, etc. Use masking tape or thumb tacks - no scotch tape.

Residence Halls: Please note the rules that apply to posting in academic buildings. The Office of Student Life, however, must approve and date stamp signs or banners posted in the residence halls.

Exterior Walls of Buildings: All signs to be posted outside on the campus must be approved by the Director of Student Activities in Hagggar University Center, in advance of placement.

Services for Students with Disabilities: Certain provisions have been made for students with disabilities following federal regulations. See either the General Bulletin or the Office of Human Resources for details.

SMOKING POLICY

Smoking is prohibited in all University buildings.

SOLICITATIONS AND CONCESSIONS

The facilities of the University of Dallas exist for the purpose of supporting the educational programs of the University. As a private institution, the University has the right to restrict the use of the facilities by organizations or groups not associated with the University.

Door to door canvassing is not permitted on University property unless approved in advance by the director of Student Activities.

UNIVERSITY OF DALLAS CODE OF STUDENT CONDUCT

Generally, the University's jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives. Full- and part-time students pursuing undergraduate, graduate, or professional studies at the University of Dallas are expected to honor the Code of Student Conduct. Failure to abide by this code is considered to be misconduct and subject to disciplinary action:

1. Acts of dishonesty, including but not limited to the following:
 - a. Academic dishonesty in any form, such as cheating and plagiarism (incidents involving academic dishonesty are handled by the Provost's Office).
 - b. Furnishing false information to any University official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Behavior that disrupts or obstructs the normal operation of the University.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health and safety of any person.
4. Theft (actual and attempted) of University property or the property belonging to a member of the University community.
5. Damage to University property or the property belonging to a member of the University community.
6. Hazing (see Policy on Hazing).
7. Failure to comply with directions of University officials acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
8. Unauthorized possession, duplication, or use of keys to any University premises, or unauthorized entry to or use of University premises.
9. Use, possession, or distribution of narcotic or other controlled substance except as permitted by law (see Policy on Illegal Drugs).
10. Use, possession, or distribution of alcoholic beverages except as expressly permitted by law (see Policy on Campus Alcohol).
11. Possession or use of firearms, explosive fireworks, other weapons, or dangerous chemicals on University premises.
12. Arson or the irresponsible use of fire. Setting a false fire alarm or issuing a bomb threat. Misusing or interfering with the fire equipment, smoke detectors, extinguishers, and hoses. Failure to follow a fire drill or other emergency procedures.
13. Creating a safety hazard in any form.
14. Conduct that endangers others or is considered disorderly, lewd, or indecent; behavior that breaches the peace.
15. Theft or other abuse of computer time, including but not limited to the following:

- a. Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and/or password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
 - e. Use of the computing facilities to send obscene or abusive messages.
 - f. Use of the computing facilities to interfere with normal operations of the University computing system.
16. Failure to comply with the judicial system, including but not limited to the following:
- a. Failure to obey a judicial summons.
 - b. Falsification, distortion, or misrepresentation of information before a judicial officer or committee member at a Committee on Student Discipline hearing.
 - c. Disruption or interference with the conduct of a judicial proceeding.
 - d. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - e. Harassment (verbal or physical) and/or intimidation of a witness or a member of the Committee on Student Discipline.
 - f. Failure to complete sanctions.
17. Violation of any University rule, regulation, or contract not specifically identified in the Code of Student Conduct.
18. Violation of any federal, state, or local law not specifically identified in the Code of Student Conduct

COMPLIANCE WITH THE CODE OF STUDENT CONDUCT

Compliance with the Code: Because students have voluntarily chosen to be students at the University of Dallas, they are responsible for reading and adhering to all policies and regulations which are outlined in this handbook, the University of Dallas Bulletin, and other publications issued by the University. The courts have consistently given Institutions of Higher Education the power to hold students to higher levels of accountability.

Any changes in addition to or deletions from existing Student Life policies and procedures will be announced through the Office of Student Life. These announcements will be posted on bulletin boards on campus and in the residence halls. All changes are applicable to all students when and as announced.

Unfamiliarity with the rules and regulations is not an acceptable excuse for violations of University of Dallas policy. As a private institution the University explicitly reserves the right to judge whether it is in the best interest of the institution that a student be allowed to continue affiliation and may, for reasons deemed sufficient by the University itself, discontinue affiliation. By registering, the student concedes to the University the right to require withdrawal whenever the University deems the withdrawal necessary.

COMPLIANCE WITH OFFICIALS

All students are expected to respect and comply with the directions of those members of the University acting in the performance of their official duties as assigned by University authorities.

COMPLIANCE WITH RULES AND REGULATIONS OF OTHER INSTITUTIONS

All students are expected to abide by the rules and regulations of other institutions when visiting or participating in any activities of these campuses. Violations of published regulations on other campuses or violations of local laws and statutes while on other campuses will be subject to disciplinary proceedings.

COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

All students are subject to federal, state, and local laws. The University reserves the right to review conduct involving serious breaches of the law and to initiate disciplinary proceedings independent of the courts. The University may suspend a student pending disposition of court action.

SPORTS SCHEDULE

WOMEN'S SOCCER

8/31/2003	UT-Permian Basin (Home)
9/7/2003	Millsaps College (Home)
9/13/2003	Guilford College (Away)
9/14/2003	Agnes Scott College (Away)
9/19/2003	Trinity University (Away)
9/21/2003	Savannah College Art & Design (Away)
9/26/2003	Bethel College (Home)
10/5/2003	Hendrix College (Away)
10/11/2003	Huntingdon College (Home)
10/12/2003	U of Wisconsin-Platteville (Home)
10/15/2003	Dallas Baptist University (Home)
10/17/2003	Southwestern University (Home)
10/18/2003	Texas A&M International (Home)
10/23/2003	Hardin Simmons University (Home)
10/25/2003	Texas A&M International (Away)
10/26/2003	Schreiner University (Away)
10/30/2003	USCAA Tournament (Away)
10/31/2003	USCAA Tournament (Away)
11/1/2003	USCAA Tournament (Away)
8/31/2004	UT-Permian Basin (Home)

MEN'S SOCCER

8/31/2003	UT-Permian Basin (Home)
9/1/2003	Schreiner University (Home)
9/7/2003	Millsaps College (Home)
9/13/2003	Rhema Bible College (Away)
9/16/2003	SW Assemblies of God (Home)
9/20/2003	Texas A&M International (Away)
9/21/2003	Schreiner University (Away)
9/27/2003	Benedictine University (Away)
9/28/2003	Rockford College (Away)
9/30/2003	LeTourneau University (Home)
10/5/2003	Hendrix College (Away)
10/7/2003	Hardin Simmons University (Home)
10/10/2003	Colorado College (Away)
10/11/2003	Johnson & Walesq (Away)
10/16/2003	Rhema Bible College (Home)
10/19/2003	Southwestern University (Home)
10/19/2003	Southwestern University (Home)
10/26/2003	Texas A&M International (Home)
11/2/2003	Huntingdon College (Away)

CROSS COUNTRY

9/6/2003	Trinity University (Away)
9/13/2003	Xavier (Away)
9/20/2003	Dallas Baptist University (Away)
9/27/2003	Southwestern University (Away)
10/4/2003	(Home)
10/18/2003	Hendrix College (Away)
10/25/2003	LeTourneau University (Away)
11/1/2003	USCAA Nationals (Away)
11/15/2003	NCAA Div. III Nat'l Tournament (Away)

MEN'S BASKETBALL

12/2/2003	Southwestern University (Home)
12/13/2003	Fisk University (Home)
12/15/2003	Millsaps College (Home)
1/3/2004	Wheaton College (Home)
1/5/2004	McPherson College (Away)
1/9/2004	Fisk University (Away)
1/11/2004	Millsaps College (Away)
1/15/2004	Huntingdon College (Away)
1/17/2004	Thomas Moore College (Away)
1/24/2004	Trinity University (Away)
1/25/2004	Southwestern University (Away)
1/30/2004	Apprentice School, Newport News VA (Home)
2/7/2004	Huntingdon College (Away)
2/8/2004	Colorado College (Away)
2/13/2004	Colorado College (Home)
2/15/2004	Savannah College Art & Design (Home)
2/19/2004	Dallas Christian College (Home)
2/28/2004	UT-Tyler (Home)