

SUMMER ESSENTIALS 2017

What you need to know during summer at Syracuse University



Syracuse University



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Syracuse University



Dear Summer Student,

Welcome! This book is your guide to campus life at Syracuse University during the summer months. It also includes policies and procedures that make the campus a safe place for the students who call it home. Please take the time to read it carefully. If you have questions about information contained in the handbook, call University College at 315-443-3261, and you will be directed to the person who can best answer your questions.

If you are enrolled in a particular program, you will receive information regarding that program, in addition to this handbook. Contact the program director with any questions related to your program of study.

We wish you a rich and fulfilling summer at Syracuse University.

Sincerely,

A handwritten signature in black ink that reads 'Michael J. Frasciello'. The signature is written in a cursive style with a large initial 'M'.

Michael J. Frasciello

Interim Dean, University College

MAY 2017*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
		Spring '17 full session classes end.	Reading day.	Final exams.	Financial aid Priority deadline for fall '17. Final exams.	Reading day.
7	8	9	10	11	12	13
Reading day.	Final exams.	Final exams.	Veterans Commencement Celebration Last day of spring '17 term. Final exams.	UC Commencement Celebration	Final exams.	Reading day.
14	15	16	17	18	19	20
SU Commencement	Summer '17 MAYmester classes begin. Last day to add a MAYmester class.	Last day to elect/rescind, pass/fail or audit grading option for MAYmester. Last day to drop a MAYmester class with full tuition adjustment. Spring '17 grades due.			MAYmester midterm.	
21	22	23	24	25	26	27
	Last day to drop a MAYmester class. Session I and Combined Session classes begin.		Last day to withdraw from a MAYmester class. Last day to add a SS-I class.	Last day to elect/rescind pass/fail or audit a SS-I class.	Last day of MAYmester classes. Last day to add a CS class.	
28	29	30	31			
	University holiday; no classes, offices closed.	Last day to drop a Session I class with full tuition adjustment.			Planning to use financial aid? Apply early for ease of online registration.	

JUNE 2017*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
		Planning to use financial aid? Apply early for ease of online registration.			Last day to elect/rescind pass/fail or audit a CS class.	
4	5	6	7	8	9	10
				Last day to drop a CS class with full tuition adjustment.	Strawberry Festival Friday Night Flicks	
11	12	13	14	15	16	17
	SS-I midterm.		Last day to drop a SS-I class.			
18	19	20	21	22	23	24
					Last day to withdraw from a SS-I class. Friday Night Flicks	
25	26	27	28	29	30	
					CS midterm. Last day of SS-I classes.	

Summer Session Legend: MYM = MAYmester SS-I = Summer Session I SS-II = Summer Session II CS = Combined Session

*Deadlines on these calendars are associated with classes that meet from the first week through the last week of the session in which they are offered. For deadlines associated with Flexible Format classes (Flex Long and Flex Short), consult your class schedule.

JULY 2017*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 SS-II classes begin.	4 University holiday. Offices closed. No classes.	5	6 Last day to add a SS-II class.	7 Last day to elect/rescind pass/fail or audit a SS-II class. Summer 2017 SSIP applications due.	1/8
9	10 Last day to drop a CS class with full tuition adjustment	11 Last day to drop a SS-II class with full tuition adjustment.	12	13	14	15 Saturday Summer Movie
16	17	18	19	20	21 Friday Night Flicks	22
23	24 SS-II midterm.	25	26 Last day to drop a SS-II class.	27	28 Last day to withdraw from a CS class.	29
30	31	Planning to use financial aid? Apply early for ease of online registration.				

AUGUST 2017*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Planning to use financial aid? Apply early for ease of online registration.		1	2	3	4 Last day to withdraw from a SS-II class. Friday Night Flicks	5 UC Information Session 10-11 a.m. ONLINE UC Information Session 10 a.m.-1 p.m. 700 University Ave.
6	7	8	9	10	11 Last day of SS-II and CS classes.	12
13	14	15	16	17	18	19
20	21	22	23	24	25 New Student Orientation and Tour 5-6:30 p.m. 700 University Ave.	26 Fall '17 additional walk-in registration hours: 9 a.m.-5 p.m.
27 Fall '17 additional walk-in registration hours: 9 a.m.-5 p.m.	28 First day of fall '17 full session classes.	29	30	31		

Summer Session Legend: MYM = MAYmester SS-I = Summer Session I SS-II = Summer Session II CS = Combined Session

*Deadlines on these calendars are associated with classes that meet from the first week through the last week of the session in which they are offered.
For deadlines associated with Flexible Format classes (Flex Long and Flex Short), consult your class schedule.

SUMMER DATES AT A GLANCE

2017 Summer Session Dates

MAYmester May 15-26
 Summer Session I..... May 22-June 30
 Summer Session II July 3-August 11
 Combined Session May 22-August 11
 Flex long classes meet outside regular session dates. See class details.

Holidays

(no classes, offices closed)
 Memorial Day..... May 29
 Campus holiday
 (for Independence Day)..... July 4

Summer Movie Dates

Friday, June 9, Women’s Bldg. Field, *Rogue One*
 Friday, June 23, Women’s Bldg. Field, *LEGO Batman Movie*
 Saturday, July 15, HBC Gifford Aud., *Men in Black*
 Friday, July 21, Women’s Bldg. Field, *Beauty and the Beast*
 Friday, August 4, Women’s Bldg. Field, *Kong: Skull Island*

EMERGENCY PHONE NUMBERS

On-campus emergencies are handled through the SU Department of Public Safety (DPS) by dialing 711 from any campus phone. An on-campus emergency is defined as any event that takes place on University property needing police, ambulance, or the fire department. Off-campus emergencies needing city police, ambulance, or the fire department are handled through Onondaga County’s 911 Center by dialing 9-911 from any campus phone, or by dialing 911 from all other phones.

On-Campus Emergency

We urge students to program the DPS phone number **(315-443-2224)** as a quick dial on all cell phones.

SU Department of Public Safety 711*
 SU Ambulance 711*
 Via Cell Phone (check with provider).....#78
 Text message or E-mail..... 711@syr.edu

* only from campus phones

Off-Campus Emergency

Fire Department 911
 Police Department..... 911
 SU Ambulance 443-4299

LOCAL INTEREST WEB SITES

summer.syr.edu
livingsu.syr.edu
syracuse.com
visitsyracuse.org
onondagacountyparks.com

CAMPUS RESOURCES AND SERVICES

Automated Teller Machines (ATMs)

Automated Teller Machines are located throughout campus buildings. A Key Bank ATM is at the University Avenue ground-level entrance to the Schine Student Center across from the S.I. Newhouse School of Public Communications. To access a map showing specific locations, visit the Office of the Treasurer web site, treasurer.syr.edu/treasurer.

Bookstore

Schine Student Center, x9900; bookweb.syr.edu/

The University Bookstore carries new, used, rental and digital textbooks, general reading books, school supplies, art and architecture materials, educationally priced computers and accessories, SU apparel and gifts, convenience foods, and Clinique products. The Bookstore’s CuseTech department is an Apple and Dell Authorized Service Provider, offering warranty and out-of-warranty repairs for Apple and Dell computers, including iPhones. Other services include ATM, dry cleaning, and secure online ordering. A Bookstore Charge account is available for matriculated students. The Bookstore also accepts MasterCard, Visa, Discover, American Express, Supercard PLUS, personal checks, Bookstore Gift Cards, and cash. Summer hours of operation are Monday-Friday 8:30 a.m.-4:30 p.m., closed Saturday and Sunday.

Career Services

235 Schine Student Center, x3616; careerservices.syr.edu

Working with employers, alumni, parents and colleagues across campus, Career Services engages students in the career development process from their earliest days at Syracuse University. Career Services offers personalized career counseling and assessment, internship coordination, job search coaching, alumni networking, preparation for further education, on- and off-campus recruiting coordination, and an extensive web site as well as various social media resources. The office also collaborates with SU colleges to sponsor career fairs, specialized career information panels and presentations, and an online career management system, OrangeLink, that connects employers, students, and alumni.

Connective Corridor

connectivecorridor.syr.edu

facebook.com/Connective-Corridor

The Connective Corridor is an award-winning project that connects University Hill with downtown. The Corridor includes new streetscapes, bike and pedestrian paths, public art, parks and public space, and green infrastructure. The Corridor brings faculty, students, and community members together to work on façade improvement programs, historic preservation, and many other downtown revitalization projects. More than 30 art and cultural partners are located along the Connective Corridor, including such popular destinations as the Armory Square entertainment district, central downtown business shopping, dining and retail districts, the Civic Strip, the Oncenter theaters, convention district, the Warehouse arts district, and the Near Westside SALT district. Free Connective Corridor bus service provides linkages and connections between campus and community venues. There are many opportunities for students to get involved through internships and other special projects. A student advisory group helps provide program ideas to enhance the student experience.

Counseling Center

200 Walnut Place, x4715; counselingcenter.syr.edu

The Counseling Center can help students with mental health concerns, problem solving, stress management, and other coping strategies. The Counseling Center also houses the University's Sexual and Relationship Violence Response Team and provides counseling and advocacy services for students impacted by sexual and/or relationship violence. Its staff is composed of experienced and licensed mental health professionals, including psychologists, social workers, marriage and family therapists, and counselors. The Center is committed to enhancing the academic mission of the University through counseling, prevention, education, and outreach activities. It is sensitive to diversity in all of its forms, including race, gender, religion, ethnic background, and sexual orientation. The Counseling Center offers members of the SU community free, confidential help through times of crisis and the everyday stresses of life.

Disability Resources

Office of Disability Services

804 University Avenue, Third Floor, x4498

disabilityservices.syr.edu

Syracuse University values diversity and seeks to promote access to educational opportunities for all students.

The Office of Disability Services' (ODS) mission is to engage the University Community to empower students, enhance equity, and provide a platform for innovation and inclusion. We achieve this by eliminating competitive disadvantages and environmental barriers that impact learning, as well as providing individual accommodations and assistive technology that fosters independent, self-determined learners.

The process for obtaining services begins with our web site, disabilityservices.syr.edu. Please click either Incoming Students (new to Syracuse University) or Current Students, and proceed to fill out the Registration Form through the *Disability Access & Resource Portal*. You will be asked to upload all relevant documentation at that time. Once ODS receives and processes your registration, we will send you an e-mail confirming receipt of your registration. Further correspondence detailing next steps needed to complete the process and receive accommodations.

Disability Cultural Center (DCC)

230 Schine Student Center, 303 University Place, x4486;

sudcc.syr.edu

Syracuse University's Disability Cultural Center (DCC) coordinates campus-wide social, educational, and cultural activities on disability issues for students, faculty, staff, and community members with and without disabilities. The DCC is a gathering place for all individuals who seek an inclusive and diverse environment where respect, appreciation for one's identity and cultural differences are of the utmost priority. The DCC sponsors a variety of programming that aims to heighten awareness and understanding, as well as to promote dialogue and learning, about disability rights as human rights and as forms of cultural diversity. The DCC serves as a resource for sharing information on media, periodicals and other readings, web sites, services, advocacy groups, and local, regional, national, and international organizations that focus on disability issues, including the history of disability, pedagogy and disability, and disability culture. SU's DCC is the first of its kind in the U.S. to be located within a Division of Student Affairs and to be directed by a full-time professional staff member. For more information about SU's Disability Cultural Center, call 315-443-4486, visit us in 230 Schine Student Center (303 University Place),

e-mail sudcc@syr.edu, or visit the web site at sudcc.syr.edu. Please call or e-mail to make an appointment.

Facebook: www.facebook.com/sudcc.

YouTube Channel: www.youtube.com/DisabilityCultureSU

Tumblr Site: disabilityculturalcenter.tumblr.com

Office of Health Promotion

111 Waverly Avenue, Suite 006 (lower level), x3514
healthpromotion.syr.edu; healthpromotion@syr.edu

The Office of Health Promotion (OHP) facilitates student personal growth and exploration and works to build and sustain a safe, supportive, and healthy campus environment. Recognizing that health and well-being is essential to students' capacity to learn and succeed, OHP staff work to create and sustain a university environment and culture that supports individual and community well-being. In an effort to support the holistic development of the student, OHP staff use evidence-based prevention strategies to address a variety of issues, including sexual assault, relationship violence, substance use, mental and emotional health, spiritual health, and physical well-being. Student peer educators, organizations, and volunteers are integral to the success of the Office, engaging and empowering their fellow students to cultivate personal well-being and create a campus community that is caring, understanding, and connected. For more information about OHP, e-mail healthpromotion@syr.edu, or visit the web site at healthpromotion.syr.edu.

Our summer hours are Monday-Friday 8 a.m.-4:30 p.m.

Health Services

111 Waverly Avenue, x9005; health.syr.edu

Located on campus at 111 Waverly Avenue, Syracuse University Health Services (SUHS) specializes in college health and serves the health care needs of SU and SUNY ESF students. Summer students are charged on a fee-for-service basis. Health Services provides a wide array of confidential general medical care including health maintenance and women's health, urgent care needs, primary care, mental health, travel medicine, and immunizations. We have onsite laboratory and pharmacy facilities. SUHS also offers our students ambulance services and limited medical transportation to off-campus medical appointments when needed (distance limitations apply).

To schedule an appointment, call 315-443-9005. *Hours during the summer (May 15 - August 25) are 8 a.m. - 4:30 p.m. Monday through Friday.* Holiday hours vary and will be posted locally. Should urgent health care needs arise after

hours, an on-call provider can be reached via the answering service by phoning the above number. For medical emergencies, dial 711 (from a campus phone) or 315-443-4299.

Immunization Requirements

Be aware that Syracuse University is obligated to enforce student immunization requirements as defined by New York State public health law which requires all students to provide:

- Proof of immunity to measles, mumps, and rubella (which may be obtained by contacting your high school or primary care physician) and
- A completed response form related to meningococcal meningitis vaccine.

The Health History and Immunization Form must be mailed, e-mailed (suhealth@syr.edu) or faxed (315-443-9010) to Health Services prior to a student's arrival on campus. Refer to the Syracuse University Health Service web site (health.syr.edu/forms/index.html) for the forms and additional information.

If these documents are not received prior to arrival, students will risk strict administrative consequences including the inability to register for classes.

Insurance

It is strongly recommended that students carry health insurance to cover expenses, such as laboratory, pharmacy, etc., and medical expenses incurred outside of SUHS such as emergency room care and hospitalization. If your health care coverage is provided by a health maintenance organization or managed care program, you should determine what coverage is available while your student is outside the network. Students should always carry their health insurance card when seeking care and be familiar with how to access services under their policy.

Housing, Meal Plan, and I.D. Card Service Center

206 Steele Hall, x2721; housing@syr.edu;
housingmealplans.syr.edu

The Housing, Meal Plan, and I.D. Card Service Center is responsible for processing summer housing and meal plan applications; administering housing, meal plan, and SU I.D. card policies and procedures; processing housing damages; and producing faculty, staff, student, and dependent I.D. cards.

Ernie Davis Dining Center will be open:

Monday-Friday:

Breakfast 7:30-10 a.m. / Lunch 11 a.m.-3 p.m. /

Dinner 4:30-7 p.m.

Weekend/Holidays:

Continental Breakfast 9-10 a.m. / Brunch 11 a.m.-3 p.m. /

Dinner 4:30-6:30 p.m.

Information Technology Services

Center for Science and Technology, x2677; its.syr.edu

Information Technology Services (ITS) operates and maintains the central computing infrastructure on campus, maintains public computer labs, and assists students who need help with their personal devices, including computers, tablets, and cell phones. Students with an SU NetID and password can use the lab computers and AirOrangeX high-speed wireless network, and other ITS systems and services. Guests can log on to the SU wireless network using Air Orange Guest; for details visit its.syr.edu/wireless/.

Computing help is available by:

- Searching the ITS web site at its.syr.edu
- Looking for information at answers.syr.edu
- E-mailing ITS at help@syr.edu
- Calling ITS at 315-443-2677
- Visiting the ITS Service Center off the Milton Atrium in the Center for Science and Technology. Information about center hours and services is available at its.syr.edu/support/.

LGBT Resources

Lesbian, Gay, Bisexual, and Transgender (LGBT)

Resource Center

750 Ostrom Avenue, x3983; lgbt@syr.edu; lgbt.syr.edu

The Syracuse University LGBT Resource Center strives to create a safer campus that promotes understanding, acceptance, empowerment, and visibility of LGBTQA people. We provide intentional spaces for discussion, opportunities for self-reflection and learning, platforms for community-building, support in leadership development, interactive trainings, and opportunities for collaboration and celebration.

The Center offers a number of annual events, including an LGBTQA Welcome Social, Coming Out Month programming, the HoliGay, Trans Day of Liberation, and the Rainbow Banquet. Discussion groups are also available for new students, queer people of color, and trans people. Educational outreach takes many forms, including the training “Safer People, Safer Spaces,” which allows participants to engage in community-building, review language, explore campus climate, and strategize about allyship. Additionally, staff members at the Center provide support, advising, and advocacy for students, staff, and faculty.

During the summer, there are fewer events and programs coming from the Center, but students are always welcome to stop by and say hello!

Please visit our website or sign onto our listservs for more information.

Our summer hours are Monday-Friday 8 a.m.-4:30 p.m.

Library Services

On the web at library.syr.edu, Syracuse University Libraries are active partners in the teaching, learning, and research mission of Syracuse University. The Libraries offer a wide array of academic information resources in both print and digital formats, expert staff, and up-to-date technology in support of all SU academic programs.

Bird Library is open approximately 80 hours each week during summer sessions. Libraries are equipped with wireless access, laptops and other equipment for loan, and provide a variety of study spaces, including technology-equipped group study rooms, individual study carrels, and designated quiet study areas. Librarians provide in-depth research assistance in person or via phone, text, chat, or e-mail. Online resources are accessible from any location, including residence halls, off-campus apartments, and international centers.

Bird Library, the largest library on campus, is home to:

- the Learning Commons, including the Blackstone Launch-Pad entrepreneurship center
- materials in the fine arts, humanities, and social sciences
- library administrative offices
- the Special Collections Research Center
- Pages, the library café
- The Center for Learning and Student Success
- Digital Scholarship Space

Other SU libraries include Carnegie Library on the Quad, the Architecture Reading Room in Slocum Hall, and the Belfer Audio Archive, located adjacent to Bird Library.

The Libraries’ diverse collections—all searchable at library.syr.edu—include more than 4.5 million printed volumes, 175,000 online and print journals, as well as extensive collections of images, maps, microforms, music scores, sound recordings, video, rare books, and manuscripts. An interlibrary loan service delivers needed materials not owned by the Libraries.

Library workstations, including Macs and PCs, are equipped with standard campus software applications, as well as specialized software for multimedia production, printers, plotters, and scanners, and adaptive technologies for disabled users.

The following libraries comprise the Syracuse University Libraries system:

Bird Library
222 Waverly Ave.
x4083; library.syr.edu/about/locations/bird

Carnegie Library
Carnegie Building
x2160; library.syr.edu/about/locations/carnegie

Belfer Audio Archive
6th Floor Bird Library, 222 Waverly Ave.
x2697; library.syr.edu/belfer

The following separately administered libraries are also open to SU students:

F. Franklin Moon Library
SUNYESF
470-6716; www.esf.edu/moonlib/

Syracuse University College of Law Library
228 Dineen Hall, 950 Irving Avenue
x9570

Martin Luther King Jr. Memorial Library
x9349; 231 Sims Hall, mlklibrary.syr.edu

Multicultural Affairs

Office of Multicultural Affairs
105 Schine Student Center, x9676; oma@syr.edu;
multicultural.syr.edu

The Office of Multicultural Affairs (OMA) supports and promotes academic achievement, multicultural competence, social development, civic engagement, and retention of students from historically underrepresented racial/ethnic groups at Syracuse University. Additionally, OMA sponsors programs that advance collaboration among student groups to enhance the campus climate for all students.

Parking Services

621 Skytop, x4652; parking.syr.edu

All members of the SU community must register and pay the applicable fee to Parking Services for any vehicle operated on campus. Students will be required to bring a copy of their vehicle registration and SU identification or class schedule with them in order to register for parking. Call for pre-regis-

tration and registration information.

Summer College and SummerStart participants are not permitted to have motor vehicles on campus.

All visitors must follow University parking regulations. It is suggested that visitors park in the visitors' lots or legal street parking. During drop off and pick up there is a limited time where parking is permitted in otherwise reserved lots; however, no overnight parking is permitted.

Options Program

200 Walnut Place, x4715; counselingcenter.syr.edu

Options is a free, confidential service for assessment, brief intervention, education, and referrals for students who experience problems related to alcohol or other drug use. We employ a harm reduction model in an effort to assist students in making healthy choices regarding substances. Options offers both individual and group appointments, all of which are facilitated by certified professional staff and trained graduate students. Options staff also engage in environmental change efforts to reduce the harmful impact of substance use on our campus.

Recreation Services

Recreation Services Office, 241 Archbold Gym
(enter through the east entrance, under the skywalk),
x4FUN (x4386); recreationservices.syr.edu

The Department of Recreation Services (DRS) coordinates a variety of recreational programs, activities, and facilities at SU. The staff at recreation services invites students to learn about and participate in the many quality programs and activities offered to the campus community. DRS offers a diverse set of programs for every interest and ability level, including fitness classes, intramural sports, performance and sport clubs, and outdoor education. A valid SU or ESF I.D. card is required to gain access to all recreational facilities.

Recreation Hot Line: x-GYMS (x-4967)

Facilities: (Archbold/Flanagan Gyms)

- Exercise/multipurpose room (Flanagan main level)
- Fitness center: climbers, rowers, bicycles, weight machines, free weights, elliptical cross-trainers, and treadmills (Archbold upper level)
- Exercise rooms (Archbold first and lower level)
- Flanagan gym basketball courts (Flanagan upper level)
- Archbold gym basketball court (Archbold upper level)
- Racquetball/handball/squash courts (Flanagan lower level)
- Webster Pool (Archbold main level)

(This information is subject to change. Please check our website for updates in hours and availability.)

Fitness Classes

recreation.services.syr.edu

Referred to as the Fitness and Leisure Program, these are noncredit classes in activities such as aqua fitness, cycle classes, boot camp, Pilates, yoga, swim lessons, and more. Students must pay a fee and register. Obtain a list of summer programs online or at the Recreation Services Office.

Ice Skating

Marilyn and Bill Tennity Ice Skating Pavilion, x4254; skate.syr.edu

The Tennity Ice Skating Pavilion, located on Skytop Road on South Campus, houses an 85- x 200-foot NHL regulation-size sheet of ice, an 85- x 94-foot studio sheet of ice, a skate rental and pro shop. There is bleacher seating for more than 200 spectators. In addition to recreational skating, the facility is used for figure skating classes, hockey, learn-to-skate classes, intramural hockey, broomball, the figure skating club, the women's intercollegiate hockey team, and the men's and women's ice hockey clubs. Opportunities for ice rentals by University groups are available.

Informal Recreation

Recreation Hot Line, x-GYMS (x4967)

When Archbold Gym and Flanagan Gym are open, students can play pick-up games of basketball, volleyball, and other sports, depending on the schedule. Fitness centers are available during the summer in Archbold Gym, Goldstein Student Center (on South Campus), Ernie Davis Hall, and at Marshall Square Mall. Students may use the Webster Pool in Archbold Gym. There are outdoor basketball, volleyball and tennis courts and softball fields on both North and South Campuses for recreation.

Off-Campus and Commuter Services

*754 Ostrom Avenue, x5489; offcampus@syr.edu
offcampus.syr.edu*

The Office of Off-Campus and Commuter Services (OCCS) orients students to Syracuse University and the broader community, prepares them for successful transitions, and facilitates continued student success through graduation. The OCCS is committed to offering information, resources, education, and programs that promote skill development, student independence, and civic engagement to all Syracuse University students. In addition, the OCCS provides all students living off campus or commuting to campus from home

with support, information, and resource referrals throughout their off-campus housing experience.

Students who opt for off-campus accommodations can visit the OCCS to learn about the network of educational and community services available to them. The office provides students with information on finding suitable housing, exercising their rights and upholding their responsibilities as tenants and as members of the community, and identifying resources that can assist with other off-campus housing questions. OCCS is available for in person assistance at 754 Ostrom Avenue, via phone at 315-443-5489, online, and via e-mail.

Slutzker Center for International Services

310 Walnut Avenue, x2457; international.syr.edu

The Lillian and Emanuel Slutzker Center for International Services (SCIS) assists international students with inquiries and processes related to U.S. immigration regulations and visas, passport validity, employment, travel, and health insurance.

The staff also offers guidance and counseling on cultural adjustment issues and personal, academic, social, health, housing, and financial problems. In addition to working with the international student population, SCIS provides cultural programming and collaborates with students and organizations to foster meaningful intercultural relationships and service-learning opportunities.

Spiritual Life

Hendricks Chapel, Main Quad, x2901; hendricks.syr.edu

Hendricks Chapel is a home for all faiths and a place for all people. As the diverse religious, spiritual, ethical, and cultural heart of Syracuse University, Hendricks Chapel connects people of all faiths and no faith through active engagement, mutual dialogue, reflective spirituality, responsible leadership, and a rigorous commitment to social justice.

Home to 10 Chaplaincies and 23 Spiritual Life Groups from diverse faith and non-faith traditions, the Chapel provides a safe place to explore diverse spiritualities. As a multifaith center, the Chapel promotes interreligious understanding and cooperation through program and example. Chaplains provide spiritual direction and individual counseling for students as they struggle with life's big questions. Hendricks Chapel also hosts the Hendricks Chapel Choir and the Black Celestial Choral Ensemble as expressions of spirituality embodied in the arts. The Office of Engagement Programs at Hendricks Chapel sends students to serve the wider Syracuse community as mentors, tutors, and volunteers. People's Place is a student run coffee shop located in the lower level

of Hendricks Chapel that serves affordable fair-trade coffee and snacks. The Office of the Dean of Hendricks Chapel is the point of contact for all chaplains and religious activities on the SU campus.

For information about religious services in the summer, call x2901.

Student Assistance

306 Steele Hall, x4357 (HELP)

E-mail: studentassistance@syr.edu

studentassistance.syr.edu

The Office of Student Assistance serves as a central helping resource for all students. The office staff helps students and their families manage crises, life traumas, and other concerns or barriers that impede success. The staff works to address the needs of students who struggle in such areas as psychological health, physical health, victimization, relationship issues, and social adjustment through a variety of interventions, referrals, and follow-up services. Contact us for assistance at any time.

Transit Services

621 Skytop, x4652; parking.syr.edu

The University contracts with Centro (the Central New York Regional Transportation Authority) to operate campus shuttle routes and “free fare” zones for SU students on its regular routes. Modified schedules are in effect during the summer. Centro city schedules are available at the following locations: Bird Library, Schine Student Center, Public Safety, Goldstein Student Center, the Parking Office, and online. Campus route schedules can be found on the parking web site, parking.syr.edu.

NEIGHBORHOOD RESOURCES AND SERVICES

Marshall Street

Not officially part of the SU campus, Marshall Street is embedded in the University community. Marshall Square Mall and the Marshall Street area are home to a wide range of specialty shops and restaurants, as well as national chains.

Banks

treasurer.syr.edu

NBT Bank, 315-703-1300 and 800-628-2265;
nbtbank.com

Bank of America, 315-446-4205 and 800-933-6262;
bankofamerica.com

Key Bank, 315-476-2530 and 800-421-0004; key.com

JP Morgan Chase, 315-476-5870 and 800-935-9935;
chase.com

M&T, 315-422-2121 and 800-724-2440; mtb.com or
mandtbank.com

These banks are located near the campus area. *Note that local banks will not cash your personal checks unless you have an account with them.* Therefore, you will want to plan ahead to establish an account to ensure ready access to money for anything you may have forgotten to bring with you.

Driver's Licenses

Syracuse Office—NYSDMV

www.dmv.ny.gov

Western Lights Plaza, 4671 Onondaga Blvd., Syracuse, NY 13219

Mail Services—Local

U.S. Post Office—Marshall Street Station

www.usps.com

Marshall Square Mall, 315-472-0278

Transportation

Air Travel

Hancock International Airport

www.syrairport.org

315-454-4330; 315-455-2337 (for parking information)

Bus—Local

Centro, 315-442-3400; centro.org

Bus and Train—Regional Transportation Center

131 Alliance Parkway

Amtrak, 800-872-7245; amtrak.com

Greyhound and Trailways Bus Lines, 800-231-2222;
315-472-5339 (local terminal); greyhound.com;
trailways.com

Car Rental

Budget Rent-A-Car, 315-458-2017; budget.com

Enterprise Rent-A-Car, 315-423-0022; enterprise.com

Hertz Rent-A-Car, 315-455-2496; hertz.com

Thrifty, 315-455-1001; thrifty.com

Taxi Service

4-SU Taxi, (315) 478-8294; 4sutaxi.com

Syracuse Airport Taxi, (315) 446-3639; syracuseairport-taxi.com

Syracuse Regional Taxi, 315-437-5555; syracusetaxi.com

Chamber of Commerce publications, available in the UC lobby, 700 University Avenue, or from individual programs, describe other Syracuse resources and services. Or visit visitsyracuse.org/gettingaround.

SYRACUSE UNIVERSITY I.D. CARD

Always carry your SU I.D. card with you. It is necessary for identification in the library, the bookstore, health services, athletic facilities, dining centers, residence halls, computer clusters, and some academic buildings.

Protect your card and treat it the same as cash. In addition to carrying your name, SU I.D. number, and photograph—information often required by the University departments you visit—the card has an encoded magnetic stripe on the back that contains information allowing access to your meal plan, SUpocard FOOD, PLUS, and other information that would permit an unauthorized user access to those funds.

Entering Residence Halls and Residence Hall Security

Your SU I.D. serves as your entry to your residence hall. Swiping your card in the card reader at the front door of your residence hall confirms your authorization to enter and releases the door lock. Do not permit others to come in with you. Security in your residence hall is a shared responsibility. Individuals authorized to enter, including other students, must be able to provide their own access.

For your safety, Residential Security Aides (RSAs) employed by the Department of Public Safety, staff residence hall main entrances from 8 p.m. to 7 a.m. daily. (SummerStart and Summer College residence halls have RSA coverage 24 hours a day, 7 days a week.) To enter the residence hall during these hours, you must show the RSA your SU I.D. Report any suspicious persons to the RSA. All non-residents MUST be hosted by a resident (see Office of Residence Life Guest Policy). Each non-resident will be required to provide picture identification (and their guest pass if an overnight guest) to the RSA, and sign into the residence hall. Some summer programs do not allow guests.

Entering Dining Centers

When you walk into a dining center, you must present your SU I.D. to the checker. Your meal plan will allow you to enter the dining center once during a given meal period. It is a violation of the Student Code of Conduct to use another student's SU I.D. card for access to the dining centers and/or meals.

Caring For Your Card

The SU I.D. card is a radio frequency I.D. card that contains a computer chip in the top left corner and a wire transmitter running around the entire card. Please do not puncture the card. The magnetic stripe that carries all your identifying information is quite sensitive. Keep it away from TV sets, radio transmitters, or bulk tape erasers (engineering, telecommunications, and computer science students should be especially careful). If the encoding is erased from the stripe, bring the card to the Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall to be re-encoded.

Lost or Stolen Cards

If your card is lost or stolen, report it immediately to the Housing, Meal Plan, and I.D. Card Service Center at 315-443-2721; at night or on weekends, contact the Department of Public Safety at 315-443-2224. You are financially responsible for all meals or funds used before the loss is reported. Once reported, your card is immediately invalidated throughout the system, preventing unauthorized use. You can obtain a new card by coming to the Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall, Monday through Friday, 8 a.m. to 4:30 p.m. The fee for the first replacement is \$25.

SUpocard FOOD Accounts

To add funds to your FOOD account (in \$25 increments), visit the Housing, Meal Plan, and I.D. Card Service Center located at 206 Steele Hall. Staff will add funds to your SU I.D. card immediately and charge your student Bursar account. FOOD balances not used by August 12, 2017, are not refunded or carried over to the fall semester.

PLUS Accounts

The PLUS account is a declining balance cash account that provides access to goods and services other than food through your SU I.D. This account should not be confused with a SUpocard FOOD account. A PLUS account can be used in campus washers and dryers, to buy tickets at the Schine and Carrier Dome box offices, the Schine Copy Center, and the SU Bookstore.

Funds can be added to a PLUS account in the same way they are added to a FOOD account; see SUPERCARD section above. PLUS balances not used by August 12, 2017, are not refunded or carried over to the fall semester.

Vending

Your SU I.D. may be used in campus vending machines if you have a SUPERCARD FOOD account. Information on the vending program can be found on the Food Services web site at foodservices.syr.edu.

CAMPUS SAFETY

Division of Campus Safety and Emergency Services

safetydivision.syr.edu

Department of Public Safety

005 Sims Hall, x2224, 711 from a campus phone;
dps.syr.edu, @SyracuseDPS,
[facebook.com/SyracuseDPS](https://www.facebook.com/SyracuseDPS)

Fire and Life Safety Services

x5474, ehss.syr.edu

Environmental Health and Safety Services

x4132, ehss.syr.edu

Risk Management

119 Euclid Avenue, x1154
riskmanagement.syr.edu

Emergency Management

005 Sims Hall, x0315
dps.syr.edu

Parking and Transit Services

621 Skytop Road, x5507
parking.syr.edu, @suparking

The Division of Campus Safety and Emergency Services is dedicated to promoting and preserving the safety and security of the University community. The Division's services include the regular patrols conducted by the Department of Public Safety, responding to calls for help in partnership with Fire and Life Safety Services and Environmental Health and Safety Services, managing risks to persons and property through Risk Management and Emergency Management, and providing efficient and safe access to campus through Parking and Transit Services. The Division also helps members of the SU community increase their own safety and security through a variety of educational programs and initiatives.

As one of the most visible arms of the Division on campus, the Department of Public Safety actively solicits and encourages all members of the University community to work collectively to identify, recognize, and eliminate crime hazards and safety and security risks. The DPS is located on the ground floor of Sims Hall and operates 24 hours a day, year-round. A patrol division of academy-trained sworn peace officers and non-sworn community service officers provides proactive services through vehicular, bicycle, and foot patrols. The campus and its surrounding neighborhoods, including Thornden Park, are under the law enforcement jurisdiction of the Syracuse Police Department (SPD). The Division of Campus Safety and Emergency Services has an excellent, mutually respectful relationship with the SPD and other local, regional, and state law enforcement agencies.

Reporting Options

Contact the DPS dispatch center at 315-443-2224 any time. In an emergency, dial 711 from a campus phone. Dial 315-443-2224 and ask to speak with our investigations division if you have information about a crime; or visit our web site, dps.syr.edu, to electronically and anonymously submit tips and information. Additionally, if you would like to contact DPS in an emergency, yet cannot safely make a phone call, send a text message or e-mail to 711@syr.edu and our communications center will respond to your message.

Alert System

Both a crime prevention tool and a public service of the DPS, the alert system uses e-mail and printed communications to warn the Syracuse University community of suspects at large and to seek the community's help in identifying suspects and gathering crime details. DPS issues campus alerts in a timely manner to notify community members of all serious crimes, either reported directly to the department or known to the department through SPD, that represent a threat to students and employees. Copies of all alerts are posted on the DPS web site: dps.syr.edu.

Blue Light Alarm Phone System

The Blue Light System is a series of emergency alarm stations strategically located throughout the campus to provide assistance to anyone in distress. A blue beacon shines above each alarm station. An individual who presses the alarm button can communicate directly with the communications center at the Department of Public Safety to notify the dispatcher of the emergency. An officer will be dispatched to respond to the situation.

Taking Interest in Your Personal Safety**xTIPS (x8477)**

The TIPS telephone line, available in both English and Spanish, allows citizens to leave non-urgent anonymous tips via a telephone voice mail system. Calls are not traced. The TIPS line is available 24 hours a day, year-round. Calling parties may leave their names if they want someone to contact them regarding their tip or complaint.

Toll-Free Tips

Tips for DPS can be called in anonymously to the EthicsPoint call center 24 hours a day, seven days a week at 866-384-4277. Those submitting tips and information can either remain anonymous or identify themselves.

Silent Witness

The Silent Witness program allows those who have witnessed or are witnessing a crime to report it safely and anonymously to DPS. Information is collected through the nationally-recognized EthicsPoint software program and is used to solve crimes on and surrounding campus. Silent Witness is accessible through the DPS web site at dps.syr.edu. This service is not intended for emergency reporting.

Your Right to Know

It is Syracuse University's policy to provide anyone, upon request, with a printed copy of the University's policies and procedures regarding campus security and safety, as well as crime rates and statistics for the most recent three-year period. Copies of *Your Safety and Security at Syracuse University*, a handbook that provides this information, are available from DPS or can be downloaded from the department's web site at dps.syr.edu. SU crime information is also posted on the U.S. Department of Education's web site.

Sexual Assault Complaints

The DPS is committed to working with partners on campus and local law enforcement to reduce and investigate all sexual assault complaints. For more information visit the DPS web site: dps.syr.edu.

Found Property

DPS maintains a "Lost and Found" for the University. Contact the main desk, x1427, if items have been lost in a particular building. Call Stadium Control (x4221) for items lost at the Carrier Dome.

Orange Alert

Orange Alert, SU's crisis notification system, uses text messages, phone calls, e-mail, sirens, message boards, and social media to provide rapid notification and instructions to members of the University community in the event of a critical incident in progress. Critical incidents could include an individual who is considered armed and dangerous, a widespread hazardous materials incident, an explosion, or any other event in which there is an immediate threat of physical harm or death to campus community members. To review and update their emergency contact information, students should log onto MySlice, click on the "Orange Alert" link, and follow the instructions for providing contact information.

LiveSafe App

LiveSafe is a nationally recognized mobile app used at universities nationwide. This app is designed to offer direct connectivity with the DPS emergency dispatch center from users' cell phones. Students, faculty, and staff can download LiveSafe for free to their iPhone or Android, sign up with their school e-mail address, and connect the app with "Syracuse University."

LiveSafe acts as a "mobile blue light," integrating GPS location information when users contact the emergency dispatch center through the app. It features a function called "Safe-Walk" that permits users to virtually share their location with friends as they walk to a destination. App users may also send tips regarding crimes in progress or potentially unsafe situations through the app, and can attach photo and video to provide DPS with further information.

Run. Hide. Fight.

In the unlikely event that an Active Shooter Incident or other violent intruder incident should occur on campus, would you know what to do?

DPS has compiled information about how to respond to an active shooter or violent intruder incident—if you're in the building when an event occurs, how law enforcement will act when responding to the location, and what information to convey to law enforcement if you are calling to report a situation involving an active shooter or violent intruder. To learn more visit the DPS website: dps.syr.edu.

RESIDENCE LIFE

Residence Hall Services

Main Desk

The main desk is the residence hall service center. It is open from 8 a.m. to midnight, seven days a week. The main desk offers a wide variety of services, including mail delivery, providing temporary keys for residents locked out of their rooms, lending recreational and cleaning equipment, and providing general information (including bus schedules). The main desk also is the place to report repair needs, maintenance problems, or residence hall emergencies.

Mail

Mail deliveries are made every day except Sunday; items are usually sorted by the dinner hour. Notices are left in your mailbox for packages and oversized envelopes. These can be picked up through a sign-out procedure between 4 p.m. and 10 p.m., seven days a week. Each main desk has a slot for outgoing U.S. mail; outgoing packages and other special items must be taken by you to the post office. The closest one is in the Marshall Square Mall. (Mail service may not be available in small residence halls during the summer.)

Residence hall incoming mail should be addressed as follows:

Your Name
Name of Your Summer Program
Residence Hall, Box Number
Street Address
Syracuse, NY 13210

Cleaning Equipment

Vacuum cleaners may be borrowed at the main desk of your residence hall.

Laundry Facilities, ATMs, and Vending Machines

All residence halls have laundry facilities, ATMs, and vending machines. If a machine malfunctions and you lose money, report the problem to the residence hall main desk. Note the type and number of the machine, as well as what seems to be wrong.

Laundry facilities are equipped with an online monitoring system called LaundryView, an Internet application that allows you to monitor the status of washers and dryers in connected laundry rooms through a web browser. It also sends e-mail notification when laundry is done and allows you to report a problem. Visit www.laundryview.com for details.

- Report laundry machine problems to the main desk, or call FIXit (315-443-4948).
- Report food and beverage vending machine malfunctions to SU Vending (315-443-COIN/2646).
- Report change machine and stamp machine malfunctions to SU Vending (315-443-COIN/2646).
- Report any ATM machine malfunctions to the residence hall main desk or SU Vending (315-443-COIN/2646).

Elevator Use and Safety

If you or other residents become trapped in an elevator, use the elevator's emergency phone, which is connected to the Department of Public Safety. Any unsafe conditions should be reported immediately to residence hall personnel at the main desk or to the RA on call.

Abuse of or tampering with elevator equipment may cause the safety features to fail to function and is a violation of the University's Code of Student Conduct.

Residence Hall Fire Safety

Common sense and abiding by University residence rules are the best ways to prevent fire. Here are some tips:

- Check all your electrical appliances—radios, televisions, computers, stereos, lamps, etc.—to make sure cords aren't frayed and plugs are in good condition.
- The number of occupants of a room/apartment for purposes of socializing or visitation is not to exceed the local fire codes.
- Tampering with or improperly using fire extinguishers, elevators, sprinkler systems, exit lights, or any other life safety equipment is strictly prohibited. The minimum sanction imposed by the University Student Conduct System for such tampering or improper use is indefinite suspension from residential living, and may also include indefinite suspension from Syracuse University.
- Use of tapestries, posters, and other decorations may not cover electrical outlets, lights, lamps, and ceilings and must be hung at least two feet from the ceiling.
- Use only one major appliance per wall socket, and use only UL-approved surge protectors for multiple electrical needs. Surge protectors are to be limited to one per socket—do not "daisy chain" multiple devices together.
- Fire detection equipment, including that located in a student room, may not be disabled or otherwise tampered with.

- Arrangement of room furnishings is not to impede expedient egress from living spaces.
- Use or possession of candles or incense is prohibited. For religious observances, candles and/or incense may be used in public areas designated by staff with constant vigilance by the user. All candles discovered in a student's room/apartment will be confiscated and discarded; in the event that candles are found to be in use, students will be referred to the Office of Student Rights and Responsibilities.
- Single-use extension cords in good working condition are permitted provided they are UL-approved, have a third-prong ground, are constructed of 12-gauge wire or larger, and are used to power just one appliance. The exclusive use of power strip surge protectors equipped with a breaker switch is strongly encouraged. Use power strips with circuit breakers for appliances. The use of single-plug extension cords and multi-plug adaptors is prohibited.
- Keep doors free of paper and other flammable materials.
- Use only one appliance per socket—overloading a socket can be dangerous.
- Operate microwave ovens only as the manufacturer's manual directs.
- The following items are prohibited in residence halls and apartments:
 - Space heaters
 - Air conditioners
 - Multi-headed lamps and halogen lamps
 - Microwave ovens of more than 1,000 watts
 - Toasters
 - Electric hot plates
 - High-resistance heating devices, including
 - George Forman-type grills
 - Candles
 - Incense

Fire Safety Systems

All residence halls are equipped with smoke detectors in student rooms and all other areas of the buildings. In addition, all residence halls have sprinkler systems throughout each building. Sprinkler systems are activated by an increase in temperature in the event of a fire.

Care should be exercised to avoid setting off sprinkler heads accidentally. Do not hang items from the heads or pipes and avoid any action that would cause an object to come in con-

tact with a sprinkler head. Immediately report the perceived malfunction of any fire safety mechanism—smoke detectors, extinguisher, etc.—to FIXit, 315-443-4948. Under no circumstances are these systems to be removed or disabled; to do so is a violation of the University's Code of Student Conduct.

Fire Alarms

Know the location of the exit nearest your room and use it to leave the building if an alarm sounds. DO NOT use the exit with which you are most familiar, as that may not be the most direct route out. Never use the elevator as a means of egress.

The Syracuse Fire Department responds to all alarms. Failure to evacuate during an alarm is a serious offense and a violation of the University's Code of Student Conduct. Falsely activating an alarm is illegal and punishable under New York State law.

Possible Fire in Progress

If you are in your room and suspect there is a fire elsewhere, follow these steps:

- Feel the door for excessive heat before opening it.
- If the door feels normal, open it slowly, then cautiously head for the nearest exit, staying low.
- If the door feels hot, do not open it. Seal the bottom opening with towels, sheets, or other materials. If possible, phone for assistance. To attract attention, hang clothing or bedding out the window, then shut it promptly. Do not break the window or leave it open, unless the room is filling with smoke. Stay calm and wait for help to arrive. Even if a fire appears to be out, report it to the Department of Public Safety; it may rekindle.

Your Room

Internet and Cable Television Service

All rooms in Syracuse University housing are provided with digital HD cable television (70+ channels) and ResNET (wired internet access) services—no signup is necessary. You will need to provide your own television, personal computer, and cables to take advantage of these services. TV service is provided via Clear QAM compatible technology. See your manufacturer's instructions to check for Clear QAM compatibility. If your TV is network-enabled and you want to connect to the internet, you may need to bring an Ethernet cable (not all TVs can be used on the wireless network).

Students with an SU NetID and password can connect to the AirOrangeX high-speed wireless network. AirOrangeX provides 100% wireless coverage in all residential facilities

on campus. Guests can log on to the SU wireless network using AirOrange Guest. For details on wireless networks visit its.syr.edu/wireless/.

In Your Residence Only

Your computer, smartphone, tablet, and many, but not all gaming devices, TVs, streaming devices, TiVos, VoIP phones, and other similar devices are supported on the Gadgets&Games wireless network. **USE THE GADGETS&GAMES WIRELESS NETWORK WITH CAUTION!** It is an open network without any security and is visible to anyone in range. To connect your device(s), select the Gadgets&Games wireless network. Many of these devices are also supported on SU's wired network and should connect automatically when the Ethernet jack is plugged in. They are not supported on AirOrangeX without authentication using SU NetID and password. Devices connected to Gadgets&Games will not be able to access University resources such as MySlice and Blackboard.

Most wireless printers will not work on campus WiFi networks, including Syracuse University's, because they were designed for smaller, less secure home networks. We recommend a Bluetooth wireless connection or USB cable instead. A device needs an Ethernet port to connect to the wired network.

Problems with wireless networks, cable TV, or ResNET connections should be reported to Information Technology Services (ITS) at 315-443-2677, help@syr.edu, or visit their web site at its.syr.edu/support.

Damages

Following are examples of damages to your room for which you are held responsible:

- Intentional/deliberate damage
- Stickers, stars, and tape that need to be removed
- Keys not returned
- Holes in walls, ceilings, furniture, or missing furniture
- Damaged carpet
- Missing or damaged screens
- Trash removal from your room or apartment

Furnishings Provided

All rooms are furnished with extra long beds (mattresses: 36" x 80"), dressers, mirrors, curtains, closet space, mattress pads, desks, and chairs. You are responsible for all the furniture items provided in your residence unit.

Room Key and Personal Security

Keep your key(s) with you at all times. Always lock your door when you leave your room, even for just a few minutes.

Should you find yourself locked out of your room, contact the main desk to learn the proper procedures for obtaining a loaner key for short-term use. The RA on call can assist you before or after regular main desk hours.

A lost key will result in a lock core change for security purposes. Charges will be based on the time of day that the key is reported missing and replaced.

Telephone Service

For your convenience, all residence hall lobbies are equipped with a courtesy telephone, located in a public area, that allows you to dial the Department of Public Safety as well as other campus locations.

Windows and Screens

Windows and screens must be kept in place. Deliberate damage to either will affect your comfort, and you will be charged for any repair or replacement costs.

RESIDENCE LIFE POLICIES

The theme of residential life focuses on personal responsibility and cooperation in building the community. To enhance this growth of community, the Office of Residence Life (ORL) requires that all students residing on campus be familiar with, and abide by, the University's Code of Student Conduct, the Residential Policies of the Office of Residence Life, and the policies outlined in the Terms and Conditions of Student Housing. The ORL's Residential Policies appear below; the Code of Student Conduct appears on page 16. A copy of the Terms and Conditions of Student Housing may be obtained from the Housing, Meal Plan, and I.D. Card Services Center in 206 Steele Hall.

Residential Policies

What are residential policies? Residential Policies reflect the rights and responsibilities of all Syracuse University and State University of New York College of Environmental Science and Forestry students residing in Syracuse University's residential communities on North and South Campus. Among these are the right to be afforded a reasonable opportunity to learn without interruptions from others; the right to expect that others will respect you and your need for space, quiet, and privacy; and the right to expect others to observe

reasonable standards of conduct that promote and maintain a safe, secure, and mature living environment. In addition, you have the responsibility to recognize and support other students' rights and to be aware of the Office of Residence Life Residential Policies and the Syracuse University Code of Student Conduct.

It is important to understand the policies and expectations of living in the residence halls at Syracuse University. Failure to adhere to Residence Life policies may result in an educational and/or disciplinary sanction, including, but not limited to, removal from the residence halls. Review the Residential Policies at orl.syr.edu/current-students/residential-policies.html. You are expected to know and abide by these policies throughout your summer program.

ADDITIONAL RESIDENCE LIFE POLICIES GOVERNING SUMMER COLLEGE AND SUMMERSTART

In addition to the Departmental Standards described above, Summer College and SummerStart participants are required to comply with the following standards.

Study Hours

Summer College and SummerStart coursework will be supported by a regular schedule of recommended study hours: Sunday through Thursday, 7-10 p.m.

During this time, participants are expected to study in the library, computer cluster or studios, or meet with designated consultants as provided by their program. In addition, students may work individually or in small groups in the residence hall.

Quiet Hours

Quiet hours will be observed, enforced, and posted in every residence hall.

Curfew

Participants are required to observe the following curfew hours:

SummerStart curfew hours:
 Sunday-Wednesday, 11 p.m.
 Thursday-Saturday, 12 midnight

Summer College curfew hours:
 Sunday-Thursday, 11 p.m.
 Friday-Saturday, 12 midnight

Participants may not leave the residence hall after curfew except in emergency situations and with the approval of the Office of Residence Life staff member on duty.

Participants are required to register themselves in person with the Office of Residence Life staff member on duty on or before curfew each night.

All visitors must exit the building prior to curfew. Visitors must sign in and out with the Residential Security Aide (RSA) on duty. See below for program specific guest policies.

Guest Policy

Summer College and SummerStart participants are allowed visitors in the residence hall during approved hours. However, Summer College and SummerStart participants are not allowed to visit each other in their respective residence halls.

Participants are responsible for their guests' behavior and should ensure that they are respectful of other residents and the hall at all times. Participants who violate guest policies risk losing the privilege of hosting guests. Specific policies are:

- Participants must accompany their guests at all times while in the hall.
- Summer College: Guests are allowed in the Summer College residence hall from 8 a.m. to 9 p.m., 7 days a week. Guest access is restricted to the main floor/common area of the residence hall.
- SummerStart: Guests are allowed in the SummerStart residence hall from 8 a.m. to 9 p.m., 7 days a week.
- No overnight guests are allowed.
- All guests must show a valid picture I.D. to the RSA on duty.
- It is the responsibility of the participant host to insure that all guests sign in and out with the RSA on duty. Failure to sign a guest in or out may result in the loss of guest privileges.
- Guests not behaving appropriately will be asked to leave, and their participant host may be held responsible for the misconduct of the guest.

Refer to program specific literature for additional program policies and procedures.

STUDENT RIGHTS AND RESPONSIBILITIES

Code of Student Conduct

Students at Syracuse University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others, and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community.

Syracuse University considers the following behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, to violate the Code of Student Conduct.

1. Physical harm or threat of physical harm to any person or persons, including, but not limited to, assault, sexual abuse, or other forms of physical abuse.
2. Harassment—whether physical, verbal or electronic, oral, written or video—which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” and likely to cause an immediate breach of the peace.
3. Conduct—whether physical, verbal or electronic, oral, written, or video—which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, bullying, and other forms of destructive behavior.
4. Academic dishonesty,* including, but not limited to, plagiarism and cheating, and other forms of academic misconduct: for example, misuse of academic resources or facilities, or misuse of computer software, data, equipment, or networks.
5. Intentional disruption or obstruction of lawful activities of the University or its members, including their exercise of the right to assemble and to peaceful protest.
6. Theft of or damage to University, personal, public or private property/services or illegal possession or use of the same.
7. Forgery, alteration, fabrication of identification cards, records, grades, diplomas, University documents, possession of falsified identification cards or misrepresentation of any kind to a University office or official.
8. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.
9. Disorderly conduct, including, but not limited to, public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.
10. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.
11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.
12. Unauthorized possession or use of any weapon, including firearms, BB guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.
13. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.
14. Violation of any federal, state, or local law that has a negative impact on the well-being of Syracuse University or its individual members.
15. Violation of University policies, rules, or regulations that are published in the *Student Handbook*, or any other official University publications or agreements.

Culpability is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

Note: Summer College participants found responsible for violating the Code of Student Conduct due to alcohol and/or drug possession or other illegal behavior will be dismissed from their respective program and prohibited from any presence on Syracuse University owned, operated, or controlled property. Summer College students should refer to the program for full details related to applicable policies and procedures.

* Cases involving academic dishonesty are handled within the student's school or college.

Rights and Responsibilities

As members of the University community, students can reasonably expect that the following rights will be respected by all University offices, programs, employees, and organizations. Syracuse University further encourages all members of the University community to endorse, support, and abide by the following statement of values that this community has deemed fundamental to its mission and integral to its growth.

1. Speech/Expression/Press: Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students, in turn, have the responsibility to respect the rights of all members of the University to exercise these freedoms.
2. Non-Discrimination: Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, or gender identity and gender expression, or any other protected class as described by law. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.
3. Assembly/Protest: Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing, which does not disrupt the functions of the University, threaten the health or safety of any person, or violate the Code of Student Conduct.
4. Religion/Association: Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities, provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the University community to free exercise of their religious convictions and to free association with organizations of their choice.
5. Privacy/Search/Seizure: Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on University property and within their campus residences. Students have the responsibility to respect the privacy of other members of the University community in their person and in their place of residence.
6. Academic Pursuits: Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.
7. Quality Environment: Students have the right to expect a reasonably safe environment supportive of the University's mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.
8. Governance/Participation: Students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and regulations of the University. Students who accept representative roles in the governance of the University have the obligation to participate responsibly.
9. Fundamental Fairness: Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the University for violations of the Code of Student Conduct, as provided in the published procedures of the University Student Conduct System or other official University publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.
10. Confidentiality: Students have the right to access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the "Buckley Amendment." These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the act.*

**The above statement is also true for international students and scholars, except where specified by the legislation, rules, and regulations governing the particular visa status.*

SYRACUSE UNIVERSITY POLICIES

Students at Syracuse University, including participants in the Summer College and SummerStart programs, are required to comply with University policies, including the Code of Student Conduct (see page 16). Residential students are also required to comply with the Office of Residence Life Residential Policies (see page 15). Failure to do so will result in University Student Conduct System or administrative action up to and including dismissal from Syracuse University's property or programs, including but not limited to Summer College and SummerStart.

Policies included in this guidebook are for reference only and are not intended to be complete. A full statement and description of all policies pertaining to SU students can be found in the Syracuse University Student Handbook, available on the web at syr.edu/currentstudents/student-handbook/, or on the web sites indicated in individual policy descriptions.

Program-specific policies, including those on quiet hours, curfew, and class attendance, are detailed in program-specific handbooks and documents.

Equal Opportunity, Inclusion, and Resolution Services

The University does not discriminate on any protected basis. This includes in admission, treatment, or access to its programs or activities or in employment in its programs and activities. The University prohibits harassment or discrimination related to any protected category. The protected bases include creed, ethnic or national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, gender identity, gender expression or perceived gender. Any complaint of discrimination or harassment related to any of these protected bases should be reported to the University's Interim Chief Equal Opportunity & Title IX Officer Sheila Johnson-Willis. She is responsible for coordinating compliance efforts under the various laws including Titles VI, VII, and IX*. She can be contacted at Equal Opportunity, Inclusion, and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1520; OR by e-mail: equalopp@syr.edu; or by telephone: 315-443-4018. Additional information is available at inclusion.syr.edu.

Consistent with both federal and state disability discrimination laws, in general, no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability. If a guest needs accommodations for a disability, please contact the department or person hosting the guest. If that person cannot assist you, contact Ms. Johnson-Willis (see contact information above).

Consistent with Title IX, the University prohibits harassment, domestic or dating violence rape, sexual assault, domestic or dating violence, stalking, sexual coercion and non-contact sexual abuse such as voyeurism, and sexual exploitation or other forms of sexual violence or nonconsensual sexual activity. The University's standard for consent means informed, sober, mutual, and expressed by action and words.

- If you or someone you know has been harassed or assaulted, contact the Title IX Coordinator using the **specialty designated Title IX line: 315-443-0211**.
- **Privileged and confidential advocacy and supportive services** are available by calling Vera House: 315-468-3260.
- If you would like to file a criminal complaint or **if your safety is at risk, contact the Department of Public Safety: 315-443-2224**.
- You can file an **anonymous complaint** at 315-443-8477 (TIPS) or online at dps.syr.edu.

* Title IX prohibits harassment or discrimination based on sex, gender, sexual orientation, gender expression, or gender identity. Titles VI and VII prohibit harassment or discrimination based on race, national origin, or color. Sections 503 and 504 of the federal Rehabilitation Act and the Americans with Disabilities Act prohibit discrimination or harassment because of disability. In addition, New York law prohibits discrimination or harassment based on these and other protected categories.

Academic Integrity

At Syracuse University, academic integrity is expected of every community member in all endeavors. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society. In addition, each member of the University community has a right to expect the highest standards of academic integrity from all other community members.

Academic integrity is violated by any dishonest act which is committed in an academic context, such as cutting and pasting a passage from the Internet without citing the source, or downloading a paper from an Internet source. Other examples include cheating on a quiz or examination, copying from another student's work, unauthorized cooperation in completing assignments or examinations, or signing a class attendance sheet for a friend.

The grade of "XF" is the standard penalty for a first offense of academic dishonesty by undergraduates at the University. It appears on the student's transcript with the notation "Violation of the Academic Integrity Policy." Serious or repeat offenses may result in suspension or expulsion. Suspension or expulsion is the standard penalty for a first offense by a graduate student.

Syracuse University's academic integrity policy and procedures are administered by the Academic Integrity Office located on the lower level of E.S. Bird Library, Room 012.

To access the complete policy as well as resources for students, go to academicintegrity.syr.edu.

Academic Rules

The official version of the general academic rules of Syracuse University (SU) effective for the 2015-2016 academic year, and superseding all previously published versions of these rules. See Academic Rules found here: coursecatalog.syr.edu. The rules are presented alphabetically by topic, reflecting distinctions between undergraduate and graduate rules as appropriate. Both undergraduate and graduate students will find that their individual school/college/department has additional rules that apply. In the case of graduate students, these rules may be more restrictive than the general University rule.

Alcohol, Other Drugs, and Tobacco

To help ensure a healthy, productive, respectful environment in which to work, learn and live, Syracuse University is pleased to provide a smoke-free and tobacco-free campus. Smoking and the use of all tobacco and tobacco-related products (including e-cigarettes and chewing tobacco) is prohibited on University property including buildings, sidewalks, and parking areas.

FOR MORE INFORMATION and helpful tobacco cessation resources, please visit: wellness.syr.edu/tobacco-free/.

Syracuse University adopted this policy with the support of its students, faculty, and staff to further our mission. This policy is an extension of our commitment to make every

effort to provide a safe and healthy environment for all members of our community. This policy is intended to articulate, affirm, and maintain community-wide norms that support abstinence and encourage low-risk choices regarding alcohol, other drugs, and tobacco—choices that will not compromise positive living, learning, and working experiences for each member of our community.

This policy provides an umbrella framework for the University's approach to prevention and intervention, and defines acceptable and unacceptable behaviors with regard to alcohol, other drugs, and tobacco. In addition, the policy complies with the Drug-Free Schools and Communities Act Amendments of 1989, which requires the University to adopt a program to prevent and prohibit unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees, and with the New York State Public Health Law, which prohibits smoking in all indoor areas of the University.

Abuse is a matter of concern for the entire community. Abusing alcohol, other drugs, and tobacco, regardless of the user's age, poses a threat to health and interferes with one's ability to fully participate in the academic community. Abusing these substances creates serious problems for other members of the community. Secondhand effects of abuse include incidents of impaired sleep, study, and work time; injuries and other health complications, and criminal victimization including sexual and physical assault, theft, and vandalism. Abusing alcohol, other drugs, and tobacco takes a costly toll on the University community in the form of vandalism/property damage, lost productivity, and health service resources.

Complete Syracuse University policies on alcohol, other drugs, and tobacco can be found at: supolicies.syr.edu/ethics/alcohol.htm.

Many Syracuse University summer programs have additionally restrictive policies related to alcohol, other drugs, and tobacco. Program-specific policies, including those related to alcohol, other drugs, and tobacco policies, are detailed in program-specific handbooks and documents.

Bias-related Incidents

Syracuse University seeks to provide all students with a safe and secure learning environment that is free of crime and/or policy violations by discrimination, sexual and bias-related harassment, and other violations of rights. Examples of bias-related incidents include, but are not limited to, nonthreatening name-calling and using degrading language, graffiti, or slurs because of a belief or perception about a person's race,

color, national origin, ancestry, gender, religion, religious practice, age, ability, sexual orientation, or gender identity and gender expression, regardless of whether the belief or perception is correct.

To report a bias-related incident, contact the Office of Student Rights and Responsibilities at x3728 or the Department of Public Safety at x2224. Report bias-related incidents at reportbias.syr.edu.

Campus Disruption

Syracuse University regulations on campus disruption apply to students, faculty, administrators, and staff for the maintenance of public order on University-owned, operated, or controlled property and at its sponsored events. Prohibited conduct includes behaviors such as disrupting or obstructing University activities, damaging University property, and endangering the health or safety of any person on University property. For a full statement of the policy, see supolicies.syr.edu/ethics/campus_disruption.htm.

Information Technology Resources Acceptable Use

This policy governs the use of computers, networks, and related services on the Syracuse University campus. Users of these resources are responsible for reading and understanding this policy, found in the Syracuse University Student Handbook and on the web at http://supolicies.syr.edu/free_speech/IT_resource_acceptable_use.htm.

Any concerns, complaints, or reports of misconduct with regard to the computer system should be reported to the ITS Service Center Manager at 315-443-3145.

Music Downloading and File-Sharing

Using a computer to download or share copyrighted materials such as music, videos, and games without permission from the copyright owner is illegal, has cost Syracuse University college students thousands of dollars in civil penalties, and violates SU policy.

THE BOTTOM LINE: It is illegal to download copyrighted materials (including music, video, images, games, software, etc.) without first obtaining a license through purchase, rental agreement, or written permission from the copyright owner.

It is illegal to distribute (share) copyrighted materials using a computer without the written permission of the copyright owner, even with a license for the material obtained through purchase or rental agreement.

Violating copyright laws is a serious issue that can result in severe legal consequences. Copyright infringement also violates SU's Information Technology Resources Acceptable Use Policy and can result in University disciplinary action against students, faculty, and staff.

DO IT LEGALLY: Legal music downloading and streaming services are available through a number of online vendors, including iTunes (www.apple.com), Spotify (spotify.com), Pandora (pandora.com) and others.

Individual Responsibility

Under Article 156 of the New York State Penal Code, criminal sanctions are imposed for offenses involving computers, software, and computer data. The offenses include unauthorized use of a computer, computer trespass, computer tampering, unlawful duplication, and unlawful possession of computer-related material. Improper or unauthorized access to, or release or manipulation of, any student record in such form is included within those offenses.

All computers, software, data, business records, and student records of the University in any form, electronic or paper, belong to the institution. Any person committing an offense with respect to them may be subject personally to criminal sanctions and other liability. The University will cooperate with law enforcement authorities in prosecuting all persons who commit any such offense.

Enforced Medical Withdrawals

Syracuse University reserves the right to withdraw a student from the institution temporarily for misconduct that is based on a significant psychological, physical, or substance abuse-related condition. Such action of the senior vice president and dean of student affairs, or his/her designee, will be done with appropriate professional consultation. The student will be provided written notice of the reason(s) for the withdrawal and an opportunity to be heard by the senior vice president and dean of student affairs or his/her designee(s).

HIV/AIDS

Syracuse University does not discriminate against individuals on the basis of diagnosis of HIV infection or Acquired Immune Deficiency Syndrome (AIDS). Knowledge of a person's HIV status should be treated in a confidential manner by all members of the University community.

No restrictions will be automatically placed on students, staff, or faculty who are known to have HIV infection in terms of their abilities to work, study, or take part in activities on campus.

Nevertheless, the University will consider the interests of the affected individual, the University, and the University community. Professional opinion, based on acceptable public health guidelines, will be used in deciding how to respond to specific requirements of individuals with HIV infection on campus.

The complete policy is available at supolicies.syr.edu/studs/hiv_aids.htm.

Nonconsensual Sexual Activity

Syracuse University is committed to the maintenance of an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, or other forms of sexual violence or nonconsensual sexual activity. The University will respond promptly and equitably to any such incidents and to any student, staff, or faculty member who reports such incidents.

Syracuse University supports this policy for students, faculty, and staff through its educational prevention programs and its counseling and medical support services.

Syracuse University will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums. Violations of this policy shall include, but not be limited to, the following:

1. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration, no matter how slight.
2. Any actual or attempted nonconsensual sexual activity including, but not limited to: sexual intercourse, or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a person(s) known or unknown to the victim.

Nonconsensual activity shall include, but is not limited to, situations where the victim is unable to consent because he/she is physically helpless, or is mentally incapacitated due to drug or alcohol consumption, or is unconscious, regardless of whether or not the consumption was with the victim's consent.

It is against University policy and against the law to retaliate against a person for making a complaint of sexual violence or harassment. Any retaliation should be promptly reported to the Title IX Compliance Officer/Sexual Harassment Officer at 443-0211.

Victims of nonconsensual sexual activity may seek confidential supportive services from the Syracuse University Counseling Center's Sexual and Relationship Violence Response Team (students) at 443-4715, or from the Faculty and Staff Assistance Program (faculty/staff employees) at 443-1087.

Victims of nonconsensual sexual activity are encouraged to file a complaint through the Title IX Compliance Officer/Sexual Harassment Officer (443-0211), the Department of Public Safety (DPS 711 or 443-2224), Residence Life, or Human Resources as soon as possible after the alleged incident. Complaints against members of the University community may also be filed by non-community members through the Department of Public Safety or the Title IX/Sexual Harassment Officer. The University will conduct an investigation, as appropriate under the circumstances. In most cases involving sexual violence or assault, DPS or the Syracuse Police Department will conduct the investigation.

In cases involving alleged criminal conduct, DPS will assist a complainant in making a criminal complaint if he/she wishes, and any criminal complaint will be forwarded to the appropriate law enforcement agency. For the main campus in Syracuse, this is the Abused Persons Unit of the Syracuse Police Department.

Complaints against students will be forwarded to the Office of Student Rights and Responsibilities for resolution within the University Student Conduct. Complaints against University employees will be forwarded to the Office of Equal Opportunity, Inclusion, and Resolution Services for resolution within the University's respective grievance procedure systems.

Members of the University community found to be in violation of this policy through the procedures and systems described above shall be subject to sanctions, including suspension and permanent expulsion.

This policy shall supplement all other University policies relating to sexual abuse and harassment, all of which shall remain in effect.

Minors

Minors are unable to consent to any sexual activity with an adult; therefore, there is no such thing as consensual sexual activity between a minor and an adult member of the University community. The University strictly prohibits unlawful sexual activity involving minors in connection with any of its programs. For the purpose of this policy, a minor is any person under the age of 17. The University prohibits not only unlawful bodily contact with a minor, if engaged in for purposes of sexual gratification or arousal, but also any

unlawful non-contact sexual activity (e.g., voyeurism, exposure to pornography, “sexting”, etc.). Any reports or complaints of unlawful sexual activity involving minors will be reported to appropriate law enforcement and social services agencies.

More specifically, it is important to note that minors are unable to consent to any sexual activity with any individual (including sexual activity amongst minors); therefore, there is no such thing as consensual activity between a minor and any other individual. The University cannot guarantee confidential resources to individuals reporting unlawful sexual activity.

Refer to the complete *Syracuse University Summer College for High School Students 2017 Policies and Procedures* document for more information as it relates to minors and non-consensual sexual activity.

Please visit the following link for access to the full Student Bill of Rights:

<http://studentconduct.syr.edu/sexual--relationship-violence/bill-of-rights.html>

Non-Motorized Wheeled Vehicle Use

The use of non-motorized wheeled vehicles such as skateboards, roller skates, rollerblades, scooters, and bicycles is permitted on campus, provided that users take appropriate precautions to protect the safety of persons and property. Persons violating this policy shall be subject to sanctions. For the complete policy, see supolicies.syr.edu/pub_safe/vehicle_use_nonmotor.htm.

Sexual Harassment

The Syracuse University Sexual Harassment Policy, which covers activity both on and off campus, provides the following definition of sexual harassment:

Unwelcome behavior of a sexual nature that relates to the gender or sexual identity of an individual and that has the purpose or effect of creating an intimidating or hostile environment for student, work, or social living.

Court actions recognize two forms of sexual harassment under Title VII of the Civil Rights Act of 1964:

Quid pro quo—The “quid pro quo” (literally, “this for that”) claim involves harassment in which a supervisor or teacher demands sexual favors in exchange for job or academic benefits over which that person has some control or influence.

Hostile environment—The “hostile environment” claim involves unwelcome behavior of a sexual nature that creates an intimidating environment for study, work, or social living. This claim includes intentional behavior, as well as behavior that has the reasonably foreseeable effect of interfering with an individual’s ability to work or study.

Identifying Sexual Harassment

Common to all sexually harassing behaviors is their focus on an individual’s sexuality, rather than on that person’s contribution as a student or employee of the University. Although sexual harassment often happens in the context of a relationship of authority, it can also occur in peer relationships. Students, faculty members, administrators, and staff members, regardless of their gender, may be the recipients of harassment.

Harassment may be intentional or unintentional, subtle or flagrant. It can range from offensive remarks to sexual assault, and it can occur in any setting. Severe acts, such as unwelcome sexual grabbing, need only occur once to be judged harassing, while mildly offensive actions may constitute harassment if repeated and pervasive.

Sexual harassment can be verbal, nonverbal, or physical.

It includes, but is not limited to, the following:

Verbal or Written Harassment

- Sexual slurs, insults, or catcalls
- Sexual, sexist, or heterosexist (anti-gay or anti-lesbian) remarks or jokes about someone’s body, clothing, activities, or sexual orientation
- Unwelcome sexual propositions, demands, or pressure for sexual activities
- Unwelcome notes, e-mails, letters, posters, etc.
- Requests for romantic or sexual relations by a person in authority, combined with an implicit or explicit threat or reward
- Repeated requests for dates despite being asked to stop

Nonverbal Harassment

- Sexually suggestive staring, leering, sounds, or gestures
- Sexually suggestive or degrading images or graffiti (such as on T-shirts, posters, calendars, mugs, etc.)
- Use of such images to advertise events

Physical Harassment

- Unnecessary and unwanted physical contact (for example, unwanted touching, brushing, hugging, pinching)
- Unwelcome fondling or kissing
- Coerced sexual activity

Protection Against Reprisals

It is University policy that reprisals against persons who initiate or support action against sexual harassment are strictly forbidden and will be grounds for severe disciplinary action.

It is University policy to respond promptly and sensitively to all complaints of sexual harassment. Complaints against students should be made to the Office of Student Rights and Responsibilities at 310 Steele Hall, x3728. Complaints against faculty should be directed to the University Senate Committee on Academic Freedom, Tenure, and Professional Ethics at 19 Newhouse I, x3152. Complaints against staff should be made to the associate vice president for human resources at the Skytop Office Building, x4224.

For the complete policy, go to supolicies.syr.edu/univ_senate/sexual_harass.htm.

Student Contact Information

Syracuse University students are required to provide to the University accurate and timely information regarding their addresses, phone numbers, and other contact information. (Also see the Syracuse University computing and electronic communications policy, which states, in relevant part, that “students are expected to maintain their [e-mail] accounts and check their e-mail daily.”)

Contact information concerning students and their parents, guardians, and/or emergency contacts facilitates effective communication and access to these persons in appropriate circumstances. Such circumstances include, but are not limited to, the following: health and safety emergencies affecting students or members of their families; notification concerning opportunities or important events about which students may wish to be informed; and general information sharing from schools, colleges, and departments of the University. Contact information will be maintained in accordance with the federal Family Educational Rights and Privacy Act

of 1974 (“FERPA”). (See “Student Rights Under the Family Educational Rights and Privacy Act” under “Student Privacy Rights,” www.syr.edu/registrar/students/ferpa.html).

Students in summer programs submit contact information to their program staff. All other students can submit contact information via MySlice (MySlice.syr.edu). Log in and select an option under “Personal Information.” Alternatively, students can submit contact information to the registrar’s office, 106 Steele Hall, in person, by phone (x2422), or by e-mail (crecords@syr.edu).

Contact information should be updated whenever changes occur.

Students are advised that failure to comply with this policy could result in disciplinary action.

Student Grievance Procedures

Syracuse University is committed to providing an environment where the individual rights of all persons are protected and where concerns regarding these rights are promptly dealt with and resolutions are reached in a fair and just manner. Syracuse University’s Student Grievance Procedures ensure that all students and student organizations are afforded an opportunity to resolve their grievances in a timely manner.

Any student may file a grievance in writing with the staff of the Office of Student Rights and Responsibilities, 310 Steele Hall, x3728, when it is alleged that a right enumerated in the Statement of Student Rights and Responsibilities has been violated by any agent of the University.

Students with Disabilities

Syracuse University is an educational community that values diversity and seeks to promote meaningful access to educational opportunity for all its students. Syracuse University is committed to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and its own Statement of Student Rights and Responsibilities.

Syracuse University provides reasonable accommodations to qualified students with documented disabilities to afford an opportunity for their full participation in the University’s educational programs and activities. All members of the University community are responsible for promoting compliance with this policy. For further information, including grievance procedures, contact the Office of Disability Services, 804 University Avenue, Room 309, 315-443-4498 (voice) or 315-443-5019 (TDD).

Student Records

Syracuse University fully complies with the federal Family Educational Rights and Privacy Act (FERPA). This legislation gives students the following rights with respect to their education records:

- I. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- II. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Syracuse University to comply with the requirements of FERPA.
- V. The right to prevent disclosure of personally identifiable information that Syracuse University has designated as "Directory Information."

For complete information, see registrar.syr.edu/students/ferpa.html. Questions about FERPA, student privacy rights, and Syracuse University's compliance procedures may be directed to the Office of the Registrar, 106 Steele Hall, Syracuse University, Syracuse NY 13244-1120.

University Student Conduct System

The Syracuse University Student Conduct System is composed of individual case managers, the University Student Conduct Board, the University Appeals Board, and the Chancellor's Review Board. The senior vice president and dean of student affairs, and his/her designees, supervise the University Student Conduct System. University Student Conduct System procedures are available in the Office of Student Rights and Responsibilities, 310 Steele Hall, 315-443-3728. Syracuse University reserves the right to modify its conduct procedures and appeals processes with written notice to the complainant and the accused student when classes are not in session, during the summer session, when safety and security issues so demand, when special expertise is needed to ensure fairness, or in other circumstances where, in the University's sole discretion, the procedures described herein are deemed insufficient to meet the objectives of educating and protecting members of the University community. Modified procedures, nonetheless, will provide students with required elements of fundamental fairness.

The primary goal of the University Student Conduct System is education. Sanctions may include warning; social probation; residential probation; disciplinary reprimand; residential relocation, suspension, or expulsion; disciplinary probation; interim suspension; suspension; or expulsion. For a complete description of procedures and sanctions, see the University Student Conduct System Handbook at studentconduct.syr.edu.

Syracuse University's parental notification policy related to student discipline is available by contacting the Office of Student Rights and Responsibilities at 315-443-3728.

Weapons

While on University owned or University controlled property, unauthorized possession or use of any firearm or other weapon, instrument, or material that can be used to inflict bodily harm on an individual or against University property, regardless of whether the individual possesses a valid permit to carry the firearm, is prohibited.

Building Abbreviations

Class locations are printed on your registration confirmation. The abbreviations for academic buildings are listed below. Questions about class schedule locations should be directed to 315-443-3261.

AB.....	Archbold Theatre, Syracuse Stage (Corner of Irving Ave. & W. Fayette St.)	JAMES ST 716.....	716 James Street
ABCAD LAB.....	Archbold Theatre, Syracuse Stage	KITTREDGE AUD.....	Huntington Beard Crouse
ABBLK BOX.....	Archbold Theatre, Syracuse Stage	LAW.....	Dineen Hall (Law)
ABDES STUE.....	Archbold Design Studio, Syracuse Stage	LSB.....	Life Sciences Building
ABDRS ROOM.....	Archbold Theatre, Syracuse Stage	LINK.....	Link Hall
113 EUC.....	113 Euclid Ave	LOWE GALLERY.....	Lowe Art Gallery, 1st Floor Shaffer Art Building
426OSTROM.....	426 Ostrom Ave	LYMAN.....	Lyman Hall
804UNV.....	804 University Ave	Manley FLDH.....	Manley Field House, corner Comstock Ave. and Colvin St.
926EGENESE.....	26 East Genesee St	MARLEY.....	Crouse Irving School of Nursing, Irving Ave.
AG.....	Archbold Gymnasium	MARSH.....	Marshall Hall
BAKER.....	Baker Lab	MAX.....	Maxwell Hall
BARTLT.....	Bartlette Room	MOON.....	Moon Library
BELFER.....	Belfer Audio Archive	MSQ.....	Marshall Square Mall
BH.....	Bowne Hall	NCCI.....	Newhouse Comm Center I
BL.....	Bird Library	NCCII.....	Newhouse Comm Center II
BRAY.....	Bray Hall	NCCIII.....	Newhouse Comm Center III
BROCK.....	Brockway Residence Hall	OFF CAMPUS.....	Class is being taught off campus. Refer to department for location
CARN.....	Carnegie (Math)	PHOEBE 2FLOOR.....	Phoebe's Restaurant, Corner E. Fayette St. & Irving Ave.
CARR.....	Carrier Dome	PB.....	Physics Building
CH.....	Crouse Hinds Hall	ROBERTSCH.....	Roberts School, 715 Glenwood Ave.
COMART.....	Comstock Art Building	SCITC.....	Science & Tech Ctr
CR.....	Crouse College	SHAFER.....	Shaffer Art Building
DELPLN HALL.....	Dellplain Hall	SHAW.....	Shaw Residence Hall
DINEEN.....	Dineen Hall	SHEMIN AUD.....	Shaffer Art Bldg
DRUMLIN CLUB.....	Drumlins Country Club, 800 Nottingham Rd, South Campus	SILV.....	Silverman, SUNY HSC, Irving Ave.
EGGERS.....	Eggers Hall	SIMS.....	Sims Hall
ERNIE DAVIS.....	Ernie Davis Hall	SLOC.....	Slocum Hall
FLAN.....	Flanagan Gym	SMITH.....	Smith Hall
GEBBIE CLINIC.....	Skytop Road, Suite 1200	SONG MOUTN.....	Song Mountain Ski Resort, 81 South, Tully Exit
GIFFORD AUD.....	Huntington Beard Crouse	SOM.....	Martin J. Whitman School of Management
GRANT.....	Grant	STOLKIN AUD.....	Physics Bldg
GREEK PEAK.....	Greek Peak Ski Resort, RT 81 South to RT 392, Cortland, NY	TOLLEY.....	Tolley Humanities Building
HBC.....	Huntington Beard Crouse	TULLY.....	ESF Tully Campus
HC.....	Hendricks Chapel	UC.....	University College
HGL.....	Heroy Geology Building	VAHOSP.....	Veterans Admin Hospital
HINDS.....	Hinds Hall	WALTER.....	Walters Hall
HL.....	Hall of Languages	WAREHS.....	Warehouse Building
HUNTN.....	Huntington Hall	WAT LIGHTWK.....	Lightworks, Watson Hall, South Corner, Waverly Ave.
HUTCH CTR.....	Hutchings Center	WAT THEA.....	Watson Theater (Watson Hall)
ICE PAV.....	Tennity Ice Pavilion, South Campus next to Goldstein Student Center	WB.....	Women's Building
ILLICK.....	Illick Hall	WEISK HALL.....	Weiskotton Hall
JAHN.....	JAHN Laboratory	WNKENA.....	ESF Wanakena Campus

NOTES

University College
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