SUMMER ESSENTIALS 2015
What you need to know during summer at Syracuse University

Find your place in the sun.
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<td>Disability Resources</td>
<td>disabilityservices.syr.edu</td>
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<td>Health Services</td>
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<td>Housing, Meal Plan, and I.D. Card Service Center</td>
<td>housingmealplans.syr.edu</td>
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<td>Ice Skating</td>
<td>skate.syr.edu</td>
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<td>LGBT Resources</td>
<td>lgbt.syr.edu</td>
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<td>Library Services</td>
<td>library.syr.edu</td>
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<td>Multicultural Affairs</td>
<td>multicultural.syr.edu</td>
<td>8</td>
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<tr>
<td>Off-Campus and Commuter Services</td>
<td><a href="mailto:officampus@syr.edu">officampus@syr.edu</a></td>
<td>9</td>
</tr>
<tr>
<td>Office of Health Promotion</td>
<td>healthpromotions.syr.edu</td>
<td>6</td>
</tr>
<tr>
<td>Options Program</td>
<td>counselingcenter.syr.edu</td>
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<td>recreationservices.syr.edu</td>
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<td>international.syr.edu</td>
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<td>Student Assistance</td>
<td>syr.edu/currentstudents/studentassistance.html</td>
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<tr>
<td>Student Rights and Responsibilities</td>
<td>studentconduct.syr.edu</td>
<td>16</td>
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<td>Syracuse University Policies</td>
<td>supolicies.syr.edu</td>
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</tr>
<tr>
<td>UC/Summer Registration &amp; Bursar</td>
<td>parttime.syr.edu/summer-financialaid/summer-fees/</td>
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<tr>
<td>UC/Summer General Information</td>
<td>parttime.syr.edu/about-us/about-university-college/</td>
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Dear Summer Student,

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

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

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

Sincerely,

Bethaida González
Dean, University College
Special Assistant to the Chancellor
## SUMMER ESSENTIALS 2015

### MAY 2015

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<th>Sunday</th>
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</tr>
<tr>
<td>Reading day.</td>
<td>Final exams.</td>
<td>Final exams.</td>
<td>Veterans Commencement Celebration</td>
<td>Last day of spring '15 term. Final exams.</td>
<td>UC Commencement Celebration</td>
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</tr>
<tr>
<td>SU Commencement</td>
<td>MAYmester classes begin. Last day to add a MAYmester class.</td>
<td>Last day to elect/rescind, pass/fail or audit grading option for MAYmester. Last day to drop a MAYmester class with 100% tuition adjustment. Spring '15 grades due.</td>
<td>MAYmester midterm.</td>
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<td>Salt City BBQ Festival</td>
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<td>23</td>
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<tr>
<td>Last day to drop a MAYmester class. Session I and Combined Session classes begin.</td>
<td></td>
<td>Last day to withdraw from a MAYmester class. Last day to add a Session I class.</td>
<td>Last day to elect/rescind pass/fail or audit a Session I class.</td>
<td>Last day of MAYmester classes. Last day to add a Combined Session class.</td>
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<td>24/31</td>
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<td>30</td>
</tr>
<tr>
<td>University holiday; no classes, offices closed.</td>
<td>Last day to drop a MAYmester class with 100% tuition adjustment.</td>
<td></td>
<td></td>
<td>Last day to elect/rescind, pass/fail or audit grading option for MAYmester. Last day to drop a MAYmester class with 100% tuition adjustment.</td>
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</table>

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

### JUNE 2015

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<tr>
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</tr>
<tr>
<td>SS-I midterm.</td>
<td></td>
<td>Last day to drop a SS-I class.</td>
<td></td>
<td></td>
<td>Taste of Syracuse</td>
<td>Taste of Syracuse</td>
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<tr>
<td>14</td>
<td>15</td>
<td>16</td>
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</tr>
<tr>
<td>Syracuse Shakespeare Festival begins. Last day to withdraw from a SS-I class. Movie Night on the Quad</td>
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</tr>
<tr>
<td>Jamesville Balloon Festival  CS midterm. Last day of SS-I classes.</td>
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<tr>
<td>Jamesville Balloon Festival  Syracuse Shakespeare Festival ends. Planning to use financial aid? Apply early for ease of online registration.</td>
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## JULY 2015

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<td>Last day to withdraw from a SS-II class.</td>
<td>Summer 2015 SSIP applications due.</td>
<td>Last day to elect/rescind pass/fail or audit a SS-II class.</td>
<td>Greek Peak trip NYS Blues Festival</td>
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<td>Last day to add a SS-II class.</td>
<td>Last day to drop a SS-II class.</td>
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<tr>
<td>SS-II classes begin.</td>
<td>SS-II classes begin.</td>
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<td>Last day to drop a SS-II class with 100% tuition adjustment.</td>
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<td>Target trip</td>
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## AUGUST 2015

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<td>Last day to withdraw from a SS-II class.</td>
<td>Movie Night on the Quad</td>
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<td>Darlen Lake trip</td>
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<td>Last day to drop a SS-II class.</td>
<td>Last day to withdraw from a SS-II class.</td>
<td>Movie Night on the Quad</td>
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</tr>
<tr>
<td>Shakespeare in the Park ends.</td>
<td>New York State Fair begins and runs through Sept. 7.</td>
<td>New Student Orientation and Tour 5-6:30 p.m. 700 University Ave.</td>
<td>New Student Orientation and Tour 5-6:30 p.m. 700 University Ave.</td>
<td>Fall '15 additional walk-in registration hours: 8:30 a.m.-5 p.m.</td>
<td>Planning to use financial aid? Apply early for ease of online registration.</td>
<td>Planning to use financial aid? Apply early for ease of online registration.</td>
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<td>Fall '15 additional walk-in registration hours: 8:30 a.m.-5 p.m.</td>
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SUMMER ESSENTIALS 2015

SUMMER DATES AT A GLANCE

2015 Summer Session Dates
MAYmester ........................................May 11-22
Summer Session I ..................................May 18-June 26
Summer Session II ................................July 6-August 14
Combined Session ................................May 18-August 14
Flex long classes meet outside regular session dates. See class details.

Holidays
(no classes, offices closed)
Memorial Day .......................................May 25
Campus holiday (for Independence Day) ...........July 4

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

On-Campus Emergency
We urge students to program the DPS phone number (315-443-2224) as a quick dial on all cell phones.
SU Department of Public Safety ..................711*
SU Ambulance ......................................711*
Via Cell Phone (check with provider) ............#78
Text message or E-mail ...........................711@sy.edu
* only from campus phones

Off-Campus Emergency
Fire Department .................................911
Police Department .................................911
SU Ambulance ......................................443-4299

LOCAL INTEREST WEB SITES
www.summer.syr.edu
www.living.syr.edu
www.syracuse.com
www.visit.syracuse.org
www.onondaga.cny/parks.com

CAMPUS RESOURCES AND SERVICES

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

Bookstore
Schine Student Center, x9900; bookweb.syr.edu/
The University Bookstore carries textbooks, school supplies, art and architecture materials, educationally priced computers and accessories, SU apparel and gifts, convenience foods, and Clinique products. The Bookstore's 'CuseTech department is an Apple and Dell Authorized Service Provider, offering warranty and out-of-warranty repairs for Apple and Dell computers. Other services include ATM, dry cleaning, secure online ordering for textbooks, gift cards and gift packages. A Bookstore Charge account is available for matriculated students. The Bookstore also accepts MasterCard, Visa, Discover, American Express, SUpercard PLUS, personal checks, Bookstore Gift Cards, and cash.

Career Services
235 Schine Student Center, x3616; careerservices.syr.edu
Working with employers, alumni, parents and colleagues across campus, Career Services engages students in the career development process from their earliest days at Syracuse University. Career Services offers personalized career counseling and assessment, internship coordination, job search coaching, alumni networking (including SUccess in the City events in at least 9 cities nationwide), preparation for further education, on- and off-campus recruiting coordination, and an extensive web site as well as various social media resources. The office also collaborates with SU colleges to sponsor career fairs, specialized career information panels and presentations, and an online career management system, OrangeLink, that connects employers, students, and alumni.

Computing
Center for Science and Technology, x2677; its.syr.edu
Information Technology and Services (ITS) operates and maintains the central computing infrastructure on campus, maintains public computer labs, and assists students who need help with their own computers. Students with an SU NetID and password can use the lab computers and AirOrangeX high-speed wireless network, and other ITS systems and services. Guests can log on to the SU wireless network using Air Orange Guest; for details visit its.syr.edu/wireless/.
Computing help is available by:
- Searching the ITS web site at its.syr.edu
- Looking for information at answers.syr.edu
- E-mailing ITS at help@syr.edu
- Calling ITS at 315-443-2677
- Visiting the ITS Service Center off the Milton Atrium in the Center for Science and Technology. Information about center hours and services is available at its.syr.edu/support/.

Connective Corridor
connectivecorridor.syr.edu
facebook.com/Connective-Corridor

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

Counseling Center
200 Walnut Place, x4715; counselingcenter.syr.edu

The Counseling Center can help students with problem solving, stress management, and other coping strategies. Its staff is composed of experienced and licensed mental health professionals, including psychologists and social workers. The Center is committed to enhancing the academic mission of the University through counseling, prevention, education, and outreach activities. It is sensitive to diversity in all of its forms, including race, gender, religion, ethnic background, and sexual orientation. The Counseling Center offers members of the SU community free, confidential help through times of crisis and the everyday stresses of life.

Disability Resources
Office of Disability Services
804 University Avenue, Third Floor, x4498
disabilityservices.syr.edu

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

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

The process for obtaining services begins with our web site, disabilityservices.syr.edu. Click either Future & Transfer Students –Register & Request for Information or Current Students– Register with ODS, depending on your enrollment status. Follow the steps outlined, which include completing the Self-Assessment Survey and the Registration Form. You will be asked to upload all relevant documentation at that time. A link regarding Documentation Guidelines can also be found on our home page.

Once your request for services is received, you will receive an e-mail identifying who your ODS Counselor will be, if additional documentation is required, and instructions on how to set up an appointment for your initial meeting. Your initial meeting is designed to be interactive and comprehensive, whereby a formal accommodation plan is developed and instructions on how to access accommodations and services is also reviewed.

Regarding summer classes, to ensure timely assistance and promote independence and inclusion, students are encouraged to start this process early.

Disability Cultural Center (DCC)
805 South Crouse Avenue, Hoople Building, Room 105, x4486
sudcc.syr.edu

Syracuse University’s Disability Cultural Center (DCC) coordinates campus-wide social, educational, and cultural activities on disability issues for students, faculty, staff, and community members with and without disabilities. The DCC is a gathering place for all individuals who seek an inclusive and diverse environment where respect, appreciation for one’s identity and cultural differences are of the utmost priority. The DCC sponsors a variety of programming that aims to heighten awareness and understanding, as well as to promote dialogue and learning, about disability rights as human rights and as forms of cultural diversity. The DCC serves as a resource for sharing information on media, periodicals and other readings, web sites, services, advocacy groups, and local, regional, national, and international
organizations that focus on disability issues, including the history of disability, pedagogy and disability, and disability culture. SU’s DCC is the first of its kind in the U.S. to be located within a Division of Student Affairs and to be directed by a full-time professional staff member. For more information about SU’s Disability Cultural Center, call 315-443-4486, visit the Center in Hoople Building, Room 105 (805 South Crouse Avenue), e-mail sudcc@syr.edu, or visit the web site at sudcc.syr.edu.

Facebook: www.facebook.com/sudcc.
YouTube Channel: www.youtube.com/DisabilityCultureSU
Tumblr Site: disabilityculturalcenter.tumblr.com

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

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

Health Services
111 Waverly Avenue, x9005; health.syr.edu

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

To schedule an appointment, call 315-443-9005. Hours during the summer (May 16 – August 15) are 8 a.m.- 4:30 p.m. Monday through Friday. Holiday hours vary and will be posted locally. Should urgent health care needs arise after hours, an on-call provider can be reached via the answering service by phoning the above number. For medical emergencies, dial 711 (from a campus phone) or 315-443-4299.

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

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

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

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

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

Housing, Meal Plan, and I.D. Card Service Center
206 Steele Hall, x2721; housing@syr.edu; housingmealplans.syr.edu

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

Ernie Davis Dining Center will be open:
Monday–Friday:
Breakfast 7-10 a.m. / Lunch 11 a.m.- 3 p.m. / Dinner 4:30- 7 p.m.
Weekends:
Continental Breakfast 9-10 a.m. / Brunch 11 a.m.-3 p.m. / Dinner 4:30-6:30 p.m.

LGBT Resources
Lesbian, Gay, Bisexual, and Transgender (LGBT) Resource Center
750 Ostrom Avenue, x3983; lgbt@syr.edu; lgbt.syr.edu
The LGBT Resource Center offers services to those with marginalized genders and sexualities (lesbian, gay, bisexual, transgender, queer, questioning, and asexual), and their allies by offering intentional programs, developing relationships that lead to meaningful dialogues, providing education and resources, cultivating leadership, engaging in advocacy, and collaborating with others. The Resource Center facilitates trainings and co-sponsors programs and initiatives that encourage the development of awareness, community, integrity, and social justice to create safer people and safer spaces at Syracuse University.

The LGBT Resource Center offers a number of annual events, including a Welcome Social, Coming Out Month (October), Transgender Day of Liberation, and the Rainbow Banquet (graduation recognition). It also offers discussion groups for new students, LGBTQ people of color, trans* individuals, and those with family members who identify as LGBTQ. The LGBT Resource Center’s staff meets with individuals for support and help with University resources and policies as well as guidance on academic projects. Educational outreach takes the form of “Safer People, Safer Spaces,” a 3-hour training program that incorporates many different activities to provide participants with a mixture of content and reflection to facilitate allyship development.

The LGBT Resource Center works collaboratively with the LGBT Studies Program and other offices to support academic pursuits, lectures, and conferences. During the summer, there is a decrease in programming and events, but the LGBT Resource Center welcomes all students to visit its web site and to sign on to its listserv for more information.

Library Services
Syracuse University Libraries are active partners in supporting teaching, learning, and research at Syracuse University, offering a wide array of resources and personalized services in support of all SU academic programs. The Libraries’ web site, library.syr.edu, is an essential tool for research, where you can find books and articles, connect with a librarian to get research assistance, take an online tutorial, check library hours, and much more. Library web resources are accessible to SU students from any location on- or off-campus, including residence halls, off-campus apartments, and SU Abroad centers. Libraries are equipped with wireless access, laptops and other equipment for loan, and a variety of study spaces, including technology-equipped group study rooms, individual study carrels, and designated quiet study areas. Library workstations, including Macs and PCs, are equipped with standard campus software applications as well as specialized software for multimedia production and adaptive technologies for disabled users.

The Library’s diverse collections include 3.5 million printed volumes, more than 100,000 online and print journals, and extensive collections of e-books, maps, images, music scores, sound recordings, videos, rare books, manuscripts, and microforms. An interlibrary loan service provides needed materials not owned by the SU Libraries. Bird Library houses materials in the social sciences, humanities, and fine arts, library administrative offices, the Special Collections Research Center, and the library café, Pages, which features coffee from a local roaster, sandwiches, breakfast items, and pastries. Other SU libraries include the Carnegie Library, with a recently renovated silent reading room, the Geology Library, the Architecture Reading Room, and the Belfer Audio Archive. The Libraries’ web site includes a map of libraries and a virtual tour.

The following libraries comprise the Syracuse University Libraries system:

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

Geology Library
300 Heroy Laboratory
x3337; library.syr.edu/about/locations/geology

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

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

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

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

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

Martin Luther King Jr. Memorial Library
x9349; 231 Sims Hall, mlklibrary.syr.edu
Multicultural Affairs
Office of Multicultural Affairs
105 Schine Student Center, x9676; oma@syr.edu; multicultural.syr.edu

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

Parking Services
621 Skytop, x4652; parking.syr.edu

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

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

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

Options Program
200 Walnut Place, x4715; counselingcenter.syr.edu

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

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

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

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

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

Fitness Classes
recreationservices.syr.edu

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

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

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

Informal Recreation
Recreation Hot Line, x-GYMS (x4967)

When Archbold Gym and Flanagan Gym are open, students can play pick-up games of basketball, volleyball, and other sports, depending on the schedule. Fitness centers are available during the summer in Archbold Gym, Goldstein Student Center (on South Campus), Ernie Davis Hall, and at Marshall Square Mall. Students may use the swimming pool in Archbold Gym. There are outdoor basketball and tennis courts and softball fields on both North and South Campuses for recreation.
Off-Campus and Commuter Services  
754 Ostrom Avenue, x5489; offcampus@syr.edu  
offcampus.syr.edu

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

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

Slutzker Center for International Services  
310 Walnut Avenue, x2457; international.syr.edu

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

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

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

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

Home to 10 Chaplaincies and 24 Spiritual Life Groups from diverse faith and non-faith traditions, the Chapel provides a safe place to explore diverse spiritualities. As a multifaith center, the Chapel promotes interreligious understanding and cooperation through program and example. Chaplains provide spiritual direction and individual counseling for students as they struggle with life’s big questions. Hendricks Chapel also hosts the Hendricks Chapel Choir and the Black Celestial Choral Ensemble as expressions of spirituality embodied in the arts. The Office of Engagement Programs at Hendricks Chapel sends students to serve the wider Syracuse community as mentors, tutors, and volunteers. People’s Place is a student run coffee shop located in the lower level of Hendricks Chapel that serves affordable fair-trade coffee and snacks. The Office of the Dean of Hendricks Chapel is the point of contact for all chaplains and religious activities on the SU campus.

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

Student Assistance  
306 Steele Hall, x4357 (HELP)  
E-mail: studentassistance@syr.edu  
www.syr.edu/currentstudents/studentassistance.html

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

Transit Services  
621 Skytop, x4652; parking.syr.edu

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

NEIGHBORHOOD RESOURCES AND SERVICES

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

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

Bank of America, 315-446-2312 and 800-432-1000; bankofamerica.com

First Niagara, 315-476-2530 and 800-421-0004; fnfg.com

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

Key Bank of New York, 315-446-8091 and 800-539-2968; key.com

M&T, 315-422-2110 and 800-724-2440; mtb.com

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

**Driver’s Licenses**

Syracuse Office—NYSDMV  
www.dmv.ny.gov

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

**Mail Services—Local**

U.S. Post Office–Marshall Street Station  
www.usps.com

Marshall Square Mall, 315-472-0278

**Transportation**

**Air Travel**

Hancock International Airport  
www.syrairport.org

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

**Bus—Local**

Centro, 315-442-3400; centro.org

**Bus and Train—Regional Transportation Center**

131 Alliance Parkway  
Amtrak, 800-872-7245; amtrak.com

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

**Car Rental**

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

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

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

Thrifty, 315-455-1001; thrifty.com

**Taxi Service**

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

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

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

**SYRACUSE UNIVERSITY I.D. CARD**

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

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

**Entering Residence Halls and Residence Hall Security**

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

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

**Entering Dining Centers**

When you walk into a dining center, you must present your SU I.D. to the checker. Your meal plan will allow you to enter the dining center once during a given meal period. It is a violation of the Student Code of Conduct to use another student’s SU I.D. card for access to the dining centers and/or meals.
Caring For Your Card
The magnetic stripe that carries all your identifying information is quite sensitive. Keep it away from TV sets, radio transmitters, or bulk tape erasers (engineering, telecommunications, and computer science students should be especially careful). If the encoding is erased from the stripe, bring the card to the Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall to be re-encoded. The SU I.D. card is a radio frequency I.D. card that contains a computer chip in the top left corner and a wire transmitter running around the entire card. Please do not puncture the card.

Lost or Stolen Cards
If your card is lost or stolen, report it immediately to the Housing, Meal Plan, and I.D. Card Service Center at 315-443-2721; at night or on weekends, contact the Department of Public Safety at 315-443-2224. You are financially responsible for all meals or funds used before the loss is reported. Once reported, your card is immediately invalidated throughout the system, preventing unauthorized use. You can obtain a new card by coming to the Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall, Monday through Friday, 8 a.m. to 4:30 p.m. The fee for the first replacement is $25; additional replacements cost $40 each.

SUpercard FOOD Accounts
SUpercard FOOD is a declining balance cash account accessed through your SU I.D. Purchases made with SUpercard FOOD accounts are exempt from New York State sales tax and can be used for a-la-carte purchases in all Food Services locations and University vending machines.

To add funds to your FOOD account, pay the amount you would like to add (in $25 increments) to the Bursar Office, 102 Archbold North, and then bring the receipt to the Housing, Meal Plan, and I.D. Card Service Center, 206 Steele Hall. Staff will add the funds to your card immediately. Balances unused by August 8, 2015, are NOT refunded or carried over.

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

Funds can be added to a PLUS account in the same way they are added to a FOOD account; see SUpercard section above. Balances unused by August 8, 2015 are NOT refunded or carried over.

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

CAMPUS SAFETY

Division of Campus Safety and Emergency Services
Department of Public Safety
005 Sims Hall, x2224, 711 from a campus phone;
publicsafety.syr.edu, @SyracuseDPS,
facebook.com/SyracuseDPS

Fire and Life Safety Services
x5474, eho.syr.edu

Environmental Health and Safety Services
x4132, eho.syr.edu

Risk Management
Skytop Office Building, Room 104, x1154
riskmanagement.syr.edu

Emergency Management
005 Sims Hall, x0315

Parking and Transit Services
621 Skytop Road, x5507
parking.syr.edu, @suparking

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

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

**Reporting Options**

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

**Alert System**

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

**Blue Light Alarm Phone System**

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

**Taking Interest in Your Personal Safety**

**xTIPS (x8477)**

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

**Toll-Free Tips**

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

**Silent Witness**

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

**Your Right to Know**

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

**Found Property**

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

**Orange Alert**

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

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

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

Residence hall incoming mail should be addressed as follows:
Your Name
Name of Your Summer Program
Residence Hall, Box Number
Street Address
Syracuse, NY 13210

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

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

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

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

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

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

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

- Check all your electrical appliances—radios, televisions, computers, stereos, lamps, etc.—to make sure cords aren’t frayed and plugs are in good condition.
- The number of occupants of a room/apartment for purposes of socializing or visitation is not to exceed the local fire codes.
- Tampering with or improperly using fire extinguishers, elevators, sprinkler systems, exit lights, or any other life safety equipment is strictly prohibited. The minimum sanction imposed by the University Student Conduct System for such tampering or improper use is indefinite suspension from residential living, and may also include indefinite suspension from Syracuse University.
- Use of tapestries, posters, and other decorations may not cover electrical outlets, lights, lamps, and ceilings and must be hung at least two feet from the ceiling.
- Use only one major appliance per wall socket, and use only UL-approved surge protectors for multiple electrical needs. Surge protectors are to be limited to one per socket—do not “daisy chain” multiple devices together.
- Fire detection equipment, including that located in a student room, may not be disabled or otherwise tampered with.
- Arrangement of room furnishings is not to impede expedient egress from living spaces.
- Use or possession of candles or incense is prohibited. For religious observances, candles and/or incense may be used...
in public areas designated by staff with constant vigilance by
the user. All candles discovered in a student’s room/apartment
will be confiscated and discarded; in the event that candles
are found to be in use, students will be referred to the Office
of Student Rights and Responsibilities.

- Single-use extension cords in good working condition are
  permitted provided they are UL-approved, have a third-prong
  ground, are constructed of 12-gauge wire or larger, and are
  used to power just one appliance. The exclusive use of power
  strip surge protectors equipped with a breaker switch is
  strongly encouraged. Use power strips with circuit breakers for
  appliances. The use of single-plug extension cords and multi-
  plug adaptors is prohibited.

- Keep doors free of paper and other flammable materials.

- Use only one appliance per socket—overloading a socket can
  be dangerous.

- Operate microwave ovens only as the manufacturer’s manual
directs.

- The following items are prohibited in residence halls and
  apartments:
  - Space heaters
  - Air conditioners
  - Multi-headed lamps and halogen lamps
  - Microwave ovens of more than 1,000 watts
  - Toasters
  - Electric hot plates
  - High-resistance heating devices, including
    - George Forman-type grills
  - Candles
  - Incense

Fire Safety Systems

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

Care should be exercised to avoid setting off sprinkler heads ac-
cidentally. Do not hang items from the heads or pipes and avoid
any action that would cause an object to come in contact with a
sprinkler head. Immediately report the perceived malfunction
of any fire safety mechanism—smoke detectors, extinguisher,
etc.—to FLXit, 315-443-4948. Under no circumstances are these
systems to be removed or disabled; to do so is a violation of the
University’s Code of Student Conduct.

Fire Alarms

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

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

Possible Fire in Progress

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

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

Your Room

Cable and ResNET Service

All students living in Syracuse University housing are provided
with cable television (74 channels) and ResNET (internet access)
services—no signup is necessary. You will need to provide your
own television and personal computer to take advantage of these
services. Students should report any problems with cable TV to
the Telecommunications Department. Problems with ResNET
connections should be reported to Computing and Media
Services. For more information regarding ResNET, contact
Information Technology and Services at 315-443-2677 or
visit their web site at its.syr.edu.

Damages

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

- Intentional/deliberate damage
- Stickers, stars, and tape that need to be removed
- Keys not returned
- Holes in walls, ceilings, furniture, or missing furniture
- Damaged carpet
- Missing or damaged screens
- Trash removal from your room or apartment
Furnishings Provided
All rooms are furnished with extra long beds (mattresses: 36” x 80”), dressers, mirrors, curtains, closet space, mattress pads, desks, and chairs. You are responsible for all the furniture items provided in your residence unit.

Room Key and Personal Security
Keep your key(s) with you at all times. Always lock your door when you leave your room, even for just a few minutes.
Should you find yourself locked out of your room, contact the main desk to learn the proper procedures for obtaining a loaner key for short-term use. The RA on call can assist you before or after regular main desk hours.
A lost key will result in a lock core change for security purposes. Charges will be based on the time of day that the key is reported missing and replaced.

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

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

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

Residential Policies
What are residential policies? Residential Policies reflect the rights and responsibilities of all Syracuse University and State University of New York College of Environmental Science and Forestry students residing in Syracuse University’s residential communities on North and South Campus. Among these are the right to be afforded a reasonable opportunity to learn without interruptions from others; the right to expect that others will respect you and your need for space, quiet, and privacy; and the right to expect others to observe reasonable standards of conduct that promote and maintain a safe, secure, and mature living environment. In addition, you have the responsibility to recognize and support other students’ rights and to be aware of the Office of Residence Life Residential Policies and the Syracuse University Code of Student Conduct.

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

ADDITIONAL RESIDENCE LIFE POLICIES GOVERNING SUMMER COLLEGE AND SUMMERSTART
In addition to the Departmental Standards described above, Summer College and SummerStart participants are required to comply with the following standards.

Study Hours
Summer College and SummerStart coursework will be supported by a regular schedule of recommended study hours: Sunday through Thursday, 7-10 p.m.
During this time, participants are expected to study in the library, computer cluster or studios, or meet with designated consultants as provided by their program. In addition, students may work individually or in small groups in the residence hall.

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

Curfew
Participants are required to observe the following curfew hours:
SummerStart curfew hours:
Sunday-Wednesday, 11 p.m.
Thursday-Saturday, 12 midnight
Summer College curfew hours:
Sunday-Thursday, 11 p.m.
Friday-Saturday, 12 midnight
Participants may not leave the residence hall after curfew except in emergency situations and with the approval of the Office of Residence Life staff member on duty.

Participants are required to register themselves in person with the Office of Residence Life staff member on duty on or before curfew each night. All visitors must exit the building prior to curfew. Visitors must sign in and out with the Residential Security Aide (RSA) on duty. No guests will be signed into the building after 6:30 p.m. during the week (Sunday-Thursday) or after 11:30 p.m. on the weekend (Friday and Saturday).

**Guest Policy**

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

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

- Participants must accompany their guests at all times while in the hall.
- Guests are allowed in the residence hall Sunday through Thursday from 8 a.m. to 7 p.m. and Friday and Saturday from 8 a.m. to midnight.
- Guests may not be signed in within half an hour prior to the end of guest hours. Thus, no guest may be signed in after 6:30 p.m. during the week or 11:30 p.m. on the weekend (Friday and Saturday).
- No overnight guests are allowed.
- All guests must show a valid picture I.D. to the RSA on duty.
- It is the responsibility of the participant host to ensure that all guests sign in and out with the RSA on duty. Failure to sign a guest in or out may result in the loss of guest privileges.
- Guests not behaving appropriately will be asked to leave, and their participant host may be held responsible for the misconduct of the guest.

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

**STUDENT RIGHTS AND RESPONSIBILITIES**

**Code of Student Conduct**

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

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

1. Physical harm or threat of physical harm to any person or persons, including, but not limited to, assault, sexual abuse, or other forms of physical abuse.

2. Harassment—whether physical, verbal or electronic, oral, written or video—which is beyond the bounds of protected free speech, directed at a specific individual(s), easily construed as “fighting words,” and likely to cause an immediate breach of the peace.

3. Conduct—whether physical, verbal or electronic, oral, written, or video—which threatens the mental health, physical health, or safety of any person or persons including, but not limited to hazing, drug or alcohol abuse, bullying, and other forms of destructive behavior.

4. Academic dishonesty,* including, but not limited to, plagiarism and cheating, and other forms of academic misconduct: for example, misuse of academic resources or facilities, or misuse of computer software, data, equipment, or networks.

5. Intentional disruption or obstruction of lawful activities of the University or its members, including their exercise of the right to assemble and to peaceful protest.

6. Theft of or damage to personal or University property or services or illegal possession or use of the same.

7. Forgery, alteration, fabrication of identification cards, records, grades, diplomas, University documents, possession of falsified identification cards or misrepresentation of any kind to a University office or official.

8. Unauthorized entry, use, or occupation of University facilities that are locked, closed, or otherwise restricted as to use.

9. Disorderly conduct, including, but not limited to, public intoxication, lewd, indecent or obscene behavior, libel, slander, and illegal gambling.

* Cases involving academic dishonesty are handled within the student’s school or college.
10. Illegal manufacture, purchase, sale, use, possession, or distribution of alcohol, drugs, or controlled substances, or any other violation of the Syracuse University Policy on Alcohol, Other Drugs, and Tobacco.

11. Failure to comply with the lawful directives of University officials who are performing the duties of their office, especially as they are related to the maintenance of safety or security.

12. Unauthorized possession or use of any weapon, including firearms, BB guns, air rifles, explosive devices, fireworks, or any other dangerous, illegal, or hazardous object or material, and improper use as a weapon of any otherwise permitted object or material.

13. Interference with or misuse of fire alarms, blue lights, elevators, or other safety and security equipment or programs.

14. Violation of any federal, state, or local law that has a negative impact on the well-being of Syracuse University or its individual members.

15. Violation of University policies, rules, or regulations that are published in the Student Handbook, or any other official University publications or agreements.

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

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

Rights and Responsibilities

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

1. Speech/Expression/Press: Students have the right to express themselves freely on any subject provided they do so in a manner that does not violate the Code of Student Conduct. Students, in turn, have the responsibility to respect the rights of all members of the University to exercise these freedoms.

2. Non-Discrimination: Students have the right not to be discriminated against by any agent or organization of Syracuse University for reasons of age, creed, ethnic or national origin, gender, disability, marital status, political or social affiliation, race, religion, sexual orientation, or gender identity and gender expression, or any other protected class as described by law. In their individual roles as members of student organizations, students have the responsibility not to discriminate against others.

3. Assembly/Protest: Students have the right to assemble in an orderly manner and engage in peaceful protest, demonstration, and picketing, which does not disrupt the functions of the University, threaten the health or safety of any person, or violate the Code of Student Conduct.

4. Religion/Association: Students have the right to exercise their religious convictions and associate with religious, political, or other organizations of their choice in University facilities, provided they do so in a manner that respects the rights of other members of the community and complies with the Code of Student Conduct. Students have the responsibility to respect the rights of other members of the University community to free exercise of their religious convictions and to free association with organizations of their choice.

5. Privacy/Search/Seizure: Students have the right of privacy and to be free from unreasonable searches or unlawful arrest on University property and within their campus residences. Students have the responsibility to respect the privacy of other members of the University community in their person and in their place of residence.

6. Academic Pursuits: Students have the right to accurate and plainly stated information relating to maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements. Students can expect instruction from designated instructors at appointed class times and reasonable access to those instructors. Students have the responsibility to attend class and know their appropriate academic requirements.

7. Quality Environment: Students have the right to expect a reasonably safe environment supportive of the University’s mission and their own educational goals. Students have the responsibility to protect and maintain that environment and to protect themselves from all hazards to the extent that reasonable behavior and precaution can avoid risk.

8. Governance/Participation: Students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and regu-
lations of the University. Students who accept representative roles in the governance of the University have the obligation to participate responsibly.

9. **Fundamental Fairness**: Students have the right to fundamental fairness before formal disciplinary sanctions are imposed by the University for violations of the Code of Student Conduct, as provided in the published procedures of the University Student Conduct System or other official University publications. Students have the right to written notice and the opportunity for a hearing before any change in status is incurred for disciplinary reasons unless a significant threat to persons or property exists.

10. **Confidentiality**: Students have the right to access and control access to their education records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as the "Buckley Amendment." These include the rights to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as "directory information" by the act.*

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

**SYRACUSE UNIVERSITY POLICIES**

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

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

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

**Equal Opportunity, Inclusion and Resolution Services**

The University does not discriminate on any protected basis. This includes in admission, treatment, or access to its programs or activities or in employment in its programs and activities. The University prohibits harassment or discrimination related to any protected category. The protected bases include creed, ethnic or national origin, sex, gender, pregnancy, disability, marital status, political or social affiliation, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, gender identity, gender expression or perceived gender.

Any complaint of discrimination or harassment related to any of these protected bases should be reported to the University’s Chief Equal Opportunity, Inclusion and Resolution Services Officer, Cynthia Maxwell Curtin. She is responsible for coordinating compliance efforts under the various laws including Titles VI, IX* and Section 504 of the Rehabilitation Act. She can be contacted at Equal Opportunity, Inclusion and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1520; OR by e-mail: cmcurtin@syr.edu; or by telephone: 315-443-4018.

Additional information is available at syr.edu/hcd/equal-opportunity.html.

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

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

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

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• You can file an anonymous complaint at 315-443-8477 (TIPS) or online at public safety.syr.edu.
* Title IX prohibits harassment or discrimination based on sex, gender, sexual orientation, gender expression, or gender identity. Titles VI and VII prohibit harassment or discrimination based on race, national origin, or color. Sections 503 and 504 of the federal Rehabilitation Act and the Americans with Disabilities Act prohibit discrimination or harassment because of disability. In addition, New York law prohibits discrimination or harassment based on these and other protected categories.

**Academic Integrity**

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

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

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

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

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

**Academic Rules**

The official version of the general academic rules of Syracuse University (SU) effective for the 2013-2014 academic year, and superseding all previously published versions of these rules, can be found online at: coursecatalog.syr.edu/2014. The rules are presented alphabetically by topic, reflecting distinctions between undergraduate and graduate rules as appropriate. Both undergraduate and graduate students will find that their individual school/college/department has additional rules that apply. In the case of graduate students, these rules may be more restrictive than the general University rule.

**Alcohol, Other Drugs, and Tobacco**

**Smoke-Free Policy—Effective July 1, 2015**

To help ensure a healthy, productive, respectful environment in which to work, learn and live, Syracuse University is pleased to provide a smoke-free and tobacco-free campus, effective July 1, 2015. Smoking and the use of all tobacco and tobacco-related products (including e-cigarettes and chewing tobacco) is prohibited on University property including buildings, sidewalks, and parking areas.

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

Syracuse University adopts this policy with the support of its students, faculty, and staff to further our mission. This policy is an extension of our commitment to make every effort to provide a safe and healthy environment for all members of our community. This policy is intended to articulate, affirm, and maintain community-wide norms that support abstinence and encourage low-risk choices regarding alcohol, other drugs, and tobacco—choices that will not compromise positive living, learning, and working experiences for each member of our community.

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

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

Complete Syracuse University policies on alcohol, other drugs, and tobacco can be found at: supolicies.syr.edu/ethics/alcohol.htm.
Many Syracuse University summer programs have additionally restrictive policies related to alcohol, other drugs, and tobacco. Program-specific policies, including those related to alcohol, other drugs, and tobacco policies, are detailed in program-specific handbooks and documents.

**Bias-related Incidents**
Syracuse University seeks to provide all students with a safe and secure learning environment that is free of crime and/or policy violations by discrimination, sexual and bias-related harassment, and other violations of rights. Examples of bias-related incidents include, but are not limited to, nonthreatening name-calling and using degrading language, graffiti, or slurs because of a belief or perception about a person’s race, color, national origin, ancestry, gender, religion, religious practice, age, ability, sexual orientation, or gender identity and gender expression, regardless of whether the belief or perception is correct.

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

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

**Computing and Electronic Communications**
This policy governs the use of computers, networks, and related services on the Syracuse University campus. Users of these resources are responsible for reading and understanding this policy, found in the Syracuse University Student Handbook and on the web at supolicies.syr.edu/it/computing.htm.

Any concerns, complaints, or reports of misconduct with regard to the computer system should be reported to the ITS Service Center Manager at 315-443-1144.

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

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

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

Violating copyright laws is a serious issue that can result in severe legal consequences. Copyright infringement also violates SU’s Computing and Electronic Communications Policy and can result in University disciplinary action against students, faculty, and staff.

DO IT LEGALLY: Legal music downloading services are available through a number of online vendors, including iTunes (www.apple.com), Yahoo! Music Unlimited (music.yahoo.com), and Napster (www.napster.com).

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

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

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

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

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

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

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

**Nonconsensual Sexual Activity**

Syracuse University is committed to the maintenance of an environment which is supportive of its primary educational mission and free from all exploitation and intimidation. The University will not tolerate rape, sexual assault, or other forms of nonconsensual sexual activity. Syracuse University supports this policy for students, faculty, and staff through its educational prevention programs and its counseling and medical support services. Syracuse University will enforce this policy through internal disciplinary procedures, security programs, and the encouragement of external prosecution of alleged offenders through appropriate external judicial forums.

Violations of this policy shall include, but not be limited to, the following:

1. Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration.

2. Any actual or attempted nonconsensual sexual activity including, but not limited to, sexual intercourse, or sexual touching, committed without physical force, coercion, threat, or intimidation; exhibitionism or sexual language of a threatening nature by a person(s) known or unknown to the victim.

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

Victims of nonconsensual sexual activity are encouraged to file a complaint through any University office as soon as possible after the alleged incident. Complaints against students will be forwarded to the Office of Student Rights and Responsibilities for resolution within the University Student Conduct System. Complaints against University employees will be forwarded to the associate vice president for human resources for resolution within the University’s respective grievance procedure system.

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

**Non-Motorized Wheeled Vehicle Use**

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

**Sexual Harassment**

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

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

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

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

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

**Identifying Sexual Harassment**

Common to all sexually harassing behaviors is their focus on an individual’s sexuality, rather than on that person’s contribution as a student or employee of the University. Although sexual harassment often happens in the context of a relationship of authority, it can also occur in peer relationships. Students, faculty members, administrators, and staff members, regardless of their gender, may be the recipients of harassment.
Harassment may be intentional or unintentional, subtle or flagrant. It can range from offensive remarks to sexual assault, and it can occur in any setting. Severe acts, such as unwelcome sexual grabbing, need only occur once to be judged harassing, while mildly offensive actions may constitute harassment if repeated and pervasive.

Sexual harassment can be verbal, nonverbal, or physical. It includes, but is not limited to, the following:

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

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

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

**Protection Against Reprisals**

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

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

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

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**Student Contact Information**

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

Contact information concerning students and their parents, guardians, and/or emergency contacts facilitates effective communication and access to these persons in appropriate circumstances. Such circumstances include, but are not limited to, the following: health and safety emergencies affecting students or members of their families; notification concerning opportunities or important events about which students may wish to be informed; and general information sharing from schools, colleges, and departments of the University. Contact information will be maintained in accordance with the federal Family Educational Rights and Privacy Act of 1974 (“FERPA”). (See “Student Rights Under the Family Educational Rights and Privacy Act” under “Student Privacy Rights,” www.syr.edu/registrar/students/ferpa.html).

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

Contact information should be updated whenever changes occur. Students are advised that failure to comply with this policy could result in disciplinary action.

**Student Grievance Procedures**

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

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

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

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

**Student Records**

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

I. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access.

II. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading.

III. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Syracuse University to comply with the requirements of FERPA.

V. The right to prevent disclosure of personally identifiable information that Syracuse University has designated as “Directory Information.”

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

**University Student Conduct System**

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

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

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

**Weapons**

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

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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB</td>
<td>Archbold Theatre, Syracuse Stage</td>
</tr>
<tr>
<td>BAKER</td>
<td>Baker Lab</td>
</tr>
<tr>
<td>BELFER</td>
<td>Belfer Lab</td>
</tr>
<tr>
<td>BL</td>
<td>Bird Library</td>
</tr>
<tr>
<td>BRAY</td>
<td>Bray Hall</td>
</tr>
<tr>
<td>BROCK</td>
<td>Brockway Residence Hall</td>
</tr>
<tr>
<td>CARN</td>
<td>Carnegie (Math)</td>
</tr>
<tr>
<td>CARR</td>
<td>Carrier Dome</td>
</tr>
<tr>
<td>CH</td>
<td>Crouse Hinds Hall</td>
</tr>
<tr>
<td>CR</td>
<td>Crouse College</td>
</tr>
<tr>
<td>DELLPLN</td>
<td>Dellplain Hall</td>
</tr>
<tr>
<td>DINEEN</td>
<td>Dineen Hall</td>
</tr>
<tr>
<td>DRUMLIN</td>
<td>Drumlins Country Club, 800 Nottingham Rd, South Campus</td>
</tr>
<tr>
<td>EGGS</td>
<td>Eggers Hall</td>
</tr>
<tr>
<td>ERNIE DAVIS</td>
<td>Ernie Davis Hall</td>
</tr>
<tr>
<td>FLAN</td>
<td>Flanagan Gym</td>
</tr>
<tr>
<td>GEBBIE CLINIC</td>
<td>Hoople Bldg, Ground Floor</td>
</tr>
<tr>
<td>GIFFORD AUD</td>
<td>Huntington Beard Crouse</td>
</tr>
<tr>
<td>GRANT</td>
<td>Grant (Law, White Hall)</td>
</tr>
<tr>
<td>GREEK PEAK</td>
<td>Greek Peak Ski Resort, RT 81 South to RT 392, Cortland, NY</td>
</tr>
<tr>
<td>HBC</td>
<td>Huntington Beard Crouse</td>
</tr>
<tr>
<td>HC</td>
<td>Hendricks Chapel</td>
</tr>
<tr>
<td>HGL</td>
<td>Heroy Geology Building</td>
</tr>
<tr>
<td>HINDS</td>
<td>Hinds Hall</td>
</tr>
<tr>
<td>HL</td>
<td>Hall of Languages</td>
</tr>
<tr>
<td>HOOPLE</td>
<td>Hoople, Special Education Building</td>
</tr>
<tr>
<td>HUNTN</td>
<td>Huntington Hall</td>
</tr>
<tr>
<td>HUTCH CTR</td>
<td>Hutchings Center</td>
</tr>
<tr>
<td>ICE PAV</td>
<td>Tennity Ice Pavilion, South Campus next to Goldstein Student Center</td>
</tr>
<tr>
<td>ILLICK</td>
<td>Illick Hall</td>
</tr>
<tr>
<td>JAHN</td>
<td>JAHN Laboratory</td>
</tr>
<tr>
<td>JAMES ST 716</td>
<td>716 James Street</td>
</tr>
<tr>
<td>KITTREDGE AUD</td>
<td>Huntington Beard Crouse</td>
</tr>
<tr>
<td>LAW</td>
<td>White Hall (Law)</td>
</tr>
<tr>
<td>LSB</td>
<td>Life Sciences Building</td>
</tr>
<tr>
<td>LINK</td>
<td>Link Hall</td>
</tr>
<tr>
<td>LOWE GALLRY</td>
<td>Lowe Art Gallery, 1st Floor Shafer Art Building</td>
</tr>
<tr>
<td>LYMAN</td>
<td>Lyman Hall</td>
</tr>
<tr>
<td>Manley FLDH</td>
<td>Manley Field House, corner Comstock Ave. and Colvin St.</td>
</tr>
<tr>
<td>MARLEY</td>
<td>Crouse Irving School of Nursing, Irving Ave.</td>
</tr>
<tr>
<td>MARSH</td>
<td>Marshall Hall</td>
</tr>
<tr>
<td>MAX</td>
<td>Maxwell Hall</td>
</tr>
<tr>
<td>MOON</td>
<td>Moon Library</td>
</tr>
<tr>
<td>MSQ</td>
<td>Marshall Square Mall</td>
</tr>
<tr>
<td>NCCI</td>
<td>Newhouse Comm Center I</td>
</tr>
<tr>
<td>NCCII</td>
<td>Newhouse Comm Center II</td>
</tr>
<tr>
<td>NCCIII</td>
<td>Newhouse Comm Center III</td>
</tr>
<tr>
<td>OFF CAMPUS</td>
<td>Class is being taught off campus. Refer to department for location</td>
</tr>
<tr>
<td>PHOEBE 2FLOOR</td>
<td>Phoebe's Restaurant, Corner E. Fayette St. &amp; Irving Ave.</td>
</tr>
<tr>
<td>PB</td>
<td>Physics Building</td>
</tr>
<tr>
<td>ROBERT SCH</td>
<td>Roberts School, 715 Glenwood Ave.</td>
</tr>
<tr>
<td>SCITC</td>
<td>Science &amp; Tech Ctr</td>
</tr>
<tr>
<td>SHAFER</td>
<td>Shafer Art Building</td>
</tr>
<tr>
<td>SHAW</td>
<td>Shaw Residence Hall</td>
</tr>
<tr>
<td>SHEMIN AUD</td>
<td>Shafer Art Bldg</td>
</tr>
<tr>
<td>SILV AUD</td>
<td>Silverman, SUNY HSC, Irving Ave.</td>
</tr>
<tr>
<td>SIMS</td>
<td>Sims Hall</td>
</tr>
<tr>
<td>SLOC</td>
<td>Slocum Hall</td>
</tr>
<tr>
<td>SMITH</td>
<td>Smith Hall</td>
</tr>
<tr>
<td>SONG MOUNTEN</td>
<td>Song Mountain Ski Resort, 81 South, Tully Exit</td>
</tr>
<tr>
<td>SOM</td>
<td>Martin J. Whitman School of Management</td>
</tr>
<tr>
<td>STOLKIN AUD</td>
<td>Physics Bldg</td>
</tr>
<tr>
<td>TOLLEY</td>
<td>Tolley Humanities Building</td>
</tr>
<tr>
<td>TULLY</td>
<td>ESF Tully Campus</td>
</tr>
<tr>
<td>UC</td>
<td>University College</td>
</tr>
<tr>
<td>VAHOSP</td>
<td>Veterans Admin Hospital</td>
</tr>
<tr>
<td>WALTER</td>
<td>Walters Hall</td>
</tr>
<tr>
<td>WAREHS</td>
<td>Warehouse Building</td>
</tr>
<tr>
<td>WAT LIGHTWK</td>
<td>Lightworks, Watson Hall, South Corner, Waverly Ave.</td>
</tr>
<tr>
<td>WAT THEA</td>
<td>Watson Theater (Watson Hall)</td>
</tr>
<tr>
<td>WB</td>
<td>Women's Building</td>
</tr>
<tr>
<td>WEISK HALL</td>
<td>Weiskotton Hall</td>
</tr>
<tr>
<td>WNKENA</td>
<td>ESF Waunakea Campus</td>
</tr>
</tbody>
</table>
For a shuttle schedule, parking, and map, see parking.syr.edu. For questions, contact Kathy Trode at 443-4652 or e-mail: kmtrode@syr.edu.