STUDENT HANDBOOK

Chalon Campus
12001 Chalon Road
Los Angeles, CA 90049

Doheny Campus
10 Chester Place
Los Angeles, CA 90007

You may search this handbook electronically by entering keywords:
On a PC: use “Ctrl+F” and enter the term you wish to search in the search bar.
On a MAC: Use “Command+F” and enter the term you wish to search in the search bar.
You may also use the index and click the links.

Student Handbook updated September 2019

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EMERGENCY NUMBER

Mount Saint Mary’s University Security
Chalon (24 Hours) 310.954.4123/4321
Doheny (24 Hours) 213.477.2502/2501
Residence Life and Housing Services (Chalon) 310.954.4325
Residence Life and Housing Services (Doheny) 213.477.2661
MSMU Emergency Hotline 310.954.4001
Police, Fire and Ambulance 911

MISSION OF THE UNIVERSITY

Mount Saint Mary’s University offers a dynamic learning experience in the liberal arts and sciences to a diverse student body. As a Catholic university primarily for women, we are dedicated to providing a superior education enhanced by an emphasis on building leadership skills and fostering a spirit to serve others. Our measure of success is graduates who are committed to using their knowledge and skills to better themselves, their environments, and the world.

UNIVERSITY SEAL

The Mount Saint Mary’s University seal, designed by Baker’s Heraldic office of London, is in the form of a circular shield. The name of the university appears around the edge of the shield, and 1925, the date of its founding, is in the center. The shield itself has four divisions. An open book at the bottom center bears the university motto: Deus Illuminatio Mea (God is My Light). At the upper center, a lily surrounded by thorns symbolizes the Immaculate Conception of Mary. The fleur-de-lis of France at the upper right represents the Sisters of St. Joseph of Carondelet, established at Le Puy, France, in 1650. At the upper left, three angel wings with the rose signify the city of Los Angeles. The seal thus symbolizes Mount Saint Mary’s University founded in the city of Our Lady Queen of the Angels by the Sisters of St. Joseph of Carondelet under the loving protection of Our Immaculate Mother.
HISTORY OF THE UNIVERSITY

Founded by the Sisters of St. Joseph of Carondelet in 1925 as Mount St. Mary’s College, the institution name was changed to Mount Saint Mary’s University in January 2015. It has graduated more than 20,000 students in majors ranging from traditional liberal arts studies to individually designed programs. At the time of its founding, the University was housed temporarily at St. Mary’s Academy, then located at Slauson and Crenshaw in Los Angeles.

Two years later, in 1927, the Sisters purchased 36 acres from Rodeo Land and Water Company at $4,500 per acre. The new site for the University stretched among the foothills of the Santa Monica mountains, 1,100 feet above sea level, overlooking Los Angeles, and 40 miles of Pacific Ocean. Twenty years later, an additional purchase brought the Chalon campus to its present 56 acres. At the first commencement exercises on June 16, 1929, baccalaureate degrees were awarded to ten students in the charter class.

In 1962, the University expanded to its second campus on the Doheny Estate in Central Los Angeles. The Doheny campus complements the educational opportunities of the original Chalon campus in West Los Angeles by offering career-oriented associate degree and graduate programs.

UNIVERSITY COLORS

Purple and Gold

ALMA MATER

Oh Alma Mater, We Love You
Oh, blessed Mount and sing your praises never ceasing
For on your heights above the ocean’s billows
Stands Mount St. Mary’s calling;
We greet you, oh beloved Mount,
So near the stars above the city
In vistas ever new from cloud flecked sky,
You bid us welcome home, welcome home.
Your chapel, your cloisters wide
Where we have walked in wisdom’s path.
Your truth we’ll cherish all our days
Oh, Alma Mater.

A MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Athenians,

Welcome to academic year 2019-2020! Learning, growing and exploring the world of ideas and knowledge are part of the exciting journey ahead. Taking time to study, to contemplate, to work, to socialize, to lead and to pray is what makes a college career truly rich and worthwhile. You probably already know that the best students are busy. They are also balanced and focused about the choices they make with the time that they have. In order to help you make excellent choices, Mount Saint Mary’s University offers you the opportunity to explore your values and execute a plan that is based on both your gifts and the life God has intended for you. We will support you all along.
the way and offer you guidance, tools and mentors to make the path clearer and higher. You have much to look forward to as we walk this road together.

This student handbook is a tool for the year ahead. It contains invaluable information about the programs, services and policies that will help you and inform you during the coming semesters. I encourage you to use this handbook well and to explore the possibilities available to you during this challenging and exciting time. Make 2019-2020 an important year for yourself, as you grow, learn and serve—as you more fully and deeply become leaders, learners and advocates for a just society.

Welcome, Athenians! You are Unstoppable!

Jane E. Lingua, Ph.D.
Vice President for Student Affairs

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**PRESIDENT’S CABINET**

Ann McElaney - Johnson, Ph.D.
President

Bob Perrins, Ph.D.
Provost and Academic Vice President

Stephanie Cubba, DPA
Vice President for Institutional Advancement

Jane Lingua, Ph.D.
Vice President for Student Affairs

Debra Martin, CPA
Vice President for Administration and Finance

Brian O’Rourke
Vice President for Enrollment Management

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**STRATEGIC PLAN FOR 2019 - 2024**

Through our MSMU Strategic Planning process, we are invited as a community to be active partners in decision-making about our collective goals, ways to assess achievement of these goals over time, and the best strategies to do so.

Please watch for invitations to various forums, focus groups, tables or other events. You will see more email communications about timelines, social media platforms, surveys, and other engagement opportunities. For more information, please visit https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/academics/Pages/Strategic-Plan.aspx
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Jaime Wood, Director  
Patricia Barberie, Assistant Director (Doheny)  
Marissa Gonzalez, Testing Coordinator & Academic Advisor (Chalon)  
Mariana Gonzalez, Academic Advisor (Doheny)  
Patricia Gonzalez, Academic Advisor & Transcript Evaluator (Doheny)  
Jazmin Valenzuela, Academic Advisor (Chalon)  
Carla Quiroga, Administrative Assistant (Doheny)  
Erin Vicente, Administrative Assistant (Chalon)  
Alison Garcia, Transcript Evaluator (Doheny)  
Julie Yan, Transcript Evaluator (Doheny)  

7:30 a.m. - 4:00 p.m., Monday - Friday  
Advisement@msmu.edu  
http://www.msmu.edu/academics/academic-advisement/myMSMU>Academic>Academic Advisement  

Academic Advisement, located on both the Doheny and Chalon campuses, provides services in order to best serve our students’ academic needs and to effectively guide our students towards graduation. These services include advising students from many of the traditional undergraduate programs and the Pre - A.D.N. program, mandatory Pre - Nursing workshops, major and minor exploration workshops, general education support, mandatory appointments, forms processing, transfer credit evaluations and more. Academic Advisement is dedicated to empowering and educating the whole student in order to provide a unique and well - rounded experience at MSMU.  

Once a student matriculates into MSMU, a permanent academic advisor is assigned at the start of their first semester. The advisor is the academic point person who assists in clarifying general education, major and minor requirements, university policies and procedures and connecting to other resources on campus. Each student is mandated to meet with their academic advisor at least once a semester during Advisement Period to monitor academic progress, review courses for the following semester, and to remove the advisor hold on their account. Students will be able to register into courses for the following semester once their advisor hold has been removed and registration period has started. Although the Academic Advisement staff and faculty advisors make every effort to provide effective advisement and guidance for the student, it is ultimately the student’s responsibility to ensure that all procedures are followed and requirements fulfilled.  

Forms – Academic Advisement processes forms for major/minor changes, transfer credit approval, and more. Forms are available on myMSMU>Academics>Academic Advisement or in our offices.  

Placement Exams – All incoming students are required to complete placement tests to help them in selecting appropriate courses. Placement exams are generally done during the spring/summer months for incoming students. Academic Advisement at Chalon offers at least one placement session for math and foreign languages per term as exam results expire after two years. Doheny students should contact the Student Learning Center for placement exam inquiries.  

Transfer Credit – Academic Advisement reviews the transfer eligibility of course(s) taken at other institutions for both newly admitted transfer students and for current students who attend other institutions during the summer. Advisement determines the transferability of general studies and elective courses. Major or minor course transfer eligibility is made by the appropriate academic department  

For more information, visit the myMSMU>Academic Advisement or email advisement@msmu.edu.
ACADEMIC DEANS
Chalon - H410
310.954.4404
Doheny - Bldg 1, 3rd Floor
213.477.2510

Chalon
Lacey Smith, Dean, Traditional Undergraduate Programs, Chalon Campus
Alyssa Luna, Assistant to the Dean
8:00 a.m. - 3:00 p.m., Monday - Friday

Doheny
Pamela L. Gist, Dean, Traditional Undergraduate Programs, Doheny Campus
Menise Lyons, Assistant to the Dean
9:00 a.m. - 4:30 p.m., Monday - Friday

The Traditional Undergraduate Programs’ Deans’ offices oversee the academic progress of students, and are the primary resource for academic issues. We work closely with program directors, advisors, and staff to ensure all students receive much needed support and guidance.

For more information, visit myMSMU>Academics>Traditional Undergraduate Deans

ACADEMIC SUPPORT CENTER
Chalon - Humanities 207
310.954.4144

M. Veronica Martinez, Director
Silvie Garcia - Martin, Associate Director
Nidya Paredes, JD, ADA Manager
Paul Martin, Writing Consultant and Academic Coach
David Perez, Ed.D., Writing and Research Consultant
Walter Orozco, Analytical Skills Consultant
Shantall Valencia, Program Coordinator

8:00 a.m. - 6:00 p.m., Monday - Thursday
8:00 a.m. - 4:30 p.m., Friday

* Individualized academic support and coaching
* Writing, research, analytical skills, study skills and time management support
* Academic and life - skills workshops
* Resources for CBEST, GRE and the Kaplan Nursing Entrance Exam
* Scholar Mentor Program (peer tutoring and student supplemental instruction)
* Disability Services
* ISAE/TRiO

ACADEMIC VICE PRESIDENT & PROVOST
Chalon - A104
310.954.4015
Doheny - Building 8

Bob Perrins, Ph.D., Provost and Academic Vice President
Michele Starkey, Ed.D., Associate Provost
Pamela Gist, Ph.D., Dean, Traditional Undergraduate Programs (Doheny)
Lacey A. Smith, Dean, Traditional Undergraduate Programs (Chalon)
Suzanne Williams, Weekend & Evening College Dean
Vacant, Director for Center for Academic Innovation & Creativity
Amber Ng, Assistant to the Provost

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Cairesse Grimes, Coordinator, Office of the Provost

8:00 a.m. - 4:00 p.m., Monday – Friday

The Provost is responsible for the academic component of the University and is concerned with all matters pertaining to faculty, academic personnel and academic programs. The Office of the Provost works with department chairs in the maintenance and development of academic programs that promote academic excellence and support learning. The Associate Provost is responsible for assessment of student learning outcomes for all programs, and facilitating state authorization and professional licensure compliance. Students needing further information about academic policies and decisions on the status of petitions and academic standing are referred to the Baccalaureate Dean at Chalon or the Dean of Traditional Undergraduate Programs at Doheny. The Deans are also responsible for approving academic leave, determining eligibility to graduate with honors, and decisions on academic probation and dismissal. The Provost provides leadership of the graduate programs and nurtures the growth and development of the Graduate Division. The Provost addresses matters of student academic standing and serves as the academic dean of the graduate program. The Dean of Weekend and Evening College is responsible for approving academic leave, administering academic probation and dismissal, and decisions relating to academic policy for the students enrolled in the Weekend and Evening College, and online programs.

**ALUMNAE RELATIONS**
Doheny - Building 8  
Chalon - Humanities 300  
213.477.2767

Kate Fergusson, Director
8:00 a.m. - 5:30 p.m., Monday - Friday  
www.alums.msmu.edu

The Alumnae Relations office is the link between the University and its graduates as well as current students. The Alumnae Association is a network of 20,000 proud, engaged, and spirited Mount Alums. Alumnae attend events, volunteer at the Mount, network with other alums, mentor current students, and contribute to the University financially.

**BOOKSTORE**
Chalon - McCarthy Complex  
Doheny - Building 5  
310.954.4322  
213.477.2760

Gladys Bell, Manager (Chalon)  
Derek Webb, Manager (Doheny)  
chalonbookstore@msmu.edu  
dohenybookstore@msmu.edu

Chalon  
8:00 a.m. – 6:00 p.m., Monday - Thursday  
8:00 a.m. – 2:00 p.m., Friday  
Summer and holiday hours vary

Doheny  
8:00 a.m. – 7:00 p.m., Monday - Thursday  
8:00 a.m. – 2:00 p.m., Friday  
7:30 a.m. – 3:30 p.m., Saturday  
Closed Sunday  
Summer and holiday hours vary

The MSMU Bookstore carries academic textbooks, reference materials, electronics and school supplies. In addition, clothing, gifts and convenience items are available. Cash, personal checks, American Express, MasterCard, Visa and Discover cards are accepted. A driver’s license or student I.D. is required for all check purchases. Special weekend hours and holiday hours will be posted on myMSMU as well as the bookstore website.

**CAMPUS MINISTRY**
Chalon - Brady 103  
Doheny - Building 7  
310.954.4125  
213.477.2672

Gail Gresser, Director

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Laura Gomez, Assistant Director and Director of Music Ministry  
Gaile Krause, Assistant Director  
Sr. Joan O’Dwyer, CSJ, Students’ Spiritual Companion  
Sarah Nichols, Communications Coordinator  
Alejandra Angel, Resident Minister for Magnificat House (Chalon)  
Flor Ordonez, Resident Minister for Casa Magnifica (Doheny)

Campus Ministry Offices are open:  
8:00 a.m. - 4:30 p.m., Monday – Friday (Chalon & Doheny)  
3:00 p.m. - 6:00 p.m. Sundays (Chalon)

Campus Ministry Chapels are open 6 am to 10 pm, every day.  
Mary Chapel (Chalon)  
Our Lady of Mercy Chapel (Doheny)  
Unity Room for Silent Meditation (Doheny)

Mass (Eucharistic Liturgy) is Celebrated:  
7:00 p.m. Sundays in Chalon’s Mary Chapel when the university is in session

Campus Ministry invites students to deepen their awareness of the spiritual dimension of life, which is the heart of a Mount Saint Mary’s education. We are Catholic in our roots and vision, and welcome the opportunity to serve students of every religious affiliation or none at all. We respect the freedom of each person’s conscience and unique path, while offering the rich resources of the Catholic tradition.

The mission of Campus Ministry is (1) to support the Catholicity of the university, in the tradition of the Sisters of St. Joseph; (2) to support the spiritual development of the entire Mount community, in all its religious diversity, and (3) to foster educated, committed service to both Church and society.

The Campus Ministry team is comprised of professional and student Ministers. Together, we work to provide opportunities for many aspects of Worship, Spirituality, the building of Community - on-Campus, Festivities, Service to others and action for global Justice. We offer assistance to those who are thinking about becoming Catholic, or about being baptized, confirmed, or receiving first communion. We work to advance interreligious respect, collaboration, and mutual education. We are here to provide you with support and care in the joyful and the challenging times of your life.

Everyone is invited to come by to talk, or to participate in our many programs – and new ideas are always very welcome!

CAREER AND PROFESSIONAL DEVELOPMENT  
Chalon - Humanities 401  
310.954.4410  
Doheny - Building 11, Room 213  
213.477.2688

Kimberly Terrill, Director, Career and Professional Development (Chalon & Doheny)

7:30 a.m. – 4:00 p.m., Monday - Friday (Chalon)  
8:00 a.m. – 4:30 p.m., Monday - Friday (Doheny)

Career and Professional Development provides students with the opportunity to explore different majors and career paths utilizing a variety of resources and services including career counseling, career assessments, career-related resources, career planning courses, and workshops. We offer part-time, full-time employment, and internship opportunities which are listed on Handshake, the Mount’s online job board. You can create a profile, search, and apply for jobs by accessing Handshake on the Career Services and Internship site, located on myMSMU. Staff work with students to prepare them for internship and employment opportunities by reviewing resumes and cover letters, conducting mock interviews, and providing information regarding how to conduct a successful and efficient job search. Resources include information for students interested in attending graduate/professional school. We also include assessment tools such as The Strong Interest Inventory, Myers Briggs Type Indicator, and StrengthsFinder, to help further identify a student’s career focus and preferences. Several programs are 14 [back to index] [back to table of content]
offered throughout the year including a Career and Community Fair, graduate school fair, nursing career panels, etiquette networking dinner, alumnae panels, and workshops on graduate school, interviewing techniques, resumes, cover letters, and other topics related to professional development.

**CENTRAL FOR CULTURAL FLUENCY**

Doheny - Building 6  
213.477.2625

Julie Feldman - Abe, Director

Housed within the J. Thomas McCarthy Library on the Doheny Campus is the Center for Cultural Fluency. Established by the Education Department in 1995, the Center provides the Mount community and teachers in Los Angeles opportunities and resources for cross cultural learning. The instructional materials collection, designed for use in K - college classrooms, portrays the contemporary and historical experiences of diverse cultures now living in Los Angeles. In addition to fiction and nonfiction books, the collection contains CDs, pictures, posters, and games. These materials were chosen to expand our cultural fluency and develop our ability to be leaders in building inclusive, positive communities throughout our lives. The CCF website at [www.culturalfluency.org](http://www.culturalfluency.org) offers numerous resources including:

LA Cultural Events - a calendar of links to community cultural events, museum exhibitions, and festivals. The CCF also sponsors the Critical Teaching in Action conference on Doheny campus for Mount students and faculty and LA educators with workshops focusing on social justice teaching at all levels. In our newest initiative, the Bridging Cultures: US/China program has merged with the CCF and provides opportunities for the Mount community to learn about the historically rich and rapidly changing People’s Republic of China. It hosts the China Resource Network: Mount Saint Mary’s online site for China-related learning.

**COMMUTER SERVICES**

Commuter students are an active and important part of the Mount community. We provide services and resources to support, connect and engage commuter students to succeed and persist at the Mount. Services are available to all full-time traditional undergraduate students.

**Commuter Services**

**Computer Labs:**
Commuters may use the computers in the Coe library on the 2nd – 4th floors at Chalon; in Building 3 and the Library at Doheny.

**Lockers:** Lockers are available for commuter students in the Humanities building on the second, third, fourth and fifth floors at Chalon or Building 4 on the first and second floors at Doheny. Lockers are assigned on a first come, first serve basis. Students provide their own padlock and clean out their locker at the end of the academic year. Items remaining in lockers after the designated deadline will be discarded. Contact Student Affairs to sign up.

**Meals:** Commuter students can save money and dine in a beautiful setting by purchasing a meal plan from four meal plan options. Meal plans can be purchased at the Food Service office located in Leavy Commons on the ground floor at Chalon, Ahmanson Commons 2nd Floor at Doheny or in any café.

**Study/gathering areas:** Both Chalon and Doheny offer a number of gathering and study areas for commuter students. At the Chalon Campus locations include Leavy Patio located outside of the student dining room and patio outside the Humanities 2nd Floor are good outdoor study areas. The Library, Student Lounge and Circle offer additional study areas. At the Doheny campus locations include the Student Lounge with amenities that include couches, desks, tables, refrigerator, microwave, television, and access to the Fitness Center, Library, Ahmanson Commons (open 24 hours a day, 7 days a week) and the 24-Hour Room (located next to the Library).

**Transportation options**  Commuter students are encouraged to utilize the free Inter-campus shuttle that travels between the Doheny and Chalon campuses. For commuter students who rely on public transportation, take advantage of the Mount Local shuttle service that picks up students on Sunset Blvd. Students interested in arranging a carpool, enroll in Zimride. For more information, contact the
Transportation and Parking office.

**COMPUTER LABS**
Chalon - Coe Library
Doheny - Building 3, Room 104
- Library 1st Floor

Chalon
- Media Center Lab is located in the Coe Library on the second floor. There are 33 dual-boot iMacs running Mac OS & Win 7, and one pay-to-print printer. All iMacs have MS Office 2016 for Mac OS and MS Office 2013 for Win 7, Internet, SPSS, web browsing capabilities & some CD/DVD readers.
- 24 Hour Lab is located in Coe Library on the 2nd floor. There are 10 dual-boot iMacs running Mac OS & Win 7. All iMacs have MS Office 2016 for Mac OS and MS Office 2013 for Win 7, Internet, SPSS & some CD/DVD readers. Lab is open 24 hours a day and has a pay-to-print printer.
- Library Lab 4th floor, room 406. There are 18 Windows laptops running Win 7. All laptops have MS Office 2013, Internet and SPSS.
- Library Lab 3rd floor. There are 49 dual-boot iMacs running Mac OS & Win 7. Workstations are available for library and internet research. All iMacs have MS Office 2016 for Mac OS and MS Office 2013 for Win 7. One pay-to-print printer.

Doheny
- Media Computer Lab is located in Building 3, Room B104. There are 23 dual-boot iMacs running Mac OS & Win 7. All iMacs have Microsoft Office 2016 for Mac OS and MS Office 2013 for Win 7, Internet, SPSS, GIS and web browsing capabilities. One pay-to-print printer.
- Library Computer Lab is located in the Doheny Library. There are 22 dual-boot iMac Minis running Mac OS & Win 7. All Mac Minis have Microsoft Office 2016 for Mac OS and MS Office 2013 for Win 7, and web browsing capabilities. One pay-to-print printer.

*Hours are posted in each of the labs. Lab personnel are available to help you.*

**Questions on Pay-to-Print contact Graphics, Copy and Print Services**

**COUNSELING AND PSYCHOLOGICAL SERVICES**
Chalon - Humanities 103
310.954.4114
Doheny - McIntyre Hall, 1st floor
213.477.2668

Susan K. Salem, Ph.D., Director, Chalon
Kendra Nickerson, Ph.D., Associate Director/Training Director, Doheny
Caroline Cox, Psy.D, Postdoctoral Fellow, Chalon & Doheny
Carolyn Ayrapetyan, Psy.D., Postdoctoral Fellow, Chalon & Doheny
Kathleen Carroll - Wray, Psy.D., Postdoctoral Fellow, Chalon & Doheny
Mariko Iwabuchi, Ph.D., Postdoctoral Fellow, Chalon & Doheny

Monday - Thursday 8:30a.m. – 5:00p.m., Friday 8:00a.m. – 4:30p.m.

MSMU recognizes that emotional health and personal growth are essential components of a successful academic experience. The mission of Counseling and Psychological Services (CPS) is to enhance the emotional growth and academic success of students by promoting balanced lifestyles, positive self-regard and essential life skills with an emphasis on the development of the whole person. CPS provides psychological counseling services and psycho-educational programs for students, as well as responsive consultation to the university community. In counseling, students discuss issues such as stress, anxiety, depression, academic concerns, family and relationship problems, grief, loneliness, gender and sexual identity, eating issues, alcohol/drug problems, dating violence and self-confidence difficulties. Counseling services are available to current MSMU full-time traditional undergraduates, accelerated nursing students, ADN, and physical therapy graduate students. After the initial appointment, a
recommendation will be made for individual counseling or referrals to services in the community. Our counseling is short-term, up to ten sessions per academic year as determined by your therapist. It may be in the best interest of the client to receive long-term therapy, specialized treatment or other referrals; in these cases, students will be referred out to services in the community.

All sessions are confidential in keeping with professional ethics and state laws. Information about clients is not shared with their families, the faculty, university administrators, or anyone else without the student’s written permission. The exception to this policy is when limited disclosure is required by law to protect the student or someone else from harm. Counseling and Psychological Services is staffed by licensed psychologists and postdoctoral fellows.

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<td>Mansion</td>
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Michael McFatridge, Director  
Cristina Salcedo, Assistant Director

For the safety and security of all students, faculty, and staff, the Department of Campus Security contracts with Universal Protection Service to provide security personnel for the Chalon and Doheny Campuses. Campus Security operates 24 hours a day 7 days a week. Concerns regarding security can be reported to the Director of Campus Security by calling (310) 954 - 4084 at Chalon or (213) 477 - 2995 at Doheny or by calling Student Affairs (H200) at (310) 954 - 4130 or Building 7 at (213) 477 - 2570.

Security Officers are deployed at each Main Entrance Kiosk at all times. All vehicles entering the campus in the evening are required to stop at the entrance of the University and inform the Officers of their intended destination. Mount Saint Mary’s University students, faculty, staff and guests must show current I.D. or a parking decal. All visitors (including escorted guests) must show a valid form of identification and will be logged in. Only those with valid identification will be allowed onto campus.

Both campuses utilize foot and vehicle patrols 24/7 in order to provide you with the safest possible university experience. All students are encouraged to notify Campus Security if they notice anything out of the ordinary or witness unsafe activity by any member of the Mount Community.

For more information on the Department of Campus Security, please visit us on MyMSMU.

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<td>310.954.4144</td>
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<tr>
<td>Doheny - Building 3</td>
</tr>
<tr>
<td>213.477.2690</td>
</tr>
</tbody>
</table>

Nidia Paredes, JD, ADA Manager,  
Academic Support Center (Chalon), Student Resource Center (Doheny)

Brandon Roberson, Director, Student Resource Center (Doheny)  
M. Veronica Martinez, Director, Academic Support Center (Chalon)

Mount Saint Mary’s University, Los Angeles is committed to ensuring the full participation of all students in its programs. Students with a documented disability (chronic, medical, physical, learning, psychological, or temporary), or who think they may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University’s programs or services should reach out to Disability Services (DS) for assistance and resources.

The first step in registering with DS is to self-identify as a student with a disability and request accommodations. Students can do so by logging into myDSP, our Disability Services online management system. For step-by-step instructions on how to register visit:  
https://www.msmu.edu/student-life/disability-services/how-to-register/
Once registered, it is the responsibility of the student to log in to myDSP each semester to generate accommodation letters for each course in which they intend to utilize their accommodations. It is the student’s responsibility to inform professors of the accommodations. DS highly encourages students to share accommodation letters with instructors (through myDSP or by paper copy) as early in the semester as possible to allow time for arrangements that may be required under certain accommodations and because accommodations are not retroactive. It is the student’s responsibility to immediately notify DS of any disability - or accommodation - related problems or concerns so that they can be addressed properly.

In compliance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), Mount Saint Mary's University does not discriminate on the basis of disability in administration of its education related programs and activities. Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact Disability Services for assistance. Mount Saint Mary's University ADA/Section 504 Disability Grievance Procedure is located on page 56 of this handbook. The policy may also be viewed on the university website at: https://www.msmu.edu/student-life/disability-services/disability-grievance/

### FACILITIES MANAGEMENT

<table>
<thead>
<tr>
<th>Chalon - Brady Basement</th>
<th>310.954.4340</th>
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</thead>
<tbody>
<tr>
<td>Doheny - Building 8 1/2</td>
<td>213.477.2583</td>
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</tbody>
</table>

Rick Torkelson, Director
John Deeb, Associate Director/Facilities Manager – Chalon
Carlos Garcia, Facilities Manager – Doheny
Patricia Williams, Transportation/Parking Manager

Operations include all building maintenance, design, construction, renovation engineering, housekeeping and custodial services, landscaping and gardening, transportation, parking, emergency response, and set-up coordination for special events. The Facilities Management staff is here to ensure a safe, healthy, clean, and comfortable environment. General and preventative maintenance, housekeeping, custodial, and ground maintenance are done on an ongoing basis. Special projects and/or capital improvements are generally done during Winter, Spring, and Summer breaks unless urgency dictates.

### FINANCIAL AID

<table>
<thead>
<tr>
<th>Chalon - Humanities 130</th>
<th>310.954.4190</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doheny - Student Services 202</td>
<td>213.477.2562</td>
</tr>
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</table>

Dave Ong, Office Manager, (Chalon)
8:00 a.m. – 5:00 p.m. Monday - Thursday,
8:00 a.m. – 4:00 p.m. Friday

Bridgette Powell, Office Manager, (Doheny)
9:00 a.m. – 6:00 p.m. Monday - Thursday,
8:00 a.m. – 4:00 p.m. Friday

The Financial Aid Office administers grant, scholarship, loan and on-campus work programs to eligible students. Information and assistance regarding the application process as well as other funding options is available. Appointments are not required.
Debra Martin, Vice President for Administration and Finance
Andrew Loccisano, Assistant Vice President - Financial Services
Gloria Romero - Medina, Controller/Budget Director
Genie Tello, Accounting/Payroll Manager
Susanna Nelson, Director of Student Accounts
Teresa “Terry” Hernandez, Assistant Director of Student Accounts

Chalon - Administration First Floor
8:00 a.m. – 5:00 p.m., Monday - Thursday
7:30 a.m. – 4:00 p.m., Friday

Doheny - Building 745
9:00 a.m. – 6:00 p.m., Monday - Thursday
7:30 a.m. – 4:00 p.m., Friday

Financial Services is responsible for billing, collecting, and posting of tuition, room & board, and fees. Tuition billing is based on the student’s class registration through the Registrar’s Office. Room and board billing is based on the student’s room assignment by the Residence Life and Housing Services Office.

Financial Services also provides disbursement and accounting services, accounts payable, payroll, and general accounting, as well as collection of past due accounts and institutional loans.

Bon Appétit Management Company  http://themount.cafebonappetit.com/

All students residing on campus must complete a meal contract for a Meal Plan. The meal contract entitles students to meals only when classes are in session. A student required to remain on campus during University recess periods (including student nurses, leaders, and foreign students) may purchase meals on a cash basis or a Commuter Meal Plan if the dining hall is open. Arrangements must be made in advance. ID Meal cards are non-transferable.

**Flex Funds:** Flex funds can be used to purchase additional meals, coffee blends at the Hangout, Doheny Coffee Bar or meals for family and friends. Flex funds can be used at dining rooms for both campuses. There will be no refund of any unused Flex Funds. Funds do not carry over to the next semester.

*Weekly Rate can only be used by the card holder. Food purchased for family and friends will automatically be charged to the flex funds.

**Commuter Meal Plan:** Commuter students can save money and enjoy the convenience of a flexible dining plan by purchasing a Mount Saint Mary’s Commuter Meal Plan. When you purchase a meal plan, Mount dining dollars are loaded onto your ID card. Only Mount dining dollars offer non-resident students the opportunity to get 10% back when loading their card and enjoy tax-free dining at all on-campus dining locations. Mount dollars are non-refundable, however, any unspent Mount dollars remain valid and available to use as long as you are enrolled.

**Grab and Go:** Our Express Grab and Go salads and sandwiches are available during Café hours. Our on-campus coffee bars serve all of your favorite hot and cold espresso drinks along with fruit
smoothies. Pair your beverage perfectly with a fresh baked cookie or pastry.

**Dining Areas:** Method of payment to purchase food includes MSMU ID card, cash or credit card. All food provided by Food Services should be eaten in the Food Service dining rooms or on Leavcy or Ahmanson Patios. No food, china, glassware, trays or silverware may be removed from the dining area or taken into student residence. Failure to comply with these policies may result in disciplinary action.

**Vending Machines:**
- **Chalon:** Vending machines are located inside the Campus Center, and the laundry room in Carondelet.
- **Doheny:** Vending machines are located outside McIntyre Hall, by the Student Lounge, outside Building 5, and building 745.

Please report any problems or malfunctions to Silvia Beltran in Food Services.

For questions concerning meal plans, please contact the Food Services Office.

To learn more go to: https://mountsaintmarysuniversi.sharepoint.com/sites/MY MSMU/support-services/food-services/Pages/default.aspx

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**GRAPHICS/COPY CENTER – COPY MACHINES**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Chalon - Mailroom in Leavcy Commons</td>
<td>310.954.4336</td>
</tr>
<tr>
<td>Doheny - Mailroom in Building 10 ½</td>
<td>213.477.2588</td>
</tr>
</tbody>
</table>

Joey Tamayo, Manager  
Dominique Aquino, Graphic Designer  
Elizabeth Martinez, Customer Service Representative, Mailroom Services Lead  
Kereni Martinez, Customer Service Representative, Mail and Xerox Specialist  
Renz Lat, Customer Service Representative, Production Specialist  
Tracy Burgos, Customer Service Representative, Mailroom Services Lead

Chalon/Doheny: 8:00 a.m. - 4:30 p.m., Monday – Friday  
After hours and weekends 310.709.2476

**Graphics and Copy Center Services – Chalon and Doheny**

Full-service graphics and copy center services are now available for all students. Services include graphic design and desktop publishing, copying, and printing on a variety of paper stock. We also design and produce signs, banners and posters. Please come and see us for your graphics, posters, copies, and printing needs. Copy and print cost starts at 5 cents for black and white and 25 cents for color. Paper stock cost varies based on type, thickness and texture and some design elements. Finishing services like book binding (many kinds) are also available.

**PaperCut Student Copiers – Chalon and Doheny**

Self-service student copiers powered by PaperCut are available in all libraries, computer labs, and 24-hour labs. Student can copy, print, and scan to their flash drives using these copiers. Students must select Xerox/FindMe printer to print their documents.

Support is available Monday to Friday from 8:00 a.m. – 4:30 p.m.  
After hours and weekends 310.709.2476

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**HEALTH SERVICES**

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<th>Location</th>
<th>Phone Number</th>
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<tr>
<td>Chalon - Humanities 103</td>
<td>310.954.4110</td>
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<tr>
<td>Doheny - Building 3, Room B107</td>
<td>213.477.2685</td>
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</table>

Chalon  
Beryl Salvatore, RN, Director

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Jamila Valiente Tutor, RN, Student Health Coordinator  
Michelle Catipon, Student Health Education Coordinator  
Traci Eguchi, NP, Nurse Practitioner  
8:00 a.m. – 4:00 p.m., Monday - Friday  

**Doheny**  
Toni Wexler, RN, Student Health Coordinator  
Evelyn M. Hernandez, Medical Office Manager  
Jennifer Chin, MD, Medical Director  
8:00 a.m. – 4:00 p.m., Monday - Friday  

Call Student Health Services for your healthcare needs. You can schedule appointments for physical exams, well-women exams, immunizations, illnesses, injuries, lab testing and general health consultations. There is no charge to see a healthcare provider in the Student Health Center. Some fees may be assessed for medications and lab testing.

When Student Health Services is closed, contact the Resident Assistant on duty for assistance with urgent health problems.

**INFORMATION TECHNOLOGY (Computing Services)**  
Chalon - Coe Library  
Doheny - Building 3 - 104  
IT Service Desk  

213.477.2970

Mount Saint Mary's University supports a technology network that connects all departments, campus computers, labs and classrooms. Public areas on both campuses have wireless internet connectivity available on "MSMU Wireless." You must authenticate with your Mount account. The labs have Macs, PCs and printers available for student programming, email access, word processing, and internet access. Students can access several software packages on myMSMU at [http://www.msmu.edu](http://www.msmu.edu). Printing is offered through Pay-to-Print in key areas. Most computer labs are available on a walk-in basis. Lab assistants are available during lab hours to assist with questions and equipment needs. Every room has a network connection which enables your PC or Mac to access the internet and services. Routers are prohibited and printers should be connected by cable to your device.

If you have problems with computers or connectivity on campus, please call the IT Service Desk, (213)-477-2970.

**INSTITUTE FOR STUDENT ACADEMIC ENRICHMENT (ISAE)**  
Chalon - Humanities 207  
310.954.4144  
Doheny - Building 7  

213.477.2663

M. Veronica Martinez, Director  
Lisa Villa, Associate Director  
Valeria Rizo, Assistant Director  
Shantall Valencia, Program Coordinator

ISAE is a federally funded TRiO/Student Support Services program designed to ensure students have a successful college journey. Services provided to eligible students include career planning, personal counseling, and assistance in obtaining financial aid information, peer mentoring, leadership development and cultural enrichment activities.

In addition to being a US citizen or permanent resident, one or more of the following criteria must apply in order for a student to be eligible to participate in the ISAE program:

- Income Qualifying  
- First Generation College Student  
- Documented Disability

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Undergraduate students wishing to move from one program (e.g., Traditional, Weekend/Evening) into another program must be in good academic standing (have at least a 2.0 transferrable cumulative grade point average). Students on academic probation must successfully complete probation in their current academic program before changing programs. Inter-Program Changes are processed by the Assistant Dean of Traditional Undergraduate Education at Doheny. The Inter-Program Change form can be accessed through myMSMU by going to: Academics, Academic Advisement, Program Changes.

LIBRARIES
Chalon - Charles Willard Coe Memorial Library 310.954.4370
Doheny - J. Thomas McCarthy Library, Bldg. 6 213.477.2750

Danielle Salomon, Director of Libraries
Marjorie Acevedo, Associate Director, Research and Instruction
Cheryl Ocampo, Interim Assistant Director, Collections
Roy Kartman, Access Services Manager

Hours*
Coe Library, Chalon  McCarthy Library, Doheny
8:00 a.m. – 10:00 p.m., M-Th 8:00 a.m. – 9:00 p.m., M-Th
8:00 a.m. – 4:30 p.m., Friday 8:00 a.m. – 4:30 p.m., Friday
9:00 a.m. – 5:00 p.m., Saturday 8:00 a.m. – 9:00 p.m., Saturday & Sunday
10:00 a.m. – 10:00 p.m., Sunday
*Extended hours during finals. Hours are subject to change. Please visit our website for a complete listing: www.msnu.edu/academics/libraries/

The MSMU Libraries support students by providing research assistance, comprehensive access to digital and print information resources, and comfortable study spaces.

- **Research help** – Librarians are available for one-on-one research help in person and online. Find reliable sources, navigate databases, manage citations, and more. Go to msnu.libcal.com/appointments/ to schedule an appointment.
- **Research guides** -- Organized by subject to help you with your research: msnu.libguides.com
- **Find scholarly articles, data, e-books, and more** – Databases you can access from home with your MSMU login: msnu.libguides.com/az.php
- **24-hour study rooms** – Each library has a dedicated 24-hour study room with desktop computers, printing, and scanning.
- **Campus jobs** – We hire students! Visit Handshake or inquire in person.
- **Course reserves** – Textbooks and other course materials that your professors have put on reserve are available at the Circulation desk in both libraries.
- **Borrowing material from other libraries** –
  - **Link+** provides access to 7 million titles owned by 64 university and public libraries. Request with your MSMU library card and the materials will be delivered to either campus for you.
  - **Interlibrary Loan** is available at no cost to MSMU students, faculty, and staff. If you need an article or book that is not in our collection, email us at library@msmu.edu and we will bring it in from another library.

Library Website www.msnu.edu/academics/libraries/
Library Information and Circulation email circdesk@msmu.edu
Research Help email library@msmu.edu
Academic Emergency Loan: This loan is available during the first two weeks of each semester to current students with pending financial aid creating a credit balance on their account. The loan is considered an advance of pending financial aid, and will be charged directly to the student’s account, along with a $35 processing fee. If the pending financial aid does not materialize, the student will be responsible for repayment of the amount of the loan and the processing fee.

Students may borrow up to $500 per semester through this program for academic expenses only (such as books). Applications are available online via the portal, and by clicking on Student Accounts, then forms. Completed applications will be reviewed by the Director of Student Accounts. A meeting may be required, and it may take up to 10 (ten) business days to process. Note: Enrollment in eRefund is recommended.

LOST AND FOUND
Chalon - Administration Building 310.954.4000
Doheny - Building 10 213.477.2560

Lost and found items (with the exception of ID Cards, which can be turned in to and claimed from the Food Services Office) are left at the reception desk in the Administration Building lobby at Chalon or at the desk of the Graduate Dean administrative assistant in Building #10, first floor at Doheny. Please turn in all found items to the appropriate area.

MAIL SERVICES CENTER
Chalon - Brady Building, Ground Floor 310.954.4320
Leavey Commons 213.477.2556
Doheny - Building 10 ½ 213.477.2594

Joey Tamayo, Manager
Dominique Aquino, Graphic Designer
Barbara Tello, Customer Service Representative, Mailroom Services Lead
Renz Lat, Customer Service Representative, Graphics and Mailroom Services Lead
Ryan Spencer, Customer Service Representative, Graphics and Mailroom Services Lead
Tracy Burgos, Customer Service Representative, Mailroom Services Lead

Chalon/Doheny: 8:00 a.m. - 4:30 p.m., Monday – Friday
After hours and weekends 310.709.2476

Welcome to Mount Saint Mary’s University Mail Services for Chalon and Doheny Campuses. We provide the following services:
- Mailboxes for resident students
- Processing center and mail drop location for all outgoing USPS mail and packages
- Stamps, packaging supplies and postage sale (cash or checks only)
- Designated receiving, distribution pick-up point for all incoming U.S. Postal Service mail and packages including accountable Express Mail
- Designated receiving, distribution pick-up point for all incoming FedEx,
- UPS, OnTrac, DHL envelopes and packages
- Supplies for USPS, FedEx, and UPS
- Campus to Campus mail and package delivery for faculty and university offices
- Distribution and delivery of mail and packages to some university departments

Chalon Campus Mail Services
Chalon Mail Services is located in the Brady Building passed the Bookstore
Full-Service Window Hours:
8:00 a.m. to 4:30 p.m., Monday - Friday

Self-Service Student Mail Pick Up Hours:
Student mailbox access area: Always open as long as Brady building is open.

Pre-stamped outgoing mail can be placed inside a designated drop box for outbound mail inside the student mailbox access area anytime.

Students can also bring their mail to the window and hand them off to any of our staff members during business hours.

Outgoing USPS Mail Pick Up hours:
There is no set time for mail pickup. Mail carrier pickup mail once and it could occur anytime between 10:00 a.m. to 2:00 p.m.

Designated UPS outgoing drop-off location – You can bring your pre-paid outgoing UPS packages in the mailroom anytime during our business hours.

Designated FedEx power shipper and FedEx outgoing drop-off location – Full-service FedEx shipping, we can ship it for you. You can also bring any prepaid outgoing FedEx packages.
Nearest US Post Offices:
- Washington Station - 819 W Washington Blvd, Los Angeles, CA 90015-6406
- Dockweiler Station - 3585 S Vermont Ave, Los Angeles, CA 90007

Doheny Campus Mail Services
Doheny Mail Service is located in Building 10 ½, behind the Administration Building.

Full-Service Window Hours:
8:00 a.m. to 4:30 p.m., Monday - Friday

Self-Service Student Mail Pick Up Hours:
Student mailbox access area: 8:00 a.m. to 10:00 p.m.

Pre-stamped outgoing mail can be placed inside a designated drop box for outbound mail inside the student mailbox access area from 8 a.m. to 10 p.m.

Students can also bring their mail to the window and hand them off to any of our staff members during business hours.

Outgoing USPS Mail Pick Up hours:
There is no set time for mail pickup. Mail carrier pickup mail once and it could occur anytime between 10:00 a.m. to 2:00 p.m.

Designated UPS outgoing drop-off location – You can bring your pre-paid outgoing UPS packages in the mailroom anytime during our business hours.
- Designated FedEx power shipper and FedEx outgoing drop-off location – Full-service FedEx shipping, we can ship it for you. You can also bring any prepaid outgoing FedEx packages.

Outgoing mail may be left at Building 10 ½ or at the U.S. Post Office drop box on Chester Place and 23rd St. latest pick up time is 5:00 p.m.
Nearest US Post Offices: Barrington Station - 200 S Barrington Ave, Los Angeles, CA 90049

<table>
<thead>
<tr>
<th>MEDIA AND TECHNICAL SUPPORT SERVICES</th>
<th>310.954.4380</th>
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<tbody>
<tr>
<td>Chalon - Coe Library 2nd Floor</td>
<td>213.477.2647</td>
</tr>
<tr>
<td>Doheny - Building 3-B104</td>
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</tbody>
</table>

Eric Kieselhorst, Director

Chalon Hours of Operation
8:00 a.m. – 9:00 p.m., Monday - Thursday
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8:00 a.m. – 4:30 p.m., Friday
10:00 a.m. – 4:30 p.m. Saturday & Sunday

**Doheny Hours of Operation**
7:30 a.m. – 7:00 p.m., Monday -Thursday
7:30 a.m. – 4:30 p.m., Friday
*7:30a.m. – 7:00 p.m., Saturday & Sunday WEC/Graduate Only

Media and Technical Support Services house and maintain media equipment necessary for University activities and may be utilized by students, staff and faculty. Videos may be streamed via Films on Demand in the Center, classrooms, dorms, and from off-campus (Please ask Media employees for training). In addition, the Media Center has dual-boot Mac & Windows workstations. These workstations have various software programs, including Word, Excel, and PowerPoint. Printing is also available.

Media and Technical Support Services now offer a Walk-In-Help Desk for students, faculty and staff. Media staff or student workers will be able to assist you with technology issues/questions. The Walk-in Help Desk is available at both campuses.

The main purpose of Media and Technical Support is to support the instructional programs at both the Chalon & Doheny campuses. Classes have priority for equipment, materials, and staff time. Student organizations may use equipment not needed for classroom instruction. Training can be provided for all Media and classroom technology.

<table>
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<tr>
<th><strong>REGISTRAR</strong></th>
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<tr>
<td>Chalon - Administration First Floor</td>
<td>310.954.4020</td>
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<tr>
<td>Doheny - Student Services</td>
<td>213.477.2520</td>
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</table>

Rocio DeLeon, Registrar
Sr. Guadalupe Moore, Assistant Registrar (Chalon)
Jennifer Sanchez, Assistant Registrar (Doheny)
Maritza Salazar, Degree Audit Coordinator (Doheny)
Margarita Sandoval, Academic Records Specialist (Doheny)
Karina Antunez, Academic Records Specialist (Chalon)
Jacqueline Linares, Office Assistant (Doheny)
Bryan Solis, Office Assistant (Chalon)

<table>
<thead>
<tr>
<th><strong>Chalon Office Hours:</strong></th>
<th><strong>Doheny Office Hours</strong></th>
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<tr>
<td>8:00 a.m. - 5:00 p.m., Monday -Thursday</td>
<td>9:00 a.m. – 6:00 p.m., Monday-Thursday</td>
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<tr>
<td>8:00 a.m. – 4:00 p.m., Friday</td>
<td>8:00 a.m. – 4:00 p.m., Friday</td>
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The Registrar’s Office provides a variety of services to MSMU students including course registration, maintenance of transcripts, verification of enrollment, processing of add/drop, directed study, independent study, internship and credit/no credit forms. Stop by the Registrar’s Office for information or questions concerning academic or enrollment status.

<table>
<thead>
<tr>
<th><strong>RESIDENCE LIFE AND HOUSING SERVICES</strong></th>
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<tbody>
<tr>
<td>Chalon - Brady 101</td>
<td>310.954.4325</td>
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<tr>
<td>Doheny - Hannon 123</td>
<td>213.477.2661</td>
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</table>

Michelle Saldana, Director
Chinako Belanger, Associate Director, Chalon
Amber Simkins, Assistant Director, Doheny
Sandy Gutierrez, Housing Coordinator

<table>
<thead>
<tr>
<th>8:00 a.m. - 4:30 p.m., Monday - Friday</th>
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The residential experience on the Mount Saint Mary's University Chalon or Doheny campus can be an enjoyable experience, providing a unique opportunity for individual and group participation in residence.
hall life. Living and learning occur throughout the residence halls and life in the halls compliments the 
academic life of the classroom. Life in the residence halls provides various opportunities for residents to 
make connections, engage in life learning skills and become campus leaders. Our carefully designed 
programming model provides workshops, trips and events targeted to support resident’s academic 
success, wellness, diversity and inclusion, and civic engagement opportunities. On campus living options 
are available to full-time traditional undergraduates, ABSN, DPT, JTC and Graduate students.

<table>
<thead>
<tr>
<th>SPORTS AND WELLNESS</th>
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<tbody>
<tr>
<td>Chalon - North end of the campus</td>
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<tr>
<td>Doheny - Building 8 ½</td>
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</table>

Mark Spellmire, Interim Director  
Lindsay Connors, Assistant Director (Doheny)  
Alison Halpem, Wellness Manager  
Ederson Lopes, Soccer Club Coach  
Vacant, Volleyball Club Coach

The Sports & Wellness Department promotes leadership and success by enhancing wellbeing. This is 
accomplished by offering a broad range of programs and services that engage, inform, and inspire. The 
programs and services offered are:

**Club Sports**
Join Women’s Volleyball or Women’s Soccer. These clubs practice regularly and compete against other 
universities in the state and region. Tryouts occur at the beginning of each fall and spring semester. 
Contact the club coach for details.

**Fitness Centers**
Fitness Centers on both campus are typically open 7 days a week, for up to 15 hours a day. Call the 
facility or check the website for current hours. Everyone must have a current student ID to enter facilities. 
Facilities on each campus include lighted tennis courts, an outdoor basketball/volleyball court, heated 
swimming pool and a fitness center. The fitness center is fully equipped with cardiovascular and strength 
training equipment. A variety of sports equipment is also available for checkout.

**Physical Education (PED) Classes**
Offered as electives, these classes allow regular physical activity and the opportunity to improve or learn 
a new skill. Options include dance, strength, cardio, and sports. Register on WebAdvisor or with an 
Add/Drop Form.

**Wellness Coaching**
Students looking to improve or maintain their wellness can meet one-on-one with a Peer Wellness 
Advocate. They can empower and guide you in creating a plan to make changes and set goals to 
become the healthiest version of you!

**Group Exercise, Intramural Sports, & Special Events**
Every week, group exercise sessions are offered for a free, drop-in fitness option. Led by an instructor, 
they are designed for all skills and fitness levels. No need to register for group exercise. Special events 
involve all areas of the wellness movement: Eat Green, Move More, De-Stress, and Sleep Well. Some 
events each year include farmers markets, food week, recipe sampling, intramural sports, glow in the 
dark volleyball, hikes, camping, yoga, and tie-dying pillowcases.

<table>
<thead>
<tr>
<th>STUDENT AFFAIRS</th>
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<tbody>
<tr>
<td>Chalon - Humanities 200</td>
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<tr>
<td>Doheny - Building 7</td>
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</table>

Jane E. Lingua, Ph.D., Vice President  
Rosalyn Kempf, Ed.D., Assistant Vice President  
Laura Crow, Ed.D., Dean of Student Life, Chalon Campus  
Jessica Cuevas, Dean of Student Life, Doheny Campus  
Valerie Bonilla, Assistant to the Vice President

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Maryann Nguyen, Associate Director of Student Life

8:00 a.m. - 4:30 p.m. Monday - Friday

Student Affairs is here to provide you with the opportunities, experiences and support that make your education a complete and successful endeavor. This happens through a wide variety of co-curricular offerings in multiple departments, including the Community Student Ambassador Program, Campus Ministry, Campus Security, Career Services and Internships, Community Engagement, Counseling and Psychological Services, Sports and Wellness, Student Health Services, Academic Support Center, Orientation, Residence Life and Housing Services, Commuter Services, and Women’s Leadership and Student Engagement. We encourage you to get involved in any of our programs. The Student Affairs Office publishes the Athenian Weekly (the Chalon Newsletter) electronically to keep students and the mount community informed of student life events taking place throughout the semester. If you have any questions, concerns or challenges, please visit the Student Affairs Office and we will do our best to assist you.

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<th>STUDENT COIN COPIERS</th>
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<tbody>
<tr>
<td>Chalon - Mailroom in Leavey Commons</td>
<td>310.954.4336</td>
</tr>
<tr>
<td>Doheny - Mailroom in Building 10 ½</td>
<td>213.477.2594</td>
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PaperCut Self-Service Student Copiers:
PaperCut self-service copiers enables all students to print from all library computers, lab computers or from their personal laptops and tablets. All MSMU students with university issued ID cards can use PaperCut. You must have funds in your account in order to make copies and print. Funds can be added online using a credit card or by using a cash revalue machine to add funds using cash or coins. Copy and print cost 5 cents for black and white and 25 cents for color.

Chalon Locations:
- Coe Library 3rd floor main stack – 2 copiers, 1 cash revalue machine
- Coe Library 2nd floor 24-hour lab, near the media center – 1 copier
- Jose Drudis building, art lab – 1 copier
* If students encounter issue printing using PaperCut student copiers, they are encouraged to see the library or lab front desk and ask for assistance. As a last resort, they could proceed to the mailroom and copy center and have their project printed.

Doheny Locations:
- J. Thomas McCarthy Library (Building 6) main stack – 2 copiers, 1 cash revalue machine
- Building 3, inside media center – 1 copier, 1 cash revalue machine
* If students encounter issue printing using PaperCut student copiers, they are encouraged to see the library or lab front desk and ask for assistance. As a last resort, they could proceed to the mailroom and copy center and have their project printed.

<table>
<thead>
<tr>
<th>STUDENT EMPLOYMENT OFFICE</th>
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<tbody>
<tr>
<td>Chalon - Administration 120</td>
<td>310.954.4195</td>
</tr>
<tr>
<td>Doheny - Building 745 #202</td>
<td>213.477.2562</td>
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</table>

8:00 a.m. - 5:00 p.m., Monday - Friday (Chalon)
9:00 a.m. - 6:00 p.m., Wednesday (Doheny)

The Student Employment Office serves students and supervisors at both campuses. Its main function is to provide assistance for eligible students to be employed by the University. Some of the other functions include orientation of new student employees to the work study program, training of supervisors and student employees, processing student evaluations, monitoring students’ earnings and conducting Student Employment Week. Student Employment Week recognizes and honors all work-study students, particularly the Student Employees of the Year at both campuses.
Brandon Roberson, Director
Leslie Robles, Associate Director
Jaede Ishikawa, Student Success Counselor
Katharine Tepper, Coordinator

8:00 a.m. - 6:00 p.m., Monday-Thursday
8:00 a.m. - 4:00 p.m., Friday

The Student Resource Center at Doheny is dedicated to fostering academic excellence and student success. We are driven by the philosophy that our staff working with students promotes academic and personal success. We are available to promote student success through Tutoring, Workshops, Test Preparation, Study Skills, Discussion Groups, and Peer and Success Counselling, while also helping guide students in their exploration and access of campus resources.

Patricia Williams, Manager
8:30 a.m. – 4:30 p.m. Monday - Friday

Shuttle service is available for Mount Saint Mary's University current students, faculty, and staff. MSMU University I.D. is required to board all shuttles. The Explore LA Shuttle service is available to students only.

The MSMU Transportation Department provides the following shuttle services for students:
Inter-campus shuttles run between the Doheny and Chalon campuses, Monday through Friday, 5:30 a.m. – 10:30 p.m.

The Union Station shuttle travels to the Doheny campus Monday through Friday during peak hours, 7:15 a.m., 8:10 a.m. and 9:45 a.m. The return trip to Union Station hours are 2:35 p.m., 3:35 p.m. and 4:35 p.m.

Chalon Explore LA program is specifically designed for students and operates Sunday through Saturday from 2:00 p.m. – 8:00 p.m. The service transports students to local stores, banks, eateries, beaches, and many other places around Santa Monica and Westwood. All students must return to the Chalon campus by 10:00 p.m.

Mount Local operates Monday through Friday during peak hours and picks up at the corner of Saltair and Sunset by the Catholic church. This program is designed to assist those who use public transportation to get to the Chalon campus. The service drops off at the corner of Sunset and Bundy. Please refer to Inter-campus schedule for afternoon drop offs after 12:15 p.m.

The Mount Expo service is designed to assist those who use the Metro Expo line to get to the Chalon campus. The shuttle meets at the Expo/Bundy exit at the corner of Amherst Street. Service is available during peak morning and afternoon hours.

All shuttle schedules can be found on the myMSMU portal. For live parking updates, follow msmu_laparking on Twitter. For live shuttle updates, follow msmu_lashuttles on Twitter. Follow msmu_laparking on Instagram for information regarding parking announcements.
Jacqueline Ha-Maki, Study Away and ISSS Specialist
Email: StudyAbroad@msmu.edu
Info: www.msmu.edu/academics/study-away/ and especially myMSMU/Academics/Study Away

Students have many exciting opportunities to study across the country and around the world during their time at the Mount. You can choose to study away for a semester or a year or as a participant in a short-term, faculty-led study trip. Possibilities for exchange study include international partner universities in China, England, Japan, and Mexico as well as the eight Sisters of St. Joseph colleges and universities and the Yes We Must Coalition in the United States. Traditional study abroad programs are available in most countries through our affiliate organizations. The MSMU faculty also leads programs that offer great destinations in Europe, Asia, Africa, and South America on shorter study trips during or after the semester.

Study Away application deadlines are April 1 for the coming fall semester and October 1 for the coming spring semester.

Visit the Study Away portal, stop by the Center for Global Initiatives, or email us at StudyAbroad@msmu.edu to learn more about how you can broaden your horizons and enrich your education through Study Away. We look forward to talking with you!

TECHNICAL COMMUNICATIONS
Chalon - Drudis Biada 108 310.954.4357
213.477.2944

Raul Castaneda, Technical Communications Coordinator

The Technical Communications Department provides service, equipment and training to students for their telephones. Services include adds, changes, deletes or moves of telephone extensions; voice mail. MSMU dorm room telephones are restricted to 4 digit campus calls only, unless calling a toll free number or using a calling card to initiate any outside calls. The department is responsible for troubleshooting problems that may arise with equipment or service after a Help Desk ticket has been opened. Please visit the Information Technology portal page, under Application Help on the Staying Connected tab for more information. You can also email us at telecom@msmu.edu

UNIVERSITY AND EXTERNAL EVENTS
Doheny - Building 8 213.477.2761

Heather Schraeder, Director
hschraeder@msmu.edu
213.477.2767

Civil Hernandez, Coordinator
chernandez@msmu.edu
213.477.2537

8:00 a.m. – 5:00 p.m., Monday - Friday

The Office of University and External Events is responsible for reserving campus venues, resources and parking for both the Chalon and Doheny campus. Meetings, special events, filming and student involvement fairs are just a few examples of the types of events that are held on campus. Students involved in organizations or clubs may make requests on 25Live with additional approval from Women’s Leadership and Student Engagement.
WOMEN’S LEADERSHIP AND STUDENT ENGAGEMENT
Chalon- Leavey Commons, Ground Floor
Doheny- Building 11, 2nd Floor
310.954.4350
213.477.2983

Dr. Rosalyn A. Kempf, Assistant Vice President for Student Affairs and Women’s Leadership
Vacant, Associate Director for Women’s Leadership, Civic Engagement, and Assessment
Brittney Plascencia, Associate Director for Women’s Leadership and Student Engagement
Karla Guzman, Assistant Director for Women’s Leadership and Student Engagement

8:00 a.m. - 4:30 p.m., Monday - Friday

Women's Leadership and Student Engagement (WLSE) offers many opportunities for leadership skill building and development in order to prepare students as leaders in their communities and future careers. Students are encouraged to develop and strengthen their personal, team, group, and citizen leadership skills throughout their time at the Mount. Programs and services offered through our office are available to all full-time traditional undergraduate students. Mount Leads, a university-wide leadership initiative is coordinated by our office and we encourage all students to explore how they can grow as leaders in the Four Core Principles of Leadership.

The Student Government Association (SGA) and the Student Activities Council (SAC) are housed in the WLSE office. SGA is designed to promote and work for the needs of students and the Mount community. Elected and appointed SGA officers form one collective governing association that serves as the voice of the student body and work to make student-centered change on campus in collaboration with university officials. The Student Activities Council (SAC) is a campus-wide event planning student council made up of students who consider themselves the “Keepers of the Athenian Spirit.”

Information regarding student clubs and organizations can also be found in this office. Resources and services are available for all recognized MSMU clubs/organizations. First- and second-year students may also apply at the beginning of each year to be part of the nationally recognized Leadership Scholar Program. Students in this program have opportunities to develop their leadership potential by taking courses and participating in group service projects and other developmental experiences.

All Mount students are empowered to participate in a variety of community engagement opportunities in order to gain awareness of issues impacting our society, to assess their own learning through reflection and structured experiences, and to become life-long advocates committed to social justice. The results are strong, dedicated and successful MSMU students who lead the way as learners, caregivers, citizens and leaders.

Founded in 1991, the Community Student Ambassador Program works with students, teachers, school counselors, and parents in the local community to provide information and support regarding higher education and the college application process. Student Ambassadors facilitate presentations and workshops to students about the various aspects of college preparation, such as choosing a college or university, applying for financial aid, college admission, and researching scholarships.

Through the Alternative Spring Break program, students are able to explore local issues through direct service with community partners while also learning about how they can impact policy through discussions with community leaders and government officials.

The university’s democratic engagement plan, MSMU Votes, encompasses a variety of programs, events, and collaborative efforts across the University designed to educate and empower students as active citizens. Each year, WLSE selects students to participate in Public Leadership Education Network (PLEN) seminars in Washington, D.C. Students are able to meet and network with women leaders from a variety of fields in our Nation’s Capital. Applications are available beginning in August.

Orientation for new students is also coordinated through this office. Current students can apply to be summer Orientation Leaders. O-Leaders act as guides to new students during the orientation program by answering questions and introducing them to university life.
The following policies and procedures describe Mount Saint Mary’s expectations of all members of the University community. Students will be held accountable for understanding and abiding by these policies and procedures. Questions or concerns can be directed to the Deans of Student Life. (Updated June 2019)

The most current version of this handbook can be found on-line at https://www.msmu.edu/student-life/living-on-off-campus/university-handbook/

**ATHENIAN PROMISE - A Commitment to Civility**
Mount Saint Mary’s University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept obligation to live by these common values and commit to the following principles.

As a member of the Mount Saint Mary’s University community:
- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the university community.
- I will support a culture of diversity by respecting the rights of those who differ from me.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others. This is my promise to Mount Saint Mary’s University and its community of scholars.

-Adapted with permission from the University of Pittsburgh’s “Pitt Promise”

**ACADEMIC FREEDOM**
Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. This freedom of expression implies the responsibility to provide the same freedom for others.

Students should be free to discuss any grade with the instructor of the course, the department chairperson, and the academic dean so as to be protected against prejudiced or capricious academic evaluation. Students are responsible for performing according to standards established for each course in which they are enrolled. Student performance should be evaluated on this academic basis. Student academic freedom should respect the freedom of faculty to determine content, methodologies, and measures of academic performance within the framework of University goals and policies.

**ACADEMIC INTEGRITY**
The academic environment is predicated on truth and integrity. Acts of dishonesty constitute a serious offense to the Mount Community. Acts of academic dishonesty include but are not limited to the following:
1. **Cheating:** Cheating of any kind is dishonest. This includes copying other’s essays or exams, stealing exams, buying or otherwise procuring new or used exams, having someone else take an exam or write an essay for which you take credit, and any other way you might receive credit for work that is not your own.
2. **Failing to hand in original work:** Using one essay for two different classes is also dishonest. If you have a topic appropriate for two classes, original and separate work must be done for each
class, unless approval of both instructors has been obtained. Moreover, co-writing an essay
without both obtaining the instructor’s permission and acknowledging the other person’s help is
dishonest.

3. **Plagiarism**: Plagiarism is an act of academic dishonesty. It is a serious academic offense.
   Plagiarism is using anyone else’s ideas and representing them as your own (i.e. not giving
   appropriate credit). Acts of plagiarism include the following:
   - failure to document and give credit to an original source,
   - paraphrasing another person’s ideas without giving credit,
   - using direct quotes without proper recognition of the source,
   - using statistics, facts, or information from a source other than your own original research
     without giving credit.

4. **Falsification or misrepresentation**: Falsification of lab or clinical data, clandestine collaboration
   with others in class presentations or laboratory experiments, alteration of University documents,
   alteration of instructor’s grade sheets/book, misrepresentation on admissions materials,
   falsification of academic records, forgery, entering computer accounts other than one’s own
   without prior consent of the owner, entering or deleting information without permission are all
   academic offenses.

5. **Theft**: Theft or mutilation of library or media materials, computer or media equipment, records
   or other University documents (such as examinations, assignments, gradebooks or other course
   materials), or theft from any member of the academic community are all acts of academic
   dishonesty.

**Consequences**: Actions such as these should incur, in proportion to the gravity of the offense,
appropriate action on the part of the instructor or University representative. The penalty for an act of
dishonesty could range from a grade of F on an examination or assignment, a reduced or failing grade
for the course in question, probation, suspension or expulsion from the University. Repeated acts of
academic dishonesty will be treated more gravely.

**Appeal Procedure**: Any student of the University has the right to appeal any decision resulting from a
perceived act of academic dishonesty. The Academic Integrity Board should be consulted in the case of
an appeal or whenever a case involving academic dishonesty has not been resolved at a lower level.

**ACADEMIC INTEGRITY BOARD**
The University Academic Integrity Board shall hear cases within its jurisdiction which are not resolved on
a lower level.

1. **Composition**: The Board shall be composed of four members:
   a. Two full-time faculty members, at least one of whom is tenured.
   b. Two student members. The undergraduate student members must be of full-time status and
      of at least sophomore standing. The graduate student members must be currently enrolled
      and have completed at least 15 units at the University. Both students and two alternates
      shall be appointed by the Associated Student Body Board(s) in consultation with the Vice
      President for Student Affairs, in the Spring preceding their two year terms of service. The
      Graduate Council will appoint two graduate students and two alternates in the Spring
      preceding their one year of service, who will serve on the board in lieu of the undergraduate
      students in any cases involving graduate grievances. Should the ASB recommendations for
      student members and alternates fail to materialize in adequate student representation, the
      Chair of the Committee will appoint the student representative(s) to the Committee.
   c. The Chair shall be nominated by the faculty, recommended by the Faculty Policy
      Committee, and appointed by the President for a two-year term. In alternate years, the
      second faculty member shall be appointed by the Faculty Policy Committee to a two-year
      term.

2. **Functions**
   a. Publish and interpret the Academic Dishonesty Policy and procedures.
   b. Designate for each chair a cognate chair in case of conflict of interest.
   c. Receive and investigate unresolved conflicts relative to the disposition of individual
      academic dishonesty cases. The board shall determine if the complaint has enough merit to
      be sent to the Academic Integrity Panel.
   d. Certify that the complainant has used all the ordinary means available to resolve the conflict.
e. Issue advisory opinions regarding academic dishonesty upon request of other institutional agencies, including the Faculty Assembly.

f. Participate in hearings involving academic dishonesty cases as ex-officio representatives on the Academic Integrity Panel.

g. Issue a written report of findings to all parties in a complaint, and see that a report be filed and maintained in the Academic Vice President’s Office.

**ACADEMIC INTEGRITY PANEL**

1. **Composition:** The panel shall consist of seven members:
   a. The two faculty and the two student members of the Academic Integrity Board;
   b. One member selected by the complainant from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
   c. One member selected by the defendant from among the full-time faculty, or full-time students of sophomore, junior, or senior standing;
   d. One member appointed by the Provost.
   e. In the event that no faculty member on the panel is from the area/field of the defendant, the board shall appoint one faculty member from that area/field who shall be an ex-officio non-voting member.
   f. The Chairperson of the Academic Integrity Board chairs the panel and holds a non-voting position, except in the case of a tie.
   g. If one of the four members from the Academic Integrity Board withdraws from a particular case because of personal involvement, then the Chairperson shall appoint a fourth member from either the full-time faculty or full-time students as prescribed above.
   h. If the Chairperson withdraws from the particular case because of personal involvement, then the one remaining faculty member from the board assumes the chair and appoints a fourth member from the full-time tenured faculty after consulting with the two remaining members.

2. **Convening the Academic Integrity Panel**
   The Chairperson of the Academic Integrity Board shall convene the Academic Integrity Panel within ten (10) calendar days after a determination by the board that a complaint should go to the panel and receipt of certification by the Faculty Academic Freedom Committee that no faculty academic freedom question is involved in a substantive grievance.

3. **Hearing by the Academic Integrity Panel**
   a. The panel shall establish a date for a formal hearing. It shall allow adequate time to all parties for the preparation of the refutation of charges.
   b. The hearing shall be closed, unless all parties agree in writing that it be open. The Chairperson’s determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.
   c. The complainant and defendant are both entitled to be represented at the hearing by advocates of their choice. Since the hearings are administrative, and not judicial in nature, the advocates may not be lawyers. A taped transcript of the hearing shall be made and retained for five years.
   d. Both parties (or their representatives) have the right to present evidence and witnesses on their behalf and to confront and question opposing witnesses.
   e. Under normal circumstances, if the duly notified complainant does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.
   f. If a duly notified defendant does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the complainant.

4. **Functions**
   a. Conduct hearings.
   b. Consider evidence (consulting with whomsoever it deem appropriate).
   c. Submit an opinion, in writing, to the parties involved.
   d. Ensure that a copy of the findings be placed in the files of the Office of the Provost.

5. **Procedure**
   a. When an instructor has decided that an act of dishonesty has occurred, then the following procedure should be followed:
1) The instructor may give a lower grade or an "F" in the examination or assignment. If the matter demands more severity, the instructor may assign a lower grade or an "F" for the course.

2) If the instructor views the situation as sufficiently serious to carry the matter further, in addition to the grade assignment, she/he may bring the matter to the Department Chairperson for consultation or take the case to the Academic Integrity Board (see 33).

3) The instructor must inform the student, in writing, that this action has been taken and that the student has the right to appeal. This part of the process must be completed within ten (10) calendar days of the discovery of the alleged violation. The instructor will keep careful documentation of all communications with the student regarding the incident. A brief written report of the action taken must be filed in the Office of the Provost. The Provost will establish a file on the student in case of further acts of academic dishonesty. If a resolution is not reached at this time, then the matter will be taken up with the Academic Integrity Board.

4) The student (within ten (10) calendar days of notification (see 3) from instructor), the instructor (within ten (10) calendar days of the discovery of the alleged violation) or an administrator (within ten (10) calendar days of notification) may take the case to the Academic Integrity Board.

5) If no formal action is filed by the student or the instructor within ten (10) calendar days of notification by the instructor, the original decision becomes final.
   a. Ordinarily, the decisions of the Academic Integrity Panel are final and subject to the approval of the Provost.
   b. If a grade reversal is recommended, then this recommendation will be submitted to a Faculty Peer Review group for its consideration.
   c. Both the decision of the Academic Integrity Board and the decision of the Faculty Peer Review group will be submitted to the Provost who will then make the final decision.
   d. If the Provost approves a decision, then that decision will be implemented by the Provost within seven (7) days after the decision has been handed down.
   e. In the implementation of decisions, the Provost will consult with the Vice President for Student Affairs where appropriate.

6) Sanctions (Note: In addition to sanctions, restitution may be demanded where appropriate):
   a. Assignment of a special project that would benefit the student. (This may be added to any sanction.)
   b. Written reprimand with the notice that any repetition could develop into a situation requiring severe disciplinary action.
   c. Disciplinary probation resulting in possible loss of designated privileges for a stated period of time. Proven failure to live up to the terms of the probation may result in further disciplinary action, including suspension or expulsion.
   Samples of probation conditions:
   1. Exclusion from campus residence.
   2. Ban from participation in social or student governance activities.
   3. A special assignment related to the nature of the offense.
   d. Suspension from classes, campus activities, or from the University itself. The letter of suspension will specify the period of the suspension and the conditions for reinstatement.
   e. If the student should fail to fulfill the conditions of suspension then she/he could be subject to expulsion.
   f. A student would be put on an interim suspension from classes or barred from other privileges or activities pending a final decision on an alleged violation. The authority to do this lies with the Provost. The basis for interim suspension by the Provost is harm to the University Community.
   g. Pending a hearing by the Academic Integrity Board, a student may be suspended from a professional program by the department for not meeting the ethical standards of that profession.
      • Action to suspend the student from the University may be taken only by
the Academic Vice President acting in concert with the Academic Integrity Board.

h. Expulsion from the University.

6. **Group Sanctions:** Where circumstances warrant it, and where there is reasonable proof that a group of students have engaged in violations of academic dishonesty, the group may be subjected to:
   a. group probation
   b. denial of the use of University facilities
   c. suspension
   d. expulsion

**ACADEMIC GRIEVANCE**
A University Academic Grievance Committee shall be established with the authority to resolve grievances within its jurisdiction.

**Composition**
The Committee shall be composed of five members. The chair is a tenured faculty member, recommended by the Faculty Policy Committee, and appointed by the President for a three-year term. Two full-time faculty members elected for a two-year term. Two student members who serve one-year terms on the Committee. The student members must be of full-time status and at least sophomore standing and, if a graduate student, have completed at least fifteen units at the University. The Chair of the Committee will appoint the student representatives in consultation with the Vice President of Student Affairs and/or the Graduate Council.

**Accountability**
The Academic Grievance Committee is accountable to the President of the University.

**Jurisdiction**
The Academic Grievance Committee shall receive and investigate complaints, excluding those pertaining to a learning disability (see University Disability Grievance 2019-2020 MSMU Student Handbook page 44 Procedure) that have not been resolved on a lower level (Instructor and Department Chair/Program Director) on:
   - Admission into a major or program
   - Disqualification from a major, a program, or from the University
   - Student academic performance evaluations (grades)
   - All other instructional matters (e.g., deviating from a syllabus, instructor absences)

**Functions**
The Academic Grievance Committee shall:
   - Carry out the functions in a timely manner, taking all due steps to help the case proceed in as expeditious a way as possible.
   - Distribute current policies and procedures to all faculty in the beginning of each academic year.
   - Interpret the Student Bill of Rights in such cases where there has been an alleged violation of those rights and the academic grievance procedure requires such an interpretation in order to reasonably assess the student's complaint. Cases involving learning disabilities are handled by the University Disability Grievance Procedure.
   - Issue advisory opinions regarding academic grievances upon request of other institutional agencies, including the Faculty Assembly.
   - Attempt to resolve the complaint through the Informal Resolution process
   - Initiate and investigate the complaint through the Formal Resolution process when indicated.

**Informal Resolution of Grievances and Grade Appeals**
When a student or group of students has been unsuccessful in resolving the complaint with the Instructor or the Department Chair/Program Director, the Academic Grievance Committee shall attempt to resolve the complaint.

The burden of proof is on the student. In a grade appeal, the student should show the instructor made a clerical error in computing the grade or an egregious error of judgment in evaluating the student’s performance.
The Informal Resolution Process
A student who wishes to file a grievance must submit a request in writing or via the University email to initiate the Informal Resolution process. The request must be submitted to the Academic Grievance Committee Chair within a maximum of fourteen (14) calendar days (excluding University holidays) after the alleged complaint occurred, or the posting of grades by the Registrar, in the case of a grade appeal.
- The request must include a detailed description of the facts and circumstances to support the allegations.
- In order to submit a grade appeal, the student must have satisfied the attendance policy and completed the course requirements, as set out by the syllabus.

After receiving the student’s request, the Chair of the Academic Grievance Committee will inform the relevant faculty member(s) and the Department chair/Program Director and provide a copy of the written request. The faculty member shall make all pertinent records, including the syllabus, available to the Academic Grievance Committee Chair.

The Academic Grievance Committee will validate that the student fulfilled all course expectations and requirements indicated in the syllabus.

The Academic Grievance Committee will then request that the Chair of the Academic Freedom Committee verify in writing that no question of faculty academic freedom is involved in the case in question.

The student will attempt to informally resolve the situation, working with the Instructor, Department Chair/Program Director, and the Chair of the Academic Grievance Committee. In the case of a grade appeal, the responsibility for assessing student achievement and assigning grades rests with the faculty. Only the faculty member is empowered to change a grade, unless a clerical error has been made (at which point the Department Chair/Program Director can file the correct grade with the Registrar).

If a resolution is not reached, the student, in consultation with the Chair of the Academic Grievance Committee, may proceed to the Formal Resolution process.

Formal Resolution
If the Informal Resolution process described above does not yield a successful resolution, the student may file a written or emailed request for a Formal Grievance Hearing.

When and Where to File
The student must submit a written/emails request for a Formal Resolution to the Chair of the Academic Grievance Committee within seven (7) calendar days after the end of the Informal Resolution process.

What to File
The request must include the following:
- A copy of the request submitted for the Informal Resolution
- A written statement setting out the evidence to support the allegations
- A full description of the Informal Resolution process (e.g., attempts made to resolve the dispute)
- A statement of the remedy requested by the grievant (such as the grade thought to be warranted)

Notice of Receipt
Upon receipt of the request for a Formal Hearing, the Chair of the Academic Grievance Committee will determine if the requirements of the informal process have been met. The Chair will then notify the student in writing or email of this decision.

Investigation/Hearing
When a Formal Hearing is deemed appropriate, the Chair of the Academic Grievance Committee will contact the committee members, the student, and the relevant faculty member(s) to find a mutually agreeable date for the Formal Hearing.

Representation
The members included in the formal hearing are as follows:
• The five members of the Academic Grievance Committee.
• The Chair of the Academic Grievance Committee chairs the hearing and is a non-voting member (except in the case of a tie).
• One member selected by the student from among the tenured, full-time faculty, or full-time students of appropriate standing (undergraduate or graduate). First year students are prohibited from serving as a representative on a formal grievance hearing.
• One member selected by the faculty member involved, among the tenured full-time faculty, or full-time students of sophomore, junior, or senior standing.
• One faculty member appointed by the President.

In the event that no faculty member on the Committee is from the area/field of the student, the University President shall appoint one faculty member from that field who shall be ex officio and non-voting.

If one of the members of the Academic Grievance Committee withdraws from a particular case (e.g., because of a conflict of interest), then the Academic Grievance Committee Chair, in consultation with the remaining members of the Committee, will appoint a substitute. The substitute must be either a faculty member or full-time undergraduate/graduate student of appropriate standing (i.e., not a first-year student).

If the chair is unable to serve on a particular case, the senior remaining faculty member on the committee assumes the position of chair and, in consultation with the Committee, appoints an additional member to the committee.

Procedure (Formal Hearing)
The Committee shall establish a date for a formal hearing. It shall give adequate time to the faculty member to respond to the charges and submit the refutation in writing to the Chair of Academic Grievance and to the student.

The hearings shall be closed unless both parties agree in writing that it be open. The Chair’s determination of the hearing location and the number of individuals that can be conveniently accommodated shall be final.

The student and instructor normally represent themselves, but are entitled to select an advocate to represent them at the formal hearing. Since the hearings are administrative, not judicial in nature, the advocates may not be lawyers.

A taped manuscript of the hearing shall be made and retained for five years.

Both parties (and their representatives) have the right to present evidence and witnesses in their behalf and to confront and question opposing witnesses. The two parties may opt to exchange their witness lists prior to the formal hearing by providing it to the Chair of Academic Grievance and any expectation that the sharing of the witness list is to be reciprocated.

Under normal circumstances, if the duly notified grieving student does not appear for the hearing, the complaint shall be dismissed, the case closed, and these actions not subject to further hearing or appeal.

If a duly notified faculty member does not appear, the hearing will continue on the presumption that there is no desire to challenge evidence or witnesses presented by the student.

Findings and Notification
Upon completion of the investigation and formal hearing, a decision will be reached in closed session.

The Chair of the Academic Grievance Committee will provide a final written report containing a summary of the investigation, the views of the majority regarding the strength of the arguments, and the recommended appropriate actions.

A minority of two or more members may present a written report indicating specific disagreements.
Both reports shall be communicated in writing to the student and to the faculty member. The Chair of the Academic Grievance Committee will place the report(s) in the faculty member’s and the student’s permanent file.

The written reports should be provided to the student and the faculty following the hearing and in a timely way, unless prohibited by unusual circumstances.

**Student Appeals**
If the decision is in favor of the faculty member, no further appeal is possible and the case is closed.

**Faculty Appeals**
In the case of a grade appeal in which the panel finds an egregious error, the faculty member is expected to reassess the grade in light of the evidence brought out at the Formal Hearing.

If the decision is in favor of the student and the faculty member believes it to be without sufficient merit, he/she may appeal to the Faculty Review Board.

It is expected that students will fully utilize any/all of the University’s administrative procedures to address concerns and/or complaints in as timely a manner as possible. On occasion, however, a student may believe that these administrative procedures have not adequately addressed their concerns. In those select cases, select the following link for a list of agencies that can be contacted: https://www.msmu.edu/academics/financial-aid/institution-complaint-process/

**ACTS HARMFUL TO SELF OR OTHERS**
MSMU is concerned about the well-being of all students and the rest of the community. The University takes seriously any behavior on MSMU premises or at MSMU activities, including verbal statements, which tends to demonstrate or imply that a student may harm oneself or others. This policy is applied in a nondiscriminatory manner to all members of the MSMU community and allows the University to take interim steps to address immediate safety concerns. The determination to implement this policy is based on observed students conduct, actions, or statements and individualized assessments by designated professionals.

**ACTS OF DISHONESTY POLICY**
Intentional act of dishonesty including but not limited to furnishing false information to any designated MSMU official or to the university, falsification of records or documents, personal misrepresentation, evasion of legitimate financial obligations or failure to carry and/or provide valid current student picture identification with valid current enrollment semester sticker may result in disciplinary action.

**ADDRESS AND/OR NAME CHANGE**
It is the responsibility of the student to keep the Registrar’s Office current with name, address, and telephone number changes.

**ALCOHOL POLICY**
Mount Saint Mary’s University is committed to providing a safe campus environment consistent with the university’s mission and conducive to teaching, learning and personal development. As member of Mount Saint Mary’s University, we share in the responsibility for creating and maintaining a healthy and productive environment for work, study and living. Mount Saint Mary’s University encourages students to adopt responsible and healthy behaviors regarding the use of alcohol. Irresponsible use and abuse of alcohol adversely affects the health and safety of the individual and that of others in the community.

The alcohol policy outlines the standards of conduct regarding the unlawful possession, use or distribution of alcohol. Members of Mount Saint Mary’s University are subject to and must comply with local, California state and federal laws regarding the possession, consumption and distribution of alcohol. The alcohol policy applies to all students, guests and student groups associated with Mount Saint Mary’s University.

The following is MSMU’s policy regarding the use of alcohol:

*In accordance with California Law,*

- Only persons 21 years of age or older may consume alcoholic beverages;
• It is unlawful to sell, furnish, give, or cause to be sold, furnished, or given away any alcoholic beverage to any person under the age of 21 years old (Penal Code, Section 272).
• Any person under the age of 21 years who has any alcoholic beverage in her/his possession on any street or highway or in any public place open to the public is guilty of a misdemeanor (Business and Professional Code, Section 25662).

Chalon Campus Only
• Students of legal drinking age (21 years) have the right to consume and possess alcoholic beverages in a Chalon residence hall living space only. All present occupants within Chalon residence halls, including guests, must be 21 years or older. No alcohol is to be consumed in the presence of an underage resident/student/guest.
• The transfer of alcohol to Chalon residence hall rooms must be direct and the alcohol must be unopened and in a paper bag.
• The door to a Chalon residence hall room must remain closed at all times while alcohol is being consumed. An open door nullifies the privilege.
• Drinking games are not permitted on the Chalon or Doheny campus at any time.
• Kegs are not allowed in the residence halls on the Chalon or Doheny campus.
• Alcohol may only be stored at the Chalon campus by residents over the age of 21 in a paper bag in his/her closet if he/she has a roommate who is not of the legal drinking age.
• To dispose of empty alcohol containers, Chalon students of legal age (21 years) living at the Chalon campus must wrap containers in a paper bag before disposing of them.

Chalon and Doheny Campus Alcohol Policy
• Mount Saint Mary’s University prohibits students and their guests from possessing and consuming alcoholic beverages on the Doheny campus or immediately adjacent to the Doheny campus; this includes all residence hall living spaces.
• It is a violation of the alcohol policy to display alcoholic containers (full or empty) anywhere on the Chalon or Doheny campus. Alcohol is not permitted in public areas of either campus including the hallways, lounges, outside areas, pool, stairways, patios, etc.
• Alcoholic beverages may not be sold, consumed, or served at any university event sponsored by students or student organizations on the Chalon or Doheny campus or at university sponsored off-campus activities.
• Alcohol permits: no alcohol permits will be issued to MSMU students for events that occur on campus.
• All guests found in violation of the alcohol policy will be escorted off campus immediately. Refusal to comply with university officials may result in an arrest by law enforcement.
• Falsification of age, verbally or otherwise, will lead to a more severe disciplinary conduct resolution.
• The serving of alcohol to an intoxicated person or to the point of intoxication is prohibited.
• Drinking games are not permitted on the Chalon or Doheny campus at any time.
• University officials have the right to question the age of any student/guest who is transporting, consuming, or possessing alcohol.
• University officials can confiscate alcohol due to (1) underage possession, (2) opened container, (3) excessive amounts or (4) consumption of alcohol in the presence of an underage resident/student/guest in public space.
• All violation of federal, California state, and local laws regarding alcohol usage or consumption will be referred to Campus Security for further investigation.
• Safety: the inability to exercise care for one’s own safety or the safety of others due in whole or in part to alcohol consumption is considered a violation of policy.

Violation of the Alcohol Policy
Students who violate local, California state or federal laws or University policy regarding the use of alcohol or demonstrate irresponsible and/or disruptive behavior associated with the use of alcohol are subject to University disciplinary action which may include warning, restitution, community service, recommendation for counseling, referral for alcohol evaluation, removal from on-campus residence, dismissal or suspension, or law enforcement action.

Disclosure Alcohol Violations
The Warner Amendment (section 952: Drug and Alcohol Violations Disclosures) permits disclosure to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, if the student is under the age of 21, and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

If you need help
All students may obtain confidential health care and counseling through Health Services. Members of Mount Saint Mary’s University are encouraged to seek assistance and/or support for themselves and others through any of the following resources:

- Health Services 310.954.4110 or 213.477.2685
- Counseling and Psychological Services 310.954.4114 or 213.477.2668
- Alcoholics Anonymous  http://www.aa.org
- Los Angeles Addiction Treatment Centers 877.345.3281
- National Institute on Alcohol Abuse and Alcoholism (NIAAA)  http://www.niaaa.nih.gov

Self-Reporting and Good Samaritan Alcohol Policy
The health and safety of students is of the utmost importance at Mount Saint Mary’s University. In order to promote an ethic of shared responsibility and community support, MSMU encourages students to seek medical assistance, either for themselves or others, as a result of the over-consumption of alcohol. The purpose of this policy is to promote safety and to encourage students to promptly notify the appropriate staff and/or local emergency services in the event of such need.

Self-Reporting Policy
If an individual self-reports a high level of intoxication and requests medical assistance, Student Affairs will not pursue student conduct sanctions against the student for violations of the Alcohol Policy. This policy only applies to the first incident where a student over-consumes alcohol and seeks medical attention but has not violated other MSMU policies. The student will be required to meet with a professional MSMU staff member for education, assessment, and referral for additional services.

Good Samaritan Policy
If a student/organization representative calls on behalf of another student, that student/organization should remain with the student experiencing the emergency, if safe to do so, until medical assistance arrives. If a student calls on behalf of another student who is in need of medical assistance, the reporting student will not be subject to disciplinary action under the Alcohol Policy provided no other University policies have been violated. This provision does not excuse or protect those individuals or organizations that deliberately or repeatedly violate the MSMU Alcohol Policy.

The Self-Reporting/Good Samaritan Alcohol Policy does not preclude sanctions due to any other violations of MSMU policies. In addition, this policy does not prevent action by police or other law enforcement personnel.

Application to Student Organizations
In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy by participating in the conduct process. However, the organization’s willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy.

-Adapted from Loyola Marymount University, Occidental College and Northeastern University

Immunity for Alcohol and Drug Violations in Regards to Title IX
The University seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for his/her own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for his/her own personal consumption and possession of alcohol or other drugs related to that incident. The University may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.
**ASSEMBLY**

The right to peaceful assembly is granted to all current students of Mount Saint Mary’s University. The university retains the right to assure the safety of all individuals, the protection of property and the continuity of the educational process.

Peaceful assembly is allowed on campus provided that proper permission has been obtained from the Vice President for Student Affairs or her designee, and the following guidelines are followed:

- The Vice President for Student Affairs may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, the University’s regular and essential operations and activities.
- The participants must be current students, faculty and/or staff members.
- The participants may not deny the use of university facilities to students, faculty, staff, administrators or guests of the university.
- Activities may not interrupt, obstruct or disrupt educational programs.
- The assembly cannot endanger the safety of any person.
- University property cannot be damaged or destroyed.
- The assembly cannot deny or infringe on the rights of non-participating students, faculty, staff, administrators or guests of the university.

The University prohibits disruptive or non-peaceful actions/participation on the grounds of Mount Saint Mary’s University.

**BILL OF STUDENT RIGHTS**

I. **Preamble**

At an institution of higher learning, the pursuit of knowledge and the attainment of mature attitudes will be greatly facilitated by freedom of expression and decision making as enumerated in the following Bill of Rights. In exercising these rights, however, students must bear the responsibility to act in accordance with local, state, and national laws, and University rules. No right specified by this bill is meant to be construed as enabling students to infringe upon the individual rights of another member of the academic community. It is thereby expected that students will follow these documents with maturity and a level of responsibility which will enable the University to retain its academic excellence.

II. **Articles**

1. The student has the right to accurate and plainly-stated information which enables clear understanding of:
   a. The general qualifications for establishing and maintaining acceptable academic standing.
   b. The graduation requirements for a particular curriculum major.
   c. The course objectives, requirements, and evaluation criteria and procedures set by the individual instructors for their courses.

2. The student has the freedom to express ideas that differ from any interpretation or any viewpoint presented by an instructor. In exercising this freedom, there should be no disruption of the academic process of the class.

3. The student has the right to be evaluated accurately and fairly on academic performance as outlined by the instructor at the beginning of the course.

4. The student has the right to discuss and review any academic performance with instructors. A student who believes that an evaluation was made on a basis other than academic performance has the right to an appeal procedure (See Grade Appeals section).

5. Every student has the right to substantive and procedural fair play in the administration of discipline and imposition of academic sanctions.

6. The imposition of any penalty, namely, academic probation or disqualification, shall be subject to appeal through an established appeals procedure.

7. Whenever a student, or group of students, claims that these rights have been violated and they have been adversely affected thereby, and such complaint is not resolved informally by the interested parties, it may be presented to the Academic Grievance Board or to the Academic Integrity Board, whichever is appropriate.

The foregoing Preamble and Articles shall provide the basis for student appeals to the Academic Grievance Board and Academic Integrity Board.
CAMPUS RESTRICTIONS
Campus restriction forms are available from Residence Life and Housing Services, Student Affairs, Campus Security and are intended for the protection of the Mount Community. Students, Faculty or Staff may place campus restrictions on anyone. A campus restriction is a limited on-campus security measure. Mount Saint Mary's University does not offer protection off campus. Campus restrictions may be removed only once. If a campus restriction is placed on the same individual(s) twice it will be non-revocable.

CAMPUS SECURITY
For the safety and security of students, faculty and staff, Universal Protection Service is contracted to provide security coverage for Mount Saint Mary's University.

- Security functions 24 hours a day, 7 days a week.
- Guards are stationed in two locations (24 hours a day, 7 days a week).

Security can be reached at the following numbers:

<table>
<thead>
<tr>
<th>Chalon</th>
<th>Doheny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Gate 310.954.4123</td>
<td>Main Gate 213.477.2502</td>
</tr>
<tr>
<td>Circle 310.954.4321</td>
<td>Mansion Kiosk 213.477.2501</td>
</tr>
</tbody>
</table>

Reporting a Security Concern
Mount Saint Mary's University encourages students, faculty and staff to assume the responsibility for their own security, the security of other members of the university community as well as the safety and security of university buildings and grounds. Any member of the university community (faculty, staff, and/or student) may submit an Incident Report to the Campus Security Office, the Residence Life and Housing Services Office or the Student Affairs Office regarding security concerns. The Campus Security, Residence Life and Housing Services and Student Affairs staff will work with Universal Protection Service to investigate the report and take appropriate action. If necessary, Security will distribute information to the university community to increase awareness of specific crimes.

Annual Security Report
In compliance with the Campus Crime and Security Act (Clery Act), Mount Saint Mary's University publishes an annual security report. This report includes campus emergency policies, guest policies, relationships with law enforcement, university security programs, crime statistics, the alcohol and illegal drug policies, the sex offense policy statements and local security resources. The report is created by the Director of Campus Security and is available each year after the 1st of October.

COMMUNICABLE DISEASES
Students may be required to leave the campus, including the residence halls while in the infectious stage of a communicable disease. Feel free to discuss any problems with a health care professional in the Student Health Center. Consultation and treatment are completely confidential. However, there are certain communicable diseases that must be reported by law to the Los Angeles County Department of Health Services.

COMPLIANCE WITH UNIVERSITY OFFICIALS
Students are expected to comply with the requests of both the paraprofessional and professional staff of the University when requests are made in conjunction with these individuals’ job responsibilities or when acting on behalf of the University community. Failure to comply may result in disciplinary action.

COMPLAINT POLICIES AND PROCEDURES
Mount Saint Mary's University (MSMU) strives to provide remarkable service to its students, in an environment conducive to learning and academic excellence. MSMU is committed to ensuring that all student complaints are resolved using a clear, fair and reliable process. The University treats complaints seriously and ensures all processes are clear, prompt, confidential and fair to all parties.

It is important to note that there is a difference between a complaint and an appeal. A complaint usually involves a concern, problem or issue alleging improper, unfair, or arbitrary treatment or it may involve issues of institutional or program quality. An appeal is the response one might take regarding a disciplinary measure which is deemed unfair or excessive; or dissatisfaction with a grade; or progression,
probation, or dismissal from a program. Appeals are made through established university procedures. See Section 1 for the university policies and procedures.

Based on the principle of solidarity found in the Catholic Intellectual Tradition, students are strongly encouraged to first attempt to address all concerns with the party involved, before going to anyone else. If the concern is not resolved at that point, then they should take it to the party’s supervisor. If the issue is still not resolved, then they should take it to that person’s supervisor, and so on. For example, if a student has an issue with one of their instructors, they should follow the process below:

- Instructor
  - The first person you should contact if you have an issue with an instructor is the instructor.
  - Send an email, or ask to speak in-person outside of class time.
- Program Director
  - If the issue is not resolved by talking directly to the instructor, then reach out to the program director or department chair.
- Academic Deans
  - If the issues is not resolved by talking to the program director/chair, then in the case of Nursing, reach out to the Dean of Nursing. In all other cases, reach out to one of the Academic Deans.
- Provost’s Office
  - If the issue is not resolved by talking to an Academic Dean, then reach out to the Provost’s Office.

When registering concerns or complaints, MSMU students must follow the appropriate procedures. If a student does not address their concern in the proper order, they will be sent back to start at the beginning. If a student has any question about the applicable procedure to follow for a particular complaint, the student should contact the appropriate Academic Dean: Lacey Smith lasmith@msmu.edu (Chalon), Dr. Pam Gist pgist@msmu.edu (Doheny), Dr. Leah Fitzgerald lfitzgerald@msmu.edu (Nursing), or Suzanne Williams swilliams@msmu.edu (WEC); or, the appropriate Dean of Student Life: Laura Crow lcrow@msmu.edu (Chalon) or Jessica Cuevas jcuevas@msmu.edu (Doheny/Sunset Gower).

**Existing University Complaint Policies and Procedures**

If a student has a complaint concerning any of the following matters, the student should follow the procedures outlined in each policy:

- **Athenian Promise** – for complaints regarding student civility. If you feel a student has violated the Athenian Promise, please contact the appropriate Dean of Student Life.

- **Sexual Misconduct / Compliance with Title IX** – for complaints regarding sexual misconduct, harassment or discrimination. Please see the Sexual Conduct Title IX MyMSMU page for more information or contact the Title IX Coordinator or a Title IX Deputy.

- **Policy for Zero Tolerance for Harassment, Discrimination and Retaliation** – for complaints regarding non-sexual harassment or discrimination, see the Zero Tolerance Policy. Students, please contact a Dean of Student Life; staff, please contact Human Resources; faculty, please contact the Provost’s Office.

- **Student Conduct and Community Standards Policy** – for more information regarding the disciplinary process for student conduct outside of the classroom, please see the Student Handbook, Student Conduct and Community Standards Policy section. Please contact the appropriate Dean of Student Life if you have any questions.

- **Disability Accommodations** (see the Disability Services myMSMU page or the Student Handbook). Disability Support Services section) – Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the institution’s ADA Manager at disability@msmu.edu.
**Academic Grievance Policy** (includes grade appeals) (see Student Handbook, Academic Grievance section) – for complaints that have not been resolved on a lower level (Instructor and Department Chair/Program Director) regarding:
- Admission into a major or program
- Disqualification from a major, a program, or from the University
- Student academic performance evaluations (grades)
- All other instructional matters (e.g., deviating from a syllabus, instructor absences)
Students must submit a written complaint to the Chair of the Academic Grievance Committee.

**Academic Integrity Policy and Appeals Procedure** (see Student Handbook, Academic Integrity section) – for complaints regarding academic dishonesty, submit a written appeal to the Chair of the Academic Integrity Committee.

**Personnel:**
- Matthew Brosamer: Chair of the Academic Integrity Committee mbrosamer@smu.edu
- Julia Chang: Chair of the Grievance Committee ichang@smu.edu
- Laura Crow: Dean of Student Life – Chalon lcrow@smu.edu
- Jessica Cuevas: Dean of Student Life – Doheny/Sunset Gower jcuevas@smu.edu
- Pam Gist: Dean, Traditional Undergraduate Programs, Doheny pgist@smu.edu
- Dana Lopez: Human Resources/Title IX Deputy Coordinator for Staff dlopez@smu.edu
- Michael McFadridge: Director of Security/Title IX Deputy Coordinator mmcfadridge@smu.edu
- Nidyka Paredes: ADA Manager disability@smu.edu
- Bernadette Robert: Title IX Coordinator bbrobert@smu.edu
- Lacey Smith: Dean, Traditional Undergraduate Programs, Chalon lasmith@smu.edu
- Michele Starkey: Title IX Deputy Coordinator for Faculty mstarkey@smu.edu
- Kimberly Terrill: Title IX Deputy Coordinator for Students kterrill@smu.edu
- Provost’s Office: Provost’s Office provostoffice@smu.edu
- Suzanne Williams: Dean, Weekend Evening College swilliams@smu.edu

**Resolution Options Outside of the University**
It is expected that students will fully utilize any/all of the University’s administrative procedures to address concerns and/or complaints in as timely a manner as possible. On occasion, however, a student may believe that these administrative procedures have not adequately addressed their concerns. In those select cases, the following agencies may be contacted:

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:
- California Bureau for Private Postsecondary Education
- P. O. Box 980818.
- West Sacramento, CA 957-98-0818
- Phone 888.370.7589
- [http://www.bppe.ca.gov/enforcement/complaint.shtml](http://www.bppe.ca.gov/enforcement/complaint.shtml)

An individual may also file a complaint with the Western Association of Schools and Colleges (WASC) Senior College and University Commission at the following link: [https://wascsenior.box.com/shared/static/qlfs91c4lujckblp2puy.pdf](https://wascsenior.box.com/shared/static/qlfs91c4lujckblp2puy.pdf).

Students who live in a state other than California may also contact their State Consumer Protection Agency. See the following list of all State Consumer Protection Agencies.

Students who have an unresolved complaint about Financial Aid, may submit a complaint to the Department of Education Office of Federal Student Aid at [https://studentaid.ed.gov/sa/contact/feedback](https://studentaid.ed.gov/sa/contact/feedback)

Students may also contact a variety of other State agencies or State Boards, which are involved in the evaluation and approval of institutional programs, or in the granting of professional certification or licensure. These agencies include, but may not be limited to, the following:

**Accreditation Council for Business School and Programs (ACBSP):**
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Board of Nursing:  
http://www.rn.ca.gov/

Department of Public Instruction (teacher preparation programs):  
http://www.ctc.ca.gov/credentials/default.html

Physical Therapists Affiliated Credentialing Board  
http://www.ptbc.ca.gov/

If you are currently enrolled, or anticipate enrollment, in an educational program that requires State agency or board authorization and/or licensure and do not see it listed here, please contact the Provost’s Office at provostoffice@msmu.edu for further information.

**CONTROLLED SUBSTANCE POLICY**  
Use, possession, selling, or actions under the influence of any controlled substance or illegal drug; misuse of prescription drug(s); non-prescription medications; inhalants or other products that can alter one’s state of mind; and drug-related material(s), including, but not limited to, drug pipes, bongs, roach clips, and other paraphernalia are prohibited. Also prohibited are the posting of drug-related pictures, any display of alcohol bottles, and other items expressive of substance abuse.

**DAMAGE/LOSS/VANDALISM TO UNIVERSITY PROPERTY**  
Students losing or damaging residential or University property, even accidentally, will be held financially responsible. Vandalism that occurs in common areas will be billed to the parties responsible. When it is not possible to identify those responsible for damages in a common area or a room, all students of the affected room, floor or building will share the cost for replacement or repair.

**DISABILITY POLICY**  
Mount Saint Mary’s University, in compliance with the state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities. The University has an institutional commitment to provide equal educational opportunities for students with disabilities who are otherwise qualified. Students with known or suspected disabilities contact the ADA Manager at disability@msmu.edu in order to receive appropriate accommodations. Students, who believe they have been subjected to discrimination on the basis of disability, or have been denied access to services or accommodations required by law, should contact the ADA Manager at disability@msmu.edu for resolution. Mount Saint Mary’s Disability Grievance Procedure is located on page (58) of this handbook and copies can be obtained upon request in the Campus Learning Centers or the Office of Student Affairs. Information on Disability Support Services and the Disability Grievance Procedures, may also be viewed on the university website at www.msmu.edu, key word, “disability.”

**DISABILITY GRIEVANCE PROCEDURES**  
Mount Saint Mary’s University, in compliance with state and federal laws and regulations including the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability in administration of its education-related programs and activities and has an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Information about the University’s Disability Support Services is located on page (17) of this handbook.

1. **Applicability**  
The grievance procedure set forth below apply to undergraduate and graduate students of the University only; it does not apply to employees. It is designed to address disputes concerning:
   A. Disagreements regarding a requested service, an accommodation, or a modification of a University practice or requirement;
   B. Inaccessibility of a program or activity due to disability;
   C. Harassment or discrimination on the basis of disability;
   D. Violation of privacy in the context of disability.
II. Informal Resolution

In the event a student believes (i) that he or she has been denied an accommodation or the modification of a University practice or requirement to which he or she is entitled under applicable disability law or (ii) a program or activity has been inaccessible to him/her due to disability or (iii) he/she has been harassed or discriminated against because of a disability or perception of a disability by a university faculty or staff member or (iv) his/her privacy has been violated in the context of his/her disability, the student shall attempt to resolve the matter informally. If the student is unable to resolve the matter through the informal process, a formal complaint may be filed at the option of the student.

Prior to initiating the formal complaint procedure, and as a prerequisite to it, the student shall first meet with the ADA Manager for assistance in resolving the matter informally within fourteen (14) calendar days of the alleged denial of accommodations or act of discrimination. If a satisfactory resolution to the student cannot be achieved in seven (7) calendar days, excluding university holidays and weekends from the date the student notified the ADA Manager requesting assistance with a resolution, the student may file a formal complaint.

III. Formal Complaint

If the informal procedure described above does not yield a successful resolution, the student may file a formal complaint in the following manner:

A. When To File A Complaint - Complaints shall be filed within seven (7) calendar days, excluding university holidays and weekends of the end of the informal resolution process described above.

B. What To File - Complaints must be in writing and include the following:
   - The student’s name, address, e-mail address and phone number.
   - A full description of the problem, including names of individuals, departments and/or programs involved.
   - A statement of the remedy requested.
   - A statement of confirmation that an Informal Resolution has been pursued.

C. Where To File A Formal Complaint - The complaint shall be filed with the Vice President for Student Affairs.

D. Notice Of Receipt - Upon receipt of the complaint, the Vice President for Student Affairs will review the complaint for timeliness and appropriateness for this grievance procedure, and will provide the student with written notice acknowledging its receipt.

E. Membership of the Disability Grievance Committee - The Vice President for Student Affairs or his/her designee shall convene the committee within fourteen (14) calendar days, excluding university holidays and weekends of receiving the complaint. Once the committee is convened, they will select a member to serve as a chair for the formal complaint proceedings. The Vice President for Student Affairs, with the concurrence of the Provost, may take appropriate action on an interim basis, when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other member of the University community, or to avoid disruption to the academic process. The Committee shall consist of:
   - A faculty member appointed by the Faculty Policy Committee*
   - One administrative staff member appointed by the Vice President for Student Affairs who is knowledgeable of the ADA and section 504
   - One student representative appointed by the Vice President for Student Affairs
   *The faculty member must not have had the student enrolled in any of his/her classes.

F. Investigation/Hearing - The Committee shall promptly initiate an investigation.

In undertaking the investigation, the Committee may interview, consult with and/or request a written response to the issues raised in the complaint from any individual the Committee believes to have relevant information, including faculty, staff and students. The Committee may also, in its sole discretion, hold a hearing at which it will hear testimony from any individual the Committee believes to have relevant information. The student and any person towards whom the complaint might have been directed shall have the right to submit written materials to the Committee and suggest names of any faculty, staff, students or others from whom she/he believes the Committee should hear. The Committee may assign any member to conduct any part of the investigation, as the Committee determines appropriate.
G. **Representation** – If the Committee elects to hold a hearing, the student and the person towards whom the complaint has been directed shall have the right to be represented at the hearing by advocates of their choice. Since the hearing is administrative, not judicial in nature, the advocates may not be lawyers.

H. **Findings and Notification** - Upon completion of the investigation, the Disability Grievance Committee, in consultation with the Vice President for Student Affairs or his/her designee, will prepare a final report containing a summary of the investigation, written findings and a proposed disposition. The chair of the Disability Grievance Committee, will then transmit the report to the student, the party against whom the grievance is directed and the Vice President for Student Affairs. The report should be transmitted within fifteen (15) calendar days, excluding university holidays and weekends of the date the Committee is first convened unless prohibited by unusual circumstances.

I. **Disposition** - The Vice President for Student Affairs shall take whatever actions he/she deems appropriate (see Remedies section below) based on the final report of the Disability Grievance Committee. He/she shall report the final disposition of the matter in writing to the student, the Committee and all other relevant parties.

**IV. Remedies**
Possible remedies under this grievance procedure include corrective steps, actions to reverse the effects of discrimination or end harassment, and measures to provide a reasonable accommodation or proper ongoing treatment. The guidelines set forth in the Faculty and Employee Handbooks will be adhered to in the event that corrective steps or actions are necessary.

**V. Appeal**
Within ten (10) calendar days, excluding university holidays and weekends of the issuance of the final report, the student or the party against whom the grievance is directed may file an appeal to the Provost.
The written appeal must specify the particular substantive and or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

The review by the Provost or designee shall be limited to the following considerations:
- Were the proper facts and criteria used to make the decision?
- Were any extraneous facts or criteria used to make the decision?
- Were there any procedural irregularities that substantially affected the outcome?
- Given proper facts, criteria, and procedure was the decision one that might be reasonable made?

A copy of the Provost’s written decision will be expected within thirty (30) calendar days of the filing of the appeal and shall be sent to the appropriate parties. The Provost for good cause may extend the deadline. The decision of the Provost on the appeal is final.

**Time Deadlines**
Any time deadlines set forth in this procedure may be extended by the Vice President for Student Affairs or the Provost, in his/her sole discretion, for good cause.

**DISCRIMINATION AND HARASSMENT**
**Policy of Zero Tolerance for Harassment, Discrimination and Retaliation**
Federal law and state law, including Title IX of the Civil Rights Act of 1972, prohibit the University from discriminating against students or employees on the basis of protected characteristics, including, but not limited to: sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, and veteran status. Mount Saint Mary’s University is concerned about the safety and well-being of its employees and students, and is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of these protected characteristics, and any other characteristic protected by federal, state or local law, ordinance or regulation. To this end, the University strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual
violence), discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

Unlawful Discrimination Defined
Unlawful discrimination occurs when an individual’s protected characteristic is used as a basis for adverse decisions affecting that individual. Discrimination encompasses a wide range of conduct. Examples of specifically prohibited conduct include, but are not limited to:
- Terminating an individual’s employment based on a protected characteristic;
- Refusing a request for time off based on a protected characteristic;
- Denying housing or other benefits based on a protected characteristic; and
- Assigning an undeserved low grade based on a protected characteristic.

Unlawful Harassment Defined
Unlawful harassment includes all forms of unwelcome verbal, physical and visual conduct and displays that are based on any of the above mentioned protected characteristics and which are sufficiently severe or pervasive from the objective standpoint of a reasonable person to interfere with performance and/or create an offensive or hostile environment. Harassment can take many forms. Following are some examples that may constitute harassment:

A. Verbal harassment such as jokes, epithets, slurs and unwelcome remarks about an individual’s body, dress, clothing, race, physical appearance or abilities, derogatory comments, discussions of a sexual nature and/or harassing remarks;
B. Physical harassment such as physical interference with normal activity, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person’s body, and threatening, intimidating or hostile acts that relate to a protected characteristic; and
C. Visual harassment such as offensive or obscene e-mails, instant messaging, web blogs, photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual’s protected characteristics.

The conduct can occur in any school program or activity and can take place in classrooms, school facilities, dorms, or at off-campus locations.

Sexual Harassment Defined
Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature that is severe or pervasive from the objective standpoint of a reasonable person to interfere with performance and/or create an offensive or hostile environment, or when submission to such conduct is made a term or condition of employment or the educational relationship, or used as a basis for employment or education decisions affecting the individual. Sexual harassment also includes sexual violence, which, in addition to violating this zero tolerance policy, is a crime.

Sexual harassment, including sexual violence, encompasses a wide range of conduct. Examples of specifically prohibited conduct include, but are not limited to:
- Promising, directly or indirectly, a student a reward, if the student complies with a sexually oriented request;
- Threatening, directly or indirectly, retaliation against a student if the student refuses to comply with a sexually oriented request;
- Denying, directly or indirectly, a student an education-related opportunity, if the student refuses to comply with a sexually oriented request;
- Engaging in sexually suggestive conversation or physical contact or touching a student;
- Displaying pornographic or sexually oriented materials;
- Telling sexual or “dirty” jokes;
- Engaging in indecent exposure;
- Making unwanted sexual or romantic advances toward a student;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Physical conduct such as assault, touching, or blocking normal movement.
The conduct can occur in any school program or activity and can take place in classrooms, school facilities, dorms, or at off-campus locations.

**Dating Violence/Domestic Violence and Stalking**
Dating/domestic violence is a pattern of abusive behaviors used to exert power and control over a partner. Dating/Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Stalking is a pattern of behavior that makes you feel afraid, nervous, harassed or in danger. It is when someone repeatedly contacts you, follows you, sends you things, talks to you when you don’t want them to or threatens you. In addition to violating this zero tolerance policy, dating violence, domestic violence and stalking are crimes.

**Zero Tolerance**
The University strictly prohibits all forms of unlawful harassment (including sexual harassment and sexual violence), discrimination or retaliation in any form. Anyone who violates this policy of zero tolerance is subject to appropriate disciplinary action, up to and including immediate termination or dismissal.

**Complaint Procedure and Investigations**
It is the responsibility of each individual to assure that prohibited harassment, discrimination or retaliation does not occur within the University community. If anyone believes that he/she is being harassed, discriminated or retaliated against, that individual shall immediately make a complaint including the facts of the incident(s) and the name(s) of the party(s) involved to one of the following University grievance officers: Human Resources Director; Provost and Academic Vice President; Associate Provost; Vice President, Student Affairs; Dean, Baccalaureate Program; Dean, Associate in Arts Program; President, Faculty Assembly; University Chaplain; Director, Campus Ministry or to the University’s Title IX Coordinator. The complaining individual is strongly encouraged to put the report in writing and include relevant facts, dates and witnesses.

The complaining individual may be asked whether they want the University to attempt an informal resolution, or whether they want to initiate a formal complaint under the policy. All formal complaints of harassment, discrimination or retaliation made against any student, employee, or third party will immediately be investigated by the grievance officer, the Title IX Coordinator, or their designee, and investigations will be conducted in a discreet manner. Investigations will include interviews of the complaining party, the accused party, and others as appropriate. Such interviews will be aimed at providing both parties an opportunity to present evidence and explain his or her version of the events. Information obtained from the investigation will be disclosed only on a need-to-know basis. At the conclusion of the investigation, the University will determine whether, based upon a preponderance of the evidence, unlawful harassment, discrimination or retaliation has occurred and will communicate its findings in writing to the accused and the complainant. When appropriate and lawful, the University will communicate its findings to other persons who are directly concerned.

Absent unforeseen circumstances, investigations will be conducted and completed within 60 days from the date a formal complaint is made to any of the University grievance officers or the Title IX Coordinator. The University will provide notice of the outcome, as described above, within 15 days from the date of the conclusion of the investigation. The University retains the right to extend these deadlines as necessary to ensure a thorough investigation.

Any member of the University community who is determined to have violated this zero tolerance policy will be subject to appropriate discipline, up to and including immediate termination or dismissal. Steps will be taken as necessary to prevent any further harassment, discrimination or retaliation.

Students who make complaints under this policy will generally be directed to the University’s Title IX Coordinator (Bernadette Gonzaque Robert, Associate Vice President for Diversity and Inclusion at 213.477.2511 or BRobert@msmu.edu). Affected students may also direct complaints to the U.S. Department of Education Office for Civil Rights (1.415.486.5555). Affected employees also may direct complaints to the federal Equal Employment Opportunity Commission (“EEOC”) (1.800.669.4000) and/or the California Department of Fair Employment and Housing (“DFEH”) (1.800.884.1684).
Select the following link for a list of additional agencies that can be contacted: https://www.msmu.edu/academics/financial-aid/institution-complaint-process/

**No Retaliation**
The University takes all complaints of harassment, discrimination and retaliation seriously and wants the opportunity to internally resolve any problems that may arise. No individual will be retaliated against or otherwise disciplined for reporting in good faith an incident of harassment, discrimination or retaliation or for participating in an investigation. The reporting individual and all parties participating in an investigation have the assurance of the University that no reprisals will be taken as the result of the complaint, unless the complaint was filed in bad faith or for an improper purpose. If any individual feels he/she has been retaliated against, he/she should immediately report the retaliatory conduct.

**Title IX**
Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex – including pregnancy and parental status – in educational programs and activities. Title IX requires that women and men be provided equitable opportunities to participate in sports. Title IX does not require institutions to offer identical sports but an equal opportunity to play.

Mount Saint Mary’s University in partnership with The United States Department of Education and its Office for Civil Rights (OCR), believe that providing all students with an educational environment free from discrimination is extremely important. The sexual harassment of students, including sexual violence, interferes with students’ rights to receive an education free from discrimination and, in the case of sexual violence, is a crime.

Benefits can be found in promoting equity in academic, extracurricular, athletic programs, and other programs of the University, preventing hostile environments on the basis of sex, prohibiting sexual harassment and sexual violence, protecting from retaliation and remedying the effects of other gender-based forms of discrimination. Gender equity is an inherent good, providing equal access to educational benefits and opportunities. Title IX is a critical tool for advancing the goal of equity, and meaningful compliance furthers that goal.

**MSMU’s Sexual Misconduct Policy** has dual purposes. It serves as a measure for us to determine, after the fact, if behaviors trespass on community values. It also serves as a guide for students on the expectations we have, preventatively, for sexual communication, sexual responsibility and sexual respect.

*In accordance with the U.S. Department of Education and its Office for Civil Rights*: MSMU’s education program includes information aimed at encouraging students to report incidents of sexual violence to the appropriate school and law enforcement authorities. Victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of school or campus rules were involved. As a result, MSMU considers the effect of our disciplinary policies on victims’ or other students' reporting sexual violence offenses. MSMU informs students that our primary concern is student safety.

**Immunity for Alcohol and Drug Violations in Regards to Title IX**
The University seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for his/her own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for his/her own personal consumption and possession of alcohol or other drugs related to that incident. The University may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.

MSMU’s Sexual Misconduct Policy may be viewed in its entirety through MSMU’s myMSMU portal – Reference: Campus Security, Counseling and Psychological Services and Sexual Assault Resources & Support. For questions, and/or to file a formal complaint, please contact the University’s Title IX Coordinator, Bernadette Robert, Associate Vice President for Diversity and Inclusion at 213.477.2511 or any member of the University’s Mount Community Assault, Response and Education Support Team (M.C.A.R.E.S.) whose information may be found on the above referenced University internal pages.
DISORDERLY CONDUCT
Engaging in disorderly conduct, public intoxication, or lewd, indecent, obscene behavior, or physical fighting is strictly prohibited.

DRUG POLICY
According to Mount Saint Mary's University Drug Policy,
The following are prohibited on campus, at University sponsored events, and in campus operated residences:

- Possession, use or distribution of illicit drugs (including marijuana and medical marijuana or inappropriate use of prescription medication).
- Unlawful manufacture, distribution, dispensation, possession, or use of controlled substances (including marijuana and medical marijuana).
- Possession of drug paraphernalia, including but not limited to: water pipes, scales, needles, clips, rolling papers, bongs, etc.; any device that may be associated with drug use, regardless of whether it is purchased or handmade.
- Smelling like marijuana may be considered evidence of possession or use.

As a private institution, Mount Saint Mary's University does not recognize California Proposition 64 or medical marijuana program (proposition 215) identification cards/certificates. Individuals found in possession of, using, or under the influence of marijuana will be subject to disciplinary action.

Students who violate Federal, State and Local laws or University policy regarding the use of illegal drugs (including marijuana and medical marijuana) and/or demonstrate irresponsible or disruptive behavior associated with the use of illicit drugs are subject to University disciplinary action which may include recommendation for counseling, referral for alcohol/ drug evaluation, removal from on-campus residence, dismissal or suspension, and police referral. University officials may confiscate and dispose of drugs (including marijuana and medical marijuana) if they are found on the University premises.

Disclosure of Drug Violations
The Warner Amendment (section 952: Drug and Alcohol Violations Disclosures) permits disclosure to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance, if the student is under the age of 21, and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Immunity for Alcohol and Drug Violations in Regards to Title IX
The University seeks to remove barriers to reporting incidents of sexual misconduct. An individual who has been drinking or using drugs at the time of an incident of sexual misconduct may be hesitant to make a report or participate in an investigation because of potential consequences for his/her own conduct. No student who, in good faith, reports an incident of sexual misconduct or participates in an investigation of sexual misconduct will be subject to disciplinary action for his/her own personal consumption and possession of alcohol or other drugs related to that incident. The University may recommend educational intervention, assessment, or counseling for alcohol or other drug use when appropriate.

EMERGENCIES
Family members needing to contact students to notify them of personal and family emergencies may call the Student Affairs office:

Chalon 310.954.4130
Doheny 213.477.2570

Between the hours of 8:00 a.m. and 4:30 p.m., M-F, Staff members will attempt to locate students in class.

EMERGENCY CONTACT
All students are required to provide the university with current emergency contact information. This information will be updated each semester with on-line web registration.

EMERGENCY PROCEDURES
Campus Evacuation
- In the event that an evacuation is necessary you will be given instructions of what to do.
Earthquake Procedures
(The following instructions are for moderate, major or great earthquakes)

What to do in case of an earthquake:

1. Stay calm.
2. Before you start moving around, think of what you will do. Many earthquakes are slight in magnitude. The following instructions are for moderate, major or great earthquakes.
3. Inside: Inside any building get to a hallway corner, under a table, desk or bench. Stay away from windows, overhead lights, glass doors, outside walls, or anything made of brick or stone. If you can’t walk because of the shaking, then crawl on your hands and knees. Watch for falling objects, such as ceilings, light fixtures, etc.
4. Do not try to leave the building during the earthquake. Stay put until the building stops shaking. When safe, proceed to the evacuation site
   a. Chalon: Circle
   b. Doheny: North Lawn area between the Doheny Mansion and the J. Thomas McCarthy Library (this area is open and away from buildings).
   c. If in class or office, take your belongings (backpack, books, purses, etc.) with you. (Do not use elevators.)
5. Outside: If you are outside, remain there. When safe, proceed to the evacuation site. Watch for falling debris, trees, etc.
6. In the elevator, do not panic. The elevators are equipped with automatic braking systems in case of a power failure. Stay calm - help will arrive.
7. Stay in the evacuation site until you receive directions to go back inside. Once you are back in a building, remember that there are usually several aftershocks and, although the intensity of these is less than the original quake, damage may still occur. Watch for falling objects and broken glass.

Fire Procedures
If you discover fire or smoke:

1. Remove anyone from immediate danger.
2. Close doors to confine fire or smoke.
3. Activate manual fire alarm pull station, if there is one in close proximity.
5. Evacuate to
   Chalon: Circle area
   Doheny: North Lawn area between the Doheny Mansion and the J. Thomas McCarthy Library
Library or the nearest safe open area by using the nearest or safest exit. (Do not use elevators.)
6. Follow directions of Building and Floor Monitors.
   If you hear, see or sound alarm:
   a. Evacuate to the Circle area if at Chalon or North Lawn area between the Doheny Mansion and the J. Thomas McCarthy Library if at Doheny by using the nearest and safest exit. If in class or office, take your belongings with you. (Do not use elevators).
   b. Follow directions of Building and Floor Monitors.

Medical Emergency Procedures

1. Call 911,
   Give your name and the location of the victim.
2. Provide medical care (CPR/First Aid) if qualified.
3. Remain with the victim until help arrives. Provide information about incident.
4. Contact:
   Student Affairs (Chalon – 310.954.4130, Doheny – 213.477.2570)
   Residence Life and Housing Services (Chalon – 310.954.4325, Doheny – 213.477.2661).

Bomb Threat Procedures

1. Try to keep the caller on the line and ask questions (Where is the bomb? When is it set to go off? What kind of bomb is it?)
2. Write down what is said. Note background noises.
4. Contact:
   Security (Chalon – 310.954.4123, Doheny – 213.477.2502)
   Student Affairs (Chalon – 310.954.4130, Doheny – 213.477.2570)
   Residence Life and Housing Services (Chalon – 310.954.4325, Doheny 213.477.2661).
5. If the alarm sounds, evacuate to the designated area and if in class, take all your belongings
   with you.
6. Cell phones are to be turned off.
7. Vehicles must not be operated during an evacuation.

**Major Hazardous Material Spills and Gas Leaks Procedures**
1. Evacuate and close off the area. Avoid any contact with chemicals.
2. Call 911. Request the Hazmat team for hazardous spills.
3. Contact Facilities Management (310.954.4340).
4. Direct exposed victims to remove contaminated clothing before leaving area, if possible.
5. Contact Security (Chalon – 310.954.4123, Doheny – 213.477.2502) to prevent entry into the
   area or fire hazards.
6. Contact:
   Student Affairs (Chalon – 310.954.4130, Doheny – 213.477.2570) or
   Residence Life and Housing Services (Chalon – 310.954.4325, Doheny – 213.477.2661).

**Violent or Criminal Behavior Procedures**
1. Call 911 and Security (Chalon – 310.954.4123, Doheny – 213.477.2502) if you observe any
   violent or potentially violent criminal act. Contact Security immediately if you observe a
   suspicious person on campus.
2. Contact Residence Life and Housing Services (Chalon 310.954.4325, Doheny – 213.477.2661)
   or Student Affairs (Chalon – 310.954.4130, Doheny – 213.477.2570)
3. If you hear gunfire or explosives, take cover using all available concealment.

**EMERGENCY NOTIFICATION**
A mass notification system is in place to inform the university community of any campus emergency or
disaster which could impact the University business. This notification system is a voluntary program
which allows those who sign-up for the service to be notified of emergencies via text and/or email.
When a message is sent, please follow the instructions carefully. To sign up for this system, visit the
msmu.edu webpage.

**FALSE ALARMS**
Initiating a false alarm by either making a crank call to the fire department or tampering with fire safety
equipment, which includes blocking emergency exit paths, disconnecting smoke detectors in student
rooms, stairwells, or hallways, disconnecting automatic door closures, misusing or propping open fire
doors, unauthorized use/possession of a fire extinguisher, removing exit signs or pulling out fire hoses,
hanging anything or removing fire sprinklers endangers the safety of the community and tampering
with blue emergency phones will result in disciplinary action.

**FALSE REPORTING**
Intentionally initiating or causing to be initiated any false report, warning, or threat at or about MSMU,
including but not limited to prank phone calls, e-mails, or postings is prohibited.

**FALSIFICATION OF DOCUMENTS**
Unauthorized use, forgery or unauthorized alteration of any MSMU document, instrument of
identification, parking permit, room or office keys, or student employment time card is prohibited.

**FINANCIAL OBLIGATIONS**
Students are responsible for satisfying their financial obligations to the University according to published
deadlines. Failure to do so may result in any or all of the following: fines, loss of housing, loss of classes,
and inability to register for classes and denial of participation in the room selection process.
FIREWORKS POLICY
Unauthorized use or possession of fireworks and/or other incendiary materials on MSMU premises or at MSMU sponsored activities may result in disciplinary action.

HAZING POLICY
No student(s) will conspire to engage in hazing, or commit any act that injures, degrades, or disgraces, or intends to injure, degrade, or disgrace any other student.

Definition: Hazing is defined as any method of pre-initiation into a student organization or any pastime or amusement engaged with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person.

Examples: Such activities may include, but are not limited to the following:
Bodily Danger
- Use of alcohol
- Consumption of food, liquids, drugs or other substances
Physical Harm/Discomfort
- Paddling, whipping, beating in any form
- Creation of excessive fatigue such as sleep deprivation or repetitive activity
- Physical or psychological shocks
- Placing harmful substance on a student
- Exposure to elements
- Confinement in a small space
- Exercise
Emotional Harm/Discomfort
- Any activity that intimidates or threatens a student with ostracism
- Any activity that subjects a student to extreme mental stress, shame or humiliation such as driving around for long periods of time with eyes closed.
Personal Degradation
- The wearing of apparel which is conspicuous and not normally in good taste.
- Engaging in morally degrading or humiliating games and activities or any other activities not consistent with national, organizational or local policies, or the policies of the University.

Any group or individual found participating in hazing will face severe disciplinary action.

ID CARDS
All faculty, staff, and students are required to carry a university ID at all times. The ID card is necessary at Food Services, Health Services, library use, access to Fitness facilities, University sponsored events, check cashing in the Student Accounts Office, boarding the Shuttle, and for security purposes. New students are issued an ID card during Orientation free of charge.

Replacement cards may be obtained in the Food Services Office for $12 with the same picture or $15 with a new picture. ID cards are only valid when affixed with a sticker indicating the current semester and year. Current semester stickers must be affixed to the ID card and may be obtained with proof of registration. An ID may be required for any MSMU service.

INCIDENT REPORT
Anyone in the University may write and submit an Incident Report to the Residence Life and Housing Services Office, or the Student Affairs Office. Only signed Incident Reports with the reporters full name will be accepted (we will not accept anonymous Incident Reports). Incident Reports must be submitted within 30 days from the date the incident occurred. You may also file an incident report online: https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/support-services/campus-security

INTERFERING WITH UNIVERSITY PROGRAMS
Intentionally or recklessly interfering with normal MSMU sponsored activities, including, but not limited to: studying, teaching, research, classroom instruction, University administration, conduct proceedings or fire, police, or emergency services may result in disciplinary action.
LACTATION ACCOMMODATION
The University encourages all members of our community to have a positive, accepting and supportive attitude toward matriculating students and working women who are breastfeeding. Toward that end, provisions have been made for the expression of breast milk by students and employees who are breastfeeding.

A student or employee desiring to express breast milk for her infant child should do so during her regularly scheduled breaks from the classroom or during work rest or meal periods; if this is not possible, a student should seek accommodation from her professor and an employee will be provided with additional unpaid break time for the sole purpose of expressing milk. If an employee is provided with additional break time, any time reporting must reflect this time.

Information about breastfeeding support after returning to school or work shall be provided to students and employees prior to their absence from school or maternity leave from work. Breastfeeding mothers shall be provided the use of a clean, comfortable space for use as a “lactation area”. If you desire a lactation accommodation, please notify Human Resources (Staff/Faculty) or Student Affairs (Students) and every reasonable effort will be made to provide you with the use of a room or other location, other than a toilet stall, in close proximity to your classroom or work area, for you to express milk in private.

LITTERING
Disposal of garbage in any place other than designated trash receptacles is not permitted. This includes, but is not limited to paper cups, food, etc. Each student is responsible for the proper care of his/her room, section, and common areas. Respect for fellow students and University community is shown by properly disposing of garbage and boxes and by not creating unnecessary litter in common areas, hallways, individual student rooms, lounges, kitchens, bathrooms and other communal areas.

MEETING SPACES
Students wishing to use public areas for meetings and activities must follow the reservation procedures and only use these areas if approved. Such areas are:

Chalon
- Leavey Commons
- Classrooms
- Hannon Parlor
- Hannon Theater
- President’s Conference Room

Doheny
- Bldg. 1 Conference Rm
- Classrooms
- Donohue Center
- Rose Hills Auditorium

MINORS ON CAMPUS
Minors are not permitted on campus unless accompanied by a faculty, staff or student at all times (unless the student themselves are a minor). Since it would be a distraction in the classroom, minors should not accompany students to class. Students are not permitted to perform childcare on campus. Students are responsible for the behavior and safety of children in their care.

MISUSE OF TECHNOLOGY
Any behavior that disrupts or causes disruption of technological services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks. The use of data, computer software or network, to devise or execute any scheme to defraud, deceive or extort, or wrongfully obtain money, property, or data. Unlawful downloading or use of patented, copyrighted, or trademarked works. Any violation of confidentiality of electronic materials including but not limited to email, student identification numbers, phone numbers, medical information, or conduct information. The intentional introduction of any contaminant in to the network or computers. Intentional or unintentional “hacking” into any computer system or network. Students in good standing with Mount Saint Mary’s University will have access to utilization of their MSMU email account. Access to this email account may be withdrawn at any time, if deemed appropriately by the administration of Mount Saint Mary’s University.
ON-CAMPUS RECKLESS DRIVING
The intent of the reckless driving policy at Mount Saint Mary’s University is to prevent injury to students, faculty, staff, visitors and vendors as well as to prevent damage to vehicles and university property. It is the responsibility of each person to drive his/her vehicle in a safe manner in observance of all posted traffic signs, with consideration for other drivers and in recognition of the fact that many campus main roads have pedestrian as well as vehicular traffic.

Reckless driving includes, but is not limited to: exceeding the 15 mph speed limit (Chalon) and 10 mph speed limit (Doheny), failure to give the right of way to pedestrians, crossing a double yellow line, tailgating, failure to stop at posted stop signs, failure to yield to a car that has the right of way, making a left turn as you exit the Chalon campus and failure to slow down at a university entrance or exit.

Reckless drivers may be subject to traffic citations, the loss of on-campus driving and parking privileges and possibly more severe consequences.

OFF-CAMPUS BEHAVIOR
MSMU students have a responsibility as members of both the Mount community and as keepers of the CSJ tradition of caring for “the dear neighbor” to demonstrate respectful and civil behavior both on and off campus. This means that MSMU obliges all students, both resident and non-resident, to demonstrate responsible citizenship in the local community.

Therefore, MSMU reserves the right to refer any student involved in disruptive, disorderly, or destructive behavior, or any behavior that is illegal or in opposition to generally accepted standards as expressed in the Athenian Promise, to the Student Conduct Board.

PARKING ON CAMPUS
Parking on campus is a privilege. For the safe control of traffic and parking on Mount Saint Mary’s University (MSMU) Chalon and Doheny campuses, the following parking regulations apply to all students, faculty, staff, and visitors, and are subject to change.

Adherence to Expectations, Rules, and Regulations
All members of the community are expected to drive in a safe, quiet, and courteous manner, in strict compliance with applicable traffic guidelines, regulations, and traffic laws, throughout the University campuses, and in neighborhoods adjacent to the campuses. Unsafe, loud, and/or discourteous driving may result in fines and/or loss of on-campus parking privileges. As members of the University community, we must drive in a manner that is both responsible to and respectful of the neighborhoods in which we live.

The registration of a vehicle on campus and purchase of a parking permit does not guarantee a parking place, but affords the registrant the opportunity to park in designated parking areas when space is available. Parking on campus throughout the year, including break periods, is by permit only. Parking permits are non-transferable and can result in loss of your parking permit.

The University is not responsible for losses due to theft and/or damage(s) to vehicles while on, traveling to or from University property. Everyone pays for parking. There is no free parking – everyone is required to pay to park on MSMU campuses. This rule applies and may be enforced seven days a week, 24 hours a day, nights, weekends, and even holidays. Vehicles must display a current and valid permit at all times.

Reserved spaces Unless otherwise noted or specifically marked on the space itself – parking lots and spaces marked “Reserved” or with an individual’s name are reserved at all times: 24 hours a day, seven days a week, 365 days a year. Do not park there at any time, for any duration of time, for any reason.

Parking Permits
A University issued parking permit entitles the registered permit holder(s) to park in any legal space designated for that permit type is: a) space is available, b) the permit is displayed properly, and c) the vehicle is parked in accordance with the guidelines and regulations. Information regarding purchasing of permit and permit prices are available on the Transportation and Parking Portal.
All vehicles operated and parked on University property by students, faculty, and staff must be registered with the Students Accounts Department and/or Transportation Department (University-owned vehicles are exempt). Vehicles are registered by obtaining a parking permit and are valid for the period specified thereon.

Abuse of privilege Persons who provide false vehicle information or uses a lost, stolen, forged, altered, photocopied, or counterfeit parking permit is subject to parking citation(s), immobilization, loss of the right to hold a permit in the future, and/or referral to Student Affairs for conduct review – daily parking permits included. Refunds will not be issued.

Parking Permits and Allocation of Parking Lots
Parking on Chalon and Doheny campuses are required to have a valid parking permit displayed 24 hours a day, 7 days a week (holidays and weekends included).

Handicap parking spots. Parking in designated spaces reserved for disabled vehicles must have a state-issued disabled license plate/placard, or temporary permit distributed by Campus Events. Those who do not have the appropriate identification will incur a parking fine.

Where to park All permits allow the permit holder to park at both campuses

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<thead>
<tr>
<th></th>
<th>Chalon Campus</th>
<th>Doheny Campus</th>
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<tbody>
<tr>
<td>General</td>
<td>Parking structure A</td>
<td>AAA Lot</td>
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<td>Lot J</td>
<td>Ken Skinner Parking Pavilion</td>
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<td>(must obtain access)</td>
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<td>Figueroa Lot</td>
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<td>Resident Student</td>
<td>Lot I</td>
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<td>Faculty/staff</td>
<td>Lot B</td>
<td>Chester Place</td>
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<td>Lot D</td>
<td>St. James</td>
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<td>Lot E</td>
<td>Ken Skinner Parking Pavilion</td>
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<td>Lot F</td>
<td>(must obtain access)</td>
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<tr>
<td>Reserved</td>
<td>Lot C (reservation and handicapped parking only)</td>
<td>Behind Building 7</td>
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<td>Lot G1</td>
<td>Behind Building 745 (designated parking)</td>
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<td>Faculty, staff, and commuter</td>
<td>Lot G3</td>
<td>Behind Building 745 (designated motorcycle parking)</td>
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<td>Lot H</td>
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<td>Motorcycle parking</td>
<td>Lot G3</td>
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<td>Bicycle parking</td>
<td>Circle next to security booth</td>
<td>Behind Building 1</td>
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<td>Behind Building 18</td>
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Lot use after hours/weekends Students may park in lots designated for faculty/staff outside of the posted parking hours; however, Reserved lots are excluded. Students must adhere to posted parking signs at all times.

Day passes. Visitors must obtain a daily parking permit, which will allow them to park in all student lots, general use areas, and unrestricted parking. Upon request, visitors might be asked to show identification or information at the entrance of campus.

Oversized vehicles. Any and all oversized vehicles are required to park in spaces that allow the vehicle to fit between the parking lines. No exceptions can or will be made. Failure to comply will result in citation(s) and/or immobilization.

Citations, Violations, and Immobilizations
Unregistered/unauthorized vehicles. It is a violation to park an unregistered vehicle or fail to display a current and valid parking permit properly. Visitors are to have daily permits displayed at all times. Unauthorized vehicles parked on campus, parked in fire lanes, illegally parked in disabled, reserved, visitor’s spaces, and/or obstructing traffic/normal functions of the University are subject to booting and/or towing at the owner/operator expense.
Citation fines Students, faculty, and staff with registered vehicles are responsible for any and all citations incurred to their vehicle(s) and/or account(s).

Students’ failure to pay Students who fail to remit fines within thirty (30) days of receiving notification of their violations will have the fines added to their student accounts. Failure to remit fines or the repeated violation of parking and traffic guidelines and regulations may result in the loss of parking privileges.

Multiple citations Students, faculty, and staff with four (4) or more unpaid parking citations will receive written notice that their vehicle has been immobilized with a boot. The boot will only be removed when the registrant furnishes Security a receipt from the Student Accounts Office for payment of all outstanding citations. The student will required to meet with Student Affairs regarding repeated violations.

The complete parking guidelines can be found online at the Transportation and Parking Page on myMSMU
https://mountsaintmarysuniversi.sharepoint.com/sites/MYMSMU/support-services/transportation-parking

PERSONAL PROPERTY
The University and its officers, employees, and agents assume no responsibility at any time for the loss, damage, or destruction of personal property.

PETS
While Mount Saint Mary’s University appreciates the special nature of the owner/pet relationship, the University is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The University, therefore, has established strict policies regarding the presence of pets on campus. With the exception of seeing-eye or hearing dogs or other service animals (as prescribed by the ADA), no pets will be allowed on campus. For information regarding service animals or approved emotional support animals (ESA), please refer to the Service Animals section of this handbook.

POLITICAL ACTIVITY POLICY
As part of our commitment to the development of a dynamic and diverse community of leaders, Mount Saint Mary’s University values and encourages the expression and exchange of ideas. Students, faculty, and staff may exercise their rights and privileges as individuals by participating fully in the political process.

Students, as individuals, are free to express their political opinions and engage in political activities. For example, students are free to endorse a candidate, take a position on legislation, and participate actively in campaign events. Students and recognized clubs and organizations are expected to make it clear that they are not acting on behalf of or speaking for the University in endorsing a candidate or advocating for or against specific legislation.

Recognized student organizations may receive permission to provide speaking opportunities to public officials and/or candidates for public office. The appearance of a public official or candidate should be for an educational or informational talk to the University community and must be sponsored by a department or a recognized student organization. All such appearances must be approved through the club and organization event approval process. Individual students who wish to host events must be sponsored by a department or recognized club or organization on campus.

For more information related to clubs and organization political activity policies, please review the clubs and organizations manual. Individual students wishing to invite a speaker to campus are encouraged to consult with Women’s Leadership and Student Engagement.

-Adapted from: Syracuse University, American University, Mount Holyoke College, and University of Wisconsin – Madison.

PRANK CALLS AND HARASSMENT
As per the Principles of Community, prank calls and other forms of harassment are not tolerated in the residence halls or any other part of the University. Under California Penal Code 653m, anyone who makes a telephone call with intent to annoy or threaten someone can be found guilty of a misdemeanor.

PREGNANT AND PARENTING STUDENTS
There are a variety of resources available near or at Mount Saint Mary’s University to support our parenting and pregnant student population. The University provides caring and professional assistance, varying from counseling support to special accommodations. Visit the myMSMU portal to learn more about on- and off-campus resources.

Lactation Room
Mount Saint Mary’s University is committed to supporting student parents who are breastfeeding. The University provides a clean, private, and comfortable lactation space for mothers to use to express milk. The Lactation Room is furnished with a chair and small table. It is also equipped with paper towels and hand sanitizer. For safety reasons, equipment and/or expressed milk may not be stored in the lactation room. Students may request to reserve the lactation room through the Student Affairs Office. Please see below for room location and contact information.

Chalon Campus:
Location: Humanities building on the 1st floor.
Contact: Student Affairs Office 310.954.4130

Doheny Campus:
Location: Building 2 Room 206
Contact: Student Affairs Office 213.477.2570.

Once the request has been processed and the room has been reserved, instructions of how to gain access to the room will be provided.

PRINCIPLES OF COMMUNITY
Mount Saint Mary’s University is a multi-cultural community of people from diverse racial, ethnic, and class backgrounds, national origins, religious and political beliefs, physical abilities, and sexual orientations. Our activities, programs, classes, workshops, lectures and everyday interactions are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

We want to make explicit our expectations regarding the behavior of each member of our community. As adults, we are responsible for our behavior and are fully accountable for our actions. We each must take responsibility for our awareness of racism, sexism, xenophobia, homophobia and all other forms of oppression.

Bigotry will not go unchallenged within this community. No one has the right to denigrate another human being on the basis of race, sex, sexual orientation, national origin, etc. We will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against persons or property. In this context, we do not accept alcohol or substance abuse as an excuse, reason or rationale for such abuse, harassment, intimidation or violence. Ignorance or "it was just a joke" is also not an excuse for such behavior. Such behavior will be subject to the University’s disciplinary processes.

All who work, live, study and teach in the Mount Saint Mary’s community are here by choice, and as part of that choice should be committed to these principles which are an integral part of Mount Saint Mary’s University’s focus, goals and mission. (Permission to print granted by the University of California at Irvine, University of California at Santa Cruz, and the University of Southern California).

PRIVACY RIGHTS OF STUDENTS
In accordance with the Family Educational Rights and Privacy Act (FERPA), official records are made available to students and are not made available to off-campus persons or agencies without the express (written) consent of the student, in accordance with the provisions listed below. Some official records (e.g., transcripts) are maintained in perpetuity. Others (e.g., disciplinary records, registration forms) are destroyed on a regular schedule as determined by the university official in each office. Records may be encumbered for reason of indebtedness.
The University is authorized by FERPA to release directory information concerning students (the student’s name, address, phone number, class, degree program, major, campus, dates of attendance, degrees and award received) unless the student has requested that this information remain confidential. Notification to withhold such information can be made at the beginning of each academic year through the Registrar. Requests to withhold information are granted for one semester. Questions regarding student prerogatives under the Act should be directed to the Vice President for Student Affairs.

Notification of Rights under FERPA
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Mount Saint Mary's University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Mount Saint Mary's University official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask Mount Saint Mary’s University to amend a record that they believe is inaccurate or misleading. They should write to the Mount Saint Mary's University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Mount Saint Mary’s University decides not to amend the record as requested by the student, Mount Saint Mary’s University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Mount Saint Mary’s University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Mount Saint Mary’s University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

More information concerning Personally Identifiable Information (Directory Information) The primary focus of FERPA is to ensure that a student has reasonable access to his /her educational records (as mentioned above in #1) and, along with this openness, must come the assurance of the privacy of the record. All information belongs to the student and cannot be released without written permission. The only exception to this written permission clause pertains to what the institution defines as directory information. Directory information is information the institution may publish and distribute without written consent. Mount Saint Mary’s University considers the following items directory information – (1) Name; (2) Address; (3) Phone Number; (4) Class; (5) Major; (6) Campus of attendance; (7) Degree program; (8) Degree(s) and awards received; (9) Enrollment status/ Dates of attendance.

Students have the right to withhold directory information and can do this by filing an Information Hold Request with the Registrar’s Office. The form must be filed each semester in order for the information to be withheld.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mount Saint Mary’s University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
PUBLICITY POLICY
To allow for the tasteful, efficient and equitable use of the posting areas throughout the Chalon and Doheny campus, Residence Life and Housing Services and Women’s Leadership and Student Engagement have developed this publicity policy for student and departmental use.

Who May Post Publicity On Campus:
Clubs and organizations at Mount Saint Mary’s University who are officially recognized and are in good standing, academic and student services departments, individual MSMU students with “for sale” flyers for books may post on campus.

Publicity Approval Process:
All materials to be posted in the residence halls must be approved by the Residence Life and Housing Services Office. All other materials to be posted on campus must be approved by the Women’s Leadership and Student Engagement Office. Departmental postings do not require a stamp from the Women’s Leadership and Student Engagement Office. For the Residence Life and Housing Services Posting Policy see the Residence Life: Policies and Procedures section in this Handbook.

Publicity may only be posted or distributed after they have been stamped as approved by the appropriate offices. Materials advertising club/organization sponsored events cannot be stamped unless the event has already been approved by Women’s Leadership and Student Engagement. Information may be posted no earlier than two (2) weeks before the event. Publicity must be removed from all public areas within two (2) days after the event.

For a comprehensive list of publicity procedures, including approved locations for posting, please see the Women's Leadership and Student Engagement Office on the ground floor of Leavey Commons on the Chalon campus and the second floor of Building 11 on the Doheny campus.

Violations of the Publicity Policy:
Posting is not permitted in any area not previously approved by the Women’s Leadership and Student Engagement Office. This includes prohibition on walls, windows, doors, trees etc. The student group or department sponsoring or co-sponsoring the event is responsible for removing all publicity within two (2) days after the event. Any publicity found posted in a restricted area, following an event, and/or any other violation of the Publicity Policy may result in the matter being referred to Conduct Review Board.

RECREATIONAL EQUIPMENT
For safety reasons and facility maintenance, bicycles and skates are not permitted on University property. Students are permitted to store their bicycles next to the Circle Security booth at Chalon or in front of Donohue Center at Doheny. Bicycles may only be stored in bike racks by current students or their guests. Bicycles can only be ridden when entering and exiting campus.

RETAIlATION
Intentionally or recklessly retaliating against any MSMU community member, or their property, in any way, including but not limited to physical, verbal, or written means may result in disciplinary action.

RETURNING to CAMPUS FOLLOWING an EMERGENCY or RELATED LEAVE/WITHDRAWAL
Mount Saint Mary’s university is committed to the well-being and safety of its community members as well as the integrity of the learning environment. A student who is returning to any area of campus following an emergency (e.g. hospitalization, suicidality, disruptive behavior, etc.) or related leave/withdrawal may be required to obtain professional evaluation and develop a plan of care before returning to campus. Decisions will be made by the Dean of Student Life or designee in consultation with the appropriate Mount Saint Mary's University mental and physical health professionals and other staff as is deemed necessary. Failure to comply with this requirement may result in further action up to and including suspension or removal from the University. Students may appeal a decision by e-mailing
msmustudentcommunication@msmu.edu. Students seeking medical withdrawal from the University should refer to policies in the Academic Catalog.

ROOFTOPS, ATTICS AND BASEMENTS
No one is permitted on any building’s roof, in attic or basement for any reason with the exception of Building 7, Doheny campus, laundry facilities.

SAFE DRIVING
For the safety and security of the Mount community, as well as our neighbors, everyone is requested to adhere to the following guidelines:

- Maintain a safe and comfortable distance between vehicles (tailgating is illegal and unsafe).
- Avoid going around a car or speed bump using the opposing traffic lane as it is illegal and dangerous.
- Keep noise/music levels to a minimum, especially at night. Courtesy hours are in effect 24 hours 7 days a week and must be observed on campus and in the surrounding community.
- Do not litter on campus or in the neighborhood.
- Observe school bus signs and lights. (It is illegal and unsafe to pass a school bus with flashing red lights.)
- Observe traffic signs including “Yield”, “Stop”, and “Slow Children”.

Chalon
- Vehicles traveling to the Chalon campus (including guests) are to go north on Norman Place from Bundy Drive. Going straight on Bundy and turning right on to Chalon Road is illegal.
- Vehicles leaving campus must turn right on Chalon Road and take Bundy Drive south. Turning left is illegal.
- Observe posted speed limits. (Norman Place is 25 mph, Bundy Drive is 25 mph between Chalon Road and Norman, the road going up to campus past the main guard booth is 15 mph and on parking lots and the Circle it is 5 mph).

Doheny
- Observe speed limits, residential roads is 15 mph. On campus is 10 mph and in the parking lot is 10 mph.

SAFETY EQUIPMENT
Intentionally or recklessly misusing, disabling, tampering or damaging fire or other safety equipment, door and signs may result in disciplinary actions.

SEARCH AND SEIZURE
The University reserves the right to conduct any search based upon one or more of the following grounds: emergency, health and safety considerations, or suspected violation of University policy or local, state, or federal law.

Any area or property located on University premises and under the control or custody of a full-time or part-time student is subject to search. Included in this definition are (1) University-owned buildings and residences, (2) privately-owned, operated, or controlled motor vehicles located on University premises; (3) University-owned lockers; and (4) any personal property located or contained in these structures or vehicles. The Residence Living License Agreement reserves to the University the right to enter and inspect residential space at any time for maintenance needs or for reasons of health and safety. This Agreement also permit the University to enter and search any residence hall space in an emergency or if there is reasonable cause to believe a violation of University policy, local, state or federal law is occurring.

By registering a vehicle at MSMU, the owner/operator consents to a search of the vehicle if there is reasonable suspicion that there is substantial likelihood that contraband or evidence of activity that violates a university policy or local, state or federal law is inside the vehicle. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator of the vehicle will be directed to remove it from campus immediately and will be informed not to bring it back onto campus or it will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing.
Any search conducted by University personnel shall be reasonable, and shall be limited to items of evidence related to one or more of the grounds for which a search is justified. A search shall be no more broad or intrusive than reasonably necessary to locate the evidence sought.

**SERVICE ANIMALS**
Mount Saint Mary’s University follows the ADA and the most recent guidance from the Department of Justice regarding service animals. In accordance with ADA and DOJ, MSMU adopts the following guidelines for approved service animals on campus.

**Definition of Service Animal**
A service animal is defined by the ADA and DOJ as a dog (or in some cases a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Such animals are considered “Emotional Support Animals” (ESA) and students with disabilities who believe they require an ESA must contact Disability Services.

For a copy of the SERVICE ANIMAL GUIDELINES, including Owner’s Responsibilities, contact the ADA Manager at disability@msmu.edu.

**SHUTTLES AND EXPLORE LA SHUTTLE**
The shuttles provided by the University are for current Mount Saint Mary’s University students, faculty and staff only. The Explore LA Shuttle service is available at both campuses and it is for current traditional undergraduate Mount Saint Mary’s University residents and commuter use only. The Shuttle driver will require students to show their MSMU University ID before allowing entrance into the Shuttle.

Guests are not permitted to use the shuttles at any time. Anyone using the shuttle service should abide by the University’s Student Conduct and Community Standards Policy outlined in the Student Rights and Responsibilities section of this handbook and any other policy posted in the shuttle or on the University website.

**SMOKING POLICY**
Mount Saint Mary’s University is committed to providing a safe and healthy environment for its employees, students and visitors. In light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco are significant health hazards, it is the intent of this policy to establish a smoke free environment. Consequently, use, distribution, or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, in University buildings or on University premises, at events on University premises, or in University vehicles, is prohibited.

For those individuals who must smoke, there is a single designated area on each campus (Chalon-the table on the east side of the Circle, Doheny- behind the Doheny Mansion). While cigarettes are permitted at these single locations, no other smoking material or device is permitted anywhere on campus.

Examples of prohibited items include cigars, pipes, hookahs, clove cigarettes, e-cigarettes, and any other smoking product; and smokeless or spit tobacco.

All University employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. The Student Life Policy Board shall with the approval of the President’s Cabinet, set and approve penalties for violations of these rules and shall provide adequate means for the enforcement of the policy and of penalties for violation of the policy.

Procedures will be developed to offer or promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. Procedures will also be developed to
offer or promote programs and services that include practical evidence-based approaches to end tobacco use for students and employees who want to quit.
-Adapted from Oregon Universities Tobacco-Free Environment Policy

SOLICITATION/VENDOR POLICY
No student may engage in solicitation or invite or permit another person or organization to engage in solicitation on campus for sales or promotional activities without the written approval of the Women’s Leadership and Student Engagement office.

Solicitation shall include, but is not limited to, promoting, advertising, selling or distributing any product or program.

Official clubs or organizations may request permission for the sale of goods and services, or solicitation of funds from the Women’s Leadership and Student Engagement office. Permission may be granted provided that advertising and activities are planned for, and approved of, in advance, and the purpose of the solicitation is accurately and openly identified.

STALKING AND HARASSMENT
Mount Saint Mary’s University is determined to provide a campus atmosphere free of violence for all members of the University community. For this reason, Mount Saint Mary’s University does not tolerate stalking and other forms of harassment. Mount Saint Mary’s University is also committed to supporting victims of stalking and other forms of harassment through the appropriate provision of safety and support services. Examples of stalking or harassment include, but are not limited to: prank calling, unsolicited or unwanted letters, e-mails, or text messages; leaving unwanted items, presents, or flowers for a person; posting information or spreading rumors about a person; and following or spying on a person.

If you are the victim of stalking, contact Campus Security.

STUDENT CONDUCT AND COMMUNITY STANDARDS POLICY
In support of the Principles of Community, the following Student Conduct Policy has been established:

Conduct Procedures
1. The Chief Conduct Officer or designee shall review reports to determine whether or not there is sufficient evidence to charge a student with a violation of the policy and to hold a Conduct Review.
2. Students will receive a written or electronic notice of alleged misconduct charges, the location of copies of the Student Conduct Code, warnings about retaliation, and a scheduled meeting with a Conduct Officer or applicable Conduct Board no less than 3 business days (business days refer to Monday to Friday when the University is in session) prior to the hearing. Students who fail to appear after proper notice will be deemed to have accepted responsibility for the charges against them.
3. As deemed appropriate, a Review will take place during which the Conduct Officer/Conduct Board shall specify the nature of the alleged misconduct and the basis for the charge, including the time, date, and place where it is alleged to have occurred. Students shall have the opportunity to respond to the evidence against them.
   - Students may have an advisor present at the review. Only current full-time students can act as an advisor to a student during a review. Off-campus individuals, parents, faculty, staff or any other individual may not act as an advisor or attend a review.
   - Students who wish to have the assistance of an advisor must inform conduct@msmu.edu in writing at least two business days prior to the scheduled date of the review.
   - The advisor’s role is to assist and support students in the Conduct process and during the review. Advisors may not address the Conduct Officer/Conduct Board during Conduct Reviews.
   - Reviews will be private except for advisors. Recording units (audio and/or video) are not permitted.
4. The Conduct Officer/Conduct Board and the student have the right to request witnesses.
   - Students who wish to have witnesses must inform conduct@msmu.edu in writing at least two business days prior to the scheduled date of the review.
• These witnesses must have information pertaining to the case. Witnesses must submit a written Incident Report to conduct@msmu.edu two business days prior to the review.

5. A sanction shall be levied if it is determined that the student is responsible for the violation. If not, the report will be dismissed.

6. Within 5 business days from the date of the hearing, the written decision of the Conduct Office/Conduct Board will be issued to the student so as to be sufficiently detailed to permit review as provided by this policy.

7. Decisions of the Conduct Officer, Conduct Board, or Appeals Committee recommending a suspension or dismissal from MSMU shall be reviewed and approved by the Vice President for Student Affairs or designee.

Sanctions
One or more of the following sanctions may be imposed for violations of disciplinary regulations and university policies. Factors to be considered shall be severity of the violation, the present demeanor and past disciplinary record of the offender, the nature of the offense, and the severity of any damage, injury or harm resulting from it.

A. Disciplinary Warning
The student is given verbal or written warning that future misconduct may result in more severe disciplinary action.

B. Disciplinary Probation
The student may be restricted from participating in future student and university activities. This includes but is not limited to SGA positions, Resident Advisor positions, Study Abroad programs, Orientation leadership positions, and other student leadership positions. Additionally, the student is given verbal and written notice that any further infractions of MSMU policies may result in possible eviction from student housing, suspension from MSMU, or dismissal from MSMU. Notification will be sent to the appropriate MSMU offices.

C. Restriction
The student is restricted from entering a specific campus area on one or both campuses or restricted from entering campus.

D. Restitution
The student is required to make payment to MSMU or to other persons, groups or organizations for damages incurred as a result of a violation of this Code.

E. Fines
A monetary fine may be assessed to a student for policy violations. The disciplinary fine amount is dependent upon the nature of the violation. A financial hold may be placed on a student’s account until the fine has been paid.

F. Community Service/Educational Project
Community work, work on campus, research projects or other appropriate learning experiences may be assigned.

G. Alcohol/Drug Testing
A student may be required to submit to an alcohol and/or drug test

H. Educational Programs
The student is assigned to attend educational programming to increase his/her awareness of the effects and issues of alcohol and drugs or other matters related to code and policy violations.

I. Eviction From or Relocation within Student Housing
MSMU housing accommodations are a privilege. Students who demonstrate that they are unable to live in community as demonstrated by severe or repeated policy violations may be relocated to another housing facility, or have their housing license agreement terminated, and, if evicted, may be banned from housing facilities and ineligible for future housing.

J. Ineligibility for Graduation or Academic Honor Programs
A graduating student involved with alleged Code violations prior to graduation may not graduate, participate in graduation ceremonies or honors recognition programs, or receive a diploma until the case has been resolved and sanctions completed.

K. Suspension from MSMU
Separation of the student from MSMU for a specified period of time. Permanent notification may appear on the student’s academic transcript. The student shall not participate in any
MSMU sponsored activity and may be barred from MSMU premises. Suspension requires the review and approval of the Vice President for Student Affairs or designee who may alter, defer or suspend this sanction. The Vice President for Student Affairs or a designee may suspend a student for an interim period pending disciplinary proceedings or medical/psychiatric evaluation; such interim suspension becomes immediately effective without prior notice whenever there is reasonable suspicion that the continued presence of the student on the MSMU campus poses a substantial threat to the student, to others, or to the stability and continuance of normal MSMU functions.

L. **Dismissal from MSMU**
   Permanent separation of the student from MSMU. Notification may appear on the student’s academic transcript. The student will also be barred from MSMU premises. Dismissal requires the review and approval by the Vice President for Student Affairs or designee who may alter, defer, or suspend this sanction.

M. **Other Sanctions**
   Conduct Officers and Conduct Boards retain the right to impose additional sanctions as warranted by circumstances including, but not limited to, seriousness of violations, prior offenses, and disposition during the conduct review.

**Appeal Procedures**

A. Any Conduct Officer or Conduct Board disciplinary sanction may be appealed to the Appeals Committee on the following grounds:
   1. The sanction is grossly disproportionate to the offense as determined by the Appeals Officer(s).
   2. The procedures provided for in this policy were not followed, resulting in significant prejudice to the student.
   3. New relevant evidence is available which in the exercise of reasonable diligence could not have been produced at the time of the Conduct Review.
   4. The decision is not supported by reasonable evidence as determined by the Appeals Officer(s).

B. All requests for appeals are sent to: **The Appeals Committee** – conduct@msmu.edu

C. Appeals must be submitted in writing within three business days from the date of the imposition of the original decision. Failure to appeal within the allotted time will render the original decision final and binding. An appeal decision will be given within 5 business days from the date the appeal was received.

D. All decisions by the Appeals Committee are final and binding.

**Roles and Responsibilities**

A. Chief Conduct Officer (Dean for Student Life):
   - Review incident reports and other notices of alleged violations of MSMU student conduct policies.
   - Assign cases to Conduct Officers or Conduct Boards.
   - Resolve a student’s challenge of bias for any Conduct Officer or Conduct Board member.
   - Review appeals.

B. The responsibility of the Conduct Officers and Conduct Boards is to carry out reviews or other proceedings as prescribed in this Policy.

C. The Vice President for Student Affairs, or designee, shall appoint Conduct Officers and Conduct Boards.

**Student Records**

1. All official Conduct correspondence will be kept on file for a minimum of three years. These files will be maintained in the Vice President for Student Affairs office.

2. The student’s disciplinary history is cumulative; therefore increased sanctions may be imposed to take into consideration the student’s overall record of violations of all types, not just those of a similar type.

Student conduct actions are not part of a student’s academic records except for the case in which a student is expelled or suspended from the University. Records are maintained in the Vice President for Student Affairs office for six years after the event, except for suspension and expulsion, in which case
the record is permanently retained. Student workers, administrative staff and faculty are expected to respect confidential information about students which they acquire in the course of their work.

Portions of this policy were adapted, with permission, from Loyola Marymount University
If you have any questions about this policy, please contact one of the following offices:

<table>
<thead>
<tr>
<th>Student Affairs Office</th>
<th>Residence Life and Housing Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Chalon: 310.954.4130</td>
<td>Chalon: 310.954.4325</td>
</tr>
<tr>
<td>Doheny: 213.477.2570</td>
<td>Doheny: 213.477.2661</td>
</tr>
</tbody>
</table>

STUDENT LIFE POLICY BOARD
The Student Life Policy Board votes on policy proposals. If passed, these approved policies are then included in the Student Handbook and directed to the appropriate departments/offices for implementation. Policies, which significantly impact the mission of the university, are voted on by the Student Life Policy Board and then sent to the University President for final approval.

Membership: The Board is comprised of fifteen members, including: the Vice President for Student Affairs, Assistant Vice President for Student Affairs, Dean of Student Life (Chalon and Doheny), Director of Residence Life and Housing Services, the advisor to the Student Government Association, three full-time faculty members, the Student Government Association President, and students at-large (one from both Chalon and Doheny). The Vice President for Student Affairs or designee serves as the chairperson for the Board. The three full-time faculty members shall be elected in an open faculty election. In order to provide continuity, two faculty members are elected for two-year terms, and one is elected annually for a one-year term. The student-at-large from Chalon and Doheny must hold an elected leadership position and be recommended by the Director of Women’s Leadership and Student Engagement.

Policy Development: Any University community member may identify the need for new policies or the need for review and modification of existing policies to the Chairperson of the Student Life Policy Board. The decision to review and/or change a policy or to adopt a new policy is reached after deliberation and consultation with persons responsible, as well as students and other constituents directly affected, before final policy proposals are drafted. Policies are regarded as norms for behavior; policies should be directive, stated in positive terms, set community standards and be enforceable. The committee may make recommendations to other areas of the University who hold sole discretion on policies.

Policy Approval: The Student Life Policy Board votes on policy proposals. Approved policies are then presented to the University President for final approval. The policies are shared with the Trustee Student Life Committee.

Policy Implementation: It is the responsibility of the Student Life Policy Board to communicate decisions to the affected constituents. Furthermore, it is the responsibility of the director of the affected area to ensure the timely implementation of the policy.

TECHNOLOGY POLICY
The technology policy at Mount Saint Mary’s University encompasses, but is not limited to, the use of the Computer Network and Non-Networked Campus Computers, Email, Voicemail, Phone Systems, Internet, Intranet, and World Wide Web.

In keeping with the Catholic tradition of the University, all technology users are expected to uphold high ethical standards and adhere to the policy guidelines below. Those violating this policy may face penalties that may include restrictions on their use of technology or referral to the Student Conduct Board, if circumstances warrant, and could conclude with the revocation of all access privileges.

Electronic Mail (E-mail) is the official communication method that the University will use to contact students to keep them informed of university activities, policies, and administrative functions such as registration and billing. Students, therefore, must check e-mail regularly in order to stay abreast of important messages and notifications. Failure to read official university communications sent to students’ official e-mail addresses does not absolve students from knowing and complying with the content of
official communications. MSMU labs will be available on both campuses to use over the summer months if needed. Many public libraries also have free Internet access.

Faculty may use students’ official e-mail addresses as the official out-of-class means of communicating with students registered in their classes. Students must comply with course requirements communicated to them by e-mail.

In keeping these resources functioning, students who use the University e-mail system (to send or receive e-mail) must adhere to the following policy and will be held accountable for any violations encompassing the use of the Computer Network and Non-Networked Campus Computers, E-mail, Voice-mail, Telephone Systems, Internet, Intranet, and the World Wide Web.

Mount Saint Mary’s University Technology User Agreement
All users of Mount Saint Mary’s University computer technology must sign a User Agreement, which states that they understand and agree to abide by the policy.

Policy Guidelines
a. Ownership of Resources:
   All individuals using University technology or facilities do so with the knowledge that they are using University resources in support of their work. The University Intellectual Property policy is located on the myMSMU site under Institutional Policies. The University has the right to access electronic communications when using university resources. The university will make reasonable efforts to maintain the security and confidentiality of information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

b. Authorized Use/Security:
   Users have passwords to access University resources which they have the authority to use. These passwords cannot be shared with others. Similarly, users should only utilize a password, access a file, or retrieve data with proper authorization. All passwords being used on any technological equipment must be registered with appropriate University authorities. Personal and financial records will be accessible only to those with proper authorization. Users should only access files pertaining to others at the university (students, faculty or staff) when appropriately warranted and authorized. Any faculty, staff or student who accesses files, email, or voicemail without authorization will face disciplinary measures including, but not limited to, restriction on use of University technology or referral to The Student Conduct Board. Users utilizing computer files, email and voicemail should be aware that privacy is a priority, but is not guaranteed. As an example, email and voicemail can be compared to an addressed, unsealed envelope. Most people would respect the envelope if it were not addressed to them, but it is not impenetrable to someone with the desire and ability to open it. Those seeking confidential methods of communication should consider other options.

c. Software purchases/installations:
   University employees are required to purchase software through the Office of Information Technologies in order to utilize educational/volume discounts, ensure compatibility and maintain the security of the MSMU computing system and network, ensure proper licensing (the lack of a license could lead to significant fines for the university) and ensure support if a software/hardware problem occurs. If software is purchased independently and installed on a Mount Saint Mary’s University computer by someone other than an Office of Information Technologies staff, it is done so at the installer’s own risk and if found to be a security threat or to not meet security and privacy standards it will be removed. The University is not responsible for software it cannot support or hardware problems caused by unauthorized installations.

d. Harassment:
   No student, faculty, or staff member should use computers, email, voicemail, or other technology to harass or threaten others, disrupt classes or offices or transmit data that does not qualify as academically protected freedom of speech. Student violations will be referred to The Student Conduct Board, staff violations will be referred to Human Resources, and faculty violations will be referred to the Academic Freedom Committee to first ascertain if this is protected free speech. If not, violations will be referred to either the Provost or to Sexual Harassment Grievance Officers, depending upon the nature of the harassment.
e. **Copyright:**
   To avoid copyright infringement, users must obtain permission from authors, artists, or other sources before utilizing materials created on or obtained via computer technology (e.g. making and distributing multiple copies). Information about copyright is found at the U.S. Copyright Office in the Library of Congress at http://lcweb.loc.gov/copyright/.

f. **Commercial Use:**
   Use of University technology or equipment is intended for academic purposes and University-related business only. Ordinarily faculty, staff, and students should not use University resources to initiate or maintain personal businesses (e.g. creating web pages and storing them on the University’s server).

g. **Academic Freedom:**
   Faculty members using University technology do so with protection of their freedom of speech and right to access educationally worthwhile materials. Individuals are, thus, expected to exhibit good sense and integrity in making decisions about the use of computers and other technology at the University.

h. **Personal Web Pages:**
   Faculty, students and staff may create personal digital spaces. The views expressed on these spaces are those of the individual. Those creating personal digital spaces should be sensitive to the fact that their web page reflects upon the University. Unacceptable content on these pages includes maintenance of a personal business, obscenity, harassment of another individual, creation of a hostile environment, speech that targets a particular individual or group in a way that is not academically protected as free speech, or endorsement of activities prohibited by University policies. Contact the Office of Information Technologies for help or information.

i. **Departmental & Club Digital Spaces:**
   University departments and recognized student organizations are encouraged to create department and organization digital spaces in myMSMU. These digital spaces must use the University's style template in order to maintain a consistent look and feel consistent with the main University style. Subsequent pages may continue to use the template, but are not required to do so. All templates are available through the Office of Information Technologies. If you want to create a departmental or organization digital space please contact Information Technologies. All documents published by student clubs and organizations must be approved by the Women’s Leadership and Student Engagement office.

j. **Procedures Regarding Violations:**
   In general, violations by students will be evaluated by The Student Conduct Board; violations by staff will be evaluated by department heads or Human Resources. Users who violate the policy may face restriction of technology access or more severe sanctions, if circumstances warrant.

For the complete policy, please go to the following link on Office of Information Technology Page:  
https://mountsaaintmarysuniversity.sharepoint.com/sites/MYMSMU/support-services/information-technology

**THEFT**

Theft of property or of services on MSMU premises or at MSMU sponsored activities or knowingly possessing stolen property may result in disciplinary action.

**TRAFFIC VIOLATIONS**

Repeated or reckless violations of the university traffic regulations and parking signs and regulations may result in disciplinary action.

**UNAUTHORIZED ACCESS**

Unauthorized presence in or use of MSMU premises, facilities, or property, including, but not limited to, roofs, balconies, ledges, and trellises may result in disciplinary action.

**UNRECOGNIZED CLUBS/ORGANIZATIONS POLICY**

It is the policy of Mount Saint Mary’s University that all student clubs and organizations be approved and certified the Women’s Leadership and Student Engagement office. Only officially recognized clubs and organizations are granted privileges on campus including access to University facilities and services.
Participating as a member of a club or organization that has been denied official recognition by the University, suspended by the University, or that has never sought recognition from the University is a violation of University policy. Mount Saint Mary’s University does not provide any form of support, oversight, and advisement to members of unrecognized clubs and organizations. Affiliation with such groups is a violation of University policy and will subject students to University Conduct Board proceedings.

-Adapted from: Hofstra University and University of New Hampshire

**VICTIMS OF SEX OFFENSES INFORMATION**

Mount Saint Mary’s University encourages victims of sex crimes to report offenses, and offers assistance from university staff in notifying internal and external authorities. Mount Saint Mary’s stresses the importance of a victim of a sex crime to preserve any evidence as it may be necessary as proof of a criminal offense.

Residence Life and Housing Services programs, Freshmen Orientation class workshops, and literature distribution promote awareness of forcible or non-forcible sex offenses and the university support available to victims. If a sex offense occurs, students may contact the following administrators for support and guidance Monday-Friday, 9:00am to 4:30pm:

- Bernadette Robert, Associate Vice President for Diversity, Equity and Inclusion/Title IX Coordinator, 213.477.2511
- Dr. Laura Crow, Dean of Student Life, 310.954.4130
- Jessica Cuevas, Dean of Student Life, 213.477.2570
- Michael McFartridge, Director of Campus Security, 310.954.4084 or 213.477.2995
- Gail Gresser, Director of Campus Ministry, 310.954.4126
- Dr. Susan Salem, Director of Counseling and Psychological Services, 310.954.4112
- Beryl Salvatore, Director of Health Services, 310.954.4110

Also, they may contact Security, Student Affairs or Residence Life and Housing Services, including the resident assistant on duty for immediate support. Other departments available to assist them include Health Services, Counseling and Psychological Services, Academic Affairs and Campus Ministry.

If an on campus conduct procedure takes place as a result of an alleged sex offense, the accuser and the accused are entitled to have an advocate (another full-time student) present during the campus conduct proceedings. Both the accuser and accused are entitled to know the outcome of the conduct process.

Resolutions resulting from a conduct procedure regarding rape, acquaintance rape or other sexual offenses (forcible or non-forcible) include disciplinary warning, disciplinary probation, restitution, interim suspension, termination of on-campus housing, suspension and/or expulsion.

In addition, victims of sexual offenses will be advised of academic and student life options for their support, if requested and available. For questions about policies and procedures for dealing with incidences of sexual harassment, see the Student Handbook.

**VIOLATIONS OF CRIMINAL LAW**

Criminal violations are defined by law and tried by the courts. In any case in which a student acts in a manner which may be reasonably viewed as within the definition of criminal violations, the University may take action with regard to that student independent of any civil or criminal proceedings.

**VIOLATIONS OF FEDERAL/STATE AND LOCAL LAWS**

Violation or attempted violation of federal, state and local laws will be reviewed by the MSMU Student Conduct Code. In any case in which a student acts in a manner which may be reasonably viewed as being within the definition of violations of federal, state or local laws, the University may take action with regard to that student independent of any civil or criminal proceedings.

**VISITORS AND GUESTS**

Visitors and guests of Mount Saint Mary’s University students are welcome on campus. However, the University reserves the right to refuse admittance to individuals not associated with the University. Possible reasons for refusal may include but are not limited to: (a) by request of a current Mount Saint

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Mary’s University community member, if (b) the individual is or appears to be under the influence of alcohol or drugs, or if (c) an individual violates University policies. Any individuals involved in incidents on campus may be asked to leave and/or escorted off premises.

All visitors to the University must observe all parking regulations and purchase a parking permit if they wish to park on campus. Guests of resident students coming to campus after 5p.m. Monday-Friday and all day on Saturday and Sunday will be provided a complimentary guest pass at the main entrance. All visitors and guests entering campus are required to list their names with security upon entering the campus and give the guard their intended destination. For security purposes, all guests must be ready to show a valid picture ID to be allowed entrance into the University. Visitors will be expected to abide by University Policies. Students will be held accountable for the actions of their guests.

**VOTER ENGAGEMENT**
Mount Saint Mary’s University, Los Angeles strives to prepare its students as civically engaged leaders, engaged and informed participants in democracy. Engaging students as voters and voter advocates encompasses efforts to increase the knowledge and develop the skills students will need to engage in democracy, politics, policy making, and social action.

To fulfill this mission, Mount Saint Mary’s University, Los Angeles commits to:
- The Division of Student Affairs through Women’s Leadership and Student Engagement will lead efforts on campus to inform eligible students of their ability to register and vote in all applicable elections.
  - This office ensures voter engagement and education is a standing part of their vision and mission.
  - This office is responsible for making available voter registration applications, pertinent information about upcoming elections, and other relevant nonpartisan election information available for students.
  - This office works closely with students, faculty, and staff across the University to promote voter engagement and education efforts across the institution.
  - This office works with the Los Angeles County Registrar of Voters as well as the California Secretary of State’s office to maintain regular communication and ensure students have access to voter registration and voting sites.
- Mount Saint Mary’s University, Los Angeles makes available voting information/where to find voting information on the campus website available to all students.
- Mount Saint Mary’s University, Los Angeles is non-partisan in its voter engagement efforts.

*Adapted from Campus Vote Project “Institutionalizing Voter Engagement: A guide to developing and adopting handbook language”* - March 2018

**WEAPONS**
Firearms, knives, weapons, and any such facsimiles of such (including swords, laser guns, paintball guns, water guns, or any other plastic guns, etc.) are prohibited on campus (this includes the residence halls) and at all University-sponsored events. On-campus includes all MSMU owned and controlled property including parking lots, parking structures, classroom buildings, libraries, etc.

Any student in possession of either an exposed or concealed firearm, or any form of weapon as stated in the above paragraph, or that uses any device as a weapon on University property or at a University-sponsored event may be expelled. MSMU does not recognize lawfully issued permits to carry concealed weapons (CCW) and will treat anyone in possession of a firearm under these circumstances in violation of the MSMU weapons policy.
RESIDENCE LIFE:
POLICIES AND PROCEDURES

Life in the residence halls is a very unique aspect of the University experience. Residence halls provide for the establishment of friendship and the continued development of the students' intellectual, emotional, spiritual and physical identities. Students are encouraged to develop social and communication skills and a sense of personal responsibility and accountability. Students are given opportunities to become involved in leadership positions in the residence halls, thus enabling them to be involved in both intellectually challenging and fun programs. On-campus housing at Chalon is for traditional undergraduate students only. On campus housing at Doheny is available for traditional undergraduate students, ADN, ABSN, DPT, JTC and Graduate students.

The Chalon Residence Life and Housing Services staff is composed of the Director, Associate Director, Housing Coordinator, Residence Life and Housing Services Intern, three Head Resident Assistants and fourteen Resident Assistants. The Doheny Residence Life and Housing Services staff is composed of the Director, Assistant Director, Residence Life and Housing Services Intern, two Head Resident Assistants and eight Resident Assistants. These individuals are available for informal counseling and problem solving. The Residence Life and Housing Services staff is also responsible for the operational aspect of housing, which includes room and roommate assignments, room changes and room selection.

The intent of the Residence Life and Housing Services program is to meet the needs of the students and to maintain a safe living environment conducive to academic and personal growth. This section of the Student Handbook is intended to serve as a guideline for students regarding residential regulations and services. For more information, contact your Resident Assistant and/or the Residence Life and Housing Services Office.

It is every resident’s responsibility to read, abide by, and become familiar with all the policies and procedures outlined in this handbook, Student Handbook, University Catalogue, and the Athenian Promise, and to make sure any guest they are hosting understands and abides by all the policies and procedures as well. If any violation of University policy takes place, the guests will be asked to leave the Residence Halls and/or the University and may be restricted from the Residence Halls and/or the University in the future. Residents violating University policy will face disciplinary action and may be restricted from certain Residence Halls or restricted from receiving certain services.

A new handbook is made available to all MSMU students at the beginning of each academic year or upon being accepted to the University if during the academic year. The information in the handbook is updated every year, and policies are revised and changed. Due to this, all students must re-read and become familiar with any changes or additions made to the handbook.

ACCESS TO STUDENT ROOMS, ENTRY, AND SEARCH OF ROOMS

The University reserves the right to enter a residence hall room at any time for the purpose of ensuring maintenance of health, sanitation and safety standards; for inventory, for making necessary repairs; for enforcing of University and/or Residence Hall policies and regulation; and for any emergency.

Facilities Management can enter the halls after 9:00a.m. to make repairs in the halls and community areas and between 10:00 a.m. to 8:00 p.m. to make repairs in the resident’s rooms. If Residence Life and Housing Services or Facilities Management finds a room unlocked when performing a University duty, they will lock it when the job is completed. If the resident is found locked out due to this, the resident will be charged our standard lock-out fees to regain access to their room.

Housekeeping may be in the halls from 7:00 a.m. to 10:00 p.m. to clean community areas. The University reserves the right to confiscate items not permitted in the residence halls regardless of whether or not the resident is present at the time. The University assumes no responsibility for any damage caused to any personal item removed/confiscated from the residence halls or rooms due to violation of policy or while it is being stored.
The University cannot prevent or prohibit the search of student’s rooms or University premises by law enforcement officers acting in the performance of their duties.

CENSUS
The Residence Life and Housing Services Office conducts a census the first week of every semester to account for all residents in the halls. If a resident fails to show up for check-in and has not informed the Residence Life and Housing Services Office in writing that he/she will be late checking in, his/her housing will be cancelled and the room will be assigned to another student.

The Census Bureau also conducts a Census yearly. Residents may be contacted by the agency to fill out a questionnaire. Cooperating with the agency conducting the Census and completing the Census materials is required by law. The Residence Life and Housing Services Office will inform the residents of this request, if possible, but we do not guarantee we will be able to inform students in a timely manner.

COMPUTERS (see the University Policies and Procedures for the full Technology Policy)
In the Residence Hall rooms: Resident students are permitted to have a personal computer in their residence hall rooms, provided they abide by all policies set forth by the Office of Information Technology.

Residents are not permitted to download and/or share music and video files due to legal issues. For the protection of residents’ computers as well as the electrical wiring, residents are not permitted to plug one power strip into another power strip, or a power strip already connected to an electrical outlet. Also, residents are encouraged to plug any computer equipment into a surge protector in order to protect their personal computer. Mount Saint Mary’s University is not liable for any damage caused to your computer from surges or power outages in the electrical wires.

Residents are not allowed to install wireless hubs, routers, etc., or use items that transmit a wireless signal within the University network or to other students in the Residence Halls. If hubs or any other non-approved device is found in the Residence Halls, it will be confiscated and a possible fine may be assessed.

Printers are not available in the Residence Hall computer labs. You can save your documents to a USB drive and print in the computer lab in the Library (Chalon) or the computer lab in Building 3 (Doheny).

Residents may submit a work order at the Residence Desk or contact the Help Desk directly at x2970 to report malfunctioning equipment. Repairs are made by OIT, and it may take time to service malfunctioning equipment. Residents may use another residence hall computer lab or the computer labs in the Library.

The computer labs in the residence halls are for residents’ use only and only for the campus that they currently reside. Students may be asked to show their MSMU ID (with the most current MSMU semester sticker). Residents that violate this policy or any University policy while in the computer labs will face disciplinary action and may be restricted from using the computer labs in the residence halls. Residents using University computer labs are encouraged to save their work to a USB every few minutes. The University is not responsible for any work lost due to the use of any University computer or any other issued item.

Chalon Residence Halls Computer Labs policy:
1. All female Chalon residents may utilize the residential computer labs 24 hours a day, 7 days a week located on the first floor of Brady, Carondelet and Rossiter Halls (residents can enter with their key).
2. Chalon male residents may use the residence hall computer labs in Brady, Rossiter and Carondelet only during male visiting hours. A computer station is available in the Casa for male residents to use 24 hours a day.
3. The lab computers are intended for academic purposes. Therefore, if a student is using the computers in the lab for personal use and another resident needs it to complete academic work and no other computer is available, that student must surrender the computer.
4. Guests (this includes MSMU commuters, Doheny residents, faculty/staff, or anyone not associated with MSMU) are not allowed in the residence hall computer labs at any time.
5. Residents are not allowed to install or use any type of instant messaging programs or other software in the computer labs. Residents may not download any illegal files (ex: music or video files) in the computer labs.
6. Food and drinks are not permitted in the computer labs.
7. Residents may not prop open the computer lab doors at any time or for any reason.
8. Residents must not tamper with the air-conditioning units as they need to remain on at all times to keep the computers functioning correctly.

Doheny Residence Halls Computer Stations Policy:
1. All female Doheny residents may utilize the residential computer stations 24 hours a day, 7 days a week located in the lounges of McIntyre and House 20. Computer stations located in House 7 and House 8.5 are for residents of those buildings only.
2. ADN, DPT, and ABSN students can only use the computer stations in their house. They cannot go to any other house or building to use their computer stations.
3. Doheny male residents may use the residence hall computer stations in McIntyre and House 20 only during male visiting hours. A computer station is available in House 7, 3rd floor for male residents to use 24 hours a day.
4. The lounge computers are intended for academic purposes. Therefore, if a student is using the computers in the lounge for personal use and another resident needs it to complete academic work and no other computer is available, that student must surrender the computer.
5. Guests (this includes MSMU commuters, Chalon residents, faculty/staff, or anyone not associated with MSMU) are not allowed in to use the residence hall computers at any time.
6. Residents are not allowed to install or use any type of instant messaging programs or other software in the computer labs. Residents may not download any illegal files (ex: music or video files) in the computer labs.
7. Food and drinks are not permitted in the computer labs or next to the computer stations in the residence hall lounges.

Damage/Vandalism to University Property (see the University Policies and Procedures section in this Handbook)
Students losing or damaging University property, even accidentally, will be held financially responsible.

Doors and Door Knobs
Any resident or their guests found propping, tampering or blocking entrances and exits with residence hall building doors or door closures (this includes bathroom doors) will face disciplinary action. This includes but is not limited to installing a lock or other locking mechanism, taping the locks, using rocks or other objects to keep the door ajar.

Residents may not post, tape, or hang anything on the outside, inside or over any door in their room (this includes the bathroom door, closet door, main room door, armoire or any other furniture door). Doing this may cause damage to the wood work or to the door frames and may dislocate the framing and latches of the doors.

Residents may not have items hanging from any door frame (streamers, posters, ribbon, curtains, balloons, etc.), as it poses a fire hazard. Residents are responsible for all items posted on their door frames and bulletin boards. Offensive or inappropriate items/messages will be removed and disposed of and the resident may face disciplinary action.

Residents that have balcony doors in their rooms may not use these doors for entering or exiting their rooms on a daily basis, as continual use may cause damage to these doors and the balconies, which may pose a potential safety issue. These doors are intended to allow access to the balcony and for ventilation purposes or for emergencies only. All residents are expected to use the hallway main door using the room keys issued by Residence Life and Housing Services to enter and exit their rooms. For the safety of the residential community, residents are strongly encouraged to lock their doors upon exiting their rooms and keep their keys with them at all times.

Residents will be held financially responsible (up to or in excess of $500) for any damage caused to the doors or doorknobs due to posting or hanging anything on them, over them or near them or for the

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improper use and abuse of the doors. The Facilities Management and Residence Life and Housing Services Offices may hang items on the door knob, if necessary.

Residents may post on the main door frame to their room only with blue painter’s tape, provided the items that are taped are flush against the wall (paper and objects such as streamers or balloons may not hang from the door frame in any way). Residents are responsible for all items posted on their door frames and bulletin boards.

**EMERGENCY INFORMATION**

*Emergency Information Form:* All residents are required to fill out an Emergency Information Form upon moving in to the residence halls. The purpose of this form is for the student to grant permission to contact someone in case of an emergency (e.g. illness, injury, hospitalization, natural disaster, etc.). Additionally, in order to comply with the Higher Education Opportunity Act of 2008 (HEOA), the University is required to contact a confidential contact person in the event that a student is determined missing. This form must be updated every year that you are a resident student.

*Emergency Drills and Safety Equipment:* For the safety of the students, Residence Life and Housing Services coordinates a minimum of one (1) emergency drill per semester. All students are required to comply with University staff and evacuate the building; failure to do so will result in disciplinary action.

Residents are encouraged to have a personal first aid kit and bag with any medication or items that may be needed in their rooms and cars in case of an emergency.

**Chalon Only:**

Chalon residents contact the Residence Life and Housing Services Office (310.954.4325) for emergencies Monday through Friday, between 8:00 a.m. and 4:30 p.m. When the office is closed, you may contact the Resident Assistant on duty 424.208.4034 (see ON DUTY INFORMATION). When the office is closed, you may contact Security 24 hours a day, 7 days a week directly at the following numbers, or through the RA on duty.

- Main Entrance Kiosk 310.954.4123 (24 hours)
- Circle Guard 310.954.4321 (24 hours)

**Medical Emergencies:** For immediate life threatening emergencies call 911. During regular business hours, Student Health Services, (310.954.4110) is open to handle all medical emergencies and health related issues. The office is located on the first floor of the Humanities building. After hours, contact the Resident Assistant on duty. A doctor and a psychologist are on-call for after-hours emergencies. Residents must contact the RA on duty in order to get a hold of the doctor or psychologist on-call.

**Doheny Only:**

Contact the Residence Life and Housing Services Office (213.477.2661) for emergencies Monday through Friday, between 8:00 a.m. and 4:30 p.m. When the office is closed, you may contact the Resident Assistant on duty 424.208.4155 (see ON DUTY INFORMATION). Security may be contacted 24 hours a day, 7 days a week directly at the following numbers, or through the RA on duty.

- Main Entrance Kiosk 213.477.2502 (24 hours)
- Post #2 Guard 213.477.2501 (24 hours)

**Medical Emergencies:** For immediate life threatening emergencies call 911. During regular business hours, the Student Health Services (213.477.2685) is open to handle all medical emergencies and health related issues. The office is located on the second floor of Building 3, First Floor. After hours, contact the Resident Assistant on duty. A doctor and a psychologist are on-call for after-hours emergencies. Residents must contact the RA on duty in order to get a hold of the doctor or psychologist on-call.

**FEE FOR HALL ACTIVITIES**

All resident students pay a non-refundable $17.50 Fee for Hall Activities (FHA) at the beginning of each semester that is used for hall programming and events. If a resident is housed at any time during the semester at Chalon or Doheny, they will be charged the full FHA fee and will be non-refundable even if the student moves out during the semester. Residents who live on campus during the Fall semester and terminate their housing for the Spring by the November 1st deadline will not be charged the $17.50 FHA fee for the Spring. Students who live on campus during the Fall semester and decide to terminate
their housing for the Spring after November 1 will be charged the $17.50 fee. The FHA fee is
determined by the University each year and is non-refundable.

FIRE SAFETY AND PREVENTION
The safety of students living in the residence halls begins with an awareness of fire regulations and
procedures for the safety and concern of all resident students. Candles of any size or type (candle with or
without the wick as well as candle holders), incense (including incense holders), lanterns, propane lighter
fluid, barbecues, etc. are prohibited in all residence hall spaces. Plastic battery-operated “candles”
(flameless candles) are allowed.

For the health and safety of all members of the community, residents are expected to comply with all fire
and safety regulations required by the College or applicable local, state and federal law. Fire drills are
held throughout the year. Instructions for the evacuation of the halls in the event of a fire or emergency
are provided in student rooms. Use of fire alarms and fire-fighting equipment without the existence of an
actual fire is a violation of California Penal Code 148.4. Triggering a false fire alarm could result in
misdemeanor charges, fines, and/or severe disciplinary action.

All residents must evacuate the residence hall or house in the event a fire alarm is activated, whether for
the purpose of a drill or in the case of an actual fire. Residents and their guests must meet at their hall’s
designated meeting spot to check-in and to receive further instruction from a staff member. Students
who fail to comply with this policy will be referred to the Office of Student Conduct.

Fire hoses and extinguishers are installed for resident protection. Residents are urged to read directions
on fire extinguishers to be sure they understand the type of fire for which the extinguisher is effective
and how to operate it in case of need.

Most residence halls have fire alarm systems with magnetic door holders that keep fire doors open until
the fire alarm system is activated at which time all fire doors will close. Fire doors are not to be propped
open or blocked, and exits, hallways or stairwells may not be blocked.

Smoke detectors are present in individual rooms and common areas of each residence hall. Smoke
detectors are potential life saving devices. To ensure that smoke detectors are used appropriately and
serve their designed function, residents are prohibited from dismantling, removing batteries, suspending
objects from or tampering with detectors. Residents who are responsible for misusing smoke detectors
will be charged for repair and/or replacement costs and face disciplinary action. Please report any
problems with smoke detectors to Residence Life and Housing Services immediately.

FOOD SERVICES
All traditional undergraduate students residing on campus are enrolled in a Meal Plan as part of their
Room and Board fees. The meal contract entitles residents to meals only when classes are in session. A
student required to remain on campus during University recess periods, may purchase meals on a cash
basis or use Flex funds if the dining hall is open. Arrangements must be made in advance. See “Vacation
Periods” for further information. ID Meal cards are non-transferable.
Residents in the DPT, ABSN, JTC, and other graduate programs will receive separate information
regarding their meal plans from the Residence Life and Housing Services Office and Food Services.

Only the resident pictured on the meal card may use the card. If anyone other than the person pictured
on the card is found using it, it will be confiscated.

Residents may be charged a $50 fine if they remove any china, silverware, trays, salt/pepper shakers, and
other condiments (non-to-go condiments) from the dining room. All residents must place their own dirty
dishes and trays on the conveyor belt. If china, silverware, trays, cups, bowls, and other cafeteria items
are left in common areas in the residence halls, the entire floor may be charged for each item that is
found.

A student’s meal plan ceases when housing is terminated. Any student charging any meals to their meal
card after their housing has been terminated will be billed for the charges and fined.
GUESTS IN RESIDENCE HALLS

Guests are defined as individuals who are not current students, employees acting in the capacity of their duties, current students who are commuters or residents that do not live in that room/building or living at that campus. **Male residents and male guests are not permitted in the residence halls/rooms before 10:00 a.m. and female residents and female guests are not permitted, at Chalon, in the CASA or Rossiter 1st or at Doheny, House 7 before 10:00 a.m.**

Chalon Only:

Male residents and male guests are not permitted in Rossiter, Carondelet, Brady and Aldworth House before 10:00 a.m. or after 12 midnight Sunday – Thursday or after 2:00 a.m., Friday & Saturday

This includes fathers, husbands, fiancées, brothers or any other male relative/guests.

Female residents and female guests are not permitted in the CASA or Yates House before 10:00 am. or after 12 midnight Sunday – Thursday or after 2:00 a.m., Friday & Saturday

This includes mothers, wives, fiancées, sisters or any other female relative/guests.

Doheny Only:

**Doheny All Female Residence Hall**

Male residents and male guests are not permitted in Hannon, McIntyre, House 20, and House 7 before 10:00 a.m. or after 12 midnight Sunday – Thursday or after 2:00 a.m., Friday & Saturday

This includes fathers, husbands, fiancées, brothers or any other male relative/guests.

**Doheny All Gender Building (House 8.5)**

Male guests of female residents are not permitted in House 8.5, 2nd Floor before 10:00 a.m. or after 12 midnight Sunday – Thursday or after 2:00 a.m., Friday & Saturday

This includes fathers, husbands, fiancées, brothers or any other male relative/guests.

Female guests of male residents are not permitted in House 8.5, 2nd Floor before 10:00 a.m. or after 12 midnight Sunday – Thursday or after 2:00 a.m., Friday & Saturday

This includes mothers, wives, fiancées, sisters or any other female relative/guests.

**Students are permitted to have guests within the following guidelines:**

**Access to Campus**

- Students entertaining a guest are responsible for ensuring that their guest knows and abides by the University rules and regulations, including signing in and out properly with Security.
- All guests in the residence halls must be escorted at all times by their host.
- It is the host’s responsibility to assure that all guests sign-in with the Main Gate Security every time they come onto campus and sign-out with the Main Gate Security upon exiting campus. It is the responsibility of every resident and guest to make sure that they stop at the gate and turn in their guest pass.
- If the ticket machine at the Main Gate is not functioning and guests do not receive a parking pass when they enter the University, guests must stop at the Main Gate upon exiting the campus to ensure that Security logs them out indicating that they have left the campus.
- Any student caught sneaking guests onto campus will face severe disciplinary action.
- Guests must have a valid form of identification with them at all times. They will be asked by a staff member to see a form of identification if they are involved in a policy violation or a suspicion of a policy violation.
- Residents will be held responsible if they or their guests are found jumping the fence at the Doheny campus, which is dangerous and against University Policy.

**Behavior on campus**

- Residents entertaining a guest in their room while their roommate is present or if in a communal area must act respectful at all times.
- Hosts are responsible for their guest’s actions at all times.
- Residents are responsible for their guest’s actions while their guests are on or off campus if their guests’ actions interfere with other MSMU students’ rights to pursue their activities or studies as students or if their guests’ actions interfere with MSMU employee’s rights and responsibilities.
- Host students may be subject to disciplinary action if the guest's presence interferes with the right of the host’s roommate to have access to their room or to maintain their lifestyle.
- Any guest who violates University rules or regulations, or whose behavior is disruptive, will be required to leave the halls or campus and/or be restricted from campus or the Residence Halls. The host will face disciplinary action and may be restricted from using that area in the future.
- Guests are not allowed on any University shuttles or the Explore LA shuttle.
- Guests may not be left unattended in any residence hall room, lounge, kitchen, laundry room or any other part of the Residence Halls. If the host leaves the guest in the room with a roommate, the roommate assumes responsibility for the guest that is in the room.
- Guests are not allowed in the Residence Hall computer labs. Only Chalon residents may enter the Chalon computer labs. Only Doheny residents may use the Doheny computers (see “Computer” policy for more information).
- If a guest violates a University or residence hall policy, he/she will be escorted off campus and may face the possibility of being restricted from campus.

Overnight guests and occupancy
- Residents may have guests of the same sex, 14 years or older for three overnight visits a month. Only 2 additional guests can stay overnight in the room other than the residents assigned to that room on any given night. Violation of this policy will result in the restriction of guests entering the residence halls.
- In single and double rooms, the maximum occupancy is 4 people (including the resident). In a triple room, the maximum occupancy is 6 people. In a quad room, the maximum occupancy is 8 people. If entertaining more than these amount of people a lounge must be used.

After Hours
- Chalon Only: Students may meet with guests after-hours in the Student Lounge (Chalon). If a student or a guest is violating policy while in the Student Lounge, they will be expected to leave campus, and guests may be restricted in the future. Guests cannot be anywhere else on campus after hours.

Doheny Only: Students may meet with guests after-hours inside Ahmanson Commons/Cafeteria until 2:00 am. If a student or a guest is violating policy while in Ahmanson Commons/Cafeteria, they will be expected to leave campus, and guests may be restricted in the future. Guests cannot be anywhere else on campus after hours

HEALTH SERVICES REQUIREMENT
All resident students must receive medical clearance from Health Services prior to living in the Residence Halls. Failure to do so may result in the loss of housing, loss of classes, and inability to register for classes. If you have not turned in your health requirements or have questions regarding the requirements, please call Health Services at 310.954.4110 (Chalon) or 213.477.2685 (Doheny). Students will not be permitted to move into the residence halls if they have not cleared their health requirements. Keys will be issued only after Health Services confirms that they are cleared.

HOUSEKEEPING AND CLEANLINESS IN ROOMS AND RESTROOMS
Housekeeping services are provided in the community area of the residence halls. These areas include lounges, hallways, stairwells, kitchens, and community restrooms with primary attention given to sanitation, vacuuming, and trash removal. Students are responsible for the upkeep and cleanliness of their rooms and common areas such as the bathrooms in their rooms. Residents are also responsible for cleaning their personal dishes. Housekeeping will not wash any dishes left in a kitchen sink. Dirty dishes will be promptly disposed of.

Residents are expected to keep their rooms and restrooms (if they have a shared restroom) clean. This means that residents must regularly clean their rooms and restrooms to prevent damage to the space that they occupy. Housekeeping does not clean rooms or restrooms if it is due to students not maintaining their spaces properly. If it is reported that there is a cleanliness issue in a resident’s room or restroom, they may be required to pass a health and safety inspection of the room. Cleaning supplies are available to all residents for free at the Residence Desk to ensure that their spaces are kept in good condition.
Mount Saint Mary’s University is located in an area where there are many bugs and insects. Residents are encouraged to complete and submit a work order for excessive insect problems to the Residence Desk (Chalon) or Residence Life and Housing Services Office (Doheny) so that the room may be exterminated. In some cases, it may be mandatory for a resident’s room to be exterminated for health and sanitation purposes and the resident(s) may be placed in another room temporarily or permanently depending on the circumstances. To prevent bugs, insects, and other wildlife from coming into the residence halls and rooms, please take the following precautions:

- Check windows and screens to ensure there are no cracks or holes.
- Regularly clean under the bed.
- Dust furniture.
- Clean bathrooms and sinks.
- Change sheets, use mattress pad/cover.

Residents who permanently store community brooms, dust pans, vacuums and mops in their room will be required to return the item to the community trash room and may face disciplinary action that may include a fine. In consideration of, and for the safety of others, please clean up spills or accidents in public areas as soon as possible. If the spill is too large, please contact the Residence Life and Housing Services Office or an RA immediately. Residents are not permitted to sweep trash/dust into the hallways. If you are found doing so, you will face a fine and disciplinary action. (see “Interior Design” and “Safety in the Residence Halls” for more information.)

Chalon Only:
Vacuums and other cleaning aids are available at the Residence Desk for student use. On each floor, there is a designated area to empty trash. Brooms, dustpans and mops are available in each of these areas. These items need to be returned and cannot be kept in their room.

Doheny Only:
Vacuums and other cleaning aids are available in the supply closet at each Residence Hall for student use. On each floor, there is a designated area to empty trash.

**HOUSING DEPOSIT**
All residents must have a housing deposit on file prior to living in the Residence Halls. Failure to do so will result in loss of housing. Residents living in housing consecutive years only need to pay the housing deposit once. Students who have lost their housing and submitted a Termination of Residence form by the appropriate deadline, will be refunded the housing deposit (if applicable) and if offered housing in the future will be required to re-pay the housing deposit. The most recent housing deposit on file will be the one used during room selection and room changes.

- If a resident is not returning to housing for any reason, (including graduation or studying abroad) in order to receive a housing deposit refund, residents need to turn in a Termination of Residence Form by the following deadlines (see “Termination of Residence” for more information):

  **Undergraduate students**
  - If you are not returning to housing in the Fall semester, you need to turn in the Termination of Residence form to the Residence Life and Housing Services Office by May 1st to be eligible for a full refund. After May 1st your housing deposit is non-refundable. If May 1st falls on a Saturday or Sunday, the deadline to submit the termination form will be the following Monday.
  - If you are not returning to housing in the Spring semester, you need to turn in the Termination of Residence form to the Residence Life and Housing Services Office by November 1st to be eligible for a full refund. After November 1st your housing deposit is non-refundable. If November 1st falls on a Saturday or Sunday, the deadline to submit the termination form will be the following Monday.

  **Graduate students**
  - If you are not returning to housing for the Summer term, you need to turn in the Termination of Residence form to the Residence Life and Housing Services Office by April 1st to be eligible for a full refund. After April 1st your housing deposit is non-refundable. If April 1st falls on a Saturday or Sunday, the deadline to submit the termination form will be the following Monday.
  - If you are not returning to housing in the Fall semester, you need to turn in the Termination of Residence form to the Residence Life and Housing Services Office by May 1st to be eligible for a full refund. After May 1st your housing deposit is non-refundable. If May 1st falls on a Saturday or Sunday, the deadline to submit the termination form will be the following Monday.
• If you are not returning to housing in the Spring semester, you need to turn in the Termination of Residence form to the Residence Life and Housing Services Office by November 1st to be eligible for a full refund. After November 1st your housing deposit is non-refundable. If November 1st falls on a Saturday or Sunday, the deadline to submit the termination form will be the following Monday.

• If a resident terminates during the semester for any reason, they will not be eligible to receive a housing deposit refund. See Termination of Residence form for more information.

**INCIDENT REPORTS IN RESIDENCE HALLS**

Anyone in the University may write and submit an Incident Report to the Residence Life and Housing Services Office or the Student Affairs Office. Only signed Incident Reports with the reporters full name will be accepted (we will not accept anonymous Incident Reports). Incident Reports must be submitted within 30 days from the date the incident occurred.

Residence Life and Housing Services Staff members or a University Official will document any incidents where a resident may be allegedly violating a University policy. Residence Life and Housing Services or Student Affairs are not required to notify residents if a report was submitted about them. Upon receiving the Incident Report, Residence Life and Housing Services or Student Affairs will determine if the parties involved will be met with and/or disciplined. Students that fail to respond to a summons email/letter or telephone call to discuss an incident report, or do not submit an incident report when requested by a University official, will forfeit their opportunity to share their side of the story. Incident reports will be read at the time of the meeting with a University Official. Students are not privy to a copy of the Incident Report.

**INTERIOR DESIGN AND FURNITURE**

Residence Life and Housing Services encourages residents to decorate their rooms in a way that will be as comfortable as possible. As it is the express purpose of the Residence Life and Housing Services staff to maintain the residence halls safety and in the best possible condition, it may not be possible for students to have all the items they are accustomed to at home. Some limitations are necessary and residents are asked to comply with the items as listed on myMSMU.

**KEYS (ROOM AND BUILDING ACCESS)**

Each student will be issued a room key, which they are expected to use responsibly. For your safety and the safety of other students all residents must take the following precautions when dealing with keys:

1. Students are not allowed to loan their keys to others at any time or under any condition. Only registered residents assigned to a specific room may have the keys to that room/building.
2. Residents are encouraged to lock their doors upon exiting or when in the room and carry their keys with them at all times.
3. Current MSMU students (residents and commuters) and guests cannot enter another resident’s room or an empty room, even if they know that the room is unlocked.
4. Tampering with any lock is strictly prohibited.
5. Keys are the property of the University and must be returned when a student checks out of the room or at the request of the Residence Life and Housing Services Office.
6. Unauthorized possession, duplication or use of keys or unauthorized entry is prohibited.
7. Lost keys should be reported to the Residence Life and Housing Services Office immediately. For safety reasons, locks will be changed and the student will be charged a door lock change fee of $65 plus a charge of $10 per room key replacement. If keys are damaged, residents need to turn in the damaged keys before they get a replacement key and residents will be charged $10 to replace each key.
8. Residence Life and Housing Services will not permit any student or guest to enter another resident’s room without the express written consent from the resident for emergencies only (emails from the resident’s MSMU email account is acceptable).
9. Residents who do not turn in their keys through the proper end of the semester/year check out process will be charged an improper check out fine and a door lock change fee.

It is important that each student fully understand the sense of community responsibility with regard to the building access key and room key. Student safety depends on proper handling of these keys. If a student is aware that their key or door lock is broken or not functioning properly, it is their responsibility to report it to the Residence Life and Housing Services Office immediately. The University is not responsible for any items that are stolen if a student knowingly leaves the room door unlocked.
Anyone found propping access doors, community bathroom doors, or computer lab doors will face disciplinary action.

FOOD WARMING/KITCHEN AREAS
Chalon Only:
The food warming areas are for the convenience of all students. It is the responsibility of the students to keep these areas clean. Microwave ovens have been placed in the halls (kitchens/lounges) for resident students' use. Full size refrigerators are located throughout the residence halls. Residents using the kitchens must abide by the following policies:
1. Clubs or organizations cannot use the kitchens for club use at any time.
2. Residents may not store any non-approved electrical appliances or furniture anywhere in the Residence Hall including the kitchenettes, lounges, residence hall rooms, balconies, or storage rooms.
3. Items found in these locations will be confiscated and disposed of and the resident will face disciplinary action.
4. Anyone caught placing any cafeteria trays, china or silverware in the kitchenettes or lounges will face disciplinary action and a $50 fine.
5. Any dirty dishes left in the kitchen will be disposed of.
6. At the end of each semester the refrigerators in lounges or kitchenettes are cleaned out and anything left behind is disposed of. Anyone placing anything in the refrigerators must put his/her full name and date it was put in the refrigerator. Any item not labeled or spoiled will be disposed of.
7. Guests may not be left unattended in the kitchenettes at any time.
8. Personal items left unattended in the kitchenettes will be disposed.
9. Residents are allowed to leave approved cooking supplies in the kitchenettes. Residents that do this, agree to allow anyone to use that item. The University is not responsible for any item damaged or stolen if left in the kitchenettes or any other communal area.
10. Microwaves are available in the following locations: Brady 1st kitchenette, Brady 2nd kitchenette, Brady 3rd kitchenette, Carondelet 1st lounge, Casa lounge, Rossiter 2nd kitchen, and Aldworth & Yates kitchens. Microwaves are not permitted anywhere else in the Residence Halls other than the locations listed above.
11. Full kitchens are available in Rossiter 2nd Floor and Aldworth 2nd Floor
12. Residents are not allowed to leave cans or bottles in the kitchenettes for recycling unless a recycling bin is provided.
If the kitchens or any other communal area are vandalized, left dirty, pose a safety hazard, etc. that area may be closed temporarily or permanently.

Doheny Only:
There is no available kitchen for the use of the residents. Microwave ovens have been placed in the halls (lounges) for resident students' use. Mid-size refrigerators are located throughout the residence halls.
1. Microwaves are available in the following locations: Hannon 1st floor community room, McIntyre 1st lounge, McIntyre 2nd lounge, McIntyre 3rd lounge, House 7 lounge, House 8 1/2 lounge and House 20 lounge.
2. Microwaves are not permitted anywhere else in the Residence Halls other than the locations listed above.

LAUNDRY FACILITIES
Coin-operated washers and dryers are located in the Residence halls, and are for resident students' use only.

If you find a malfunctioning washer or dryer, please report it to a Resident Assistant or the Residence Life and Housing Services Office. Residents using the laundry facilities must abide by the following policies:
1. Do not put pillows or comforters in the washing machines or overload them by putting in too many clothes. Failure to abide by this policy will result in damage to the machines and the student will be held financially responsible for repairs.
2. Laundry causing any problems to the washer and/or dryer due to overload, will be removed by the University to prevent further damage. The resident will have 24 hours to claim the items removed. If the items are not claimed, they will be disposed of.
3. Please help us keep the laundry facilities clean by picking up after yourself and removing any lint from the dryers.
4. Guests may not be left unattended in laundry rooms.
5. Be courteous and promptly remove clothes from washers and dryers when they are done. If laundry is left for a long period of time and there is no way to contact the owner of the items, they may be removed so someone else may use the facilities.
6. Do not dye clothes in the washing machines or anywhere else in the Residence Halls.
7. Report any broken machinery or coin loss to the Residence Life and Housing Services Office. Please be patient or use another machine in a different residence hall.
8. If a resident loses their money due to a malfunctioning machine, they must report it to the Residence Life and Housing Services Office during regular business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.).
9. Any laundry left in the laundry rooms will be discarded.

 staunch

Chalon Only:
Quiet & Courtesy Hours policies must be observed in all laundry rooms, which means that residents may only use the laundry room during the following hours:

Carondelet 1st Floor, Brady 3rd Floor,
and Rossiter 2nd Floor
Sunday - Thursday 8:00 a.m. - 10:00 p.m.
Friday and Saturday 8:00 a.m. - 12:00 a.m.

Students may use the Carondelet 1st laundry room as a study area, provided they abide by quiet hours/courtesy hours. If a Residence Life and Housing Services staff member informs students using the Carondelet 1st laundry room that a complaint has been made regarding excessive noise, students will be asked to leave the area and go back to their rooms.

Please note that the industrial size washer/dryer in Carondelet is not for residents’ use.

Doheny Only:
Laundry Room Hours

   House 7 & House 20
   24 hours a day, 7 days a week

   House 8 1/2, McIntyre and Hannon
   Sunday - Thursday 8:00 a.m. - 10:00 p.m.
   Friday and Saturday 8:00 a.m. - 12:00 a.m.

The University is not responsible for lost or damaged items due to usage of the laundry facilities or while removing any item(s) that may be causing damage to the facilities. The University uses an outside company to repair malfunctioning laundry equipment, so it may take several days to make repairs.

LICENSE AGREEMENT
Each resident must sign a Residence Living License Agreement in order to live on campus. This agreement should be read carefully before signing as it is binding. Residents are held accountable for the terms and conditions set forth in the agreement.

Housing may only be available for 5th year seniors (students who need an additional semester/year to fulfill their degree requirements to graduate) who petition to chalonresidence@msmu.edu. If approval for housing is granted, the student may be offered housing at the Doheny campus for a maximum of one year.

A new license agreement is signed every year or after a room change is made. A license agreement becomes null and void at 5:00 p.m., 24 hours after a resident drops below 12 units, withdraws from the University, or is disqualified for any reason. It is also the student’s responsibility to notify the Residence Life and Housing Services Office if they have dropped classes and are below 12 units or if they are withdrawing, studying abroad, or taking a leave of absence from the University.

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LOCK-OUT PROCEDURE
If a student’s room is found unlocked at any time by Facilities or Residence Life and Housing Services when performing a University duty, they will lock it when the job is completed. If the resident is found locked out due to this, the resident will be charged our standard lock-out procedure fees to regain access to their room.
For the safety of the residential community, residents are strongly encouraged to lock their doors upon exiting their rooms and keeping their keys with them at all times.

Chalon Only:
If you get locked out of your room, go to the Residence Desk, which is usually open 8:00 a.m. to 10:00 p.m. They will loan you a room key for 15 minutes. After you have used your three lock-outs for the semester, you have to pay $1 each time you borrow a key. If the Residence Desk is closed, call the RA on-duty. If the RA on-duty has to open the Residence Desk after 10:00 p.m. and before 8 a.m. to loan you a room key, you will be charged $5. The three free lock-outs do not apply during this time.

Doheny Only:
If you get locked out of your room, go to the Residence Life and Housing Services Office, which is usually open 8:00 a.m. to 9:00 p.m. Monday through Thursday. They will loan you a room key for 15 minutes. After you have used your three free lock-outs for the semester, you have to pay $1 each time you borrow a key. If the Residence Life and Housing Services Office is closed, call the RA on-duty. For lock-outs occurring after 10:00 p.m. and before 8 a.m., you will be charged $5. The three free lock-outs do not apply during this time.

LOUNGES AND COMMUNITY SPACES
Any resident found using a community space without the proper authorization or violating any of the lounge policies listed below or any other University policy will be asked to leave the lounge, the Residence Halls and/or the University. Residents asked to leave, may lose the right to use the residence hall lounges, may be restricted from the Residence Halls or the University in the future and/or may be assessed a fine or a more severe disciplinary action. Items found in the lounges unattended will be confiscated and placed in the Residence Desk.

Chalon Only:
Lounges are available for use by all current Chalon residents and must abide by the following lounge rules:

1. Residents may consume food and drinks in the lounges. Food or any containers of any kind cannot be disposed of in the lounge trashcans. Please use the trash located in the halls or the trash bins located outside the residence halls.
2. Sleeping or lying on any furniture or floor is not permitted in the lounges at any time.
3. Guests (including commuters and Doheny residents) cannot be left unattended in the lounges or other communal areas at any time.
4. The lights in the lounges need to remain on at all times unless the lounge is reserved for an approved University program.
5. Faculty, staff, and commuters are not permitted to use the lounges in the residence halls for personal use.
6. Due to sanitary purposes, do not put your feet on the tables, chairs, sofas or any other furniture in the lounge.
7. Residents using the lounge must abide by all University policies including quiet hours. Therefore, the volume to the television and conversations must remain reasonable at all times.
8. Video game machines or any other device may not be connected to the in the lounges. The only item that may be connected is the DVD machine available at the Residence Desk for check-out. Personal DVD/VCR’s are not allowed to be connected to the lounge televisions. Any damage caused to the television due to not following this policy will be the student’s responsibility.
9. No one may leave personal items in lounges. Anything left behind in the lounges or any other communal area will be confiscated and held at the Residence Desk. Items remaining at the Residence Desk at the end of the semester will be discarded at the end of each academic semester.
10. If any furniture, televisions, television remote controls, batteries, Direct TV cable boxes or cards are damaged or stolen from the lounges, they will not be replaced until the next academic year.
Theft is a felony and anyone caught stealing or damaging any University property will face disciplinary action and a fine to replace the items.

11. Except for the three study lounges in Carondelet Hall (located on 2nd, 3rd and 4th floor) all other doors to the lounges must remain open unless an approved program is taking place.

12. Lounges may not be used for personal use such as baby showers, birthday parties, etc., by residents, family members, friends, faculty or staff.

13. Residence hall lounges may not be reserved by clubs and organizations.

Rossiter, Carondelet and Brady Hall Lounges: Lounges may only be used by resident students and their guests. Guests must be escorted at all times by their host resident. Only Residence Life and Housing Services Staff may reserve lounges located in the Residence Halls.

Yates, Aldworth, CASA and Rossiter 1st Lounges: These lounges are not available for reservation. Only the residents living in these halls may use these lounges. For example, only CASA residents may use the CASA lounge.

Doheny Only:
Lounges are available for use by all residents and must abide by the following lounge rules:

1. Sleeping or lying on any furniture or floor is not permitted in the lounges at any time.

2. Guests (including commuters and Chalon residents) cannot be left unattended in the lounges or other communal areas at any time.

3. The lights in the lounges need to remain on at all times unless the lounge is reserved.

4. Faculty, staff and commuters are not permitted to use the lounges in the residence halls for personal use unless approved by Residence Life and Housing Services.

5. Due to sanitary purposes, do not put your feet on the tables, chairs, sofas or any other furniture in the lounge.

6. Residents using the lounge must abide by all University policies including quiet hours. Therefore, the volume of the television and conversations must remain reasonable at all times.

7. Video game machines or any other device may not be connected to the televisions in the lounges. Personal DVD/VCR's are not allowed to be connected to the lounge televisions. Any damage caused to the television due to not following this policy will be the student’s responsibility.

8. No one may leave personal items in lounges. Anything left behind in the lounges or any other communal area will be turned in to Lost and Found. Items in the Lost and Found will be discarded at the end of each academic year.

9. If any furniture, televisions, television remote controls, batteries, Direct TV cable boxes or cards are damaged or stolen from the lounges, they will not be replaced until the next academic year. Theft is a felony and anyone caught stealing or damaging any University property will face disciplinary action and a fine to replace the items.

10. All doors to the lounges must remain open unless an approved program is taking place.

11. Food or any containers of any kind cannot be disposed of in the lounge trashcans. Please use the trash rooms located in the halls or the trash bins located outside the residence halls.

12. Lounges may not be used for personal use such as baby showers, birthday parties, etc., by residents, family members, friends, faculty or staff.

13. Residence hall lounges may not be reserved by clubs and organizations.

MAIL
Chalon Only:
Residents are issued a new mailbox number when they first begin living on campus. This mailbox belongs to the student for the entire time that they are a resident. Residents must return their mail key to the Mailroom once they terminate their housing. Failure to turn in their mailbox key will result in a fine and a hold on their student account. Residents will be issued a mailbox key to open their mailbox. The Mail Room will inform students of the necessary steps in order to get their mailbox key when the student moves in. There is a $10 refundable deposit that students pay before being issued a key. This deposit will be refunded when the student returns the key. If you lose your key, please go to the Mail Room located on Brady ground floor. There will be a fee to replace the mailbox key. It is the resident’s responsibility to check their mailbox on a daily basis. The University is not responsible for any lost or damaged items sent to students via mail. Mail is distributed on weekdays only. Mail is not delivered on
federal holidays or during the breaks. Please remember to fill out a change of address form when you move out of the Residence Halls with the Mail Room.

Doheny Only:
Residents are issued a new mailbox number and combination at the beginning of each academic year. The mail room is located in Building 10 ½. Mail is distributed on weekdays only. Mail is not delivered on weekends, federal holidays or during the breaks. Please remember to fill out a change of address form when you move out of the Residence Halls with the Mail Room. If you lose your combination, please go to the Mail Room and they will re-issue your mailbox combination after you have shown your student ID. A fee will apply.

NON-COHABITATION
In support of the values and student life policies of Mount Saint Mary’s University, cohabitation is prohibited in Chalon or Doheny residence halls or other University sponsored housing. Cohabitation is defined as overnight visits with a sexual partner or residing with a sexual partner. This applies to MSMU residents and to their guests.

ON-DUTY INFORMATION
When a resident needs assistance, they need to call the RA on-duty. Please note that your RA may not be available when you need assistance; therefore, to assure that immediate assistance will be provided, residents are asked to call the RA on-duty. Two Resident Assistants are available Monday through Thursday from 4:30 p.m. to 8:00 a.m. the following day and from 4:30 p.m. on Friday through 8:00 a.m. on Monday.

The on-duty schedule listing Resident Assistants’ names, telephone numbers are posted on the duty board located outside each RA’s room and the public areas of the residence halls. During non-office hours, call the RA on-duty. During office hours (Monday through Friday from 8:00 a.m. to 4:30 p.m.), please call the Residence Life and Housing Services Office at 310.954.4325 (Chalon) or 213.477.2661 (Doheny) for assistance since the RAs are only on-duty after 4:30 p.m. and on weekends.

PAINTING
Rooms and bathrooms will only be painted using University-approved colors during the summer depending on Facilities schedule. Residents are not allowed to paint, spray paint, wallpaper or use any type of adhesive/contact paper in the rooms, bathroom or on the furniture provided by the University.

PARKING (see the Parking on the Campus Section in this Handbook)
Chalon Only:
During Winter Break, students can only park their car in designated parking locations and need to register their car and leave a spare key with the Facilities Management Office. Upon returning from Winter Break, it is the student’s responsibility to pick up the spare key left with Facilities Management. The University assumes no responsibility for these keys or any car left parked on campus. During Spring Break, students cannot park their car in the Chapel lot, tennis courts spaces or in the spaces on the east side of Rossiter. Any car not following these procedures may be towed at owner’s expense.

Doheny Only:
During Winter Break, students can only park their car in designated parking locations and need to register their car and leave a spare key with the Facilities Management Office. Upon returning from Winter Break, it is the student’s responsibility to pick up the spare key left with Facilities Management. The University assumes no responsibility for these keys or any car left parked on campus. During Spring Break, students cannot park their car in parking spaces in front of the Mansion. Any car not following these procedures may be towed at owner’s expense.

PETS (see the University Policies and Procedures section in this Handbook)

POSTING POLICY
Community Boards and Floor Calendars:
All fliers must have the title of the event, sponsoring organization, and contact information for the event in order to be approved. Publicity may only be posted on community boards and calendars after it has
been stamped as approved by the Residence Life and Housing Services Office. Information may be posted on each floor’s Community Board and Calendar no earlier than two (2) weeks before the event and must be removed within two (2) days of the event. Students are responsible for posting the fliers themselves. Dimensions of fliers are as follow:

- Community Boards: No larger than 8 ½ x 11 inches.
- Floor Calendars: No larger than 2.25 x 2.75 inches (quarter sheet fliers)

Fliers that do not have an approval stamp from Residence Life and Housing Services, do not abide by the dimensions outlined above, do not follow the timeline for posting outlined above, or are posted in an area other than the Community Board or Calendar will be removed. Repeated violation of the posting policy may result in loss of posting privileges in the future.

Individual resident bulletin board (outside of residence hall rooms):
Residents are responsible for the decorations on their bulletin boards and doorframes. Only tacks or pushpins can be used on bulletin boards and blue tape on doorframes. All postings must be in good taste and in compliance with MSMU Principles of Community. Inappropriate postings will be confiscated and the resident may face disciplinary action. Each resident will be responsible for any damage caused to University property.

**PUBLICITY POLICY** *(see the University Policies and Procedures section in this Handbook)*

**QUIET AND COURTESY HOURS**
Noise can be very disruptive to a community and therefore courtesy hours are in effect 24 hours a day, 7 days a week in, near or around the residence halls. If someone asks a resident to reduce the volume of their stereo, voice, etc., the request should be honored. Residents are expected to anticipate and respect the needs of other residents; specifically the need to live in an environment with minimum annoyances to pursue academic goals and promote student wellness. In the spirit of community consideration everyone must abide by the following rules regarding quiet and courtesy hours:

1. Stereo speakers and stereos must not be directed out of windows/doors or used outside the residence hall rooms. Stereos should be played at levels that do not disturb others.
2. Talking on the telephone or using the speaker phone on the telephone, playing music, talking, singing, alarm clock sounds, television sound level, or other sounds are too loud if the sound can be heard by neighbors, in the halls, or outside the building.
3. Practicing musical instruments in the residence halls or residence hall patios/balconies is prohibited if it can be heard outside of the room, in or near the Residence Halls.
4. If an alarm clock is going off in a room, Residence Life and Housing Services Office staff may need to enter the room to shut it off or disconnect it if necessary.
5. If a car alarm is creating excessive noise or disturbance to resident students, the owner will be held responsible for the Quiet and Courtesy Hours violation. Possible discipline might include turning off the car alarm when the car is parked on campus for the remainder of the academic year, towing of the car at the owner’s expense, or restricting the car from being parked on campus.
6. Continuously rolling your chair on the floor.
7. **Chalon Only:** Residents may use the hose in the Facilities parking lot to wash their cars. Students cannot wash their cars during Quiet Hours.

Repeated disregard for appropriate sound levels will result in the removal of the equipment from the student’s room, a fine and/or disciplinary action.

In addition to courtesy hours, quiet hours are in effect during the following hours:
- **Sunday - Thursday** 10:00 p.m. - 8:00 a.m.
- **Friday and Saturday** 12:00 a.m. - 8:00 a.m.

During exam periods the quiet hours are extended from 8:00 p.m. to 10:00 a.m.

**Chalon Only:**
Residents may not congregate on the Brady 2nd or CASA patio, Parking Lots I or J, the Facilities Parking Lots, the parking lot by Carondelet hall, the Chapel parking lot, or anywhere near the Residence Halls after 10:00 p.m. The CASA patio or any other patio includes the stairs leading to or near that area.

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The CASA has a 24-Hour Quiet Hour Policy while using the outside patio.

**RESIDENCE DESK**
The Residence Desk is normally open from 9:00 a.m. to 10:00 p.m. daily. For Chalon is it located on the south end of first floor Brady; for Doheny it is located on the first floor of Hannon Hall.
The Residence Desk is a courtesy service provided by Residence Life and Housing Services. Clubs, organizations, commuters, guests, and University departments may not check out items. If a guest is looking for a resident's room, please direct them to the Residence Desk, but do not show them to the room. The desk also provides the following services and items for resident use:

- Irons/Ironing Boards
- Quarters for laundry
- Work Order Requests
- Vacuums
- Cleaning Supplies
- Pool Equipment
- Keys for lock-outs
- Jumper Cables
- Toilet paper for shared or private bathrooms
- Bug spray

Residents checking out anything from the Residence Desk must be present at all times while the item is being used. Residents may not check-out items for anyone else to use. The resident checking out the item is responsible for any damage or any missing item.

All items have a time limit that will be explained to the resident upon checking out the item. If the resident is late or violates the residence desk policies, they may be charged a late fee and lose the privilege of using the services provided by the Residence Desk in the future.

**RESIDENT ASSISTANTS**
Resident Assistants are paraprofessional student staff who assists in developing a living environment that promotes close interpersonal relationships, a strong self-identity, individual growth, and a sense of community and individual responsibility. Resident Assistants provide information, peer counseling and programming for the residents. Resident Assistants have been trained to deal with emergency situations and to protect individual and institutional rights through the enforcement of University policies. Resident Assistants assume the administrative responsibilities of the residence halls. There is a Resident Assistant assigned to and living on each floor. Residents that need assistance are encouraged to page the RA on-duty. See the “On-Duty” section for more information.

If you are interested in becoming a Resident Assistant for the following academic year, please contact the Residence Life and Housing Services Office for more information.

**ROOM ASSIGNMENTS**
Rooms/Suites and roommates are assigned by the Residence Life and Housing Services Office, based upon housing deposit date and availability. Whenever possible, Residence Life and Housing Services tries to accommodate a student's request for a building and/or roommate, but occasionally this is not possible. Residents cannot request suitemates. Residence Life and Housing Services reserves the right to reassign, change or consolidate residents and rooms/suites as necessary. See “Room Occupancy” and “Room Selection” for more information.

**ROOM CHANGES**
Residents may submit a room change form from the Residence Life and Housing Services Office during the first week of each semester. Only one room change per semester is permitted. Unauthorized room changes will result in a fine, possible disciplinary action, and the student will be required to move to their original room or their housing will be terminated.

Residents not satisfied with current living situations are encouraged to seek help from their Resident Assistant to review their Roommate Agreement Form and any necessary changes to it before immediately seeking a room change. Often, roommate differences can be worked out to the benefit of all residents involved. In most cases, roommate and suitemate problems can be resolved by discussion or compromise. In cases where no such resolution seems possible, the students must consult with their Resident Assistant. If a room change is deemed necessary by the Residence Life and Housing Services staff, the office will arrange the room change, provided space is available.
Residents will be notified via e-mail if their room change was or was not approved. Residents whose room change requests have been approved are responsible for following the instructions and adhering to the deadlines in the email.

**ROOM OCCUPANCY**
The University’s rooms are designed to hold certain occupancy depending on the room type. Residents may not sublet a University room to another person. Residence hall rooms are for the exclusive use of full-time MSMU students assigned to that room and not intended for use by family, spouses, and/or guests. If a resident lives in a room that has an open bed(s), or open adjoining suite, they must leave that area clean and free of any personal belongings at all times and ready for a new resident. This includes the bed, closet, dresser, bookcase, etc. Approved guests staying overnight may not use the extra beds, open adjoining suite, or furniture. They must sleep on the floor using a sleeping bag or on the resident’s bed.

Due to fire safety, only a certain number of people can be in a room at a given time. In single and double rooms, the maximum occupancy is 4 people (including the resident). In a triple room, the maximum occupancy is 6 people. In a quad room, the maximum occupancy is 8 people.

The Residence Life and Housing Services Office will attempt to notify the resident(s) occupying the room of their new roommate(s). Due to time limitations, we do not guarantee that this will happen. Any resident violating this policy or that refuses or does not welcome his/her new roommate will face severe disciplinary action up to and including a fine of $100, or the total cost for using the other bed space(s) for the semester and/or termination of housing.

**ROOM SELECTION**
Room Selection is for current MSMU residents who wish to live on campus for the following academic year. Deadlines of the various processes and details of how to participate in Room Selection will be distributed and shared at floor meetings, residence hall bulletin boards, informational fliers, available on myMSMU, and Engage MSMU.

Residents are responsible to be aware of the room selection deadline and to participate in Room Selection.

**ROOMMATE/SUITEMATE AGREEMENT FORM**
At the beginning of the academic year, all roommates will be required to complete a Roommate Agreement Form, which is a tool designed to encourage open communication and cooperation between roommates. A new Roommate Agreement Form will need to be filled out if there is a change in the occupants of the room. The Resident Assistant of that floor may go over the form with the residents to make sure it is completely filled out and all parties agree to the information completed.

At the beginning of the academic year, all suitemates will be required to complete a Suitemate Agreement Form, which is a tool designed to encourage open communication and cooperation between suitemates. A new Suitemate Agreement Form will need to be filled out if there is a change in the occupants of the room. The Resident Assistant of that floor may go over the form with the residents to make sure it is completely filled out and all parties agree to the information completed.

**SAFETY IN THE RESIDENCE HALLS**
For residents’ safety and as part of a community, it is everyone’s responsibility to report any unsafe act or item on campus to the Residence Life and Housing Services Office, a Resident Assistant or Security. Residents are strongly encouraged to remain aware of their surroundings and to take the following basic security precautions:

- Report any spills or hazards in rooms or common areas to the Residence Life and Housing Services Office (during office hours) or the RA on duty (after hours).
- Do not stand on chairs or any other furniture.
- Do not run in hallways.
- Do not use any window as an entrance or exit to a room or building.
- Do not block any entrance, exit or passageway (this includes furniture arranged in an unsafe manner).
• Do not play any contact sports or sports that require tossing anything in the halls such as basketball, football, wrestling, etc.
• Do not toss or throw anything in the halls.
• Do not bounce anything in the halls.
• Do not ride skateboards, rollerblades or anything with wheels in the halls or on campus.
• Do not jump over furniture.
• Do not jump on the bed.
• Do not jump in the elevator. Jumping in the elevator will cause the emergency brake system to deploy and will damage the elevator over time. Students found jumping in the elevator will face disciplinary action.
• Do not have any loose extension cords or any other item in your room that may cause you to trip and fall.
• Never leave your room unlocked or unattended.
• Never loan your room keys to anyone. Report any lost keys to an RA or the Residence Life and Housing Services Office immediately.
• Do not stand, use, or jump off ledges.
• Do not place any item in the hallways.
• Do not climb through windows or gates.
• Do not jump over gates.
• Do not hop over any balconies to gain access to any rooftop.
• Do not run or jump down/over the stairs.
• Do not sit or lie down in the hallways or any exit area (sitting in the hallway is only allowed during floor meetings held by the RA).
• Do not prop any residence hall room or building access door.
• Secure money and personal items in a safe place. Do not leave them out in plain sight.
• Students are not permitted to be in the fountain in the Circle for any reason (Chalon).
• Do not leave personal belongings unattended anywhere at any time.
• Do not give your personal information (telephone number or PIN, credit card information or any other personal information) to anyone. Be aware of who is around when you are providing this information to anyone to avoid identity theft.
• Notify Residence Life and Housing Services, a Resident Assistant or Security if an unfamiliar or strange visitor is in the residence halls or on campus.
• For more information, see the sections under “Theft”, “Fire Safety and Prevention”, “Interior Design and Furniture” and “Windows, Screens and Blinds”.

Any resident or guest posing a safety threat or putting others at risk will face disciplinary action up to and including termination of residence or restriction from the Residence Halls or University.

SELF-HARM
After a resident student commits an act or threatens to commit an act of harm to self, a psychological evaluation from a licensed mental health provider and the development of a plan of care is required before they are allowed to return to living in the residence halls. To determine the student’s readiness to return, a Readmission to Residence Halls form to be completed by a treatment provider may be required and subject to review and approval from Residence Life and Housing Services and Student Affairs. Not completing these steps may delay the student’s ability to return to campus. Students may appeal a decision by e-mailing msmustudentcommunication@msmu.edu. Students seeking medical withdrawal from the University should refer to policies in the Academic Catalog.

SUMMER HOUSING
Summer Housing is normally offered at the Doheny Campus to a limited amount of female students. If Summer Housing will be offered next Summer, advertisement will begin in April. It is not guaranteed that Summer Housing will be offered every Summer. The number of spaces for Summer Housing is very limited and is offered on a first come, first served basis for qualified applicants. Please visit Engage MSMU or speak to a Residence Life and Housing Services staff member for more information regarding summer housing.

TELEPHONE POLICY
It is every resident’s responsibility to make sure they set up their voicemail and that it is ready to receive voicemails at any time. The University communicates with residents via their room telephone, mailbox
and their MSMU email account. If students are having problems with their University telephone or voicemail, they must submit a Telecommunications Work Order to the Residence Life and Housing Services Office. Work orders are available at the Residence Desk (Chalon) or the Residence Life and Housing Services Office (Doheny). If the student continues to experience problems or needs help setting up their voicemail and are responsible to contact Telecommunications x4357 (Chalon) or x2944 (Doheny) for assistance. Because Telecommunications work requests are handled by a different department, it may take several business days for the issue to be addressed. The Residence Life and Housing Services Office is not responsible if students do not set up their voicemail and do not receive important messages from the Residence Life and Housing Services Office or from other University offices.

1. Students are not permitted to accept collect telephone calls with University phones.
2. Students are held responsible for damages to University telephones.
3. Only telephones provided by the MSMU Telecommunications department may be used in campus phone jacks.

**TERMINATION OF RESIDENCE**
Students moving out of the residence halls must complete and submit a Termination of Residence form. This form is available at the Residence Life and Housing Services Office. This is the only form that is not available on myMSMU. Residents must follow the check-out procedure established by the Residence Life and Housing Services Office. Failure to notify the Residence Life and Housing Services Office in writing by the termination deadline will result in a forfeiture of the housing deposit. Your housing deposit can be held if you are studying abroad and have submitted a Termination of Residence Form to the Residence Life and Housing Services Office by the deadline. Even if a resident is not sure if they will be accepted into the Study Abroad program, they must notify the Residence Life and Housing Services Office in writing before the deadline (depending on the semester intending to study abroad, see information below). Any resident graduating must fill out a termination of residence form by the deadline to be eligible for the housing deposit refund.

Any resident student that files a Withdrawal form with the Registrar’s Office needs to notify the Residence Life and Housing Services Office on the same day by submitting a Termination of Residence form and scheduling a check out appointment to move out of their residence hall room within 24 hours.

**THEFT**
While the Residence Life and Housing Services staff makes nightly rounds through the residence halls, the ultimate responsibility for the security of a student’s room lies with the student, and the security of the hall rests upon the community. To diminish the likelihood of theft, residents are strongly advised to lock their rooms each time they leave or while they are in the room. Most thefts occur due to carelessness. In the event that a theft has occurred, complete an incident report and submit it to your Resident Assistant, the Resident Assistant on duty or the Residence Life and Housing Services Office. The University cannot accept responsibility for damage, theft or loss of monies, valuables, or personal property. Serial numbers on such negotiable items as stereos, computers, TV’s, cameras, CD players, and the like, should be recorded.

*It is strongly recommended that residents purchase personal property insurance.* Students are encouraged to obtain their own insurance coverage if their effects are not included in their parents’/guardians’ homeowners policy. The University does not provide insurance for personal belongings.

Students found responsible for theft, including theft of a phone pin number or email password will face disciplinary action up to and including removal from the residence halls and/or the University. The University is not responsible for any items lost or stolen from the residence halls or anywhere else on campus.

**TRASH ROOMS**
A trash room is located in most residence halls. Residents are encouraged to dispose of their non-perishable and empty containers in these trash rooms. Brooms and mops are also located in these rooms for residents’ use. Residents must return these items to the proper trash room immediately after using them. Residents found with these items in their rooms will be fined and may face disciplinary action. Due to sanitary purposes and to prevent unpleasant smells, please dispose of any perishable food in the trash
receptacles located outside the residence halls. Residents are not allowed to ever place trash in the hallway outside their room door.

**VACATION PERIODS**

The official vacation periods of the University are not covered by the terms of your Residence Living License Agreement. Please be advised that during the vacation periods, there will be no regular services such as meals, maintenance, Residence Desk services, the Residence Life and Housing Services office, and other University offices may be closed or have limited office hours.

The residence halls will be open during the Thanksgiving and Spring vacations. Residents are allowed to stay in their assigned rooms during these vacations as long as they sign up with their Resident Assistant. All University policies listed in this handbook are in effect year round. Any resident found violating any University policy during these vacation periods will be asked to leave and return at the end of the vacation period. No warnings will be given or exceptions made.

The residence halls will be closed during Winter Break, during which all residents must vacate the residence halls but may leave their belongings in their room. The University is not responsible for any item lost or stolen from the residence halls or any item damaged due to a natural disaster. All residents must return their keys before they leave for Winter Break. Otherwise they will be charged for a door lock change.

The official vacation periods are as follows:
- Thanksgiving Break
- Winter Break
- Spring Break

**WEAPONS** (see the University Policies and Procedures section in this Handbook)

**WINDOWS, SCREENS AND BLINDS**

Students may not remove screens, blinds, panes or any other part of the window from their residence hall windows or any other window in the residence halls for any reason. Taping, posting, hanging or leaning anything on the windows, screens or blinds is not allowed including placing anything on the top of the blind/curtain device. Additionally, climbing in or out of windows is prohibited. Students will be charged for any damages done to the window blinds, window glass, window screens or any other part of the window. Residents are encouraged to close the windows in their room and bathrooms when not in the room to prevent damage due to rain or high winds to University or personal property.

**WORK ORDERS**

If something in a student’s room or in the residence hall is in need of repair, a work order must be submitted to the Residence Desk. In the event of a maintenance situation that requires immediate attention (overflowing toilet, room lights not working), please call the Residence Life and Housing Services Office, Monday through Friday during business hours. In the evenings and on weekends, contact the RA on duty. A Residence Life and Housing Services Professional staff member will contact a Facilities on-call staff to consult them for after-hours facilities issues. They will determine how the issue needs to be addressed. If it is not an emergency, the issue will be resolved the following day. **You will receive an e-mail giving you a Work Order Number so you can contact Facilities Management with the Work Order number to follow up on your work order.**

Generally, repairs can be made in a timely manner, but please have patience as the maintenance crew has campus-wide responsibilities. Therefore, please make requests for repairs as soon as possible. Facilities Management can enter the residence halls after 9:00 a.m. to make repairs in the halls and community areas and after 10:00 a.m. until 8:00 p.m. to make repairs in the residents’ rooms. Be aware that once you submit a work order, you are permitting Facilities Management to enter your room to perform the request. The resident will not be contacted before the repair begins. Facilities will leave a door hanger indicating the status of the work order. Not all work orders submitted will be processed. If your request is not possible, Residence Life and Housing Services will inform you.

Residence Life and Housing Services does not take work orders over the phone. If it is an after-hours emergency, call the RA on duty and fill out a work order the following business day.
MAP AND DIRECTORY OF CHALON CAMPUS
THE ATHENIAN PROMISE: A COMMITMENT TO CIVILITY

Mount Saint Mary’s is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit to the following principles.

As a Member of the Mount Saint Mary’s Community:

- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.

- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.

- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the college community.

- I will support a culture of diversity by respecting the rights of those who differ from me.

- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.

- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others.

This is my promise to Mount Saint Mary’s and its community of scholars.

-Adapted with permission from the University of Pittsburgh’s “Pitt Promise”
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