

1920  
Founding of Hartt  
College of Music

### Vice President for Student Affairs

The vice president for student affairs serves as the chief student affairs officer and student advocate and provides supervision to the various student affairs directors and coordinators. The directors and coordinators provide quality services and programs that enable our students to grow personally and academically. You can count on all student affairs professionals at the University of Hartford to share accurate information with you in a timely fashion, to solicit your opinions and ideas and to listen to them, to treat you with dignity and respect, to speak directly and honestly with you, to state their expectations clearly and hold you and themselves accountable for living up to them, to encourage you to exercise leadership, to challenge not only you but also the status quo, and to encourage you to become involved in a full range of activities and learning experiences. You can also count on student affairs staff members to minimize bureaucracy and red tape, to strive for continuous improvement, and to make it easy for you to interact with them.

The vice president for student affairs leads the Division of Student Affairs. The Division of Student Affairs' mission statement reads as follows: "The Division of Student Affairs will promote individual growth and citizenship through education and service." We want to create an active, supportive, and vital living-learning community that will enhance student development, retention, and staff commitment by focusing on the principles of open communication, empowerment, engagement, integration, diversity, and total quality service. Our goals are

- to provide a supportive community in which you are encouraged to maximize your potential to become responsible citizens of the world
- to promote a nurturing and accepting environment that will enhance your self-esteem
- to make a commitment to a pluralistic community that values you because of your differences rather than in spite of them
- to increase your involvement with the faculty and staff, which will enrich your total University experience
- to create a campus climate that promotes friendly interaction and opportunities for enjoyment/fun while being respectful of each other
- to provide you with opportunities for self-directed learning

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- to encourage opportunities for participation in community service and service-learning opportunities

The University of Hartford offers a variety of student services aimed at bridging students' academic experiences with the active extracurricular life of the campus.

Specifically, the following areas within the Division of Student Affairs provide specialized services and programs designed for you:

- Campus Ministry
- Career Services
- Center for Community Service
- Connections Health Education Center
- Cooperative Education and Student Employment
- Counseling and Psychological Services
- Health Services
- Multicultural Programs
- Office of Student Conduct Administration
- Orientation
- Parent Relations
- Residential Life
- Services for Students with Disabilities
- Student Centers and Activities
- Women's Center

While the Department of Athletics, Public Safety, Campus Dining Services, and the International Center do not report to the Division of Student Affairs, these departments subscribe to the same basic goals, and they interact routinely with departments in the Division of Student Affairs for the benefit of our students.

### **Guide to Residential Life**

The Office of Residential Life does not discriminate in its application, assignment, or discipline procedures; in access to its programs or activities; or in treatment or employment of individuals on the basis of race, creed, color, national origin, ancestry, disability, age, sex, sexual orientation, or nationality.

### **Welcome**

Welcome to the University of Hartford campus living! We hope that during the coming year you will take advantage of the opportunity to become a productive and responsible member of your residential community. The experience of on-campus living is a valuable part of a

*1952  
Ward School of  
Electronics merges  
with Hillyer College*

University education. Students gain independence, obtain knowledge, and develop lifelong relationships.

Making the best use of this experience requires a commitment to a few basic principles including:

- consideration for the rights of others for privacy and quiet
- respect for the community and for others' personal belongings
- discussion of differences with roommates or neighbors in a timely and constructive manner.

### **Residential Life Staff**

The Office of Residential Life is responsible for developing and implementing the University of Hartford housing policies. The office includes a director, senior associate director, an associate director, a senior assistant, four assistant directors, six resident directors, and 79 resident assistants (RAs).

During the academic year, the Office of Residential Life is open Monday through Friday from 8:30 a.m. to 7 p.m., and on Saturday and Sunday from 12 noon to 7 p.m. The staff strives to provide assistance, offer educational opportunities, and answer questions regarding housing policies and procedures. Students are encouraged to stop by and meet the assistant directors who supervise their areas, and to become familiar with the Office of Residential Life.

Each residential area is supervised by a resident director (RD). These RDs will be available in their areas for regular office hours during the business day. RAs will be on duty every night from 4:30 p.m. to 8:30 a.m., and can be contacted for assistance. The staff encourages residents to be responsible and independent in their living areas. Individuals are expected to take responsibility for creating and preserving a positive community. Residents are expected to respect the rights of others, to be considerate, to take care of property, and to act as responsible adults in the community.

### **Residential Life Staff Contact Information**

The most updated information about the Office of Residential Life staff, policies, and important deadlines is listed on our website: [uhaweb.hartford.edu/reslife/](http://uhaweb.hartford.edu/reslife/). Students can also contact the Office of Residential Life by e-mail at: [reslife@hartford.edu](mailto:reslife@hartford.edu). Staff can also be reached at the following numbers and locations:

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### **Residential Life Central Office**

Barnard, F Complex 860.768.7792

### **Complex Director/Resident Director Offices**

A Complex, Barlow Lobby 860.768.6101

B Complex, Barlow Lobby 860.768.6102

C Complex, Malcolm X Lobby 860.768.6103

D Complex, Malcolm X Lobby 860.768.6103

E Complex, Hillyer Lobby 860.768.6105

F Complex, Hillyer Lobby 860.768.6106

Hawk Hall, Hawk Hall Lobby 860.768.7780

Regents Park and Park River, Regents Park Lobby 860.768.6108

Village Apartment 7105 860.768.6110

1955  
Hillyer College  
purchases site of  
present UofH  
campus

### **Residential Living Areas**

The residential living areas provide students with the opportunity to develop skills they can use throughout their lives, including the ability to resolve conflicts, make compromises, understand another person's point of view, take responsibility for community activities, and develop a community that is as safe and secure as possible for all its members. By living and working together, the residents give their living area a distinct personality through the activities they plan and the friendships they develop.

The six complexes are made up of individual houses and are the University's most traditional residence halls. Regents Park is a suite-style living facility. Each suite includes a living room and snack/dining area. The Village Apartments and Park River Apartments have been designed to provide campus housing for upper-class students who want the additional privacy and independence of apartment living and are willing to accept the responsibility of cooperative housekeeping. The Asylum Avenue campus offers independent townhouse living as well as more traditional residence living in Johnson House. The Asylum Avenue campus is a single-gender residential living area for women. The University also offers residential learning communities in Hawk Hall for first-year students.

### **Student Rights**

As a resident of University of Hartford housing, you possess specific and individual rights that should be respected by your roommates/suitemates, by those living around you, and by the Office of Residential Life. These rights are balanced by reciprocal

responsibilities, which everyone must uphold to maintain the residential community. As a resident, you have the right to

- sleep and study in your room free from undue interference
- have control over your personal belongings
- have free access to and from your place of residence
- enjoy a clean, safe environment in which to live
- entertain guests when it does not infringe upon roommate or community rights or conflict with housing policy
- confront another's behavior when it infringes upon your rights
- be free from all forms of intimidation, including verbal, physical, and/or emotional harm
- bring forward issues and grievances
- seek aid of staff in resolving conflicts
- be afforded University due process.

### **Community Standards**

At the beginning of each semester, students will be expected to participate in a suite/floor/apartment standards meeting facilitated by an RA. Community standards are the agreements made by the residents concerning how room/suite/apartment mates will relate to and treat each other. Community standards can be seen as a contract or list of agreements made by members of a given community. Community standards are a process by which individuals begin forming a community through dialogue, compromise, and commitment. Community standards evolve; they should not be thought of as a task to be completed, but as a means by which community interaction occurs.

An important aspect of community standards is discussing and deciding how to enforce the agreements. Discussing the issue of responsibility and accountability of each floor/suite/apartment member to every other member can be difficult. The thought of holding someone accountable can be equally difficult, so the RA is available to help residents have these discussions. Community standards are an ongoing process that defines mutual expectations for how the community will function on an interpersonal level. Community standards further provide the mechanism for the community to deal with behaviors that violate standards.

### **Get Involved**

Attending classes is only part of a college education. A complete college education includes a rich assortment of activities, which are made readily available in the University of Hartford's living-learning community. Part

*February 21, 1957  
Governor Abraham  
Ribicoff signs legis-  
lation creating the  
University of Hartford*

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of our mission in the Office of Residential Life is to provide opportunities for community involvement, giving you a chance to help shape the community in which you live. Involvement in campus activities offers many rewards: new friendships, a broadened awareness of the rich diversity found in the University of Hartford student body; a greater appreciation for scholarship, art, and community building; and a chance just to relax, have fun, and build memories that will last a lifetime. So get involved! Among your options are both paid positions and volunteer opportunities that will enable you to develop and improve your communication and leadership skills.

### ***Your Role in Governance***

The Residence Hall Association (RHA) is the student voice for issues related to the on-campus residential facilities involving governance, for input to the Office of Residential Life, and for planning social and educational activities. A portion of the student support services fee is allocated to the RHA for campus programs, services, and activities. All complexes, Regents Park, Park River, the Village and the Asylum Avenue campus have their own councils and are governed by the campuswide executive board. Each council and the executive board welcome student input. Members are available to receive ideas, questions, and comments and translate them into action to make living environments the best possible. Each council and the executive board have access to funds and can initiate activities. Watch for announcements of open council positions, council meetings, and general assembly meetings starting in September. Students interested in getting involved or who have further questions should contact the RHA advisor at 860.768.7791.

### ***Meeting Places***

Meetings in the residence halls for clubs or organizations need the permission of the appropriate RD.

### ***Resident Assistants***

Resident assistants (RAs) are students who have successfully completed extensive selection and training programs. Their primary role is to work with you as a peer advisor to make your stay in on-campus housing a positive living/learning experience. The RA is available to

- help students meet other residents and build a community within each living environment
- provide support with social, personal, and other issues

- assist in the resolution of conflicts with room/suite/apartment mates
- plan activities to address students' needs and interests
- uphold the rules and expectations of the University Code of Student Conduct and Residential Life policies and procedures
- educate residents regarding academic programs, career services, health services, counseling services, intramurals, and other campus resources
- enforce safety and security measures in cooperation with Public Safety
- assist the RD with administrative tasks.

Applications for RA positions are available during the fall semester of each year. Students applying to be RAs are required to register for and earn a passing grade in EDG 310: Residential Education and the College Student.

### ***Customer Service Representatives***

Customer service representatives (CSRs) are students who have successfully completed extensive selection and training programs. Their primary role is to provide excellent customer service and to support the functions of the Office of Residential Life in the central office.

### ***Hall Councils***

These organizations are the student-run governing structure of each community. They provide programs and activities that promote community and serve as a vehicle for residents to express opinions on community issues.

## **Housing Eligibility and Assignments**

### ***Housing Eligibility***

To be eligible for on-campus housing, students must maintain full-time status by carrying at least 12 credit hours per semester. Students who fall below full-time status and wish to remain in on-campus housing must request permission in writing from the director of the Office of Residential Life or designee.

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## **Assignments Process**

### ***New Students***

Housing is assigned for the full academic year. A \$500 admission deposit must be returned with the application. This deposit reserves you a space in University housing on a first-come, first-served basis. Applications and deposits submitted after University housing is filled to capacity will be placed on a waiting list in order of deposits received. If residence halls are filled, we reserve the right to place students temporarily in overflow accommodations until regular space is available. If you should decide to withdraw your housing application, you must notify the admission office by May 1. After the May 1 cancellation deadline, no deposits will be refunded unless unforeseen circumstances make it necessary for the University to initiate withdrawal from contract.

### ***Returning Students***

Housing is assigned for the full academic year. If you decide to withdraw from this housing contract and wish a refund of the security deposit, you must notify the Office of Residential Life in writing by July 1. After this deadline, no deposits will be refunded. The room selection fee is nonrefundable. Returning students choose their housing assignments for the following year during the room selection process in April. Priority is given to current residents in credit order, and by status numbers based on good citizenship in the residence halls (see Status System for Housing Assignments). Students must be registered for classes by the last day of the prior semester to retain their housing assignment.

### ***Housing Waiting List***

Students who do not pay the room reservation deposit by room selection, and students whose status number did not permit participation in the room selection process, will be placed on the waiting list with no guarantee of housing. Students must sign up for the waiting list in the Office of Residential Life.

### ***Break Period Housing***

During Thanksgiving and spring breaks, all residential facilities will remain open. Only those students enrolled in Winterterm or Summerterm classes may apply to remain in residence during the winter/summer breaks.

**1958**  
***UofH appoints first  
chancellor, Vincent  
Brown Coffin***

### **Housing Contract Appeal Process**

Your housing contract is binding for the entire year. Releases from the housing contract are granted only under exceptional circumstances, for example:

- medical reason with documentation
- financial reason with documentation
- marriage
- part-time status
- withdrawal from the University
- transfer to another institution.

If you wish to petition for release from your housing contract, you may pick up a petition packet from the Office of Residential Life in F Complex. All petitions are reviewed by the director of Residential Life or designee. Please note that an approved contract release does not always result in a refund of your housing deposit.

### **Deposit and Refunds**

New students who pay their deposit by the first Monday in May will receive University-sponsored housing accommodations. The first \$150 of the admission deposit acts initially as a housing reservation, then becomes a security deposit upon occupancy, and is required with this application. Returning students must pay the \$250 nonrefundable room selection fee by the first Monday in March in order to be eligible for housing during the upcoming academic year, and to participate in the room selection process. This fee is credited to the student's fall housing bill. The security deposit after occupancy on campus is completed is refundable, only after the deduction is made by the University for any damage that may have occurred, provided the student has no other financial obligations to the University. The University, upon request, shall provide the student with an itemized bill for attributed damages.

### **Late Occupancy**

A student planning to occupy his/her room after the opening of the residence halls should notify the Office of Residential Life in writing prior to the assigned arrival date. A room will not be held later than the first day of classes unless the student has notified the office of the late arrival. Failure to do so may result in a loss of the room and forfeiture of applicable deposits.

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Hillyer College  
divides into col-  
leges of Business  
Administration,  
Engineering,  
Education, and Arts  
and Sciences

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### **Administrative Moves**

The University expressly reserves the right at any time during the academic year for the director of residential life, or his/her designee, to reassign the student to other housing accommodations as the University, in its absolute discretion, deems necessary for maximum utilization of the University's housing facilities and for situations that are in the best interest of the residential community, in which event charges will be adjusted accordingly. Charges may be decreased when reassignments are made, but not increased without the agreement of the student affected, unless the reassignment is a room change initiated by the student. All available measures will be taken to ensure that the student is given adequate time to move, but establishing this time frame for such administrative moves is the sole responsibility of the Residential Life administrator involved in the situation. Failure to comply with such requests may result in judicial action and/or cancellation of the student's contract for University housing.

### **Consolidation**

When the number of vacancies in any residential area reaches a determined level, the Office of Residential Life will implement its consolidation policy. Students may be asked to move out of a given area (i.e., the complexes, Regents Park, Park River, the Village Apartments, or Asylum Avenue campus), or may be required to move to a different assignment within that area. Students not complying with the consolidation policy will be assessed an additional room charge and may face additional judicial charges.

### **Room Changes**

Students who desire a room change must follow the procedures outlined by the Office of Residential Life by contacting the appropriate RD. When appropriate, mediation between room/suite/apartment mates may be required before a room change is granted. All room change requests are subject to approval based on space availability. If there is a vacancy in your living unit as the result of a room change, the Office of Residential Life reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Any student involved in an unauthorized room change, or who fails to maintain a prepared vacancy, may be subject to misconduct charges.

### **Removal from Housing**

When it becomes clear that a student has caused extensive and/or repeated damage to University housing facilities, the assistant director may recommend removal from housing. The director of residential life or his/her designee will make final removal decisions. Students appealing those decisions must notify the director of residential life of the intent to appeal immediately and must submit this appeal to the director of residential life within five (5) academic days. All communications must be in writing.

### **Status System for Housing Assignments**

Returning students who wish to live on campus and have paid the room reservation deposit will receive a housing assignment based on the number of credits they have earned and a status number determined by set criteria. Status criteria will be issued to residents at the time they sign their housing contract and/or may be obtained from the Office of Residential Life.

Housing status for on-campus and off-campus students is in effect for the current academic year, including summer and winter terms. Status will be determined throughout the academic year, and students will be officially notified prior to the room selection process.

## **Housing Operations**

### **Entry**

The University respects and appreciates the student's right to privacy. Your room/suite/apartment is considered your private domain and will not be entered without your permission, except in the following circumstances:

- if there is reason to believe that a threat to the health, welfare, or safety of any person or property exists
- enforcement of University policies as stated in this publication and the University Code of Student Conduct
- performance of maintenance/custodial services and inspections
- health-and-safety inspections
- closing inspections prior to winter break
- when a search permit is issued for the search and/or seizure of property
- for nuisance noise (e.g., alarm clock, unattended stereo, etc.).

If there is a vacancy in your living unit, the Office of Residential

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Life reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Failure to do so may result in judicial action.

### **Health-and-Safety Inspections**

Approximately once per month, the Office of Residential Life staff will be examining the rooms/suites/apartments. These inspections will be announced in writing to residents via the Hartford e-mail system at least two days prior to the inspection. During inspections, each room/suite/apartment will be examined for cleanliness, damage, health-and-safety concerns, and fire hazards. Examples of health-and-safety violations include, but are not limited to

- items that violate the Code of Student Conduct and Housing Contract
- fire hazards
- excessive trash
- ceiling hangings
- inappropriate or offensive material in the common areas
- bed risers/lofts
- failure to maintain an appropriately sanitary living space as determined by the Office of Residential Life

Residents who fail the inspection may face disciplinary or misconduct charges. Failure to maintain each residential area in a satisfactory condition could result in the review and reduction of on-campus housing status, as well as judicial charges. In addition, residents will be assessed for damages found during inspections. Staff will conduct follow-up visits to ensure problem areas are brought up to standard. Unauthorized appliances, lamps, candles, ceiling hangings, and other health and safety hazards and policy violations may be removed from the room by residential life staff or public safety officers. Items that are confiscated will be stored, destroyed, or discarded, as appropriate.

### **Keys**

Each student is issued a key(s) to his/her room/suite/apartment and/or building at the time of check in. It is mandatory that the key(s) be returned when the student checks out. Keys may not be duplicated, nor may they be transferred or given to other persons. Lost keys should be reported immediately to a RD or the Office of Residential Life.

In order to ensure that our residence halls are safe and secure, lock changes will occur any time a key is lost. Students will be charged appropriately for any lock change(s) necessary as a result of the lost

1959  
MBA program begins  
at Barney School

1960  
University Hall  
completed as first  
building on new  
campus

key(s). The cost is \$120 per occurrence in the complexes, and \$150 in the apartment areas (\$180 on Saturdays and \$240 on Sundays), since both an outer door and a bedroom door are affected. Failure to return your key at checkout will also result in an automatic lock change.

When a student needs a new key, the Office of Residential Life will issue a replacement. Unless the student requests a lock change for security reasons, there is a 72-hour grace period (not including weekends) before the locks are automatically changed. If the student finds the missing key, he/she must return the replacement key to the RD or Office of Residential Life within the 72-hour period. This will then be considered a lockout and not a lost key. If the replacement key is not returned during this time, a lock change will be issued for reasons of safety and security, and the student will be billed accordingly. Unless the replacement key is returned prior to the lock change, there will be no reasons accepted for canceling the work order to change the locks.

### **Lockouts**

Students who become locked out of their rooms should first attempt to locate a resident assistant to gain access to the room/suite/apartment. If an RA is unavailable, students should contact the Office of Residential Life. There is no fee imposed the first time a student is locked out of his/her room. Subsequent lockouts will be billed to the student's account, starting at a rate of \$10 per lockout and increasing \$5 per occurrence. Students will be required to present their student ID or otherwise prove their identity in order to receive a lockout key or access card.

### **Room Check-in and Checkout**

When you move into your room/suite/apartment, you will be given the opportunity to complete a room condition report. This report is kept on file and updated when you move out. An inspection for damages is also made when a student changes rooms.

Failure to follow appropriate check-in or checkout procedures or to leave by the officially stated time may result in a \$50 fee for improper checkout. Students will be notified of the check-in and checkout procedures by the RAs or RD of their residential area.

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### **Search Permits**

A search permit that involves the search and/or seizure of property must be secured from a professional Office of Residential Life staff member when entering a student room/suite/apartment for the enforcement of any regulation/policy as stipulated in this publication, the Code of Student Conduct, the *University of Hartford Bulletin*, and the Housing Contract. In searching an area, closets and drawers may be opened. Improper or illegal items, in plain view, may be taken during health-and-safety inspections without a search permit.

### **Emergencies**

To call for help in an emergency (e.g., cases of acute illnesses or accidents) or to report any serious threat to safety or security, call the Public Safety office at 860.768.7777. This office, located in the Operations Building, is open 24 hours a day. Resident assistants (RAs) are on duty Sunday through Thursday from 7 p.m. to 8:30 a.m. each night and Friday and Saturday from 7 to 12 p.m.

### **Fire Drills and Alarms**

The University conducts biannual emergency evacuation drills. Students are required to exit the buildings immediately and may not reenter the building without the direction of authorized University personnel. Failure to comply may result in misconduct charges. In order to best protect yourself from the dangers of a fire on campus, adhere to the following policies and protocol:

- Always evacuate the building if an alarm sounds. Your life could depend on this.
- When an alarm sounds, check your doorknob, the door, and/or frame before you open the door. If it is hot, don't open it.
- If you see, smell, or hear fire, call out loudly, pull a fire alarm, and evacuate the building immediately. When you have vacated, call Public Safety emergency number at x7777.
- In the event of a fire, do not use elevators.
- When an alarm sounds, vacate the building immediately upon hearing the alarm, and then proceed to the designated evacuation point. At that time, you would report to a residential life staff member for further instructions.
- Gases and smoke in a fire rise, so keep low and crawl if you need to. Cover your nose and throat with a damp cloth if possible.

- If your clothing catches on fire, you need to “stop, drop, and roll.” Running will cause the fire to increase.
- If you cannot evacuate during a fire, hang and/or wave a sheet or other item from the window so rescue personnel know you need help.
- If smoke is entering the room where you are, stuff fabric materials that are preferably wet under the door, and try to seal the cracks between the door and door frame.
- Do not tamper with smoke or heat detectors.
- Do not overload electrical outlets.
- Familiarize yourself with the items and appliances that are not permitted in the residence halls, and comply with this policy.
- Do not smoke in or near the building.
- Do not burn candles, incense, or any other item with an open flame.
- Do not run electrical cords under rugs or furniture or over nails. Check all of your electrical cords on appliances and do not use them if the cords are frayed or damaged.
- Sleep with your bedroom and suite or apartment doors tightly closed. Doors are generally fire rated and will help keep a fire out. If they are open, the fire will come in.
- Learn the location of fire extinguishers and leave them alone so they are charged when you need to use them.
- Know the location of fire exits.
- Do not vandalize fire exit signs. Report missing or damaged fire exit signs immediately.
- Know the location of fire alarm pull stations. Use them only in an emergency.

### **Locking Doors**

For your own personal safety and security, you should keep your doors locked at all times and not prop open any suite, stairwell, or apartment doors. Propping open any doors is potentially dangerous and a violation of housing policies. If you do experience a loss by theft, immediately notify your RA and report the loss to Public Safety.

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## **Property Loss or Damage**

### ***Personal Property***

The University is not liable for the loss of money, clothing, or other valuables, or for any loss or damage to property belonging to the student, or any personal goods stored in University housing facilities. The University does not provide insurance for personal property. Students are strongly advised not to bring to campus any items of extraordinary value. Students are urged to inventory all personal belongings, to record serial numbers whenever possible, and to make arrangements through their parents' own insurance agents for adequate coverage. Thefts should be reported immediately to Public Safety. Engraving tools are also available at Public Safety to assist in the identification of personal property.

### ***University Property***

The student is liable for any damage to University property and agrees to pay for the restoration of the property to its original condition, "act of God" or reasonable wear and tear excepted. Liability for any damage to the apartment or to the public area within any one of the residential units beyond reasonable wear and tear will be assigned to students of the particular apartment, suite, or room whenever the damage cannot be assigned as the responsibility of identified persons. Property belonging to the University must not be moved or taken from areas designated for its specific use.

### ***Residential Life Information and Policies***

The University of Hartford offers you a living experience based on a community structure that supports the University's commitment to a culturally diverse residential environment. In order to maintain a strong community with an atmosphere conducive to academic excellence, there must be guidelines for appropriate behavior. These guidelines encourage student accountability and responsibility, and have been established with the intention of benefiting the community as a whole. All students are responsible for abiding by all University policies and procedures, including those stated in this handbook and in the housing contract.

### ***Air-Conditioning Units***

Many of our facilities come equipped with air-conditioning units. Students are not permitted to bring their own air-conditioner units unless expressly approved by the assistant vice president for student health and wellness for medical reasons. Window air-conditioning units are not permitted under any circumstances.

### ***Commercial Enterprises, Solicitations, and Unapproved Activities***

It is understood that residential facilities and the campus in general are for the use of registered students, University guests, and University conferees only. Any other use, including commercial enterprises, unapproved activities, and solicitations by external agents, is prohibited.

### ***Alcohol Policy***

For information on the residential alcohol policy, refer to the alcohol policy stated in this handbook or contact your RD. Residential life staff will educate students concerning University and state policies and will intervene when a student's alcohol use negatively affects him/her or the community.

### ***Alterations to University Property***

Residents shall not make any changes or alterations to an apartment or room, or disassemble or dismantle any piece of equipment or furniture, or place, affix, or attach any articles to the floor, walls, ceilings, furniture, or fixtures without the written consent of the University. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or light fixtures, painting of any surface, installation of any television or radio antenna, and all other changes, repairs, and additions. University furniture may not be removed from the residence hall at any time.

### ***Appliances***

Authorized appliances include, but are not limited to

- + televisions
- + microwaves
- + personal refrigerators (maximum 3.6 cubic ft.)
- + coffee pots
- + blenders
- + stereos
- + hair dryers

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- fans
  - hot-air popcorn poppers
  - hot pots
  - irons with auto shutoff

Unauthorized appliances include, but are not limited to

- any open-coil heating device
- toaster ovens, (except in full kitchens)
- oil-based popcorn poppers
- halogen lamps
- space heaters (except those issued by the University)
- dishwashers
- George Forman grills (except in full kitchens)
- air conditioners (unless approved by the assistant vice president for student health and wellness for appropriate and documented medical reasons)

Residential life staff will confiscate illegal or misused appliances, and individuals responsible will be subject to disciplinary sanctions.

All appliances should be UL listed. Residential life staff and facilities personnel may check frayed or broken cords. During break periods, all appliances not provided by the University must be unplugged.

1963  
Fuller Music Center  
dedicated

### **Bicycles**

Bicycles are not to be stored in the breezeways of the Village quads, the lounges or lobbies of the residential areas, or in the basements or stairways of the residence halls. It is strongly recommended that you lock your bicycle at all times and that you register it with Public Safety.

### **Ceiling Hangings**

Due to the potential threat to personal safety in the event of fire, no overhead decorations are permitted.

### **Courtesy Hours/Quiet Hours**

Residents and staff are responsible for maintaining an atmosphere that is conducive to study and sleep. Therefore, courtesy hours are in effect 24 hours a day. Residents are expected to observe common courtesy and to respond positively to requests to reduce or minimize the noise they are making. As a general rule, musical instruments should not be played in rooms/suites/apartments. Stereos are not to be amplified to outside areas except at approved events.

Quiet hours are as follows:

**Sunday–Thursday** 10 p.m.–10 a.m.

**Friday–Saturday** 1 a.m.–10 a.m.

**Village Quads 1 and 2 are 24-hour quiet areas during the entire calendar year.**

Residents may vote to extend quiet hours in their house/complex/building/quad during their community standards meeting, but may not reduce them. All areas must adhere to 24-hour quiet policies during final exam periods each semester.

### ***Defacing University Property***

Defacing University property in and around the residential facilities will not be tolerated. Violators are subject to disciplinary action and restitution payment.

### ***Extension Cords and Surge Protectors***

Extension cords and multi-plug outlet adapters are prohibited in all residential facilities. Only UL-approved, surge-protected power strips are permitted. Violators will be subject to disciplinary action.

### ***Flammable Materials***

Flammable liquids are not permitted in any of the residential areas. Cloth and other flammable materials may not be hung on walls or ceilings. Flammable or wet materials may not be hung above heaters due to fire hazard. Storing or possessing gasoline, including gasoline-powered machines, or other combustibles or explosive chemicals, fireworks, candles, incense, oil lamps, oil warmers, or other flammables is not allowed in any residential area. Producing an open flame in or around the residence halls is not permitted. Grills that are used for outdoor grilling are not allowed in, near, or around the residence halls due to fire codes in both Hartford and West Hartford. Unauthorized grills will be confiscated and discarded. A member of the residential life staff will address violations of the fire codes on an individual basis, and students may be subject to misconduct charges.

### ***Garbage Removal***

Students must maintain clean rooms/suites/apartments. The living space must not be susceptible to insect and pest infestation, and the property must not be damaged in any way. Food must be stored and disposed of properly. Residents are responsible for the removal of all garbage and

1964  
Ward School of  
Electronics  
begins awarding  
associate's degrees

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trash from their rooms/suites/apartments. Garbage cans may not exceed the 13-gallon (kitchen garbage can) size, to ensure that garbage is removed in a timely fashion.

### ***Guests/Visitors***

All residents are responsible for their guests and, therefore, for their guests' behavior. If a guest is displaying inappropriate behavior, the host will be held responsible. All guests must comply with University rules and regulations. Overnight guests are permitted only with permission of your room/suite/apartment mates. Guests are normally limited to a stay of two consecutive nights. Longer stays must be cleared through residential life staff. If agreements with roommates cannot be reached, the rights of the roommates supersede those of the guest. The occupants of that suite/apartment may determine visitation hours for each suite/apartment.

### ***Holiday Decorations***

Residents may decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents' rooms and public areas. Do not attach anything to or tamper with light fixtures, sprinkler heads, or exit signs. No live or cut trees are allowed in the residential areas; however, artificial trees may be used. Strands of holiday lights, candles, and incense are not permitted in the residence halls for any reason.

### ***Offensive Odors***

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is bothersome to others. Any odor can become offensive when it is too strong. Some examples are perfume, air-freshening spray, large amounts of dirty laundry, or body odor. Residential staff will address offensive odors when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor. Incense is not permitted, as it is a fire hazard and can easily set off the smoke detectors.

### ***Parties***

See Code of Student Conduct, section II.

### **Pets**

Only fish, aquarium size, are allowed in residential rooms/suites/apartments. Fish must be properly maintained. The maximum size for an aquarium is 30 gallons. Aquariums and other equipment needed to maintain fish may not be plugged into electrical outlets during vacation periods. Violation of the policy will result in immediate removal of the animal, misconduct charges, and full replacement cost for damaged property. Repeated violations may result in immediate removal from housing.

### **Postings**

Please note that flyers cannot be posted in public areas due to fire code regulations.

### **Roofs**

Any person on the roof of any residential facility or throwing anything onto the roof of any residential facility will be subject to disciplinary action.

### **Smoking**

The residence halls and academic buildings are smoke free. Smoking is not permitted in any building. Due to health and safety concerns, campus community members must stay at least 25 feet from the entrance to any building when smoking. Proper disposal of cigarette butts and other trash is required.

### **Tampering with Fire Equipment**

Any individual found tampering with fire equipment or activating a false alarm is subject to disciplinary action and/or arrest and will likely be removed immediately from on-campus housing.

### **Unauthorized Use and/or Possession of University Property**

Students may not have un-issued University property in their rooms/apartments/suites. Violators will be subject to fines and judicial action, and/or will be charged for the full replacement value of said item(s). This action also covers the misuse of University property.

### **Weapons**

Potential lethal weapons, including firearms, hunting bows, and knives are prohibited, along with instruments legally classified as dangerous

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weapons. Anyone possessing any of these items may be suspended from housing pending a disciplinary hearing, and the weapons will be confiscated. Paintball guns may be stored disassembled in the residence halls by students participating in the University-sanctioned paintball club.

### **Windows**

Throwing items out windows presents a safety hazard and does not constitute appropriate methods for disposing of trash. Throwing items at windows for any reason is likely to result in broken windows and/or screens. Using windows for egress to or from an area presents a safety risk, may result in damage to the window and/or screen, and is prohibited. Individuals entering or leaving a room/apartment through a window will be subject to misconduct charges and responsible for the cost of any damage that results from this action.

## **Other Useful Information**

### **Cleaning**

University custodians are responsible for the upkeep of common areas within the residential areas, such as stairways, hallways, television rooms, laundry rooms, and study rooms. Custodial staff members also clean common area bathrooms within the complexes on a weekly basis. It is the residents' responsibility to clean their rooms/suites/apartments. Residents will be held accountable for charges incurred as a result of cleaning necessary due to resident abuse.

### **Driving on the Walkways/Service Roads**

Walkways and service/emergency accesses located in front of the residence halls are off limits to all but service vehicles. Cars using these areas are subject to ticketing or towing by Public Safety.

1965  
UofH obtains  
accreditation from  
NEACSS

### **Food Service**

All residential students must purchase a Premium Plus, Premium, Flex, or Freshman Exclusive meal plan each semester for the period of their housing contract (see Dining Services, page 65).

### **Laundry Facilities**

Washers and dryers are provided for your convenience in various locations within the residential areas. These washers and dryers operate on both a cashless and a coin-operated system. To use the cashless system, the student must have money placed on an ID card using HawkCASH.

Whether you decide to use the cashless or the coin-operated system, the cost is \$1.25 for the washer and \$1 for the dryer. Your assistance in reporting malfunctions of the machines to MacGray (1.800.macgray) is critical in ensuring that these machines are maintained in good working order. Please contact MacGray to receive a refund from the washers and dryers in the event of a malfunction.

### **Mail**

Before school starts, each resident student will receive a mailbox number combination. Be sure that this mailbox number appears on all mail being sent to you in order to avoid delays. Mailboxes are located on the lower level of Gengras Student Union. Mail Services, open from 9 a.m. to 3 p.m., Monday through Friday, is also located on the lower level of Gengras Student Union. You may mail or pick up packages and buy stamps there. Any problems related to your mail should be brought to the attention of Mail Services.

### **Maintenance/Work Order Requests**

Should you have any maintenance problems in your room/suite/apartment, report them immediately to the Facilities office via a work order request. You may submit a request by sending an e-mail to [facsvcs@hartford.edu](mailto:facsvcs@hartford.edu). Retain a copy of your e-mail for future reference. Emergencies during the day should be reported directly to the Facilities office at 768.7925. In the evenings and on weekends, residents must report emergencies to Public Safety at 768.7985. Under no circumstance should residents attempt to repair their own maintenance problems. Residents are required to allow Facilities personnel to enter their room/suite/apartment to repair problems once a request has been submitted. Failure to do so will result in delay of repairs and an increase in the cost of repairs. The University is responsible for the cost of normal wear-and-tear maintenance repairs. Repairs necessary as a result of vandalism or student abuse in a room/suite/apartment will be billed back to the students who reside in that space.

1967  
Archibald Woodruff  
becomes chancellor

### **Health Services**

The University Health Services (860.768.6601) is located in the Sports Center. The entrance is on the west (left) side of the building. Services are available to all full-time undergraduate students during the spring and fall semesters. Graduate and part-time students are welcome to use the facility by either (a) paying the health fee during the registration process or (b) paying a fee for medical services at the time they are rendered.

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Student Health Services provides basic health care to students, including routine acute and chronic medical care, women's health exams, birth-control counseling, and most laboratory testing. The Health Services staff includes physicians, nurse practitioners, registered nurses, and medical assistants. Our providers are experienced in treating common health problems seen on college campuses and have access to a wide range of specialists and emergency services when necessary.

**Health Services operates on an appointment system.**

For students' convenience, Health Services offers the following for a modest fee:

- allergy injections using the antigen and instructions supplied by the student's allergist
- PPD, tetanus, flu, hepatitis A and B, meningitis, measles, mumps, and rubella injections
- women's health annual exams
- pregnancy testing
- STD testing, including confidential HIV testing
- a variety of medications, including prescription, over-the-counter, and birth-control products

**Policy on Student Illness**

If you are ill and cannot attend class, email the instructor in advance (or if not possible, within 24 hours of the missed class) and let him or her know.

**Missing an Exam or Assignment.** Allowing you to make up missed exams and assignments is at the instructor's discretion. For the instructor to consider allowing you to make up missed exams or assignments, you must do the following:

1. visit the University Health Center(UHC), a doctor, or hospital for treatment on the day that you are sick and get documentation of the visit for your instructor\*, and
2. email your faculty member in advance (or if not possible, within 24 hours of the missed class) to tell him or her that you cannot attend and that you are seeking or have sought treatment.

**Extended Illness.** In the case of an extended illness (a week or more), email the academic services office of YOUR college or school. Documentation of treatment is required.

\* Do not visit the UHC after the day you are sick; they will not issue documentation that you were sick on a previous day.

1967  
College of Engineering  
receives first ABET  
accreditation for  
undergraduate pro-  
gram; moves to main  
campus

The University of Hartford and Connecticut state law require that all students enrolled who were born after 12.31.56 be protected against measles and rubella. Immunization records showing proof of two doses of measles (the first administered on/after 1.1.69 and the second on/after 1.1.80), one dose of rubella (administered after first birthday) are **required** to be sent to Health Services. **The disease history is not acceptable.** Laboratory evidence of an immune titer is acceptable. MMR vaccines are available at Health Services.

**Students remaining out of compliance with State of Connecticut regulations may be unable to register for classes for a second semester until their records are complete. Connecticut state law also requires that all students living on campus be vaccinated with the meningococcal meningitis vaccine.** This law took effect in 2002. The meningococcal meningitis vaccine is available through Health Services for a fee. Students remaining out of compliance with State of Connecticut meningococcal meningitis regulations will be unable to register for classes for a second semester until their records are complete. Beginning the fall semester of 2007, all students are required to show proof of a PPD **within the last calendar year.**

All full-time undergraduates are covered by the Accident Insurance Policy, which is paid through the student support services fee. This policy is designed to supplement the student's individual or family policy. A policy covering medical and surgical hospitalization is also available at an additional cost. It is the responsibility of the student to submit insurance claims. International students are automatically enrolled in the accident and hospitalization insurance plan and will be billed through their student accounts.

### **Local Walk-in Centers/Prompt Care/Emergency Care**

#### **HARTFORD MEDICAL GROUP**

2531 Albany Ave.

West Hartford, Conn.

860.232.4891

(Bishops Corner, across the street from Staples)

Open 7 days

Monday–Friday      8 a.m.–8 p.m.

Saturday              9 a.m.–5 p.m.

Sunday                10 a.m.–5 p.m.

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***Appointments and Walk-in, Call for hours***

**MEDEX AT SAINT FRANCIS**

114 Woodland St.

Hartford, Conn.

860.714.4869

Open 7 days, 10 a.m.–1 a.m.

**UCONN MEDICAL CENTER**

263 Farmington Ave.

Farmington, Conn.

860.679.2588

Open 7 days, 24 hours

**Be sure to check with these facilities to see if they take your personal insurance.**

**Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) supports the mission of the University by helping students achieve their educational and personal goals. The emphasis is on adjustment to college, personal growth, and meeting the developmental needs of young adults by providing them with support, information, and life skills. The tools and processes offered by CAPS include psychological assessment, short-term counseling and psychotherapy, psychological services, mental health consultation and training, psychological educational through programs and support groups for students.

Some of the issues addressed through counseling, consultation, and/or education include

- relationship and communication skills
- self-esteem
- anxiety
- sexuality
- drugs and alcohol
- eating issues
- stress and time management
- depression/suicide
- grief/loss

It is perfectly normal for any one of us to feel the need for assistance in making a decision, handling a troublesome relationship, meeting change, or coping with feelings of loneliness, anxiety, or depression. Students often come to counseling with issues concerning roommates, friends, dating partners, and family. It is also common that during adjustment to college, self-doubts arise, and some students need help in making the transition. All of us have periods of crisis in our lives, times when it can be very helpful to talk with a counselor.

### ***What About Confidentiality?***

Counseling sessions are strictly confidential. Any records kept on students are completely confidential. These records are the property of CAPS and are not part of the students' academic or medical records. There is no communication with parents, faculty, or staff about counseling visits without the written consent of the student.

### ***How Does Counseling Work?***

All students accessing CAPS services will be required to undergo an initial intake evaluation. After your initial appointment, you and your assigned counselor will decide on a regular appointment time. While the number of sessions depends on the nature and extent of the problem, students are usually permitted up to 15 sessions per academic year. In addition, workshops and groups dealing with common issues of student development are routinely offered. Types of support groups that have been offered to students in the past have included survivors of sexual assault, eating disorders, grief group and creating healthy relationships; all groups are facilitated by staff counselors. Counseling, psychotherapy, and psychiatric services are provided for full-time students under the University Health and Counseling Services fee. Referrals to off-campus psychotherapists and psychiatrists may also be arranged, as appropriate. While walk-in appointments are reserved for emergencies only, an appointment with a counselor is usually available within a week of calling our office at 860.768.4482 or stopping by in GSU 313 for an appointment.

### ***What Services Are Available Online?***

CAPS has a wide variety of information available to students through our website [uhaweb.hartford.edu/CAPS](http://uhaweb.hartford.edu/CAPS). In addition to general information about our office, our website provides free online mental health screenings for depression, anxiety, bipolar disorder, post-traumatic

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stress disorder, alcohol abuse, and eating disorders. Students can also access many self-help and educational resources. Helpful information is also available for parents, staff, and faculty. Any student requiring off-campus psychological or psychiatric services can find an extensive referral list to the community through our website. Please note that CAPS does not provide online counseling services. Please call our office at 860.768.4482 or stop by our offices located in GSU 313 to set up an appointment with a counselor.

### **Proactive Intervention**

**Policy Statement.** The Division of Student Affairs is an active force in providing students with assistance when they are faced with difficult issues in their lives. Programs offered by the Connections Health Education Center and the Office of Counseling and Psychological Services are an example of the division's commitment. While most students will seek out assistance when they feel it necessary, or are receptive to recommendations from concerned members of the University community, occasionally a student may require intervention.

For the purposes of this policy, proactive intervention is defined as requiring the student to meet with a staff member from the Office of Counseling and Psychological Services. The University will require proactive intervention only when (i) a student exhibits behavior that could pose a danger to him-/herself or others; or (ii) the student's behavior could impair his/her ability to function in the University community; or (iii) the student's behavior may be related to the effects of drugs or alcohol abuse. The primary goal of the proactive intervention policy is to assist students in getting the help they need before they get into a crisis.

It is important to note that intervention will not be used in lieu of referrals or consultations that ordinarily take place between faculty/staff members and the individuals listed below. Proactive intervention will be used only when a student is not willing to seek assistance on his/her own. If the student should refuse the intervention, the code of student conduct system, when appropriate, may be used as a means of following up on the student's behavior.

It is also important to note that the University of Hartford respects the rights of individuals whose religious tenets and practices may exclude the treatment of psychological and physiological conditions through the means below.

**Procedures.** An intervention may be initiated by a faculty or staff member contacting a member of the Office of Counseling and Psychological Services. The contact person will take the appropriate information and then, based on the suspected cause for concern, channel it in one of the following two directions:

**A. Drug/Alcohol Use**

- The student may be assigned to attend lifestyle classes offered through Connections Health Education Center or to take the Alcohol.edu course online
- Another option is for the student to participate in a motivational interview process, a grant-funded intervention.

**B. Psychological Issues**

- If warranted, a onetime assessment by a member of the Office of Counseling and Psychological Services will be mandated. Any recommendations that come from the assessment, including following the procedures of the section on Required Medical or Psychological Leave of Absence (see p. 49), will be reported to the assistant vice president for student health and wellness. The counseling staff will review behavioral expectations with the student and recommend future steps. The student will make the final decision on whether or not he/she will seek ongoing counseling.

**Contacts**

Individuals holding the following positions, or in the following offices, may serve as resources:

|  |                   |
|--|-------------------|
| Area Coordinators  | 860.768.7792/7793 |
| Assistant Director of Public Safety                      | 860.768.7985      |
| Assistant Vice President for Student Development         | 860.768.5122      |
| Assistant Vice President for Student Health and Wellness | 860.768.5129      |
| Counseling and Psychological Services                    | 860.768.4482      |
| Director of Learning Plus                                | 860.768.4522      |
| Director of Residential Life                             | 860.768.7792      |
| Director of the Women's Center                           | 860.768.5433      |
| Student Conduct Administrator                            | 860.768.7834      |

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## **Medical or Psychological Leave of Absence**

Many students experience periods of medical or psychological distress during their years at the University. During such periods, the vast majority of students are able to continue their studies and benefit from the structure and support of the collegiate environment. The Office of Counseling and Psychological Services and the Health Services department are committed to providing evaluation, treatment, and referral services designed to facilitate the continued participation of students in University life even while dealing with serious medical or psychological issues.

Occasionally, students experience medical or psychological problems severe enough to require more intensive treatment or time away from the University environment. This policy is intended to ease the departure process and facilitate the return to the University when students need to interrupt their continued enrollment at the University for a period of time. Ordinarily, most situations leading to a medical/psychological leave of absence would require the student to receive treatment for at least one academic semester.

1967  
First residence halls  
open

### **Requesting a Leave**

Students needing to interrupt their studies for psychological reasons may request to be placed on a medical/psychological leave of absence upon the written recommendation of a staff member from the Office of Counseling and Psychological Services or a private therapist. Students requesting a leave for medical reasons must present a statement from their attending physician, which will be reviewed and acted upon by the assistant vice president for student health and wellness. Students on medical or psychological leave of absence

- remain matriculated at the University and are not required to reapply for admission
- participate in normal registration and room-selection process in absentia
- are eligible for tuition and fee refunds according to the University's published refund policy
- are informed of the implications of the leave on the student's financial aid package.

1967  
Gengras Student  
Union and Physical  
Education Center open

### **Returning to the University**

Students returning from a psychological leave of absence will be required to submit a reenrollment form (available in the Office of Counseling and Psychological Services) completed by a private therapist or psychiatrist; to meet with the assistant vice president for student health and wellness to ascertain the degree of counseling or therapeutic support needed; and to make arrangements, when appropriate, for off-campus and on-campus support services tailored to their individual needs. Students returning from a medical leave will be required to present a letter from their physician to the assistant vice president for student health and wellness.

### **Required Medical or Psychological Leave of Absence**

There may be a rare occasion when a student is required to take a leave of absence based on a thorough review of the case, including recommendations of a staff member from the Office of Counseling and Psychological Services or a private therapist and in consultation with appropriate staff/offices.

- The assistant vice president for student health and wellness or designee is responsible for consulting with appropriate offices; notifying individuals/offices that have a need to know; communicating with the student and, if advisable, the family; and managing community reactions when necessary.
- All questions and concerns about any potential required medical or psychological leave of absence are to be directed to the assistant vice president for student health and wellness.
- A student wishing to return to the University from a required medical or psychological leave of absence must request approval to do so from the assistant vice president for student health and wellness. The student on psychological leave must submit a reenrollment form (available in the Office of Counseling and Psychological Services) completed by a private therapist or psychiatrist. Staff from the Office of Counseling and Psychological Services, in consultation with the private therapist or psychiatrist, will make a final determination as to the feasibility of the student's return. A student on medical leave of absence should be prepared to present a written recommendation from his/her attending physician.

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## **Services for Students with Disabilities**

Located in Gengras Student Union, room 307 (860.768.4260), the assistant vice president for student health and wellness is the coordinator for students with medical, physical, or psychological disabilities. The assistant vice president for student health and wellness provides advocacy, advice, and service for students with physical and psychiatric disabilities.

The Learning Plus program offers direct service to persons with learning disabilities. If you are a student with a learning disability and/or attention deficit disorder, you can receive services based on your learning needs. Services for which you may qualify include working on strategies with a learning specialist and receiving special accommodations for tests. The Learning Plus offices will prepare a summary letter outlining your learning needs for you to take to your professors. To register with Learning Plus, you should submit a diagnostic report to the director of Learning Plus in Auerbach 209. If you have questions, call the director at 860.768.4522, or call the assistant vice president for student health and wellness at 860.768.4260.

## **Multicultural Programs**

The mission of the Office of Multicultural Programs is to promote understanding and appreciation of diversity on campus. The office provides a variety of cultural resources, including books, cultural encyclopedias, magazines, journals, and videos available for use by students, faculty, and staff. The office advises a diverse body of student organizations, including Brothers and Sisters United, Naciones Hispanas Unidas, the Caribbean and American Students Association, the Men of Color Alliance, the National Society of Black Engineers, WSAM Radio, the UHA Steppaz Step Team, the University of Hartford Gospel Choir, Alpha Phi Omega Community Service Fraternity, and Fenomena Hip Hop Dance Team. The Office of Multicultural Programs is located in GSU 211, 860.768.5122.

### **Student Centers & Activities (SC&A)**

This office coordinates Gengras Student Union, Konover Campus Center, University Commons operations and meeting/event reservations, Campus Concierge, Campus Activities Team (CAT), Greek Life (social fraternities and sororities), Student Leadership Program, Off-Campus Vendor Tables, Student Club/Organization Tables, Off-Campus Housing Web page, Student Special Events Committee (SSEC), and the College Union Advisory Board (CUAB). The SC&A Office is located in GSU 205, and the phone is 860.768.4283. Information on all of our facilities, policies, services, programs, organizations along with our event photo gallery may be found online at [uhaweb.hartford.edu/sca](http://uhaweb.hartford.edu/sca).

### **Gengras Student Union (GSU)**

Since 1968, Gengras Student Union has been the campus community center. This facility offers everything from student club/organization offices, GSU Café, Zia Juice<sup>®</sup> and Store, Taco Bell, Montagues Deli, U.S./Campus Mail Services, Bank of America & ATM, Hawk Card ID Office, Student Government, Campus Ministries, Educational Mainstreet, Community Services, Multicultural Office, International Center, Counseling and Personal Development, Career Services and the office of the Vice President for Student Affairs. Meeting and event space is available to reserve for student clubs/organizations with nine meeting rooms and the GSU Café for events. Student clubs/organizations may reserve space by going to [uhaweb.hartford.edu/sca](http://uhaweb.hartford.edu/sca), then to “Forms,” and then click on “Facility Reservation Form” and complete the form. Suisman Lounge offers comfortable chairs and couches, providing a gathering point for the campus community to relax, visit with friends, and even sleep. Student club/organization and off-campus vendor tables can be found here offering information and selling a wide variety of products during the lunch hour. Operating hours for GSU are

#### **Academic Year**

Monday–Friday 8 a.m.–11 p.m.  
Saturday–Sunday 11:30 a.m.–11 p.m.  
(Closed on official holidays)

**Breaks** 8 a.m.–4:30 p.m.

#### **Summer**

Monday–Friday 8 a.m.–6:30 p.m.  
Saturday–Sunday Closed  
(Closed on official holidays)

1968  
Dana Hall dedicated

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### ***Konover Campus Center (KCC)***

KCC offers many food options during the academic year. The Village Market is a store offering a variety of beverages, snacks, breakfast items, fruits, vegetables, and DVD rentals. The Market City Deli and Java City offer delicious sub sandwiches, muffins, cookies, and gourmet coffee choices. Located near the resident apartments and Lincoln Theater, these services are open until 2 a.m. (closed during official holidays and some breaks). The Great Room is a large multipurpose room (300-person capacity) that is available for student events day or evening and can be reserved through the SC&A Web page form.

### ***University Commons (UC)***

Appropriately located for students' convenience on the residential side of campus, UC is the place to go for the Campus Meal Plan in the Commons Café during the academic year. This building also hosts the Office of Communication, Connections Health Education Center, WSAM student radio station, and the Hawk's Nest. The Hawk's Nest provides the campus community with an informal atmosphere to meet with friends and enjoy burgers, pizza, sandwiches, ice cream, and beverages until midnight during the academic year. There are TVs to keep you entertained and informed while you eat and mingle. The Campus Activities Team also provides tournaments, concerts, comedians, and other entertainment during the week in the Hawk's Nest.

### ***Campus Concierge***

Dedicated to providing detailed campus, local, and travel information to the members of the campus community and guests of the University, the Campus Concierge will give you the "red carpet" treatment whether at their booth on the second floor of GSU or online with their Web page service. Information is available on everything from the campus directory to local restaurants, attractions/entertainment, shopping, transportation, and tourism for New England and New York. We offer our campus customers discount tickets for movies, Six Flags and Lake Compounce; Cab Cards; and our On The Go bus trips. This year there will be trips to Providence, New York, Boston, Fright Fest at Six Flags, and a Vermont ski trip. Use your Hawk ID Cash Card for your ticket purchases or cash. The Campus Concierge web page is [www.campusconcierge.org](http://www.campusconcierge.org).

### ***Campus Activities Team (CAT)***

This group of student volunteers coordinates many exciting activities including Hawk's Nest performers, campus concerts, comedians, hypnotists, lecturers, themed dances, and parties offered to students weekly. CAT also works closely with many student clubs and organizations to co-sponsor their events throughout the year and is responsible for the On The Go bus trips at the Campus Concierge and Spring Fling. To let them know what you would like for programs and entertainment, and/or to volunteer, contact CAT at 860.768.4712 or go to GSU 120i for assistance.

### ***Special Student Events Committee (SSEC)***

The Special Student Events Committee assists student clubs/organizations in the preparation and coordination of student events on campus. This includes any student event with anticipated attendance of more than 100; all dances and parties; any event with alcohol; any outdoor event, speaker, or program with technical or safety needs; or any event with non-University of Hartford participants. The Student Centers & Activities office will determine if your group should attend the Special Student Events Committee meeting three weeks prior to your event.

The SSEC consists of both students and campus administrators who work closely with the sponsoring group in presenting a safe and successful event. The committee may recommend a review of any event by the director of Student Centers & Activities prior to approval. Should a student club or organization not preview their event at least two weeks in advance of event date, the committee will automatically cancel the event, reserved facility, and labor support. To see the student event and event security policy, go to [uhaweb.hartford.edu/sca](http://uhaweb.hartford.edu/sca) and go to the Event Services menu option.

### ***College Union Advisory Board (CUAB)***

CUAB is a volunteer advisory board consisting of students, faculty, staff, and administrators who offer recommendations to the director of student centers and activities on the department's facilities, programs, services, policies, and procedures. This board meets monthly beginning in October and ending in April. If you are interested in volunteering for this board call the director of student centers and activities at 860.768.4283.

### ***Greek Life (Social Fraternities & Sororities)***

Social fraternities and sororities, better known as “Greeks,” contribute significantly to the quality of campus life. Greeks at the University of Hartford constitute about 15 percent of the undergraduate student body. Greek life involves students in University activities, promotes academic achievement, supports athletic programs, and provides student opportunities to develop leadership and team-building skills. Fraternities and sororities actively support local and national philanthropic projects/organizations by donating time, efforts, and funds. In fact, community service is one of the strongest elements of Hartford’s Greek community. Chapters on campus also have strong working relationships with alumni members and their national organizations. In order to become a member of a fraternity or sorority, an interested student must go through the recruitment process and be at least a second-semester freshman with a minimum collegiate GPA of 2.1 for men and 2.25 for women. Requirements determined by international headquarters and individual campus chapters vary. Some chapters have higher GPA requirements, and all chapters have a minimum average required to be an active member and to hold leadership positions. For more information, see [www.hartfordgreeklife.org](http://www.hartfordgreeklife.org).

### ***Greek Life Mission Statement***

The Greek Life community at the University of Hartford is devoted to providing the fraternal experience, while challenging students personally and professionally, promoting academic success, maintaining the highest standards of ethical conduct, and fostering diverse, philanthropic pursuits.

### ***The Fraternal Experience***

The fraternal experience is a diverse, nationwide community of students and alumni who share a common bond, serve society, create and experience unique opportunities, and foster professional and personal development.

### ***Governing Councils***

The University works with the chapters and Greek Council leaders through professional staff in the Office of Student Centers & Activities. The Greek Life office is located in GSU 205, and may be reached by calling 860.768.4163. The three councils are as follows:

*Panhellenic Council (Panhel)*—This student organization coordinates sorority life and the member chapters of the National Panhellenic Conference (NPC) recognized at Hartford.

*Interfraternity Council (IFC)*—This student organization coordinates fraternity life and the member chapters of the National Interfraternity Conference (NIC).

*United Greek Letter Organizations (UGLO)*—coordinates activities of member chapters, most of which are metro groups for historically African American and Latino organizations.

### **Recognized Organizations at the University of Hartford**

| <b>NPC</b>        | <b>NIC</b>          | <b>UGLO</b>        |
|-------------------|---------------------|--------------------|
| Alpha Epsilon Phi | Alpha Sigma Phi     | Alpha Kappa Alpha  |
| Alpha Xi Delta    | Delta Sigma Phi     | Alpha Phi Alpha    |
| Delta Gamma       | Sigma Alpha Epsilon | Delta Sigma Theta  |
| Delta Zeta        | Sigma Nu            | Kappa Alpha Psi    |
| Phi Mu            | Tau Epsilon Phi     | Lambda Theta Alpha |
| Sigma Delta Tau   | Theta Chi           | Lambda Theta Phi   |
| Sigma Kappa       | Phi Delta Theta     | Omega Psi Phi      |
|                   | Alpha Epsilon Pi    | Phi Beta Sigma     |
|                   |                     | Sigma Gamma Rho    |
|                   |                     | Zeta Phi Beta      |

Expansion of new fraternities or sororities follows a process designated by the national conferences, the Office of Student Centers & Activities, and the Panhellenic/Interfraternity councils. Students interested in exploring the possibility of starting a new chapter are required to contact the associate director of Student Centers & Activities in GSU 205

### **Greek Life Ethical Standards**

The following are ethical standards mandated by Greek Life for all University of Hartford fraternity and sorority members and their chapters:

- Promoting high academic standards, study skills, and class attendance is a priority for Greek Life members.
- Respecting fellow Greek Life, University, and local community through community service and philanthropic and active support of community initiatives.

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- Hazing of any kind or “gang-like” behavior is not tolerated.
  - Any actions or references to racist or sexist behavior, alcohol, or drugs is not acceptable. Greek Life should offer a healthy, safe, and legal lifestyle on and off campus.
  - Each chapter is responsible for their individual member’s behavior and image in the community.
  - Promoting the personal development and lifelong learning of our members is important through chapter and University opportunities.
  - Respect is required for all individuals; chapters; IFC, Panhel, and Greek Life advisors; and the University community and their property at all times.

1971  
Ward School of  
Electronics becomes  
Samuel I. Ward College  
of Technology; moves  
to main campus

Any violations of these ethical standards and those set by IFC or Panhel may be adjudicated through the Greek Life Code of Conduct as listed in *The Source* (student handbook), by IFC, Panhel, Greek Council, and University officials.

A chapter that fails to react to an individual’s or chapter’s behavior is held accountable to their respective IFC, Panhel, or Greek Council’s judicial system. Failure for these organizations to address this behavior on a timely basis (within two weeks) will result in the University invoking a special case judicial process to adjudicate these matters.

### **Greek Judicial System**

Made up of selected student applicants and overseen by the associate director, student centers and activities, the Greek Standards Board may hear cases involving social fraternities or sororities that are accused of hazing and/or violating Panhellenic and/or Interfraternity bylaws, University rules/regulations, and/or behaviors noted in the Greek Code of Conduct. Violations may also be construed from the Greek Life Code of Ethics, federal/state/local law, and commonly held standards of acceptable conduct. Cases involving fraternity misconduct are subject to adjudication by the IFC Standards Board or the Greek Life Standards Board. Any cases involving Panhellenic recruitment violations are heard according to Panhellenic Green Book bylaws. The international and the national offices of the chapters as well as the University Code of Conduct system may also hold hearings, depending on the case. Any appeals to cases heard by the standards board must be made to the associate director, student centers and activities, or the applicable advisor. Further appeals are discretionary.

1972  
College of Basic  
Studies moves to main  
campus

The administration of the University of Hartford reserves the right to intervene in fraternity/sorority judicial matters as its officers and professionals deem necessary. Further, the administration reserves the exclusive authority to administratively suspend any chapter, to investigate, fact find, and protect interested parties, as the circumstances require.

### **Greek Code of Conduct**

In addition to the expectations outlined in the Greek Life Ethical Standards, chapters are expected to adhere to the following:

1. Be responsible for the actions of their members on and off the University of Hartford campus.
2. Abide by all appropriate rules/regulations of the University and all local, state, and federal laws and statutes, as well as those of the national Panhellenic/IFC and their respective international and national organizations.
3. Be knowledgeable of and comply with the operating policies of the Panhellenic and Interfraternity councils.
4. Conduct themselves within the set guidelines established for recruitment.
5. Respect and act in an orderly way toward other chapters and organizations, their members, and their property.
6. Respect members of the University community who are not Greek.
7. Accept collective responsibility for the behavior of members at events and in chapter/meeting rooms and when otherwise acting on behalf of the organization.
8. Respect University property and assume responsibility if damages do occur.
9. Participate in campus activities and contribute to campus life through programs and actions.
10. Have a working scholarship program that promotes academic development and achievement.
11. Include anti-hazing statements and nondiscrimination policies in chapter literature.

### **Greek Life Hazing Policy**

The Greek Life hazing policy is consistent with the University hazing policy, which can be found on page 135 of *The Source*.

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## Career Services

The University's office of Career Services provides comprehensive assistance to all matriculated students and alumni in making decisions regarding careers and related fields of study, work opportunities, and experiential education. Its goal is to provide every student with appropriate help from the very beginning, including selecting a major or course of study. Students are assisted in the process of finding appropriate work experiences while in college—identifying and “testing out” potential career options—and finding jobs or continuing their education after graduation. Career Services serves both undergraduate and graduate students of the University of Hartford. Alumni receive access to most services free of charge.

During your years at the University of Hartford, you will seek answers to many questions. If these questions resemble those that follow, the Career Services staff can help:

- What major should I choose?
- How do I combine my interests, skills, and values into an academic career plan?
- What kinds of jobs will I be qualified for with my degree?
- How can I find an appropriate work experience, internship, or cooperative education position to see if my career goals are realistic?
- How can I prepare for the job search, write a résumé, and identify and contact potential employers?
- How do I identify graduate schools whose programs interest me?
- What would I be doing in a particular job?

Career Services' programs have been developed to meet a variety of needs that you will likely have at different times while you are a student. The following are among the most important:

- individual career counseling by appointment
- assistance in finding internships and cooperative education positions while in college
- self-assessment tools and interest inventories
- on- and off-campus recruitment by employers
- consultation in writing résumés, cover letters, and graduate school essays
- online, searchable databases of professional positions and internships.
- practice (mock) interviews, with or without video support
- job listings for part-time and summer positions
- workshops on important topics, such as résumé writing, interviewing, and developing a job-search strategy
- annual Career Fairs and networking events

*1977  
Stephen Joel  
Trachtenberg  
becomes president*

- a comprehensive Career Library with occupational information and employer directories

The best way to use Career Services is to begin early. Drop in at GSU 309. You might want to make an appointment with a career counselor. Our telephone number is 860.768.4287. If you would like to learn more about our services, visit our website at [www.hartford.edu/career](http://www.hartford.edu/career).

### **Applied Learning**

As a student, you know the benefits of learning from experience. Career Services provides assistance in finding both internships and “co-op” positions. Internships may be either paid or unpaid and usually carry academic credit in a defined field of study. Cooperative education is a process that enables you to complement your academic education with practical experience related to your major or career goals. Students in all academic majors are eligible to participate in applied-learning opportunities. It is important to speak with your academic advisor regarding the rules governing academic credit. Career Services can help you to identify and prepare for these pre-professional roles.

For more information, contact Career Services, GSU 309, 860.768.4287.

### **Student Employment**

A part-time or summer job benefits both the student and the employer. For the student, it is an opportunity to explore a specific career interest or to investigate the working world in general. It also represents a paycheck that helps to meet tuition payments and living expenses.

Career Services provides assistance to all enrolled students seeking employment. Full-time summer and part-time and temporary jobs both on and off campus are listed as they become available.

In addition, Career Services and the Office of Admission and Student Financial Assistance provide guidance for students eligible for Federal Work Study awards. Whether the job helps you to meet college expenses or to gain valuable work experience, Career Services can help you find the position you need. Stop by Gengras 309 or call 860.768.4287 to set up an appointment with a career counselor. Our office is open year round.

### **Center for Community Service**

The Center for Community Service has a twofold mission: to assist students, faculty, staff, and alumni who wish to volunteer their time and service to the communities and public service agencies in the Hartford, Bloomfield, and West Hartford areas; and to increase the opportunity for

1978  
Lincoln Theater  
dedicated

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faculty and students to incorporate service-learning into the classroom experience (by providing opportunities for community service that directly relate to the material being studied in the classroom).

The Center for Community Service hopes to increase the level of volunteer service provided by our students, faculty, staff, and alumni by

- working closely with our off-campus neighbors and agencies to identify community needs
- maintaining an active database of agencies seeking volunteers
- publicizing volunteer service opportunities and connecting volunteers with these experiences
- assisting clubs and organizations with their philanthropic efforts
- researching community and agency needs and securing relevant and meaningful service-learning experiences that will strongly relate to the students' course work
- providing printed resources on the field of service-learning
- serving as the University's liaison with local off-campus agencies
- meeting with classes and academic departments to discuss service-learning opportunities

We invite everyone to stop by GSU 209, or call 860.768.4819 and let us know how we can be of assistance. Visit our website at [uhaweb.hartford.edu/ccs](http://uhaweb.hartford.edu/ccs).

### **International Center**

The International Center provides services to students, scholars, faculty, and guests from other countries. It offers counseling and advice to our international students and scholars and organizes programs to meet the special needs of our international community. American students will also find the International Center to be a valuable resource, particularly if they are interested in meeting students from other countries and learning more about the world outside our borders. The center offers numerous opportunities for students to participate in study-abroad programs.

The International Center is located in GSU 327. Phone: 860.768.4870 or x5100.

1981  
Baccalaureate  
programs instituted at  
Ward College  
of Technology

### **Connections Health Education Center**

Connections Health Education Center offers students experiential wellness, health promotion, and prevention programming with these objectives:

1. facilitate students' personal growth
2. promote emotional and psychological wellness on campus
3. raise students' awareness of psychological health-related issues
4. raise students' awareness of resources at the University
5. make connections between student groups with activities that educate, raise awareness, and raise self-esteem.

These objectives are achieved through activities, events, presentations, and advising with the Network peer educator club (see below). Connections has a library with articles, books, University of Hartford-specific health survey data, videos, audio tapes, and CD-ROMs.

Condoms are also available to promote student sexual health. The center has a website with health information and articles at <http://uhaweb.hartford.edu/connect>. Some of the topics include

|   |  |
|---|--|
| Acquaintance Rape                                   | Healthy Relationships  |
| AIDS  | Mental Health Issues (depression, anxiety, mental illness, etc.) |
| Alcohol: Decision Making, Use, Abuse, and Addiction | Relationship Violence  |
| Birth Control                                       | Sexual Assault and Harassment                                    |
| Body Image  | Sexual Decision Making   |
| Communication                                       | Sexual Orientation   |
| Conflict Resolution                                 | Stress Management  |
| Drugs: Prescription and Illicit                     | Time Management  |
| Eating Disorders                                    | Tobacco/Smoking  |

The Connections/Health Education offices are located in UC 118. The phone number is 860.768.5433.

### **Network Peer Educators**

The Network is a student government club advised by the director of the Connections Health Education Center. Members of the Network are students who make a positive difference in students' lives by presenting programs and activities geared toward psychological health promotion. Events sponsored by the Network include Alcohol Awareness Week, World AIDS Day, the Great American Smokeout, and more. A Network member must maintain an average GPA of 2.5 and volunteer between two and four hours per week to the program. The Network peer educators are located in UC 118.

## **Campus Ministries**

### ***Students for Life***

Students for Life is “committed to the education and support of ourselves and others in the importance and sacredness of life.” Students for Life meets weekly, prays together, discusses issues, and plans events. Based on the Catholic social teachings, Students for Life welcomes all students who revere life and seek to learn more about life issues. Call 860.768.4899.

### ***Newman Club***

The Newman Club is a Catholic organization, a community of students dedicated to the mission of education, volunteer service, and social events. The Newman Club is open to all students, meets weekly, and offers leadership opportunities and social activities for members. For more information, call 860.768.4899.

### ***Newman Choristers***

Newman Choristers is a collection of singers and musicians who lead songs in weekly worship on campus. Practice takes place prior to Sunday Mass. Call 860.768.4899 for information about joining Newman Choristers.

### ***Hartford Hillel Foundation***

The Hartford Hillel Foundation at the University of Hartford is dedicated to providing opportunities for Jewish students to explore and enjoy their Jewish heritage in all of its dimensions. It is made up of a fantastic group of students who share an interest in Judaism and the desire to celebrate their Jewish identity. The students meet regularly for exciting social, cultural, educational, and religious activities that help them appreciate their heritage and create a Jewish community on campus and within the Greater Hartford Jewish Community. In developing, sustaining, and cultivating Jewish life at the University, the Hillel Foundation seeks to involve all constituencies: students, faculty, staff, and administrators.

For more information, please contact the executive director at 860.768.7956. Visit [www.hartfordhillel.org](http://www.hartfordhillel.org).

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## **Women's Center**

The University of Hartford Women's Center is a department within the Division of Student Affairs that is located in GSU 213, at 860.768.5275. The mission of the Women's Center is to promote an atmosphere of empowerment through education, activism, and advocacy, as well as to foster a community equitable for all people. This mission is accomplished by

- offering educational programming
- supporting campus and community outreach efforts
- providing information, resources, and referrals
- providing a safe, supportive, and accessible space for both women and men

In addition to sponsoring a variety of educational programs and workshops for the University campus, the Women's Center also encourages and facilitates student involvement with the local community. These local programs provide students an opportunity to supplement their academic knowledge with practical experience and to develop a sense of civic responsibility.

Housed in the Women's Center is a resource library with a collection of books, periodicals, and computer equipment designed to provide current information on a variety of issues relevant to student life.

## **Center for Graduate and Adult Academic Services and Graduate Admissions**

The Center for Graduate and Adult Academic Services provides a variety of services for graduate students and part-time undergraduate students.

As the central office for graduate admission, it coordinates the application and admission process for all graduate programs offered at the University. It disseminates information about graduate degree programs and functions as the clearinghouse for information about related services available to graduate students.

The center is also the entry point for nonmatriculated adult students who wish to enroll in undergraduate courses at the University on a part-time basis. Academic advisors assist with course selection and registration.

Individuals who would like information about enrolling in undergraduate or graduate programs should call the Center for Graduate and Adult Academic Services at 860.768.4371, or stop by the office in room 231 of the Beatrice Fox Auerbach Computer and Administration Center. Regular office hours are Monday through Thursday, 8:30 a.m. to 7:30 p.m., and Friday, 8:30 a.m. to 4:30 p.m.