# Table of Contents

College of Arts & Science Student Handbook................................................................. 1

Student Development........................................................................................................ 4

Residence Life at the St. Davids Campus ........................................................................ 11

Residence Hall Rooms: Care, Use & Responsibility ........................................................ 16

Student Activities ............................................................................................................. 25

Convocations & University-Wide Lectures ..................................................................... 29

Academic Arrangements ................................................................................................. 29

Financial Arrangements ................................................................................................. 32

Student Identification and Access Card: The E-Card ..................................................... 32

Student Life ..................................................................................................................... 33

Biblical Standards of Conduct ....................................................................................... 36

St. Davids Campus Vehicle Regulations ......................................................................... 37

Important Policies and Information ............................................................................... 40

Additional Facilities ....................................................................................................... 49
This college handbook is designed as a guide for Eastern University College of Arts and Sciences (CAS) students. Please be sure to refer to the university handbook for policies that apply to all university students.

Direct your questions concerning this to the Student Development Office at (610) 341-5822.

As the needs of the community change, so will the Eastern University Student Handbooks. When significant contents are revised, changes will be communicated through Student Development’s electronic newsletter, “The Waterwheel”, and/or will be posted on the Eastern University website. Please visit the website for the most up-to-date version of this handbook.

All students in the CAS are responsible for reading The Waterwheel every week, sent to CAS students through their EU e-mail addresses. Paper copies of The Waterwheel can be obtained from the Student Development Office or through the EU website or by copying/pasting the following link into your browser http://www.eastern.edu/campus/studev/The-Waterwheel.html.
Student Development

The Cushing Center for Counseling and Academic Support (CCAS)
The Cushing Center for Counseling and Academic Support (CCAS), located on the St. Davids campus in Walton Hall, offers counseling, tutoring, writing assistance, and academic coaching designed specifically to help students in the College of Arts & Sciences (CAS) maximize their traditional undergraduate experience at Eastern University. Writing assistance is also available to students in colleges other than CAS (see Writing Center below for more information).

Disability services are administered by CCAS to qualified students enrolled in any program of the University.

Counseling
Counselors offer evaluation and counseling to students seeking help with personal and psychological concerns ranging from difficulty adjusting to college to issues of depression and anxiety. Services are offered to currently enrolled students in the College of Arts & Sciences during the fall and spring semesters on weekdays from 9:00am – 5:00pm. Limited evening hours may also be available. There is no charge for services; however, due to demand and scheduling limits particular services may or may not be available at any given time.

Currently enrolled students in the College of Arts & Sciences are eligible for an initial evaluation in which the student’s reasons for seeking counseling will be discussed and assessed. Following the evaluation, the counselor will make a recommendation regarding what type of support or treatment would be most beneficial for the student. If appropriate, the student may be referred for further counseling sessions at CCAS or may be referred off campus. A treatment plan including target goals and a recommended number of sessions may be proposed.

Students assessed to have needs that exceed what CCAS counseling services are designed to offer will be referred to off-campus resources. Examples include students whose problems require a specific expertise (e.g., certain eating disorders, severe obsessive compulsive disorder, drug and alcohol problems, marital/family therapy), students who need or are likely to need after-hours and/or year-round access to services, and students with chronic or severe mental health problems which require close monitoring and/or coordinated psychiatric support. The determination of whether a student can be adequately served by CCAS counseling services is made by the counselor. Payment for off-campus counseling, psychiatric services, and medication is the responsibility of the student.

CCAS provides crisis response to students in the College of Arts & Sciences and consultation to faculty and staff during its normal hours of operation.
Counseling services are confidential, except in cases of imminent danger or when sharing of information is permitted or required by law. Contact CCAS directly for more detailed information about the confidentiality policy.

To request an appointment or inquire about services, stop by Walton 210 or call (610) 341-5837. Appointments are not available to be made via email.

**Tutoring**
Currently enrolled students may request peer tutoring for courses offered for the current session in the College of Arts & Sciences at the University. Peer tutors are undergraduate students who have performed well in the subject area and have been recommended by their professors to tutor. Tutors are trained and supervised by the Tutorial Coordinator. Tutors may also provide help with study skills, test-taking, and time management, depending on demand and availability. Tutoring sessions are usually scheduled by appointment in an individual or group format and held in Walton Hall.

The Tutoring Center is not staffed to provide help with preparation for standardized tests (e.g., PRAXIS, GRE, MCAT, etc.) or with English as a Second Language (ESL) needs outside the context of tutoring for a specific course. Students wanting assistance in those areas are advised to contact their programs or departments for referrals to other resources.

To request a tutor, students will submit a written request form, available in Walton 208 or 210 or click here. Stop by or call (610) 341-5836 or (610) 341-5837 for further information.

**Writing Center**
At the Writing Center peer writing assistants work with College of Arts and Sciences students in a personal, one-on-one environment. Writing Assistants help students improve writing basics like punctuation, structure, and documenting sources, identify areas of strength and weakness, and solve problems with written expression. The goal is to help students improve their writing skills and become more proficient in reviewing and revising their own work. Located in Walton 205, the Writing Center is open Sunday-Thursday from 6:00pm-9:00pm, and Monday-Friday from 11:00am – 2:00pm. During fall and spring semesters, services are available to currently enrolled students in the College of Arts & Sciences by appointment or on a walk-in basis. Appointments can be made by using the appointment book in Walton 205.

The Writing Center is not staffed to provide help with conversational English to non-native speakers. Students wanting assistance in developing English proficiency are advised to contact their programs or departments for referral to resources. For further information, stop by or call (610) 341-5837 or (610) 341-1453.
Act 101: The Pennsylvania Higher Education Equal Opportunity Program
Act 101 is a state-supported program designed to foster academic success and leadership ability in Pennsylvania residents with certain academic and financial needs. Participants are undergraduate students in the College of Arts & Sciences and are typically identified by CCAS and invited into the program before, or shortly after, they begin their first semester of study. Many Act 101 students begin with the EQUIP pre-college summer program and continue with an individualized program of tutoring, counseling, advising, and developmental reading and writing courses. Eligible students who do not attend EQUIP may get involved with Act 101 after admission. Act 101 students enjoy special social activities and academic recognition events. Contact CCAS for further information.

Office for Talent and Career Development
The Office for Talent and Career Development is available for all first-year students through senior students in the College of Arts and Sciences. Individual counseling and testing can help identify possible career choices or university majors. Help with resume writing, interviewing skills, and job search skills is readily available through workshops and one-on-one sessions. Watch for weekly bulletins of part-time and full-time jobs and internship opportunities in the mailroom and on the website, as well as announcements of on-campus recruiters, job fairs, and other events. College of Arts & Sciences students should contact Talent and Career Development at (610) 341-5827 or careers@eastern.edu.

Student Leadership Development
For those students with a gift for leadership and a desire to lead, there are opportunities to serve and receive training and encouragement through the Resident Assistant program, Student Ministries, Student Government and many many others. The Leadership Fellows Program admits a cohort of entering students each year and includes coursework and experiential learning.

Student Government Association
The undergraduate Student Government Association (SGA) consists of the Executive Board and the Senate. The Executive Board consists of the Executive President, Executive Vice-President, Secretary, Treasurer, and Parliamentarian. The Senate consists of President, Vice President, Secretary and Treasurer from each class all with voting power. The Executive Board oversees the Senate and directs the agenda for each meeting. The Executive Board, at times, will also implement standing committees to make SGA an effective governing body. The Senate votes on what is brought before them. Elections for first-year students are held in September and sophomore, junior, senior, and Executive Board members are held in April.

Office of International Student and Scholar Services (OISSS)
International student visas require full-time enrollment in consecutive terms, defined as a minimum of 12 credits at the undergraduate level, or 9 credits at the graduate level. International students must check with the OISSS before dropping or withdrawing from courses. Visa regulations also restrict employment for international students, who may only
work on campus. Many campus jobs require Federal Work Study for which international students are not eligible. International students should consult with OISSS if they have questions about employment, to acquire the necessary documents before traveling, or to prepare for graduation, which marks the end of visa status.

**Intramural Athletics**
Eastern’s intramural sports program for students in the College of Arts and Sciences has the objective of getting everyone involved in athletics and recreation. Both residents and commuters are welcome to participate. Men and women compete in many events, with some being run tournament-style and others as a league – offerings vary based on interest and facility availability.

**Health Center**
The Suzanne Walton Health Center serves all traditional full-time undergraduate students and international students. The Health Center is located in Doane Hall, Section A, Ground Level, with offices for the Nurse-Director, University Physician, examination rooms, and a waiting room. We offer a Self-Care Center where students can get over-the-counter medications as well as medical information on many pertinent health topics. The Health Center is not a general hospital but functions as a practitioner’s office. A physician is available in the Health Center seven hours a week by appointment, or walk-in as available. Physician and nurse visits are free for full-time undergraduate students. Daily hours can be viewed on the Health Center website. Eastern provides medical services for the convenience of students and includes blood testing, throat cultures, travel vaccines and yearly influenza immunizations as well as referrals to local specialists. Crutches, ice packs and ace bandages are also available, and there are charges for medical supplies.

The Health Center is HIPPA-compliant and, therefore, the confidentiality of the student’s health records will be observed. A signed release by a student will be necessary in order to share medical information. Medical care through the Eastern Student Health Center is reserved for traditional undergraduate students.

Although students are expected to assume full responsibility for their well-being, the Health Center is prepared to provide professional medical care and health-related counseling. When students become ill or injured they should come to the Health Center to see the nurse or University physician. X-rays and laboratory tests are available nearby and will be billed directly to the student’s insurance carrier. Eastern’s webpage (www.eastern.edu) lists many self-help, links to nutrition and wellness sites, local doctors, dentists and claim forms for the health insurance. The Health Center phone number is (610) 341-5955.

**Evening & Weekend Medical Care**
If students need physician care at other times, arrangements should be made to see a doctor off campus at the student’s expense. Students are not charged for physician services on campus, provided they have filed a completed health form as required for enrollment. In addition to the services on campus, the Health Center has an up-to-date
file of local medical services and resources not available on campus. In case of resident student emergencies after normal Health Center hours, the student should report to his/her Residence Hall Director. The Residence Hall Director will then seek the advice of the Health Director or refer the student directly to a local medical facility. Bryn Mawr and Paoli Hospitals are nearby for emergencies and prolonged illnesses. Students are urged to make their best judgment about emergency medical care after communication with parents and guardians. Students who return from an emergency room visit should bring documentation of their discharge to the Health Center upon returning to campus.

**Medications**
Some commonly used prescription medications are available to students at the Health Center at low cost. Other prescriptions may be filled at a local pharmacy at the student’s expense. There is a Self-Care Center in the Health Center for uncomplicated colds, headaches, and sore throats with over-the-counter remedies available. Allergy injections and immunizations are available at reduced cost. The Student Health Center does not, in any case, administer medications that are to be taken daily including psychotropic. Students are strongly encouraged to bring their own first aid kits.

**Preventive Health Requirements**
Eastern requires all full-time undergraduate (domestic and international) and resident students to submit a medical examination form and immunization record that have been completed by their personal physicians. This information is confidential and may not be released without student consent. Current students may access and print their own immunization records via myEastern if needed for international travel or job placement. Students will not be permitted to move into the residence halls until the form is on file in the Health Center.

**Health Insurance**
Coverage for accident and illness is mandatory for all full-time undergraduate and international students. Such coverage can be provided by the student’s parent or guardian, or under a group policy available through the university. An exemption from the Eastern University Student Health Insurance Plan can only be secured by providing proof of existing coverage through the online waiver/enroll process at FirstStudent. Students must waive or enroll each year. The University Plan provides primary insurance for basic accident and sickness expenses, major medical coverage, and accidental death and dismemberment benefits. Married students may select dependent benefits for an additional premium. The Eastern University Student Health Insurance Plan provided through FirstStudent provides coverage annually beginning in mid-August. The brochure explaining the policy is available online at FirstStudent; it is recommended that all students read the policy and exclusions prior to enrollment. Students are reminded that the university does not assume responsibility for injuries sustained in any university activity. Students are urged to maintain sufficient insurance for their protection. Coverage is needed not only for injuries sustained during athletic activities (on campus as well as off) but also during intramural sports, extra-curricular activities, physical
education classes, laboratories, etc. Information regarding insurance is available in the Health Center and on the health center website. Students must provide proof of exemption online. Failure to do so annually will result in automatic enrollment for the University’s health insurance policy. Once the deadline has passed, no refunds will be given for failure to waive.

All traditional undergraduate and international students are to carry their own medical insurance card. Students should be aware of how to use their insurance and prescription cards. If a student has HMO insurance, it is advised that they establish a primary care physician in the Wayne area.

**Absenteeism Due to Illness**

Students are responsible for contacting their professors, advisors, and the Student Development Office when any illness prevents them from attending class, class-related activities, or exams. Professors may call the Health Center to verify that the nurse or physician saw the student due to illness. Note that the Health Center does not provide written excuses for missing classes when a student visits the Health Center. The exception to this policy is this: if the student has been seen by the Health Center nurse or physician and as a result, is recommended to go home for a week (five consecutive class days excluding weekends) or more due to an illness and does so. Students who miss classes for more than a week due to illness but are not treated on campus should submit a physician’s report to the Health Center upon their return to classes. Students are also encouraged to give a copy of the paperwork to the Dean of Students in case documentation is needed for academic consideration/accommodation at that time or later in the semester.

**Emergency Room Visits**

Any resident student that is treated in a local Emergency Room must provide a copy of their “discharge instructions” to their Residence Director and the Student Health Center upon return to the residence hall. These instructions will be reviewed with the student and remain part of the student health file. Students should go to the Emergency Room only in a true emergency. Many insurance policies will no longer pay for Emergency Room visits for minor illnesses such as nausea, sore throat or ear pain or visits that do not lead to “hospital admission”.

**Office of Faith & Practice**

In addition to services provided by the Office of Faith & Practice in university handbook, this office provides the following to all CAS students:

- Service Learning opportunities for approximately 450 students to do 20 hours of service in the fall semester as part of the first year seminar course - **INST 150 Introduction to Faith, Reason and Justice**. Such opportunities include:
• The Commodore Barry School in Philadelphia (our “sister” elementary school) - tutoring, assisting teachers, mentoring

• City Team Ministries - outreach to homeless, poor, & drug addicted

• Good Works, Inc. - rehabilitation of sub-standard housing

• MANNA/Metropolitan Aids Neighborhood Nutrition Alliance - prepare nutritious meals for people with HIV/AIDS

• Supervises Campus Ministries, which includes Habitat for Humanity, Prison Ministry, YACHT (Youth Against Complacency and Homelessness Today), Watchman Prayer Ministry, Transformed! and others (See below for a brief description of each ministry).

  • Habitat for Humanity: Eastern University’s chapter was one of the first university chapters in the nation and works with neighboring urban chapters in renovating abandoned housing to provide home-ownership opportunities for low-income families. Student volunteers work under the supervision of Habitat staff. Workdays average about two Saturdays per month. Students also participate in Habitat mission trips during spring break to work on a housing project somewhere in the USA or abroad.

  • Prison Ministry: Consists of students who lead worship services held every Friday evening at the Philadelphia House of Corrections. The students also meet informally with inmates before and after the worship service.

  • Transformed!: A student-led Christian drama team that has established an excellent reputation for the quality of its programs and the testimony of its members. Using contemporary theatre as a means of proclaiming the gospel message, Transformed! performs programs consisting of skits that challenge the audience to reflect on society and to live consistent Christ-like lives. (Membership is by audition. This can be taken for academic credit).

  • Watchmen Prayer Ministry: Provides many outlets for the Eastern University community to grow in prayer and to reach out to the community through prayer.

  • YACHT Club: Made up of concerned students who address issues of apathy and reach out to assist the homeless in Philadelphia.

• Oversees Missions Efforts: Missions Forum (annually in October), short term missions trips like annual Spring Break trips to the Dominican Republic (Food for the
Hungry) and with Habitat for Humanity (United States), and other trips in May and January.

- Supervises Chapel Worship Teams: Various team leaders, vocalists, and instrumentalists are chosen to lead the Wednesday morning campus-wide chapel service. These teams share a range of styles and sounds so as to reflect the diversity in our community. Members of the teams are selected through the Office of Faith & Practice.

### Residence Life at the St. Davids Campus

**Philosophy**

Much of the maturing and learning that is part of the undergraduate student’s experience involves confronting new ideas and differing viewpoints. Progressive integration of ideas and theories that result from interaction with diverse ways of seeing life is foundational to a student’s personal and intellectual development. The process of coming to a personal identity requires various experiences, which help the individual clarify interests, skills, attitudes, and beliefs and to come to a genuine sense of commitment.

At Eastern, it is our goal to provide a residence hall environment that allows for experimentation with differing roles choice within the context of alternatives, and meaningful achievement in a wide variety of activities. The university years often are associated with stress and anxiety, and we seek to provide the support that allows growth to occur even within the context of difficult life experiences.

Eastern University strives to be a true Christian community. As such, we value the principles of individual responsibility and freedom, within the context of community norms and standards. As a community, Eastern includes a very wide range of persons from different cultural, racial, and socio-economic backgrounds. Within the context of such diversity, we purposefully strive to meet the social and spiritual needs of students by providing a sense of rootedness and belonging, a sense of affiliation with friends, and a relation to the larger community. The communal character of Eastern is a powerful and positive dimension of Eastern’s educational process.

To facilitate a varied residence life experience, Eastern houses students in suites, traditional residence hall living and apartments with intentional efforts to encourage residents to experience life with others who are from different backgrounds, communities etc.

**Residence Life Staff**

Vice President for Student Development
Dean of Students
Assistant Dean of Students
Residence Hall Directors (RDs)
  - Hainer Hall
• Gough Hall
• Sparrowk Hall
• Gallup Center
• Kea/Guffin Hall
• The Village Apartments
• Eagle Hall
• Sara Ralph

Residence Hall Organization
Three components of resident hall leadership work together to provide governance for residence life:

• The Hall Council, elected by the residents of each hall, serves on a volunteer basis and is given responsibility to organize and carry out hall activities.

• The Resident Assistants (RAs) serve as resource people to the entire hall program. RAs are undergraduate students who have exhibited leadership qualities and interpersonal skills that allow them to be successful in a peer leadership position. The RA position is considered one of the premier leadership training positions on the campus.

• Finally, the ultimate responsibility for the hall lies with the Residence Hall Director (RD), usually a master’s level, student development professional who is involved in every aspect of student life pertaining to their buildings.

College of Arts & Sciences Residency Requirement
Eastern University’s College of Arts and Sciences (CAS) is a residential college. The university is committed to this as a matter of mission and we ask that our students and their families remain committed to it as well. This policy and our practice related to it is driven by our commitment to Christian formation through community, student growth and personal development, academic success, persistence to graduation and to student learning outside the classroom. Our commitment to the residential experience for CAS, is affirmed by research as to what works best for students in the successful college experience. The university business model for CAS is built on our choice to be a residential community. Investments are made in residence hall construction and maintenance, fundraising for student aid/grants, and the infrastructure, services and staffing required to support the residential community. All EU based grants (no matter the reason for the grant) assume that the student will remain in residency throughout their enrollment.

All students who accept admission to the University agree to remain in University Housing for their full time of enrollment in CAS. In other words students, who choose to enroll, also choose to be a resident student unless they fit one of the exclusions as listed on the deposit document issued through the Undergraduate Admissions process, apply for the exclusion and their request is granted. All first year and transfer students not granted commuter status are
assigned housing and a roommate for their first year or semester of enrollment. Returning students participate annually in the Housing Selection Process which begins in early December each fall semester. This process gives returning students the opportunity to choose a room and a roommate for the following year of enrollment. We urge all returning students to participate in the Housing Selection Process. Students who do not participate in this process, but have not been released from the residency requirement, will be assigned to a room and a roommate after all returning students who do participate have selected a room and after all new students are placed. Unless officially released to commute, all students will be billed for room and board for subsequent semesters of enrollment.

Students who fit into one of the residency requirement exceptions should present evidence of their status to Admissions (upon first enrollment) and to the Housing Office for returning years. Students who wish to commute but who do not fit any of the exceptions, may request commuter status through the Housing Office. Although we do offer the application process for commuter status requests that do not fit the exclusions students should note that they rarely will be granted. Students who attain commuter status and are then found to not be honest about the situation surrounding their request, should expect to be billed for no less than a full semester of room and board charges which will be due and payable upon posting to their student billing account.

Thank you for your understanding and support of our policies. Please contact the Housing Office for more about the process and if there are further questions.

Students who fit into one of the categories for exclusion listed below, may petition for an exception to the residency requirement, in writing with supporting documents, to the Dean of Students:

- Living at home address of parent(s)/guardian(s);
- Currently serving in the military reserves or previously served on active duty in the military;
- Attaining 23 years of age before the beginning of the academic term of enrollment.

**Housing Process**

**New Students**
New students are assigned to residence halls/rooms and roommates by the Housing Office. Placement is made in housing at EU based on the student’s responses to questions on the Housing Agreement/Contract that is required to be submitted before placement in housing for the first year of attendance. While all residence halls have both male and female housing opportunities within them, there are separate floors/areas for males and females, referring to the anatomical sex of the student.
**Returning Students**
Returning students are required to submit a Housing Affirmation form each year as directed through the “Housing Guidelines” information sheet to be found in their campus mailbox each November. The affirmation deadlines and associated requirements are firm. The student must make the housing deposit, register on time and attend housing events in order to secure a room. If the student misses any of these deadlines or events, participation in choosing a room may be forfeited and housing will be assigned after all others have made their choices.

It is up to the student to read all mail and to secure a housing affirmation. The student is encouraged to verify that the Housing Office has received the affirmation. Housing hopefuls must meet all requirements and deadlines associated with the housing process which will be communicated by e-mail and/or campus mail. Students who miss these deadlines and events are encouraged to request that their names be placed on the housing waiting list.

Housing priority is given to students who maintain their University Housing residency. Students who opt out of residency for any reason, are eligible for University Housing only after all who did not opt out are placed.

**Housing and Roommate Selection**
Resident students and students attending Eastern University recognized Semester Elsewhere programs are offered the opportunity to select a room and roommate(s) of their choice through the Housing Selection Process each year. Information on this process is sent personally to each returning resident student through campus mail during each fall semester. Students who are not on campus for a semester should make arrangements for housing upon their returns by contacting the Housing Office and paying their housing deposits to student accounts well in advance.

Housing may be limited. Students who have been in housing uninterrupted and students who are participating in Eastern University recognized Semester Elsewhere programs receive priority in housing, in that order. Students who otherwise stop out for a semester (or longer) or who are commuters may make the Housing Deposit and register for classes then request to be placed on the housing waiting list.

Housing deposits are not refundable except to waiting listed students who are not placed in housing by the first day of classes for the semester. A request for the refund of a deposit must be made in writing and if granted the student will be removed from the waiting list.

**Room Selection & Assignment**
After the first year of enrollment, students are given an opportunity to choose roommates for each subsequent year and to request University Housing by entering the Housing Selection Process. Students who are required to be in residence and who do not enter the Housing Selection Process will be assigned a room and a roommate and a
full board plan by the Housing Office. In order to enter the Housing Selection Process and choose a room and roommate, the housing deposit must be submitted to Student Accounts by the due date and time publicized. This deposit is non-refundable. Payment of this deposit and assignment to a room obligates the student to a room and board contract for the entire academic year (fall and spring semesters) unless advanced permission is given for alternative arrangements. No room or board refunds will be made after the first day of classes for the semester/session (see the University Catalogue concerning other refund information).

Room and Roommate Changes
All room assignments are made through the Housing Office. Student-initiated room changes must be pre-approved mutually by the Residence Director and Housing Office, in advance of any move. Students who move without permission will be asked to move back and will be fined. Room and roommate changes are not normally approved during the first six weeks of the semester.

Summer Housing
On-campus summer housing is available by application only, to traditional full-time undergraduate students in the College of Arts and Sciences who were residents during the preceding semester and are registered for housing and classes for the following academic semester. Students must make full financial arrangements to pay for room and board before moving into the residence hall for any portion of the summer. The Dean of Students must approve all applicants for summer housing. Students who are on disciplinary probation will generally not be eligible for summer housing. Summer residents whose status changes during the summer due to academic dismissal or work eligibility changes will be required to leave housing.

Living on campus during the summer months is a very special privilege. Students are expected to adhere to all policies of the university. Students who violate campus community expectations during the summer months will be subject to the disciplinary process and are likely to be required to leave summer housing. The same residence hall policies are in effect that apply during the regular semester (Except residents may only have an overnight guest for three nights instead of five.). Summer visitation hours are the same as the visitation schedule for the regular academic year. Summer visitation hours may be reduced during certain times and under certain conditions at the discretion of the Dean of Students. Board is required during the summer. Residents can expect to be housed in one or two selected wings of a residence hall during the summer sessions. This is done for the convenience of housekeeping, energy efficiency, and security.

Break Periods
All students must vacate their rooms prior to the deadlines listed in the Academic and Residence Life Calendar and the “Waterwheel” newsletter unless advanced permission is granted by the RD to remain over the break. Students who have extraordinary needs
will be housed over breaks at the discretion of the RD. Break housing carried extra fees which will be applied to the student bill. An application must be made to the Housing Office to live on campus over the summer, and summer housing is subject to availability and the parameters listed above.

**Occupancy Calendar**

Occupancy in the residence halls is according to the traditional undergraduate Academic & Residence Life Calendar, printed on the front inside cover of this handbook and available online at www.eastern.edu.

**Residence Hall Rooms: Care, Use & Responsibility**

**Check-In & Registration**

Before occupying a residence hall room, each student shall report to the RA, who will collect the $20.00 residence hall fee and will issue the appropriate room key. Failure to pay the annual $20.00 hall fee at check-in will result in the fee being billed to the student’s account along with a $5.00 posting fee. The student will be asked to complete and sign a check-in form indicating the condition of the room and its furnishings and acknowledging the receipt of the room key. Students who fail to check in according to this procedure before occupying the room will be charged an improper check-in fee.

**Check-Out**

Students must check-out of the room with the RA at the end of the academic year, upon a withdrawal/suspension from the university during the year, or when there is an approved room change. A check-out form must be completed and the room key returned. Rooms must be left clean and in good order. If cleaning is necessary, a service fee will be charged. At check-out time any damage to the room will be noted by the RA and the RD and the student will be billed accordingly. The University will replace lost keys for $10.00, if reported at the time of loss and before the last day of classes at the end of each semester. Keys not returned for any reason at the time of check-out will result in a $25.00 charge. University-issued keys may not be duplicated or loaned. All students must vacate rooms and check-out in accordance with the check-out procedure within 24 hours following their:

- completion of final examinations
- withdrawal from the University (voluntary or involuntary)
- suspension from the University

Exceptions to this policy may be made on rare occasions by the RD or Dean of Students.

**Protection of Personnel Property**

In order to protect student property and personal safety, all residents must keep their room doors locked at all times. The University does not reimburse students for the loss of personal property for any reason.

**Furniture**
Students are not permitted under any circumstances to detach “built-in” furniture. Students found removing or “borrowing” furniture from public rooms or lounges, or found using such for other than its designated purposes, subject themselves to disciplinary action, including a fine. Students may not move furniture out of their room or swap/exchange furniture with other rooms without specific, written, advance permission from the Resident Student Services Office. Students who do this will be fined, and if the furniture cannot be found and returned to the room, the full cost of replacement furniture will be billed to the student. Under no circumstances may furniture be stacked, unless it is designed for this purpose. If a bed is taken apart it must be put back together properly before check out. Failure to do so will result in a fine.

**Lofts**

Since the university purchases furniture for all rooms, the use of lofts is not generally permitted. Students must get permission in advance to bring a loft, and sign a loft request agreement.

**Room Care**

In keeping with the high personal standards made manifest by Eastern’s students, it is expected that they will exhibit comparable standards in the decoration, maintenance, care, and upkeep of their residence hall rooms.

1. It will be assumed that all living areas will be quiet enough to permit study or sleep at all hours of the day or night.

2. The safekeeping of and insurance for all personal student property is the responsibility of each individual student and no reimbursement from the university can be expected for the loss of such property. Rooms should be locked at all times and valuable property secured. Students are urged to confirm whether they are covered under their parents’ homeowners’ insurance policy and to make arrangements for additional insurance coverage if necessary.

3. Very limited cooking is permitted in residence hall rooms. Hot pots or similar small appliances may be used, as long as they are in good condition and circuits are not overloaded nor odors created. The importance of not overloading circuits cannot be stressed enough. Electric frying pans, air conditioners, etc. are not permitted in residence halls unless specific permission is granted. Any appliance with an exposed coil (i.e. hot plate or immersion coil) is never permitted due to the fire hazard it creates.

4. Refrigerators over four cubic feet are not permitted.

5. Room decoration (posters, pictures, etc.) shall be in good taste, consistent with the expectations of a Christian community. The university expects students to avoid displaying materials which might be construed as sexually explicit and exploitative,
and materials which suggest or encourage a lifestyle opposed to that of a Christian ethic within a Christian community; such as drunkenness, violence, greed or promiscuity.

6. Because of odors, allergies, and noise considerations, no pets are permitted under any circumstances.

7. All personal belongings must be removed from the rooms by the end of each school year.

8. In order not to damage the walls of the rooms, the university requires that no nails or adhesive of any kind be used on room, lounge or hallway walls. Students will be charged for paint chips, marks, tape residue on any surface and holes in the walls. Duct tape may not be used to secure wires to carpet, walls or furniture.

9. Door closers are not to be removed. Removal is considered a fire safety violation.

10. Window screens are not to be removed from windows in residence halls for any reason, at any time.

11. Students may not paint their rooms at any time under any circumstances. Rooms are repainted by the maintenance department on a rotational basis.

12. Empty alcoholic beverage containers found in residence hall rooms, vehicles, wastebaskets, and dumpsters) will be regarded as a violation of the university’s policy pertaining to the possession of alcohol in the residence halls.

13. It will be assumed by the university that the student has knowledge of, and is aware of, within reason, conditions existing in and activities taking place around them. Accordingly, a student will be held responsible for those conditions and activities occurring in their room or in their presence, found to be in violation of University policy.

14. Halogen lamps/bulbs are not permitted in the Eastern University residence halls because they have been deemed to be a fire hazard in community living settings. Possession of a halogen lamp/bulb of any kind in the residence halls will result in an automatic fire safety violation fine.

15. The use of cinderblocks for any purpose is discouraged in the residence halls because of safety and damage concerns. Students who choose to use them can expect to receive a fine if their use results in damage to the residence hall. If a student uses cinderblocks the person, to whom the cinderblocks belong must write their name on the cinderblocks in black magic marker. Cinderblocks must be
removed from the residence hall and taken home when the student moves out. Failure to do so will result in a fine. Cinderblocks cannot be placed in storage.

16. Furniture may not be stacked, unless designed for that purpose.

17. Furniture cannot be removed from the room or moved within suites, moved room to room or swapped unless written, advance permission has been granted by the Housing Office.

18. Furniture in rooms with an upstairs loft may not, under any circumstances, be moved from one level to another.

19. Talking through windows is not permitted. Students may not have “visitors” at their room window at any time, as it is disruptive to others and will be considered a violation.

20. Bikes must be kept in the student’s room or in the bike racks provided. Bikes may not be left in the lounges or hallways of the residence halls. Bikes found in locations other than those stated above will be confiscated and disposed of: No Warnings will be given.

21. Locks on doors may not be installed, changed or removed. Particularly, the installation of a lock on the suite bathroom between suites is strictly prohibited. This is a serious violation of the fire safety regulations of both the State of Pennsylvania and Eastern University. There is a minimum fine of $50.00 for any safety and security violation.

22. Violations of fire safety include the use of explosive devices such as fireworks, any open flame, candles, hotplates, incense, space heaters, halogen bulbs, heat lamps and other items that pose a fire hazard of any kind. The use of these items will result in no less than a $50.00 fine on the first offense. No warnings will be given.

**Renter’s Insurance**
The University does not carry insurance for students’ personal belongings and will not reimburse for replace lost items. Belongings that are damaged, lost, or otherwise compromised will not be repaired or replaced by the university no matter the case. Rental facilities and homeowners who rent rooms do not carry insurance for renters’ personal belongings. Every student should carry renters insurance. The cost is minimal and can save a person thousands of dollars should there be damage to personal items. Contact any homeowner insurance company for rates and coverage information.

**Room Phones**
Each student residence hall room is provided with a phone with private voice mail capabilities for each student. The voice mail system is accessible from any phone location in the world.
Resident students must contract with STC Services prior to utilizing this service for toll calls. Student room phones will be disconnected within 48 hours of each semester close down. Voice mail remains active as long as the student is enrolled. Room phones are re-connected to the voice mailboxes generally within 10 days of a student submitting a request for their voice mailbox to be set up. Voice mail box setup request forms can be obtained by the student from the Resident Assistant or the Housing Office. Phones are the property of the University, and abuse or misuse that is deemed inappropriate according to the standards of conduct for Eastern students may result in disciplinary action, including suspension of phone service to the room. Students are not permitted to accept collect calls on any campus phone, including the room phones.

**Lounges**
Common areas are provided for group interaction and as alternative study/socializing areas. Lounges are open according to schedules determined by the Residence Hall Director of each building. Students are to maintain the cleanliness of these areas. All lounges are considered public areas; therefore, inappropriate dress, inappropriate displays of affection, and sleeping in them will not be tolerated. Trash left in the lounges will result in a fine.

**DVDs/Videos**
DVDs and/or videos may not be viewed in the residence hall lounges in compliance with federal copyright laws. Lounges are considered “public areas” under the law, and are thus subject to licensing fees by the film studios. It does not matter who owns the DVD, video, DVD player or VCR - it is illegal to watch movies in a public area without a public performance license.

**Damages**
Eastern University will not tolerate destruction of University property. Students will be held accountable for damages to university property caused by them. The repair of damages in a student room will be shared by the occupants of that room unless an individual is willing to assume full responsibility. Damages that occur in public areas for which the responsible person cannot be ascertained will be accounted for in the following ways:

1. Damages on a specific floor will be distributed equally among members of that floor.
2. Damages occurring in the lobbies and lounges will be distributed equally among the members of the entire residence hall.

Repairs will be made by Plant Operations or by a contractor hired by the University. The University does not tolerate “raiding” on residence hall floors or anywhere within the University facilities. Students who organize to disrupt other residence halls are subject to disciplinary action. The damage of university property will result in damage charges and/or fines. The unauthorized presence of men and women on floors housing persons of the opposite sex will be treated as visitation and security violations.
**Search and Seizure Guidelines**
A student’s right to privacy will be respected. The university may enter a student’s room without notice in emergencies where danger to life, safety, health or property is reasonably feared or when there is suspicion that university regulations have been or are being violated. The university may conduct a search of a student room in a residence hall to determine compliance with federal, state, and criminal law or to address safety and security matters. At the onset of each break period, each student room will be inspected by a member of the residence life staff/campus services to ensure that check out procedures have been followed (i.e. curling irons, computers, etc. have been unplugged). Any contraband found by university personnel while conducting the inspection will result in disciplinary action.

**Other Expectations**

**Fire Safety**
Students are asked to exercise every care to prevent fire, which could not only destroy valuable property and students’ personal belongings, but might put lives in jeopardy. A minimum of one fire drill will be held each semester. Students must exit immediately whenever the fire alarm sounds or when requested to do so by University personnel. All residence students will be required to view a fire safety video in the fall semester of each year to remind them of fire safety guidelines and procedures for responding to fire alarms.

**Selling and Soliciting**
University individuals and University groups desiring to sell, advertise, or solicit on the campus must be registered with and have written approval from the Dean of Students or a Student Development staff designee. Non-campus individuals or groups desiring to sell, advertise, or solicit anywhere on the campus must follow the same procedure. Eastern University does not allow the marketing of credit cards to students through advertising, personal solicitation, or mailings under any circumstances.

**Residence Hall Floor Meetings**
Throughout the semester matters will arise which involve all the residents of a particular floor or building, thereby creating the need for a floor meeting. Attendance is mandatory, and the Residence Director is permitted to assess a fine for failure to attend.

**Thermostats and Temperature**
Thermostats in rooms or halls are not to be tampered with. They will be checked and set seasonally. Tampering with a thermostat will result in a fine of not less than $25.00 plus damages. A student who judges their room to be too hot or too cold should make a direct call to Plant Operations at (610) 341-5917 (8:30am-4:30pm on weekdays), or Security at (610) 341-1737 (evenings and weekends).

**Electric Heaters**
Student-provided portable heaters can be a fire hazard and are not allowed in student rooms. Plant Operations will provide safe temporary heat, as necessary should to heating system problems arise.
**Drying Racks**
Drying racks are allowed in student rooms but not in bathrooms or hallways. Due to fire code regulations, hallways and all public exit routes must be clear of obstructions at all times.

**Trash Removal**
All personal trash must be taken to the appropriate dumpster. Leaving personal trash anywhere else, including outside the student’s room or in lounge trash receptacles is a violation of policy.

**Recycling**
We are a single-streaming recycling community. The following items should be recycled and can all go into the same recycling container:

- Aluminum: empty and place in “cans only” containers.

- Paper of any color or size: It must be clean (i.e. free from grease, etc.) and not laminated.

- Cardboard: It must be clean and dry.

- Plastic

- Glass

Recycling receptacles are located in all residence halls and academic and administrative buildings.

**Kitchens**
Students are expected to demonstrate proper use of kitchen facilities and equipment. Cleanliness is imperative.

**Laundry Rooms**
There are coin-operated washers and dryers in several locations on campus for personal laundry. These facilities are provided for the convenience of students and should not be abused. Visitation hours must be honored in laundry room areas, if applicable.

**Bathrooms**
Semi-private and private bathrooms will be maintained and cleaned by the room/suite/apartments occupants. These bathrooms will be checked by the staff at mid-semester and at each semester’s end. A bathroom that is not up to standard will result in a fine of not less than $50.00 per resident. Bathrooms shared by a floor are cleaned on a regular basis by the housekeeping staff. Out of respect for our housekeepers, students are expected to keep these areas as clean as possible. No personal trash, dirty dishes, clothing, etc., are to be left in the bathrooms.
**Holidays**

Housing is not provided except in extraordinary circumstances with permission from the RD during the following vacation and break periods: Thanksgiving, Christmas - New Year’s, Spring Break, and Easter. Students should leave their respective halls before the vacation period begins as printed in the Academic and Residence Life Calendar. These check-out/in dates may be changed by publication in the “Waterwheel” weekly newsletter. Students must comply with these check-out/in times and should consult with the RD well in advance if they need housing over time periods. The university is under no obligation to provide housing to resident students when the residence halls are closed. Break housing will be applied to the student’s account. There is no food service available over breaks.

**Storage**

All personal property must be removed from the rooms of the residence halls and other campus buildings at the end of the school year. General storage is not provided. Students who live very far away and wish to store articles over the summer must obtain advance permission and instructions from the RD. If permission for storage is given, all articles are to be placed in closed boxes and labeled. The label must include the student’s name, home address, and phone number. All articles left in storage must be removed by the end of the first full week of classes each semester. Students who are not enrolled in classes for the following semester may not use storage areas. The university will not accept responsibility for loss of or damage to a student’s personal property at any time. Students should insure their property.

**Courtesy Phones**

Campus phones as well as pay phones are provided in lounges and halls. Students may not accept collect calls on any campus phones.

**Emergency/Security Alarms and Equipment**

Because abuse of emergency alarms and equipment endangers the lives of many people, tampering with this equipment in any way is considered to be a serious fire safety/security violation and will result in fines without warnings.

**Guests & Visitors**

Guests in the halls are welcome under the proper circumstances. No strangers (uninvited guests) may at any time stay in any of the halls. There is no charge for overnight guests, but such guests must be registered with the hall staff on each visit. Failure to register the overnight guest by 8:00pm on the evening of the visit will result in a minimum $25 fine for the resident host. A resident is permitted to host overnight guests no more than five nights a semester. No single guest may stay on campus more than five nights per semester. Guests must agree to abide by university regulations and be accompanied by their host at all times while on campus. Under no conditions are men permitted in the living areas of women’s halls, nor are women permitted in the living area of men’s halls, outside of designated visitation hours. The host of a non-resident visitor must educate the guest as to the policies of Eastern University and will be held responsible for the behavior of his/her guest. No guests are permitted during final exam periods or during commencement weekend in the fall and spring.
**Baby-sitting/Childcare**

Childcare is not permitted in any campus building, including campus offices, residence hall rooms or lounges.

**Visitation Policy**

Visitation provides residents with the opportunity for interaction and inter-personal growth within the student community and provides students with opportunities to meet other students within a group context. It is expected that students will conduct themselves with discretion and respect for the rights of others during visitation. Inappropriate displays of affection that could be offensive to others must not occur. Conformance to a Biblical standard of morality is expected, and sensitivity to good taste within the context of a Christian community should prevail.

Visitation is permitted in the residence halls at the following times each week:

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<tr>
<th>Day</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>Monday</td>
<td>4:30pm</td>
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<tr>
<td>Tuesday</td>
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<td>Sunday</td>
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1. The Residence Life Staff is responsible for supervision during visitation hours.

2. Where guests are being entertained, the light must be on, the door must be open, and unobstructed visual access to the room shall be maintained.

3. Study groups may ask written permission from the floor RA to close the room door if hallway noise is prohibiting study. If such permission is granted, written notification must be posted on the door by the RA, and the RA must be present on the floor. This privilege is limited to academic and Bible study groups and depends on the discretion of the RA, with direction from the Residence Director.

4. Any floor, by majority vote, can reduce or eliminate visitation hours from their floor. This vote will be taken after deliberate and intentional floor-based discussions have taken place. The Residence Director of the building will facilitate the discussion and be available to support the entire floor throughout the process.

5. Non-student visitors must be visiting a specific resident student and must be met by that student at the outside door to the building. The combination to a residence hall
may not be shared with a non-Eastern student. The visitor must be in the presence of the host student for the entire time of the visit.

6. It is the responsibility of the resident student to make sure that guests are not present before the visitation hours begin and that they leave before the visitation hours are over.

7. Violations of the visitation policy include visitation at hours other than those formally specified as “visitation hours.” Violations are considered a serious breach of university regulations.

8. Visitations violations may result in suspension of visitation privileges for all occupants of a room, even when one occupant is the violator, in addition to other penalties.

**Non-Motorized Bicycles**

Students who need non-motorized bicycles for transportation and will use them on a regular basis may bring them to campus. Occasional riders are not encouraged to bring bicycles with them to campus as local roads can be treacherous and storage of the bicycle is up to the student. Bike racks are located outside and are limited. Inside bike storage is not available. All bicycles must be removed from campus over the summer months unless the owner is living on campus. Bicycles on campus over the summer that do not have an owner living on campus will be considered abandoned and will be disposed of. Bicycle riders should wear a good quality helmet while riding, both on and off campus.

**Student Activities**

Student activities are sponsored by many departments and individuals on the campus. The Coordinator of Student Activities and the Student Activities Assistant work with the Student Activities Board (SAB) and other campus departments to coordinate a student activities calendar. An effort is made to promote a variety of cultural, spiritual, social, and intellectually stimulating events that appeal to various elements within the university community.

**Student Activities Board**

The Student Activities Board (SAB) is a group of students who work with the Coordinator of Student Activities and are responsible for planning, promoting, implementing, and supervising the yearly calendar of activities for students on Eastern’s campus. This committee also develops ideas, programs, and future activities, providing advice and consultation to any organization or individual wishing to sponsor an event or suggest an idea. The SAB members each receive a Student Leadership Grant are selected in the spring prior to the year they will serve, or as vacancies open. There are opportunities for student involvement on the following areas:

- **SAB Chairperson:** Works closely with the Coordinator or Student Activities serves as the leader of the Student Activities Board.
• **Special Events Committee**: Responsibilities include off-campus trips, movie nights, and various on campus events such as games and the annual CAS Christmas party.

• **Dances Committee**: Responsibilities include planning off-campus dances such as the homecoming dance, the Spring Banquet and other dances throughout the semester.

• **Performing Arts Committee**: Responsibilities include identifying and providing professional and amateur entertainment for concerts, coffeehouses, talent shows, and other such events.

• **Promotion and Marketing Committee**: Responsible for all Student Activities Board event publicity, such as fliers, SAB social media, and the Walton Display Case.

While the official members of SAB are selected in the year prior to their service, student volunteers are always welcome to help at any of the events.

**Any student wishing to volunteer should see the Coordinator of Student Activities or call (610) 225-5575**

• **Planning Activities**: Any organization, group, or individual wishing to hold a student activity open to the campus community must obtain approval in advance from the Coordinator of Student Activities. This includes, but is not limited to, the following process: choosing an available date on the calendar, reserving a space on campus, financing the event, and providing leadership. Even if dates are tentative, reservations for events should be made prior to the start of each semester.

• **Space Reservations**: To avoid scheduling conflicts, student organizations desiring rooms for meetings or events must make reservations for space through the Student Activities Office. Students should do this by filling out a space request form, found on the E-Net Services page on Eastern’s website. Requests must be made five business days in advance.

**Clubs and Organizations**

Eastern affords a variety of opportunities for students to become involved in a number of extracurricular experiences through student organizations. Themes include: awareness, culture, outdoors, sports, just for fun, professional clubs, student media, and honors organizations. Groups may be more or less active in any given year according to the level of interest.

**Awareness & Culture**

• **Theological Society** - Students initiate discussion of theological issues through a series of dialogues with faculty and other speakers.
• **International Justice Mission (IJM)** - A human rights organization that works to secure justice for victims of violent oppression such as bonded slavery, forced prostitution, and police brutality among others.

• **Run4Kenya** - A group that yearly trains for and runs the Philadelphia Marathon and other local races. Each year we seek to use our talents and love for running to do something missional. Primarily, we work with a grassroots non-profit in Nakuru, Kenya.

• **Habitat for Humanity** - Eastern's chapter of Habitat for Humanity renovates abandoned or substandard housing to provide home-ownership opportunities for low-income families. Habitat also works to raise money and educate the Eastern community about what Habitat for Humanity is doing.

• **EU Theology Society** - The Eastern University Theology Society provides a forum for students to engage in lively theological inquiry and discussion about the truths of the Christian faith. It also hosts lectures, panel discussions, and formal debates on important theological topics with Eastern faculty and outside speakers.

• **SPEAK** - A group of students committed to Eastern's mission of justice, pursuing global issues on a local level.

• **Dominican Republic Missions** - Each year students return to Sabana Cruz, in the Dominican Republic, the community Eastern adopted over ten years ago. They build latrines, teach VBS and go on home visits. Currently, the people of Sabana Cruz are working together to build a water cistern that will bring running water to the community.

**Nature, Sports and Just for Fun**

• **ETHEL’S Club** - Eastern’s Toe-Tappin, High-Steppin’, East Coast, Lindy-Hoppin’ Swing Club. Find out what swing dancing is all about!

• **Intramural Sports** - Intramurals is a great place to get some quality down time to exercise, meet new people, challenge yourself and laugh. A variety of sports are offered throughout the year including volleyball, basketball, dodge ball, floor hockey, soccer and more!
**Professional**

- **The Chemistry Club (ACS- American Chemical Society)**: A group of students who feel that science is an important aspect of our society. They come together as a support system to those majoring in chemistry, biology, and biochemistry. Members also work with the Barry School Students, an inner city elementary school, teaching them basic concepts of science. Reaching out into the community of Eastern and the Philadelphia area ACS club members educate and bring awareness to important science issues facing society today.

- **The Exercise Science Club**: We are composed of students in the Exercise Science major. The primary interest is to build camaraderie amongst the lower and upper classmen. The focus is fundraising for students to attend conferences and other events. The club provides opportunities for participants to educate the community on healthy lifestyle behaviors and conduct fitness testing at local health fairs.

- **Student Government Association (SGA)**: Elected by classmates, representatives help voice student concerns on campus.

- **Students In Free Enterprise (SIFE)**: SIFE is an international student organization that is present in over 14,000 university and college campuses around the world. We are a group of people who seek to create economic opportunity for our communities through entrepreneurship. SIFE students are social entrepreneurs who address critical problems in their communities by offering solutions. Through projects and initiatives, we are able to accomplish many things not just in the Eastern community, but throughout the Philadelphia and international communities as well.

**Student Media**

- **The Log**: The traditional undergraduate university yearbook summarizes classes, clubs, and individual achievements, particularly those of the seniors in the graduating class.

**Honor Organizations**

- **Phi Alpha Theta**: History Honors

- **Phi Sigma Iota**: Language Honors
• **Psi Chi**: Psychology Honors

• **Sigma Zeta**: Science Honors

• **Chi Alpha Epsilon**: ACT 101 Program Honors

• **Kappa Delta Pi**: Education Honors

• **Lambda Pi Eta**: The Communication Studies Honor Society.

**New Organizations**
Any group of students wishing to establish an organization or club must present to the Dean of Students a written plan or charter demonstrating need, purpose, and structure. The Dean will in turn submit the plan to the appropriate Student Government Association.

**Convocations & University-Wide Lectures**

**Fall Convocation**
All students are required to attend the Fall Convocation. This Convocation is a formal ceremony that marks the official beginning of the academic year. New students, faculty, administration and staff are welcomed into the Eastern community as we ask for God’s blessing on our work together as the semester begins.

**Windows on the World**
Windows on the World is a campus-wide Friday forum. Its purpose is to provide a strong intellectual forum where faculty and students enter into proactive dialogue/debate and try to think in a Christ-like way as they wrestle with the real complexities of our time. Through these forums, the campus community is exposed to Christian thinkers and activists who model Eastern’s motto “The Whole Gospel for the Whole World.” Individual faculty may require students in particular classes to attend particular forums.

**Academic Arrangements**

**The University Registrar**
The Registrar and the Registrar’s Office staff prepare and distribute registration materials and semester warnings. Semester grades, major and minor declarations and students’ progress toward graduation are processed through this office. Students may access their academic record, progress toward graduation (degree audit), semester schedule, student data, and financial records on-line with their Eastern passwords. The staff evaluates transfer credits and processes schedule changes and courses taken elsewhere, including affiliate registrations at
Cabrini and Rosemont Colleges and approved Off-Campus Study Program. The Registrar schedules classes, final examinations and evaluates requests for incompletes.

**Transcripts**
These are issued upon written request, if all financial obligations to Eastern University are met. Official transcripts, with the university seal and Registrar’s signature, are sent directly to other institutions and authorized persons. Unofficial transcripts for student use do not carry the signature or seal. When requesting a transcript, please include former or maiden name, sign the request, and allow one week’s notice. During finals, graduation, and registration weeks, please allow two weeks’ notice. A special processing fee of $5.00 is required for “rush” transcript requests; otherwise, there is no charge for a transcript.

**Academic Advisors**
Advisors assist students in planning and implementing their program of studies from first year to graduation. Upon entering, each student is assigned an advisor. The student should take initiative to meet with the advisor periodically to discuss the student’s academic program. The advisor also serves as a liaison between the student and campus resources, and can provide referrals to necessary services.

The Academic Advising Center (AAC) in the College of Arts and Sciences is located on the second floor of McInnis Hall on the St. Davids campus. The AAC provides help for CAS students with urgent questions on academic policies, course selections, and registration, and with difficult questions related to advising. The Center is also a great resource for faculty advisors, who are invited to refer students to the center when the situation calls for attention that is beyond an advisor’s or department’s area of expertise.

**The Catalog**
The College of Arts and Sciences catalog is published each year to provide important information about curriculum and academic regulations. Each student is given a catalog at new student orientation and is personally responsible for fulfilling all requirements contained in it. Note that program requirements depend on the catalog in effect when the major or degree program is declared. Therefore, every student should study this part of the appropriate catalog carefully. Academic advisors, University staff, and MyEastern degree audit provide guidance as for the student to plan semester class schedules, but each student is ultimately responsible for fulfilling degree requirements.

**MyEastern**
Eastern’s portal, MyEastern, provides each student with secure access to personal data, billing and financial aid information, calendars, announcements, academic record, degree audit, and registration.

**Student Absences**
Excused absences from class or examinations are the prerogative of each professor. It is expected that students attend every class. In cases where extenuating circumstances exist, such
as illness, students should notify the professor prior to an examination and follow up to make arrangements for a make-up exam. Students should make personal contact with faculty members concerning absences and take initiative to obtain missed notes and materials as soon as possible.

**Documentation and Notification**

The Dean of Students does not excuse student absences. Students who wish to document their absences should notify the Dean of Students as soon as they become aware of the necessary absence. Information and documentation given to the Dean of Students will be kept for later reference as needed and is not considered confidential unless a written request for confidentiality is submitted with the documentation. The Dean of Students provides notification to the student’s professors when informed that a student will miss or has missed more than a week of classes for an emergency situation such as a death in the family or an illness. This notification lets faculty know that the student has contacted the Dean and the absence appears to be legitimate. The student is expected to contact professors individually to make up missed coursework. The Health Center will provide medical documentation only if a student has been treated in the Health Center. Students whose absence is due to medical problems treated by off-campus physicians should submit medical documentation to the Dean of Students to keep on record and to the University Health Center for later reference as needed.

**Withdrawal from the University (CAS)**

Any undergraduate student who is contemplating withdrawing from the university should consult his/her academic advisor. If the decision is made to withdraw from the university, the student should make an appointment for an exit interview with the appropriate member of the Student Development Staff. Resident students should contact their RD. Commuters should contact the Commuter Advisor. Campolo College for Graduate and Professional Studies (CCGPS) students should contact the Student Services Department. Any student who would like his/her exit interview to be conducted by someone outside of his/her degree program may make an appointment with the Dean of Students. Voluntary withdrawals are recognized only after the student completes an exit interview. The official withdraw date is the date the student began the withdraw process. The university reserves the right to withhold the General Expense Deposit when the exit interview has not been completed. Leaves of absences are special cases requiring compliance with regulations for federal financial aid.

A student may be required by the Dean of Students or the Vice President for Student Development to withdraw from the university if that action is deemed warranted after medical or psychological evaluation, if the student poses a threat to himself/herself, the community or its members, or in the event that a student refuses to receive evaluative testing or counseling when asked to do so. Students who cannot or will not attend classes regularly will be asked to withdraw from the university.

**Class Cancellation Emergencies**
University policy is to maintain regular class schedules whenever possible. Faculty members will make every effort to get to campus on time. Commuting students are expected to do the same, without taking undue risks if traveling is hazardous. During final examination periods, every effort will be made to give examinations on schedule. Cancellations are highly unlikely. Campus closure announcements are placed on campus voice mail and Eastern’s website (www.eastern.edu). In cases of extreme weather, listen to KYW1060 AM for Eastern’s emergency closing numbers: Day Classes – 496; and Evening Classes – 2496. The university’s main campus is located in Delaware County. Other Eastern University locations have designated school closing numbers. Ask your specific program office for school closing information. Members of the Eastern University Community can also sign up to receive cancellation notices due to extreme weather via E2Campus, Eastern University’s emergency alert system. Registration and updates for the emergency alert system can be made through the following website:

http://www.eastern.edu/campus/university_wide_services/security/e2campus_info.html

Financial Arrangements

Housing Deposit
A deposit is required of all eligible students entering and all returning students to access the housing process. This deposit is applied to the following year’s account. The housing deposit allows the student to hold a place in the student body and request a residence hall space. Scholarships, grants, or loans may not be credited towards the housing deposit. The housing deposit will not be accepted until the current balance due is zero. The housing deposit is non-refundable.

Payment of Bills
Bills are available to students through the portal (my.eastern.edu). Eastern University does not send paper bills. Students are notified by email when bills are available to be viewed through the portal. Fall bills are available beginning in June and Spring bills are available beginning in November. A late payment fee may be assessed to accounts that are not paid by the start of the semester/session and service charges will be assessed monthly to accounts which remain unpaid. Payments are accepted either through the portal or may be submitted to the Student Accounts Office located on the St. Davids campus.

Student Identification and Access Card: The E-Card
The E-Card, the Eastern University identification card, is used as an access card for some residence hall doors and other campus doors. Resident students E-Cards allow them to access appropriate doors. Commuters who attend classes held in residence hall buildings may request that access be given to them through their E-cards, by presentation of their class schedule to the Service Stop. Students who have permanent mobility limitations may request that their card be activated to enter the Dining Commons handicapped accessible doorway.
The E-Card must be carried by the student at all times to be presented upon request to security officers, police or any university employee. E-Cards are non-transferable, may only be used by the student to whom they are issued, and become invalid upon termination of the student’s association with the university. E-Cards should not be modified in any way (i.e. punching a hole in them), since this damages the card. “Loaning,” attempting to falsify, refusal to present the card when asked, or other misuse of the E-Card will result in serious disciplinary action. Report the loss of an E-Card to security immediately.

The E-Card is used by residents of the St Davids Campus in the following ways:

- To gain access to the Dining Hall for EACH MEAL and to use declining balance dollars (Declining balance dollars may be added to the E-Card through the food service office.)
- To purchase limited or special rate tickets for events
- To gain admittance to athletic and other events
- To check out books and borrow university-owned materials
- To gain access to various buildings and facilities

Replacement
An E-Card must be replaced if it is lost or damaged or if there is a change of name. Replacement E-Cards will be issued at certain times during the week at the Service Stop. When obtaining a replacement E-Card, official identification will be required. The student is responsible for use of his/her card until it is reported missing to the Security Office. A fee is assessed for replacement of a lost or damaged E-Card and charged to the students account.

WEPA
Your E-Card is also used for use with WEPA (Wireless Everywhere, Print Anywhere) printers. To print, non-traditional Eastern students/visitors must pay $0.12 per page (B&W) or $0.24 per page (color) (see Reference Desk with questions). Wireless printing is available by setting up a free WEPA account at www.wepanow.com. Our WEPA printers can print letter size only, and in either black and white or color.

Student Life
In order to protect the freedom of students and to promote the ideals of the university, the following guidelines will apply:
A. Students shall have the right to organize and join officially approved associations to promote their common interest.

B. The membership policies and actions of official student organizations shall be determined by a vote of only those persons who hold bona fide membership in the university community.

C. Student organizations desiring recognition by the university shall be required to submit a statement of purpose, criteria for membership, a constitution, and rules of procedure to the Dean of Students. Official recognition includes approval by the Student Government Association, approval by the Student Development Committee, and approval by the Dean of Students.

D. Advisors are required for all student organizations. Each organization should choose its own advisor, subject to approval by the Dean of Students.

E. Recognized campus organizations shall be open to all students without discrimination unrelated to their purpose.

F. Approved student organizations, with the consent of their advisor, may invite speakers to the campus. If an advisor of the organization is in doubt as to whether the purposes or goals of such persons invited to speak are in the best interests of the goals and purposes of the university, the advisor may consult with the Dean of Students. The university may require any or all of the following provisions:

1. That the meeting be chaired by a designated faculty member.

2. That the speaker be available for questions from the audience.

3. That the opportunity be offered to balance the speaker's view with a differing opinion.

Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or by the university.

G. Student Participation in University Government

1. Students shall be free individually and collectively to express their views on issues of university policy and on matters of general interest to the student body.

2. Students participate in the formulation and application of institutional policy affecting academic and student affairs in the following ways: student governments and their various committees, student media, Student/Faculty
Judiciary Board, and student representatives on various university committees and task forces.

H. Student Media

1. Student media are seen by the university as an important means of establishing and maintaining an atmosphere of free and responsible discussion and expression.

2. Student media are not independent corporations in that they are neither financially nor legally separate from the university. The university, in effect, serves as “publisher/producer” and from this standpoint bears a responsibility for the content of the publication/programming. Although student media at Eastern are free of censorship, the members of the staffs are expected to be governed by the canons of responsible journalism/broadcast and are expected to avoid libel, mis-quotes, indecency, undocumented allegations, sacrilege, attacks on personal integrity, and harassment or innuendo.

3. Methods for redress of grievances: Complaints having to do with an alleged violation of the above guidelines should be taken to the editor of the publication involved. If a student is not satisfied with the editor’s response, the complaint may be taken to the advisor who will connect with the Vice President for Student Development.

4. Student publications shall state explicitly on the editorial page that the opinions expressed are not necessarily those of the university or the student body.

I. Commuting students represent Eastern in the communities and neighborhoods where they live. Eastern University students who commute agree to uphold community ordinances and the laws of their state and country as well as to be good neighbors to those living around them. Eastern expects all students to respect the property and sensibilities of their neighbors at all times. Students are encouraged to get to know their neighbors and to act as helpful, responsible, and positive members of their community.

Commuting students who violate ordinances or laws off campus or who disrupt or disrespect their neighborhood community property can expect to be held accountable by the university.

J. Commuter Housing Resources

Since students’ (including married students and graduate students) work/class schedules and housing requirements vary greatly, individuals and families need to secure living arrangements within the surrounding community on their own, according to their needs and resources. The Graduate Office and Student Development Office
have various resources available and will provide counsel on securing housing in local areas. Commuting students are encouraged to begin looking for housing early. Apartment-sharing opportunities are often available. Call the Student Development Office if you have a housing opportunity to share or if you are looking for a roommate. See http://eastern.edu/campus/studev/index/html for housing options.

“Paint the Rock” Tradition
Eastern University has a large, natural rock formation on the main campus that is traditionally painted and re-painted many times a year, to communicate messages to particular persons, groups or to the community as a whole. The rock is located near the Waterwheel on Thomas Drive just across from Willow Lake and next to Lower Lake. In keeping with the long established tradition, Eastern University allows students, employees, groups and clubs to communicate various messages and announcements of events to the student body, employee community and guests of the University by painting “The Rock”.

While there are no specific rules regulating the painting of “The Rock” it is expected that with this as with everything else, good taste and respect for others will be maintained.

Anyone can become part of the “Paint the Rock” tradition. Offer your well wishes to other students, your group’s announcements and invitations regarding University events during the year as you desire. Display your artistic gifts to the community as well. With so many events and activities happening on campus combined with so many active and talented individuals and groups, be sure to take a picture of your finished product so that you may cherish the results of your rock painting experience long after someone else has continued the tradition of painting “The Rock”… covering your masterpiece!

Biblical Standards of Conduct

Parental Notification

1. Students should expect that, unless they provide evidence of financial independence to the Dean of Students, parents or guardians may be made aware of disciplinary investigations, proceedings, and outcomes.

2. Disciplinary letters may be sent to the student’s parents, academic advisor, coach or group leader and/or scholarship and tuition program administrator.

Reporting Disciplinary Outcomes to Coaches and Leaders
At Eastern University any group’s advisor or leader can require releases for disciplinary information from their student participants through signature or published program requirements. At the leaders request he/she will then receive copies of all disciplinary letters that rise to the level of the Dean of Students. Coaches, advisors and other leaders may apply penalties for this level of discipline as they see fit. Responses may differ from student to student depending on the student’s history with the program/group.
Encouraging consistency in behaviors across departments is essential in character development. Students tend to compartmentalize and often do not think about how their choices and actions can affect themselves, others, and the university they represent. It is important to help students learn that their behavior/choices and affiliations have implications for them outside of the isolation of an “event”, especially if they are representing the University in a significant way. This approach encourages congruence as to who they are in all aspects of their lives, which is important for moral development and spiritual formation.

**St. Davids Campus Vehicle Regulations**
The roads and lots on campus are private and are maintained by the University for the convenience of students, faculty, staff, and visitors. Roads and lanes are used for pedestrian as well as vehicular traffic; all vehicles shall be operated at a maximum of **15 mph** on all University property. Student parking permits are issued on a school-year basis and must be displayed when parking on the campus.

**Resident Student Parking Policy**
Parking for resident students is limited. Currently first year students are not permitted to have a vehicle on the campus, however space is available in the West Campus Parking Lot. Incoming students must apply for parking privileges before the beginning of the Fall semester. No student may bring a car to the campus without authorization. All other resident students may be issued on-campus parking privileges on a first-come, first-served basis. Permits will be issued only to the limit of the maximum number of spaces available. Returning students should apply for parking privileges prior to the beginning of the semester. The annual cost for an on-campus residential permit is $300.00. Students may choose to purchase a parking permit for the West Campus Lot for an annual cost of $180.00.

**Commuting Student Parking Policy**
Commuting students shall register a vehicle prior to the beginning of a semester. Generally, commuting student parking is limited to the McInnis parking lots. Certain residence hall lots may be limited to resident students only, and are posted as such.

**Registration Regulations**

1. Parking permits are not transferrable and may be used only by the person to whom they were issued.

2. The person to whom the permit is issued is responsible for the proper parking of the vehicle on campus, regardless of who was last driving it.

3. Permits must be clearly displayed any time the vehicle is parked on the campus.
4. Issuance of parking privileges does not guarantee a student a place to park on the campus and lack of space is not a valid excuse for parking in violation of regulations.

5. All vehicles parked on campus must have a current state registration, inspection and insurance.

**Towing and Booting Regulations**

1. Vehicles that are double parked; blocking doors or dumpsters; or parked in traffic lanes may be towed at the owner’s expense.

2. Unregistered vehicles may be booted. Cars that have been booted may be released by the Director of Security, or his designee, after payment of a fee and proper registration of the vehicle (if permitted).

3. Vehicles belonging to chronic violators of parking regulations (4 or more violations) may be towed or booted at any time, at the owner’s expense, and campus parking privileges may be revoked.

**Parking Fees**

1. Parking privileges are granted for a school year, September to August. Parking Applications are available through the Security website, the myEastern Portal, or the Student Information Website under Student Development. Parking Application & Permit Fee for on-campus resident permits (Annual) $300.00, West campus permits (Annual) $180.00, Full-Time commuter Students (Annual) $250.00, Parking Application & Permit Fee for Part-Time commuter Students (Annual) $130.00. Your student account will be charged half of the amount each semester. A student must return their permit at the end of the fall semester in order to get a refund for the spring semester.

2. Parking on campus without a valid permit carries a $100.00 fine. All other violations of parking regulations carry a $25.00 fine.

3. Fines will be posted on student accounts after the 10 day appeal period has expired. Fines must be paid at the Office of Student Accounts in the Mall Cottage.

**Parking Restrictions**

1. Resident students may not park in the McInnis Lots Monday through Thursday from 8:00am to 7:30pm and Friday from 8:00am to 3:00pm to give commuters, faculty, and staff priority during those hours. No warnings will be given.
2. Only vehicles that display an official handicap license plate or placard may park in the designated handicap spaces.

3. Vehicles may not park in:

   - Fire lanes
   - Driveways (posted or not)
   - Any landscaped area or lawn
   - Any place where parking is prohibited by posted signs
   - In front of dumpsters (even for a minute)

4. Any student who is unable to find a parking space should call Security (610) 341-1737 or on one of the emergency phones located in campus parking lots.

**Appeals**

1. Appeals of parking violations, or the towing or booting of vehicles, may be made to the Director of Safety and Security in person or in writing. The Director’s office is on the ground floor of Ott Hall, phone 610 341-1720.

2. Appeals are scheduled weekly on Wednesdays or Thursdays.

3. Appeals of any ruling of the Director may be made in writing only to the Dean of Students.

4. “I didn’t know” is not a valid reason for an appeal.

**Eastern University Liability**

The issuance of parking privileges, and the charging of fees for parking, in no way implies that the University assumes liability for care or protection of vehicles parked on the Eastern University property. Any damage to a vehicle parked on Eastern University lots is the responsibility of the owner or the person who caused the damage, if known.

Any questions about parking rules and regulations, contact the Director of Safety & Security, (610) 341-1720.
Important Policies and Information

Continued Enrollment Policy
Eastern University students must demonstrate that they are able to appropriately manage academics, social, personal lives and their health, in order to remain enrolled.

- Students who do not attend classes or who are otherwise disruptive to the academic process or experience of other students may be required to withdraw.
- Students must demonstrate that they are able to comply with Doctor’s recommendations concerning medications and self-care.
- Student Health Services does not administer medication to students in order to regulate compliance with medications.
- Students who self-injure, and/or act in ways that are dangerous to themselves or others will be required to withdraw and seek resolution to the underlying problems before reenrollment is considered.
- Students who leave the campus and/or are hospitalized, due to psychological crises may not return directly to the campus until they have met with the Vice President for Student Development and been cleared for return by a psychiatrist.
- The return/reenrollment policy/procedure may be requested from the Student Development Office.

Sexual Assault Policy
If you are sexually assaulted:

1. Immediately tell a trusted friend, a member of the Student Development staff, or CCAS counselor. You will need support throughout the process.

2. Seek medical attention immediately. Call your doctor or go to the hospital emergency room for treatment of any injuries and for collection of evidence for legal prosecution, even if you are not sure that you want to prosecute. You can decide later to prosecute, but the exam cannot wait.

3. Report the sexual assault to the police. They will inform you of your legal rights and help you collect evidence. You can decide whether or not to prosecute later.

4. Make a written report of all the events that led up to the sexual assault, the sexual assault event, and your behavior after the sexual assault. Include dates, times, and witnesses.

5. Seek counseling. Your Resident Assistant, Residence Hall Director, or a member of the Student Development Office staff can help you contact the Eastern University
Counseling Center. A counselor can give confidential support, help in decision-making, and help the victim to move through the emotional and psychological processes from victim to survivor.

6. Report the sexual assault to any member of the Student Development staff. See below for the procedure.

7. DO NOT:
   
a. clean up, wipe or wash with tissue, douche, bathe, shower, or change your clothes before you go to the hospital.
   
b. be afraid to tell others and report this crime to the police.
   
c. blame yourself.

**Emergency Situation Protocol for Resident Students**

All Residence Directors and RAs should follow these emergency preparation and procedure guidelines:

1. Every RA and Residence Director should have access to a working flashlight and at least one set of extra batteries at all times.

2. Every RD should have one working, battery operated radio and extra batteries on hand.

3. Every RA and Residence Director will remain on campus and on duty throughout the emergency period and throughout any electrical power outage. Residence Directors will make requests for time away during emergency events with the Dean of Students. RAs will make arrangements with their RDs. Generally, no time away will be given until the emergency situation is resolved.

4. Absolutely no candles or open flames will be permitted in any location, at any time, regardless of the lack of electricity. No warnings will be given.

5. RAs and Residence Directors will be very visible on the floors, in lounges, and on the campus in general for the duration of the emergency.

6. All communications made to the Dean of Students will be disseminated through the Residence Directors, to the RAs, then to the students in general. In an extended emergency, where residents stay on the campus, the Dean of Students or his designee will give general information and status updates each day during lunch at 12 noon and
during dinner at 6:00 PM (if needed and if passage between buildings is safe) in the Walton Hall Dining Commons.

7. In the event that there is a phone system breakdown, communication will be made through the Security Officer on duty.

Evacuation Plan

Assemble Points

<table>
<thead>
<tr>
<th>Designated Campus Evacuation Assembly Points</th>
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<tbody>
<tr>
<td>Building</td>
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<tr>
<td>McInnis Hall</td>
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<tr>
<td>Andrews Hall</td>
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<tr>
<td>Janet Long Mall Cottage</td>
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<tr>
<td>Harold Howard Center</td>
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<tr>
<td>Walton Hall</td>
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<tr>
<td>Fowler Hall</td>
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<tr>
<td>Eagle Learning Center</td>
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<td>Workman Hall</td>
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<td>Gym</td>
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<tr>
<td>Gym Cottage</td>
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<tr>
<td>Gatehouse</td>
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<td>Ott Hall</td>
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<tr>
<td>Adams Hall</td>
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</table>

Residence Life Staff Evacuation Procedures

Responsibility of Residence Hall Staff
Residence Hall Staff are responsible for being thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternative routes of exit from their buildings. They are also responsible for knowing the location of the sleeping rooms of resident students who are mobility impaired, visually impaired and hearing impaired. Each semester, Residence Hall Staff should notify Public Safety/Security about the normal location or the sleeping rooms occupied by students with physical disabilities.

Evacuation Procedures
Work to alert all residents of the need to evacuate if the alarm is not sounded. Work to move all residents away from danger to their assembly point. Depending on the individual’s condition, escort or direct them outside to the assembly point.

If safe, knock on all doors and direct residents to the nearest exit and assembly point. Evacuate your corridor(s) but do not use or direct residents to elevators.
Once outside of the building, go to the designated assembly point for the building. Take an accounting of residents. Identify the potential location of anyone missing – were they in the building, were they away from the building or campus? Report the areas secured and report any missing resident to the Command Staff.

If students are to be relocated, direct students to the relocation site and ask all of them to report to the relocation area even if they have alternate plans. Stress the importance of registering at the relocation site to ensure all students are accounted for and emergency personnel are not put in harm’s way trying to locate students who are already safe and secure. At the relocation area, conduct a by-name count of students from your area. Update this list as students arrive at the relocation site. If requested, give list to the Command Post.

Respond to requests from the Command Post to help assist with access control or keeping residents at a safe distance until the “All Clear” has been declared. Assist the Command Post as directed to notify residents when the building is reopened and they can return.

Do not attempt to use a fire extinguisher to put out the fire unless...

- The building fire alarm has been activated to alert others.
- Security has been notified.
- You have received specific training in the use of a fire extinguisher.
- You know what is burning and what type of fire extinguisher to use.
- It is a small fire – perhaps no larger than a wastebasket and the fire is not spreading rapidly.
- There is no toxic smoke present.
- You know the fire extinguisher is fully charged.
- There is an escape exit or route behind you.

**Those with Disabilities**
Campus officials will communicate the information in a secure and confidential manner to the appropriate personnel such as Residence Directors, staff or faculty members to arrange for assistance in the event of an emergency.

"**Buddy System**"
Make use of a "Buddy System". During the first week of classes or employment, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.).

When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

**Assembly Points for Residence Halls**

<table>
<thead>
<tr>
<th>Designated Campus Evacuation Assembly Points</th>
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<tbody>
<tr>
<td>Residence Hall</td>
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<tr>
<td>Doane Hall</td>
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<tr>
<td>Kea-Guffin Hall</td>
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<td>Gough Hall</td>
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<td>Hainer Hall</td>
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<td>Gallup Hall</td>
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<tr>
<td>Sparrowk Hall</td>
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<tr>
<td>Eagle Hall</td>
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<tr>
<td>The Village Apartments</td>
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**Missing Student Policy**

All commuters and residents are requested to let at least one other member of the community know where they are going and their anticipated time of return. Students are also encouraged to let parents and other family members know their whereabouts with they will be away from college for an extended time. This is so that we can know that if they do not return at or close to the time they are expected to do so, there is someone who will be concerned. This is encouraged so that we can all be responsible for and accountable to each other.

**Reporting a Missing Student**

Any community member who becomes aware that a resident student is or is suspected to be missing should make a verbal or written report to a member of the residence life staff, directly to the Dean of Students or to the Security Department. The contact numbers for these people can be found in the University phone Directory.

**Emergency Contacts and Confidential Emergency Contacts**
Each student living in University Housing should keep the emergency contact information that they report to the university, up to date and accurate. Students who are over 18 may register a confidential contact person to be notified in the case that the student is determined to be missing, by making that request in writing, to campus security; otherwise the emergency contact for the university in general will be used to try to locate the student. If a student registers a confidential emergency contact, only campus officials and law enforcement officers will have the right to access this information.

**Missing Person Notification**

In all cases missing person notifications received by residence life staff or the Dean of Students will be reported to campus security and in all cases the reverse will hold. Once a resident student has been missing for 24 hours or if there is a reason to suspect foul play, a report will be made to the local police. In all cases when the missing person is less than 18 years of age the emergency contact and the parent or guardian will be notified. For students over 18 years of age, the emergency contact given by the student will be notified. The parent or guardian will be notified if the over 18 year old student remains missing for over 24 hours or earlier if notification of the parent or guardian is in the judgment of campus officials to be helpful to locating the student.

**Eastern University’s Drug and Alcohol Prevention Program**

Eastern University student and employee health and wellbeing are of great importance and the University wants all students and employees to know about the dangers of drug and alcohol abuse and the resources that are available to them concerning education, what to do about abuse and addiction in self and others, and other general information. To this end, the University has established programming and/or resources for students and employees appropriate to their needs.

Undergraduate students are held accountable through University alcohol policies, as listed in the Student Handbook. Students who may be abusing alcohol will be confronted and offered or required to receive alcohol education, alcohol counseling or to otherwise get assistance with the problem.

College of Arts and Sciences resident students are required to participate in an annual face-to-face group alcohol awareness program administered by the residence life staff. Athletes participate in additional annual programming through the Department of Athletics and are also asked to abide by the Student Athlete Handbook which affirms and embraces the University alcohol policy and additional and more stringent alcohol policies for participating athletes. Students who self-report as needing help with a drug or alcohol addition will be referred to appropriate resources. Students who come to the attention of the University through violation of policies will be responded to in a restorative manner when possible, and will also be held accountable for the outcomes of drug or alcohol use and abuse through the disciplinary process as outlined in the Student Handbook.
Employees are referred to the New Employee Welcome Packet for specific information on drug and alcohol education and prevention. In addition to the annual face-to-face alcohol awareness programming, students are required to review the Drug and Alcohol Use, Abuse and Resources information annually.

**What Eastern University Wants You to Know about Alcohol & the Law**

**Federal and State Violations and Fines**

If you are under 21 and you possess a fake ID or falsify an ID card to misrepresent your age or purchase, attempt to purchase, use, or transport alcoholic beverages, you will lose your driver’s license on the first conviction.

- **First offense** - 90 day mandatory suspension
- **Second Offense** - 1 year suspension
- **Third Offense** - 2 year suspension

You will pay a fine of up to $500.00 and it will cost $25.00 to get your license back. Your parents will be notified and, if the courts stipulate, you’ll be required to complete an alcohol education or counseling program.

Moreover, it is unlawful for any person to sell, furnish, or give any liquor, or permit any liquor to be sold, furnished, or given to any person visibly intoxicated or to any minors (persons less than 21 years of age). Violation carries a minimum $1,000.00 fine for the first offense and a $2,500.00 fine for second and further offenses. Maximum penalty: $2,500.00 and one year imprisonment.

**Additional Information**

**Health Risks**

Alcohol is a depressant that affects the heart, liver, kidneys, and brain activity. When mixed with other depressants such as marijuana or barbiturates, it can cause loss of consciousness or death. Combining alcohol with stimulants such as cocaine places harmful stress on the body as the two drugs work against each other; this can result in irregular heartbeat, extreme excitability, and possible heart attack.

**Available Assistance**

If you need help and/or would just like to talk to someone about your own or a family member’s drinking, or if you are struggling with the decision to use drugs or alcohol and are student, call the Cushing CCAS office. Our staff will provide short-term counseling or referrals to counseling and facilitates a variety of ongoing support and therapy groups throughout the school year. The CCAS staff will refer students to an extensive network of counseling services, hospitals, or treatment centers.
Eastern’s Response
We are very serious about maintaining alcohol- and drug-free residence halls. We expect our students to abide by State and Federal laws (no drinking at all if you are under 21) as well as Eastern University policy. Should you choose to violate the university policies or the laws of the state or federal government concerning drugs and alcohol, you can expect to be confronted, challenged, and when warranted, disciplined. Students who believe drugs and alcohol must be a part of their college experience should not consider Eastern. In addition, parents or guardians may be informed when underage students are involved in violating our policy.

Academic & Administrative Communication
All traditional undergraduate students are expected to read the “Waterwheel” newsletter weekly. In addition, students are expected to listen to their voice mail and check their e-mail daily and respond as appropriate. Students are held accountable for all information communicated to them via the “Waterwheel” newsletter, voice mail, and e-mail. Students should never share mailbox combinations, e-mail, or voice mail passwords or access codes.

Student Responsibility to Receive, Read and Respond to Communications
Every resident student and each full time commuter in the College of Arts and Sciences is provided with a campus mailbox, and an e-mail account. We do not charge extra for these services. Each of these has privacy codes/combinations given only to the student. Students are held accountable to know, understand and be responsible for all the information that they receive through these communication vehicles and to keep their access codes private and secure.

The Advertising and Posting of Notices, Posters, & Flyers on the St. Davids Campus
Guidelines for advertising and posting notices, posters, and flyers on campus:

1. Please include the following on every posting/notice
   a. Event name
   b. Date of event or date to be removed
   c. Time and Location
   d. Sponsor’s Name

2. All advertised events that are being held on the campus must have their space use requests confirmed through the regular systems before advertising may begin.

3. Use only general bulletin boards in Walton and the Howard Center and only the tack strips in the stairwells in McInnis.
4. **Do NOT post:**

   a. Anything on any signs, lampposts, trees or other surfaces not expressly reserved for posting

   b. Anything on any **window, door,** or **wall** without prior approval.

   c. Unrelated/Unapproved materials on otherwise designated bulletin board areas.

   d. With ANY TYPE OF TAPE OR STAPLES

5. Postings are permitted using only white 3M poster putty on walls/doors and pins/thumbtacks on bulletin boards.

6. Talk with Residence Life Staff on where to post in specific residence halls. Most halls have a community bulletin board – but all other areas are up to the RD’s discretion.

7. Painting walls, buildings, or sidewalks is never allowed

8. **Window paints** (washable) and **sidewalk chalking** are only allowed with prior permission. Such permission is granted on a case by case basis.

   a. If approved *sidewalk chalking* must be on cement, not bricks, and must not be under an awning. You are never permitted to chalk on buildings.

   b. You are not permitted to chalk or window paint during or before special campus events, such as Welcome Week, Homecoming, and Commencement.

9. Items are posted at the risk of loss or removal. Bulletin boards cannot be policed.

10. Any posting that is not approved or is posted improperly will usually be removed immediately. Damages caused by advertising improperly (inside and outside) will be billed to the individuals or the departments/student clubs who are sponsoring the advertising/event.

11. All advertising must follow the Handbook’s guidelines on appropriate content displayed.
12. Approvals for postings are made through the Student Activities and the Student Development Offices. Request approval well in advance and bring your posters with you.

The following are guidelines for on-campus student groups:

- All materials for posting and advertising on-campus must be approved by the Student Activities Office (Walton 5 or KaGe).
- If you are a student group who would like to print out a flyer, you can fill out a Print Form at the Student Activities office.
- Flyers will be stamped by Student Activities to show they are approved to post. Off-Campus Groups and On-Campus Non-Student Groups
- All materials for posting and marketing on-campus must be stamped approved by the Student Development Office.
- Flyers will be stamped by Student Development to show they are approved to post.

**Additional Facilities**

**Breezeway Grill**
The Breezeway Grill located in Guffin Hall offers expansive views of the athletic fields as well as lunches Monday to Friday and evening snacks. The E-Card may be used here for meals. The hours of operation for the Breezeway are:

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<thead>
<tr>
<th>Day(s)</th>
<th>Open</th>
<th>Close</th>
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<tr>
<td>Monday-Friday</td>
<td>11:00am</td>
<td>1:30pm</td>
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<td>8:00pm</td>
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<tr>
<td>Saturday</td>
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<tr>
<td>Sunday</td>
<td>5:00pm</td>
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</table>

**The Walton Dining Commons**
The Dining Commons is the main dining room for resident students on the campus. The Breezeway accepts Flex Dollars, Eagle Dollars, debit/credit cards and cash. Students may also use 1 meal swipe during lunch at the Breezeway. Students on a board plan must bring their E-Card for access to each meal. A board plan is required of all resident students. All first-year residents are on the Unlimited Meal Plan (unlimited visits each week, 1 ‘to-go’ meal per day and 50 flex dollars). Upper-class residents choose either the Unlimited Meal Plan or one of the following meal plans: 15 Meal Plan (up to 15 meals each week, 1 ‘to-go’ meal per day and 175
flex dollars); 12 Meal Plan (up to 12 meals each week, 1 ‘to-go’ meal per day and 250 flex dollars); 7 Meal Plan (up to 7 meals each week, 1 ‘to-go’ meal per day and 400 flex dollars). The cost of the plan is reflected in the board fee on the student’s bill. No rebates are given for meals missed. Each meal plan also includes “bonus points” that can be spent in the Eagle’s Nest Cafe, Jammin' Java Coffee Shop, or the Breezeway Grill. One bonus point equals one dollar. Meals are served cafeteria-style in the Dining Commons. Special arrangements for banquets or dinner meetings can be made through the Dining Hall Manager.

<table>
<thead>
<tr>
<th>Day(s)</th>
<th>Open</th>
<th>Close</th>
<th>Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:00am</td>
<td>9:00am</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>9:00am</td>
<td>11:00am</td>
<td>Light Breakfast</td>
</tr>
<tr>
<td></td>
<td>11:00am</td>
<td>2:00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>2:00pm</td>
<td>4:00pm</td>
<td>Light Lunch</td>
</tr>
<tr>
<td></td>
<td>4:00pm</td>
<td>7:00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30am</td>
<td>9:30am</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>12:00pm</td>
<td>1:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>4:30pm</td>
<td>6:00pm</td>
<td>Dinner</td>
</tr>
<tr>
<td>Sunday</td>
<td>CLOSED</td>
<td></td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>12:00pm</td>
<td>2:00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>4:30pm</td>
<td>6:00pm</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

Door prices are as follows:

- Breakfast - $6.05
- Lunch - $8.10
- Faculty/Staff Lunch - $6.80
- Dinner - $8.65

A valid and active E-Card must be presented for all students on a meal plan. Bare feet are not allowed and shirts must be worn in the Dining Commons. Updated menus and information about commuter meal plans and locations/menus, etc. can be viewed online at www.easterndining.com.

**Mail Center/Auxiliary Services**
Location: Walton Hall, Ground Floor
Office Hours: Monday – Friday, 10:00am – 5:00pm
Telephone Number: 610-225-5029

All resident students are assigned mailboxes at the beginning of each Fall Semester.
Resident students residing in most residence halls will have mailboxes located within their respective residence halls. Other mailboxes are located in Walton Hall.

Resident students must obtain their mailbox information by simply logging into their “myEastern” account, and clicking on the Academics tab to view their mailbox number and combination at the bottom of the page under Campus Mail.

Traditional full-time commuter students will only be assigned mailboxes upon their request by contacting the Mail Center.

Commuter student mailboxes are located in Walton Hall.

Commuter students must obtain their mailbox information 48 hours after submitting their request by logging into “myEastern” (Academics tab, bottom page).

All students are required to check their mailboxes on a regular basis and will be held responsible to know and/or respond to all communications placed in their mailbox.

Students will receive email notifications when a package (larger than their mailbox) has arrived for them. It can be picked up from the Mail Center.

Inner campus mail for professors, administrators, and students may be sent through the Mail Center without charge and must measure at least 3½” wide x 4” high to qualify.

Outgoing mail is delivered to the Wayne Post Office at 4:00pm (Monday - Friday).

Students must include a return address on both US Mail and campus mail, should it need to be returned.

Students should request that their mailing address be sent in the following format:

Student’s Name  
Eastern University  
Box #  
1300 Eagle Road  
St. Davids, PA 19087-3696

Students are required to supply the Mail Center with a forwarding address when they leave Eastern University for the summer or when having graduated.

The KaGe at Kea-Guffin Hall
The KaGe is a small student recreational space for students, and is located in Kea-Guffin Hall, a short walk down the hall from the Breezeway Grille. The KaGe offers a variety of activities and student space including a student kitchen, lounge, game rooms (air hockey, fuse ball, video games, and pool table) and more. Hours are late afternoons to late evenings and are posted outside the KaGe.
# Telephone Listing – Residence Halls

## Doane Hall

| Residence Director, Nathaniel Stutzman | x5975 |
| A-Ground | x5976 |
| A-First | x5977 |
| A-Second | x5978 |
| B-First Lounge | x1731 |
| B-Second | x5979 |
| B-Third | x5980 |
| C-First Lounge | x5981 |
| C-First | x5982 |
| C-Second | x5983 |
| D-Ground | x5984 |
| D-First | x5985 |
| D-Second | x5986 |

*Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.*

## Eagle Hall (off-campus dial 484-654 + ext)

| Residence Director, Anthony Harris | x3601 |
| Lobby | x2885 |
| North First | x2876 |
| North Second | x2884 |
| North Third | x2890 |
| South First A | x2880 |
| South First B | x2882 |
| South First Lounge | x2881 |
| South Second A | x2887 |
| South Second B | x2889 |
| South Second Lounge | x2888 |
| South Third A | x2891 |
| South Third B | x2893 |
| South Third Lounge | x2892 |

*Note: Off-Campus, dial 484-654- plus the extension listed above to reach these numbers.*

## Gallup Hall

<p>| Residence Director, Ben Howard | x1550 |
| Gallup A Lobby | x1560 |
| Gallup A Second | x1551 |</p>
<table>
<thead>
<tr>
<th>Gallup Hall</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Director, Ben Howard</td>
<td>x1550</td>
</tr>
<tr>
<td>Gallup A Lobby</td>
<td>x1560</td>
</tr>
<tr>
<td>Gallup A Second</td>
<td>x1551</td>
</tr>
<tr>
<td>Gallup A Third</td>
<td>x1552</td>
</tr>
<tr>
<td>Gallup B Second</td>
<td>x1553</td>
</tr>
<tr>
<td>Gallup B Third</td>
<td>x1554</td>
</tr>
<tr>
<td>Gallup B Apt. North</td>
<td>x1565</td>
</tr>
<tr>
<td>Gallup C Second</td>
<td>x1555</td>
</tr>
<tr>
<td>Gallup C Third</td>
<td>x1556</td>
</tr>
<tr>
<td>Gallup C Apt. North</td>
<td>x1561</td>
</tr>
<tr>
<td>Gallup C Apt. South</td>
<td>x1562</td>
</tr>
<tr>
<td>Gallup D Second</td>
<td>x1557</td>
</tr>
<tr>
<td>Gallup D Third</td>
<td>x1558</td>
</tr>
<tr>
<td>Gallup D Apt. North</td>
<td>x1563</td>
</tr>
<tr>
<td>Gallup D Apt. South</td>
<td>x1564</td>
</tr>
</tbody>
</table>

Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.

<table>
<thead>
<tr>
<th>Hainer Hall</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Director, Heidi Birtwistle</td>
<td>x1540</td>
</tr>
<tr>
<td>Lobby</td>
<td>x5993</td>
</tr>
<tr>
<td>First North</td>
<td>x5994</td>
</tr>
<tr>
<td>First South</td>
<td>x5995</td>
</tr>
<tr>
<td>Ground East</td>
<td>x5551</td>
</tr>
<tr>
<td>First East</td>
<td>x5552</td>
</tr>
<tr>
<td>Second East</td>
<td>x5553</td>
</tr>
<tr>
<td>Second North</td>
<td>x5996</td>
</tr>
<tr>
<td>Hall</td>
<td>Ext.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Second South</td>
<td>x5997</td>
</tr>
<tr>
<td></td>
<td>Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gough Hall</strong></td>
<td>Ext.</td>
</tr>
<tr>
<td>Residence Director, Larissa Leifer</td>
<td>x5080</td>
</tr>
<tr>
<td>Lobby</td>
<td>x5081</td>
</tr>
<tr>
<td>East First</td>
<td>x5087</td>
</tr>
<tr>
<td>East Second</td>
<td>x5088</td>
</tr>
<tr>
<td>East Third</td>
<td>x5086</td>
</tr>
<tr>
<td>West Second</td>
<td>x5082</td>
</tr>
<tr>
<td>West Third</td>
<td>x5083</td>
</tr>
<tr>
<td>West Fourth (Penthouse)</td>
<td>x5084</td>
</tr>
<tr>
<td></td>
<td>Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guffin Hall</strong></td>
<td>Ext.</td>
</tr>
<tr>
<td>Residence Director, Theresa Noye</td>
<td>x5992</td>
</tr>
<tr>
<td>Lobby</td>
<td>x5987</td>
</tr>
<tr>
<td>Ground</td>
<td>x5988</td>
</tr>
<tr>
<td>First</td>
<td>x5989</td>
</tr>
<tr>
<td>Second</td>
<td>x5990</td>
</tr>
<tr>
<td>Extension Second East</td>
<td>x5991</td>
</tr>
<tr>
<td>Extension Second West</td>
<td>x1374</td>
</tr>
<tr>
<td>Apartment</td>
<td>x5998</td>
</tr>
<tr>
<td></td>
<td>Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kea Hall</strong></td>
<td>Ext.</td>
</tr>
<tr>
<td>Residence Director, Theresa Noye</td>
<td>x5992</td>
</tr>
<tr>
<td>Lobby &amp; Main Lounge</td>
<td>x5809</td>
</tr>
<tr>
<td>First South</td>
<td>x5807</td>
</tr>
<tr>
<td>First North</td>
<td>x5805</td>
</tr>
<tr>
<td>Ground South</td>
<td>x5806</td>
</tr>
<tr>
<td>Second South</td>
<td>x5806</td>
</tr>
<tr>
<td>Second North</td>
<td>x5804</td>
</tr>
<tr>
<td></td>
<td>Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sparrowk Hall</strong></td>
<td>Ext.</td>
</tr>
<tr>
<td>Residence Director, Calvin Skinner</td>
<td>x5195</td>
</tr>
<tr>
<td>Lobby</td>
<td>x5600</td>
</tr>
<tr>
<td>First East</td>
<td>x2151</td>
</tr>
<tr>
<td>Second East</td>
<td>x2152</td>
</tr>
<tr>
<td>Third East</td>
<td>x2153</td>
</tr>
</tbody>
</table>
East Stair x2157
West Stair x2158
Main Stair x2160
First West x2154
Second West x2155
Third West x2156
Elevator x2159

Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.

Frequently-Called Office Telephones

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>x1736</td>
</tr>
<tr>
<td>Bookstore</td>
<td>x5815</td>
</tr>
<tr>
<td>Library</td>
<td>x5981</td>
</tr>
<tr>
<td>Mail Center</td>
<td>x5029</td>
</tr>
<tr>
<td>University Chaplain</td>
<td>x5826</td>
</tr>
<tr>
<td>Graduate Admissions</td>
<td>x5947</td>
</tr>
<tr>
<td>Registrar</td>
<td>x5853</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>x5831</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>x5842</td>
</tr>
<tr>
<td>Student Government</td>
<td>x5813</td>
</tr>
<tr>
<td>Security</td>
<td>x1737</td>
</tr>
<tr>
<td>Pool (summer only)</td>
<td>x1739</td>
</tr>
<tr>
<td>Health Center</td>
<td>x5955</td>
</tr>
<tr>
<td>Campus Services (Maintenance)</td>
<td>x5917</td>
</tr>
<tr>
<td>Career Services</td>
<td>x5827</td>
</tr>
<tr>
<td>ITSC (Instructional Technology Support Center)</td>
<td>x5865</td>
</tr>
<tr>
<td>Jammin’ Java Coffee Shop</td>
<td>x5811</td>
</tr>
<tr>
<td>Computer Lab (McInnis)</td>
<td>x1726</td>
</tr>
<tr>
<td>Cushing Center (CCAS)</td>
<td>x5837</td>
</tr>
<tr>
<td>Student Development</td>
<td>x5822</td>
</tr>
<tr>
<td>Dining Commons</td>
<td>x5820</td>
</tr>
</tbody>
</table>

Note: Off-Campus, dial either 610-341- or 610-225- plus the extension listed above to reach these numbers.

A complete phone list is available from the Information and Security Office.

Emergency Closing & Snow Numbers
<table>
<thead>
<tr>
<th>Institution</th>
<th>Code</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastern University</td>
<td>496</td>
<td>Delaware County</td>
</tr>
<tr>
<td>Evening School (CCGPS)</td>
<td>2496</td>
<td>Delaware County</td>
</tr>
<tr>
<td>Palmer Seminary</td>
<td>385</td>
<td>Montgomery County</td>
</tr>
<tr>
<td>Cabrini College</td>
<td>523</td>
<td>Delaware County</td>
</tr>
<tr>
<td>Cabrini Evening School</td>
<td>2523</td>
<td>Delaware County</td>
</tr>
<tr>
<td>Radnor School District</td>
<td>457</td>
<td>Delaware County</td>
</tr>
<tr>
<td>Rosemont College</td>
<td>342</td>
<td>Montgomery County</td>
</tr>
<tr>
<td>Rosemont Evening School</td>
<td>2342</td>
<td>Montgomery County</td>
</tr>
</tbody>
</table>