

 LACKAWANNA ♦ COLLEGE

Revised July 2019



**2019-20 Residence Life Handbook**

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# Welcome to the Community

Welcome to the Lackawanna College residence hall community! As a resident student, you will have opportunities to grow personally and professionally during your time on campus. We hope that you will create positive memories for yourself and look back at your time here as a successful one - with good grades, good times, and lasting friendships.

We also expect that, as members of the residence hall community, you will take Lackawanna College's mission to heart. Our mission is to provide a quality education to all persons who seek to improve their lives and better the communities in which they live. Your opportunity to uphold our mission starts today. While we will be sure to build the foundation for you through a quality education, it is also up to you to take the time and effort needed to succeed in the classroom. In our residence halls and across our campus, we all have a responsibility to keep the community safe, inclusive, and enjoyable for all.

The Housing and Residence Life Department of Lackawanna College seeks to advance knowledge, both formal and informal, and create an environment that will allow all resident students to obtain their intellectual and personal goals.

In order to ensure these opportunities for all resident students, Lackawanna College will publish and enforce appropriate rules, regulations, and policies and take action when violations of such rules, regulations, and policies occur.

Residence Life staff strongly believe that students are adults that voluntarily become a member of the residence hall community and take personal responsibility for their actions and decisions. Therefore, Lackawanna College has determined that a violation of College norms and/or regulations is subject to sanctions, up to and including dismissal from the College, depending on the violation. This handbook is not exhaustive and may be amended as the College deems necessary.

In addition to being considerate of fellow residents in the hall, resident students must also maintain reasonable behavior in relation to the surrounding neighbors.

## Notice of Non-Discrimination

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, or any other legally protected classification. Announcement of this policy is in accordance with state law, including the Pennsylvania Human Relations Act and with federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

**Marsha Pigga**

Title IX Coordinator/Executive Director of Student Wellness  
Angeli Hall, Room 102  
(570) 955-1466 or (570) 677-7589  
[piggam@lackawanna.edu](mailto:piggam@lackawanna.edu)

**Abbey Judge**

Affirmative Action Officer/Level Up Program Director  
Healey Hall  
(570) 955-1516  
[judgea@lackawanna.edu](mailto:judgea@lackawanna.edu)

**Gopu Kiron**

E-Learning Director  
Angeli Hall  
(570) 504-7929  
[kirong@lackawanna.edu](mailto:kirong@lackawanna.edu)

Additional information regarding Title IX requirements and how to file a complaint with the Office of Civil Rights: Office of Civil Rights at [www2.ed.gov/ocr](http://www2.ed.gov/ocr), 1-800-421-3481. Philadelphia Office: Office for Civil Rights U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: 215-656-8541 or Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).

## Residence Hall Representatives

Representatives for each residence hall are officers of Lackawanna College's Student Government Association (SGA), nominated, and either voted in or appointed to office each academic year. In addition

to attending weekly SGA meetings, dorm reps will schedule meetings in their residence hall to discuss issues and concerns specific to residence life. To be eligible for the position of Residence Hall Representative, a resident student must be enrolled full-time (a minimum of 12 credits) at Lackawanna College, maintain a minimum 2.5 C.G.P.A. and be a resident of the dorm in which they represent.

## Resident Student Award

The Housing and Residence Life Office offers the Resident Student Award; an honor awarded to a student who demonstrates dedication and commitment to being a model resident student who excels in and out of the classroom. The College community takes great pride in the Resident Student Award to be awarded annually at Lackawanna College's Awards Night.

## Academic Calendars

### Fall 2019

<b>Aug. 24-25, 2019</b>	Falcon Fest and Orientation Weekend
<b>Aug. 26</b>	Fall semester begins
<b>Aug. 30</b>	End of drop/add
<b>Sept. 2</b>	Labor Day. College closed
<b>Sept. 4-13</b>	First advising period
<b>Sept. 30</b>	Last day to withdraw without academic penalty from Online I subterm
<b>Oct. 14</b>	Columbus Day. College closed
<b>Oct. 16</b>	Online I subterm ends
<b>Oct. 17</b>	Online II subterm begins
<b>Oct. 24-Nov. 8</b>	Academic Advising and Online Registration
<b>Nov. 7</b>	Last day to withdraw without academic penalty
<b>Nov. 11</b>	Veteran's Day. College closed
<b>Nov. 18</b>	Last day to withdraw without academic penalty from Online II subterm
<b>Nov. 27-Dec. 1</b>	Thanksgiving break
<b>Dec. 2</b>	Classes resume

<b>Dec. 2-6</b>	Finals Week
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## Winter 2020

<b>Jan. 2, 2020</b>	Winter Session begins
<b>Jan. 10</b>	Last day to withdraw without academic penalty
<b>Jan. 17</b>	Winter Session ends

## Spring 2020

<b>Jan. 17-29, 2020</b>	Falcon Fest and Orientation Weekend
<b>Jan. 20</b>	Martin Luther King Jr. Day. College closed.
<b>Jan. 21</b>	Spring semester begins
<b>Jan. 27</b>	End of drop/add
<b>Jan. 29-Feb. 7</b>	First advising period
<b>Feb. 17</b>	President's Day observed. College closed
<b>Feb. 25</b>	Last day to withdraw without academic penalty from Online I subterm
<b>March 9 - 13</b>	Spring Break
<b>March 13</b>	Online I subterm ends
<b>March 16</b>	Online II subterm begins
<b>March 24-April 8</b>	Advising and online registration
<b>April 6</b>	Last day to withdraw without academic penalty
<b>April 10-13</b>	Holiday. College closed
<b>April 17</b>	Last day to withdraw without academic penalty from Online II subterm
<b>May 4-8</b>	Finals Week
<b>May 18</b>	Graduation

## Summer I 2020

<b>June 1, 2020</b>	Summer Session I begins
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June 12	Last day to withdraw without academic penalty
July 3	Summer Session I ends

### Summer II 2020

July 6, 2020	Summer Session II begins
July 17	Last day to withdraw without academic penalty
Aug. 7	Summer Session II ends

## Residence Hall Dates and Breaks 2019-20 Academic Year

### Summer Session II

**Check-in:** July 8, 2019 from 9 a.m. to 3 p.m.

**Closing:** August 9, 2019 by 11 p.m. or 24 hours after last final.

### Fall 2019 Football Check-In & Orientation

**Freshman Football team residents:** July 28, 2019 from 9 a.m. to 3 p.m. Football camp is by invitation only.

**Balance of Football team:** July 31, 2019 from 9 a.m. to 3 p.m. Football camp is by invitation only.

**Football Residence Hall Orientation:** August 1, 2019. Time 10:30 a.m.

### Fall 2019 Sports Check-In & Orientation

**Fall Sports resident check-in:** August 12, 2019 from 9 a.m. to 3 p.m. By invitation only.

### Fall 2019 Residents Check-In & Orientation

**New student check-in:** Friday, August 23, 2019 from 9 a.m. to 2 p.m.

**Returning student check-in:** Saturday, August 24, 2019 from 11 a.m. to 3 p.m.

**New Student Orientation and Falcon Fest:** Saturday, August 24, 2019 from 10 a.m. to 1:30 p.m.

**Resident Student Orientation:** Sunday, August 25, 2019. Time 2 p.m. to 4 p.m. .

### Thanksgiving Break

Residence halls close at 11 p.m. on November 26, 2019 and reopen at noon on December 1, 2019.

### Winter Break / End of Fall 2019

Residence halls close at 11 p.m. on December 6, 2019 or 24 hours after last final.

## Winter Session 2020

Residence halls open on Thursday, January 2, 2019 from 8 a.m. to 4 p.m. (for students registered for the Intersession only).

## Spring 2020 Resident Check-In & Orientation

**Spring 2020 Resident check-in:** TBA

**New Student Orientation:** TBA

**Resident Student Orientation:** TBA

## Spring Break 2020

Residence halls close at 11 p.m. on March 6, 2020 and reopen on at noon on March 15, 2020.

## End of Spring 2020

Residence halls close at 11 p.m. on May 8, 2020 or 24 hours after the last final.

## Summer Session I 2020

**Check-in:** June 1, 2020 from 8 a.m. to 3 p.m.

**Closing:** July 3, 2020 by 11 p.m. or 24 hours after last final.

# Residence Life Office Staff

### **Resident Director**

McKinnie Hall - Room 103

Phone: (570) 504-1734

Cell: (570) 241-2030

Fax: (570) 504-0746

### **Tasha Saint-Louis**

#### **Resident Director**

Tobin Hall - Room 105

Phone: (570) 955-1472

Cell: (570) 290-9453

Fax: (570) 955-1473

[saint-louist@lackawanna.edu](mailto:saint-louist@lackawanna.edu)

### **Jeffrey Krisiak**

#### **Assistant Director of Housing and Residence Life**

Seeley Hall - Room 124

Phone: (570) 504-1760

Cell: (570) 241-2031

Fax: (570) 955-1502

[krisiakj@lackawanna.edu](mailto:krisiakj@lackawanna.edu)

## Public Safety

**Gary Shoener**

**Director of Public Safety**

540 Wyoming Ave., Scranton

(570) 504-7949

[shoenerg@lackawanna.edu](mailto:shoenerg@lackawanna.edu)

**Derek Fozard**

**Assistant Director of Public Safety**

(570) 961-7899

540 Wyoming Ave., Scranton

[fozardd@lackawanna.edu](mailto:fozardd@lackawanna.edu)

**Photo ID**

(570) 961-7899

[publicsafety@lackawanna.edu](mailto:publicsafety@lackawanna.edu)

**On Call Public Safety Officer**

(570) 961-7899

**Snow Line for Closings and Cancellations**

(570) 504-7935

# Administrative Policies

# Check-In and Check-Out Procedures

## Check-In

Before a student moves in to his/her assigned room, he/she must be cleared through the Bursar's Office, obtain a student ID card, and have all housing paperwork completed.

After the initial paperwork has been completed, the resident will receive a key to his/her room along with a Room Condition Report (RCR).

It is the responsibility of the resident to review the condition of the assigned room and inform the staff of any issues he/she finds within 48 hours of check-in. The RCR officially documents the condition of the room at check-in. Failure to complete the RCR will result in the resident being responsible for all damages assessed at check-out.

## Fall Check-Out and Winter Break Agreement

Any resident student leaving following the end of the Fall semester, with the intention to return for the Spring semester, has the option to leave their personal belongings on campus in their assigned room.

In order for students to leave personal belongings on campus between the Fall and Spring semesters, they must meet all of the following requirements:

- Students must be registered for Spring semester classes.
- Fall semester balance must be paid in full.
- First payment for the Spring semester must be made before the start of Fall final exams.
- Students must be in good academic standing.
- A copy of the Winter Break Agreement form, accessible through the [Residence Life page](#) on the Lackawanna College website, must be completed with all required signatures and handed in to Residence Life by 3 p.m. on the last Friday of classes, not including final exams.

## Spring Check-Out

Any resident student leaving following the end of the Spring semester must complete the following tasks:

- Remove all personal items and clean the room. If the room is vacated and there is an excessive mess, the student(s) will be billed for excessive cleaning.
- Microfridge must be cleaned and restored to the condition it was found in upon check-in.
- Have the room inspected by a member of the Residence Life staff, then complete and sign proper checkout paperwork. Charges may apply for improper checkout.
- All keys are returned to a member of the Residence Life staff or Public Safety Officer on duty. If keys are not returned, charges will be applied to the student(s) account.
- All personal belongings are removed. Daily storage fees will be applied if anything is left in the room. Other charges will then be applied, such as disposal costs.
- If any College property is removed and must be replaced, charges will be applied.

## Falcon Fitness Center

The Falcon Fitness Center located in the Student Union and is available for use to enrolled Lackawanna College students. The Center includes cardiovascular and weight training equipment. A current student ID card is required for access to the center. Hours of operation will be posted each semester. However, when the College is closed, the Center is closed as well.

## Health Records and Immunization

Students will not be permitted to receive a housing assignment until a completed health record is on file in the office of the Director of Housing and Residence Life. The student's primary health care provider must complete forms.

Lackawanna College is committed to maintaining and protecting the wellness of its students. Below is a listing of required and recommended immunizations for your reference and that of your healthcare provider (see next page). Evidence of required immunizations must be included with the student's health records.

REQUIRED	HIGHLY RECOMMENDED
Two Measles-Mumps-Rubella (MMR) immunizations	Tetanus-diphtheria (within past 10 years)
Police Vaccine	Hepatitis B (a three-shot series)
Mantoux test for tuberculosis	Varicella (if you have not contracted Chicken Pox)
Meningitis	

## Mail Service

Each resident will be assigned a mailbox. The United States Postal Service (USPS) will not deliver to the residence halls. All student mail will be received by the College Mail Room and distributed to the student boxes daily Monday through Friday. There is no mail service on Saturday or Sunday. If a resident receives a package that does not fit in their mailbox, a notice will be placed in their box notifying them of the delivery. The student may pick-up the package from the mailroom.

Any residential student who wishes to have letters or packages shipped to Lackawanna College should address it as follows:

**Student Name**  
**Lackawanna College**  
**501 Vine St.**  
**Residence Hall & Mail Box Number**  
**Scranton, PA 18509**

The student's hall (McKinnie Hall, Seeley Hall, or Tobin Hall) and mailbox number (not room or Student ID number) must be written on the letter or package.

## Meal Plan and Dining Commons

### Resident Students

A Resident Meal Plan is an essential part of the residence life experience at Lackawanna College. Its implementation alleviates one of the concerns most students face while living away from home. This allows the student to concentrate solely on his or her studies and other activities associated with college life. Therefore, it is necessary to integrate this service into the requirements for all students living in our residence halls.

Resident students will have a either \$1,750 per semester or \$1,900 per semester plan. This is an estimated cost which would allow the average student to purchase either breakfast or lunch and dinner meal each weekday and either lunch or dinner on Saturday and Sunday. When meal service is not available, students may choose to eat at the many reasonably priced restaurants within walking distance of the Lackawanna College residence halls.

The meal plan money is deposited into an account that allows a student to purchase one breakfast, lunch, and dinner per day using their student ID on weekdays and one brunch and dinner on weekends. In order to purchase food in the cafeteria on the meal plan, the student must present his/her Lackawanna College photo ID each time a purchase is made.

All meals must be used by the end of the designated period and will not be refunded.

The College requires all payment of College expenses (to include, but not limited to, tuition, residence hall fees, meal plan payments, etc.) to be paid in full and documented on the student's account prior to the first day of each semester.

Exceptions may be made on a case-by-case basis and are at the sole discretion held and keep the student from moving into the residence hall and utilizing the meal plan. Failure to make scheduled payments as established by the College will result in the suspension of access to the meal plan until payment is received. Please note, the College reserves the right to dismiss any student who fails to make any payment as required under the payment plan, at the discretion of the Bursar's Office. Failure to make payments will cause the student's schedule to be placed on hold.

### Cafeteria Hours of Operation

The cafeteria is located in the Culinary Center at 409 Adams Ave., Scranton, and is open during the following hours:

<b>Monday - Friday</b>	Breakfast	7:30 - 10 a.m.
	Lunch	11 a.m. - 1:30 p.m.
	Dinner	5 - 7:30 p.m.
<b>Saturday and Sunday</b>	Brunch	Noon - 1:30 p.m.
	Dinner	4 - 6 p.m.
<b>Holidays when residents are on campus</b>	Brunch	Noon - 1:30 p.m. *
	Dinner	4 - 6 p.m. *

**\*Unless otherwise posted**

### Dining Commons Compressed Schedule

In the event of a compressed schedule, the Dining Commons will open at 8:30 a.m.

If the College is closed due to weather conditions, the weekend schedule will be followed.

## Dining Commons Holiday Schedule

The Dining Commons will be closed on the following days:

- November 27 - 29, 2019 in observance of Thanksgiving
- December 9, 2019 - January 2, 2020 in observance of Winter Holiday
- April 10-13, 2020 in observance of the spring recess
- May 8, 2020 at the end of the Spring semester

## Motor Vehicle Regulations

Resident students are not permitted to park on the Lackawanna College campus. All resident students' vehicles must be parked off campus. Commuter Students are the only students allowed to park on College-owned and/or leased parking lots. Please refer to the Parking Policy and Regulations in the [Student Handbook](#).

## Personal Property Insurance

The College recommends that residents secure personal property, homeowners, or renters insurance to cover their personal items while on campus. Residents should keep a record of the serial numbers of all appliances, including television, stereo, computer, and camera equipment. All valuables should be marked with the resident's first initial and last name.

## Residence Hall Charges

Residence Hall charges are billed with tuition. A payment plan is available for any balance owed to the College that is not covered by financial aid. If a student does not want to take advantage of the payment plan, payment in full must be made at the Bursar's Office or online at [the Portal](#).

## Residence Hall Student Policy

All full-time students attending the Scranton campus who do not commute daily from the home of their parent(s) or legal guardian(s) must reside in campus housing while actively enrolled. Commuting distance is defined as the following:

- Student Athletes: 30 miles or less.
- All other residents: 45 miles or less.

A student will be allowed an exception for any of the following reasons:

- Being married
- Being the primary caretaker of dependent children
- Taking only online coursework
- Having earned 60 or more credits
- Having reached the age of 21 prior to the start of the referenced semester

A request for exception for any of the above reasons should be submitted, in writing, to the Vice President for Student Affairs prior to enrollment.

If the College is able to verify that a student is violating the policy as stated or the conditions set forth in an approved exception, the student is subject to dismissal from the College and/or full charge for residence hall costs.

## **Residence Hall Student Policy Appeal Procedure**

Students may appeal the “not eligible” decision rendered by Lackawanna College’s Residence Life Review Team. This appeal must be made within five (5) business days of the original “not eligible” status decision. All appeals must be submitted in writing using the below listed format.

In order for your appeal to be considered, you will need to document your reasons for requesting another review on the form listed on the following page. Please be specific, but brief. The Residence Life Review Team cannot make an informed judgment regarding your appeal without complete information. Similarly, if you have new information you believe needs to accompany your appeal, you will need to submit it in writing.

The Residence Life Review Team will review appeals on a basis that is in the best interest of the College community and/or the applicant. The Residence Life Review Team will make their decision within five (5) business days of the receipt of the applicant’s written appeal. In no case will a determination of “not eligible” be altered after fifteen (15) days of the Team’s original decision. Decisions rendered by Residence Life Review Team are final and not subject to further appeal.



## Residence Hall Student Appeal From

**(Not Eligible Status)**

I would like the Residence Life Review Team to re-consider my request to be released from the residency requirement for the following reasons:

By signing this form, I agree that the information I have included is true and accurate. I understand that the information I am including, along with any previously submitted documentation, will be considered in the appeals process. I agree to accept the decision rendered through this process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

*(Attach additional typed sheets if necessary)*

# Residence Hall Network Set-up Procedures

Each student is provided with a computer port, and access to an Internet provider is included for no additional charge. The College provides email accounts to all enrolled students, accessible through the Portal. All resident students are provided with access to a high-speed Internet connection. Connection to this network is done at the students' own risk. The College is not responsible for material viewed or downloaded by users.

Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College's electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable College policies, and local, state, federal, and international laws and regulations.

## Equipment Needed

Equipment needed for connection to the dorm network includes a Wireless Network Card or a Network Interface Card (NIC) with a Category 5- or 6-patch cable. Both items are available at the Bookstore, though students may obtain these items elsewhere. Installation of the network card is completely the responsibility of the student. Check your owner's manual before you purchase a network card; most computers already have one factory installed.

## Connecting to the Internet

If using a NIC, connect the patch cable from the NIC card jack on the back of your computer to the network jack in your room then turn the computer on. Network cards usually have LED light indicators showing the connection to the network. When your machine starts, you will see these indicators glow to show you have an active connection.

If using a wireless connection, connect to **public.lackawanna.edu**. Open up an Internet browser. You will be prompted for your Portal username (ex. firstname.lastname) and password. Please note that this is not your student ID number or entire falcons email address.

### **IF YOU RECEIVE CERTIFICATE ERRORS:**

Open Internet Explorer, click on Tools, then Internet Options, and finally the Advanced tab. Scroll down to the last section (Security) and uncheck "Check for Server certificate revocation." Click on Apply and close then reopen Internet Explorer.

## Security

Users are responsible for maintaining the integrity of personal equipment connecting to the College's network. Users are expected to purchase and maintain anti-virus software, such as Norton Antivirus, McAfee, Panda, Sophos, and others. There are several free antivirus programs available for personal use

including [Microsoft Security Essentials](#) or [AVG](#). Installing anti-virus software and keeping your virus definitions up to date will protect your PC from damage and loss of valuable data.

Users are strongly encouraged to update and patch their Windows computers regularly on the Microsoft Windows update site. Microsoft "Patch Tuesday" is the second Tuesday of each month. Go to [windowsupdate.microsoft.com](http://windowsupdate.microsoft.com) for patch and update downloads. You will most likely need to restart your computer every time you install updates from Microsoft.

The high-speed access to the World Wide Web is behind a Firewall server, and has been filtered to only allow connection through TCP/IP ports 80 and 443, which are the ports for standard and secure web access. All other TCP/IP ports have been blocked for your safety and protection. Viruses and hackers can and do use other TCP/IP ports to gain access to your computer, or to spread viruses. Another reason is to block the use of Peer-to-Peer file-sharing networks, which is a violation of the Federal Digital Millennium Copyright Act. Please refer to the Copyright Policy and Guidelines in the [Student Handbook](#) for further rules and regulations.

Network users are responsible for all traffic originating from their network. Any attempts to read or monitor network information of others ("sniffing") is a violation of the Privacy Act. Repeat violations will result in the College disconnecting the device from the network. We reserve the right to monitor all network activity, incoming or outgoing, on the dorm network and on all computers internally tied to it. All web usage is logged by default and can be traced to the machine.

Attempts by individuals to reconfigure the network infrastructure can result in damage to the infrastructure or severe network problems. Examples of this are extending the network with hubs/switches/repeaters, daisy chaining of wiring, and the use of non-standard electronics and wiring. The connection and use of individual wireless Wi-Fi routers is strictly prohibited. Repair costs will be billed accordingly if it is found that an individual caused damage. When a user is encountering problems related to non-adherence to industry and/or Lackawanna College network standards by installing their own wiring and/or electronics, the user risks being removed from the network.

Remember, dorm network access is a privilege, not a right. Please use the privilege in a responsible manner, and you will be able to surf the Web with ease.

## Support

If you are experiencing any difficulties with your connection, contact support at [support@lackawanna.edu](mailto:support@lackawanna.edu) or call (570) 955-1500, Monday through Friday from 8 a.m. to 4 p.m.

# Roommates and Room Changes

The relationship between roommates often influences a resident's satisfaction with college life. Some components of a positive roommate relationship include each resident's ability to express concern for

the rights, needs, recognition, and respect for another's unique needs and lifestyles and the willingness to resolve conflict positively with the help of the Director of Housing and Residence Life or other College staff members.

Residents are expected to take primary responsibility for ensuring the development and maintenance of a positive roommate relationship. Students are strongly encouraged to invest themselves fully in working together with roommates to resolve differences by speaking directly to roommates, sharing concerns, expressing feelings in an honest manner, and jointly negotiating resolution to conflict.

On occasion, a resident will attempt to solve problems by talking to a roommate who is unresponsive. In other cases, a student may find it difficult to approach the roommate. In either situation, the student should seek the help of his/her Resident Director. Residence Hall staff members can assist students in expressing themselves to their roommates or assist in negotiating a living agreement.

## Room Changes

Room assignment changes may be requested during the third full week of each semester and between the fall and spring semesters. A Room Change Request Form can be obtained from the Director of Housing and Residence Life, who must grant final approval. In extreme circumstances, a student will be permitted to make a room change outside of the room change periods. Residents may apply in November to be reassigned for the spring semester. These requests are filed in the Housing and Residence Life Office.

A room change is generally not considered as the means to resolve roommate conflicts. Changes will be considered only after residents have made a genuine attempt to resolve a conflict.

### EXCEPTION:

Lackawanna College does offer a one-time move during the **first week of check-in**. If you arrive and find that you and your roommate are absolutely not fit to live together, you can find someone who is willing to switch rooms with you. Finding another roommate is your responsibility. Once you have found someone willing to switch, you **MUST** see your resident director to facilitate the room change (key changing, paperwork etc.). Under no circumstance can a change be made without notifying the Resident Director, and all changes must be made before the **end of the first week of classes**.

## Solicitation and Selling

Solicitation and selling by students and all others is not permitted in Lackawanna College owned residential facilities, except by written authorization from the Director of Housing and Residence Life.

No person, organization, or department can conduct a business, sales, or solicitation in the residence halls. No person, organization, or office may enter these facilities to distribute or collect questionnaires and surveys and/or to collect any other information in-person from students in their place of residence

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without obtaining advance written permission from the Director of Housing and Residence Life. No deliveries may be made to individual rooms unless the Housing and Residence Life Office has granted prior permission. No advertisements or fliers are permitted on or under the doors of residence hall rooms.

# Building Policies

## Art Projects

Students are expected to exercise extreme caution when completing art projects. Proper ventilation must be maintained, and floors, walls, and furniture must be protected. The use of spray paint or any aerosol spray is prohibited.

## Building Access

The main entrance doors to the residence halls are to be locked at all times for the security of the residents, as are all individual room doors and quad doors. Propping doors open or tampering with doors or locking systems is an offense that can lead to residence hall expulsion and/or other sanctions.

Entrance doors at McKinnie and Tobin Halls are locked for student safety 24 hours per day. Access to the residence hall is only through the front door. All other doors are locked from the outside and equipped with exit alarms that sound when the door is opened. These doors are to be used only in case of an emergency.

Due to the multiple services offered at Seeley Hall, including student health services and the Lackawanna College Police Academy, the main entry to Seeley is locked overnight. Access to all residential areas is restricted to students who live in Seeley Hall and is limited to their specific floor.

To enter a building, residents must scan their ID at the proximity reader by the lobby doors. The ID will allow access to the front lobby. Resident students must then hand their ID to the staff person working the desk. The desk staff will check the ID to allow access into the hall.

Students should never share or loan their Lackawanna College ID to another student or guest. Any violation of this policy will result in disciplinary action of student(s)/guest.

All guests must be registered. Please refer to the Guests and Visitors Policy under Community Standards.

Desk staff and/or Resident Assistants and Directors reserve the right to inspect all bags, carts, trunks, luggage, etc. of students and/or guests attempting to gain building entry or exit. In the event that staff indicates an inspection, they should have reasonable grounds to perform the search and will remain mindful of a student's right to privacy. Random bag searches may also be performed at the discretion of the Director of Residence Life and Housing. Staff reserves the right to deny admittance to any person to the residence halls.

## Common Areas

The use of residence hall common areas is restricted to the building occupants, their guests/visitors, and College affiliated groups and organizations that have reserved a space through the building's Resident Director. The size of the group must be limited to the number of persons that can be accommodated in the lounge to be used.

Common area furniture must remain in common rooms. A fee may be assessed if common area furniture needs to be moved back to its appropriate location. If common area furniture or other equipment placed in common areas for the benefit of the residents is found in a student room, the occupants of the room will face disciplinary action.

Common areas cannot be used for sales or solicitation. Common areas should not be physically modified in any way without prior approval by the Housing and Residence Life Office.

Due to health and safety concerns, students are expected to keep common areas reasonably clean and orderly for community use.

## Posting

Advertising posted in the residence halls for events may not refer to alcohol, tobacco, and/or other drugs. Floor bulletin boards are for posting residence hall and College events only. Any posters not approved by Residence Life staff or any posters appearing in non-approved areas will be removed. Organizations not following this procedure will forfeit their right to post any future events.

# Room Care Policies

## Room Care and Decorations

Everyone is responsible for upkeep of the residence hall, which will be your home away from home during your academic career at Lackawanna College and should be treated as such. Common areas of the building will be maintained on a daily basis by College staff. The maintenance of an individual's room is the responsibility of the resident. College personnel will conduct periodic safety and health checks of rooms. Any violation of College health or safety regulations must be immediately corrected. Failure to comply may result in disciplinary action.

The Maintenance staff provides housekeeping service, seven days a week, in the common areas only. Our Maintenance staff does routine repairs to items as needed, and any problems or concerns should be reported to the Resident Directors as soon as they occur.

Any items that are left outside of the assigned dorm room will be discarded without notice, and the cost of discarded items will be at the user's expense. No items should be stored or left in the stairwells, which are also used as fire exits. Any items found in residence hall stairwells will be discarded at the user's expense.

## Room Furnishings

All supplied furniture must stay in its designated room. Furniture cannot be removed from assigned room and must be used for intended purposes. Students are not permitted to leave room furnishings in common areas, hallways, or corridors. Furniture found in any of these areas will be returned to the student's room, and a fine for obstruction of egress and a moving charge will be assessed to the student for each incident.

Cinder blocks are not permitted in residences. Lofts of any type are not permitted in Residence Hall rooms (unless issued by the College). Ping-Pong tables, pool tables, video arcade games, and other large game tables (by use or function) are not permitted due to limited room space and potential disruption to other students.

**NOTE:** Housing and Maintenance reserves the right to close all common areas due to vandalism or misuse without notice.

Any objects such as decals, pictures, stickers, etc. that are fastened to the walls, doors, woodwork, or ceilings of rooms or hallways must be removable without damage to paint or furnished surfaces of the room. No decals, pictures, signs, posters, or other items visible from outside shall be attached or placed next to windows. Contact paper is forbidden, as are cellophane, tape, and heavy packaging tape. Writing instruments must not be used on any building surfaces.

Students must not decorate their rooms with combustible materials, or be in possession of incense, candles, or other flammable items. Please refer to the full list of [Prohibited Items](#) under the [Safety and Security Policy](#).

### Microfridge Policy

Students are prohibited from removing the microfridge from their assigned rooms. Any microfridge damage must be immediately reported to a Residence Life staff member. Students are responsible for any damage to the microfridge; if a single person does not claim ownership to the damage, the cost of the damage will be divided amongst all room occupants.

A price list for the individual parts can be obtained through any Residence Life staff member. Microfridges must be cleaned at checkout and will be inspected at the end of each semester. The following fees and charges may apply to all students upon checkout depending on the condition of their microfridge:

DAMAGE DESCRIPTION	CHARGE/FEE AMOUNT
Unclean Microwave Section	\$25
Unclean Refrigerator Section	\$25
Unclean Freezer Section	\$25
3.1 Model Replacement (double occupancy rooms)	\$550
4.3 Model Replacement (triple occupancy rooms)	\$650

## Room Keys and Lock Out Policy

Students are responsible for carrying their keys with them at all times. The room occupancy key issued to each resident is the property of the College and is issued to that particular resident for his/her exclusive use. Students are not permitted to lend or give their room keys to anyone or any group.

It is unlawful to duplicate any residence hall key, and students are not permitted to put their own locks or alarms on any residence hall doors.

Keys must be returned when a student vacates his/her residence hall assignment. Lost or unreturned keys will result in a lock core change and a fee per affected lock. In the event of a broken key, a replacement fee will be charged. Lost or misplaced keys should be reported immediately to the housing staff.

Students are reminded to have their keys with them at all times. After the third incident where a student needs to be given access to his/her room, a \$10 fee will be assessed for each lockout.

## **Rooftops and Windows**

Students who are present on the roof or any other architectural feature not designed for recreational or functional use will be subject to fines and possible disciplinary action, assessments for any damage, and possible disciplinary action if the student's presence is not caused by a valid emergency. The College assumes no financial or legal responsibility for any student injured as a result of such action.

# Lackawanna College Community Standards

The following expectations and regulations were developed to maintain a safe residential community while protecting students' rights and acknowledging students' responsibilities. Compliance with these expectations and regulations contributes to the creation and maintenance of a productive living and learning residential experience. Lackawanna College students are responsible for knowing and abiding by the following residential expectations. Failure to abide by any of the following responsibilities will subject the student to disciplinary action. Please refer to the [Student Handbook](#) for a full understanding of all Lackawanna College policies.

## Alcohol and Other Drugs

Our office supports and expects adherence to established College policies and state laws regarding the use of alcohol and other drugs. Residents, residents from other buildings, and non-resident guests are not permitted to enter the residence halls with alcoholic beverages, regardless of age.

Alcohol consumption is not permitted in dorm rooms or public areas of the residence halls. Drinking games are prohibited.

Alcohol consumption is not permitted by anyone in the adjacent area to the residence halls such as, parking lots, patios, loading docks, porches, lawns, etc. Residents are not permitted to keep empty alcohol containers in their rooms at any time for any reason, including decorative purposes. Drinking paraphernalia including, but not limited to, funnels are not permitted.

Regardless of ownership or origin, any of the following items found in the residence halls will be confiscated and disposed of: unauthorized alcoholic beverages, such as alcoholic beverages found in the possession of minors, kegs, beer balls, taps, or other mechanisms used to dispense alcohol. Staff is authorized to confiscate and dispose of such items. Please refer to the complete Alcohol and Drug Policy in the [Student Handbook](#) for an explanation of sanctions related to violation of this policy.

## Courtesy and Quiet Hours

All residents have the right to live in an environment that provides reasonable conditions for study and sleep. Mandatory courtesy and quiet hours have been established and will be posted. Courtesy hours are in effect 24 hours a day, seven days a week. Quiet hours must be observed Sunday to Thursday, midnight to 8 a.m., and Friday to Saturday, 2 a.m. to 8 a.m.

During courtesy hours, students are expected to be considerate of the needs of others at all times and comply with requests for maintaining a reasonable level of quiet.

Quiet hours require that noise be reduced so that nothing can be heard from within the rooms when the doors are closed. Congregation of more than two (2) residents in a hallway at any given time will be interpreted as violating this policy, and violators will be subject to disciplinary action. A 24-hour quiet

period is in effect prior to and during final exams. Disturbing noises during these hours will not be tolerated and will subject the offender to discipline. [Please see the Student Handbook for more information on these policies.](#) These policies help make residence hall rooms suitable places to study. Other good places for studying include the Lackawanna College Library and Scranton Public Library (located across the street from Angeli Hall).

## Respect of Property

The College is not liable for any loss or damage incurred to the resident's personal property, whether by flood, fire, theft, or any other cause. Residents assume any and all liability for damage or claims that result from their own negligence, as well as any negligence of visitors or guests. Students are encouraged to report any information regarding specific acts of vandalism to Housing and Residence Life staff and/or Public Safety.

Residents will be held responsible for the condition of the room to which they are assigned as well as for the repair of any damages to public areas. Residents are expected to treat the residence halls with respect and care for the environment. Residents cannot paint, damage, or otherwise alter the private or public spaces of the hall.

Residents who are found responsible for damage will be liable for any damage and/or loss to a residential facility or its furnishings and may face disciplinary action through the Student Conduct Process.

Whenever possible, repair or replacement costs will be assessed to the individual(s) responsible; when this is not possible, costs will be prorated among the residents of a building floor or wing. When costs are prorated among the residents this is referred to as Common Area Damage and charges cannot be appealed except by new evidence presented by Public Safety or Residence Life Staff.

Residents agree to satisfy all damage assessment charges to he/she by the indicated due date. Students should refer to the Room Condition Report (RCR) and procedures found under the [Administrative Policies](#) in this handbook.

Misuse, abuse, theft, or damage to personal property by one resident or group of residents to another is not permitted.

The Housing and Residence Life Office has a basic damage price guide available to all students at request. This list is not an all-inclusive list of repairs and replacement costs, as prices may change.

## Safety to Self and Others

Any student action that may lead to physical harm to oneself or others is considered endangering behavior and will typically result in removal from the residence halls, disciplinary action (including cost of repair and/or cleaning), and/or criminal charges.

Residents are not to engage in behaviors of disorderly or disruptive conduct at any time of day or night that is inconsistent with the healthy functioning of our residential community or the surrounding community. Residents found responsible for causing unnecessary garbage and debris in the hallway may be billed accordingly or be sanctioned to community service.

## Guests and Visitors

Residents must register all visitors at the Allied Universal Security Office located in the lobby of each residence hall. If Allied Security is not present at the desk when you need to sign a visitor in, you must call Public Safety at (570) 961-7899 to confirm your guests with them. Visitors must provide appropriate identification, which will consist of a picture ID that contains the birth date of the visitor. Family visitors under 18 years of age are not allowed in residence hall rooms and are restricted to the common areas. Visitors under 18 years of age who are not family members are restricted from entering the building. Residents are responsible for the actions of their guests.

All underage individuals will be escorted from the dormitory. Refusal to leave will cause the College to seek charges of trespassing. Residents responsible for inviting underage guests into the building may be subject to warning, probation, fines, 7 a.m. community service, FIT mentoring/Academic Success Coaching, deferred suspension, loss of visitation privileges, housing suspension, and/or dismissal from the College with appeal.

Residents must meet their guests at the Allied Universal Security Office and sign them in. They are also expected to escort guests from the building and sign them out. Guests are to be escorted at all times by the resident who signed them in and are expected to adhere to all of Lackawanna College's regulations and policies. Public Safety will escort any unescorted guests from the building. Visitors who fail to follow College procedure will lose visitation privileges and will be considered trespassers on private property.

Overnight visitors are not allowed. All visitors must vacate the facility by the close of posted visiting hours. This policy will be strictly enforced, and residents violating any part of this policy are subject to disciplinary action, including, but not limited to, fines or community service. Repeated violations will result in escalated disciplinary action, including, but not limited to, loss of visitation privileges and/or dismissal from the College. All policies related to visitation apply whether an Allied Security Universal Officer is present or not.

<b>Lackawanna College Visitation Hours</b>	
Sunday - Thursday	Noon to midnight
Friday and Saturday	Noon to 2 a.m.
<b>Fines and Visitation Violations</b>	
1st Offense	\$50
2nd Offense	\$100
3rd Offense or more	Loss of visitation

NOTE: These hours and amounts are subject to change without prior notice. When there is a scheduled day off, e.g. Columbus Day, which falls on a weekday, visitation hours will follow the weekend schedule (2 a.m.) the night before the holiday.

## Privacy

In a residence hall environment, living together with fellow residents is a wonderful experience that can enhance your academic career. All residents are encouraged to clearly communicate their needs, using roommate agreements, regarding privacy matters with roommates, suite-mates, and floor mates. All residents should expect to maintain personal privacy within their assigned room and community bathroom facilities. Students who violate an individual's privacy by entering their room without permission or invade their privacy within bathroom facilities will likely face disciplinary action.

Cohabitation is prohibited.

When having guests, each resident should be conscious of the privacy of his/her roommate. Residents should exercise their right to privacy responsibly and conduct themselves appropriately, being mindful of extra responsibilities and social obligations of having guests.

The right to privacy does not imply the rights to violate the applicable regulations of the Residence Hall Regulations or College, or city, state, or federal laws.

## Pets

Students may not, at any time, be in possession of animals. Service animals are the only exception and must be registered with the Office of Disability Services.

## Emotional Animal Support Policy

Lackawanna College is committed to compliance with state and federal laws regarding individuals with disabilities. The following is a guide for students who request of an assistance animal, as defined by applicable law, in their campus residence.

Lackawanna College reserves the right to review, revise, and amend this policy from time to time as circumstances require, including any change in the legislation that controls this policy. Lackawanna College bases its policy on the most current state and federal law regarding housing policies, most specifically the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, which states:

“Individuals with a disability may be entitled to keep an assistance animal as a reasonable accommodation in housing facilities that otherwise impose restrictions or prohibitions on animals. The assistance animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the housing service or program. Further, there must be a relationship, or nexus, between the individual’s disability and the assistance the animal provides.”

The request for an assistance animal may be denied if the assistance animal would impose an undue financial and administrative burden or would fundamentally alter the nature of the College’s services. The request for an assistance animal may also be denied if it is determined that the specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation or if the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

Assistance animals, which are defined under the Fair Housing Act, are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or provide required emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals are not required to have special training for work or tasks. The regulations permitting assistance animals pertain to College-owned and operated residential living facilities.

Assistance animals are not permitted in non-residential facilities, including, but not limited to, academic buildings, offices, and classrooms.

There are two requirements that need to be met in evaluating a request for an assistance animal.

1. An individual seeking to have an assistance animal in his/her residence will be asked whether he/she has a disability.
2. The person making the request will be asked whether he/she has a disability-related need for an assistance animal (in other words, does the animal work, provide assistance, perform tasks or services for the benefit of the person or provide emotional support that alleviates one or more identified symptoms or effects of the person’s disability).

If an individual's disability is not readily apparent, the College has the right to require reliable documentation of his/her disability and of his/her disability-related need for an assistance animal. If an individual's disability is readily apparent but the disability-related need for the assistance animal is not, the College has the right to require documentation of the disability-related need for an assistance animal.

If these requirements are met, the individual will be permitted to have an assistance animal in his/her residence. As noted above, the request for an assistance animal may be denied if assistance animal would impose an undue financial and administrative burden or would fundamentally alter the nature of the College's services, poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or if the animal would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

There are some important rules that apply to assistance animals, and failure to follow them may result in the loss of permission to keep an assistance animal in your residence and/or a violation of the [Student Code of Conduct as outlined in the Student Handbook](#). The list that follows is not exhaustive and the College reserves the right to review these rules from time to time and revise them for the benefit of the College community.

- Assistance animals may not pose a danger or threat to the health or safety of other students, staff, faculty, or guests that cannot be reduced or eliminated by another reasonable accommodation.
- Assistance animals may not cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.
- Assistance animals cannot fundamentally alter the nature of the College's services.
- Assistance animals cannot create a nuisance to or distract from other students' use of the residence. Residence halls are places of study; animals that make excessive noise or cause disruption may fundamentally alter the nature of the College's services.
- Assistance animals need to be kept in clean, sanitary, and safe conditions. This responsibility falls on the student, and the College assumes no liability for the animal. All animals must be properly cared for which includes food, medical treatment, clean living space, etc. Abuse and neglect of animals may result in a formal complaint and possibly ultimate removal from the student's campus residence.
- Allergic reactions to animals are common. Persons who have asthma, allergies, or other medical conditions affected by the presence of animals are asked to contact Disability Services. The needs of both individuals will be considered in resolving the issue. If an allergy/animal conflict within a residence hall cannot be resolved agreeably, then the College will make the final determination.

- Students are responsible for complying with all applicable laws and regulations concerning their assistance animals, including vaccination, licenser, leash control laws, cleanup rules, and animal health.
- Assistance animals do not require a deposit, but the student is responsible for costs associated with any damage caused by the assistance animal. Damage includes pests (fleas, ticks) and additional wear and tear on carpets, furniture, and other College property.
- Assistance animals are not permitted general access to campus areas other than the residence. Assistance animals may use a designated area to relieve themselves provided they are under effective owner control at all times.
- Assistance animals may not be left in the care of another residential student overnight and/or during college breaks. Alternative arrangements must be arranged.
- Student Owners are responsible for properly containing and disposing of all animal waste. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before disposing of in an outside trash receptacle. Outdoor animal waste, such as dog feces, must be immediately retrieved by the owner, placed in a sturdy plastic bag and securely tied before disposing of in an outside trash receptacle.
- Student Owners must ensure that preventative measures should be taken at all times for flea and odor control. Consideration of others must be taken into account when providing maintenance and hygiene to assistance animals.
- Students who are approved to have an assistance animal on campus must sign an agreement with the Office of Disability Services, which will be on file with Disability Services and Residence Life.

If a student fails to comply with the policies, then Residence Life will investigate any complaints and will work with Disability Services to resolve any issues or concerns.

An assistance animal may be removed from campus if it imposes an undue financial and administrative burden or would fundamentally alter the nature of the College's services, it poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation or, it would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. If a determination is made that the animal should be removed, a joint letter will be sent to the student from Residence Life and Disability Services. If the student refuses to remove the animal from his/her campus residence after such a determination has been made, the student may be charged with violating the [Student Code of Conduct as outlined in the Student Handbook](#).

## Safety and Security

Lackawanna College reserves the right to enter a student room at any time for health, safety, and maintenance reasons. Included in this, a College Official may enter a student room any time the official has reason to believe that a violation of any College rule or regulation is occurring or has occurred.

Students are encouraged to lock their doors at all times and report the presence of any suspicious persons or unusual activities in the residence halls to House and Residence Life staff or Public Safety. Room keys or entrance door access devices are not provided to guests. Students should not enter another resident's room without the knowledge and consent of the occupant(s), regardless of whether or not the door is closed and locked.

Residents are not to tamper with automatic door locks or prop open doors with automatic closures. Residents are not to enter/exit through fire doors except during fire alarms or fire drills.

For reasons of personal safety and in order to prevent structural damage, students and their guests may not participate in sports games in the residence halls. This includes, but is not limited to, baseball, basketball, soccer, lacrosse, football, hockey, Frisbee, boxing, or wrestling.

A room entry or search may be authorized under the following circumstances:

- Emergency repair or maintenance work
- Clear indication that routine health or safety regulations are being violated
- Apparent danger to the room occupants or other residents exists
- Probable cause to believe residents or their guests are violating federal, state, or local laws and/or College regulations.
- Occupant cannot be located for an extended period of time.
- It's necessary to inspect a vacant/unoccupied portion of a room/apartment in order to prepare for occupancy.

Throughout the semester, Resident Directors conduct random health and safety inspections to ensure that all health and safety rules are being followed. Additionally, room inspections are routinely conducted by Public Safety and Residence Life Staff during Thanksgiving and Spring Breaks to ensure fire safety compliance.

## Prohibited Items

The following items are prohibited in the residence halls; any items discovered at any time (e.g. during room inspections) will be confiscated, and the resident(s) will be subject to disciplinary action:

- Appliances with open coils or burners, such as, but not limited to, broilers, toaster ovens, toasters electric skillets, hot plates, hot pots, electric woks, microwaves, hot dog and hamburger cookers, deep fryers
- Immersion coils or grills of any type to include, but not limited to, George Foreman grills
- Explosive or flammable substances, including fireworks, smoke bombs, sparklers, etc.
- Refrigerators larger than 4.3 cubic feet
- Any type of room heating device
- Incense, candles, and open flame potpourri burners
- Octopus type plugs

- Halogen lights
- Live Christmas trees or flammable holiday decorations
- Weapons, paint guns, firearms, or explosive devices
- Cinder blocks
- Drones
- Empty alcohol containers
- Alcohol posters, advertisements, lights, or signs
- Furniture without fire retardant material
- Nails, hooks, double faced adhesive tape, or other items that will damage the walls
- Pets
- Power cords without a multi-plug power strip with an internal circuit breaker
- Water beds
- Lofts

[Please refer to the Student Handbook for more information regarding these policies.](#)

### Confiscation of Prohibited Items

Any appliance in violation of this provision, found in possession of a student, shall be confiscated and held by the College until the end of the current semester. The appliance will be returned to the student at the end of the semester upon payment of a levied fine if applicable and on the condition that the appliance is immediately removed from the premises.

## Smoking and Vaping

Smoking is defined as the burning, lighting, or use of a tobacco product and any other smoking device or equipment that includes, but is not limited to, cigarettes, cigars, electronic cigarettes (e-cigarettes), hookahs, marijuana, and pipes. Smoking and the use of smokeless tobacco is not permitted in any Lackawanna College building, and students found smoking in residence halls will face disciplinary action including a fine.

Vaping is defined as inhaling vapor through the mouth, usually from a battery-operated electronic device (such as an electronic cigarette) that heats up and vaporizes a liquid or solid.

Students will be charged for any related maintenance or cleaning as the result of smoking in a residential facility. Smoking is prohibited (including electronic cigarettes) around all entrances and exits of campus buildings. Smoking is only permitted in designated areas of campus where signs are posted.

The complete tobacco policy can be found in the [Student Handbook](#).

# Anonymous Reporting of Incidents on Campus (TIPS)

In its ongoing effort to keep the College community safe, Lackawanna College allows students to anonymously report on-campus crime and other incidents through TIPS (Threat Assessment, Incident Management and Prevention Services). TIPS is a comprehensive, web-based risk management and prevention platform that notifies key personnel on campus of potential incidents.

More information on TIPS can be found on the following page of this handbook. Students may access the TIPS platform on the [Lackawanna College website](#), [Portal](#), or directly through the [Public Safety page](#).

## Title IX

Lackawanna College is committed to providing an educational and work environment that is free from unlawful sexual discrimination including sexual harassment, sexual violence, gender-based violence, and harassment.

### Notice of Non-Discrimination

Lackawanna College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex/gender, sexual orientation, disability, age, religion, ancestry, union membership, gender identity or expression, or any other legally protected classification. Announcement of this policy is in accordance with State Law including the Pennsylvania Human Relations Act and with Federal Law including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990. Lackawanna College complies with Title IX and all other federal laws and regulations that prohibit discrimination in education programs and activities receiving federal financial assistance.

### What is Title IX?

Title IX of the Education Amendment of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in federally-funded education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, sexual coercion and gender-based violence and harassment. This also includes discrimination against pregnant and parenting students.

## Who is Covered by Title IX?

Title IX covers any educational institution receiving federal funding. Title IX applies to all members of Lackawanna College community, including students, staff, faculty, administrators, contractors, visitors, third parties, and to all programs and activities that take place either on or off campus.

## Title IX Coordinator

The Title IX Coordinator is responsible for overseeing, investigating, and responding to all Title IX complaints.

Responsibilities include:

- Receiving and investigating reports promptly and efficiently;
- Training and educating faculty, staff, and students on Title IX compliance;
- Reporting all incidences of sexual harassment, violence, and assault to Public Security in accordance with reporting requirements; and
- Maintaining confidential records of all formal and informal complaints of sexual misconduct.

All complaints of sexual misconduct should be brought immediately to the attention of Lackawanna College's Title IX Coordinator/Student Wellness Program Executive Director, Marsha Pigga, at (570) 955-1466, (570) 677-7589, [piggam@lackawanna.edu](mailto:piggam@lackawanna.edu), or Room 102, Angeli Hall.

## Failure to Comply with Title IX

An institution's federal financial assistance can be terminated for failure to comply with Title IX. This would include grants, subsidies, and other program funds from the federal government. In addition, lawsuits may be initiated by those seeking redress for violations of Title IX.

## Enforcement of Title IX

The United States Department of Education Office for Civil Rights (OCR) is responsible for the enforcement of Title IX. For additional information regarding Title IX requirements and how to file a complaint, contact:

<b>The Office of Civil Rights</b> <a href="http://www2.ed.gov/ocr">www2.ed.gov/ocr</a> Telephone: (800) 421-3481	<b>Office for Civil Rights</b> U.S. Department of Education Philadelphia Office The Wanamaker Building 100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323 Telephone: (215) 656-8541 Email: <a href="mailto:OCR.Philadelphia@ed.gov">OCR.Philadelphia@ed.gov</a>
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## Definitions

### **CYBERSTALKING**

Threatening behavior or unwanted advances directed at another using the Internet and other forms of online and computer communications. Cyberstalking is a form of “personal terrorism.” Similarly, cyberstalking may precede offline stalking, sexual assault, physical violence, or even murder.

Cyberstalking can take forms such as (adapted from [www.rainn.org](http://www.rainn.org)):

- Threatening/obscene emails
- Live chat harassment or flaming (online verbal abuse)
- Harassment through texting
- Hacking and/or monitoring a victim’s computer and internet activity
- Forming a website in honor of a victim
- Off-line stalking/harassment such as following a victim or actual physical contact between a stalker and their victim.

### **CONSENT**

Consent is clearly communicating “Yes” about sexual activity on your own terms. It can be limited to certain acts and revoked at any time. Consent is an active and positive exchange of words or actions that indicate a willingness to participate freely and voluntarily in mutually agreed upon sexual activity.

Consent is:

- Voluntary agreement to engage in sexual activity
- Approval that can be withdrawn at any time

Consent cannot be given if a person is:

- Physically or mentally incapacitated due to alcohol or other drugs. This means if a person is drunk or high, they cannot give consent to engage in sexual activity.
- Unconscious
- Asleep
- Under the age of consent
- Physically or mentally impaired

Remember, the only way to guarantee consent is to make sure it is offered verbally at each step of sexual activity.

### **DATING VIOLENCE**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

## **DOMESTIC VIOLENCE**

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

## **GENDER-BASED HARASSMENT**

Gender-based violence and harassment are behaviors that are committed because of a person's gender or sex. They can be carried out by a boyfriend or girlfriend, a date, other peers, or adults. Gender-based violence or harassment includes the following: Someone follows you around; always wants to know where you are and who you are with or stalks you; pressures you to perform sexual acts; touches you sexually against your will; forces you to have sex; interferes with your birth control; verbally abuses you using anti-gay or sex-based insults; sends you repeated and unwanted texts, IMs, online messages, and/or phone calls that harass you; hits, punches, kicks, slaps, or chokes you; verbally or physically threatens you.

## **INTIMATE PARTNER SEXUAL VIOLENCE**

A sexual assault that is committed by a person considered to be a spouse or intimate partner.

## **SEXUAL ASSAULT**

Sexual intercourse and attempts at sexual intercourse without the complainant's consent.

## **SEXUAL EXPLOITATION**

Conduct that exploits another person in a sexual and non-consensual way, including, but not limited to, non-consensual touching, fondling, or kissing; non-consensual voyeurism; non-consensual recording (audio or visual); non-consensual dissemination of recordings, allowing others to view sexual activities without the consent of all of the participants; exposure of one's body in an indecent or lewd manner or sexual activity in public or semi-public places.

## **SEXUAL HARASSMENT**

Unwanted sexual or gender-based behavior that creates an environment that would be reasonably perceived by the recipient as hostile, abusive, and or threatening.

## **SEXUAL VIOLENCE**

A form of sexual harassment, which includes conduct that is criminal. Sexual assault falls under sexual violence. Sexual violence also includes rape, sexual battery, sexual coercion, unwanted touching, dating violence, and sexually-motivated stalking.

## STALKING

A course of conduct directed at a specific person that involves repeated visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Examples of this behavior include:

- Repeated undesired contact (phone calls, emails, letters, show up unexpectedly, etc.)
- Following or lying in wait for the individual
- Making threats to the individual or their family
- Any other behavior used to contact, harass, track, or threaten the individual

## Signs of Non-Consent

### VERBAL REFUSAL

When someone says “no” or “don’t do that” or “please stop” or “I don’t want to do this.”

### IMPLIED VERBAL REFUSAL

When some says “I don’t think I want to go this fast” or “I’m not sure I want to do this.”

### PHYSICAL RESISTANCE

Trying to get away, freezing up, trying to leave, rolling over or away, pushing away, moving someone’s hands, trying to put clothes back on. If sexual activity continues after any of these indicators, a crime has been committed.

Every individual has the right to give or withhold consent at any time and in any situation. Additionally, many campus sexual assaults involve alcohol:

- Alcohol use can impair a perpetrator’s judgment so they disregard indications that a person doesn’t want to engage in sexual activity.
- Alcohol use can impair a victim’s judgment so they are less likely to take heed of risk cues.
- Alcohol use can increase the expectancies of what will happen when we drink.
- Perpetrators may use alcohol as an excuse for their actions.

## In the Event a Student Experiences Sexual Assault

1. **Get to a safe place.** Find a safe environment (friends, family, etc.).
2. **Report it.** Reporting the sexual assault is the choice of the victim, and reports may be filed through Public Safety, local police, and the Title IX Coordinator. Reports made to campus officials are ensured to remain secure, as the College respects the dignity and worth of the individual and their rights to confidentiality.

Contact Public Safety (570) 961-7899 or (570) 241-2022

Contact Police at 911

Contact Title IX Coordinator at (570) 955-1466 or (570) 677-7589

Use online Anonymous Form on the [Title IX Portal page](#).

3. **Preserve evidence.** This may include, but is not limited to, not bathing, changing, or disposing of clothing; using the restroom; washing your hands; brushing your teeth, eating, or smoking. If you are still in the location at which the assault occurred, do not clean anything. Write down all the details you can recall about the assault and the perpetrator.
4. **Get medical attention as soon as possible.** Seek professional medical attention for treatment of injuries sustained and for prevention of any sexually transmitted diseases (STD's) that may occur due to the sexual assault. It is best to report incidences within 72 hours of when they occurred and to preserve any evidence. It is important to get medical attention because, besides treatment for observable physical injuries, the possibility of the spread of STD's needs to be addressed following a sexual assault. An individual who has experienced an assault may be unaware of contracting an STD until symptoms appear. Also, it is possible to get pregnant from a sexual assault, and medical attention can help an individual address this concern. Please refer to the medical attention contacts below:
5. **Get support.** Supportive services are available for individuals who experience incidences of sexual assault. All campus services are provided with complete confidentiality and the utmost respect for the individual. Individuals seeking supportive services on campus will be treated with dignity, and all disclosures will be handled with discretion.

Confidential Resources: In the event that the complainant requests the strictest confidentiality, they must contact one of the confidential resources provided below:

<b>Geisinger Community Medical Center</b> 1800 Mulberry St. Scranton, PA 18510 (570) 969-8000	<b>The Regional Hospital of Scranton</b> 746 Jefferson Ave. Scranton, PA 18510 (570) 348-7951	<b>Moses Taylor Hospital</b> 700 Quincy Ave. Scranton, PA 18510 (570) 340-2900
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**OUTSIDE COMMUNITY RESOURCES**

Women's Resource Center (Scranton / PNG)	(570) 346-4671
Victims Resource Center (Hazleton)	1-866-206-9050
Victims' Intervention Program (Lake Region)	(570) 253-4401
Abuse and Rape Crisis Center (Towanda)	(570) 265-5333
National Sexual Assault Hotline / <a href="http://www.rainn.org">www.rainn.org</a>	1-800-656-HOPE (4673)
National Domestic Violence Hotline	1-800-799-SAFE (7233)

**Reporting Procedures**

Any College official who is not listed as a confidential resource and receives notice of sexual misconduct or retaliation is obligated to promptly contact the campus Title IX Coordinator, Marsha Pigga, at (570)

955-1466, (570) 677-7589, [piggam@lackawanna.edu](mailto:piggam@lackawanna.edu), or by completing an Incident Reporting Form. Incident Reporting Forms are located on [the Portal](#), which may be submitted anonymously if desired.

### **INFORMAL PROCESS**

The complainant may choose to proceed with an informal process to resolve the complaint. At any time, the complainant may end the informal process and decide to begin the formal stage of the complaint process. The goal of informal resolution is to acknowledge behavior and risk behavior, to raise awareness, and prevent future occurrences. Informal resolution is not an option in the cases of rape or sexual assault.

### **FORMAL PROCESS**

Any individual or third party may report sexual misconduct, including sexual assault, by initiating either an institutional process and/or criminal process.

### **INSTITUTIONAL PROCESS**

Reports can be made to one of the following:

<u>Title IX Coordinator:</u>	Marsha Pigga at (570) 955-1466 / (570) 677-7589 <a href="mailto:piggam@lackawanna.edu">piggam@lackawanna.edu</a>
<u>Dean of Students:</u>	Dan LaMagna at (570) 504-1579 or <a href="mailto:lamagnad@lackawanna.edu">lamagnad@lackawanna.edu</a>
<u>Associate Dean of Students:</u>	Tony Ferrese at (570) 955-1522 or <a href="mailto:ferreset@lackawanna.edu">ferreset@lackawanna.edu</a>
<u>Public Safety:</u>	(570) 961-7899 or (570) 241-2022 or <a href="mailto:shoenerg@lackawanna.edu">shoenerg@lackawanna.edu</a>
<u>Online:</u>	Lackawanna College <a href="#">Title IX Portal Page</a>

### **CRIMINAL PROCESS**

The criminal process will include the initiation of the institutional process. Reports can be made to:

Public Safety:	(570) 961-7899 or (570) 241-2022
Scranton Police:	911 or (570) 348-4134

### **INVESTIGATING A COMPLAINT**

Lackawanna College will fully and promptly investigate all allegations of sexual misconduct, even if the complainant does not wish to pursue a criminal investigation. Lackawanna College will take action reasonably designed to resolve the complaint in an equitable manner, end a hostile environment if one has been created, prevent its recurrence, and, when appropriate, take steps to remedy its effects on individuals and the College community. The Title IX Coordinator and trained staff appointed by the Title IX Coordinator will be resolute in resolving all complaints of sexual violence, sexual harassment, gender-based harassment and gender-based violence, domestic violence, dating violence, and stalking.

### **Confidentiality**

Lackawanna College will honor requests for confidentiality to the greatest extent possible. The College will take appropriate steps to respond to and investigate a sexual misconduct claim in accordance with

the victim's request for confidentiality. However, the College's ability to resolve the complaint may be limited. Once Lackawanna College deems that the incident poses an immediate threat to the campus community, it may not be able to adhere to the complainant's request for confidentiality.

Lackawanna College has a responsibility to provide a safe and non-discriminatory environment for all students and staff. The College will notify the complainant in the event that it cannot ensure their confidentiality. In the event that Lackawanna College is hindered from pursuing disciplinary action against the alleged perpetrator because of the victim's request for confidentiality, it will take necessary steps to limit the effects of the harassment and prevent its recurrence.

### **LIMITS OF CONFIDENTIALITY**

All information shared in appointments with these resources, including your identity, is handled confidentially. There are, however, some exceptions to confidentiality. As mandated reporters staff are required by law to release certain information in instances of child or elder abuse; if there is the possibility of potential harm to yourself or others; or as a result of a court order. While these types of events are extremely rare, it is important to know that these possibilities exist.

### **Bystander Intervention**

Lackawanna College encourages all members of the College community to be active bystanders against sexual violence. The following information is based on Bystander Intervention research being done at the University of New Hampshire (Bringing in the Bystander®).

Simple steps to becoming an active bystander:

- Notice the situation. Be aware of your surroundings.
- Interpret it as a problem. Ask yourself, "do I recognize that someone needs help?"
- Feel responsible to act. Educate yourself on what to do.
- Intervene safely. Take action but be sure to keep yourself safe.

How to intervene safely:

1. Tell another person. Being with others is a good idea when a situation looks dangerous.
2. Ask a person you are worried about if they are okay. Provide options and a listening ear.
3. Distract or redirect individuals in unsafe situations.
4. Ask the person if they want to leave. Make sure that they get home safely.
5. Call the police (911) or Public Safety at (570) 961-7899 or (570)241-2022 or yell for help.

What can my friends and I do to be safe?

- Have a plan. Talk to your friends about your plan BEFORE you go out.
- Go out together. Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- Watch out for others. If you are walking at night with friends and notice a person walking by themselves in the same direction, ask them to join you so they don't have to walk alone.

- Diffuse situations. If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- Trust your instincts. If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

Additional information on Bystander Intervention resources, events, and how to get involved can be found on the [Title IX Portal Page](#) or by visiting the Student Wellness Program Offices in Angeli Hall, Suite 102 and Suite 105A.

## Interim Measures

The College will promptly coordinate efforts with various departments to ensure the safety of the complainant and the campus community while the investigation is in process. Interim measures may include:

- Counseling and academic support services
- Changes in class schedules
- Changes in work-study assignments (when reasonably available)
- Changes in on-campus housing (when reasonably available)
- Issuance of no-contact orders
- On-campus escort between classes and on-campus activities
- Rescheduling of exams/assignments with no penalty

Other measures may be made that pose the least amount of burden to the complainant

## Retaliation

The College strictly prohibits retaliation against any person who makes a claim of discrimination or harassment or who provides information in such an investigation. Lackawanna College prohibits retaliation (this includes, but is not limited to, teasing, intimidation, coercing, and threats) to the complainant and witnesses by the perpetrator and their associates.

Reports of retaliation should be immediately made to the Title IX Coordinator. Lackawanna College treats all retaliation claims with the most sincere urgency and will investigate all reports and enforce the appropriate disciplinary procedures against violators of this policy. The Student Wellness Program will provide follow-up counseling with the victim to ensure that no retaliation has occurred. If the victim notifies the Student Wellness Program or other staff, faculty, administrators, or other responsible employee of incidences of retaliation, it is imperative that the Lackawanna College staff member inform the Title IX Coordinator so that prompt measures and disciplinary actions may be taken against the perpetrator(s).

## Prevention Education

The College community will be educated through online training and assessments, the Title IX Sexual Misconduct Handbook, prevention awareness events, and presentations. Topics covered: sexual misconduct, gender-based violence and harassment, consent, victim-blaming, bystander intervention, risk reduction and awareness, steps to take in the event a sexual assault occurs, available resources, risk of disease or pregnancy when a sexual assault occurs, discrimination against pregnant and parenting students, and campus security and support services. Prevention Information is located on the [Title IX Portal Page](#).

## Resources

Lackawanna College is committed to ensuring the safety of the complainant and immediately preventing recurrences of sexual misconduct. The complainant will be provided information regarding college and community resources, medical services, options for filing a criminal complaint, referral to victim-centered support services, and counseling. A copy can be found on the Portal. The complainant will also be notified in writing of options for adjusting class schedules, work assignments, and scheduled exams/assignments. For further information visit the [Title IX Portal Page](#).

# Fire Safety Guidelines

# Fire Safety

All students residing in any room found to have fire or life safety violations may be subject to disciplinary action to include, but not limited to, fines, probation, and/or dismissal from the College. Assessment of fines or other disciplinary measures will be attributed to every student residing in the living area in which the infractions occur. There will be no exceptions to this policy.

Students are forbidden to tamper with windows, smoke detectors, sprinklers, ceiling light fixtures, ceiling tile grids, fire extinguishers, fire escapes, baffles or vents, locks, door closers, security cameras, or any other equipment installed to maintain the safety, health, and/or welfare of the resident students.

Tampering includes, but is not limited to:

- Removing the safety devices in the windows, locks, or door closures
- Taping the inside of the smoke detectors, covering smoke detectors, or otherwise causing them to be inoperable
- Defacing fire station covers
- Discharging (unless there is a fire emergency) or disarming fire extinguishers
- Hanging anything (to include clothing, sheets, drapes, or any other type of curtain or screen) limiting visibility, and
- therefore creating a fire hazard, within the confines of said room
- Covering or blocking air vents or baffles, as well as placing furniture in walkways or doorways inside the room.

Violation of this policy may result in sanctions including warning, fines, probation, academic success coaching, FIT mentoring, suspension from activities (including a minimum of one game for student-athletes), student wellness, deferred suspension, and/or immediate dismissal from the College.

## Preventing Visibility

Hanging any items that limit or prevent visibility within residence hall rooms will result in a \$50 fine for first offenses. Additional offenses may result in elevated sanctions as outlined above.

## Smoke Detector Policy

Any room citation for covering or tampering with a smoke detector in any way will result in dismissal from the College for all residents present at the time of the violation. There will be no exceptions to this policy.

## Before a Fire

1. Know the location of all fire alarm pull stations and the fire safety equipment on the floor.
2. Know the location of all exits throughout the building.

## Upon Discovering Smoke or Flames

1. Notify your Resident Director or a Public Safety officer.
2. Vacate your room immediately; close the door (lock it if time permits).
3. Vacate the building as quickly and safely as possible by the nearest exit. Keep fire doors closed, and do not use elevators. Stay as low to the floor as possible. Move as far away from the building as possible.
4. If you cannot leave your room, go to your window, pull up the shade, and get the attention of the firemen; call 911 or shout for help.

# Fire and Emergency Evacuation Policy

All students, faculty members, administrators, and classified personnel must consider the ringing of the fire alarm as a bona fide emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms and buildings will be vacated in an orderly fashion and as rapidly as possible. No one is allowed to remain in the building except essential personnel. When exiting the building, students are asked to take with them backpacks, purses, coats, and valuables they have on or near their persons. They should not return to the area for any items left behind until given permission to return to the area by an administrator of the College.

In case of an emergency, please keep in mind:

- Orderly and rapid movement of people is imperative.
- Avoiding panic is vital.
- Use of the nearest exit will expedite evacuation.
- All personnel should go by the most direct route to the nearest parking area.
- All those exiting the building from the front will gather in the parking area on Vine Street.
- All those exiting the building from the back will gather in the parking area on North Washington Avenue.
- No one should remain near the doors to the building.

## McKinnie Hall

1. Take the most direct route to the parking area across the street from the dormitory on the corner of Vine and Wyoming Avenue.
2. Do not remain near the doors to the building.
3. When exiting, use extreme caution.

## Seeley Hall

1. Take the most direct route to the parking lot of the Academic Building (Healey Hall) located across the street on North Washington Avenue.
2. Do not remain near the doors to the building.
3. When exiting, use extreme caution.

## Tobin Hall

1. Take the most direct route to the Student Union at the corner of Jefferson Avenue and Vine Street. If necessary, you will be directed by fire personnel or administrators to a different location at that time.
2. Do not remain near the doors to the building.
3. When exiting, use extreme caution.

After the emergency is over or the drill is completed, the administrator will give the signal to return to your residence. If it is not possible to occupy the building, notification of the action to follow will be given by an administrator.

## False Alarms

False Alarms are of great concern to the College and cause residents to ignore genuine alarms, which may place them in dangerous situations. Pulling a false alarm is a second-degree misdemeanor punishable by two (2) years in prison and/or a \$5,000 fine and will lead to College dismissal without appeal.

Discharging a fire extinguisher is a third degree misdemeanor punishable by one (1) year in prison and/or a \$2,500 fine and will lead to College disciplinary action, as well.

Any person who, through smoking or use of prohibited items, or deliberate malice, carelessness, or neglect, causes the alarms to sound and the fire company to be dispatched to any College building, will be required to pay \$1,000 to the College due to the levy placed upon the College by the City of Scranton for false alarms. If such person is a guest of a student, the fine will be assessed to that student. Deliberately causing a fire alarm with malicious intent is a criminal offense, and the responsible person, if they are a student, may be dismissed from the College. The fine levied is currently \$1,000 and is subject to change without notice.