

2010-2011 MENLO COLLEGE STUDENT HANDBOOK

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MENLO COLLEGE

An Independent, Coeducational Institution of Higher Learning

Menlo College is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges.

MISSION STATEMENT

Menlo College's mission is to educate and develop future leaders through a liberal arts-based business education that integrates academic study and fieldwork in a Silicon Valley environment unmatched in its potential for innovation.

CORE VALUES

The Mission Statement is based on the following Core Values:

Understanding different ideas and individuals
Treating all people with fairness and equity
Developing the full potential in each person
Supporting a range of teaching and learning styles
Considering one's responsibilities to others
Protecting the local and global environment
Continually improving the educational process

STUDENT HANDBOOK INTRODUCTION

As a student at Menlo College you have chosen to become a member of a unique community made up of a diverse group of students, faculty, and staff.

You'll be among 600 other students representing a diversity of races, religions, national origins, physical abilities, sexual orientations, interests, learning styles, and other individual characteristics. Though each of you has your own history to share, you'll find that your vast differences can become the foundation for some very meaningful relationships and experiences.

Exposure to different backgrounds, and working through difficulties that arise from differences in living patterns, can prepare you for meeting and resolving life's future challenges.

If you are going to succeed at Menlo, you must be an involved and responsible member of our community. You will need to take an active role in shaping your college experience and, at the same time, positively contributing to the experiences of others.

Here are some sure tips for **success**:

- Respect and accept the diversity of your fellow students, faculty, and staff;

- Make responsible choices concerning your health and safety and that of others;
- Know the campus policies and the consequences of not abiding by them;
- Know where to go for support and help if you need it;

Leave Menlo a better place than you found it!

Please remember that this Handbook represents information, policies and guidelines which the College may change at any time before or after any student's registration, with or without notice. The Handbook is not a contract between a student (or applicant) and the College. All Menlo College students are encouraged to consult the Menlo College catalog for information on academic matters. Professional Studies Program (PSP) students are also advised to refer to the PSP Student Handbook for information specifically pertaining to enrollment in the Professional Studies Program.

Menlo College's Community

Menlo College has long emphasized integrated residential learning and co-curricular programs that complement traditional educational activities. In our community, learning activities enrich the living environment, and campus activities contribute to students' learning and development. Integrating experiences from all aspects of students' lives at Menlo – Academics, Student Activities, Residential Life, and Athletics –has three primary goals driven by our Mission and Values with the ultimate goal of enriching and improving student learning:

- Integrated curricular and co-curricular learning
- Enhanced intellectual climate across the campus
- Holistic development of students

Our goal is to engage the whole student, whereby all the activities of the college are related to provide compelling and multifaceted learning experiences in the classroom, on campus, and in the community. The faculty and staff of the College guide students to connect their curricular with their lives outside the classroom. Our community encourages different campus organizations to collaborate to sponsor co-curricular programming that supports the activities in the classroom.

To enhance the intellectual climate in the residence halls and elsewhere, we have redefined the roles our Resident Fellows (residential faculty and staff) play in students' learning and development. Our Resident Fellows collaborate with teams including resident directors, resident assistants, students, and nonresidential faculty, staff, and students to create co-curricular programs that enrich the living environment with activities that support students' learning.

Athletics, community service and leadership development foster the whole student. Participating in inter-collegiate athletics and intramurals, students develop sportsmanship,

cooperation, and discipline they apply on the field, in the classroom, and in the community.

Through Service Learning (SERV), community service activities offer students opportunities to apply their learning in practical settings, for example planning, budgeting, and managing a large dinner for homeless people in the local community. SERV provides experience in such areas as communication skills, diversity issues, ethical decision-making, and employment marketability. Each program challenges students to think critically, act responsibly, and reflect on the meaning and impact of their activities.

Respect For Our Diversity

Menlo College does its best to provide a safe and healthy environment, one that fosters critical learning in the classroom as well as in the residence halls and other areas where you have chosen to become involved. Our community represents the expanding diversity of the Bay Area. Our activities, programs, classes, workshops, lectures, and everyday interactions are enriched by our acceptance of one another.

As a college community, we strive to learn in an atmosphere of positive interaction and mutual respect. As a member of our community, it is important that you understand the College's expectations regarding appropriate and inappropriate behavior. As adults, we are responsible and accountable for our actions. We must take responsibility for our awareness of racism, sexism, ageism, homophobia, classism, heterosexism, xenophobia, and other forms of oppression.

We are all created equal, and shall treat and be treated as such. Acts of bigotry are unacceptable within this community. No one has the right to denigrate another human being on the basis of race, color, ethnicity, gender, sexual orientation, national origin, age, religion, political beliefs, and/or disabilities.

We will not tolerate visual, oral or written abuse, threats, harassment, intimidation, or violence against any person or property that violates these policies. We do not accept substance abuse or ignorance as excuses. Menlo College does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to treatment and employment in the College's programs and activities. All those who live, study, work, and teach in the Menlo College community are here by choice, and as part of that choice, should be committed to those principles. They are an integral part of the guidelines by which our community functions.

CAMPUS SERVICES

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is a College-wide resource for effective learning and teaching. Its goal is to provide assistance to all students, faculty, and staff to enable our students to succeed and excel academically. The ASC provides a wide range of services

including advising, peer tutoring, and outreach for students who want to enhance their learning strategies; it provides faculty and staff development training in teaching students who have learning challenges and different learning styles. Workshops are offered through the ASC in order to help students improve their study skills. Workshops address topics such as note taking, time management, test taking, and stress management.

In addition, the ASC provides a testing center for students who are entitled to special accommodations. Please direct all questions about disability services to the Academic Success Center.

ACADEMIC ADVISING SERVICES

Academic advising services are available to all Menlo College students to help them evaluate their educational goals and provide them with the tools necessary to achieve these goals. Academic Advisors help students select their classes in a logical and appropriate manner, establish the strategies for taking courses at a particular time and help them satisfy their degree requirements in a timely manner. The following are guidelines for academic advising at Menlo College:

- New students (freshman and transfer) meet with counselors in the Admission Office who explains the various degree programs (major and concentrations) offered at Menlo College. Students then meet with an Academic Advisor to help choose their first semester's classes and help them determine their academic preparation to take specific classes.
- Incoming Freshmen and Transfers students are assigned an Academic Advisor through the Academic Advising Center. Students are assigned Faculty Advisors once they declare a major or during their Sophomore year
- Academic Advisors guide students in their choice of majors and concentrations and act as mentors to help them match their skills, abilities, values, and interests with their academic and career pursuits. Academic Advisors serve as a great resource for students wishing to study abroad, obtain an internship, and/or prepare for graduate school.
- The Academic Advisor maintains a degree check sheet for all students. This check sheet reflects the transfer credit that students have been awarded, the courses they have completed at Menlo College, and the courses and units they need to satisfy for graduation. The Academic Advisor assists students with future courses and registration and provides them with a degree audit approximately six months before graduation.
- PSP students will meet with their Academic Advisor upon enrollment into PSP. Please consult with your advisor as needed.

ATHLETICS

Intercollegiate Athletics

Menlo College competes as a member of the NAIA California Pacific Conference as well as the Northwest Conference for Football. Men's teams include: cross-country, football, soccer, basketball, baseball, golf, and wrestling. Women's teams compete in: cross country, softball, wrestling, soccer, volleyball, and basketball.

To participate in athletics at Menlo College, each student-athlete is required to take and pass a pre-participation physical examination and be covered by primary medical insurance. It is the responsibility of the student-athlete to schedule and pass a pre-participation physical with his/her primary care physician. The pre-participation physical paperwork must be signed by a physician and submitted to the Head Athletic Trainer along with verification of primary insurance coverage. **If a student-athlete is not currently covered by a primary insurance policy, he/she is required to purchase an insurance policy.** Under no circumstance will a student-athlete be allowed to participate in any intercollegiate activity (pre-season conditioning, practice, or competition) until the physical exam and insurance paperwork is submitted. Student-athletes are encouraged to contact Head Athletic Trainer at (650) 543-3931 with any physical or insurance paperwork.

A student-athlete who will be absent from class because of participation in intercollegiate athletics is required to notify the instructor prior to the absence. Each student-athlete should present a team schedule to each professor at the beginning of the semester indicating when conflicts might arise. The student athlete will be responsible for making up class assignments or examinations as well as for obtaining lecture notes, etc.

Each student-athlete is required by the Athletic Department to sign Eligibility and Drug Testing Consent forms prior to practice and competition.

ATHLETICS FACILITIES

Swimming Pools

Hours for recreational use of the Gates Competition Pool and the recreational pool located in the Adams Plaza are posted monthly on the bulletin boards in the gym hallway. They are adjusted to accommodate interscholastic high school athletic events and practice, and seasonal changes in climate. Please observe the regulations posted in the pool areas, specifically:

- **Refrain from running, pushing others into the pool, and other** dangerous horseplay.
- Alcohol, solid food, and glass containers are prohibited.
- Pets are prohibited in pool areas.

Tennis Courts

Students, faculty, and staff may use the tennis courts based on availability.

Menlo School holds scheduled classes, team practices, and competitions on both sets of courts. The College offers a Tennis P.E. class each semester. Check the College schedule of classes for the dates and times.

Haynes-Prim Pavilion

The gym is used extensively Monday through Friday for physical education classes, and for College team practice and competitions. Except when scheduled for College athletic contests, practice, or assemblies, the gym is open for recreational use. You must have a valid Menlo I.D. to use the gym.

Weight Room

The weight room is used for physical education classes and athletic training most mornings and afternoons. It is available for individual exercise when not used for those purposes. Hours of availability are posted at the facility. Be considerate of others by re-racking weights and wiping down the equipment.

Fitness Center

The Fitness Center is located in the portable outside El Camino Hall. Use of the Fitness Center is on a first-come first-served basis and includes stair masters, weight machines, free weights and floor mats. Please be considerate of others by sharing equipment as needed and re-racking the free weights. The Fitness Center is available to students, faculty and staff.

BOOKSTORE

The Bookstore stocks required textbooks for classes, as well as paperbacks for leisure, supplemental study, and reference materials. The Bookstore also carries school supplies, snacks, gifts, health & beauty aids, greeting cards, Menlo clothing, and a variety of other items.

The Bookstore buys back books during the last week of each semester.

The Bookstore hosts a Dry Cleaning Drop-off, Pickup Service.

Computer software is available at an educational discount. The Bookstore will accept cash, personal checks, Visa, Master, American Express & Discover Card for merchandise payment. Return checks are subject to a \$25 return check fee.

One Card purchases can be completed at the Bookstore. *One Card* is optional but recommended as an on-campus debit card. Simply add money to your Menlo College identification card and it becomes a *One Card*. The *One Card* can be used in the Bookstore or Dining Hall for purchases. Cash cannot be withdrawn from the card and funds should be used for purchases prior to the end of the school year.

All refunds and exchanges at the bookstore require the cash register receipt and the required Menlo College documentation. Please see the refund policy displayed in the Bookstore for details.

Fall and Spring Store Hours NOTE: CHECK HOURS

Tuesday, Wednesday & Thursday 8:30a.m. to 6:00 p.m.

Monday & Friday 8:30 a.m. to 5:00 p.m.

For more information please contact

ckrakowsky@menlo.edu

www.menlo.bkstr.com

650-543-3711

1-800-55menlo x 3711

BOWMAN LIBRARY

Bowman Library provides a wide range of information services, resources, and technologies that support the educational and research needs of the Menlo College community. The librarians and faculty have adopted a collaborative, integrated approach that helps students develop the information competencies and research skills that are critical for academic success.

Library Hours

Bowman Library is open seven days a week, with late evening hours Sunday through Thursday nights and during final exams. Current information about the library schedule can be found on the Library's Web site at <http://www.menlo.edu/library/>

Collections

The Library's print and online collections support all areas of the College curriculum, with special emphasis on business, psychology, and the social sciences. The Library has more than 60,000 books as well as online databases that provide access to nearly 17,000 academic journals and magazines. Most of the collection is accessible through the Library's Web site.

Reference and Information Services

Menlo College librarians offer personalized reference and information services at the reference/information desk, by appointment, and through library instruction sessions. The librarians teach more than 60 instruction sessions per year, each tailored to the needs of students in a particular course. The Library also publishes a series of general and subject-specific research guides that present strategies for effective library research.

All Menlo students are required to complete an online Research Skills Tutorial, WOODIE, during their first year at the College. The Tutorial, part of Menlo's General Education Curriculum, covers topics such as selecting appropriate information resources, searching library databases and the Internet, and evaluating and citing information.

Computer Resources and Study Facilities

Bowman Library has 40 desktop computers and 30 laptops for student use. Each computer provides access to Web browsers, Microsoft Office, and a range of instructional software. Students may check out the laptops to use within the Library. The Library's wireless network is accessible throughout the building, and there is no charge for document printing. The Library's study facilities include individual study carrels, group study rooms, and a multimedia classroom.

Circulation and Interlibrary Loan

Students with a valid Menlo College ID card can check out books, DVDs, and equipment. (The same ID card provides off-campus access to the Library's online collection.) Library users may access their circulation records and request or renew items through the Library's Web site.

Interlibrary loan and document delivery services provide prompt access to materials that are not immediately available in the Bowman Library collection. Nearly any recent journal article can be delivered to students via e-mail within three to five days.

BUSINESS OFFICE

Student Accounts

Business Office staff is available Monday through Friday from 9:00 a.m. to 4:00 p.m. The office is located in Room 151 of the Administration Building. Staff can assist with tuition payments, payment plans and providing information on account balances. For detailed information regarding your account, contact Paula Scalia at (650) 543-3781 or pscalia@menlo.edu.

CAREER SERVICES RESOURCE CENTER

Menlo College's Office of Career Services extends an open invitation to all students, regardless of class standing, to come and talk with the staff regarding programs and services. You don't have to be a senior, have a declared major, or have a clear idea as to your career direction to talk with the staff. Personalized career counseling and assessments such as the Myers-Briggs Type Indicator and the Strong Interest Inventory are offered free of charge to all Menlo students and alumni. We encourage students to visit the Office of Career Services to receive guidance in resume writing; interviewing skills; job search strategies; navigating career resources on the web; networking; internship development; on-campus employment, and other career planning issues. Simply contact the Office of Career Services (careers@menlo.edu) to arrange an appointment or drop by the Office and sign up for an appointment.

In addition to personal career counseling, the Office of Career Services also plans educational programs for Menlo students throughout the academic year. Past programs have included workshops on resume writing, internship search strategies, and preparing for graduate school. Special events have included Career Fairs, an Etiquette Dinner, and Dress for Success Workshop. A one-unit class called Career Management in the Workplace is open to all students in Fall. Both the Menlo College Bowman Library and Office of Career Services have a wide range of career planning resources available for review. Students are especially encouraged to utilize the comprehensive, online career library. Accessed through the Library's ROSIE network, this vast career library offers numerous industry guides and career planning tools. In addition, the Office of Career Services provides students with a comprehensive overview of Internet resources related to internships, career planning, and job opportunities in specific career fields. Stop by the Office of Career Services to meet the staff and check out some of the resources available.

COUNSELING SERVICES

Menlo College offers students the opportunity to receive *informal* counseling from a variety of individuals on campus including faculty and staff. Menlo College does not provide formal counseling on campus. However, a primary role of Student Affairs is to connect students with resources that are available within our local community. Please contact the Office of Student Affairs at (650)543-3779 for more information about counselor schedules.

The following websites are excellent resources that can also assist students in accessing services:

www.ulifeline.org

Information pertaining to a variety of mental health concerns

www.afsp.org

Information pertaining to suicide

www.rethinkingdrinking.niaa.nih.gov

Information pertaining to alcohol

www.kara-grief.org

Information pertaining to bereavement

www.itsyoursexlife.org

Information pertaining to sexuality

www.rainn.org

Information pertaining to rape, abuse, and incest

www.corasupport.org

Information pertaining to domestic and dating violence

www.nationaleatingdisorders.org

Information pertaining to eating disorders

DINING SERVICES

Campus Dining Services at Menlo College, managed by Sodexo USA, features a healthy, environmentally-friendly dining program. A variety of organic, hormone-free, and healthy products are provided, including:

- Hormone-free poultry, beef and pork (including deli meats) that is grain-fed and free of antibiotics and unnecessary preservatives. Certified organic produce, locally grown where possible, with seasonal exceptions as requested
- House-made salad dressings free of trans fats

- House-made desserts, cookies, and pastries
- Organic cheeses, whole eggs, oils, spices, flour, granola, tofu, soy milk, and other popular ingredients
- All bio-degradable disposable products
- Special labeling of all organic, hormone-free, free-range, and GMO (genetically modified organism) free foods

In addition, students participate in a variety of programs including composting and recycling. Students may also have opportunities for employment with our dining program and volunteer to be a part of the Food Service Committee. All students may utilize the dining program through their current, validated student I.D. card. Resident students are automatically enrolled in a meal plan. Resident and non-resident students can purchase Flex Dollars, which are used like a debit card. Non-resident students who utilize the Flex Card system receive a discounted lunch rate during the week. Remaining Flex Dollars on your I.D. card expire at the end of the fiscal year and are non-refundable. The Menlo Dining Room offers continuous dining throughout the week, which includes breakfast, lunch, and dinner. On Monday thru Thursday a late night snack is also provided. Saturday and Sunday students can enjoy brunch and dinner. There is no meal service during holiday and semester breaks, including the Thanksgiving holiday, winter break, mid-semester break, and spring break.

Hours of operation are posted in the dining hall and throughout the campus.

Student organizations are encouraged to utilize the catering services provided by Campus Dining Services for special events such as picnics, beach parties, cultural events, dinners, and speaker series.

DISABILITY SERVICES FOR STUDENTS

Services for students with disabilities of all types are served by Menlo College's Academic Success Center. The Center determines eligibility for accommodations, and advises, counsels, and advocates for students with physical, psychological, and learning challenges. It houses a tutoring lab, a writing lab, and provides computers with modern assistive technology. Special support services relevant to the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 are available to qualified students with disabling conditions. See our website for more information: www.menlo.edu/academics/asc

FINANCIAL AID

Menlo College administers a variety of assistance programs to help students finance their education when their own and/or their families' resources are inadequate for this purpose. It is the fundamental principle of financial aid, however, that a student's first resource must be his/her own earning capacity, followed by the income and assets of his/her immediate family. Students requesting financial assistance (particularly in the form of grants, work-study, and/or educational loans) must complete the Free Application for Federal Student Aid (FAFSA) every year. To maximize the chances of receiving the most financial aid possible, students should

apply by the priority deadline date, which falls well before the start of the academic year. A student's eligibility for grants, loans and employment is based on a federally regulated analysis of information supplied on the FAFSA, and any other required documentation. Students are expected to ensure that all information provided is accurate to the best of their knowledge. Professional Studies Program students are advised to contact the Financial Aid Office directly for information on financial assistance opportunities.

Grant Programs

Menlo College offers institutional grants to students based on financial need. Assistance from Federal and State grant programs is also available, based on financial need, to students in good academic standing. There is no requirement of repayment for these grant programs.

Federal Pell Grants

This program provides federal grants of a maximum amount to undergraduate students. There is also a minimum Federal Pell Grant award for an academic year. To be eligible, students must demonstrate financial need through the college's regular financial aid application process.

Federal Supplemental Educational Opportunity Grants (FSEOG)

These grants are administered on behalf of the federal government. FSEOG grants are awarded first to students with the lowest expected family contribution (EFC) and highest financial need. Priority is given to students who receive Federal Pell Grants. FSEOG grants are only available to full-time undergraduate students enrolled in the traditional day program.

Cal Grants

The California Student Aid Commission (CSAC) administers grant programs for needy undergraduate California residents without a bachelor's degree.

Awards are based upon both financial need and academic merit and typically are offered for the fall and spring semesters. Students should complete the Free Application for Federal Student Aid (FAFSA) and submit a GPA Verification Form by the filing deadline. All documents must be submitted to the appropriate agencies to be considered. Information about the deadline is available in the Financial Aid Office. The CSAC determines eligibility for new Cal Grant recipients.

Menlo Grants

At times, Menlo College provides institutional grants to students who demonstrate federal financial need, as determined by the FAFSA. Funds are restricted to meet a certain percentage of need after other free aid funds are considered. Only full-time undergraduate students enrolled in the traditional day program are eligible for consideration.

Scholarship Programs

Menlo offers institutional scholarships, selected by the College, to eligible students in recognition of academic achievement, leadership, depth of involvement in extra-curricular activities and community service. These scholarships, which are available to full-time students in the traditional day program, include the Presidential Scholarship, the Dean's Scholarship, and

the Leadership Scholarship. Students must have a completed file in the Admission Office in order to be considered for the merit scholarships. Scholarships received from other sources must be reported to the Financial Aid Office in writing. Please contact the Financial Aid Office for more information about the scholarship program.

Loan Programs

Long-term Federal student and parent loans are available to assist with educational costs. Student loans are low-interest Federal awards that must be repaid after the student ceases to be enrolled at least half time in an institution of higher education. A loan in the parent's name goes into repayment 60 days after disbursement. Some programs are based on financial need, while others are available to anyone who is eligible, regardless of need. In the beginning of each semester, short-term textbook loans are available to students who have been allocated financial aid in excess of college charges and are eligible for a refund. Please contact the Financial Aid Office for more information about loan programs.

Federal Work Study

Federal Work Study (FWS) is awarded based on financial need. Students awarded FWS are required to work on campus in order to earn these funds. Job descriptions and openings are listed in the Office of Career Services.

HEALTH INSURANCE

Menlo College requires all full-time students, students living on campus and all international students to maintain medical insurance coverage. Coverage must include in-patient care, catastrophic illness and emergency injury care.

Students need to satisfy insurance requirements through private or employer-sponsored plans or with enrollment in Menlo College's Student Insurance Plan (MCSI). Each school year, the student must be enrolled in MCSI or submit a waiver indicating alternative coverage. Students who fail to provide this waiver form **will be enrolled and billed** for Menlo College's Student Insurance Plan. If you currently have comparable insurance coverage, you must complete the Menlo College Waiver form for the current year and return it by the first day of classes. For more information about this matter, please visit the policy website at www.summitamerica-ins.com/menlocollege.

HEALTH SERVICES

Menlo College is surrounded by a variety of healthcare resources. If you have questions regarding healthcare or resources available to you in cooperation with your insurance company, don't hesitate to stop by the Office of Student Affairs. Students who are enrolled in Menlo College's Student Insurance Plan can get assistance with finding a doctor and learning about other available health resources through this policy by visiting www.firsthealth.com. In the event of emergencies or after hours assistance (evenings and weekends) please contact the following individuals:

Emergency: Call 911

Campus Security: (650) 400-5837

Resident Life Duty Phone: (650) 796-9544

Resident students should contact a Resident Assistant immediately.

INFORMATION TECHNOLOGY

Access to Computing Resources

Every Menlo College student is assigned a unique Menlo user ID and password which is required to access most College technology resources. While enrolled, the student may use these credentials to access email, wireless networking, and grades, registration, and course materials. For your own safety, do not share your login credentials with anyone.

In using College computing resources, the student agrees to abide by the College's Acceptable Computer Use Policy (AUP) and all other applicable College policies. Please be aware that usage of technical resources which violates the College's AUP, non-harassment/non-discrimination policies, or is otherwise impermissible may be cause for imposition of student discipline, in addition to loss of computer use access privileges.

Computer Labs

Menlo College has several computing facilities on campus. The Tech Center in Bowman Library is available to students seven days a week (excluding holidays) and offers students the computing resources required to complete coursework, communicate globally, and access the World Wide Web. There are three instructional computer labs on campus, containing personal computers at every desk. These classrooms are reserved for courses requiring a hands-on environment for learning computer skills. In addition, the College has several smaller, specialized computing centers for tutoring and instructional support in math and writing.

E-MAIL

Upon admission to the college, all students are assigned a Menlo Student Email account, hosted by Google. Through the email system, students have access to email, calendaring, and document storage from anywhere they have an Internet connection. Students are responsible for checking their Menlo email account regularly, as this is the only email address where official College communications will be sent.

To access email, visit <http://email.menlo.edu> and log in with your Menlo user ID and password. Your email address is username@menlo.edu, where "username" is the same as your Menlo user ID (typically either first initial last name, like jsmith, or first name, last name, like jane.smith).

Wireless Access (WiFi)

Menlo College supports 802.11b/g/n wireless Internet service in several locations on campus: Bowman Library, Brawner Hall Computer Labs, Florence Moore classrooms, Kratt Hall and El Camino Hall dormitories, the College Dining Hall, and the Student Union.

To access the WiFi network, connect to the "Menlo-Student" SSID from any wireless hotspot. Once connected, open any Web browser on your computer and you will be directed to a log-in screen. Enter your Menlo user ID and password to be connected to the Internet.

MyMenlo – Student Records Online

MyMenlo (<http://my.menlo.edu>) is a web-based portal for accessing student records, registering for classes, and viewing financial aid and billing information. To access MyMenlo, use any Web browser to go to <http://my.menlo.edu>, and log-in with your Menlo user ID and password.

Technical Support

Visit www.menlo.edu/it / for more information about IT services and support. For general technical assistance, please contact the IT Help Desk via email at helpdesk@menlo.edu, on the phone at (650) 543-3830, or in-person in the Tech Center in the Bowman Library.

INTERNATIONAL STUDENT SERVICES

Menlo College prides itself on its diverse community and its relationships with students and alums from around the world. International Student Services, located in the Admission Office, assists students with their transition to the College and provides services including:

- Instructions regarding F-1 Visas
- Document processing
- International student orientation
- One-on-one advising

Visa Status for International Students

Being an international student on an F-1 student visa at Menlo College subjects you to certain Department of Homeland Security/immigration regulations. The following list outlines some of the major regulations that you need to comply with in order to maintain your status as an F-1 student in the U.S. Please keep in mind that the rules and regulations pertaining to your visa status can change. Therefore, it is essential that you remain in regular communication with the International Student Services Office.

1. You must be a full-time student i.e., enroll in and complete a minimum of twelve units in each Fall and Spring semester. If for some valid health or academic reason you cannot maintain your full-time status, you need to see International Student Services prior to dropping below twelve units for any given semester. Your eligibility will be determined and staff will discuss the impact this may have on your immigration status.
2. *You may NOT work off-campus* unless you have obtained appropriate work authorization from a Designated School Official at Menlo or the Department of Homeland Security. (For further details on eligibility requirements and procedures to obtain off-campus work permission, you need to contact the International Student Services Office).
3. You must limit both on-campus and off-campus work to *not more than 20 hours per week when school is in session*. Note: This includes any work aid assignments, paid or unpaid internship hours, RA positions, campus positions, or any paid positions on campus.
4. You must *get your I-20 signed for travel prior to leaving the U.S.* at any time during or after the semester. This includes trips to Canada and Mexico.

5. You must maintain a *valid I-94 card and a valid passport* at all times during your stay in the U.S. as an F-1 student. In the event that your passport is due to expire, please contact your nearest Consulate or Embassy for information on how to renew your passport before the expiration date on your passport.
6. You must follow appropriate extension-of-stay and transfer procedures.
7. You must be enrolled full-time in a degree-seeking program for at least two semesters in a year.
8. You must make satisfactory academic progress towards your degree.
9. You must report any change of address within ten days to the International Student Services Office.

Please note that the above regulations may be subject to modification over the course of this next year as further policy statements and regulations are issued by various federal agencies. Please consult with the International Student Services Office for details on these and other matters concerning your F-1 student status.

MAIL

All students are assigned a campus mailbox. Campus mail is delivered to your campus mailbox. Mailboxes are assigned during Orientation and at registration. Incoming mail, including special delivery and campus mail, will be delivered at the Menlo College Post Office Monday through Friday, excluding holidays. Mailboxes are assigned by the Housing Office. If you lose your mailbox key, there is a replacement charge. If you use an instrument (other than an assigned key) to enter a mailbox, this is considered tampering with the U.S. mail and is considered a felony by law. You will also be responsible for all damage you do to your box and will be fined accordingly.

The Post Office window is open at the following times: Monday-Friday 12:30 p.m. - 1:00 p.m. & 3:30 p.m. - 4:00 p.m.

Your regular mail should be addressed to you as follows:

Your Name
Menlo College
1000 El Camino Real
Campus Box #
Atherton, CA 94027-4301

Upon graduation or transfer from Menlo College, you will need to complete a forwarding request provided by the Menlo College Post Office. Mail will be forwarded only to those students who make the request to do so. All other mail will be returned to the United States Post Office. The United States Postal Service will not forward magazines or newspapers. The United States Postal Service will not forward outside of the United States. If you request this service you will need to go down to the Post Office and make special arrangements. Flowers, overnight packages, and urgent messages are frequently received at the Student Services Center. The college is unable to accept any deliveries on the weekends.

STUDENT LEADERSHIP OPPORTUNITIES

SERVICE, EDUCATION AND RESOURCES FOR VOLUNTEERS

SERV

Upon receiving a President or Dean Scholar, you are required to complete 30 hours of community/volunteer service during each academic year. If you are a senior or a spring transfer you are obligated to complete 15 hours of community service. However, we welcome all students to join the SERV program.

Since our beginning thousands of Menlo College students, faculty and staff have donated their time and talents to schools, churches, hospitals, and local nonprofits in an effort to improve their communities and serve a purpose greater than their self.

Menlo College's community service, and service learning program, SERV is designed to help students gain the skills necessary to assume leadership roles. Students engage in community field experiences, leadership, individual and team projects that will channel their skills and energy toward positive, humane objectives and responsible citizenship both in the U.S. and the world.

SERV Goals:

- To create opportunities for Menlo College students to address community needs both on and off campus
- To create opportunities for students to explore their role in meeting the needs of others and the environment.
- To create opportunities to apply curricular learning in the service of others and gain practical applications of a Menlo College education
- To create opportunities for students to explore individual/group efforts to address the needs of others and the environment.
- To create opportunities for students to lead and participate in a team effort to address the needs of others and the environment

Acceptable SERV Activities:

- Participating in existing SERV programs
- Undertaking individual community service programs
- Organizing and/or participating in a new community service project
- Volunteering time with community service organizations
- Working with religious organizations that provide community service
- Health care organizations
- Self-help groups
- Donating blood
- Working with educational institutes
- Volunteering for social service organizations

Programs must fit into the following categories:

- Literacy: For instance English proficiency, reading programs, and tutoring

- Mentorship: For example after school programs, sports activity
- Health: Such examples include blood drives, Cancer Walks, March of Dimes
- Social Justice: For instance the Martin Luther King Freedom Train, food drives
- Environment: Such as park restoration, recycling
- Community Service Organizations: For example the Rotary Club

A reminder:

Students are encouraged to create and lead individual or group projects.

Here is one example of a process that might be used to create an individual or group project:

First ask yourself:

“What are my skills and interest?”

“What kind of difference would I like to make?”

Possible answer:

Create a holiday food drive for people in need in my community.

1. Consult with SERV student coordinators to help you through the process
2. Outline a plan
3. Carry out a plan
4. Get others involved
5. Execute your idea

But before you participate on any other assignment outside SERV you need to get prior approval for individual/group projects:

With prior approval, students are encouraged to get involved and take on individual or group projects. All projects led by Menlo College students, faculty, or staff must submit a letter or email form of intention to the SERV office before projects can begin. Letter must include:

- Name of Organization
- Name of Supervisor with contact information
- Person(s) involved in activity
- Include a basic example of tasks
- Hours intended to work
- Category of service, such as environment or literacy

Students should check with the SERV Office to verify that a project will qualify for community service credit before taking part in that activity. Forms for such projects will need to be approved and returned to the SERV Office. Credit will only be given to authorized projects. The SERV Office will determine the appropriateness of hours to be credited. In general, the SERV Office will grant “hour for hour” credit. In some instances, credit may be increased for preparatory work needed to complete the service.

Student Government

The Menlo College Student Government Association (MCSGA) is the highest governing body for the students of Menlo. The primary focus of the MCSGA is to address campus concerns and improve the quality of Student Affairs at Menlo.

As outlined in its mission statement, the purpose of the MCSGA is to:

- Empower the students of Menlo College
- Be a voice for the student body
- Act as a vehicle for change and stability
- Lead by example in the Menlo College and local community
- Represent and serve the interests of the student body

The MCSGA has the authority to allocate student funds for student activities and services, to pass legislation for the student body, and to appoint students to serve on administrative and faculty campus committees. Involvement in the MCSGA provides invaluable experience in leadership, communication, budget planning and more. Student Government officers are elected by a simple majority of the voting student body. Students must have a 2.8 GPA to be eligible for candidacy. There is a seat for each academic class on the MCSGA. Elections for the freshman representative take place during the first month of the fall semester. All other positions are elected in the spring of the preceding year. Contact the Office of Student Affairs at (650)543-3779 for more information.

Inter-Club Council

The purpose of the Inter-Club Council (ICC) is to promote better communication between all clubs and organizations on campus and the Menlo College Student Government Association. Each club or organization at Menlo College is responsible for sending a delegate (usually their President) to the monthly meetings. The ICC meetings are facilitated by the MCSGA Vice President for External Affairs and advised by a member of the Student Affairs staff.

Student Allocation Board

The Student Allocation Board (SAB) is a branch of the MCSGA and serves to review student organization requests for funding programs and activities.

Representatives from the Student Government and the general student population work with approximately \$40,000 each semester for student sponsored events and activities. The Student Allocation Board Meetings are facilitated by the MCSGA Vice President of Programming and advised by a member of the Student Affairs staff.

Menlo College Student Organizations

Menlo College offers many different opportunities to become involved with clubs or organizations. Those organizations that are officially registered with the Student Affairs Office are able to obtain funding, leadership training, the opportunity to reserve campus venues for events and activities, and post materials on campus. Club and organization guidelines and policies are available from the Student Affairs Office. Each club, whether previously organized or new, must register at the beginning of the fall semester to be recognized by the College as an official club or organization. If you would like to start a new organization, please make an appointment with the Student Affairs Office who will assist you in the Club/Organization

Recognition process. The following organizations for the 2010-2011 academic year:

Accounting Club
Alpha Chi Honor Society
Asian Club
Beatniks Book Club
Beauty Club
Black Student Union
Business Law Society
Delta Mu Delta Honorary
Ethics in Action
Finance Club
Food Club
From Guns to Books Scholarship Fund
Gamers Club
GiNSync (GSA)
Hawaii Club
Horror Horror Club
International Student Club
Math Club
Media Club
MC Surf Club

MC Triathletes
MC Contenders Club
Muslim Student Association (MSA)
MC Music Club
Nerf Battle Club
Outdoor Club
Psychology Club
Red Cross Club
Resident Hall Association
Ski and Snowboard Club
Student Athlete Leadership Council
Tennis Club
Venture Club
The World of Warcraft Club
Women's Club
Wrestling Club
The Yo-Yo Club

Intramurals

The intramural program at Menlo College seeks to provide a wide range of individual and team sports to students, faculty, staff, and alumni. Intramural sports serves as a great way to exercise the body; socialize; promote teamwork and competition; and extend learning beyond the classroom. The intramural program is also a great way for students, faculty, and alumni to interact outside of a traditional classroom environment.

The intramural program is always receptive to new sports and activities and develops under new leadership yearly.

The Menlo Oak

This student newspaper is published on-line on a monthly basis with interim updates. Go to www.menloak.com to check out the latest issue. Anyone interested in writing, reporting, or photography is encouraged to get involved. If you are interested, contact one of the Oak staff members through the newspaper web site.

In addition to officer positions in Student Government and student clubs, Menlo College has further opportunities for students to gain valuable leadership experience:

Admissions Ambassadors

These Admission representatives are students who volunteer their time to assist with the recruitment efforts at Menlo College. Students give tours, host prospective students overnight, and visit their own high schools over winter break on Menlo College's behalf. Students also help plan special events such as Open Houses and Preview Days. Students selected are friendly,

energetic, and dedicated. For more information contact the Admissions Office at (650) 543-3753

LeaderShape

This summer intensive leadership program consists of a series of workshops and programs designed to assist students in developing leadership competencies. Menlo College students have the opportunity to participate in this intercollegiate experience that brings together students from many other locally participating colleges and universities. The selection process is very competitive, and faculty nomination is required for candidates to be considered for participation. Contact the Office of Student Affairs and (650) 543-3779 for more information.

Peer Counselors

Peer counselors are residential and non-residential students who are trained in basic communication skills. As paraprofessionals, they provide one-on-one emotional support and information to their fellow students. For more information contact the Office of Student Affairs at (650) 543-3779.

Resident Assistants

RAs are students who live in the residence halls and serve as the primary leaders for developing a community in the residence hall area. RAs serve as sources of information and guidance, as well as coordinate events and enforce policies. Sophomores, juniors, and seniors with a minimum 2.8 grade point average or above may apply during the spring semester for the following academic year. The selection process is very competitive. RAs receive extensive leadership training throughout the year. Call the Office of Student Affairs at (650) 543-3896 for more information.

STUDENT IDENTIFICATION CARD (Student I.D.)

New students receive an Identification Card during registration. PSP students are issued I.D. cards at the time of enrollment at Menlo College. Students keep their same I.D. card during their tenure at Menlo. This card must be carried at all times on the Menlo College campus. The I.D. card serves as a meal card and must be presented at each meal prior to entry into the dining hall. The I.D. card is also used to check out resources in the campus library, to enter into campus parking lot gates as well as some buildings, and as a point-of-sale card for the bookstore. I.D. Cards for faculty, staff, and students are issued in the Admissions Office during their hours of operation. If lost or stolen, cards will be replaced for a \$25 charge. It is critical that you notify the Admissions Office immediately if your card has been lost or stolen so that we can deactivate your card. I.D. cards are the sole responsibility of the enrolled student and may not be loaned or given to anyone else.

STUDENT RECORDS

College policies governing the safekeeping and confidentiality of student records are consistent with the Family Educational Rights and Privacy Act (1974) commonly known as the Buckley Amendment or the FERPA law. A student's permanent record consists of a folder that includes

pertinent academic and personal information. Without the written permission of the student, these records are not disclosed to anyone except the student him/herself; to employees of the College who by virtue of their position have a legitimate educational interest in the record; or in case of an emergency, when the release of information is judged necessary to protect the health and safety of the student or other parties. Written consent is not required to release information to government officials who are granted access designated by FERPA.

Directory Information

Consistent with FERPA, Menlo College may designate certain information as public or directory. This includes information posted to our College website. If a student does not want directory information released, he or she must complete a Withhold Directory Information Form and submit it to the Office of the Registrar each academic year. Although the form must be submitted annually, students are encouraged to submit a new form each semester. Enrollment, academic status, and judicial information regarding a student will not be released without the student's consent or without prior notification to the student.

Restricted Documents

Certain documents that are used by Menlo College are not placed in the student's file and are not available for use by the students. These include confidential financial reports submitted by parents, legal guardians, and/or trusts. Additionally, personal recommendations are not accessible to anyone, including the student, as these recommendations are kept in a confidential file by the individual writing the recommendation.

Retention of Records

Academic transcript records are retained permanently. Other student records are retained for five (5) years after the date a student leaves, for any reason, from Menlo College. Documents submitted as part of the application for admission process (transcripts, recommendations, etc.) become the permanent property of the College and will not be returned to the student under any circumstance.

STUDENT SERVICES CENTER (SSC)

Located in the Admissions Building, the Student Services Center is an excellent initial point to contact the Office of Financial Aid and the Registrar. Student Services staff are available to assist you with any issue or concern that might arise outside of the academic realm.

STUDENT UNION

The Student Union is one of the central locations for Student Affairs. Not only will you find the Post Office there, but also the Information Desk. The Information Desk can provide you with campus and community information (location of local theaters, churches, and restaurants), access to the master calendar, a change machine. The Student Union offers you a place to relax, play pool or ping pong, listen to music, or meet in groups for class projects. The Tavern is located next to the Union and is run by Sodexo. Snacks are offered most evenings with live music on Thursdays sponsored by MCSGA.

The Student Union offers weekly and monthly events designed to entertain a variety of tastes

including the annual pool, ping-pong, air hockey, and foosball tournaments and karaoke and poetry nights. The hours of the Student Union are always posted and we look forward to your involvement.

CAMPUS SECURITY PERSONNEL

Uniformed security personnel for the campus are on duty and conduct regular vehicle and foot patrols. Security personnel will enter the residence halls as a regular part of their rounds. Campus safety guards enforce all Federal, State and local laws as well as campus rules and regulations.

Campus Security and Facilities staffs work closely and cooperatively with the Residence Life staff and the Atherton Police Department (APD) in responding to problem situations on campus. APD notifies Security whenever they are called to campus if the call is not generated by Security itself. Campus Security can be reached by calling (650) 400-5837.

MOTOR VEHICLES

The college assumes no responsibility for loss of, or damage to, vehicles parked on the campus. All motor vehicles operated on the Menlo Campus must be registered at the beginning of each school year and properly display their issued permits. Vehicles must be registered within the first five days of the fall semester or immediately if the vehicle is brought to campus during the academic year. All vehicles are registered via the online registration system. Students may obtain assistance in registering their cars at the Campus Security Office. Students residing on-campus or taking classes during summer sessions must register their vehicles with Campus Security. Parking regulations can be viewed online. Questions regarding the parking regulations should be directed to Campus Security.

- **Motorcycles and Mopeds**

The parking area designated for motorcycles and motorbikes does not provide cover, but does allow the vehicle to be chained and locked to a rail for security. If your motorcycle or motorbike requires greater protection from the elements, you will need to arrange for off-campus storage. Due to the obvious fire hazards, motorized vehicles may not be parked or stored in or near residence halls or other buildings.

- **California Driver's License**

Out-of-state students are required to obtain a California Driver's License within ten days if they decide to establish a permanent residence in California. The basic requirements to obtain a license include a written test, eye test, and driving test. For students who do not need a driver's license, it is recommended that you apply for a California Identification Card. This will prove extremely helpful when trying to cash a check.

CAMPUS PARKING AND DRIVING REGULATIONS

Students are responsible for familiarizing themselves with all parking regulations. Upon registering a vehicle with the Security Department, the vehicle owner will receive a complete list of all campus parking regulations.

All vehicle regulations are incorporated into the Menlo College Student Code of Conduct. Violations of vehicle regulations constitute violation of the Code of Conduct and are subject to disciplinary proceedings. Vehicles parked in red zones will be towed. Motorcycles and motorbikes must not be brought into residence halls, the residence hall courtyard, or operated anywhere on campus other than designated drives and parking areas. Students who are visually identified by a staff member as driving through unauthorized areas or in an unsafe manner are in violation of the Code of Conduct and subject to a ticket and appropriate disciplinary sanctions. For a complete list of vehicle regulations, contact the Security Department at (650) 400-5837. It is your responsibility to know the vehicle regulations. Failure to pay parking tickets in a timely fashion permits the College to bill fine amounts on student billing.

ACCESS TO FACILITIES

Campus

To restrict traffic flow through the campus, the gates to the O'Brien parking lot are locked each night, and the faculty/staff parking lot is closed at 10:00 p.m. each weeknight.

Residence Halls

The residence halls exterior doors are locked at all times. Residents must carry their ID Key cards to gain entrance. Guests should be met at the door.

Restrictions on Facilities Area

Menlo's insurance carriers have stressed that much of the equipment in the Facilities Department shops must be operated only by trained mechanics. Consequently, the Facilities area is restricted to all but authorized personnel.

CRIME REPORTING PROCEDURES

Students and others are expected to immediately report all campus crimes.

Reporting may be done as follows:

Emergencies/crimes in progress: call 911.

Crimes not currently in progress: contact the Office of Student Affairs , (650) 543-3779, weekdays between 8:30 a.m. and 5:00 p.m. During evenings and weekends, call the Campus Security Office at (650) 400-5837. All crimes will be documented on a Menlo College Incident Report Form, available in the Office of Student Affairs or through residence hall staff. Completed reports may be forwarded to the Atherton Police Department for any necessary follow-up. Residence hall staff and/or campus safety will also investigate and take any necessary action. Crimes may also be reported to the police on their anonymous tip line, (650) 614-1214, or the Atherton Police Department non-emergency number at (650) 323-8471.

CRIME STATISTICS

Information concerning the occurrence of crime on campus is published annually in accordance with the Campus Security Act and is available from the Office of Student Affairs or Security

upon request.

SEX OFFENDER DISCLOSURE

The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 people or more, and many other local law enforcement authorities maintain for public access a database of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the California Penal Code. The database is updated on a quarterly basis and is a source of information about the presence of these individuals in any neighborhood. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service.

SECURITY PROGRAMS

Menlo offers a variety of programs and publications aimed at reducing the incidence of crime on campus and promoting responsibility for a safe and secure campus. Contact the Office of Student Affairs for more detailed descriptions of these programs.

SPECIAL PROGRAMS

Special programs are held annually on various topics such as: self-defense, sexual assault, and alcohol awareness. Contact the Office of Student Affairs or your residence hall staff if there is a particular program you would like to see sponsored on campus.

SECURITY TIPS

Safety and security entail certain responsibilities for all of us. Your responsibility in supporting a safe and secure environment is important. The following crime prevention tips will help you protect your property and enhance your personal safety.

Insurance: Make sure your belongings are covered by insurance, either under your parents' policy or your own.

Always lock your doors: Keep your room door locked at all times, even when it is occupied. Do not give out your room code to anyone.

Close external doors: Do not prop open the outside doors to any building. Doors are locked at 11:00 p.m. each night. Students' assistance in keeping the doors locked is expected.

Report suspicious persons: Report loiterers or suspicious persons in your building immediately to security or residence hall staff.

Report theft: Any incidence of theft should be reported immediately so an investigation can begin. See section on crime reporting.

Engrave your possessions: Identify your most valuable items (TV, stereo, computer, etc.) by engraving a distinctive number on them.

Lock your bicycle: Use a bike lock that cannot be easily cut through.

Meetings: Attend residence hall or campus meetings and programs on crime prevention and security issues.

Keys/Door Codes

A student may not duplicate a room or building key if the key is lost. The student must pay the charge for key and lock core replacement. Students may request a code change at any time during the academic year. A \$10 fee is assessed for each change. Students are strongly discouraged from telling others their codes as this threatens their safety and is a Code of Conduct violation.

Obscene or Nuisance Telephone Calls

Contact the Atherton Police Department at (650) 688-6500 if you are receiving obscene or nuisance telephone calls.

Unknown Persons/Suspicious Behavior

Always be aware of your surroundings. If a suspicious or unknown person is seen loitering or checking doors in residential areas, note the person's description and call the police and notify campus safety or the residence hall staff.

Identification

Housekeeping/Operations staff carries a photo I.D. Students are also required to carry their student I.D. and show it to any staff member or security personnel upon request.

Theft of Checks, Credit Cards, or other goods

If checks or credit cards are stolen, report the theft to the Atherton Police Department at (650) 688-6500 and to your credit card company immediately. Do not load your car the night before going home on vacation. A packed car in the middle of the night can be inviting to a would-be thief.

Discretion

Keep small items of value such as wallets and jewelry out of sight. Be careful not to advertise possessions of value. Do not bring unnecessary items of value to the campus. Students are advised not to leave valuables such as cellular phones, CDs etc., in their automobiles.

LOST PROPERTY

Lost property may be claimed at the Security Office between 8:00 a.m. and 5:00 p.m. Monday through Friday. After thirty days, unclaimed property will be disposed of or donated to charity.

FIREARMS AND FIREWORKS

Personal possession of firearms on campus (antique or modern) or other lethal weapons is not permitted. Fireworks are also prohibited on campus in accordance with the regulations of the town of Atherton. (Refer to Student Code of Conduct).

FIRE ALARMS AND DRILLS

All fire safety equipment is in each building to protect life and property, and must not be tampered with. Students initiating false alarms or tampering with safety equipment face severe

disciplinary sanctions and possible criminal prosecution. Students must leave a building immediately each time a fire alarm is sounded. Follow these procedures:

- Exit the building immediately by the proper pathways.
- Once outside, move to a clear area away from the building and do not re-enter until instructed to do so by fire personnel or housing staff.
- Failure to evacuate for an alarm will be treated as a serious violation of the Menlo College Code of Conduct. Additionally, a minimum fine of \$50 will be assessed for failure to evacuate.

EARTHQUAKE PROCEDURES

Before an earthquake:

- Secure all heavy hanging pictures, mirrors, and plants.
- Identify nearby fire extinguishers.
- Know all possible EXITS from each room.
- Know the location of emergency assembly point.
- Have emergency supplies in your room and car including bottled water, flashlight, clothes, and battery operated radio, medications, first aid kit and canned goods.
- Move heavy breakable items to lowest shelves or secure cabinets.
- Have a contact person outside of the state of California that you and loved ones call to establish communication should an earthquake occur.

During an earthquake, if you are indoors:

- Do not panic. The motion is frightening; however, keep calm and ride it out.
- Stay there.
- Get under a strong table or desk and hold on, or stand in a doorway or corner.
- Stay clear of windows, mirrors, and chimneys.
- Do not use elevators.
- Do not run through or near buildings. The greatest danger is from falling debris. Stay low. Once in the open, stay there until the shaking stops.

If outside:

- Stay there.
- Move to an open space away from buildings, power lines, poles, trees, and plate glass windows.

If driving:

Pull to the side and stop, away from overpasses, buildings, and power lines.

After an earthquake is over:

- Wear shoes to avoid injuries from broken glass and debris.
- If in a residence hall, and time permits, grab a blanket, coat, flashlight, and any portable radio.
- Evacuate the building and go directly to the emergency assembly point.
- Help the injured, elderly, and disabled to evacuate.
- Do not move the seriously injured unless they are in danger of further injury.
- Do not use candles, matches, or open flame during or after a tremor.
- Do not go sightseeing. Report all damage and potential hazards to campus officials.

Be alert to aftershocks that may occur from a few minutes to few hours after the main quake. Do not light a match or turn on a light switch. Keep the streets clear for emergency vehicles. Leave the phone lines open for disaster services. If you need police, fire or ambulance assistance, send a runner to the emergency assembly point.

MENLO COLLEGE POLICIES

STATEMENT ON ALCOHOL AND OTHER DRUGS

Menlo College is committed to the education, safety, and health of all members of the campus community. The College is committed to achieving a drug-free and alcohol-responsible environment for all students in compliance with requirements of the Federal Drug-Free Schools and Communities Act Amendments of 1989. Menlo College students are expected to comply with Federal, State and Local laws governing the use of alcohol and illicit drugs. These laws prohibit the unlawful use, possession, sale, or distribution of alcohol, narcotics or other dangerous or illegal drugs, as defined by California statutes, on College property or at any function sponsored by the College.

Students are expected to conduct themselves as responsible citizens and in a manner compatible with the College function as an educational institution. Students are subject to civil authority and to the specific regulations established by Menlo College. It is the responsibility of every student to report violations of the above policy to the Office of Student Affairs at (650) 543-3779.

GENERAL HEALTH RISKS

Substance abuse can cause extremely serious health and behavioral problems, including both short and long-term effects upon the body and mind. The physiological and psychological responses differ according to the individual engaging in the abuse and the chemical(s) ingested. Although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can also occur from one-time and moderate use. Health risks associated with substance abuse include heart attack, stroke, and sudden death, which, in the case of

drugs such as but not limited to cocaine, can be triggered by first-time use. Long-lasting health effects of alcohol and other drugs may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding, destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage.

Human Immunodeficiency Virus (HIV, which can lead to AIDS), sexually transmitted diseases, acquaintance rape, unwanted pregnancies, injuries, accidents, and violence can also result from alcohol and other drug use.

Drug use during pregnancy may result in miscarriage, fetal damage, and birth defects causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death. In addition, substance abuse impairs learning ability and performance.

ALCOHOL POLICY

Health Issues Associated with Alcohol Use

Alcohol is a drug and consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts and lead to a loss of inhibition.

- Moderate to high doses of alcohol cause marked impairments in higher order mental functions, severely altering a person's ability to learn and remember information.
- Very high doses cause respiratory depression and death. If combined with other central nervous system depressants, much lower doses of alcohol will produce the effects just described.
- Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening.
- Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver.
- Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholic.

Policy Statement on Alcohol/ State and Local Sanctions

1. Students, faculty, and staff of Menlo College are expected to know and abide by California state law regulating possession, furnishing, and consumption of alcoholic beverages. California law provides that:

- a) A person who sells, furnishes or gives an alcoholic beverage to a person under the age of 21, or who causes an alcoholic beverage to be sold, furnished, or given to a person under the age of 21, is guilty of a misdemeanor. (Business and Professions Code, Section 25658).
- b) A person who sells, furnishes, or gives an alcoholic beverage to any person under the age of 18, or who causes an alcoholic beverage to be sold, furnished, or given to a person under the

age of 18, may be guilty of the misdemeanor of contributing to the delinquency of a minor, which is punishable by a fine of up to \$2,500 and a one-year jail term. (Penal Code, Section 272).

c) A person under the age of 21 who has an alcoholic beverage in his possession on a street or highway, in a public place, or in any place open to the public is guilty of a misdemeanor. (Business and Professions Code, Section 2562).

d) A person who is found in any public place under the influence of intoxicating liquor, drug, and/ or a controlled substance, may be guilty of the misdemeanor. (California Penal Code, Section 647 (f)).

e) It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol (intoxication is presumed at blood alcohol levels of 0.08% or higher, and may be found with blood alcohol levels from 0.05% to 0.08%).

f) Penalties for a first drunk driving offense include attending an alcohol/drug program, fines up to \$1,000, up to six months in jail (mandatory minimum is 48 hours), and driver's license suspension of up to six months.

g) Some drivers under 21 years of age who are suspected of having a blood alcohol content of .01 percent or more and fail or refuse to take an alcohol-screening test may have their license suspended for three years. h) Second offenses are punishable by fines of up to \$1,000, imprisonment up to one year, driver's license suspension up to 18 months, and/or a required alcohol/drug program of up to 30 months.

i) Third and fourth offenses carry sanctions similar to those for first and second offenses, plus three and four year revocations of driver's license, respectively. Three DUI arrests within a seven-year period result in dramatically increased penalties including felony charges and state prison.

j) Driving privileges are suspended for six months for refusing to submit to a blood alcohol content test, for two years if there is a prior offense within seven years, and for three years with three or more offenses within seven years.

Under strict guidelines, public areas of the campus may be closed to the public and designated as private for approved student-sponsored events involving consumption of alcoholic beverages. Such functions are recognized as private Menlo College events. Consumption of alcoholic beverages at such events is allowed for persons who are 21 years of age and over. Student organizations wishing to sponsor a function at which alcohol will be served must follow all rules and regulations issued by the Office of Student Affairs covering private Menlo College events. Student violations of the alcohol policy* will be referred to the Office of Student Affairs in accordance with the Student Code of Conduct. Other violations of the alcohol policy will be referred to the appropriate administrative office.

Consequences of Violations

As an educational institution, Menlo College approaches student conduct issues from a perspective that places greater emphasis on individual responsibility and development than on regulatory measures. However, when violations of law or policy have occurred, sanctions will be imposed, calibrated to the severity of the misconduct in the judgment of the College.

Sanctions may include one or more of the following:

Warning, probation, restitution, community service, referral to counseling, referral for alcohol/drug evaluation, removal from campus housing, suspension or expulsion, and policy referral.

Willful violation of event regulations will subject the sponsoring organization to loss of recognition on the campus and all associated privileges.

Restitution for damage will be required. If the individual(s) responsible for the damage cannot be determined, the sponsoring organization will be held responsible for restitution.

***Alcohol policy subject to annual review and revision.**

RULES AND REGULATIONS FOR PRIVATE MENLO COLLEGE

EVENTS SPONSORED BY STUDENT ORGANIZATIONS

When a Menlo College student organization sponsors an approved event involving consumption of alcoholic beverages on campus, the function is recognized as a private Menlo College event. Controlled alcohol consumption is allowed for Menlo students and their adult guests (21 years and over) in the confines of the approved facility. The organization's officers and the advisor shall assume full responsibility for the following:

Scheduling Location

The Office of Student Affairs must approve the event at least two weeks in advance of the date of the event by meeting all the requirements as listed on the Alcohol Request Form and the Event Registration Form.

(These are available in the Office of Student Affairs)

Events with alcohol are only permitted on Friday and Saturday evenings. The Office of Student Affairs may consider exceptions.

Events must be scheduled to not interfere with residence hall quiet hours.

No mention of alcohol may be contained in any advertisement as it relates to the event.

The event shall be limited to members of the Menlo College community and their guests. All Menlo students will be held responsible for the behavior of their guests.

The alcoholic consumption and the event will be held within the approved area and controlled by an appropriate number of security staff or Student Affairs staff as determined by the Office of Student Affairs.

The sponsoring group is responsible for returning the space used for a function to its original state including room set-up and cleanliness, within 24 hours unless otherwise specified. A \$150 cleaning deposit will be made by the sponsoring group and held by the Office of Student Affairs. This deposit will be returned pro-rated to the amount of additional time necessary to return the space to its original condition. Cleaning or maintenance fees, which exceed the deposit amount, will be billed to the club account.

The advisor (or his/her designated staff member) to the sponsoring organization must be in attendance for the duration of the event when

alcohol is being served. Advisors are also responsible for being in attendance at non-alcoholic events. The Office of Student Affairs must be notified and approve of the faculty/staff

representative responsible for the event.

Alcohol may only be served by an approved state-licensed and fully insured beverage/catering company. The Office of Student Affairs and the Director of Conference Services must approve this company.

Refreshments

Alcoholic Beverages

The event will be conducted in compliance with all applicable California state laws.

Identification wristbands, or other easily visible method of identification, supplied by approved beverage company or caterer, will be used. Only those wearing the bands may be served alcohol. Officials of the approved beverage company or caterer will put the bands on the guest and will check I.D. cards at the entrance of the event. Any fake I.D. cards will be confiscated and submitted, with an incident report, to the Dean of Student Affairs or his/ her designee. The sponsoring group's advisor or approved designee must be in attendance for the duration of the event if alcohol is being served and must have completed the appropriate training program. The sponsoring group's Advisor or approved designee of the event must sit at the I.D. Station at the entire event. The member must be identified to the Office of Student Affairs at least two weeks prior to the event.

Chaperones for any event that involves alcohol must have attended a training program and be approved by the Office of Student Affairs. The number of chaperones needed for an event will be determined by the Office of Student Affairs at least two weeks prior to the event.

Advisors and chaperones are to remain sober prior to and throughout the event. For this purpose, sober is to be defined as having no alcoholic drinks prior to or during the event. Any underage student found consuming alcohol at a college function will be removed from the function immediately and an incident report will be submitted for disciplinary action.

Alcohol consumption will be limited to a maximum of three hours to promote responsible and safe drinking. Specific methods of limiting consumption are at the discretion of the Office of Student Affairs and include but are not limited to one drink per hour per guest. Last call is to be one hour prior to the end of the event.

Approved bartenders of the approved beverage company or caterer may dispense alcoholic beverages. Students under 21 may not be bartenders. The number of bartenders to be provided will be determined by the Office of Student Affairs. Bartenders may not consume alcohol during the event. All costs for bartenders are the responsibility of the sponsoring organization.

Alcohol may not be purchased with club activity funds. All alcoholic beverages must be purchased by persons of legal age in conjunction with the approved beverage company or caterer therefore making the individual and approved beverage company or caterer responsible for individual decisions and not the College.

Entertainers for the event may not consume alcohol during the event.

A minimum of five members of the sponsoring group must remain sober prior to and during the event. These students must be identified to Student Affairs personnel prior to the event and remain sober prior to and throughout the event. For this purpose, sober is to be defined as having no alcoholic drinks prior to or during the event.

All due care must be exercised to not furnish alcohol to any individual who is obviously intoxicated, regardless of age.

Non-Alcoholic Beverages

A variety of non-alcoholic beverages and food items must be provided free of charge in the same area where the alcohol is being served. Once these items run out, the serving of alcohol must cease.

Security

The sponsoring group must provide security guards for all functions and must provide additional security as deemed necessary by the Office of Student Affairs. The Director of Security will determine the number of security guards needed for the event. All costs associated with hiring Security are the responsibility of the organization. Security for an event must be approved at least two weeks prior to the event.

The Office of Student Affairs can determine that police officer(s) may be required for an event. Members of the Security staff may not consume alcohol on duty.

Security must be hired for the duration of the event including 30 minutes before start and 30 minutes after closing. Be aware, the security company may charge for a minimum amount of time, regardless of the length of the event.

The sponsoring group cannot start serving alcohol without security present.

Non-compliance with any of the above regulations could result in a loss of privileges for sponsoring events including cancellation of the event at the expense of the sponsoring group, or depending on the severity of the violation, a loss of recognition as a student organization.

DRUG POLICY

In compliance with the Drug-Free Schools and Communities Act of 1989, it is the policy of Menlo College to provide an educational environment that is free of alcohol and drug abuse. The unlawful manufacture, possession, distribution and/or use of controlled substances, drugs, intoxicants, or stimulants is prohibited in/on Menlo College owned or controlled property. Violations of this policy will result in disciplinary sanctions up to and including expulsion. Violations may also be referred to the proper authority for prosecution. Menlo College reserves the right to enter student rooms in order to assist local authorities to enforce civil statutes. Detection of drug paraphernalia, marijuana odor, or a reasonable suspicion of drug use will subject a student to disciplinary action.

Health Issues Associated with Drug Use

Drug abuse refers to the use of natural and/or synthetic chemical substances for non-medical reasons. Drug abuse can affect a person's physical and emotional health and social life. Following are some commonly abused drugs with possible health effects.

Stimulants: These include amphetamines and cocaine that stimulate the central and peripheral nervous system and the cardio-vascular system, resulting in decreased fatigue, interference with sleep patterns and decreased appetite. Health risks include drug-induced psychiatric disturbances, strokes, and destruction of nasal tissue, bronchitis, skin ulcers, increased heart

rate, and increased heart rate to cardiac fibrillation, heart attack and death.

Depressants: These include barbiturates, tranquilizers and metaqualone (“soapers”). Possible effects include disorientation and loss of coordination. An overdose can cause coma or death. Depressants taken in combination with alcohol are especially dangerous.

Hallucinogens: These include lysergic acid diethylamide (LSD, aka “acid”). Health risks include drug-induced hallucinations and other psychiatric disturbances. Birth defects in user’s children could also result. Overdose can result in psychosis episodes and even death.

Cannabis: These include marijuana and hashish. Chronic use can result in respiratory difficulties, bronchitis, impairment of heart contraction, impairment of fertility, increased rate of chromosomes breakage and acute memory impairment. Episodic use can result in panic reactions. As with alcohol, impaired perceptions and motor functions, and inability to carry out multi-step tasks, contribute to motor vehicle crashes and other trauma.

Narcotics: These include heroin, morphine, codeine and opium. Risks include infection, malnutrition, hepatitis and respiratory depression. Overdose can result in coma and possible death.

Inhalants: These include aerosol products, lighter fluid and paint thinner. Associated health risks include paralysis; damage to lungs, brain, liver and bone marrow; hallucinations; convulsions; coma; and death.

Federal Sanctions for Drugs

Under Federal law, the manufacture, sale, or distribution of all Schedule I and II illicit drugs (e.g., cocaine, meth-amphetamines, heroin, PCP, LSD, Fentanyl, and all mixtures containing such substances) is a felony.

a) For first offenses, maximum penalties range from five years to life (20 years to life if death or serious injury is involved) and fines up to \$4 million for offenses by individuals (\$20 million for other than individuals).

b) Penalties vary depending upon the quantity of drugs involved.

c) Federal law also prohibits trafficking of marijuana, hashish and mixtures containing such substances.

d) For illegal trafficking medically useful drugs (e.g., prescription and over-the-counter drugs), maximum prison sentences for first offenses range up to five years, and up to 10 years for second offenses.

e) Federal law also prohibits illegal possession of controlled substances, with prison sentences up to one year and fines up to \$100,000 for first offenses, imprisonment up to two years and fines up to \$250,000 for second offenses.

f) Special sentencing provisions apply for possession of crack cocaine, including imprisonment of five to 20 years and fines up to \$250,000 for first offenses, depending upon the quantity of crack possessed.

State and Local Sanctions for Drugs

Students, faculty, and staff of Menlo College are expected to know and abide by California state law regulating possession, furnishing and consumption of drugs. California law provides that:

- a) Under California law, first offenses involving the sale or possession for sale of amphetamines, barbiturates, codeine, cocaine, Demerol, heroin, LSD, mescaline, methadone, methamphetamine, morphine, PCP, peyote, Quaaludes, Psilocybin and marijuana are felonies carrying prison terms of seven years or more.
- b) Manufacture of illegal drugs may result in prison terms of 20 years or more.
- c) Penalties are more severe for offenses involving the manufacture or distribution of illegal drugs by convicted felons and for distribution within 1,000 feet of a school or college/university, within 100 feet of a recreational facility, to anyone in prison or jail, to anyone under 18 by anyone over 18, or to a pregnant woman.
- d) Personal property may be seized if it contains drugs or was used in a drug transaction.

Medicinal Marijuana

Menlo College policy does not allow students to use, possess, transport or sell marijuana or paraphernalia in or on its facilities or property. This definition includes students who may claim to need marijuana for personal medicinal purposes (prescribed or not) or who claim to be a “caregiver” as defined in California Proposition 215. Students who are determined to be in possession of or using marijuana and/or paraphernalia under the medicinal premise are in violation of the Code of Conduct and are subject to campus conduct action.

Consequences of Violations

As an educational institution, Menlo College approaches student conduct issues from a perspective that places greater emphasis on individual responsibility and development than on regulatory measures. However, when violations of law or policy come to the attention of campus officials, sanctions will be imposed, calibrated to the severity of the misconduct. Students who have failed to comply with Federal, State, and Local laws, and campus regulations governing the use of alcohol and illicit drugs, will be subject to disciplinary action, including suspension or expulsion and may be denied future admission. Other sanctions may include one or more of the following: warning, probation, restitution, community service, referral to counseling, referral for alcohol/drug evaluation, removal from campus housing, and policy referral. Students found to be distributing drugs will face expulsion from the College. Questions about this policy may be directed to the Office of Student Affairs at 543-3779.

DRUG AND ALCOHOL COUNSELING RESOURCES

Alcohol & Drug Helpline (650) 573-3950

Alcoholics Anonymous (650) 577-1310 www.aa-san-mateo.org

Narcotics Anonymous (650) 802-5950 www.norcalna.org Cocaine Anonymous (415) 821-6155 www.ca.org

Menlo College recognizes that alcohol and other drug dependencies are treatable conditions. Students are encouraged to seek assistance by calling the Office of Student Affairs at (650) 543-3779 for information on alcohol and other drug treatment programs. Informational pamphlets are also available in the residence halls, and the Office of Student Affairs.

SEX OFFENSE POLICIES

Incidents of rape, acquaintance rape, and other forms of sexual assault are not tolerated and are incorporated into the Student Code of Conduct and the disciplinary process, in addition to any legal actions in progress. Students must be aware of the policies and procedures so that they may act in an educated, responsible manner when dealing with sexually coercive and/or violent situations. Abusive sexual behavior within the College is harmful to both the learning environment and the sense of community the College seeks to foster. All members of the College community have the responsibility to refrain from any sexual misconduct. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to College discipline including suspension, and expulsion. A student charged with assault, sexual or otherwise, whether the incident occurred on or off campus, can be prosecuted under California criminal statutes and/ or disciplined, suspended, or dismissed under the Code of Conduct.

Non-forcible Sexual Offenses

There are two types of non-forcible sexual offenses- statutory rape and incest.

1. Statutory rape- Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in the State of California is 18 years old.
2. Incest- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Forcible Sexual Offenses

There are two types of forcible sexual offenses- sexual assault and rape. Furthermore, there are two degrees of sexual assault.

1. First degree sexual assault- This includes, but is not limited to, physical and/or verbal abuse, threats of violence, actual nonconsensual or forcible oral intercourse, or attempted vaginal intercourse by a person(s) known or unknown.
2. Second degree sexual assault – This includes, but is not limited to, forced sodomy (anal intercourse), forced oral copulation (oral-genital contact), rape by a foreign object (including a finger), sexual battery (the unwanted touching of another person for the purpose of sexual arousal) and/or any unwanted fondling, kissing or groping. This preceding also includes situations where the survivor is unable to resist due to alcohol or drugs, whether or not the substances were administered by the accused.

Rape - An act of violence, aggression, intimidation and power, defined as:

1. Sexual intercourse against the will of the survivor accomplished by force, perception of force, intimidation, threats, or coercion where the complainant fears bodily harm if he or she does not submit.
2. Vaginal intercourse against the survivor's will, by person(s) known or unknown, without consent, when the survivor's will is overcome by fear, force or intimidation that result from the threat of force, drugs or alcohol administered without consent or being physically unable to

communicate consent.

Consent

Consent is defined as informed, freely and actively given, mutually understandable words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity. When obtained through the use of force (actual or implied, immediate or future) whether that force is physical force, threats, intimidation, or coercion, there is not valid consent. The use of alcohol or drugs by the perpetrator is not an excuse for the violation of the sexual conduct policy. Intoxication of the assailant or survivor does not diminish the assailant's responsibility for the sexual assault or rape. To have sex with a person who is intoxicated is considered rape because a person under the influence of alcohol or drugs is unable to give informed consent.

The survivor of sexual aggression is not required to physically or otherwise resist a sexual aggressor. Silence, previous sexual relationships, and/ or current relationship with the perpetrator may not be taken as an indication of consent. A person who is under the age of 18, who is incapacitated or helpless by physical or mental illness, who is mentally or physically incapacitated as a result of drug or alcohol consumption, or who is unconscious or unaware, is incapable of giving consent. A person who knows, or reasonably should have known, that another is incapacitated by the use of drugs or alcohol, and engages in sexual activity with that person commits sexual assault or rape.

Sex Under the Influence

If you choose to drink, you run the risk of impaired thinking and communication. Some individuals get themselves and their partner's drunk enough to let sex "just happen." Consensual sex requires sober, verbal communication free of threats or other coercion. College policy recognizes that someone who is drunk is unable to give consent. Remember that at least 70% of all sexual assaults involve alcohol; the use of alcohol can be a factor for the survivor, the aggressor, or both; and alcohol lowers inhibitions and impairs judgment, which can lead to a dangerous situation.

Awareness Programs

Special programs are held throughout the year on topics such as acquaintance rape, self-defense, and alcohol awareness. Contact the Office of Student Affairs if there is a particular program that you would like to see sponsored on campus.

Sanctions

Members of the campus community who participate directly or indirectly in a sexual offense are subject to a disciplinary hearing. Possible sanctions for rape, acquaintance rape, or other sex offenses (forcible or non-forcible) include, but are not limited to, mandatory counseling, relocation, suspension, or expulsion.

Procedures

Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate that

anywhere from 85-90 percent of all sexual assaults occur between people who know each other. Sexual assault is never the survivor's fault.

If your friend has been assaulted or raped:

- Listen and be supportive.
 - Let your friend make her or his own choices.
 - Encourage your friend to immediately contact a local rape hotline, a residence hall staff member, campus security, a faculty or staff member, or local police.
 - Stay with your friend during interviews and examinations if she or he wants you to do so.
 - Take care of yourself. You may need to talk with someone about how this has affected you.
- The resources listed in this section are for you, too.

For a survivor of assault or rape:

If you have been assaulted or raped, you have control of the choices you can make. The following are recommendations to assist you in dealing with this crime.

- Do not blame yourself.
- Go to a safe location.
- If you are injured, seek medical attention immediately.
- Do not shower, bathe, or douche. The only way medical evidence can be collected is if it is left intact.
- Do not straighten up the area where the assault has taken place.
- Put clothes in a paper bag. The impulse to clean is normal, but evidence that might be needed will be destroyed by these activities.
- Contact a residence life staff member, rape hotline, campus security, faculty or staff, or local police.
- Get to a hospital. Hospitals can treat the physical symptoms of an assault.

Medical Attention

If a survivor is so inclined, it is imperative that he or she seeks immediate medical attention. Physical evidence of a sexual penetration goes stale after 72 hours, at a maximum, and it is best to preserve evidence to have a PERK (Physical Evidence Recovery Kit) administered by a doctor within 48 hours of an assault. Preserving physical evidence is essential to any later criminal prosecution, and it is extremely helpful in campus adjudications. PERK results are sealed by the doctor and safeguarded by the police. Police will be notified when a PERK is administered. Clothing worn at the time of the assault should be placed in paper bags and taken to the hospital. Receiving medical attention is also important if it is possible the survivor has suffered internal injuries, or fears pregnancy or sexually transmitted diseases.

Local Resources

- ◆ Call 911 for emergency medical treatment or to report rape.
- ◆ Rape Crisis 24-Hour Hotline (650) 692-7273
- ◆ Community Overcoming Relationship Abuse 24-Hour Hotline (650) 312-8515
- ◆ Victim Center of San Mateo County (650) 877-5494

Campus Resources

- ◆ Campus Security (650) 400-5837
- ◆ Student Affairs Office (650) 543-3779
- ◆ Resident Assistant Duty Phone (650)796-9544

Reporting Procedures

If a sexual offense occurs, students may contact a local rape hotline, any member of the residence hall staff, campus security or any faculty or staff member with whom they feel comfortable in order to receive support and information. Victims of sex crimes are encouraged to officially report such offenses to the Office of Student Affairs. Students also have the option of notifying the local police at (650) 323-6131 and will be assisted by the Student Affairs staff in notifying proper law enforcement authorities if so desired.

Academic or Residence Hall Changes

Initiating any academic or housing changes with the Residence Life staff is fully confidential and voluntary on the survivor's part, as is seeking disciplinary action.

Rape Trauma Syndrome (RTS)

Rape Trauma Syndrome (RTS) is an acute stress reaction to the threat of being killed or of being seriously injured, resulting from either a completed or attempted sexual assault. Not all the reactions encompassed by RTS are experienced by each survivor; rather, RTS represents a range of possible reactions. RTS reactions vary from person to person. RTS has two major phases: the immediate or acute phase in which the survivor's lifestyle is completely disrupted, and the long-term phase in which the survivor must recognize this disrupted lifestyle. Characteristics of the first phase include shock, disbelief, sleeping and eating pattern disturbances, difficulty in concentrating, fear, shame, guilt, mood swings, lack of self-esteem, and flashbacks to the incident. The reintegration is aided by support from friends, relatives, and others in the survivor's environment.

Pertinent Federal Legislation

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment of the 1992 Higher Education Reauthorization Act include protections that are intended to help the survivor of sexual assault by requiring colleges to report accurate statistics regarding sexual assaults and rapes. Additionally, if the assault or rape is reported, the survivor can choose to pursue disciplinary action on campus without needing to file charges with the police.

Note: The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and

Note: Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings brought alleging sexual assault.

Prevention

It can be difficult to discuss sexual expectations with someone – especially when it is early in a relationship. However, both parties must take the responsibility to prevent rape. Although no

single method will make you immune from rape or assault, there are steps parties can take to avoid potentially damaging situations.

- Get to know your partner and discuss sexual expectations before you find yourself in an intimate situation. Don't let sex "just happen."
- Clearly communicate your desires and limits. Don't make assumptions.
- Avoid excessive use of alcohol.
- Be assertive. If you say "no," say it clearly.
- Listen to what the other person has to say. Being told "no" is not a rejection of you as a person. You can also say "no."
- Pay attention to your nonverbal actions and the actions of your partner.
- Accept your partner's decision. Don't try to coerce or manipulate.
- Understand and accept that you are responsible for your behavior and choices.
- Trust your instincts. If you think something is wrong, get out of the situation immediately.

STUDENT HARASSMENT POLICY

The College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on race, color, religion, age, national origin, disability, marital status, sexual orientation, or sex. Every member of the community should understand that attitudes of condescension, hostility, role stereotyping, and social or sexual innuendo weakens the health of the community. Harassment destroys opportunities for students to develop strong, positive self-concepts and a sense of self confidence. Additionally, persons who harass others compromise their own integrity and credibility. Consequently, no form of harassment will be tolerated on our campus.

Harassment

Harassment refers to unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work or study effectiveness. Forms of harassment include, but are not limited to:

1. Verbal- Conduct such as suggestive comments, derogatory slurs, off color jokes, threats, and suggestive or insulting sounds. Verbal harassment also entails using the telephone to harass others. This includes, but is not limited to, unwanted phone calls, hang-ups, unwanted voice mail messages, obscene calls.
2. Non-verbal/ Visual- Conduct such as derogatory or inappropriate posters, pictures, cartoons, faxes, e-mails, or drawings, suggestive objects or pictures, graphic commentaries, leering, obscene gestures.
3. Physical- Conduct such as unwanted physical contact including touching, interference with an individual's normal work or movement, and assault.

Hate Crimes

Hate crimes (i.e., harassment, assault, arson) are defined as offenses motivated by hatred against a victim or group of victims based on their actual or perceived race, gender, religion, sexual orientation, ethnicity, and/ or disability. Failure to abide by this policy may result in

suspension or expulsion/ dismissal from the College. Hate crimes include, but are not limited to, any unwelcome behavior that is offensive, fails to respect the rights of others, and interferes with work or study effectiveness. Furthermore, the unwelcome behavior is directed towards an individual or group base on the following:

1. Race- Race refers to a group of people united or classified together on the basis of common history, nationality, or geographic distribution.
2. Gender – Gender refers to one’s sexual identity, especially in relation to society or culture.
3. Religion – Religion refers to a personal or institutionalized system of beliefs, values, and practices based on the teachings of a spiritual leader and/or sacred text.
4. Sexual Orientation- Sexual orientation refers to the gender of other adults to which an adult has feelings of sexual attraction.
5. Ethnicity- Ethnicity refers to groups that consider themselves, and are regarded by others, as being culturally distinctive.
6. Disability – Disability refers to physical and/or mental handicaps.

SEXUAL HARASSMENT POLICY

Menlo College reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community. Any unwelcome sexual advances, requests or demands for sexual favors and other physical, verbal or visual conduct of a sexual nature constitutes sexual harassment when:

1. Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance, creating an intimidating, hostile or offensive academic environment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment/ academic program.

The College’s policy on Sexual Harassment includes, but is not limited to, the following behaviors:

1. Verbal- Conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls or voice mail or e-mail messages and threats and demands to submit sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss, and offers of preferential treatment in return for sexual favors and/or retaliation for having reported or threatened to report harassment.
2. Non-verbal/Visual- Conduct such as derogatory and/or sexuality oriented posters, photographs, cartoons, drawings, or gestures.
3. Physical- Conduct such as assault, unwanted touching, blocking normal movement or interfering with work or study. Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of Menlo College.

Complaints about sexual harassment will be responded to promptly and equitably. The right to privacy of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Students should bring instances of harassment to the attention of staff in any of the following departments:

Vice President of Student Services (650) 543-3910

Judicial Affairs (650) 543-3896

Student Affairs (650) 543-3779

Campus Security (650) 400-5837

Formal complaints regarding current students may be resolved through the campus judicial system or through off-campus law enforcement channels.

Avenues for informal resolution can be explored by reporting the incident to appropriate college officials. An individual found to be responsible for sexual harassment is subject to disciplinary action for violations of this policy consistent with existing procedures.

BBQ POLICY

The campus BBQ located near Howard/Michaels residence halls is available for student, staff, and faculty use provided the following policies are followed. If policies are not upheld, the BBQ may be removed.

1. BBQ can only be used between the hours of 9 a.m. and 9 p.m. Requests for exceptions must be submitted to the Office of Student Affairs 48 hours before the event.
2. BBQ must be cleaned after usage, which includes first putting out the coals and then disposing of charcoal in an appropriate trash receptacle.
3. Group usage will supersede individual usage provided the BBQ is reserved through the Office of Student Affairs 48 hours before the event.
4. Individuals/groups are responsible for providing their own charcoal and materials.
5. If courtesy hour and/or policy violations occur, including but not limited to alcohol and noise, Atherton Police Department and Menlo College staff and faculty have the authority to stop an event immediately.

POSTING POLICY

In the effort to balance the need to disseminate information with the goal of keeping our campus aesthetically attractive, the following posting policy was created.

The sponsoring organization or department must be identified on all advertisements.

No flyers can be posted on automobiles parked on campus property.

All materials must be removed within 24 hours of the event. The club or sponsoring organization is responsible for removal of items.

No mention of alcohol can be contained in the advertisement as per the Menlo College Alcohol Policy.

No demeaning or degrading messages in terms of racial slurs or sexual innuendo are permitted.

No advertisement is to be taped to any sidewalk, driveway, or walkway on campus.

Only blue painter's tape (sold at home improvement or hardware stores) may be used for posting materials throughout campus.

No advertisements from off-campus vendors are to be taped directly to any exterior surface, to any building, with the exception of the kiosk area of the Student Union. For safety reasons, all glass doors that serve as an entrance/exit for a facility must be kept free of postings. For Brawner Hall, postings can only be made on the designated bulletin boards in the building's hallways.

Approval of Material

Material for the following subject matter is to be approved by the following office:

Menlo Activities and Events - Student Affairs
Job Postings - Employment Career Services
Vendors - Student Affairs
Conferences/Outside Groups - Conference Services
Other General Information - Student Affairs

Flyers should have a signature and date stamp from one of the above approval points on all material to be posted. The ideal situation would be to have the signature on the master copy.

Limits on Posting

No more than four flyers should be posted in any one particular area.

All materials should be hung with tape or staples approved by Facilities (depending on surface where being hung). No posters can be taped to painted surfaces.

Sidewalk chalk can only be used for college-sanctioned events. The sponsoring organization must make arrangements to have the chalk cleaned within 24 hours of the event.

All banners or signs at the main entrances to the campus (El Camino and Alejandra) must be approved by the Office of Advancement

All posters, balloons, flyers, etc., must be removed within 24 hours after an event. The club or sponsoring organization is responsible for removing all materials.

Enforcement

College sponsored events/activities will take posting priority over all other material.

A member of the Student Affairs Office will check the campus for materials without approval and outdated materials. Those will be immediately removed. Any persistent problems in these areas will be followed up by discussion and disciplinary action, if necessary.

VENDOR POLICY

Off-Campus Vendors

Menlo College may allow off-campus vendors to use the space outside the Dining Hall or Student Union. This is the only form of solicitation allowed on the Menlo College campus.

Menlo College reserves the right to refuse space to any vendor the College feels is not consistent with the educational mission of the College. Registration forms for off-campus

vendors may be obtained from the Office of Student Affairs, (650) 543-3779.

On-Campus Sponsored Vendors

Menlo College may allow student organizations, campus departments, and campus recruiters to use the space outside the Dining Hall for vending purposes. This is the only form of solicitation that is allowed on the Menlo College campus.

Who May Reserve Space

Student organizations, student crafts-persons, students selling non-craft items, Menlo College departments and offices, and campus recruiters are the only on-campus groups that may reserve vending space outside the Dining Hall. Student organizations include any recognized Menlo College club or group on campus. Student crafts-persons include any Menlo College student(s) selling hand-made and/or unique goods. Other student vendors that are permitted to reserve space include any Menlo College student(s) selling non-craft items. Campus recruiters include any organization sponsored by an office or department (i.e., Career Services, Academic Services) that is recruiting students for employment or graduate school.

How to Reserve

Contact the Office of Student Affairs at (650) 543-3779 to reserve a space. Approved vendors will receive spaces that are the equivalent of one eight-foot by three foot table. Student organizations, campus departments and offices, and campus recruiters are given space priority over off-campus vendors. The college will provide a table and two chairs if requested by the vendor. There is no charge for the space, table, or chairs for student organizations, student crafts-persons, Menlo departments and offices, or campus recruiters. Off-Campus vendors are charged \$75 a table. This fee is payable prior to the date of reservation.

Vendor Policies

1. Payment must be received by the Office of Student Affairs prior to the space being confirmed. Vendors may not set up a table prior to payment being received by the Office of Student Affairs.
2. Cancellation of reservations for space must be made at least two (2) business days prior to the date scheduled. If no cancellation is received, payment will not be returned.
3. Vendors are limited to one table and two chairs per reserved space. Vendors are allowed up to two display racks, provided by the vendor, no more than 4' x 2' (8 square feet total) each.
4. All vendors must first check-in with the Office of Student Affairs; vendors will then be escorted to their assigned space.
5. Vendors may not solicit/advertise beyond their designated space/table.
6. Vendors cannot be in violation of the educational mission of the college, or the Student Code of Conduct. Questions regarding the educational mission or the Menlo College Student Code of Conduct should be directed to the Office of Student Affairs.
7. All vendors must fully disclose the terms and conditions of the product(s) or service(s) which they are representing.
8. As a general policy, food or drink may not be sold.
9. Vendors may not set up earlier than 8:00 a.m. and must vacate the vending area no later

than 7:00 p.m.

10. Vendors who sell items similar to those sold through the Menlo College Bookstore must have their products cleared for sale through the Bookstore Manager.

11. Any violations of the Vendor Policy or misconduct by vendors will be reported to the Office of Student Affairs, which will be responsible for the enforcement of the policies. Vendors will first be asked to comply with College policies. Further violations will result in permanent and immediate dismissal from the campus.

12. Upon receipt of payment, a signed copy of a letter by a member of the Office of Student Affairs, serves as your reservation confirmation.

MENLO STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

I. INTRODUCTION

Students of the College, in addition to being members of our academic community, are also citizens of local, state, and national governments. College students are expected to conduct themselves as law-abiding citizens of each community. Special privileges and responsibilities are accorded students upon their admission to the College. By accepting admission to the College, an individual is expected to abide by the following general conditions for community living, and the specific rules and regulations that support these conditions.

A. College students are expected to abide by an Honor Code that facilitates the appropriate expression of individual and institutional freedom. College students are to acknowledge and respect the rights and responsibilities of all members of the College community and conduct themselves accordingly.

B. College students are expected to conduct themselves in a manner that does not disrupt the normal processes of teaching, learning, research, or the normal operation and administration of Menlo College.

The purpose of the Menlo Student Code of Conduct and its procedures is to define the parameters within which students study, socialize, work, develop, grow, and exercise academic rights and freedoms within the Menlo College community. It is the College's purpose to assist students in developing a personal set of values and ethics, to assist students in managing emotions, to assist students in making decisions and following through on commitments, and to assist students with accepting the consequences of personal actions and decisions.

Furthermore, since a student's conduct also reflects on the reputation of the College, the College reserves the right to exercise disciplinary measures including dismissal for misconduct either on or off campus. Any violation of this Code of Conduct will subject a student to appropriate disciplinary action, even if such violation is not specifically mentioned herein.

Please be aware that changes to the Code of Conduct may happen during the year. If changes occur, students will be given updated information regarding those changes. It is the responsibility of each student to know and to understand the Code of Conduct. Students are advised to read the Code of Conduct each year in order to be aware of changes that may have occurred. **Ignorance of policies and procedures is not a valid excuse for violating the Code of**

Conduct or failure to follow up according to established procedures.

II. COLLEGE REGULATIONS

Inappropriate behavior includes but is not limited to:

Rules & Regulations

(The Office of Residential Life reserves the right to add additional policies as deemed necessary for the safety and care of the residents and facilities.)

Residents are responsible for abiding by all College policies including, but not limited to, the Menlo Student Code of Conduct, the Housing Contract, and the following Rules and Regulations. These regulations are designed to promote and maintain an atmosphere conducive to community living, and to inform students of their general responsibilities within the Residence Halls. All residents are responsible for knowing and adhering to these rules and regulations. ***Violations will result in disciplinary action.***

1.0 Alcohol Policy

- 1.1 Local, state, and federal laws pertaining to the possession and use of alcoholic beverages are enforced on the College campus. Use and/or possession of alcoholic beverages not in accordance with state law and/or Menlo College policy will result in a violation of the code of conduct and/or possible state law enforcement involvement.
- 1.2 The possession and consumption of alcoholic beverages on the Menlo campus is prohibited by those below the legal drinking age (21).
- 1.3 Persons 21 years of age and older may not consume alcohol in the presence of a person under 21.
- 1.4 Common source containers such as kegs, pony kegs, party balls, etc. are prohibited in the Residence Halls.
- 1.5 Being under the influence of alcohol, unprescribed medication, or any other substance which negatively affects the welfare of the student and/or the College community.
- 1.6 Drinking games and rapid consumption techniques and devices (e.g. funnels, beer bong, shot glasses, beer pong tables, bars, bar signs, etc.) by their nature promote abusive consumption of alcohol and thus violate the alcohol policy. The College prohibits organizing or participating in activities that encourage excessive drinking (e.g., beer pong, drinking games or contests), or charging a fee when hosting parties.
- 1.7 Persons under 21 years of age may not be present in a residence hall room or other location where alcohol is being used or present. This includes a location where rapid consumption and/or drinking games are taking place.
- 1.8 Under strict guidelines, the serving and consumption of alcohol on the Menlo College campus is allowed for approved student sponsored events. Such functions are recognized as private Menlo College events. Failure to abide by the rules and regulations issued by the Office of Student Affairs covering private Menlo College events is a violation of the code of conduct.

- 1.9 Alcohol is not permitted in common areas (any sidewalk, outdoor space, bathroom, hallway, lobby, foyer, resident room with the door open, etc.) of the residence hall or any public area on the Menlo College campus.
- 1.10 Students who display behavior associated with intoxication or being under the influence of any illegal drug will be subject to a code of conduct violation.
- 1.11 Possession of bulk alcoholic beverages (defined as amounts for storage or use that is excessive for responsible use) is prohibited. "Personal use" allows for one person (at least 21 years of age) to have in possession one of the following: amounts of alcohol equal to one six pack of beer, one bottle of wine, or 750 mL of hard liquor. Other indicators that are considered in determining "personal use" include the number of persons, type of beverage, and degree of intoxication.

Menlo College has adopted a Parental Notification Policy in regard to student drug and alcohol conduct violations. For specific details regarding this policy, please contact the Office of Judicial Affairs.

2.0 Animals/Pets

- 2.1 The only pets permitted in the Residence Halls are fish. Fish tanks may be no more than 10 gallons. Residents found in violation of this policy will be charged a fee of \$100 per day of violation. In addition, the resident will be responsible for all costs incurred in the removal of the animal and/or any costs associated with the possession of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.). Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Resident will be responsible for any charges incurred in pet removal or storage.
- 2.2 Residents are restricted from feeding or leaving food outside the buildings for animals. This policy has been established to prevent an infestation of fleas and/or the presence of disease carrying animals that may pose a danger to residents.
- 2.3 Harassing, injuring, or killing animals on campus (i.e. squirrels, rabbits, turtles, birds, etc.) is prohibited.

Choosing to violate the pet policy may result in an immediate room change or removal/eviction from the Housing system in addition to any fees assessed.

3.0 Antennas/Satellite Dishes

External antennas, dishes, or receivers of any type are prohibited. Personal wireless routers are also prohibited in housing facilities. Wireless internet access provided by the Office of Information Technology is available in all buildings on campus.

4.0 Balconies/Ledges/Railings/Roofs

- 4.1 Sitting, standing on, climbing, or hanging from a balcony, ledge, railing, or roof is prohibited.
- 4.2 Clothing, bikes, banners, or signs should not be hung or displayed from balconies, railings, roofs, and/or windows.

5.0 Bicycles/Motorcycles/Skateboards/Etc.

- 5.1 Bicycles are not to be stored in the residence halls.
- 5.2 Bicycles should be locked to bike racks outside. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the police for auction.
- 5.3 Motorcycles and/or motorized vehicles are not permitted within 10 yards of the buildings.
- 5.4 Skateboards, scooters, and/or rollerblades are not to be ridden/worn inside the buildings or on the walkways.

Prior to the end of the Spring semester, Campus Security will place notices on all bicycles on the bike racks. If a bicycle is not claimed prior to the end of the spring semester, it may be considered abandoned, removed and turned over to the police for auction.

6.0 Candles/Incense/Dangerous Materials

- 6.1 All open flames, embers, and/or fuels are strictly prohibited in the Residence Halls.
- 6.2 Any candles found, regardless of whether they have been burned or not, wick or no wick, will be **confiscated and may be thrown away**. A charge of \$50 may be assessed **per candle** confiscated.
- 6.3 The burning of incense is not permitted. A charge of \$50 may be assessed per incident.
- 6.4 Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, other dangerous chemicals, etc.) or other dangerous substances in the Residence Halls is prohibited.

7.0 Cleanliness

Students are expected to maintain their assigned room/apartment in a clean and sanitary manner.

- 7.1 Trash must be placed in designated bins/dumpsters and may not be left in hallways, common areas, and/or breezeways. A \$25 charge may be assessed per bag of trash found in unauthorized areas.
- 7.2 Residential Life Staff may perform monthly health and safety inspections to ensure the cleanliness of the room. A sanitation charge may be assessed on a daily basis if the room is not cleaned within 24 hours of an unsatisfactory inspection rating.

8.0 Cohabitation

Cohabitation is strictly prohibited. For the purpose of College housing, cohabitation is defined as: the housing of an unauthorized individual in the resident's room/apartment for more than 2

nights in a 30 day period or the sharing of a housing space at any time by individuals of the opposite gender. Overnight guests are only permitted with the consent of the roommate(s).

9.0 Collective Liability

Residents in the Residence Halls are jointly responsible for the care of public areas and housing property. Public areas are defined as those areas available for the use of all students living in a residence hall. Charges for damages (trash, littering, vandalism, etc.) to public areas and property may be assessed and divided between residents of the community if the responsible party is not identified. The minimum charge assessed will be \$5 per resident.

10.0 Complicity

Students associated with or present during the commission of an act or acts by another, which constitutes a violation of College policy, may also be charged if the student's behavior constitutes permission, is judged to contribute to, or condones the violation.

11.0 Confiscation of Property

College Officials may confiscate items from a resident's room/apartment if they are in violation of housing regulations. This includes, but is not limited to, the removal and discarding of alcohol and/or empty alcohol containers; the confiscation of illegal pets which are turned over to the Humane Society or Animal Control; the removal and discarding of candles; the removal of unauthorized appliances which are donated to area shelters; and the confiscation of weapons and/or illegal substances which are turned over to the police.

12.0 Cooperation with College Officials

College Officials include but are not limited to Campus Security, Faculty/Staff, Custodial/Maintenance Workers, and Resident Assistants. Refusal to cooperate with the request of a College Official will result in disciplinary action.

- 12.1 Upon request, an individual (student or guest) must produce photo identification for examination by a College Official. Students are required to carry their Menlo ID Cards with them at all times.
- 12.2 Providing false information, withholding information, or providing misleading information to a College official is prohibited.
- 12.3 Impersonating a College Official is prohibited.
- 12.4 Acting on behalf of another person, group, or the College without authorization or prior consent is prohibited.
- 12.5 Not responding to written correspondence or email from a College official.
- 12.6 Failure to comply with the instructions of a College official.
- 12.7 Use of another person's identification or altering of personal identification for admission to, or to obtain services provided by the College is prohibited. Furnishing false or altered identification to any Menlo College official is prohibited.

13.0 Decorations

Residents are encouraged to decorate their rooms in a manner that will be pleasing to them. **However, all decorations must be removed at checkout.** Modifications must be approved and all items in the room must be free standing. Modifying electrical, cable or telephone wiring, the ceiling, walls, doors, plumbing, Ethernet ports and closet doors is prohibited. Under no circumstances should nails, screws or wall anchors be used to affix items to walls. The following are some guidelines that should be considered:

- 13.1 **Candles**—All candles are strictly prohibited in Residence Halls (even if they have never been burned or do not contain a wick).
- 13.2 **Ceilings**—Hanging items from the ceilings is strictly prohibited.
- 13.3 **Cement/Concrete Blocks**—Cement/Concrete blocks are not permitted in the Residence Halls. There will be a \$10 charge per block found.
- 13.4 **Curtains**—Curtains may only be hung by using tension rods in the window frames.
- 13.5 **Dartboards**—Dartboards and/or archery equipment are prohibited in the Residence Halls.
- 13.6 **Furniture**—All College provided furniture must remain in the room. Do not place room furniture in foyers, hallways, or on balconies. Common area furniture is to remain in common areas. Residents found with common area furniture in their room will be disciplined accordingly. Residents must return the furniture in their room to its original arrangement upon check-out.
- 13.7 **Lofts**—Lofts are prohibited in all residential facilities.
- 13.8 **Memo Boards**—Memo Boards may be posted outside your room. However, they must be affixed/attached with a something that will not damage the door or its paint upon affixing or removal.
- 13.9 **Road Signs**—Road signs (stop signs, street signs, etc) are not permitted in the Residence Halls.
- 13.10 **Walls**—Painting of rooms in the Residence Halls is strictly prohibited. Wallpaper and borders are not permitted. ***Push-pins may be used to hang posters, pictures, etc. on walls.*** Do not use poster putty, double-sided foam tape, nails, screws, thumb tacks, staples, decals, stickers, contact paper, etc. on the walls, furniture, or ceilings. Students are not permitted to fill any holes that may exist. Students will be billed for damage to walls.
- 13.11 **Paraphernalia**—Items promoting alcohol and/or drug paraphernalia, are prohibited as decorations in the Residence Halls. This includes empty alcohol bottles/cans, cannabis posters, etc.
- 13.12 **Live Trees**—Live trees, non UL-approved electrical lights (including string lights) are not permitted in Residence Halls.
- 13.13 **Vacant Bed**—Any time a student is without a roommate, he/she must keep the roommate's side of the room clean and clear of any personal items. The empty space must be kept ready for a new roommate to be assigned at any time.

14.0 Disorderly Conduct

Disruptive conduct is not permitted in the Residence Halls.

- 14.1 The intimidation, harassment, verbal or physical abuse of any individual is prohibited.
- 14.2 Individual or group conduct of a nature that interrupts or interferes with educational activities, infringes upon the rights and privileges of others, results in the destruction of property, or is otherwise prejudicial to the maintenance of order is prohibited.
- 14.3 Excessive noise is prohibited (Menlo College is subject to the city of Atherton noise ordinance).
- 14.4 Failure to meet financial responsibilities to the institution, including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the College community acting in an official capacity.
- 14.5 Lewd or indecent conduct on College property or at a college sponsored event/activity.
- 14.6 Public displays of literature, films, pictures, or other material that the College determines that an average person would find, taken as a whole, depicts or describes sexual conduct in a patently offensive way, and lacks serious literary, artistic, political, or scientific value in common areas.
- 14.7 Intentionally or significantly interfering with teachings and the learning process in the classroom or other educational settings.
- 14.8 Misuse of the disciplinary procedures including: failure to respond to the request for an interview by the judicial officer during the investigation of a violation, knowingly falsifying or misrepresenting information before a hearing body, disruption or interference with the orderly conduct of a hearing; knowingly making a false statement, attempting to influence the impartiality of a member of a hearing body prior to and/or during the course of a hearing, harassment and/or intimidation of a member of a hearing body or of a witness, and influencing or attempting to influence another person to present false information or a false complaint.
- 14.9 Public nudity (i.e. mooning, streaking).
- 14.10 Inappropriate student behavior off campus may be subject to disciplinary measures through Menlo College's code of student conduct.
- 14.11 Unauthorized entry into another student's room or any other campus building.
- 14.12 Theft or unauthorized possession of a College vehicle or other vehicles on campus.
- 14.13 Any other act deemed by a Menlo official to be disruptive or harmful to the well being of the College community.

15.0 Drugs/Drug Paraphernalia

The possession, consumption, and intent to sell, transport, deliver, distribute, exchange, or manufacture illegal drugs; or being under the influence of narcotics or dangerous drugs, is prohibited and strictly enforced. The person for who prescription drugs are prescribed must use appropriately. Illegal substances (including marijuana) will be confiscated by a College official and/or turned over to the Atherton Police Department. All paraphernalia including, but not limited to: bongs, pipes, roach clips, rolling papers, etc. are prohibited. Violators are subject to

Housing Contract termination and removal from College housing. College and criminal charges may be filed.

Marijuana, even if prescribed by a doctor, is not allowed on the Menlo College campus and is treated in the same class as an illegal drug. In addition, medical marijuana card carriers may not have marijuana on the Menlo College campus.

16.0 Honor Code

16.1 The Honor Code is the College's statement on academic integrity. It articulates College expectations of students and faculty in establishing and maintaining the highest standards in academic work. All alleged violations of the Honor Code will be handled by the Office of Academic Affairs.

17.0 Endangerment

- 17.1 Physical violence toward another person or group, and actions that endanger the health, safety, or welfare of a person or group are prohibited.
- 17.2 Interference with the freedom of another person or group to move about in a lawful manner is prohibited.

18.0 Fire Safety/Equipment

In case of a fire alarm, all students must leave the building immediately. ***Students are not to re-enter the building until instructed to do so by the College Housing Staff.***

- 18.1 The setting of a fire or the activation of a false fire alarm is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges may be filed.
- 18.2 Students refusing to vacate in a timely manner, or students returning to the building before they are told to do so may be subject to disciplinary action.
- 18.3 The mishandling of fire extinguishers is strictly prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 charge plus refilling costs.
- 18.4 Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc.) will result in a \$50 charge and possible further **disciplinary action and/or criminal charges**. This includes covering or disarming smoke detectors.
- 18.5 Emergency Exits may be used only during emergency evacuations. Any other use may result in a \$50 charge.
- 18.6 Hanging items from sprinkler heads is strictly prohibited and can result in property damage of which costs would be charged to the responsible individuals.

Choosing to violate the Fire Safety/Equipment policy may result in an immediate Room Change or removal/eviction from the Housing System.

19.0 Fireworks and Explosive Devices

The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all Housing facilities.

20.0 Gambling/Student Businesses

- 20.1 Gambling and/or the running of a business out of the residence halls are prohibited.
- 20.2 Solicitation within the Residence Halls is prohibited. This applies to outside solicitors (i.e. magazine sales) as well as invited solicitors (i.e. Mary Kay, Avon, and other 'sales' programs).

21.0 Grills

The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, smokers, etc. are strictly prohibited in rooms or in breezeways. Residents wanting to use these types of devices must do so at least **twenty feet** away from any campus building/structure.

22.0 Hall Sports

- 22.1 Running is not permitted in the buildings.
- 22.2 The bouncing, throwing, kicking, etc. of balls (and/or other objects) is not permitted in the residence halls.
- 22.3 Wrestling and other forms of "horseplay" are prohibited in the buildings.
- 22.4 These above rules are all-inclusive within the hallways, rooms, lounges, stairwells, or other public areas.

23.0 Harassment/Hazing

Threatening and/or abusive behavior will not be tolerated; this includes, but is not limited to sexual, racial, or religious harassment; intimidation; hazing; stalking; prank and/or unwanted telephone calls, text messages, instant messages, emails, etc.; invasion of privacy; or any other behavior that creates a hostile living environment.

All groups, organizations, or individuals associated with Menlo College are prohibited from partaking in any form of hazing. The California Education Code defines hazing as, "any method of pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person...attending...college...or other educational institutions in this state, but the term hazing does not include customary athletic or other similar contests or competition." The California Education Code further states that, "No student and other persons in attendance at any public, private, parochial or military school, college or other education institution, shall conspire to engage in hazing, participate in hazing, or commit any act that injures, degrades or disgraces, or tends to injure, degrade or disgrace fellow students and persons attending the institution. The violation of this section is a felony punishable by a fine of no less than \$500, nor more than \$5,000 and imprisonment in the county jail for no more than one year, or both." Menlo College shall interpret the word "hazing" to mean any intentional action taken or situation created whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may

include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical or psychological shocks, or any other such activities engaged by the organization inside or outside the confines of the campus, the public wearing of apparel which is conspicuous and not normally in good taste, engaging in public stunts, morally degrading or humiliating games and activities, or any other activities not consistent with national, organization or local policies, or the regulation of the College. The enforcement of the Hazing Policy shall be the responsibility of all officers and moderators of each organization. They shall inform all members of this policy and maintain the organization's strict adherence to this policy. Failure to do so will result in disciplinary actions. Any violation should be report to the Office of Student Affairs at 543-3779.

24.0 Interim Housing

24.1 Interim housing is temporary housing available for a **fee** to summer school residents and athletes still in season competition, who need a place to live or store their belongings when the halls/ apartments/ houses are not open. Interim housing is only available during two time periods: between spring and summer semesters, and between fall and spring semesters. Students must sign up for and pay for the entire interim period in order to receive interim housing. All standard rules and regulations are in effect during this period.

23.0 Keys

Keys will be issued to each resident of O'Brien Hall and El Camino Hall at check-in. These residents should always carry their keys and lock their doors. Residents must return keys immediately upon check-out or reassignment, and must report any lost or stolen keys.

- 23.1 Residents may not borrow keys from each other or loan their keys, door code, or Menlo ID cards to anyone.
- 23.2 All keys issued to residents are the property of Menlo College and may not be duplicated.
- 23.3 Unauthorized possession of keys will result in the confiscation of the keys and possible restriction of the individual from the building.
- 23.4 There is a \$40 charge for a lock change resulting from a lost key. A damaged key will result in a \$10 charge.
- 23.5 In cases of excessive lockouts, it becomes a violation. If this is to occur, there will be a lock change and fine added to their student account.

24.0 Lamps/Lighting

Residents should report burnt out bulbs to their RA or the Office of Residential Life.

- 24.1 The use or possession of halogen lamps in the residence halls is strictly prohibited.
- 24.2 Black/colored light bulbs may not be used in College provided sockets.
- 24.3 Residents may not replace Housing issued light bulbs with higher wattage bulbs. Doing so may result in damage to the light socket, damage to the walls around the socket, and/or a fire hazard.
- 24.4 Hallway/Breezeway lights may not be removed or replaced with a different bulb.

24.5 UL approved Holiday lights may be hung in the Residence Halls, but are to be plugged in only when the residents are home. Real/Live Christmas trees are not allowed in the Residence Halls.

25.0 Littering

Students may not dispose of litter in any form on College grounds or facilities except in specified trash receptacles. This includes, but is not limited to, cigarette butts, paper, cans, bottles, etc. A \$25 trash charge will be assessed for each incident of littering.

26.0 Locks/Doors

- 26.1 Locks or door codes may not be tampered with in any way that interferes with the use of keys or door code or prevents the locking/unlocking of doors.
- 26.2 Locks may not be added to any doors in the room/apartment, nor may they be changed or replaced.
- 26.3 Slide locks and chain locks are strictly prohibited.
- 26.4 Tampering with card scanners or using another's card to try to break in to a residence hall is strictly prohibited.

27.0 Offensive Odors

An offensive odor is ANY odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amount of dirty laundry. Residence hall staff will address offensive odors when complaints are received. Residents identified, as being responsible for the offensive odor, will be asked to eliminate the cause of the odor.

28.0 Parking

- 28.1 Residents with cars must register their vehicles with the College and display an appropriate vehicle decal.
- 28.2 Residents may not park in Fire Lanes or other restricted locations. Vehicles parked in these areas are subject to parking tickets and/or may be towed at the owner's expense.
- 28.3 Parking or driving on the grounds (grass, sidewalks, etc.) around the Housing facilities is prohibited.

29.0 Permitted & Prohibited Items

Appliances with open heating coils are prohibited as are deep fat fryers. Space heaters with exposed heating coils are not allowed. Students should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (i.e. paper, curtains, clothes, etc.).

Permitted Items

Microwaves (<15 amps)
Refrigerators (up to 5 cu. Feet)
Iron (must bring ironing board)
Stereo (w/ headphones)

TV/VCR/DVD Player/Recorder
Coffee Makers
Hair Dryers
Game Systems/Consoles
Computers/Laptops

Desk Lamps

Crock Pots

Prohibited Items

George Foreman Grills

Electric Heaters

Halogen Lights/Lamps

Toaster or Toaster Ovens

Neon Lights

Microwaves (>15 amps)

Sun Lamps

Chest Freezers

Portable Dish/Clothes Washer

Charcoal or Gas Grills

Waterbeds

Extension cords/Multi-Plug Adapters:

- Only UL approved three-prong grounded extension cords are permitted.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip is allowed per double outlet.

Rewiring of student rooms by non-College employees is not permitted. The Office of Residential Life nor the College is responsible for any damage to electrical equipment (computers, TVs, modems, phones, etc.) caused by power surges or lightning. We encourage residents to purchase renter's insurance if their belongings are not covered under their parent or guardian's homeowner's insurance.

30.0 Pranks

Pranks which result in disturbances or distress to others, or cause damage to College or personal property, are prohibited.

31.0 Projectiles

- 31.1 Throwing any object or trash from/toward windows, ledges, roofs, balconies, or within courtyards is prohibited.
- 31.2 The use of slingshots, BB guns, pellet guns, paintball guns, water guns, water balloons, or other related items is prohibited.

32.0 Propped Doors

Exterior doors must be kept closed and locked at all times. ***Do not prop doors.*** Propping doors will result in a \$50 charge. Residents of buildings or hallways with consistently propped doors may be disciplined as a group. Residents encountering an already propped door are responsible for un-propping and securing the door and the safety of the community.

33.0 Quiet/Courtesy Hours

In order to maintain the living/learning environments of our Residence Halls an atmosphere conducive to study and sleep must exist. Residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested to do so by another resident or staff member **at any time**. During designated Quiet Hours, sounds from your room (TV, stereo, computer, conversations, etc.) should not be heard outside the room, and you must refrain from such activities as running, loud talking, yelling, etc. in the hallways and lounges, etc..

During exam week, 24-hour quiet hours will be enforced.

Quiet hours are 10:00 pm – 10:00 am; courtesy hours are 24 hours per day. 24-hour courtesy hours mean that you should be respectful of other residents' abilities to have an environment conducive to study and comfort.

- 33.1 Loud talking, music, or other disruptive activities in rooms, courtyards, balconies, lounges, stairwells, or lobby areas are prohibited.

- 33.2 Stereos, radios, TVs, and other sound systems should not be played so loudly that they are heard outside of the resident's room. TVs, stereos, and alarm clocks should be turned off before leaving the room.
- 33.3 Musical instruments should be practiced in designated College practice areas.

34.0 Roof / Exterior Walls

College building roofs and exterior walls are considered restricted College property and are off limits to students. If something is lost on a roof contact the facilities office to have it recovered.

35.0 Smoking

Menlo College prohibits smoking in all campus buildings including the Residence Halls.

- 35.1 Smoking is prohibited in all residence hall rooms and/or common areas. A minimum charge of \$50 will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.
- 35.2 Smoking is prohibited within twenty five feet of any Menlo owned or managed facility.
- 35.3 Residents who improperly dispose of cigarette butts will be charged a \$25 littering fee.

36.0 Stairwells

Stairwells, hallways, exit ramps, etc. should not be blocked at any time; this includes trash, boxes, bicycles, etc. Persons found loitering on/in the stairwells, hallways, exit ramps, etc. will be asked to move immediately. Stairwells, hallways, exit ramps, etc. doors may not be propped.

37.0 Street / Road Signs

Street/ Road signs are considered the property of the respective government agencies where located and any inappropriate taking or possession by unauthorized individuals may result in student discipline or legal action. Individuals possessing street/ road signs may be requested to provide proof of ownership.

38.0 Swimming Pool Rules

There are two pools on the Menlo College campus, the Olympic sized pool is the property of Menlo School and Menlo College students are prohibited from using it unless they received written permission from the administration of Menlo School to do so. Menlo College has their own pool next door to the Menlo School pool.

- 38.1 Swimming pool hours are determined based on the weather.
- 38.2 Students should not horse-play in or around the swimming pool.
- 38.3 Glass/Bottles are prohibited in and around the swimming pool area.
- 38.4 Residents are required to abide by posted rules.
- 38.5 Guests must be escorted at all times.
- 38.6 Appropriate swimwear is required.
- 38.7 After the set hours for the pool, the pool is no longer available for use.

38.8 Unauthorized entry into or use of the Menlo School pool is prohibited.

39.0 Theft/Unauthorized Use of Property or Services

- 39.1 Theft and/or possession of stolen property, including but not limited to, government issued street signs, safety cones, and hazard barriers is prohibited.
- 39.2 Any student who takes College property for personal use will be referred to the College Police and appropriate judicial action will be taken.
- 39.3 Taking furniture from a common area of any College building may subject the individual to fees associated with the recovery of the furniture and/or student discipline.

40.0 Trespassing

- 40.1 Individuals who are not authorized, licensed, or invited to enter Housing facilities are subject to arrest for trespassing if they fail to leave after being directed to do so.
- 40.2 Individuals soliciting are considered to be trespassing.
- 40.3 Knowingly hosting an individual who has been issued a trespass notice is prohibited.

41.0 Vandalism/Damages

- 41.1 The destruction, defacement, damage, or misuse of College or private property is strictly prohibited. This includes common area damage. Actions of this nature will result in disciplinary action and restitution by the responsible party or through collective liability.
- 41.2 Upon noticing a maintenance concern in a room, it is the responsibility of the resident(s) to report the concern to their RA or the Office of Residential Life in order to initiate a Maintenance Work Request immediately. ***Failure to report a maintenance concern that results in unnecessary damage will be considered vandalism.***

42.0 Visitation/Guest Policy

- 42.1 At any time, disruptive guests may be asked to leave the building. Failure to do so will result in disciplinary action and the possible issuance of a trespass notice.
- 42.4 Entrance into the residence halls is granted only to the residents of that building.
- 42.5 Guests are to be met at the door by the resident they are visiting. Guests are to be escorted at all times (including to the appropriate bathroom), so that they are clearly identifiable as that particular resident's guest. Guests may not be left alone in a student room and/or common area.
- 42.6 Guests are expected to abide by the same rules and regulations as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, and the guest may be asked to leave.
- 42.7 Guests' visits may not exceed 48 hours in any 30-day period.
- 42.8 You and your roommate(s) must agree to all visitations.

43.0 Weapons

- 43.1 The display, possession, use and/or intent to use weapons (including guns, BB guns, pellet guns, water guns, cross bows, tasers, brass knuckles, sling shots, knives, martial

arts weapons, etc.), fireworks, or explosive devices are strictly prohibited on campus and/or in any College-arranged housing facility. Menlo College personnel reserve the right to determine what constitutes a weapon.

43.2 Ammunition may not be stored in rooms.

44.0 Windows/Screens

- 44.1 Windows may not be used as an entrance or exit to rooms (the only exception is in the case of a fire or emergency).
- 44.2 Signs, pictures, banners, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the unit in time of emergency. This is to ensure the health and safety of students and rescue personnel.
- 44.3 The removal or vandalism of window screens is prohibited. There may be up to a \$50 charge for removing a window screen. Replacement of damaged or missing screens will be an additional expense of the resident.
- 44.4 Defenestration - nothing at all should be propelled, thrown, or dropped out of the window at any time or for any reason.
- 44.5 Any attachments outside room windows must be approved in advance by the Director or Residential Life.

45.0 Unauthorized Room Changes

45.1 Residents may change rooms **only** after **approval** by a Residential Life Coordinator/Residence Life Administrator. Unauthorized room changes may result in a \$50 fine and/or disciplinary action.

46.0 Unauthorized use of Vacancies

46.1 Residents spreading out to occupy more than one space are subject to fines and disciplinary action.

***All fees/fines are subject to change.**

III. JUDICIAL PROCESS

Menlo College views the judicial and disciplinary proceedings as a part of the educative process, for the goal is to assist the students in personal development as well as to protect the academic community as a whole from individuals who jeopardize an atmosphere conducive to mutual respect and the search for truth. Students may learn through the disciplinary proceedings how their behavior impedes the educational process. These standards and procedures have been established by the College to protect its educational purpose, to provide for the orderly conduct of its activities, to protect the victims of crime and to safeguard the interests of the College community. These disciplinary procedures used by the College are considered part of its educational process and reflect the philosophy of community education and evaluation.

Hearings and appeals conducted as a part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil and/or criminal authorities and to the College for their actions. Disciplinary action at the College will normally proceed notwithstanding any civil or criminal proceeding.

Definition of Terms:

Judicial Coordinators: The administrators charged with coordinating and overseeing all matters of conduct. The Judicial Coordinator determines which conduct process a student will be referred to (administrative hearing, board hearing, or other means of address (e.g. mediation). The Judicial Coordinator also serves as the advisor to the campus Judicial Board and Special Issues Conduct Board and is the recorder. The Judicial Coordinator does not participate in making decisions of the boards but serves as a reference only. The Judicial Coordinator also serves as a hearing officer.

Hearing Officer: A staff or faculty member of the College entrusted with the responsibility of hearing student conduct cases. A hearing officer may be a staff or faculty member who meets with students individually or a staff or faculty member who is part of a judicial board.

Administrative Hearing: A conduct hearing in which a student will meet one-on-one with a hearing officer. A majority of conduct cases are heard in this manner.

Judicial Board Hearing: A conduct hearing in which a student will meet with (3) three to (5) five staff and faculty members.

The following is a list of specific rights guaranteed a student during the judicial process:

Student Rights

1. The right to be presumed not in violation until determined to be in violation either by an admission of responsibility by the student or by the presentation of a preponderance of the evidence (meaning what most likely happened in the judgment of the Hearing Officer/Judicial Board based on information discovered in the investigation) upon which a Hearing Officer/Judicial Board/Special Issues Conduct Board bases a decision that the party involved is responsible for the violation. If, in the opinion of the Dean of Student Affairs, or their designee, the presence of the student at the College would pose an immediate or continuing danger to persons or property or an ongoing threat of disruption to the academic process and environment, the student may be immediately suspended from all College activities pending his/her hearing before a Hearing Officer or Judicial Board. This temporary suspension may include, but is not limited to, academic participation and removal from College property (i.e., residence halls). An interim suspension may also be applied to a student who has been charged with a felony.
2. The right to be given written notice of alleged violations.
3. The right to plead not responsible and have one of the following:
 - a) An administrative hearing before the Judicial Coordinators, or appropriate administrator.
 - b) A hearing before a Judicial Board,
4. Student Affairs will determine which judicial proceeding is deemed appropriate to adjudicate

the conduct case.

5. The right to bring material witnesses and/or a non-attorney advisor to the hearing. The presence of a non-attorney advisor in the hearing is allowed as long as the student notifies the judicial coordinator 24 hours in advance.

6. The right, upon timely request before the hearing, of reasonable access to necessary documents, statements, or printed evidence of which the College has possession as deemed appropriate by the Judicial Coordinators.

The following information provides a guideline for procedure and practice in the judicial process.

Complaint and Initial Investigation

Any member of the College community may report a violation of college policy or regulation if that member observes the violation or had personal knowledge of it. Students, staff members, and other members of the community who wish to file a report concerning a student's behavior may do so by obtaining an Incident Report Form from a residence hall staff member or through the Office of Student Affairs. Report forms should be completed and returned to the Office of Student Affairs as soon as possible. Infractions involving academic dishonesty will be referred to the proper academic authority for action.

The Judicial Coordinator will first review all reports. If there is sufficient evidence that a College rule or regulation has possibly been violated, the issue will be resolved as indicated.

Violation of Campus Policy

A student alleged to be in violation of a campus policy or procedure (including residence hall policies) will be notified by the Office of Student Affairs of the alleged misconduct and the procedure for scheduling a hearing with the appropriate administrator or hearing body. In most cases, the student will have an administrative hearing.

If, in the opinion of the Dean of Student Affairs, or their designee, the presence of the student at the College would pose an immediate or continuing danger to persons or property or an ongoing threat of disruption to the academic process and environment, the student may be immediately suspended from all College activities pending his/her hearing before a Hearing Officer or Judicial Board. This temporary suspension may include, but is not limited to, academic participation and removal from College property (i.e., residence halls). An interim suspension may also be applied to a student who has been charged with a felony.

Notice and Scheduling of the Hearing

Any student facing judicial proceedings has a right to appropriate notice of alleged violations and a hearing with the appropriate judicial hearing body.

Notice of alleged violations will be sent within three (3) working days from the receipt of the incident report, in the form of a letter to two locations: the campus box and residence hall address for on-campus students, the campus box and mailing address of record for off-campus students. The letter will state the specific violations and the

Hearing Officer of record for the proceeding. A student who has been accused of a violation must schedule a hearing with the appropriate Hearing Officer or hearing body within three (3) working days from the day of notification of the alleged violations. The Hearing Officer may determine that a hearing be conducted with a third party present. This individual will not participate in the process, but will serve to witness the discussion and the process. Judicial Review Board hearings are arranged to accommodate student and committee member schedules during the regular Fall and Spring semesters. If, after all attempts to convene a board appropriate to the charges is made and a board cannot be brought together, the Judicial Coordinators can choose to refer the case to an administrative hearing. A delay in scheduling a hearing does not absolve a student of the charges against him/her. If a mutually agreeable hearing time cannot be established, the Judicial Coordinators may exercise the right to assign the hearing to an administrator. Administrative hearings with judicial coordinators are available during business hours Monday through Friday or by special arrangement.

Non-Attorney Adviser during the Hearing Process

A non-attorney adviser may assist students at hearings. This person cannot speak for the accused student; he/she can only advise the student. Students must notify the Hearing Officer if they intend to bring an adviser and must provide the adviser's name 24 hours in advance of the hearing.

The Hearing Process

Formal rules of evidence shall not be applicable. The adjudicating body may exclude evidence that in its judgment is immaterial, irrelevant, or unduly repetitious. Students shall be allowed to call witnesses on their behalf. Hearings shall be conducted in private in order to protect the confidential nature of the proceedings. All documentation regarding the incident, the proceedings, and the outcome will be kept in the student's file in the Office of Student Affairs. These documents will be kept on file for up to five years after a student's departure from the campus community. In more serious offenses and in all Judicial Review Board and Special Issue Conduct Board hearings, proceedings will be tape recorded to protect the actual hearing and provide objective evidence of the proceedings.

The Decision

In most circumstances, students will be notified of the final decision and of the right to appeal within five (5) working days after the hearing date. In incidents where several students are involved, the final decision may be rendered up to five (5) working days from the date of the last hearing. This will include information regarding the charges, which student is being charged, and the hearing body's decision as to whether or not the student is being held accountable for the violation(s) as well as appropriate sanction(s). If for some reason the decision letter is delayed (i.e., a large number of students are involved in the incident), a letter or other form of communication (i.e. email, fax, or phone call) will be sent to the student(s) indicating the reason for the delay in the outcome and an estimated time frame in which the final decision will be rendered.

In cases of sex offenses and sexual harassment, both the accused and the accuser shall be notified of the decision, in writing, made by the hearing body.

Appeal

In cases involving campus policy violations, the student will have three (3) working days after the decision of the Judicial Board or the Judicial Coordinator/administrator is rendered in which to file a written appeal with the appropriate appeal officer. Granting an appeal means that the case will be heard by the Dean of Student Affairs or her/his designee. Appeal of decisions made by a Resident Director/Hearing Officer will be directed to the Dean of Student Affairs or her/his designee. The Dean may uphold the decision of a Resident Director/Hearing Officer or recommend a different sanction. Appeal of decisions made by the Judicial Board will be directed to the Dean of Student Affairs (or his/her designee). The Dean of Student Affairs (or his/her designee) may uphold the decision of the Judicial Board or recommend a different sanction.

Extensions to the deadline for filing appeal requests may be granted for good and sufficient reason to the Judicial Coordinator. In the event that a conflict of interest may arise in the appeals process, the Judicial Coordinator will make adjustments as necessary to ensure that the student receives appropriate due process consideration. This may include presenting the appeal to a member or group of members of the faculty, staff, or administration. The decision of the Dean of Student Affairs in appeals will be final and binding on all concerned.

Use of the Judicial Board

The Judicial Board will have jurisdiction and authority to adjudicate only cases deemed appropriate by the Judicial Coordinators, which involve alleged violation of the Student Code of Conduct.

1. The Judicial Board will consist of a minimum of three (3) voting members and a maximum of nine (9) voting members, which shall be constituted as follows:
 - a) There will be a minimum of one (1) faculty/professional staff members and one (1) student representative.
 - b) There will be a maximum of four (4) faculty/professional staff members and five (5) student representatives.
2. Alternates may serve in the absence of regular members.
3. Three (3) members of the Judicial Review Board will constitute a quorum. There must be at least one student present.
4. Judicial Board hearings are not typically scheduled during summer or vacation periods, or during the week immediately preceding or following an academic session unless circumstances allow for or may require the convening of a Board.
5. Judicial Board members are required to participate in a training process coordinated by the Judicial Coordinator.
6. Judicial Board members are expected to exercise fairness and confidentiality throughout the judicial process. Failure to uphold these

expectations will result in removal. The Judicial Coordinator or his/her designee makes this decision. Appeals can be made to the Dean of Student Affairs.

5. Special Issues Conduct Board members are expected to exercise fairness and confidentiality throughout the judicial process. Failure to uphold these expectations will result in removal. The Judicial Affairs Coordinator or his/her designee makes this decision. Appeals can be made to the Dean of Student Affairs.

6. The Judicial Coordinator or his/her designee serves as advisor to the Special Issues Conduct Board and is the recorder. The Judicial Coordinator or designee does not participate in making decisions but serves as a reference only.

BASELINE SANCTIONS

To facilitate the employment of consistent and fair sanctions, and as an aid to the Hearing Officer, guidelines have been developed which reflect the baseline sanctions for minimum involvement in several categories of incidents. Minimum involvement is defined as being present in an area where a violation has been authorized, directed, tolerated, supported, or committed. An example is attendance at a party where alcohol is being consumed by minors, regardless of whether or not the individual in question was using alcohol. Incidents may be categorized based on degree of severity. Menlo College ranks violations according to the classification with Class III violations being the most serious. The following is a list of common violations and the baseline sanction for those violations. This list does not exhaust all possible violations or sanctions, but provides a guide for your information.

Class III violations:

1. Physical assault
2. Sexual Assault
3. Harassment
4. Hate Crimes
5. Threatening conduct
6. Arson
7. Malicious tampering with fire safety equipment
8. Disregard of fire safety with intent to harm or do damage
9. Possession of firearms or explosives (excluding fireworks)
10. The setting off of fireworks
11. Use, possession, or in the presence of marijuana
12. Vandalizing while intoxicated
13. Theft
14. Vandalism
15. Lewd behavior
16. Hazing
17. Assault behavior while intoxicated
18. Danger to self or others while intoxicated
19. Alcohol policy violation
20. Use of keg or party ball in an alcohol violation
21. Contributing to the delinquency of minors

- 22. Hosting an illegal party on campus
- 23. Drug possession (not marijuana)
- 24. Sale, distribution, or production of controlled substances or drugs
- 24A. Illegal possession of a controlled substance
- 25. Menacing/threatening with a weapon
- 26. Weapons possession including, but not limited to, BB guns, paint guns, pellet guns, air guns, billy clubs, explosive devices, knives, numchuks, metal knuckles, switchblades, and firearms
- 27. Vandalism in excess of \$200
- 28. Failure to live within the guidelines of the community standards
- 29. Repeat of a Class II violation
- 30. Violating Code of Conduct while on probation for a previous Code of Conduct violation

Typical sanctions for a Class III violation, include, but are not limited to, any combination of removal from the residence hall community, probation, suspension from the College, expulsion from the College, counseling, restitution, service hours, or other methods of sanctioning. Typically, either the Special Issues Conduct Board or an Administrative hearing will be available. Which hearing is available will be dependent on the nature of the case involved.

Class II violations:

- 1. Failure to comply with the directives of a College official
- 2. Aiding and abetting
- 3. Providing false information
- 4. Disorderly conduct not specified as a Class III violation
- 5. Not exiting a building during a fire alarm
- 6. Fire safety negligence
- 7. Public nudity
- 8. Student activities and organizations violations
- 9. Repeat of a Class I violation

Typical sanctions for a Class II violation include, but are not limited to, any combination of probation, developmental sanctioning, sponsoring a program, counseling, passive programming, papers, service hours, fines, and restitution. Typically, the Judicial Review Board or an Administrative hearing will be available.

Class I violations:

- 1. Violation of the pet policy
- 2. Leaving personal belongings in the hallways or suites
- 3. Illegal use or possession of unauthorized appliances
- 4. Unauthorized room and hall changes
- 5. Unauthorized room code changes
- 6. Unauthorized guests

7. Noise violations
8. Smoking policy violation

Typical sanctions for a Class I violation includes, but are not limited to, any combination of probation, developmental sanctioning, programs, counseling, passive programming, service hours, papers, fines, or restitution. Typically, the Judicial Review Board or an Administrative hearing will be available.

Multiple Violations

In cases of multiple violations, each infraction is to be taken into account and the sanction adjusted upward accordingly. Adjustment increments shall reflect the minimum baseline sanction of each violation. Sanctions may also be adjusted on the basis of extenuating circumstances or the degree of involvement. Sanctions that deviate from the baseline must be strongly supported by the evidence and should be documented in the follow-up letter.

Sanctions

If it is determined that a rule infraction did occur, a formal sanction is to be issued against the student. The severity of the sanction should fit the severity of the infraction in the judgment of the College. Once a student has received a sanction, further violations will always result in a more severe sanction, or an extension of the current sanction. It is not possible for a student to receive a lesser sanction during a period of written warning or disciplinary probation. He or she would either have additional requirements added to the sanction, have the probation extended, or be recommended for removal from the residence halls, depending on the circumstances.

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct or Menlo College policies:

- a) No Further Action -- In cases where the student is found responsible for the violation(s), and where the discussion with the administrative officer or judicial board has been sufficient, further action may not be deemed necessary. However, the violation is still noted in the student's record in the Office of Student Affairs .
- b) Warning -- In instances of minor violations, the student may be warned in writing of the possible consequences of continuing such behavior. Additional conditions may be applied as appropriate.
- c) Probation -- A student placed on probation is not in good standing with the College for a specified period of time and conditions may be placed on his or her actions. The probation usually extends over a stated period, during which it is clearly understood that the student is subject to further disciplinary action, which may include removal from the residence halls and/or college suspension or dismissal, if he or she violates the terms of the probation or in any way fails to conduct himself or herself as a responsible member of the community. In cases involving probation, a

behavioral contract will usually be required, indicating the conditions of probation, the specific time period, the nature of any suspended privileges, and when the student may gain the privilege(s), if at all.

d) Loss of Privileges -- Denial of specified privileges for a designated period of time.

e) Fines -- Previously established and published fines may be imposed.

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

g) Educational Sanctions -- Work assignments, service to the College, developing/implementing programs, writing papers, creating flyers/brochures, or other related educational assignments (such assignments must have the prior approval of the Judicial Coordinator or his/ her designee).

h) Residence Hall Relocation -- Mandatory relocation of resident student to a different room or different residence hall. The student is responsible for any charges involved in changing rooms (i.e. from a double room to a single room).

i) Residence Hall Suspension -- (Persona Non-Grata) Separation of a residential or non-residential student from the residence halls for a definite period of time, after which, the student is eligible to apply to return. Conditions for readmission may or may not be specified. If the person lives in the residence halls, he or she will be required to move out of the residence halls with no refund of room and board fees. The student will be excluded from the residence halls area (defined as the residential buildings and the adjacent outside areas) and the dining hall. Violation of the conditions of residence hall suspension may be cause for further disciplinary action in the form of possible suspension or expulsion from the College.

j) Residence Hall Expulsion -- (Persona Non-Grata) Permanent separation of a student from the residence halls. If the person lives in the residence halls, he or she will be required to move out of the residence halls with no refund of room and board fees. The student will be excluded from the residence halls area (defined as the residential buildings and the adjacent outside areas) and the dining hall. Violation of the conditions of residence halls expulsion may be cause for further disciplinary action in the form of possible suspension or expulsion from the College.

k) Persona Non-Grata, Day Student -- Permanent separation of the student from the College campus for any reason, with the exception of attending classes or academic functions (library, academic speaker programs).

l) Counseling or Rehabilitation.

m) College Suspension -- Enforced separation of the student from the institution. Suspension may extend for a semester, for a specified period, until a specifically designated date, or until a stated condition is met. During the period of suspension, the student will be excluded from all classes, seminars, and programs; will not be allowed to participate in college-sponsored events or activities on or off campus; and will not be allowed on college premises. If the person lives in the residence halls, he or she will be required to move out of the residence halls with no refund of room and board fees. Furthermore, there will be no refund on tuition or any other fee associated with attendance at the College or living

in the residence halls. Violation of the conditions of suspension, college policies, or regulations during the period of suspension may be cause for further disciplinary action, usually in the form of expulsion from the College.

n) College Expulsion (Involuntary Withdrawal) -- Permanent separation of the student from the College. The student will be excluded from all classes, seminars, and programs; will not be allowed to participate in any college-sponsored activities on or off campus; and will not be allowed on college premises. If the person lives in the residence halls, he or she will be required to move out of the residence halls with no refund of room and board fees. Furthermore, there will be no refund on tuition or any other fee associated with attendance at the College or living in the residence halls.

o) Organizational Sanctions -- Organizational sanctions are applicable to all residential and non-residential organizations, clubs, and similarly organized groups that are responsible for compliance with all College policies. Upon determination that the group has encouraged violations or did not take reasonable steps to prevent violations of College policies, the group may be subjected to permanent or temporary removal of recognition and funds.

p) Loss of automobile privileges.

More than one of the sanctions listed above may be imposed for any single violation. In each case in which the Judicial Coordinator or his/her designee, Judicial Review Board, or Special Issues Conduct Board determines that a student has violated the College regulations, the sanctions shall be determined and assigned by the Judicial Coordinator/Hearing Officer, Judicial Review Board, or Special Issues Conduct Board. Following the hearing, the Judicial Coordinator will advise the student in writing of the decision and of the sanction(s) imposed, if any, within five (5) working days.

Sanction Timelines

Sanctions are given for a specific period of time, measured in calendar weeks that begin the day the residence halls open for the fall semester and ending with the day the residence halls close for the spring semester. Depending on circumstance, sanction timelines and parameters may also include winter, spring, and summer breaks.

Community Service & Restitution

The student will be notified concerning the sanction. A specific number of work hours will be assigned at the discretion of the Judicial Coordinator (judicial body). Each hour will be equivalent to a \$25 fine (except for restitution for damage to property). The student will report to the Judicial Coordinator upon written notification, in the time specified. (Tardiness will not be tolerated and can cause the number of assigned hours to increase.) Upon completion of the student's work assignment, the specific incident will be considered closed. If the work assignment is not completed during the specified time frame, the hours will automatically be converted to a fine and charged to the student's College account.

Failure to Complete Assigned Sanctions

Should a student choose not to complete assigned sanctions by the indicated deadlines, a hold will be placed on his/her student record which will prevent him/her from registering for the next semester, receive transcripts, or receive grades until the sanctions have been completed. In addition, the sanctions may be increased (such as doubling the number of community service hours) due to failure to meet the original sanction(s).

GUIDELINES FOR REMOVAL FROM HOUSING

There are times when a student may be viewed by the college community as unsuitable for continued occupancy in campus housing. In those cases, a recommendation for removal is to be made to the Dean of Student Affairs or his/her designee. Upon receiving such a recommendation, the Dean of Student Affairs or his/her designee shall send a letter to the student (using prescribed procedures) indicating that a recommendation for removal has been submitted and citing the grounds of the recommendation (a listing of the alleged violations and past discipline history shall be cited as grounds for removal). The letter is to include instructions on scheduling a discipline hearing. The student then has three (3) working days after receipt of the letter to schedule and meet with the Provost or his/her designee. As a result of the discipline hearing, the Dean of Student Affairs or his/her designee may 1) call upon certain individuals for questioning in order to clarify or gain more information before making a decision; 2) impose other appropriate discipline sanctions; or 3) follow through with the removal. If removal from housing is warranted, the Dean of Student Affairs or his/her designee will send a letter indicating when the student would be required to vacate the room. Should the student opt to file an appeal, the student may be required to move to another campus housing facility or move off-campus during the appeal process.

The Dean of Student Affairs or his/her designee, Judicial Coordinator, Judicial Review Board, or Special Issues Conduct Board may recommend removal from campus housing as part of sanctions rendered through the disciplinary process. In these cases, students are expected to either abide by the sanction or file an appeal within three working days to the Office of Student Affairs. Limitations placed on a student for removal from campus housing include restriction from the residence halls at any time for any reason, restriction from the grounds portion of campus extending from Howard and Michaels Hall to El Camino Hall with the exception of the Admission and Administration Buildings for official purposes, and restriction from accessing the cafeteria. If a student who has been removed from campus housing is found in or around the residence halls, he/she may face additional Code of Conduct violations in addition to possible arrest for trespassing. No refunds of room and board fees will be granted to a student that is required to move out of the residence halls due to disciplinary reasons. Additional limitations may be placed on a student depending on the degree of severity of the incident.

GUIDELINES FOR COLLEGE SUSPENSION OR EXPULSION

When the investigation and hearing, conducted by the Judicial Coordinator or his/her designee, the Judicial Review Board, or Special Issues Conduct Board determines the appropriate sanction is college suspension or expulsion, a full report, including past discipline record and all facts

pertinent to the incident at hand will be forwarded, with a statement recommending the sanction, to the Provost or his/her designee. The Dean of Student Affairs or his/her designee will send a letter, using the prescribed methods, to the student requesting a meeting. This will not be a fact-finding hearing, but rather a developmental, educative meeting to discuss the recommended sanction and the potential impact of college suspension or expulsion with the student. After receipt of the letter, the student will have three working days to meet with the Dean of Student Affairs. This process will be deemed to constitute a student's appeal from the recommendation of the Judicial Coordinator, Judicial Review Board, or Special Issues Conduct Board and the student should prepare all information upon which he/she wishes the Dean of Student Affairs to rely. Based upon the outcome of that meeting and any written information, which the student timely provides to the Dean of Student Affairs, the Dean of Student Affairs can follow one of the following courses of action:

- 1.2. Deny the recommendation and impose another appropriate sanction.
- 2.3. Accept the recommendation and forward the orders to suspend/expel to the Registrar requesting an immediate involuntary suspension or withdrawal from the College.

The decision of the Dean shall be final and binding and a follow-up letter shall be sent, using the prescribed methods, outlining the final decision and the rationale for the decision. The letter shall also contain information regarding other limitations placed on the student (i.e., no access to campus facilities or services, last date of admission).

PARENTAL NOTIFICATION

Menlo College views the education of each student as a cooperative partnership with students, parents/guardians, and the College. The College may deem it necessary to contact parents or guardians in cases involving students under the age of 21 who have been found responsible for violating campus alcohol or drug policies.

NOTIFICATION TO FACULTY and STAFF

As stated previously, Menlo College views the education of each student as a cooperative partnership. Final outcomes concerning judicial cases may be given to each student's faculty advisor and/or pertinent staff member (coach, etc.) . These individuals are encouraged to speak with each student concerning their discipline record and how this record may be impacting their academic progress.

IV. STUDENT RECORDS

All judicial records fall within the college's interpretation and guidelines as established by the Family Educational Rights and Privacy Act of 1974. Further information regarding college policy on student records can be found in the most recent publication of the College Catalog and Student Handbook. Questions and comments regarding this policy can be directed to the Registrar.

The Residential Life Goal

The primary function of the Office of Residential Life is to provide residents with a living environment conducive to study. Critical to this mission are the Residential Life staff members, a team of professionals and students committed to creating a strong living/learning environment that promotes personal and academic growth. As a member of the Residential Life community, you will have the opportunity to meet and interact with a very diverse group of students. We challenge you to take advantage of the opportunity to learn from others and to involve yourself in the campus community.

Your Community

The experience that you have during the year while living in Menlo College Housing depends largely on how much you put into it. The Office of Residential Life has made exhaustive efforts to see that you have a safe, fun, learning-focused environment to live in. Residents who have the “good years” while in housing are those who put in a little effort in being part of their community. Getting to know your roommates (and their likes/dislikes), the people in your hall or building, and the Residential Life staff can contribute to a large portion of your happiness while living on campus. Attending programs from the various groups who provide them also tends to increase resident satisfaction.

Community Living

Residence hall living promotes a cooperative community living environment and teaches students to respect the rights of others. The Office of Residential Life recognizes the need for an academic atmosphere and a protection of the health, safety, and security of all residents.

Rights and Responsibilities:

- The rights to study, read, relax and sleep without measurable interference, noise or distractions, and the responsibility to help others have this right.
- The right to feel safe in the residence halls, and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one’s privacy, and the responsibility to respect the privacy of others.
- The right to have respect shown for one’s personal property, and the responsibility to respect other’s personal property as well as community property.
- The right to have visitors within the hall during visitation hours, and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm, and the responsibility to ensure this right for others.
- The right to a clean living environment, and the responsibility to help keep it clean.
- The right to maintain one’s personal beliefs and values, and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual’s rights end when exercising those rights infringes on others. The residence halls at Menlo are places for fun but are also places for study. In keeping

with the mission of Menlo, the residence halls must have an atmosphere conducive to academic development. Students whose behavior violates the rights of other members of the community may be subject to disciplinary action and/or removal from College housing.

Living with a Roommate

Fundamentals to a successful roommate situation:

- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e. sleep and study schedules).
- Respect each other's privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the room appears to get smaller and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing a room involves give and take on each side.
- Be considerate, reasonable, and flexible.
- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
- Share responsibilities with your roommate/suitemates and be accountable for your actions.

The Residential Life Staff

The Office of Residential Life is located in the Administration building. The Residential Life central Office Staff consists of the Director, two Residential Life Coordinators, and student assistants. Office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. You may contact the Office of Residential Life by phone at (650) 543-3779 or by fax at (650) 543-3750.

The Office of Residential Life works very closely with the Facilities Office's Maintenance Staff and Custodial Staff. Concerns regarding maintenance and/or housekeeping should be reported by contacting your RA or contacting the Office of Residential Life.

Getting to Know Your Residence Hall Staff

Residential Life Coordinator (RLC)—RLCs are full-time professional staff members who live on campus. RLCs are responsible for the supervision of the Residential Life staff members and the administration and educational functions of the Residential Life program.

Resident Assistant (RA)—RAs are usually the first Residential Life staff member residents meet. RAs are students who have been selected and specifically trained to assist residents within the residential community. RAs are a vital link between their peers and the Office of Residential Life, as well as other departments around campus. An RA's responsibilities include helping to

develop a sense of community through social events, educational opportunities, and other activities; informing residents about events happening on campus; enforcing College and Residential Life policies; acting as peer counselors and assisting professional staff in crisis situations. The RAs are available to assist residents with personal and academic concerns, roommate conflicts, and maintenance issues. The RAs on duty are responsible for assisting residents with their needs, monitoring activity in the buildings, reporting work orders, and performing essential administrative tasks for the Residential Life Staff.

Safety, Security, and Emergency Procedures

Blue Light Emergency System—Blue Light Emergency notification stations are strategically placed in several outside locations on campus. When activated, the system provides direct contact with the on duty Campus Security officer.

Campus Security—The campus security officers are available 24 hours a day, 365 days a year to assist all persons on campus. The campus security office is located in the Administration building and can be reached at (650) 400-5837.

Campus Security Escort—Campus Security Escorts are available to all College students, personnel, and visitors upon request. The service is provided day and night, year round. Call Campus Security at (650) 400-5837 to request a Campus Security Escort or to receive more information concerning this service.

Community Safety Precautions—While we believe that our campus is a safe environment, crime can occur. The following precautions should be taken to help protect you against crime:

- Lock your room door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Ask who is at the door before opening the door or yelling “come in.”
- Do not prop exterior doors.
- Keep your keys and Menlo ID in your possession at all times. Do not loan your keys or ID to anyone for any reason.
- Don’t walk alone, especially at night. Use the Campus Escort Service to travel around campus at night (to or from buildings and parking lots).
- Report any suspicious activity to the Campus Security immediately.
- Let your roommate know where you are going and when you will be returning.

Dangerous Weather—In the event of a tornado, residents may be instructed to evacuate from the perimeter of the building, away from glass, and off upper floors. Emergency locations for tornados are on the lowest floor away from glass and entrances. During extreme weather threats, residents will be advised to review emergency plans, be alert for changing weather conditions, and be prepared to act. Residents desiring to leave campus for safe areas will be encouraged to do so. Residents who cannot leave will be evacuated to a designated campus

shelter. Residential Life Staff will advise students when and where to report to the shelter. Basic food service and health care will be provided in the shelter. All housing rules and regulations will be in effect during this time.

Doors—All doors should remain closed and locked when not in use. This includes entry doors into buildings, room doors, and emergency doors. This is a precaution to make sure that only permitted individuals have access to appropriate areas.

- **Building Access**—Residents of a particular building are the only people who have access to that area, and those individuals should not give their Menlo ID to any other person to gain access.
- **Door Propping / Tailgating**—Propping any sort of door is strictly prohibited. Any student found propping a door will be documented and may face judicial action.
- **Room Access**—Residents' keys and/or codes belong only to that student and should not be lent or given to any other person. You should always lock your door when leaving your room.

If you find that you have lost your keys and/or had your door code compromised, you should report it immediately to Residential Life. If you have lost your Menlo ID you should report it to Admissions at (650) 543-3753

Emergencies—In an emergency situation, dial 911 from any campus phone for immediate assistance. For non-emergencies, dial (650) 400-5837. In the event of a campus-wide emergency, the Office of Student Affairs will serve as the campus command center disseminating information to the entire campus community.

Fire Safety—Protection from fires is a combined effort at Menlo College. The Office of Residential Life has established a number of ways to help protect Menlo residents, their belongings, and buildings.

- **Fire Safety Equipment**—There are many precautionary devices that may not be tampered with. **Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges.** Fire equipment includes: Doors (room, suite, etc.), fire extinguishers, sprinkler heads, EXIT signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation plans, and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.
- **Fire Evacuation**—You should assume that any/all fire alarms are real. If you hear an alarm you should gather your keys and ID and exit the building immediately! You must obey the direction of all Menlo staff for direction in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building when the threat has been cleared. **Do not re-enter the building without permission!**

Mold and Mildew—Humidity inside buildings is often high during certain times of the year which encourages the growth of mold and mildew. Mildew is a fungus that produces spores

that grow and spread easily through the air. These spores can cause allergic reactions and other health issues. Mold and mildew grow in areas that are dark and moist.

The following are suggestions for preventing and treating mold and mildew:

- The key to prevention is to keep everything clean, well lit and dry.
- Hang up damp towels and clothes to dry completely.
- Leave the bathroom door and shower curtain open to allow the walls to dry after showering.
- Select cleaning products specifically designed to treat/prevent mold and mildew.
- A weak solution of bleach and water can also be effective in cleaning mold and mildew. NEVER mix bleach and ammonia, as this creates dangerous fumes.
- Most shower curtains can be cleaned in a washing machine with bleach, detergent and warm water.

Property/Renter's Insurance—Menlo College does not carry insurance on student's belongings, and is not responsible for damage to or theft of any personal property. The Office of Residential Life strongly encourages students to either (1) make arrangements with their parent's or guardian's homeowners insurance company to insure coverage for personal belongings, or (2) purchase separate renters insurance. For more information and further clarification, contact the Office of Residential Life at (650) 543-3779, or contact your Resident Assistant for a renter's insurance brochure.

Windows/Screens—Residents may not remove the screens from their room windows or other residence hall windows at any time. Residents may not take any action that may cause damage to the window or screen. If in need of repair, the residents should report maintenance concerns to the Office of Residential Life. In order to protect those individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall.

Maintenance

Pest Control—To provide insect control for the halls, the Department of Residential Life has made arrangements to use the services of the Facilities Office's Pest Control Division. A quarterly schedule will be maintained where trained and certified pest control personnel will treat all units. This service is free for all residents.

Reduce the number of pests in your residence hall by emptying garbage cans nightly, keeping food sealed in plastic containers, and maintaining a clean environment. The use of foggers is not allowed as the vapor from these could activate the smoke detection/fire alarm equipment.

Trash Removal—Residents shall dispose of all trash in the trash cans located throughout the residence halls, campus, and parking areas. Failure to do so may result in a charge.

- *Large item pick-up:* Items too large for the trash cans (e.g sofas, chairs, mattresses, etc.) will be hauled away at no charge if you leave them outside the residence hall near a trash receptacle. Please do not leave these items in a hallway or stairway or blocking an exit in case of an emergency evacuation.
- *Hazardous materials:* Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local dump station.
- *Syringe Disposal:* Students should not place exposed hypodermic needles directly into trash containers. Disposable, puncture-proof containers are available by contacting the Associate Dean of Health and Wellness in the Student Affairs office.

Water Leaks—Leaks in faucets, toilet tanks, and other plumbing equipment uses more water, fuel and labor bills and can ruin costly fixtures. Please report leaks to the Office of Residential Life as soon as possible. Failure to report problems can lead to mold and mildew and possible charges to residents.

Work Order Procedures—Work orders are prepared in one of three ways. A resident can let their RA know, call our office at (650) 543-3779, or by physically coming to the Office of Residential Life and filing your request. A member of the maintenance staff will visit your room as soon as possible to evaluate and fix the problem. Normally repairs will be made during regular office hours from 8:30am-5:00pm. Emergency repairs and maintenance however, may occur at any time. *Reporting maintenance concerns is the resident's responsibility and failure to do so in a timely manner may result in charges for the repair being placed on the resident's account.*

Being Involved at Menlo College

Residential Life Opportunities—There are several ways residents can be involved with Residential Life:

- **Programs**—Residential Life staff members hold several programs on floors, in buildings, and on campus every semester. You can assist with planning a program or simply recommend a program that your RA or Residential Life staff can organize. If you or your friends have an interest, why not share it with your entire community? Ask your RA about opportunities to assist in Residential Life programming.
- **Residence Hall Association (RHA)**—Opportunities are available for you to become involved in what occurs in your building/residential community. The hall councils for each building/area address residents' issues and program alongside the Residential Life staff.
- **Become an RA**—If you have a 2.75 GPA and clean judicial record and think that you have what it takes to become an RA then you should ask about how to apply for a position. The Office of Residential Life is always on the lookout for outstanding leaders to join its family. The selection process and applications will begin midway through the Spring semester—be on the lookout for information or ask your RA!

Campus Activities and Organizations—There’s always something going on at Menlo College. Our plethora of campus organizations is constantly holding events for the entire campus. Pay attention to the campus calendar and signage on campus to find out what is coming up next! There is also a campus organization that would love to have you as a member. If there is not an organization out there that fits your personality, you can create one that does. Visit the Office of Student Affairs in the Administration building to learn more about campus activities and organizations. Intramurals are a great way to have fun and get a little exercise with your friends. Get a team going or join an existing team and compete in events from soccer to softball and ultimate frisbee to bowling.

Menlo College Athletics—Menlo College competes in several Division 3 and NAIA athletic events year round. Visit www.menloathletics.com to see all of the teams, their schedules, and athletes. Take a group of your friends and support your classmates—Go Oaks! There are also several club sports available on campus if you are interested in competing in one of the available sports. If your sport does not have a club/team, you can start one.

General Administrative Housing Policies

Living Facilities—The Office of Residence Life offers the following options for resident students.

Kratt Hall: This four floor building contains three floors of residential communities consisting of private and shared accommodations using community style bathrooms.

O’Brien Hall: This two story building contains shared accommodations using community style bathrooms.

Michaels Hall: This two story building contains private and shared accommodations using suite style bathrooms.

Howard Hall: This two story building contains private and shared accommodations using suite style bathrooms.

El Camino Hall: This one story building contains private and shared accommodations with shared bathroom facilities.

Residency Requirement—Menlo College requires first year and sophomore students to live in on-campus residential facilities, except for students:

- Who are at least 21 years of age
- Who are married
- Who have lived in Menlo’s residential community for at least four (4) semesters
- Who live at home with a parent or guardian within a reasonable commuting distance (<30 miles from campus). Proof of which will include the production of a parental voter registration card from the county and driver’s license. A notarized letter of consent must be received by the Office of Residential Life from the parent or legal guardian of anyone attempting to change housing status.

Application Process and Contract

Eligibility: A resident of campus housing must be enrolled at Menlo College and maintain a minimum of 12 credit hours (full time) per semester.

Application: The student must return the completed application form for each academic year in the time period specified by the Office of Residential Life. Consideration is given to students' requests in assigning rooms and roommates. The Office of Residential Life retains the right to assign or re-assign rooms at any time, and a student may be reassigned for health or medical considerations.

Returning Student Application: Each spring semester, currently enrolled students may re-apply for rooms for the upcoming academic year. This process will be explained in further detail at the beginning of the spring semester. Anyone with questions regarding this process should contact the Office of Residential Life for clarifications.

- **Housing Contract—The Housing Contract is a legally binding academic-year contract (Fall and Spring semesters).** Residents entering the Housing system during the Fall semester are contracted for both Fall and Spring; residents entering the Housing system during the Spring semester are contracted only for the Spring. A new contract must be submitted for each academic year. If there is a discrepancy between the Residential Life Handbook and the Housing Contract, the Housing Contract takes precedence.

Living Off Campus – All students under 21 are required to live on campus unless one of they:

1. Are Junior or Senior academic status
2. Live with a parent or guardian within a commutable distance (within 30 miles of campus)
3. Previously lived on campus for four semesters (summer semester not included)

A student who requests a change of status further understands that being released from the Housing Contract license, even if they meet the College's requirements, does not absolve them from any of the financial penalties, fees, or room and board costs associated with a change in residence status.

Submission of a Housing Change Status Request is a request only and does not guarantee a release from housing or a return of all or any portion of the housing deposit.

Change of Housing Status – In order to request to live off campus, a student must fill out the *Change of Housing Status Request* form. The following represent the deadline dates and fees associated with requesting to live off campus:

Fall Semester	Fine
Before July 1	No Penalty
July 1 – July 31	\$200
August 1 – first day of classes	\$300

After first day of class	\$300 + room & board
Spring Semester	Fine
Before December 1	No Penalty
December 1 – first day of classes	\$300
After first day of class	\$300 + room & board

Cancellation of the Contract—A housing contract **only** may be cancelled during occupancy for the following reasons, along with the associated cancellation fee, and deadline date:

- Withdrawal from the College
- Marriage
- December graduation
- Suspension/dismissal for academic/conduct reasons from Menlo College (no refunds will be granted)

Room Condition Report—At check-in, residents will receive a Room Condition Report (RCR) form to be looked over and returned to their RA **immediately** (within 24 hours). This form should be used to document the current condition of the room and its contents (furniture, carpet, windows, shelving, etc.). **It is vital that residents carefully examine the room and make any necessary changes to the form, documenting any problems/damages found. The RCR form will be used at checkout to assess the condition of the room at that time. Any damages in the room that were not documented on the Room Condition Report at Check-in will be considered ‘new’ damage and the student’s account will be charged for these items.**

Room Changes and Consolidation—Students are allowed to make room changes at identified times, usually during the third week of classes each semester. These dates are publicized in your hall. Students desiring to move to a new room must follow procedures as directed by the Office of Residential Life to formally change rooms. A student making an improper room change is subject to a \$50 fee, and may have to return to the appropriate assigned room. Once the room change period has ended, Resident Assistants will work with students to mediate roommate problems. If roommate problems persist after mediation steps have been taken, the Residential Life Coordinator will determine the need for a room change. Room changes must be approved by a Residential Life Coordinator.

After designated room change periods, students without roommates are in the consolidation process and must either choose a roommate, be prepared to accept a new roommate or accept a change of assignment. Any time a student is without a roommate, he/she must keep the roommate's side of the room clean and clear of any personal items. The empty space must be kept ready for a new roommate to be assigned at any time. Common areas including shared bathrooms must also be kept clean and ready for use by newly assigned roommate.

Involuntary Reassignment of Housing—Pending the outcome of a formal judicial proceeding, the Office of Residential Life reserves the right to reassign students to other locations or remove them outright from College housing. The decision to reassign or remove a student shall be made by the Director of Residential Life or his/her designee.

Private Rooms—Single occupancy rooms are available in some of the residence halls and subject to space availability. A student living in a private room pays an additional fee each semester. All of the room furniture must remain in the room, including the second bed. Once a student has established a private room, the student will continue to be charged the private room fee for successive academic semesters, unless the student provides written notice to the Office of Residential Life by the first day of classes for the semester. Private rooms are never guaranteed.

Communication with Residents—The Office of Residential Life will communicate with residents through a number of sources including, but not limited to: Floor/Building Meetings, RA announcements, fliers, bulletin boards, e-mail messages, voicemail messages, and Post Office Boxes. **Residents are responsible for information sent to their campus mailbox and student e-mail account and are urged to check both daily.**

Room Keys—At check-in, a room key or door code will be issued. Loss of a key or failure to return a key at the appropriate time will result in a \$50 charge for a lock change per core needing to be changed. A damaged key will result in a \$10 charge. No refund or cancellation of charges will be made after the lock is changed.

Lost Keys—Residents should report missing room keys or compromised door codes to their RA or the Office of Residential Life immediately. There is a \$40 per core charge for lock changes.

Residents are prohibited from copying Residence Hall keys.

Entry into Student Rooms—Approved Menlo officials may enter College residence hall rooms for inspection at any reasonable time for several reasons, including but not limited to:

- **Health & Safety Inspections**—Resident Assistants may conduct monthly Room Inspections. During this time, the RAs will check for maintenance concerns, cleanliness, and adherence to Housing rules and regulations.
 - ***Health Hazards***—Items such as piled dirty clothing, open and/or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.) and bothersome odors emanating from such issues compose serious health hazards to the community and are prohibited.
- **Probable Suspicion**—A resident's personal property is subject to an exhaustive search if reasonable suspicion exists that the room or items in the room are being used for purposes that are illegal or would seriously interfere with the health of residents, the safety of residents, or community order within the building. If such a search is deemed necessary, a professional Residential Life Staff member will be contacted to approve and/or conduct (or appoint an appropriate designee) the search and all items in violation may be confiscated.

- **Plain View Searches**—If a Menlo College official or Residential Life Staff member notices an illegal item in plain sight or violation within a resident’s space the item may be confiscated. An Incident Report may also be filed depending on the nature of the violation.
- **Confiscations**—If an item is found that is a violation of College policies then it may be confiscated by a College official and held until a discipline meeting can be arranged. At which time the item may or may not be given back with the understanding that if it is returned to the student that it must leave Menlo College campus immediately.
- **Maintenance and Repair Work**—Any maintenance requests that are submitted by the resident, Residential Life Staff, etc. will require that a worker enter to make the necessary repairs. Workers may also enter if a problem in another space impacts your space or vice versa. Any violations encountered will result in notification of the appropriate central office staff member.
- **Emergency Conditions**—A staff member may enter a resident’s space during a fire alarm or threatening weather to make sure that all residents have vacated a given space.
- **Closing Inspections**—See <Closing Procedures>.

When entering a resident’s room, a College representative should follow the following procedures:

- Knock loudly, identify themselves, their position, and ask to be admitted to the room. In the absence of a response, the College official must knock again and indicate loudly that he/she is “keying into” / “entering” the room.
- The representative will have another staff member present when entering a resident’s space (if the residents are not home).

Break Closing—The winter break between Fall and Spring semester is not included in the academic year (August-May) housing contract. All Residence Halls are closed during the winter break. Residents must check out of the buildings during the break (policy subject to change). Violations encountered during this time will be dealt with as normal academic year violations.

Closing Procedures—Residents are expected to vacate their room within 24 hours of their last exam each semester. Residents should sign up for a Checkout appointment with their RA at least 24 hours in advance of the time they wish to leave. At the time of checkout, the RA will conduct a preliminary inspection of the room using the Room Condition Report completed at Check-in to determine if damages exist and/or the room is clean. **A full-time staff member will conduct a more thorough inspection once the building is closed to ensure that all damages have been identified and properly charged. Additional charges may be assessed at this time, for damages to the room/apartment, failure to return room keys, or improper check out.**

Improper Check Out—Proper check out procedures involve arranging a check out appointment with your/a RA 24 hours in advance to return the room key(s) while the residential life staff member checks your room for cleanliness and damages. Following the inspection, proper

paperwork is signed. At the scheduled appointment time, the resident must be fully prepared to complete the checkout (i.e. room is empty, cleaned, and key(s) ready to be turned in). Failure to follow these procedures may result in an improper check out fee of \$50 being assessed to your account, and possibly lock change(s) being processed, resulting in \$40 per core change being assessed to your account. Check out materials are provided during end-of-semester checkout processes. Detailed cleaning is required of every resident. If you have questions at any time on how to properly check out, please speak to a Residential Life Staff Member.

Abandoned Property—After checking out of a resident space (properly or improperly) property left in a resident’s room or common area will be removed and discarded (or donated). Items deemed to be left accidentally will be tagged, labeled and stored at a rate of \$15 a day (excessive or large item charges will be determined by the appropriate Residential Life staff member). Items not claimed within 30 days will be discarded or donated.

Summer Housing—To live on campus during the summer, students must submit a Summer Housing Contract that will be made available in the Office of Residential Life midway through the spring semester. In an effort to maintain our facilities, some buildings may be closed during the summer for renovations and preventative maintenance work. In light of this, a resident’s summer room assignment may not be the same as his/her previous spring assignment or subsequent fall assignment.

Judicial Process—Students living on campus are expected to uphold standards of behavior and respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with both the Menlo College Student Code of Conduct *and* all Residence Life Rules and Regulations (*Housing Handbook and signed Housing contract*). The Residential Life policies have been established to encourage socially responsible behavior and to ensure the safety and welfare of students while acknowledging the students' right to privacy. Residential Life regulations are applicable to residents and their guests. Residents are responsible and will be held accountable for their behavior and the behavior of their guests at all times.

Any resident who violates a Residential Life policy will be subject to disciplinary action through the Judicial Process. The process is designed to afford students all rights of due process and to ensure all infractions are dealt with fairly and consistently. Anyone (student, guest, or College Official) may report a violation. Residential Life infractions may be referred to the Director or one of the Residential Life Coordinators. In the event that a student is involved in a major violation of the Menlo College Student Code of Conduct or has a previous disciplinary history, the case may be referred directly to the Dean of Student Affairs.

Sanctions imposed upon students found in violation of Residential Life Rules and Regulations may include, but are not limited to, verbal warnings, written warnings, fines, educational activities, community service, an Administrative Room Change, Housing Probation, and/or removal from College Housing. Failure to complete assigned sanctions will result in further disciplinary action.

Residents are encouraged to read carefully all Residential Life Rules and Regulations as well as the Menlo College Student Code of Conduct. If you have questions regarding a specific policy or the Judicial Process in general, please contact your Residential Life Coordinator.

Residential Life rule violations are considered contract violations and may be handled separately from *Code of Conduct* violations. However, Residential Life retains the right to forward violations they consider serious and/ or repeat offenders to the College Judicial Office at any point. Furthermore, records of offenses and sanctions that result from Residential Life violations are kept in the Office of Judicial Affairs and are considered record. They may be utilized as background information during a student's judicial case.

Services and Information

Cable Service—Menlo College has contracted with DirecTV to provide the Residence Halls with cable service. Problems with cable services should be reported to your RA.

Campus Health Service—Menlo College does not have an on campus infirmary or available doctors or nurse practitioners. The nearest health care facility to the campus is Menlo Medical Clinic located on nearby Crane Street. Their website for more information is www.menloclinic.com. Menlo College is not affiliated with nor endorses the services of the mentioned clinic.

Interruption of Services—Throughout the year there may be times when services (water, electricity, phone, Ethernet connection, cable, etc.) are interrupted to perform needed repairs and/or preventative maintenance. Whenever possible, advance notice of such outages will be communicated via fliers, email, and/or voicemail messages. In certain situations (severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

Laundry—Laundry facilities are provided by WEB Services for resident use. All machines are coin operated. Please report any laundry equipment issues to your RA or the Office of Residential Life.

Maintenance Requests—If there is a maintenance concern in your room, you should report the problem to your RA or the Office of Residential Life. After business hours, please inform your RA of the maintenance concern. Failure to report a maintenance concern that results in unnecessary damage will be considered vandalism. You should follow-up with your RA or the Office of Residential Life if your request is not completed. Please keep in mind that the earlier a maintenance request is submitted, the quicker we can resolve the problem.

Meal Plans—Meal service for the campus is provided by Sodexo. They can be contacted for further information at (650) 543-4490.

Parking—Residents are reminded that they must obtain a new resident parking decal *each year*. All automobiles, scooters, and motorcycles that are parked on campus must have a parking decal. Decals are distributed by Campus Security and may be picked up at their office in the Administration building.

Pest Control—The Office of Residential Life contracts with an off-campus company for pest control services. Residents can, and are encouraged to assist in the effort to control pests by keeping rooms clean; keeping food in sealed containers; and keeping doors/windows closed. When a continual or severe pest problem arises, residents should contact the Office of Residential Life to report the problem.

Phone Service— Residents have available to them a Cisco IP Phone available for checkout through the Residential Life office. To make an on-campus call, simply dial the last four digits of the campus phone number. For off-campus local calls, dial “8” and then the number.

- *Collect Calls* – Residents are unable to accept collect calls.
- *Unwanted Phone Calls* – If you are receiving harassing and/or obscene phone calls, report them to the Campus Security and your RA. A record should be kept of the date/time of all harassing calls.
- *Voicemail*-is included in this phone service

Renter's Insurance—Neither Menlo College, nor the Office of Residential Life is liable for any damages/theft of student property within the residential facilities, therefore residents should check with their parents' insurance company concerning home owner's coverage while at school or consider purchasing a separate renter's policy. Further information about theft and fire insurance is available in the Office of Residential Life or by contacting your RA.

TELEPHONE QUICK LIST

Call 1-800-55-MENLO to reach any office/department
INTEREST/ DEPARTMENT PHONE - all with (650) area code

Academic Advising 543-3917
Academic Policies 543-3895
Academic Programs 543-3980
Academic Success 543-3854
Academic Transfer 543-3895
Admission 543-3753
Activities 543-3779
Athletics 543-3770
Billing Questions 543-3781
Books and Supplies 543-3711
Career Services 543-3735
Clubs and Organizations 543-3779
Counseling Services 543-3779
Dining Hall 543-3718
Disability Services 543-3854
Discipline Procedures 543-3896
Facilities 543-3818
Financial Aid and Loans 543-3880
Grades 543-3895
Housing 543-3896
Information Technology 543-3830
International Programs 543-3779
Leadership Program 543-3779
Library 543-3825
Lost and Found 400-5837
Mail 543-3824
Multicultural Programs 543-4423
Parking 400-5837
President's Office 543-3744
Probation - Academic 543-3980
Professional Studies Program 543-3936
PSP Registrar 543-3925
Registration 543-3895
Residence Life Duty Phone 543-3949
RA Duty Phone 796-9544
Scholarships 543-3800
Security 543-3818
Security Cell Phone 400-5837
Student Government 543-3938
Student Affairs 543-3779

Student Union 543-3777
Transcripts 543-3895
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