

2024-2025
Student Handbook

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Welcome from the University President

Dear Students:

Welcome to The University of Scranton and, to those of you returning, it's great to have you back among us! Your time of studies here can and will be nothing short of transformative if you allow it to be. And when you graduate a short while from now, you will join the ranks of thousands of alumni who love this University and hold it in their hearts with tremendous pride.

The Scranton mission is grounded in its Catholic and Jesuit identity. This means that spirituality is at the core of higher learning here. We strive after the Jesuit concepts of seeking God in all things; cura personalis (or care of the whole person); academic excellence; diversity and inclusion in the light of Catholic Social Teaching; service of faith and the promotion of justice; and contemplation in action.

Our mission distinguishes us from most other universities, but it also places us within a highly admired circle. Almost 200 Jesuit schools exist across the globe, all of which trace their history back to the inspiration of St. Ignatius Loyola who founded the Jesuit Order and whose vision espoused education as one of the most laudable goals worth achieving in life.

Be assured that you will never be alone during your pursuit of higher education. What we continue to hear, year after year, is how our authentic university community and the genuine concern of our faculty

Welcome from Student Government

To the Class of 2028: we are so excited to welcome you to a place that we've fallen in love with and call home. We know that with time you will too! Like many of us here have done, we hope that you will find joy in the people that make Scranton what it is and make use of the countless opportunities that present itself to you. Scranton is a great and safe place to grow, to learn, and to get to know the person you want and are going to become.

As you navigate through your first, second, third, or even fourth year, remember that it is entirely normal to feel a mix of excitement and apprehension. Embrace the uncertainty because exploration is so pivotal for navigating your time here at Scranton. This time is for finding your rhythm, building a balanced schedule, and prioritizing your well-being. Your journey is unique and personal. It can be hard, but don't compare yourself to others. You are here because of your achievements and potential, and we are confident in your innate ability to set the world on fire on this campus, and beyond. Of course, this doesn't happen overnight in the meantime, we look forward to watching you surprise yourself with growth, big and small.

Finally, we know you've probably heard this many times already, but it's important to remember that *you aren't alone with what you're feeling*. You might find yourself being challenged in your classes, juggling the complexities of social life and academics, or even changing your major or career plan completely. But in the midst of all of that, you will be surrounded by fellow students who have either been there before or are feeling the exact same way as you. There is also a community of supportive and encouraging faculty and staff who will go the extra mile to ensure that the University of Scranton is doing everything it can do to serve you.

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Student Rights and Confidentiality of Information

of his or her right to appeal the decision. Additional information regarding the appeal will be provided to the student when notified.

For more information regarding FERPA, please contact the [Office of the Registrar](#), O'Hara Hall, 2nd Floor. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The University of Scranton to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

In addition, The University of Scranton complies with the Student Right-to-Know Act by providing graduation rate information to current and prospective students upon request. Graduation rate information may be obtained by contacting the [Office of the Registrar](#) or the Office of Admissions.

Important Phone Numbers

Academic Advising Centers:

College of Arts and Sciences	570-941-6323
Kania School of Management	570-941-6100
Panuska College of Professional Studies	570-941-6390

Academic Deans Offices:

College of Arts and Sciences	570-941-7560
Kania School of Management	570-941-4208
Panuska College of Professional Studies	570-941-6305

[Athletics](#)

Bookstore 570-941-7454

[Bursar's Office](#) 570-941-4062

[Byron Recreation Complex](#) 570-941-6203

[Mission & Ministries](#) 570-941-7419

[Center for Career Development](#) 570-941-7640

[Center for Health Education and Wellness](#) (CHEW) 570-941-4253

[Center for Service and Social Justice](#) (CSSJ) 570-941-7429

[Center for Student Engagement](#) (CSE) 570-941-6233

[Center for Teaching Excellence/Office of Student Support & Success](#) (CTE and OSSS) 570-941-4038

[Counseling Center](#) 570-941-7620

Cultural Centers:

[Jane Kopas Women's Center](#) (JKWC)

[Student Clubs and Organizations](#)

570-941-6233

[Student Life](#)

570-941-7680

[Student Health Services](#)

570-941-7667

[University Police](#)

Emergency

570-941-7777

Non Emergency

570-941-7888

Walking Escort Service (University Police-Non Emergency)

570-941-7888

Cancellation/Delay Line

570-941

Academic Calendars 2024-2025

Fall 2024 Undergraduate Academic Calendar

University Housing Opens for New Students	Saturday, August 24
Fall Welcome Weekend for New Students	Saturday, August 24-Sunday, August 25
University Housing Opens for Returning Students	Sunday, August 25
Classes Begin	Monday, August 26
Convocation	Friday, September 6
Last Day to Add Classes	Friday, August 30
Labor Day Holiday, No Classes	Monday, September 2
Last Day 100% Tuition Refund (non-flat rate only)	Wednesday, September 4
Holy Spirit Liturgy	Thursday, September 5
Last Day to Request Credit/No Credit Option	Friday, September 6
Last Day 75% Tuition Refund (non-flat rate only)	Wednesday, September 11
Last Day 50% Tuition Refund (non-flat rate only)	Wednesday, September 18
Last Day 25% Tuition Refund (non-flat rate only)	Wednesday, September 25
Last Day to Drop a Class with No Grade	Wednesday, September 25
Last Day of Class before Fall Break	Friday, October 11

Spring 2025 Undergraduate Academic Calendar

University Housing Opens for Returning Students	Tuesday, January 21
Classes Begin	Wednesday, January 22
Last Day to Add Classes	Tuesday, January 28
Last Day to Apply for May Graduation without Late Fee	Friday, January 31
Last Day 100% Tuition Refund (non-flat rate only)	Friday, January 31
Last Day to Request Credit/No Credit Option	Wednesday, February 5
Last Day 75% Tuition Refund (non-flat rate only)	Friday, February 7
Last Day 50% Tuition Refund (non-flat rate only)	Friday, February 14
Last Day 25% Tuition Refund (non-flat rate only)	Friday, February 21
Last Day to Drop a Class with No Grade	Friday, February 21
Mid-Semester Grades Due	Thursday, March 13 by Noon
Incomplete Grades from Prior Term Due	Thursday, March 13
Last Day to Elect Audit Grade Option	Thursday, March 13

Intersession 2024-2025 Undergraduate Academic Calendar

Full Term

Classes Begin	Monday, December 16
Last Day to Add Classes	Monday, December 16
Last Day to Request Credit/No Credit Option	Tuesday, December 17
Last Day 100% Tuition Refund	Wednesday, December 18
Last Day 50% Tuition Refund	Thursday, December 19
Last Day to Drop a Class with No Grade	Thursday, December 19
Winter Break, No Classes in Session	Tuesday, December 24-Wednesday, December 25; Tuesday, December 31-Wednesday, January 1
Last Day to Elect Audit Option	Tuesday, January 2
Last Day to Withdraw with "W" Grade	Tuesday, January 14
Holiday, No On-Campus Classes	Monday, January 20
Last Day of Term	Tuesday, January 21
Final Grades Due	Friday, January 24 by 3:00 pm

Mini Term (M1)

University Housing Opens	Wednesday, January 1
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Last Week of Classes (No Exams Permitted)	Tuesday, December 3 - Monday, December 9
Last Day of Class	Monday, December 9
Final Exams Begin	Tuesday, December 10
Final Exams End	Saturday, December 14
Last Day of Term	Saturday, December 14
Final Grades Due by 3:00 pm	Tuesday, December 17 by 3:00 pm

Important Note:

In Fall Semester 2024, final exams for Monday classes with a start time of 4:30 p.m. or later will be held on Friday, December 13 in the evening time slot, as designated on the final exam schedule.

The last day to apply for a December or January graduation date without a late fee is October 31, 2024

Interession 2024-2025: Graduate Campus-Based and Online Programs

Full Term (1)

Classes Begin	Monday, December 16
Last Day to Add Classes	Monday, December 16
Last Day 100% Tuition Refund	Wednesday, December 18

Incomplete Grades from Prior Term Due	Thursday March 13
Last Day to Elect Audit Grade Option	Thursday March 13
Graduate Comprehensive Exams	Saturday, March 29
Last Day to Withdraw with "W" Grade	Friday, April 11
Last Day to Submit Theses or Scholarly Papers for May Graduation	Friday, April 11
Last Day to Petition to "Walk" at Graduation	Friday, April 11
Last Day of Class before Easter Break	Wednesday, April 16
Easter Break Begins	Thursday, April 17
Easter	Sunday, April 20
Classes Resume after Easter	Tuesday, April 22
Classes run on Monday schedule	Wednesday, April 23
Last Week of Classes (No Exams Permitted)	Monday, May 5-Friday, May 9
Last Day of Class	Friday, May 9
Final Exams Begin	Monday, May 12
Final Exams End; Last Day of Term	Friday, May 16
Baccalaureate Mass	Saturday, May 17
Graduate Commencement	Sunday, May 18
Final Grades Due	Tuesday, May 20 at Noon

*Important Note: Wednesday, April 23rd classes will run on a Monday schedule.
The last day to apply for a May graduation date without a late fee is January 31, 2025.*

Summer 2025: Graduate Campus-Based Programs

Full Term (1)	
Classes Begin	Monday, May 19
Last Day to Add Classes via Web	Friday, May 23
Holiday, No On-Campus Classes	Monday, May 26
Last Day 100% Tuition Refund	Wednesday, May 28
Last Day 75% Tuition Refund	Wednesday, June 4
Last Day 50% Tuition Refund	Wednesday, June 11
Last Day to Register for Graduate Comprehensive Exams	Friday, June 13
Last Day 25% Tuition Refund	Wednesday, June 18
Last Day to Drop a Class with No Grade	Wednesday, June 18
Holiday, No On-Campus or Synchronous Classes	Thursday, June 19
Last Day to Apply for August graduation	Monday, June 30
Last Day to Elect Audit Option	Monday, July 7
Incomplete Grades from Prior Term Due	Monday, July 7
Graduate Comprehensive Exams	Saturday, July 12
Last Day to Withdraw with "W" Grade	Friday, July 25
Last Day to Submit Theses or Scholarly Papers	Friday, July 25
Last Day of Term	Sunday, August 24
Final Grades Due	Thursday, August 28 by 8:00 am

Parts-of-Terms (POT)

	S1 (4 weeks)	S2 (4 weeks)
Classes Begin	Tuesday, May 27	Monday, July 7
Last Day to Add Classes via Web	Tuesday, May 27	Monday, July 7
Last Day 100% Tuition Refund	Thursday, May 29	Wednesday, July 9
Last Day 50% Tuition Refund	Friday, May 30	Thursday, July 10
Last Day to Drop a Class with No Grade	Friday, May 30	Thursday, July 10
Last Day to Elect Audit Option	Thursday, June 5	Wednesday, July 16
Last Day to Withdraw with "W" Grade	Tuesday, June 17	Friday, July 25
Holiday-No On-Campus or Synchronous Classes	Thursday, June 19	N/A
Session Ends	Tuesday, June 24	Friday, August 1
Final Grades Due by Noon	Friday, June 27	Monday, August 11 by 3:00 pm

Parts-of-Terms(POT)

Classes Begin

Last Day to Add Classes via Web

Last Day 100% Tuition Refund

Last Day 75% Tuition Refund

S10 (10 weeks)

Tuesday, May 27

Tuesday, May 27

Tuesday, June 3

Final Exam & Inclement Weather/Compressed Schedules

Detailed Final Exam and Compressed Schedule information can be located on the Office of the Registrar website (www.scranton.edu/registrar) under the left-hand tab titled "Final Exam & Inclement Weather/Compressed Schedule."

Final Exam Schedule

A truncated exam schedule is followed during final exam week; all final exams are scheduled for two-hour blocks during the final exam period published in the Academic Calendar. Students should consult their faculty regarding specific final exam obligations and schedules.

Compressed Schedule for Inclement Weather

Information about cancellation of classes or delay of classes due to inclement weather is announced through the University Emergency Notification System, local television stations and radio. Information also can be found by calling the University Severe Weather Hotline at (570) 941-5999 or the University main number at (570) 941-7400. If a delay rather than cancellation of classes is announced during the fall and spring semesters, the compressed schedule below is in place.

Evening classes with a start time of 4:30 p.m. or later are not reflected in the compressed schedule. Information related to the cancellation of these classes will be announced on the local television stations and can be accessed by calling the Severe Weather Hotline at (570) 941-5999.

For classes that normally meet at a time that is an exception to the standard block schedule below, do the following to determine when they should meet under the compressed schedule: In the regular meeting time column, find the meeting time with the next closest start time for that day of the week. Follow the compressed schedule for that meeting time. For example, if a two-hour lab is regularly scheduled to meet on Wednesdays at 1:00 p.m., the class would follow the compressed schedule for a two-hour Wednesday, 2:00 p.m., lab. The meeting time for that lab on a compressed schedule would be 2:30 - 3:50 p.m.

Daytime lecture classes regularly scheduled to meet 1, 2, or 3 times per week:

MWF 8:00 a.m. - 8:50 a.m.

MWF 9:00 a.m. - 9:50 a.m.

MWF 10:00 a.m. - 10:50 a.m.

MWF 11:00 a.m. - 11:50 a.m.

MWF 12:00 p.m. - 12:50 p.m.

MWF 1:00 p.m. -

M, W, or F 12:00 p.m. - 1:50 p.m.

M, W, or F 2:00 p.m. - 3:50 p.m.

M, W, or F 4:00 p.m. - 5:50 p.m.

T or R 8:00 a.m. - 9:50 a.m.

T or R 1:00 p.m. - 2:50 p.m.

T or R 3:00 p.m. - 4:50 p.m.

1:00 p.m. - 2:20 p.m.

2:30 p.m. - 3:50 p.m.

4:00 p.m. - 5:20 p.m.

10:00 a.m. - 11:20 a.m.

1:20 p.m. - 2:40 p.m.

3:00 p.m. - 4:20 p.m.

Three-hour labs regularly scheduled to meet:

M, W, or F 8:00 a.m. - 10:50 a.m.

M, W, or F 11:00 a.m. - 1:50 p.m.

M, W, or F 2:00 p.m. - 4:50 p.m.

T or R 8:30 a.m. - 11:20 a.m.

T or R 11:30 a.m. - 2:20 p.m.

T or R 1:00 p.m. - 3:50 p.m.

Policies Governing the University Community

Examples of plagiarism in taking examinations include any attempt to do the following: 1. Look at another's examination; 2. Communicate by any means with another student during the course of an examination regarding its content; 3. Use any unauthorized materials, such as notebooks, notes, textbooks, or other sources, not specifically allowed by the course professor for use during the examination period; or 4. Engage in any other activity for the purpose of seeking or offering aid during an examination. (By the term "examination" the code includes quizzes, hourly tests, midterms, finals, laboratory practicals, etc.)

1. In all cases, a sincere attempt should be made by the student to resolve the problem by discussion with his/her professor. If that discussion results in no change of grade, the student may request an informal meeting in the office of the dean of the course. Present at the meeting will be the dean, the student, a faculty advocate for the student if the student so chooses, and the faculty member.
- 2.

D. Appeal

The student may appeal the decision of the hearing board in writing to the dean of the student, or the dean's designee, within thirty days of notice of the hearing board's decision.²

The dean or designee may approve, modify, or reverse the decision of the board and will notify the student of his/her decision within two weeks of receiving the appeal if practicable. In those cases where the appeal was heard

Policy on the Protection of Animals in Research

For more information and to apply for a plan, please visit the following webpage: [Personal Evacuation Plans for Students with Mobility, Auditory, and Visual Disabilities](#)

Non Discrimination and Antiharassment Policy

*All forms of sexual harassment and sexual misconduct, including sexual assault, sexual exploitation, intimate partner violence and stalking are governed by and adjudicated through the [Sexual Harassment & Sexual Misconduct Policy](#)

As a Catholic, Jesuit institution of higher learning, The University of Scranton recognizes the important contribution a diverse community of students, faculty, and staff makes towards the advancement of its goals and ideals. The University is dedicated to providing a diverse, inclusive, educational, residential, and working environment that is free of harassment and discrimination, and **protecting rights and dignity of all members of the University community and guests. The University prohibits harassment or discrimination based on race, color, creed, religion, ancestry, gender, sex, pregnancy and related conditions, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, ethnicity, family responsibilities, marital status, veteran or military status, citizenship status, or any other status protected by applicable law.** The policy guides students, employees, applicants, visitors and guests who have experienced, witnessed or been affected by harassment or discrimination. Retaliation against any person who reports harassing or discriminatory behavior or files a complaint of discrimination or harassment in good faith, participates in any manner in an investigation or resolution of a report or complaint conducted by the University or an external agency, or otherwise opposes discrimination under federal and state laws, and this policy, is prohibited. Any violation of this policy will be treated as misconduct, and may result in appropriate disciplinary action up to and including dismissal from the University.

To learn more about reporting and/or to review the comprehensive policy, please visit: [Non-Discrimination and Anti-Harassment Policy](#).

Pregnant and Parenting Students Policy

The University of Scranton does not discriminate in its education program or activity against any applicant for admission, student, applicant for employment, or employee on the basis of current, potential, or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). The University prohibits members of the University community from adopting or implementing any policy, practice, or procedure

also propose a means by which they intend to satisfy the required coursework. We will do our best to find a solution.

To review the comprehensive policy, please visit: [Religious Observance Policy: Students](#).

Sexual Harassment and Sexual Misconduct Policy

As a Catholic, Jesuit institution of higher learning, The University of Scranton prohibits gender and sex-based harassment and discrimination in its educational, residential and working environment, including sexual assault, sexual exploitation, intimate partner violence, stalking and quid pro quo and hostile environment.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University prohibits sexual harassment and sexual misconduct. When a report of sexual harassment or sexual misconduct is brought to the University, it will take prompt action to end sex discrimination, prevent its recurrence and remedy its effects. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. It is also intended to define our community expectations and to establish a mechanism for determining when those expectations have been violated.

This policy applies to conduct that takes place while on University property, at University sponsored events and activities, and off-campus programs including but not limited to study abroad programs, internships, student teaching, and athletic events.

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activities that endanger, degrade, or devalue the worth of another person are antithetical to our University's values. While *cura personalis* calls us to care for the whole person, hazing disrespects and devalues people.

Therefore, the University of Scranton strictly prohibits students from engaging in hazing activity for the purpose of initiation, admission into, affiliation with, or continued membership in any student group (i.e., organization, club, team). Any activity organized by a student group or members of a student group that involves other students in

VI. Contacts

For policy clarification and interpretation, contact the Associate Vice President for Information Technology/ CIO at 570-941-6185. For legal advice and interpretation of law, please contact the Office of General Counsel at 570-941-6213.

VII. Definitions

Information Technology (IT) Resources - All hardware, software, and data owned by the University of Scranton.

VIII. Responsibilities

The University of Scranton IT resources are to be used for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. All use of computing and network resources must be consistent with University policies and codes of conduct, and must not violate international, federal, state, or local laws. The computing and network facilities of the University are limited and must be used wisely and carefully with consideration for the needs of others. All users of the University's computing and network resources are expected to comply with the following:

It is not acceptable to use electronic mail, or any other means of communication, to insult, harass or

IX. Procedures

Violations of this policy should be reported to the Associate Vice President for Information Technology/CIO who will coordinate with the appropriate divisional Vice-President or designee. Immediate action, including suspending access to University computing and network resources, may be warranted pending further investigation if there is an imminent threat to University systems and data. Violations of any part of this policy, in addition to any immediate action above, will subject violators to the regular disciplinary processes and procedures of the University that apply to students, faculty, staff, graduate teaching assistants, work study students, and all third parties. Depending on the individual and circumstances involved this could include the offices of Human Resources, the Provost, Student Conduct, the General Counsel, and/or appropriate law enforcement agencies.

Administrative Withdrawal of Students

The University of Scranton offers a range of support services to aid students who experience challenges while enrolled at the University. On occasion, students experience health concerns that require a level of care beyond what the University can appropriately provide. In situations when a student demonstrates behavior that (1) indicates an inability or unwillingness to carry out substantial self-care obligations, (2) poses a significant risk to the health or safety of others or the University community, and/or (3) disrupts the normal educational processes of the University (including campus housing), the student may be administratively withdrawn from the University.

An Administrative Withdrawal may be enacted by the Vice President for Student Life & Dean of Students (or

frame, the Vice President for Student Life & Dean of Students (or designee) or the Provost/Senior Vice President for Academic Affairs (or designee), in consultation with appropriate health professionals, may extend the administrative withdrawal period or permanently withdraw the student from the University. A student who is permanently withdrawn from the University must reapply for admission to the University in order to resume her/his studies. A student will be notified in writing by the Vice President for Student Life & Dean of Students (or designee) or Provost/Senior Vice President for Academic Affairs (or designee) if she/he is permanently withdrawn.

Note that invoking this policy does not imply that the student will be exempt from disciplinary action according to the Policies Governing the University Community as published in the Student Handbook, including, but not limited to, the Student Code of Conduct.

Free Assembly Policy

located in the University Police Department Office area. Include your name and address on the envelope. Do not enclose cash. The University Police Department is open 24 hours a day.

Vehicle Registration

Parking Regulations | Parking | University Police Department

Any member of the University community wishing to park or operate a motor vehicle on campus must register through the online Parking Portal to obtain a parking permit. Vehicle registration and receipt of a permit indicates you will comply with these University parking regulations and any amendments published during the year.

Vehicle registration authorizes ticketing or towing by the University at the owner's expense for violations.

All parking permits remain property of the University of Scranton. Permits are to be returned immediately upon termination of employment or enrollment, retirement, transfer, or sale of a registered vehicle or at the request of the University.

R ionse et pe s rÚ p

Resident Students other than first year and sophomores living in University residences will be issued a resident student permit. Resident student permits are only valid in lots designated for Resident Permits. See [Campus Parking Map](#) for Resident Parking Lots. Vehicles with resident parking permits must be parked in resident parking lots Monday through Friday, 7:30 am to 5:00 pm. Resident students with valid permits can only park their vehicles in the Parking Pavilion or under the Wellness Center when there is a parking ban in effect. Once the ban is placed in effect vehicles with valid permits can be parked in non-reserved and faculty spaces in the pavilion without being ticketed. Do not park in reserved spaces. Vehicles parked in surface lots when a snow ban is in effect are subject to ticketing.

- o **First Year and Sophomore Resident Students** are not permitted to bring a vehicle to The University of Scranton campus or to have access to a vehicle within the city of Scranton limits.
 - *See exceptions below:
 1. **Sophomore Resident Education Majors** – Student can purchase a parking permit for the one semester (only) which they are required to be off campus for classroom observing.
 2. **Sophomore Resident Nursing Majors** – Student can purchase a parking permit for the semester (only) which they are required to be off campus for clinical classes at the hospital.
 3. **Medical Exception** - Students requesting a medical exception to The University of Scranton Parking Policy must complete an authorization form so medical information may be obtained from your health care provider. Please view [Requesting a Non-Academic Accommodation](#) for more information.

Fines are payable in the Parking Services Office within ten (10) business days and are subject to a \$10 late payment penalty for each offense.

The fine schedule applies equally to faculty, staff, and students. Students who fail to remit fines will have their registration and transcripts withheld. Staff and faculty who fail to remit fines will have the matter referred to their supervisor or department chairperson. Failure to remit fines may also result in the loss of parking privileges.

Repeat Violations

Violators without a valid parking permit accruing **two (2) violations will be classified as habitual and subject to**

If your vehicle is towed there is a minimum \$125 towing fee plus any outstanding parking tickets. Total will be due in full before the vehicle is released.

Violators with permits accruing three (3) violations may have their campus parking privilege revoked. The registration fee will not be refunded. All violators accruing three (3) violations will be classified as habitual and subject to a \$30 fine and towing of the vehicle at the owner's expense.

Loss of Parking Privileges

Repeated violation of University Parking Policy may result in revocation of the privilege to park on campus. Repeat offender records will be presented to the Parking Review Board for final adjudication.

Appeal Procedure

The appeals process is open to students, employees, and visitors.

Parking tickets must be paid before you can appeal the ticket. Tickets and Appeals can be paid and submitted online. The link to the online Parking Portal can be found under Parking Services from the my.scranton homepage.

Properly submitted appeals will be reviewed by the Parking Review Board as needed each semester.

Appeals should address the circumstances resulting in the violation. The appeal decision will be reached based on the merits of the submitted appeal. The appellant will be notified of the decision within 10 days of the board acting on the appeal.

The decision of the Parking Review Board is final.

Parking Review Board

The Parking Review Board is comprised of staff, faculty, and students (both undergraduate and graduate) representatives. The Chief of University Police chairs the board but is not a voting member. The Parking Service Manager attends board meetings responding to questions about policy on the violation's circumstances. The Parking Services Manager is not a voting member. A minimum of three voting members must be present for the board to convene. In the case of a tie vote, the Chief of University Police will vote on the violation to resolve it.

Frequently Asked Questions

WHO MAY USE UNIVERSITY PARKING LOTS

Eligibility for parking in university parking lots is normally limited to students, faculty, administrators, and staff with valid permits. Resident first-year and sophomore students are not permitted vehicles on campus.

WHAT IF I HAVE TO BRING A CAR WITHOUT A PERMIT

If you have a permit but must bring a car without a permit, such as rental car, family car, etc., you must stop by the parking office or police desk (open 24/7) for a temporary parking pass when you arrive on campus. If you need the temporary pass for longer than a day you must provide the license plate number of the vehicle.

The University of Scranton is committed to reasonably accommodating qualified students with disabilities. Students who seek to bring a service animal or assistance animal to campus should contact the Office of Equity & Diversity to discuss their request.

Student Code of Conduct

Statement of Philosophy

The University of Scranton is a community dedicated to the freedom of inquiry and personal development fundamental to the growth in wisdom and integrity of all who share its life. Our mission is to educate men and women in the Catholic and Jesuit tradition which encompasses the search for truth, the discovery and sharing of knowledge, the promotion of personal and professional excellence, and service to others and the community through a spirit of caring. At the University, we educate and form the whole person, spiritually, physically, and emotionally in the spirit of *cura personalis*. This education of the whole person is characterized by openness, honesty, respect, fairness, and responsibility.

As a community of scholars seeking to sustain a culture of excellence, the University requires students to conduct themselves in ways that allow for the personal growth and development of all students. The University strives to maintain an atmosphere that is most conducive to the education and formation of students. Members of the University community and their guests are held to high behavioral standards due to the nature of the University's enterprise – education and formation of students.

Students who engage in behavior that is not aligned with the University's community standards as set forth in the Student Code of Conduct are generally subject to University disciplinary action. The student discipline process is first and foremost an educational process that is designed to foster learning and development particularly as it relates to decision making. Accordingly, while parents and guardians are partners in the education of their students, the Office of Student Conduct & Conflict Resolution generally communicates directly with students, during the adjudication process, to challenge their growth intellectually, morally, and spiritually as a critical component in their Jesuit education.

Community Standards

For the benefit of students and the entire University community, students, their guests, and students organizations are prohibited from engaging in the following:

1. Academic cheating, plagiarism and other violations of the University Academic Code of Honesty. (Such misconduct is reviewed using the procedures listed in the Academic Code of Honesty.);
2. Sexual harassment and sexual misconduct including, but not limited to, sexual assault, sexual exploitation, dating violence, domestic violence, stalking, and other forms of sexual harassment as set forth in the University's Sexual Harassment and Sexual Misconduct Policy. (Such misconduct is reviewed in accordance with the [Sexual Harassment and Sexual Misconduct Policy](#));
3. Physical violence or threats of physical violence, including, but not limited to, assaulting, striking, shoving, slapping, kicking, fighting (regardless of who started the fight) or in any way threatening or causing physical harm to another (See Anti-Violence Policy);
4. Discrimination or discriminatory harassment based on characteristics protected by applicable law and set forth in the University's Non-Discrimination and Anti-Harassment Policy. Such characteristics include, but are not limited to, race, color, religion, gender, sex, gender identity and expression, sexual orientation, age, disability, national origin, ethnicity, and veteran status. (Such misconduct is reviewed in accordance with the [Non-Discrimination and Anti-Harassment Policy](#)); or

Harassment by any means of communication verbal and/or non-verbal including, but not limited to, in person and via text message, e-mail or any form of social media including any actions, threats, gestures, and/or words directed toward another person that incite a breach of the peace, create a hostile environment, or cause emotional distress because of the humiliating, degrading, intimidating, insulting, and/or alarming nature of the conduct. It often involves a pattern of conduct;

5. On-campus or illegal possession of weapons (or replicas), implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia, knives (except for kitchen knives possessed and used in their intended manner), pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paint guns, stun guns/tasers, potato guns, slingshots, balloon launchers, or dangerous chemicals (See Firearms & Weapons Policy);
6. Attempted or actual theft, mutilation, destruction, defacement and/or damage to property;
7. Violation of the University's [Alcohol Policy](#) including, but not limited to, underage possession or consumption of alcohol; alcohol impairment; social hosting; or furnishing alcohol to underage persons;
8. Violation of the University's [Drug Policy](#) including, but not limited to, possession or use of illegal drugs, controlled substances, or other mind altering substances; possession of paraphernalia; manufacture, transfer, sale, distribution or intent to distribute any amount of illegal drugs, controlled substances, or other mind altering substances; or misuse of over-the-counter or prescription drugs;
9. Violation of the University's [Hazing Prohibition Policy](#);
10. Acts of dishonesty, including but not limited to the following: furnishing false or misleading information to a university official or law enforcement officer; forgery, alteration, or misuse of a document, record or form of identification; tampering with the election of officers of any University student organization; or possessing false identification;
11. Failure to comply with the directives of University employees, conduct bodies/officers, or law enforcement officials who are acting in performance of their duties and/or failure to identify oneself to or report to these persons when requested to do so;
12. Participation as an individual or a member of a group in behavior that disrupts or obstructs the normal operations of the University (e.g. teaching, research, housing, administration, public service functions) and/or infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at sponsored or supervised functions of the University; taking over buildings;
13. Conduct that is disorderly or indecent; reckless behavior that places oneself or others at risk; breach of the peace; or aiding, abetting or procuring another person to breach the peace;
14. Unauthorized possession, duplication, or use of keys to any premises of the University; unauthorized entry to or use of a premises;
15. Dispersing litter in any form onto the grounds or facilities of the campus;
16. Reckless use of a vehicle;
17. Falsely reporting the presence of an unlawful explosive or incendiary device in a way that misleads, deceives, or disrupts the operation of the University or a scheduled event sponsored by the University;
18. Failure to evacuate University facilities when ordered to do so, disregarding any emergency or fire alarm signal, inappropriate use of emergency exit doors;
19. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing from their proper location fire extinguishers, hoses, or any other fire emergency equipment except when done with real need for such equipment;

hearings in a manner that is both fair and impartial.

Vice President for Student Life & Dean of Students - The administrator designated by the University President to be responsible for the administration of the Student Code of Conduct.

ARTICLE II. JURISDICTION AND AUTHORITY

The Office of Student Conduct & Conflict Resolution is charged with developing procedures for the student conduct process that are consistent with provisions of the Student Code of Conduct and providing oversight for the process. Furthermore, the Office of Student Conduct & Conflict Resolution provides options for students who are seeking guidance and resources related to conflict resolution.

A. Jurisdiction of The University of Scranton

The University's jurisdiction in disciplinary matters extends to conduct that occurs on the premises of the University and to any conduct that adversely affects the University community, the University's reputation and/or the pursuit of its mission and objectives regardless of where it occurs. The University's Student Code of Conduct is used to adjudicate matters of individual student misconduct and student organization misconduct. Any student who is found responsible for engaging in misconduct as defined by the Student Code of Conduct will be subject to disciplinary sanctions. It should be noted that students are responsible for the actions of their guests and may be held accountable for their guest's violations of the Student Code of Conduct.

If a student withdraws from the University for any reason after engaging in a minor or moderate violation of the Student Code of Conduct that is not likely to result in the sanction of suspension or expulsion, the University, at its discretion, retains the right to adjudicate the pending matter before a student seeks re-enrollment. The University

C. Interim Suspension

Allegations of routine infractions of the Student Code of Conduct will be addressed through the University's student conduct process. In certain circumstances, the University may, through its Vice President for Student Life & Dean of Students (or designee), impose a suspension prior to a review of misconduct within the University's conduct process.

An interim suspension may be imposed for the following reasons:

1. to ensure the safety and well-being of members of the University community or preservation of University property;
2. the student poses a definite threat of disruption of or interference with the normal operations of the University;
3. the behavior of the student violates the lawful mission of the University; or,
4. the student is currently facing charges of a criminal or civil nature in the court system that are pending adjudication which also constitute infractions of the Student Code of Conduct.

During the interim suspension, the student will be denied access to the residence facilities and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Life & Dean of Students (or designee) deems appropriate.

6. The accused student has the right to be assisted by a support person (as described in Article IV, Section A). Neither family members nor attorneys may serve as support persons nor be present during Administrative Hearings or URB Hearings.
7. Relevant records, written statements and testimony may be accepted as information for consideration at the discretion of the URB Chairperson/Administrative Hearing Officer.
8. All procedural questions are subject to the final decision of the URB Chairperson or Administrative Hearing Officer.
9. At least forty-eight (48) hours prior to the hearing and by the date and time specified by the Office of Student Conduct & Conflict Resolution, the Conduct Officer and the accused student must provide the following to the Director of Student Conduct & Conflict Resolution:
 - a. The names of their support person and witnesses;
 - b. Brief summaries of the relevant testimony that each of their witnesses (including themselves) will give at the hearing. These summaries should identify the verbal testimony that will be provided by the witnesses. Statements made in writing to law enforcement during the investigation of an incident are acceptable;
 - c. Copies of other relevant materials such as photographs, phone records, costs of damaged or stolen property, medical bills and diagrams.

A witness is a person who has information relevant to the case and should be present at the hearing. Character witnesses or character witness statements are not allowed. A support person cannot serve as a witness.

10. Copies of materials that are submitted by the Conduct Officer, and the accused student as well as other relevant materials available for review at the discretion of the Director of Student Conduct & Conflict Resolution will be made available for review by the accused student, and their respective support persons no more than thirty-six (36) hours prior to the hearing in the Office of Student Conduct & Conflict Resolution (or at a location specified by the Director of Student Conduct & Conflict Resolution). Similarly, University Review Board members and/or the Administrative Hearing Officer will be permitted to review copies of the materials in the Office of Student Conduct (or at a location specified by the Director of Student Conduct) no more than thirty-six (36) hours prior to the hearing. Those involved with the hearing will be notified by the Office of Student Conduct & Conflict Resolution when materials are available for review. It is the responsibility of those involved with the hearing to contact the Office of Student Conduct & Conflict Resolution to arrange a time to review the materials prior to the hearing if such review is desired. Copies of materials will be provided to the Conduct Officer, the accused student, and the University Review Board members and/or Administrative Hearing Officer immediately prior to the start of hearing and will be collected immediately following the hearing. If the Conduct Officer or accused student wants to submit additional documents or materials that were not provided to the Director of Student Conduct & Conflict Resolution at least forty-eight (48) hours prior to the hearing, the URB Chairperson or Administrative Hearing Officer will determine whether to accept such documents or materials before the hearing begins. Timeframes noted in this section may be reasonably adjusted by the Director of Student Conduct & Conflict Resolution when weekends, holidays, and/or breaks in the academic calendar warrant such action.
11. The Office of Student Conduct & Conflict Resolution endeavors to protect personal information of those involved in the conduct process to the extent necessary and possible. Accordingly, information that is not germane to the fair adjudication of a matter may be omitted from the documents available for review, at the discretion of the Director of Student Conduct & Conflict Resolution and/or Vice President for Student Life & Dean of Students (or designee).

E. *Formal Hearing Format* - Formal hearings shall be conducted according to the following format:

1. Opening: The URB Chairperson/Administrative Hearing Officer reads the charge(s). The accused admits or denies responsibility for violating the charge(s).
2. Presentation of Information & Questions: The URB Chairperson/Administrative Hearing Officer will invite the Conduct Officer to present relevant information. The accused student will have an opportunity to present information on their own behalf and will be invited to answer questions related to the incident. If

the accused student chooses not to present information and/or participate in the hearing, the URB/Administrative Hearing Officer will make a decision solely on the information that was provided at the hearing. Both the Conduct Officer and the accused student will have the opportunity to call additional

Fines- Fines payable to the University may be imposed when appropriate to teach students how their decisions can have financial implications.

Restitution- Restitution may be required for damages done or other payment for expenses incurred as a result of the student's actions. Restitution may be required to be made to the University, a specific department or a specific individual. Normally, all restitution will be paid within two weeks of the hearing date. Students who have been suspended will not be readmitted until restitution is made. No transcripts will be released from the University until restitution is made.

Supervised Work/Service- Students may be assigned work or service performed under supervision that is both beneficial to the University community and likely to assist the individual in understanding the effects of the offending behavior.

Directive for No Contact- A student may be required to have no contact with another person for a specific time period or permanently.

Restriction- A student's or student organization's privileges may be restricted. Such restrictions include, but are not limited to, denial of the right to represent the University in any way, denial of the use of or access to facilities, denial of parking privileges, denial of participation in extracurricular activities, denial of participation in intercollegiate athletics or club sports or denial of participation in University-sponsored events.

University Housing Transfer or Removal- Students may be directed to transfer to another location or may be removed from University housing. This sanction may not be applied without the approval of the Director of Residence Life & Housing.

Required University Housing- Students may be required to reside in University housing for a specified period of time. This sanction may not be applied without the approval of the Director of Residence Life & Housing.

Loss of Recognition- The University may withdraw recognition of a student organization, which includes denying it access to University resources for a period of time or permanently.

Mandatory Counseling/Advising- Students may be required to participate in counseling and/or advising sessions. Such sessions may include evaluative measures for substance abuse or emotional well-being.

ARTICLE VI: MISCELLANEOUS

A. *Publication of Dispositions* - The University reserves the right to publish the disposition of all charges, without the names of the students involved, in the campus news publication. Normally, this would take place after the appeal process is complete.

B. *Student Conduct Records* - In general, student conduct records are maintained by the Office of Student Conduct for seven (7) years from the date of graduation to ensure compliance with federal laws and regulations. Information from these records will be shared, upon request, with others who have a need to know, in a manner consistent with the Family Educational Rights and Privacy Act for one year after graduation. Thereafter, information from student conduct records will only be released when required by a lawful judicial order or a subpoena from the courts. Note that records of students who are suspended or expelled from the University will be permanently maintained in the Office of Student Conduct. Information from these records will be shared upon request, with others who have a need to know, in a manner consistent with the Family Educational Rights and Privacy Act.

Residence Life and Housing

The

No student may reside in University housing during the Intersession term unless she or he is enrolled in a class for the Intersession period or has been given specific permission by the Office of Residence Life.

C. Housing and Meals

Housing

first year and transfer students receive such billings during the latter part of July. A student enrolling in a housing and/or meal plan after the beginning of the fall semester can expect to be billed within 30 days of enrollment. Meal bills for intersession are sent to students late in November and spring-semester bills are issued before Christmas vacation.

Payment of housing and/or meal charges should be forwarded to the Treasurer's Office by the billing date indicated on the invoice. Invoices are forwarded to a student's home address unless the student informs the Treasurer's Office of an alternate billing address.

Charges and Fees

Housing Charges (per semester)

Class AA Single	\$5,895
Class AA Double	5,366
Class A	5,366
Class B	5,077

In the spring of each academic year, students who have paid a housing-reservation deposit and submitted lottery information on time are allowed to select a housing assignment for the upcoming year.

G. Security of Residences

Residents share the responsibility of security in the residence halls. The University provides secure entrances including video surveillance and after-hours on-duty staff members.

Card Access

Students are not permitted to lend their Royal Cards to other students for security purposes, nor are students allowed to use or possess any Royal Card other than their own. Should a student lose his or her key or Royal Card, it must be reported immediately. A Royal Card may be immediately canceled via the Royal Card online site.

Combination Security

The locks on some apartment entrance doors are combination locks.

Posting combinations, making combinations available to unauthorized persons, or communicating the combination to others in a manner that threatens security constitutes an extremely serious violation of University policy. At no time should a person use a co

Tampering with fire extinguishers, alarms and other safety equipment is a serious offense against the University community. A student found responsible of this offense faces a maximum penalty of expulsion from the University.

Keys and Lockouts

Each student residing in University housing is given either a key or room-door combination at check-in. The key governs the lock on her or his room door. Students are cautioned to understand that room security depends significantly on controlling access to her or his key at all times. A replacement for a lost key may be requested online through the my.Scranton Portal. Replacement keys and/or lock changes will result in a charge of \$30 to \$100 depending on the requirements of the request. At no time should a student lend her or his key to another student for any purpose. Keys are not allowed to be duplicated.

The University Police Department or Residence Life & Housing staff may assist a student with a lockout. Only residents of a room or hall will be granted access. If a student is given access from University staff, a charge may be assessed. If three lockouts are recorded, the lock will be changed and the resident will be charged appropriately.

Entering Student Rooms and Residences

A uthorized U niversity representatives may enter a student's room to inspect, repair, examine, or make necessary alterations. In addition, U niversity representatives may enter a student's room to enforce U niversity policy; to investigate possible policy infractions; to ensure that students have vacated the room in fire-drill or emergency situations; to inspect for cleanliness, health and safety; or to place, replace, repair or remove rented equipment.

A student is not allowed to enter another student's room without permission from the occupant. U niversity staff will provide access to a room only for the resident of that room.

H. Staff

The Area Coordinator is responsible for managing the live-in student staff and developing the residential community. These staff members are responsible for supervision, program development and addressing student needs within the residence halls and apartments.

The Resident Assistant (RA) and Student Staff members employ a peer-to-peer model that enhances the collegiate environment and provide social and educational development for a community of 16 to 80 residents. Students of the University must comply with directives given by Residence Life & Housing student staff in the performance of their duties.

Battery-Powered Micromobility Devices

In light of the fire and safety concerns, the charging and use of battery-powered scooters, bicycles, hoverboards, and similar self-balancing devices in campus residence halls is prohibited. Community members are encouraged to inform themselves about the fire and safety concerns raised by the U.S. Consumer Product Safety Commission.

Break Housing

All students will be expected to follow the established dates and rules of closing per the University calendar. The University closes all of its residence halls for the period between fall semester and intersession. Therefore, no student will be able to stay for the December Break.

All University of Scranton housing is officially closed with the exception of graduate housing in the Quincy Avenue and Linden Apartments during Fall Break, Thanksgiving Break, Spring Break and Easter Break.

A student may request to stay during a holiday break if they are participating in a University sponsored event, activity, or academic purpose, or if extreme personal circumstances arise. Students must request to stay by completing the "Request for Break Housing Form" located on the online housing portal.

Should a student stay in on campus housing outside of authorized residency periods without permission, she or he may be assessed a fee and face disciplinary action. Students need to keep their rooms locked at all times and will be held responsible for any prohibited items found in their rooms during breaks by University staff.

Care of Rooms and Lounges

Residents are expected to keep their rooms clean and orderly. The furniture in rooms and their arrangement comply with existing fire and health codes. If students plan to augment room furniture with chairs or sofas, they must purchase furniture which is clean and fireproof. Waterbeds are not allowed. Supplementary furniture must be removed by room occupants and properly disposed of at the end of the academic year. Students are not allowed to remove or store any University furniture or equipment placed in the student's room. Students are not allowed to remove furniture from any of the common areas.

Students are not allowed to damage any part of the room, neither the structure nor the equipment. If any item is damaged or broken, it should be reported to a University staff member. Students are not allowed to repair or replace broken or damaged items owned by the University.

Candles, incense, plug in air fresheners or any open flames.

Chemicals, including flammable materials such as gasoline, propane, etc.

Cooking equipment, including toasters and toaster ovens, open-coil heaters or burners, air fryers and indoor grills

A resident student may have one or more vacancies in her or his room. Although the University makes every attempt to provide residents with roommates, this is not always possible. **A room with vacancies should be clean and ready for new occupant(s) at all times.**

Room-Change Process

A student may request a room change after the second week of classes for each semester. The student will need to have discussed the change with her or his roommate and the student staff member and to have made reasonable efforts to work through any conflicts. A meeting must be scheduled with Residence Life & Housing staff prior to any room change approval. A student must have Residence Life & Housing department approval to move prior to changing rooms.

Sleeping

Students who have an on-campus housing assignment are expected to sleep in their own room when staying on campus. Sleeping in hallways, lounges, stairwells, or other public places is not permitted.

Solicitation

Solicitation in the residences is generally prohibited to protect residents from frequent visits and possible harassment. Student clubs and organizations must receive permission from the Office of Residence Life & Housing to go door to door to speak with residents.

Smoking

Smoking is prohibited inside and within 25 feet of all University residences. This prohibited behavior includes the use of cigarettes, e-cigarettes, vaporizers, and banned items such as drug paraphernalia and hookahs.

Windows

Due to the potential for serious injury or death, University policy strictly prohibits the throwing of any object from the window of any University building. Students may not remove screens from windows.

Students are prohibited from displaying outward-facing decorations (including signs, advertisements, etc.) in or on external apartment and residence hall windows. Residence Life & Housing may utilize internal windows in common areas to communicate information with residents.

Signs and other material are not allowed to hang outside of windows, off fire escapes, or off buildings.

University Resources and Services

Athletics

been successfully retaken. Probationary status may be removed through adequate academic achievement in summer school or intersession at The University of Scranton.

Students on probationary status are ineligible for participation in intercollegiate athletics without the written approval of their appropriate Academic Dean, Director of Athletics and Head Coach.

In accordance with University policy and NCAA regulations, a student must carry a minimum of 12 credits (full-time status) to participate in intercollegiate athletics. Should a student fall below full-time status they are not eligible to participate in intercollegiate athletics unless it is the students' final semester prior to graduation,

The Roche Family Center for Career Development

Location: Loyola Science Center 235
Telephone: (570) 941-7640
Website: www.scranton.edu/careers

The Roche Family Center for Career Development supports the University's strategic plan by offering valuable and transformative experiences to help students succeed in an evolving career landscape. This team of professionals is dedicated to meeting the needs of each student attending The University of Scranton. This is accomplished through a comprehensive program that is grounded in experiential learning. Through *collaboration*, *early engagement*, and *individualized coaching*, students are coached and challenged along their career path –

wellness topics and campus health resources. PHE 's are known for their signature events and programs such as Wellness Wagon giveaways, Stress Less Weeks, Alcohol Awareness Week and Late-Night Glow Yoga.

Center for Student Engagement (Clubs/Organizations, Orientation)

Location: The DeNaples Center, Room 205

Academic Coaching

Our team of Graduate Assistants, the Learning Enrichment Specialist, and the Disability Support Specialist are ready to teach you the skills you need to succeed! Developing skills in time management, organization, test preparation, study strategies, and goal setting will help you stay focused and empower you to work to your full ability.

Instructional Technology Services

Students can obtain assistance with the use of instructional technology designed to enhance student learning. The

Install University-approved anti-virus software.

Counseling Center

Location: O'Hara Hall, 6th Floor

Telephone: (570) 941-7620

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Please contact the Counseling Center regarding appointments or visit our website for instruction on "How to Obtain Services".

Website: www.scranton.edu/counseling

The Counseling Center provides free and confidential services for all enrolled undergraduate and full-time graduate students at the University of Scranton. The Center is staffed by licensed psychologists, counselors, and social workers. We provide individual and group counseling, consultations, assessment, and crisis intervention for students. The Counseling Center staff also provides after-hour consultative services to the University community.

The goal of our clinical and campus-based services is to help students maintain and develop their emotional well-being and achieve their educational and personal goals. Our individual services are typically based on a solution-focused approach and are designed to help students manage immediate problems and provide short-term therapy. These services are ideal for issues that have arisen recently or that are expected to be resolved relatively quickly.

Sessions are often every other week unless weekly appointments are recommended. If you are facing ongoing difficulties (6 months or longer) or if you have engaged in ongoing therapy in the past, it is likely that the Counseling Center will review with you an appropriate plan that may include short-term counseling with the

Multicultural Center

Location: First Floor, DeNaples Center 108

Telephone: (570) 941-5904

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Website: <http://www.scranton.edu/multicultural>

The Multicultural Center (MC) promotes intercultural learning and celebrates and honors diversity for an inclusive community. The Center engages students in the development of knowledge, awareness, and skills about multiculturalism, cultural competence, and advocacy for marginalized populations to live and thrive in a diverse and global world.

The MC offers programs intentionally designed to foster constructive and transformational learning. Through these opportunities, students are challenged to reflect on their own identities, learn about others, engage in respectful dialogue across differences, and honor diversity in all forms. Students can get involved through work study, internships, volunteer opportunities and community-based learning.

Dean of Students Office

Location: 201 DeNaples Center

Telephone: (570) 941-7680

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Website:

three meals per day Saturday and Sunday. Meal Plan students can access meals in the DeNaples Student Center at either The Fresh Food Company (3rd Floor), The Food Court (1st Floor) Einstein Bros. Bagels located in the Edward R. Leahy Jr. Hall (1st floor) and Montrone Hall Mulberry Food Court. The University offers a choice of six cost-effective meal plans providing Unlimited, 14 or 10 meals per week:

Meal Plan Offerings

The *Ultimate Meal Plan* provides:

Office of Equity and Diversity

Location: Inst. of Molecular Biology and Medicine, Suite 315

Phone: 570-941-6645

Hours: Monday - Friday, 8:30am-4:30pm

Email: diversity@scranton.edu

Website: www.scranton.edu/equity-diversity

The Office of Equity and Diversity Strives to:

designed to encourage and facilitate understanding and appreciation of the world's cultures as well as to help prepare our students for successful participation and leadership in a global society.

Contact people:

Crystal Cool (Ms)
Manager, International Student and Scholar Services, Global Education
O'Hara 108
(570) 941-7575

Kara Bishop (Ms.)
Manager, Study Abroad and International Fellowships
O'Hara 110
(570) 941-4303

International Students and Scholars

International students and scholars receive advice and guidance from staff at the Office of Global Education. The office runs programs to aid them in their adjustment to campus life including their involvement in cultural and social activities.

International students maintain their legal status as long as they are pursuing an on-campus degree and are enrolled as full-time students during our normal semester sessions. They are required to report a change of address to this office within 10 days of their move. A complete set of the regulations that pertain to international students and their immigration status is available in the Office of Global Education.

Study Abroad

The University of Scranton offers many opportunities for students to study at universities and institutes around the world. The Office of Global Education provides access through our network of academic partnerships in over 30 countries. Programs are available in fall, intersession, spring, and summer. There are also opportunities for students to enroll in the University of Scranton's faculty-led study abroad courses. These classes, taught by Scranton professors, often take students overseas for a few weeks in the summer or intersession.

Students who have an interest in gaining global experiences are encouraged to stop by early and often in their academic career. The University is committed to working with the individual student to identify the program and site that is the best for them. The staff in the Office of Global Education will help students identify study abroad options, process applications, and provide guidance prior to departure from the United States.

The Harry and Jeanette Weinberg Memorial Library

Location: Harry and Jeanette Weinberg Memorial Library
On the Commons at the corner of Linden Street and Monroe Avenue
Telephone: (570) 941-4000
Regular Hours: Monday - Friday 8:00 a.m. - 10:00 p.m.
Saturday Noon - 8:00 p.m.
Sunday Noon - 10:00 p.m.
Website: www.scranton.edu/library

The 80,000-square-foot, five-story building, named for Harry and Jeanette Weinberg opened in 1992. The facility includes a variety of learning environments, including 45 computer workstations, large tables, soft seating, study carrels, group study rooms, quiet study areas, and the Charles Kratz Scranton Heritage Room, a large reading room on the fifth floor overlooking the campus. Four areas are available by card swipe 24/7:

All incoming mail and packages should be addressed as follows:

Student's Name
The University of Scranton
315 Jefferson Ave – RMB#
Scranton, PA 18510

Please Note:

Be sure to include your name as part of the address.

The RMB# is an identifier and not a box number. Please address mail exactly as indicated above.

Outgoing Mail

Services for outgoing US Postal Service Mail are limited to First Class and priority letters and packages. We accept cash or Royal Card as payment. We cannot process outgoing Overnight Express mail, Insured mail, International mail, or Certified mail. For these services, students will need to visit a US Post Office. There is a US Post Office located at 235 North Washington Ave., Scranton Pa. and at 2800 Stafford Street, Scranton Pa. UPS packages may be dropped off at the Mail Center only if the package has a prepaid return label.

Off-Campus Students

Students living off-

Financial Opportunities

Our Mission

The Center for Service and Social Justice (CSSJ), part of the Division of Mission and Ministry at the University, provides transformational learning experiences that respond to the Gospel call to help those in need and uphold the

For more information on any of our Performance Music offerings, please visit our website and/or social media sites.

· Web: scranton.edu/music

Intramural Leagues. Intramural leagues form during the first two weeks of each semester and include basketball, football, volleyball, softball, soccer, badminton, dodgeball, pickleball, corn hole, and tennis. Specific league and registration information is available online at IMLeagues.com/Scranton.

Part-time Employment. The Recreational Sports Department is one of the largest student employers on campus. Students are hired as intramural officials, facility attendants, group exercise instructors, lifeguards, and intramural supervisors. For more information on employment opportunities call the Recreation Office at 570-941-6203.

Office of the Registrar

Transcripts; Grade Reports; Course Registration; Exam Schedules

Location: O'Hara

Detailed web registration, course search and Degree Works retrieval information is available on the [Registrar's website](#). The website also has information about college-specific registration procedures and for some special programs such as Study Abroad and Accelerated Baccalaureate/Master's degree programs. Students are also encouraged to consult with their department chair, program director, academic advising center or dean's office for issues specific to their own situation. Additionally, the Office of the Registrar can assist with web registration functional guidance and questions about the online course schedule.

Any student who has unpaid bills at the University or any hold on his or her account cannot register for classes. To resolve the problem, the student should contact the office or department that placed the account on hold.

Adding and Dropping Courses

To add or drop a course after access to web registration ends in accordance with the academic calendar, students should obtain a course-schedule change form from the Office of the Registrar or their academic advising center. Before the end of the 100% refund period each semester, this form should be submitted to the Assistant Dean of the student's school or to the student's academic advising center. After the end of the 100% refund period, schedule change forms should be submitted to the Registrar's office after Dean's office approval is obtained.

Grade Reports

After final grades are processed, they are **viewable and printable** at my.scranton.edu through the student's Student Profile Card. In the left-hand navigation bar, click View Grades and select desired term. A student may also grant third party access to grades and/or additional information from his/her Manage Your Personal Information card. Students can click " proxy information" . If a student needs an official final grade report sent to his/her home address (for purposes such as employer's tuition reimbursement), instructions for submitting this request may be found on the Registrar's website at www.scranton.edu/registrar under the link, Requesting Transcripts & Grade Reports.

Mid-term grades are submitted by faculty for all first-year students and for those upperclassmen with deficient grades. Students may access mid-term grades through their my.scranton.edu portal. Click Student Profile card. In the left-hand navigation bar, click View Grades.

Student Advisor Profile

The **Student Profile Card** is a University of Scranton application installed jointly by the Office of the Registrar and Information Technology. This application allows students to have an overall view of their academic information in a centralized location. Each student's assigned academic advisor has a similar view of their advisee's profile.

The following information is available on the Student Profile Card:

- Student biographical information - Name, Email, Phone Number, and Royal ID Number
- General information - Academic Level, Class, Active Status, Student Type, Campus and the First and Last Terms Attended
- Advisor(s) name
- Current curriculum, including Institutional, Transfer and Overall Earned Hours and GPA
- Prior Schools Attended and Test Scores
- Current classes
- Advising notes
- Registration status
- Current Holds

2. Click on the **Student Profile Card**

Change of Address

For an address change, the student should submit a change-of-

A limited number of prescription medications are available for purchase at Student Health Services and can be paid for by cash, or Royal Card. Tuberculosis testing and certain immunizations including the influenza vaccine are also available for a fee. Students are encouraged to utilize their private insurance whenever possible to avoid out of pocket expenses. Fees for services provided by an off-campus facility or provider are the student's responsibility. Students should be familiar with their health insurance coverage; they are also encouraged to carry a copy of their insurance information.

the Royal Ride must display their Royal Card when boarding. University Police reserve the right to refuse service to individuals who are deemed disruptive by the driver(s). Alcohol and tobacco are not permitted on the Royal Ride Van.

Possession and Use of Weapons

On-campus or illegal possession of weapons (or replicas), implements used as weapons, or other dangerous items including, but not limited to, firearms, ammunition, explosives, fireworks, martial arts paraphernalia, knives (except for kitchen knives possessed and used in their intended manner), pistols, rifles, shotguns, handguns, air guns, pellet or BB guns, paint guns, potato guns, slingshots, balloon launchers, or dangerous chemicals is prohibited, whether or not a federal or state license to possess the same has been issued.

Safety Training

University Police offer and participate in many safety training opportunities. As part of Welcome Weekend, new students participate in an Emergency Preparedness Training to help students understand the shared responsibility of safety on campus and share knowledge that will help them in their time as students should an emergency occur. Additionally, each year, University Police, Resident Ass

Brightspace is The University of Scranton's Learning Management Systems and many faculty use *Brightspace* to support or teach their courses. *Brightspace* enables an instructor to suit learners' needs by using different course delivery methods or pedagogical approaches, including blended, online, and competency-based education. Due to its ease of use, award-winning accessibility features, intuitive navigation, and great mobile experience *Brightspace* is accessible to

Alma Mater

The hours too quickly slip away
And mingle into years,
But memories of our Scranton days will last
Whatever next appears.
The legacy from those before
Is briefly ours to hold,
We leave the best behind for others
As the coming years unfold.

With faith in lives that touch us here
And paths that ours have crossed,
We know that reaching for the rising sun
Is surely worth the cost.
May God be ever at our side,
May goodness fill our days,
We hail as loving sons and daughters
Alma Mater ours always.

Edward Gannon, S.J.
Kathleen Fisher, Ph.D. '80

General Disclaimer: The provisions of the Student Handbook are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement at any time within the