

## 1980-1981 COLLEGE CALENDAR

### FALL SEMESTER

Freshman Orientation Begins	September 1, Monday
Freshman Registration	September 2, Tuesday
Sophomore Registration	September 3, Wednesday
Fall Semester Classes Begin	September 4, Thursday
Free Day, No Classes	October 17, Friday
Parents' Day	October 25, Saturday
Thanksgiving Recess Begins	November 26, Wednesday, 5:30 p.m.
Thanksgiving Recess Ends	December 1, Monday, 8 a.m.
Fall Semester Classes End	December 12, Friday, 5:30 p.m.
Fall Semester Examinations Begin	December 15, Monday, 8:30 a.m.
Fall Semester Examinations End	December 19, Friday, 5 p.m.
Christmas Recess Begins	December 19, Friday, 8 p.m.

### SPRING SEMESTER

Spring Semester Orientation	January 18, Sunday
Spring Semester Registration	January 19, Monday
Spring Semester Classes Begin	January 20, Tuesday
Free Day, No Classes	February 20, Friday
Spring Recess Begins	March 20, Friday, 5:30 p.m.
Spring Recess Ends	March 30, Monday, 8 a.m.
Easter Recess Begins	April 16, Thursday, 5:30 p.m.
Easter Recess Ends	April 21, Tuesday, 8 a.m.
Spring Semester Classes End	May 8, Friday, 5:30 p.m.
Spring Semester Examinations Begin	May 11, Monday, 8:30 a.m.
Spring Semester Examinations End	May 15, Friday, 5 p.m.
Commencement	May 23, Saturday



**KEYSTONE JUNIOR COLLEGE**

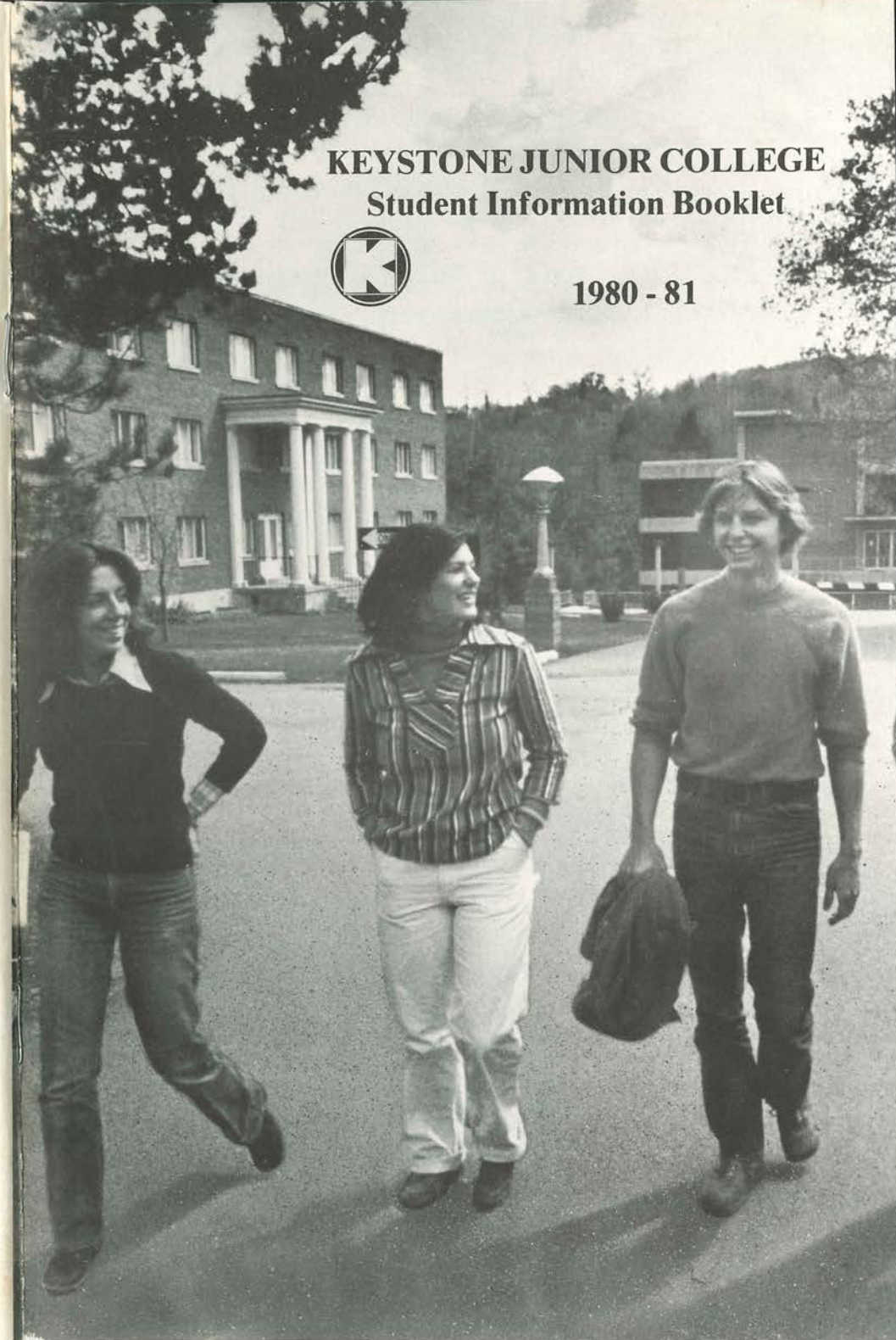
LA PLUME, PA. 18440 • 717/945-5141

## KEYSTONE JUNIOR COLLEGE

### Student Information Booklet



1980 - 81





## THE STUDENT GOVERNMENT OFFICERS FOR 1980 - 1981

PRESIDENT ..... Kurt Mitchell

VICE PRESIDENT ..... Vincent Shipman

RECORDING SECRETARY ..... Lisa Sheets

CORRESPONDING SECRETARY ..... Valerie Kromko

TREASURER ..... Diane Furlong

STUDENT PUBLIC RELATIONS ..... Maureen Powers

DAY STUDENT PRESIDENT ..... Jonathan Cadman

This booklet contains guidelines, regulations and general information about the College for students enrolled in programs of study during the fall, spring, and summer sessions. The material herein does not necessarily apply to Weekender students.

Dear Student:

I hope that you will take the time to read through this booklet, and that it will answer any questions you may have about the college. If not, feel free to call on us. We'll be happy to help you, and look forward to the opportunity of meeting you and getting to know you.

My view of Keystone is cooperative. We all share a common goal: that you find your years here among the most constructive and rewarding years of your life. Make the efforts, and you'll find all of us - faculty, administrators, and staff - ready and willing to help you personally.

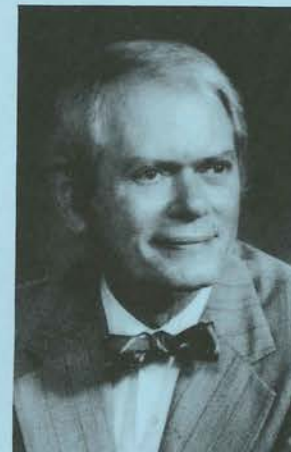
There is much to be gained from college in addition to an academic education. These years are growth years for you and your classmates. Growth in your physical, social, and emotional life, as well as the intellectual. At Keystone you will find many opportunities to help you in that growth. Take advantage of them.

Best wishes for a good year at Keystone. Enjoy it. Use it. And benefit from your experiences here.

Sincerely,

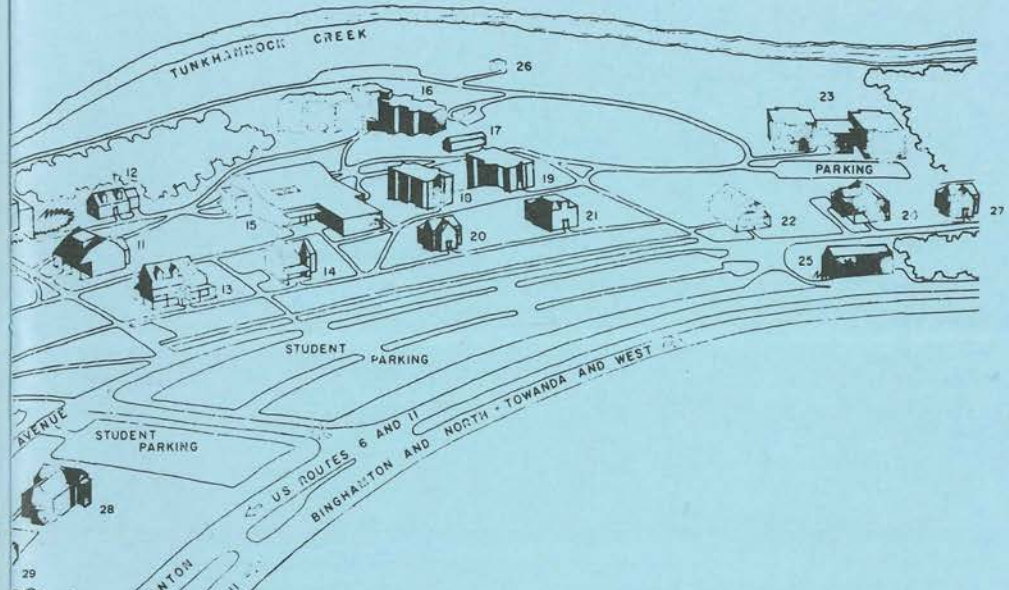
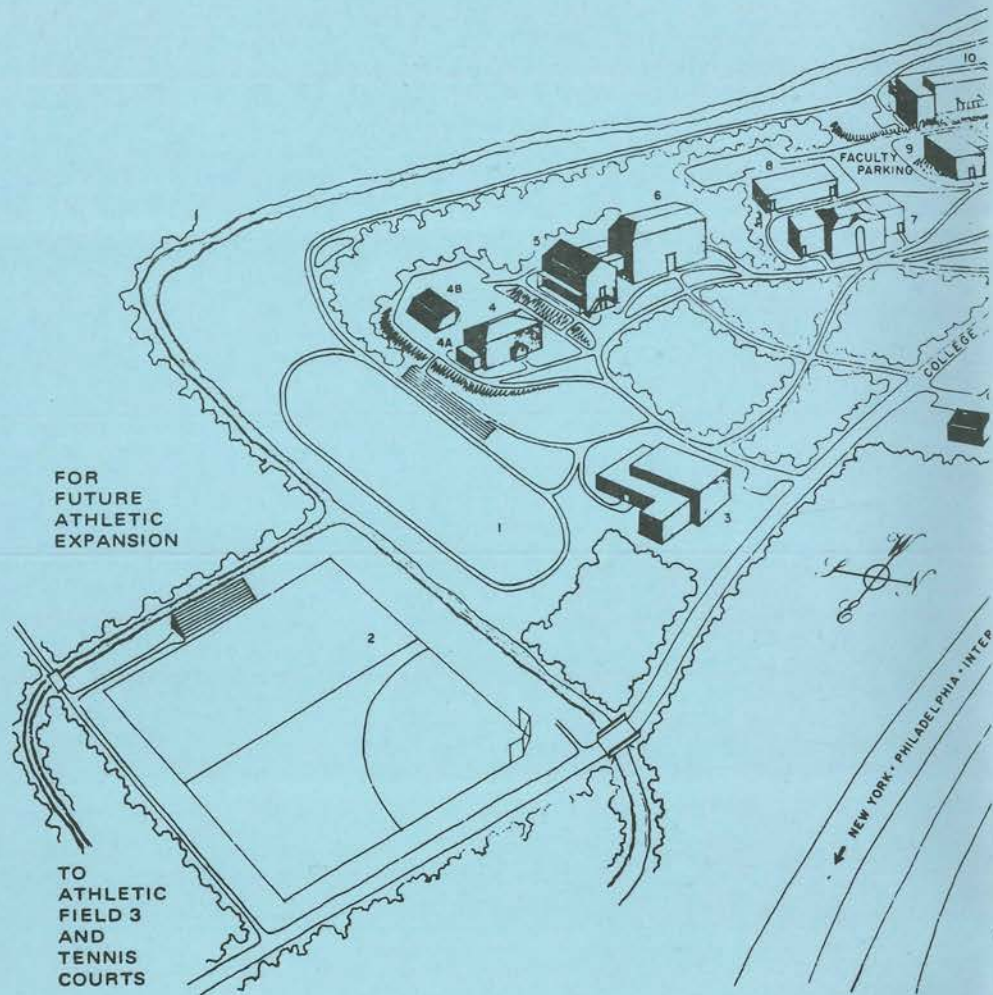
*John B. Hibbard*

John B. Hibbard  
President





# THE COLLEGE CAMPUS



1. ATHLETIC FIELD 1 - BAILEY FIELD
2. ATHLETIC FIELD 2
3. BROOKS GYMNASIUM - AUDITORIUM
4. ART CENTER - sculpture, ceramics, drawing, painting studios
  - a. offices
  - b. art barn - studio and outdoor salt kiln
5. MOORE HALL - printmaking studio
6. HARRIS HALL - classrooms, administrative offices, Winterstein Theatre, data processing center
7. CAPWELL SCIENCE HALL - classrooms, laboratories, faculty offices
8. CHILDREN'S CENTER - Early Childhood Education Center
9. WARD HALL\*
10. MILLER LIBRARY - classrooms, faculty offices, art gallery, learning center
11. SISSON HALL - admissions, financial aid, veteran's affairs office
12. ACADEMIC AFFAIRS CENTER - dean of the college, registrar, "Weekender"
13. THOMPSON HALL\*
14. SABISTON HALL - Solar Energy Research and Study Center
15. CAMPUS CENTER - student affairs center, counseling, bookshop, dining rooms, post office, student publications, information center, snack bar, game room, food service laboratory, office services
16. NORTH AND SOUTH HALLS\*
17. SOCIAL & BEHAVIORAL SCIENCES CENTER - faculty offices
18. EAST HALL\*
19. WEST HALL\*
20. ALUMNI HALL - faculty residence
21. SICKLER HALL - faculty residence
22. DAVIS HOUSE\*
23. MOFFAT HALL\*
24. HEDGEWOOD HOUSE - President's residence
25. PHYSICAL PLANT BUILDING
26. SEWAGE TREATMENT PLANT
27. PATRICK HALL\* - Infirmary
28. GARDNER HALL - business office
29. SERVICE BUILDING

\*STUDENT RESIDENCE HALLS



## CAMPUS CENTER

The Campus Center provides the focal point for campus relaxation, dining, study and entertainment, as well as a place for interaction between students, faculty, and administrators. On the main (third) floor are the Activities Information Center, Food Service Office, Video Lounge, Fireplace Lounge, Main Dining Rooms, Private Dining Room, and the President's Dining Room.

The second floor houses the Book Shop, Counseling Services Center, Campus Life Office, Post Office, Student Publications Office, Student Study Area and Director of Resident Life.

On the first floor are the Snack Bar, Game Room, Outdoor Patio and "The Alternative".

In general, the building, including the vending area, is open from the breakfast hour to 11:30 p.m. daily. Closing hours may be extended for special events.

**ACTIVITIES INFORMATION CENTER** — The center includes the listing area, where information on all events happening on the campus can be obtained. Adjacent to the listing area is the office of the Coordinator of Activities and Campus Center. Any special event, student activity, van or room reservation is planned and coordinated through this office.

Directly across the hall from the listing area is the College Switchboard/Campus Center Secretary's office. Room reservations for the Campus Center may be made with the Campus Center Secretary.

Finally, the Activities Information Center serves as the evening office for campus security. All emergencies should be channeled through this office.

**Book Shop.** Its hours are Monday - Friday, 9:00 a.m. - 3:30 p.m. **CHANGES IN HOURS WILL BE POSTED.**

The college-owned and operated Book Shop is a self-service facility designed to meet the needs of students. The primary responsibility of the Shop is to provide required textbooks, supplementary reading material, art and school supplies.

The usual assortment of popular college clothing, gift items, greeting cards, paperbacks, magazines, and sundries is also available.

The Book Shop does not have a student charge account service.

**Textbooks:** As a general rule, textbooks should not be purchased until you have been to class because some instructors require different books for the same course.

**Textbook Returns:** Full purchase price of textbooks will be refunded during the first two week of classes if a course has been dropped and the books have not been written in. A drop slip and a cash register receipt must accompany a book return.

**Check Cashing:** Checks can be cashed up to \$30.00 above the amount of a purchase. If a purchase is under \$3.00 or if no purchase is made, there is a 15-cent charge for the service. Students must present their

student identification cards when cashing a check. Bad checks are subject to an additional \$2.00 charge.

Used textbooks are bought by the Book Shop at the close of each semester. Buy-back policies and dates are posted prior to each buy-back period.

**COUNSELING SERVICES CENTER:** Houses the Offices of Counseling Services and the Career Resources Center. Services provided by the Center are:

### COUNSELING SERVICES —

Academic, personal, social and career counseling are provided by the Counseling Services Center. The office is staffed by the Coordinator of Counseling Services, a staff Counselor, and a Career Planning and Placement Counselor. Each student is assigned to one of the counselors for counseling/advising, and is encouraged to make contact with that counselor whenever the need may arise. In addition to individual counseling, a variety of group programs are offered through the Counseling Services Office.

### E.A.R.S. (EARLY ALERT REFERRAL SYSTEM) —

This is the campus hotline, and is staffed by Keystone students. The service is anonymous and confidential and is designed to provide information, assistance, and referral in many different areas; from homesickness to roommate problems, from personal to academic concerns. This service is available during the evening hours, the phone number is 945-3600.

### PLACEMENT SERVICES —

Many individuals, upon graduation from Keystone, seek employment in their area of study. Contact with the Career Planning and Placement Counselor may facilitate the location of a satisfactory position upon graduation. Early contact with the Career Planning and Placement counselor is encouraged. Off campus, part-time employment opportunities while the student is in school are also conducted through this office.

### COOPERATIVE EDUCATION —

During a student's second year at Keystone, he/she is eligible to participate in a work experience and earn academic credit. The work experience may be very valuable to an individual in making career decisions. All co-op experiences are coordinated by the Career Planning and Placement Counselor.

### CAREER RESOURCES CENTER —

This is located in the Counseling Services Center, and contains current information on careers and transfer institutions. Vocational and personal assessment instruments are available to help students with their self-exploration and decision making.

**CAMPUS LIFE OFFICE** — Located across from the Post Office, services coordinated by this office are:

**Residential Life** - Every full-time student has the privilege of living on campus up to the capacity of available space. All arrangements for housing as well as procedures and regulations for living on campus are administered by the Coordinator of Campus Life.



**Health Services - Food Service** - The Coordinator of Campus Life provides administrative direction for both Health and Food Services. Any concerns should be directed to the Campus Life Office.

**Identification Cards** - The College provides an identification card for each student. Photographs of new students are taken during orientation for each term. The student should carry the card at all times. Disciplinary action will be taken if the card is lent to another person, not presented when requested by a College official, mutilated, falsified, or altered in any way.

The card is presented for withdrawal of library materials and, in the case of resident students, for admission to dining hall meals. The student who loses an identification card should report the loss immediately to the Campus Life Office. A new one will be issued at a cost of \$2.00. Upon interruption or termination of enrollment, the card becomes void and must be returned to the Campus Life Office.

**Post Office** - All students are assigned mail boxes. Box numbers and combinations are issued at the Post Office in the Campus Center. Students should check their mailboxes at least twice daily, since notices from faculty and staff often are sent through the campus mail during the day. Students are expected to honor all notices to report to faculty and administrative offices.

The Keystone Post Office is a substation of the Federal Post Office. It provides all postal services.

Incoming U.S. mail ordinarily is sorted and ready by 9:20 a.m. Outgoing U.S. mail leaves by courier at 4:00 p.m.

The Post Office is open according to a schedule posted at the window. Students may receive packages and other large mail during the scheduled hours.

**SNACK BAR SERVING LINE:** Monday - Friday, 10:00 a.m. - 1:30 p.m.

**VENDING AREA:** Provides hot and cold food and beverages, is open seven days a week, 7:00 a.m. - 11:30 p.m.

**GAME ROOM:** Will be open with student supervision during regular hours for the entire school year.

## LIBRARY

Miller Library contains classrooms on the first floor, and classrooms and faculty offices on the second floor.

The main (third) floor houses the card catalog, pamphlets, reference books, art books, slides, viewers, bibliographies, periodicals, audio-visual materials and services, Learning Center, listening and study areas, public telephone (lobby), typewriters for student use, and circulation. A self-service copying machine is available at a cost of ten cents a page.

On the fourth floor there are nonfiction and fiction books study carrels, faculty/staff lounge, Language Laboratory and faculty offices.

Staff members are available to assist students in locating information or materials.

Hours during the academic year:

Sunday	2:00 p.m. - 5:00 p.m. 7:00 p.m. - 11:00 p.m.
Monday thru Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	11:00 a.m. - 2:00 p.m.
Weekend College	- Special Hours Posted

## Procedure and Summary of Loans and Fines

**Borrower's Card.** Each student is issued an ID card at registration. This card must be presented to check out any materials. The ID card is non-transferable, and the individual will be held accountable for any material charged on it. A card presented by anyone other than its owner will not be honored. For protection, a lost card should be reported immediately.

Reciprocal Borrowing from Area College Libraries (Scranton and Wilkes-Barre). Students must present the Keystone ID card and then will be subject to the regulations of the lending library.

### Schedule:

Materials	Length of Loan	Fines
Books - 4th floor, upstairs.	Three weeks with one renewal privilege if books are not on request.	FIVE CENTS a day, INCLUDING weekends, holidays and vacation periods.
Renewing a book	It is necessary to present the book. If the publication is on request, it will NOT be renewed. One renewal period-three weeks.	

(There is no limit to the number of books a student may borrow at one time.)

Books on "reserve"	Overnight and Weekend: 9 a.m. to 9 a.m. the following school day, unless the book has been reserved for a special time. For two-day or one-week circulation, the day the publication is due. One reserve book per night.	FIFTY CENTS per day, INCLUDING weekends, holidays, and vacation periods.
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Books on "closed reserve"	To be used in the Library only.	FIFTY CENTS per day, INCLUDING weekends, holidays, and vacation periods.
Reference books, Pamphlets, Periodicals, Newspapers and Magazines.	To be used in the Library only.	FIFTY CENTS per day, INCLUDING weekends, holidays, and vacation periods.



Recordings	One week circulation	FIFTY CENTS per day per recording until returned, INCLUDING weekends, holidays and vacation periods.
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College Catalogs	For overnight and weekend.
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**Book Depository.** Books may be returned at any time by dropping them through the return chute located on the east wall of the main entrance.

**Waiting list.** Books in circulation may be requested. When the books are available, staff members will notify the individual through the college mail service. The material will be held at the Circulation Desk for three days.

**Interlibrary Loan** (books only). If the book needed is not in the Miller Library, ask a staff member if it can be obtained elsewhere. All book requests are made to librarian on campus. Request books by authors and titles. Pick up and return books to the library at Keystone. Cost of postage, including insurance, is the only expense involved and is charged to the borrower.

**Accounts.** Overdue notices will be sent periodically. CHECK MAILBOXES.

A student is requested to return books and recordings, and pay fines immediately. Absence does not excuse fines. (Avoid them by returning books on time.)

If an individual loses library books, report the loss immediately, and fine charges will be discontinued. Students are required to pay for lost books. If the book is found later, the price of the book, but not the fine, will be refunded.

Mutilated books will be repaired or replaced. Students are required to pay costs.

CASH payments are to be made to the librarian. These charges may not be accumulated.

At the end of each semester, all materials are to be returned and financial obligations settled, so that the student may receive transcripts and register for the next term.

## GENERAL INFORMATION

FOOD, BEVERAGES, AND BAREFEET ARE NOT PERMITTED IN THE LIBRARY BUILDING. SMOKING IS ALLOWED IN THE LOBBY AND DESIGNATED AREA (3RD FLOOR).

**Turnstiles.** On the way in: It is necessary that gym bags and briefcases be left at the Circulation Desk. On the way out: The staff member on duty reserves the right to inspect all materials, including

briefcases, gym bags, and books which are brought into the library. When items have been checked out, the person on duty will release the locked turnstile for you.

**Recommendations for purchases.** Titles of books, newspapers, recordings, periodicals may be placed in the "Suggestion Box" in the Bibliography Area or handed to a staff member.

**Learning Center.** Located on the main floor of the Miller Library, students and faculty are invited to use its resources. The Center staff is available to assist students by providing individualized instruction and academic support. Also, peer tutors are available in various subjects to all Keystone students. In addition, students will receive notification in their mailboxes of workshops on specific topics and lab hours in reading, writing and mathematics. Hours will be posted at the Learning Center.

## ACADEMIC AFFAIRS CENTER

The Academic Affairs Center houses the offices of the Dean of the College, the Registrar, and the Director of the Weekender program.

### HARRIS HALL

The first floor of Harris Hall houses the offices of the President of the College, the Assistant to the President, College Relations, Alumni Relations and the Data Processing Center.

The second floor contains classrooms and the George Winterstein Experimental Theater, a multimedia theater.

### MOORE HALL

The ground floor of Moore Hall houses the photographic arts laboratory, the darkroom, and print making studios.

The second, third and fourth floors remain vacant for future renovation.

### ART CENTER

Situated on the hill with Harris and Moore Halls is the Art Center, which houses the drawing and painting studio, the ceramics workshop, the sculpture studio, and an adjacent design studio.

### BROOKS GYMNASIUM-AUDITORIUM

The multifunctional building on the eastern side of the campus is used for men's and women's physical education classes, varsity and intramural sports, and dances. The physical education faculty offices are located here.

### CAPWELL HALL

Capwell houses the offices of science, mathematics and humanities faculty, and science classrooms including labs.



## **EARLY CHILDHOOD CENTER (Kemmerer Hall)**

Situated at the rear of Capwell Hall, the Center is complete with spacious classrooms and a beautiful outdoor play area for three-to-five-year old children who attend a half-day enrichment program.

## **SABISTON HALL**

The building, a 19th century facility on the KJC campus, is the site of an experimentation into solar heating potential in Northeastern Pennsylvania. It is the site of the college's new Solar Energy Study and Research Center.

## **GARDNER HALL**

Gardner Hall houses the Office of the Dean of Student Affairs, and the Business Manager and his staff.

## **SISSON HALL**

The offices of Admissions and Financial Aid are located here.

**FINANCIAL AID SERVICES** — Keystone offers financial assistance to all students who qualify on the basis of financial need. The College Scholarship Service, Princeton, New Jersey and Pennsylvania Higher Education Assistance Agency in Harrisburg, Pennsylvania, supply the analysis of need which determines assistance granted. For this reason, students seeking financial aid must file either a Composite Form if they are Pennsylvania residents or the appropriate Financial Aid Form (FAF) if they reside in another state. A "package" approach is used in order to help as many students as possible. The usual package includes grants, loans, and a part-time job on campus.

A new or returning student needing aid for the start of the fall or spring semester should file an application by May 1st. Applications received after May 1 will be considered as long as funds are available. Any student facing an unusual or unexpected financial situation should contact the Financial Aid Coordinator.

Office of Veterans Affairs assists all veterans and dependents of the armed forces. It is a service agency which assists the College in interviewing prospective veteran students and counseling on veterans problems.

## **MAINTENANCE BUILDING**

The Maintenance Building, just off the highway on the western edge of the campus, houses the offices of the Superintendent of Buildings and Grounds as well as shops and garages.

## **CLASSROOMS FOR STUDY**

Capwell, Harris, and Kemmerer Halls, and Miller Library contain classrooms. The student may use any empty classroom for study until closing time: 5:00 p.m., Monday-Friday.

## **WARD HALL**

Ward is a residence facility for "Weekender" and traditional day students.

## **PATRICK HALL**

Patrick Hall houses a student residence, and the College Infirmary.

### **Health Services:**

**Infirmary** — Emergency health service is available at the College Infirmary for any Keystone student or employee. In-patient service also is provided in the Infirmary for resident students with illnesses of brief duration. The Infirmary is staffed by a registered nurse with doctors and hospitals easily accessible.

**Health Service Regulations** — A resident student who is ill during the day should report to the Infirmary or Resident Manager immediately.

If a student is ill and requires a tray from the Dining Hall, a request slip must be obtained from the Infirmary.

Emergency cases are treated at any hour. In the event of a night emergency, the Resident Manager should be notified. The Resident Manager will arrange for the student's admission to the Infirmary or for transportation to a local hospital, if necessary.

**Serious Illness** — IN EVENT OF A SERIOUS ILLNESS OR INJURY, ONE OF THE ADMINISTRATORS IN THE STUDENT AFFAIRS OFFICE NOTIFIES THE PARENTS. AT NO TIME IS THIS RESPONSIBILITY DELEGATED TO ANOTHER STUDENT.

**Off-Campus Treatment** — A resident student requiring off-campus treatment by a physician, surgeon, dentist, or other practitioner, should consult his Resident Manager and a College nurse. Appointments are made through the Infirmary. The student is responsible for the fee.

**College Physicians** — Two physicians in general practice perform most of the required medical services for Keystone resident students. They are Dr. Ben Kline, Dalton, telephone 563-1665, and Dr. Laverne Landis, Factoryville, 945-5512. Other physicians may be called by the nurse at the request of students or parents. Students are responsible for physicians' charges.

**College Nurses** — Mrs. June Wood, RN, is on duty from 8:00 a.m. to noon. Mrs. Betty Taylor, RN, is on duty from noon to 4 p.m. Both are on call and can be on campus within minutes.



## A NOTE ABOUT INSURANCE

ALL STUDENTS ARE REQUIRED TO HAVE ADEQUATE HEALTH AND ACCIDENT INSURANCE COVERAGE.

A national firm, by special arrangement, offers a group policy to Keystone students. Costs, benefits, and application deadlines are explained in material sent to each student. Students participating in intercollegiate athletics are required to participate in this plan or give evidence to the Director of Athletics that they are covered by a comparable insurance program.

A student covered under any insurance plan should check the policy to determine coverage of physicians' and surgeons' fees and prescription drug costs. Claims against firms other than the one offering the Keystone policy should be reported directly to that company within the specified time period.

The College is NOT responsible for loss of personal property. Parents are urged to check their Home Owners Policy to insure adequate coverage.



## COLLEGE STANDARDS ACADEMIC REGULATIONS

All pertinent academic information is listed in the College Catalog. Each student must have a full understanding of course and curriculum requirements in planning and completing courses required in every semester. The student is responsible for meeting the total graduation requirements.

The following academic regulations are included in this booklet for your information because they reflect administrative changes.

## REGULATION ON PRIVACY RIGHTS

This document is important because it tells you how the College will communicate with you and your parents. If you are dependent upon your parents, the College may send copies of all materials concerning you to your parents. If you are independent, only you will receive necessary communication.

In accordance with the provisions of section 438 of the General Education Provisions Act, the following regulations are established:

The statute provides that:

1. this institution provide students and parents access to official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.
2. this institution must obtain written consent before releasing personally identifiable data about students from records to other than a specified list of exceptions.
3. parents and students be notified of these rights.

Education records under these regulations constitute the following materials that are maintained in the following offices of the college (some materials are duplicated in several files):

### A. REGISTRAR

1. official transcript
2. correspondence concerning decisions on academic status of the student
3. correspondence with reference to the student's request for special academic considerations (petitions)
4. instructor evaluations of the student if the student is on academic probation or is receiving a "W", "D", "F" or "I" grade
5. official transcripts from other institutions
6. application for admission to Keystone, including secondary school record and correspondence

### B. COUNSELING

1. intake interview sheets
2. informal notes with interview comments
3. correspondence
4. curriculum sheets
5. letters of recommendation to colleges or employers
6. preregistration schedules
7. test results
8. letters of acceptance from other colleges

### C. COORDINATOR OF CAMPUS LIFE

1. data sheet
2. activities sheet
3. residence hall evaluation form



4. discipline letters
5. record of where recommendations were sent
6. general correspondence

These records, and only these records, will be used by the College in academic and social decisions concerning the student. In making such decisions, it shall be the policy of the College to consider all pertinent records.

Access to these records is limited to the professional and secretarial staff of each office; senior administrative staff, and members of the faculty only to individual items on the basis of a need to know.

A student or parent shall have access to these files on request in writing to the Dean of the College.

The right of access of a parent is limited to a parent who declares his child as dependent on Federal Income Tax returns.

**All students will be considered as dependents of their parents by the College unless they specifically inform the College in writing to the contrary. Such statements of non-dependence should be filed in the Office of the Dean of the College not later than the fourth week of classes of the semester in which the students enter the College. A new statement of non-dependence must be filed each academic year.**

The following materials are not included under these regulations:

1. financial records of the parents of the student or any information contained therein;
2. confidential letters of recommendation or other confidential evaluations placed in the records prior to January 1, 1975

A student or parent shall have the right to obtain a copy of any records on the payment of fee of fifty cents per page.

A student or parent shall have the right, upon request, for explanation and interpretation of the record.

A student or parent shall have the right to challenge the content of the student's records in order to insure that the records are not inaccurate misleading, or otherwise in violation of student's rights and to have an opportunity to correct such data.

The College will not release to a third party any personal information about a student contained in its files without the written consent of the student or the parent of a dependent son or daughter.

The following types of student information are categorized as public or "Directory Information" and may be disclosed by the College for any purpose, at its discretion:

Name, address, telephone number, date and place of birth, major fields of study, participation in college activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, most recent educational institution attended.

Currently enrolled students may withhold disclosure of any of the above types of information. **To withhold disclosure, written notification**

**must be received in the Office of the Dean of the College no later than the fourth week of classes of the semester in which the student enters the College. A new statement of non-disclosure must be filed each academic year.**

## STUDENT CLASS ATTENDANCE POLICY

Attendance at all classes for which a student is registered is of vital importance. Responsibility for being present in the classroom rests with the student. A student who is unable to attend class will be responsible for personally notifying the instructor.

Class attendance regulations will be determined by each instructor, who is required to present to students, in writing, at the beginning of each semester, a policy on student class attendance and grading. The Dean of the College will approve all instructors' attendance policies and keep a complete file of syllabi and attendance regulations.

With the exception of students who miss classes while representing the College, instructors are under no obligation to allow students to make-up written or oral work missed because of absences.

If an instructor does not appear for a scheduled class within 15 minutes after starting time for the first period of the day, or 10 minutes after the starting time for other periods, the class is excused unless directions to the contrary have been received from the instructor or an administrative officer.

## COURSE WITHDRAWAL POLICY

1. A student may withdraw from any course during the first one-third of the course without notation on the official College transcript. After the second week of classes, the student must have the instructor's signature and, if enrolled in fewer than 12 credit hours, the approval of the Coordinator of Campus Life.
2. A student may withdraw during the first and second third of the course:
  - a. With the approval of the instructor, the Dean of the College, and, in those instances where a student will go below 12 credit hours, the Coordinator of Campus Life.
  - b. The student will receive a notation of "W" on the official College transcript for this course. The student must enroll in the course in a later semester if credit is to be obtained for the course.
3. Requests for withdrawal during the second third of the course, which do not satisfy the criteria of 2 above, are to be referred to the Standing of Students Committee.
4. **A student may not withdraw from a course after two-thirds of the classes unless there are special circumstances approved by the Dean of the College.**
5. A student who stops attending a course, but fails to comply with the prescribed withdrawal procedure, will have the grade determined in the standard manner.



6. Course changes made after the date set at pre-registration in either semester call for a cash fee of \$5.00. If the fee is charged to the parent, it is \$7.50. One fee covers all changes made at the same time. No fee is charged if the change is made because of an error by the College.
7. To withdraw from a course, contact a counselor in the Student Affairs Center.

### CANCELLATION OF CLASSES

Should weather conditions make driving hazardous for commuting students and faculty members, morning classes may be cancelled. Any such cancellation will be announced over Scranton Radio stations WARM, WEJL, WSCR, and WWDL-FM between 6:15 and 7:00 a.m., if possible. Continued hazardous conditions through the morning may result in cancellation of afternoon classes, to be announced on the same stations between 11:45 a.m. and 12 noon. If no announcement is broadcast, the student should make every reasonable effort to reach the campus.

In the event that dangerous weather develops during the day, notice of cancellation will be given by the Dean of the College.

The same rules apply to such emergencies as fire and flood.

**CANCELLED CLASS MAY BE MADE UP, EITHER ON SATURDAYS OR ON DAYS TAKEN FROM A SCHEDULED HOLIDAY PERIOD.**

Each instructor is responsible for assigning class work due to cancellation of class.

### COMPUTING GRADE-POINT AVERAGE

The grade-point average is a matter of simple arithmetic. The number of quality points for each grade (A-4, B-3, C-2, D-1, F-0) is multiplied by the number of semester hours for the course in which the grade is earned. The total number of quality points then is divided by the total number of semester hours attempted to obtain either the semester average or the cumulative average. When a course is repeated, only the grade earned the last time the course is taken is used in computing the average. Grades of courses transferred from other institutions are not used in computing the Keystone average. Here is a sample:

Course	Credit Hours Attempted	Grade	Quality Points
Art 101	3.0	B (x 3) =	9.0
Biology 101	4.0	B (x 3) =	12.0
English 101	3.0	C (x 2) =	6.0
Health Ed.	1.0	A (x 4) =	4.0
History 105	3.0	D (x 1) =	3.0
Spanish 201	3.0	B (x 3) =	9.0
Physical Ed. 101	.5	B (x 3) =	1.5
	17.5		44.5

44.5 divided by 17.5 equals 2.543, the grade-point average for the semester.

### GRADE POINT AVERAGE FOR:

President's List — 4.00  
 Dean's List — 3.50 - 3.99  
 Honor's List — 3.20 - 3.49

### CLASS STANDING

A student at Keystone is classified, for purposes of advancement, according to the number of semester hours completed successfully and creditable toward a Keystone degree. One who has completed 12 or more credit hours is considered a second-semester freshman. One who has completed 27 or more hours is considered a first-semester sophomore. One who has completed 45 or more hours is considered a second-semester sophomore.

### ACADEMIC PROBATION

A student is placed on Academic Probation if he fails to attain a minimum cumulative grade-point average conforming to this schedule:

End of first semester (1) . . . . . 1.70  
 End of second semester (2) . . . . . 1.85  
 End of third semester (3) . . . . . 2.00  
 (1) or attempting 12 semester hours  
 (2) or attempting 28 semester hours  
 (3) or attempting 45 semester hours

A transfer student from another college is expected to attain a minimum cumulative grade-point average at Keystone in accordance with the schedule above, equivalent to his total college experience.

The Committee on Standing of Students places or continues the student on Academic Probation, removes him from it, acts on the student's petition for exception to academic regulations, and makes specific interpretations of the regulations.

A student on **Academic Probation** may be restored to good standing if at the end of the semester he meets the required cumulative grade-point standards, or suspended for poor scholarship if he fails to do so.

### ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

A student enrolled in a full-time schedule of 12 or more semester hours of credit is eligible to participate in all College sponsored activities, unless the Committee on Standing of Students, the Dean of the College, or the Dean of Student Affairs declares that such participation would jeopardize the best interest of the student.

Keystone observes the rules of eligibility set by the National Junior College Athletic Association for its sports programs.

### SUSPENSION

A student who fails to meet the minimum academic standards may be suspended for one or more semesters or denied future registration because of poor scholarship.



If the student's record in any given semester exhibits substantial lack of achievement (such as two or more failing grades, or a semester grade-point average far below the minimum required), the Committee on Standing of Students may suspend the student.

Incompetence, habitual inattention, excessive absences, and carelessness are considered signs that a student may not belong in college. When a student gives evidence of inability to perform adequately, the appropriate Dean, or the Committee on Standing of Students may request that he withdraw from the College temporarily or permanently.

## ACADEMIC VIOLATIONS

Dishonesty in academic work in class or examinations is a violation of College policy and students found guilty of such offenses by faculty will receive zero for the work involved. All such cases must be reported by the involved faculty to the Dean of the College. A student who wishes to appeal such action by a faculty member may do so by bringing his case to the Dean of the College for final disposition.

Cases of academic violations other than cheating and plagiarism, such as theft of an examination, forgery of academic forms, or disruption of academic functions, will be referred to the All-College Judicial Board for disposition. To plagiarize is to use another writer's words or interpretation without giving proper credit to him in a footnote.

## WITHDRAWALS AND REFUNDS

A student seeking to withdraw from the College during the semester must notify the Dean of the College in writing, and file a withdrawal form. Mere notification to an instructor is insufficient. When withdrawal is authorized by the Dean, tuition refunds will be made on this schedule: before the end of the second week of classes, 75 per cent; before the end of the third week, 60 per cent; before the end of the fourth week, 40 per cent; before the end of the fifth week, 20 per cent. After the fifth week of classes, no tuition is refunded. No refunds will be made for special-fee courses. **ROOM CHARGES ARE NOT REFUNDED AT ANY TIME**, and refunds of board charges are prorated as of the end of the calendar week of withdrawal.

**NO REFUND ON ANY PAYMENT WILL BE MADE TO THE STUDENT WHOSE CONDUCT REQUIRES SUSPENSION OR EXPULSION.**

## FEE SCHEDULE

Tuition (traditional)	\$2,880.00/year
Room and Board	1,776.00/year
Room and Board (Ward)	1,630.00/year
<b>ALL ROOM CHARGES ARE NONREFUNDABLE</b>	
College Fee	60.00/year <b>Nonrefundable</b>
Student Activities Fee	60.00/year <b>Nonrefundable</b>
Part-time Tuition	79.00/credit
Audit	39.50/credit

## Other College Fees:

Late Registration	5.00/day
Late Pre-Registration	10.00/day
Credit by Exam	35.00
Change of Schedule	5.00
(if billed)	7.50
Graduation Fee	40.00
(\$15. refund for hood)	
Private Room - additional	200.00/semester
Transcripts	1.00/each
Riding Lessons	75.00

A student's general tuition will cover any number of credits he or she wishes to carry in a semester. A student is limited to 18½ credits in the first semester. After the first semester, however, a student who desires to carry in excess of 20½ credit hours a semester is required to obtain the approval of the Committee on Standing of Students before being allowed to do so.

The number of scheduled credit hours in which a student is enrolled is always determined at the end of the second week of classes in the fall and spring semesters.

The tuition charge for part-time students is \$70.00 per credit hour. A part-time student is one carrying less than 12 credits.

## GENERAL INFORMATION, PROCEDURES AND GUIDELINES

### STUDENT RESPONSIBILITIES FOR SAFETY AND SECURITY

Due and reasonable measures are taken to maintain a safe and secure campus by providing campus security personnel, but the College does not intend to guarantee that the campus is safe and secure at all times in all areas. Therefore, College personnel, including students, should always exercise prudent judgement and common sense with regard to safety and security. Violations of the safety and security regulations will make students subject to disciplinary actions.

### PERSONAL LIABILITY

Students and their guests are responsible for their own personal property, including clothing, books, and motor vehicles. Although the College takes due and reasonable precautions to protect students' property, the College does not carry insurance to cover the loss, theft, or damage of such items and cannot assume any responsibility for such loss or damage.

### MOTOR VEHICLE REGISTRATION

All students may register and operate a motor vehicle on campus unless specifically restricted. Student designated parking spaces must be used. Avoid those reserved for faculty-staff or other use.

Every authorized student driver must obtain a registration sticker for the vehicle. The sticker is displayed on the left side of the rear bumper



of an automobile or on the front fender of a two-wheel vehicle. State regulations forbid window decals.

Registration stickers are issued during registration and thereafter on the third-floor of the Campus Center at the switchboard.

The following motor vehicle guidelines are in effect during the academic year:

Registration stickers are to be displayed on left rear bumper.

Vehicles are to be parked only in authorized areas.

Authorized areas are off the main entrance on College Avenue, South of the Art Center, East of Moffat Hall, and West of the North/South complex (see the campus map on pages 2 and 3 for exact location of authorized student parking).

Students failing to adhere to the Motor Vehicle guidelines will receive a \$5.00 violation ticket for the first offense, \$10.00 violation ticket for the second offense, and will be asked to remove their vehicle from campus on third offense. Students are free to appeal traffic violation tickets in the Campus Life Office.

Students should not park on grass, along road ways, or emergency vehicle lanes, or in visitor parking areas.

### **BUILDING EVACUATION PROCEDURE**

Fire in a building occupied by a large number of persons can be disastrous. Keystone takes precautions against fire, and conducts fire drills at intervals to further safeguard the lives of its students. Evacuation routes are posted in each building. Students are urged to familiarize themselves with them.

When a building is evacuated, the following actions are necessary:

Close all windows. Close doors upon leaving. Leave residence halls and classrooms in an orderly manner in accordance with directions posted in each room. Walk. Do not run.

Wear shoes or slippers and coat or bathrobe when leaving residence hall.

Maintain quiet.

Use fire escapes only when stairways are blocked.

The first person out should hold the door open until everyone has cleared the building, or until notified by the firewarden to leave the post.

Do not remain inside on the assumption that the alarm signals only a drill. There might indeed be a fire.

Stay clear of the building until authorized to re-enter.

Remain in the assigned evacuation area for the duration of the drill.

### **FIRE ALARM BOXES**

Major buildings on campus have their own internal fire alarm system, including a smoke alarm system.

**WARNING: A STUDENT SOUNDING A FIRE ALARM, EXCEPT IN EVENT OF EMERGENCY, OR TAMPERING WITH ANY FIRE EMERGENCY APPARATUS (EXAMPLE: MALICIOUS USE OF FIRE EXTINGUISHERS), IS SUBJECT TO DISCIPLINARY ACTION.**

### **RESTRICTION TO SMOKERS**

In buildings other than residence halls, smoking is restricted to the following spaces:

Harris Hall: fireproof stairwell, lobby, offices.

Capwell Hall: hallways, fireproof stairwells, offices.

Library: foyer only on third floor; hallways only on first and second floors.

Moore Hall: ground floor hallways.

### **TELEPHONES**

- A. Telephones are available in each residence hall.
- B. Pay telephone numbers are unlisted. The student should give the number of his hall or floor phone to his parents and friends.
- C. Private telephones are available in Moffat and North-South. Arrangements may be made with Commonwealth Telephone Company at registration. Payments are made directly to the firm.
- D. Urgent calls may be made to 945-5141 only if the student cannot be reached on his hall phone. Only emergency calls may be made or received at this number after midnight.
- E. Misuse of public telephones is punishable by law.

### **LAUNDRY FACILITIES**

- A. Automatic washers and dryers are provided in the residence hall laundry rooms.
- B. Heavy materials, such as rugs and mats, must be sent to a commercial laundry.
- C. Linen service is available at the student's request. Specific information is sent to each resident student.

### **REFRIGERATORS**

All personally owned refrigerators are to be registered with the Resident Manager.

**Charge** - \$7.00 regardless of when the refrigerator is registered. Refrigerators will be registered with the stipulation that no hot plates, coffee makers, etc., are permitted.

### **CODES OF CONDUCT: POLICIES, STANDARDS, AND JUDICIAL PROCEDURES**

The College believes that its proper role is to offer opportunities for the personal growth of students. Hence, the development of responsible social and moral attitudes is promoted by the Keystone community. Students are expected to become familiar with and adhere to the College and residence hall standards for student conduct. Furthermore, students are



responsible for their own actions, and those who violate the Codes of Conduct will be subject to disciplinary action.

Membership in the Keystone community is a privilege that may not be abused.

Students accepting the offer of admission and matriculating at Keystone Junior College assume the obligation of conducting themselves in a manner compatible with the College as an educational institution, and agree to abide by all published regulations governing the student body. Minimal regulations are necessary to protect the health, safety, and comfort of students and to ensure respect for basic individual rights. The College acknowledges and respects the rights of each student, but the College is not a sanctuary from the law.

## COLLEGE STANDARDS FOR STUDENT CONDUCT

Students are subject to actions such as special counseling or transfer of residence and penalties including monetary fines, probation, suspension from the College or residence hall or dismissal from the College when they are found to have performed one or more of the following acts:

- A. Dishonesty in any form in academic work in class, examinations, and study assignments.
- B. False testimony. All students are expected to give frank and honest testimony at a judicial hearing, or before College officials. If a student renders false information, the student may at that time, or at some later date when the facts become known, be charged with perjury.
- C. Obstruction or disruption of any academic, social, or administrative activity sponsored by the College.
- D. Physical harm or threat to, or abuse of, any person on College property or at a College-sponsored event.
- E. Possession of firearms while on College property.  
Students wishing to hunt in the area may leave their firearms at the Physical Plant Office and check them out when needed. Under no circumstances are firearms to be kept in the residence halls or used on College property.
- F. Theft of, or damage to, property of the College or property of College community members or guests.
- G. Unauthorized entry or use of any College facility, or property, including furniture.
- H. Violation of the following rules governing College residence facilities:
  - 1. Entering the room of a student of the opposite sex except as an invited guest.
  - 2. Allowing or permitting a student of the opposite sex to enter your room except as an invited guest.
- I. Disorderly conduct, or lewd, indecent, or obscene conduct or expression on College property or at College-sponsored functions.
- J. Use, possession, sale or distribution of narcotic, hallucinogenic, or abusive drugs or stimulants on College property or at any College-sponsored function.
- K. Drunkenness, possession or use of hard liquor or other alcoholic beverages anywhere on College property or at any College-sponsored function.  
Possession and use of alcoholic beverages are not condoned by the College.

All students are required to know and to observe the laws of the Commonwealth of Pennsylvania regarding the use of alcoholic beverages.

- 1. All persons while in Pennsylvania are subject to the Pennsylvania liquor and penal code.
- 2. The law provides that any person less than twenty-one years of age who attempts to purchase, purchases, consumes, possesses, or transports any alcoholic beverages within Pennsylvania is subject to fine or imprisonment or both.
- 3. The selling or furnishing of alcoholic beverages of any kind to persons under twenty-one years of age by any agency or person is prohibited. Consequently, persons over twenty-one years of age who purchase alcoholic beverages for minors are subject to the penalties of the law.

Students are reminded that they bear their own responsibility before the law. The privileges of being a member of a College community do not include sanctuary from the law, and **state law violators subject themselves to prosecution by civil authorities.**

- L. Possession of beer kegs on campus property:  
Kegs containing non-alcoholic beverages are permitted during social events, but students must register these with the Coordinator of Student Activities **prior** to their purchase and delivery on campus. Students found to violate the above directive or our published alcohol regulation will be subject to disciplinary action. Unauthorized kegs and taps found on campus property will be confiscated.
- M. Possession of explosives, including firecrackers or other fireworks, while on campus.
- N. Failure to comply with directions of College officials, including security personnel, in the performance of their duties.
- O. Failure to have posters, flyers, or other announcements concerning the activities of College organizations approved by the Coordinator of Student Activities prior to their distribution.
- P. Tampering with fire extinguishers, fire alarms, or smoke alarms or using fire escapes or windows for any purpose other than emergency exit.
- Q. Willfully inciting others in the commission of the acts cited herein or abetting others in the commission of such acts.

## RESIDENTIAL LIFE

### WELCOME TO THE RESIDENCE HALL

The office and staff of the Director of Residence Life welcome you as a resident of Keystone Junior College.

College residence halls mean community living and provide a significant social learning experience. It is important that as maturing persons, students take responsibility, not only for their own actions, but for those of their friends and colleagues. The College presumes that students have sufficient maturity to conduct their own personal affairs and to act as responsible adults.

There will be ample opportunity to get involved in residence hall activities and sponsored functions. We need people who are willing to get



involved and organize, plan, and work. Take advantage of these opportunities for they will be of benefit to you. Accept the responsibility. "Responsibility" is the key word to success in college.

## RESIDENCE HALL GUIDELINES FOR STUDENT CONDUCT

The following guidelines have been established by the College to promote sound group living and learning experiences for resident students. Students who elect to disregard the guidelines will be subjected to disciplinary action.

- A. **Housing Contract** - all resident students will have signed a Housing Contract before they register for a room.
  1. Voluntary Change of Status.

A student who leaves the residence hall to become a day student or withdraws from the College forfeits his right of access to a room in the residence hall.
  2. Termination of a Housing Contract and Suspension from the residence hall.
    - a. The Housing Contract may be terminated by the College when a student violates the residence hall guidelines or College standards for student conduct.
    - b. A student who wishes to appeal a contract termination must submit within three working days a written statement of appeal to the President of the College.
    - c. A student is automatically suspended from the residence hall when the Housing Contract is terminated.
- B. **Closing Hours** - for security purposes all residence halls will be secured during the following hours:
  - 1:00 a.m. — Sunday through Thursday
  - 2:00 a.m. — Friday and Saturday nights
- C. **Visitation Guidelines** - hours of visitation will be determined by the individual residence hall.
  1. **Guests**
    - a. All College Regulations are effective during visitation hours.
    - b. Residents are held responsible for their guests.
    - c. Prior to entering the living areas of residence halls all guests must be registered by their host/hostess. Registration procedures are posted in each hall. Guests who are not Keystone students will be issued a guest card during registration.
    - d. Students allowing guests to enter their room/suite without proper registration will be subject to disciplinary action.
    - e. Students may not lend their rooms out to anyone else, nor give overnight lodging to anyone without first securing permission from the Resident Manager.
    - f. All students have the right to privacy. Therefore, if the presence of a guest is an inconvenience to the roommate, the **guest** must leave.
- D. **Noise** - the individual student conduct in the residence hall has an effect on the other residents. For this reason, the College insists that all students exercise a due amount of responsibility, thoughtfulness, and

restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical.

1. **Guidelines to follow for Quiet and Consideration Hours.**
  - a. **QUIET HOURS** - are those hours during which noise is not loud enough to disrupt the study or sleep environment of students.  
8:00 p.m. - 8:00 a.m. — Sunday through Thursday nights  
Midnight - 8:00 a.m. — Friday and Saturday nights
  - b. **CONSIDERATION HOURS** - those hours during which the noise level is not above what would be expected in a typical household residence. Period during which quiet hour regulations are not in effect.
2. The College understands that different students have different conceptions of what constitutes noise in excess of that allowed by the above guidelines. Therefore, determination of acceptable noise levels will be made by the Resident Manager and Resident Assistants in consultation with residents.

- E. **Room Inspection** - The College reserves the right to inspect a student's room at any time for reasons of health, welfare or the safety of the students of the College.

Damage inspections are conducted in each residence hall regularly during vacations and at the end of academic terms. During academic terms, students are notified at **least twenty-four** hours in advance of routine damage inspections by the Resident Manager.

The following expectations and procedures will be observed to protect College property:

**Check-in Procedure** - Before a student moves into his/her assigned room he/she must complete and SIGN a check-in sheet which verifies the condition of the room, including the door. Any damaged or missing items must be reported at this time. Failure to complete the check-in form will be sufficient proof that the room, and the contents thereof are in good condition prior to the student's residence in the room.

**Background** - Inherent in the goals and philosophy of Keystone Junior College is the fact that group living demands social responsibility from each individual living within a social unit. In a residence hall setting, this implies that an individual is not only responsible for his/her own room and the contents therein, but also shares responsibility for the living units (floors, suites, etc.) and ultimately the entire residence hall.

### F. Damage

1. **Damage to a resident's room.**

Any damage to a resident's room including the inside of the door as well as the entire locking system, is the responsibility of that resident and he/she will be assessed the dollar amount, including labor, necessary to repair the damage. If, in fact, the resident of the room is found not to be the cause of the damage, the individual identified as being responsible for the damage will be billed, and may be disciplined.

All College property attached to walls is permanent and should not be removed. Students removing College furniture in the rooms from its proper place are expected to replace it or pay for replacing



it. Students are responsible for all furniture in their rooms from the day they arrive on campus.

No object may be fastened to walls, woodwork, windows, ceilings, or doors except with masking tape.

## 2. Damage to Public Areas.

Public rooms - It is the responsibility of all students to keep public rooms (main lounges, bathrooms, hallways, telephone booths, etc.) clean at ALL TIMES. In addition, resident students are responsible for the care of their individual rooms.

The responsible party will be billed, and may be disciplined, for material and labor for any damage or excessive clean-up work within a hall or lounge of a specific living unit, (floor, suite, or hall).

In the event that individual responsibility cannot be determined for any damage or uncleanness that occurs, ALL RESIDENTS on the specified floor, suite, or residence hall, will be held responsible and equally assessed for the damage or clean-up.

This mass billing procedure is used because the College believes that the residence environment is intended to provide students with a group living experience that entails social responsibility for residence hall property as well as the rights of others, as is the case in public and private facilities where members of the social group must assume a financial responsibility for damage with tax dollars or private funds.

## 3. Residence Hall Roofs.

The roofs of all residence halls are strictly off limits at all times and **no** exception can be made to this. Students are asked to refrain from throwing foreign materials on to the roof.

**NO ONE IS PERMITTED ON THE ROOF OF ANY CAMPUS BUILDING.**

## G. Damage Payments

### 1. Damage Bills

All damage bills include the cost of materials and labor required to replace or repair the damaged item plus a standard billing charge of \$1.00. Bills must be paid within ten (10) days from the date of issue. Students with unpaid bills may be referred to the Residence Hall Judicial Board for final disciplinary action. Students with unpaid bills will not be allowed to register for classes. Transcripts and recommendations will not be issued until all damage claims are paid in full.

### 2. Appeals

Students are free to file a written appeal for reconsideration of damage bills in the Campus Life Office within three working days after bills are issued. The appeal should clearly state the reasons why a student feels the bill should be reconsidered.

## H. Room Assignment Changes

Changes within the residence hall may be made with the approval of the Resident Manager and must be reported to the Coordinator of Campus Life. A \$25.00 fine will be charged against those who change rooms without the approval of the Resident Manager. Changes

between residence halls may be made only with the approval of the Coordinator of Campus Life.

## I. Room Key Deposit

1. Room Keys are issued to each resident student. A \$15.00 deposit is required and refunded at the end of the year, or when the student withdraws, if the key is returned in good condition.
2. Lost keys may be replaced for \$10.00.

## J. Routine Regulations.

1. T.V. antennae are not permitted outside a window or attached to the roof, side, or other outside area of a building.
2. Thermostats - North, South, East, West and Moffat residence halls have thermostats in each room connected to shut-off mechanism in the window. A student leaving his room for any extended period of time should lock the window and turn down the thermostat to low. Students are not allowed to tamper with the mechanism of any thermostat or the heat shut-off mechanism of a window.
3. Window Screens  
Window screens are to be properly positioned in the window at all times.
4. Pets  
For reasons of hygiene, resident students may not harbor pets in their room.
5. Windows or emergency exits should not be used for entry or exit except in emergencies.
6. Misuse of public telephones is not allowed and may be punishable by law.
7. A resident student must leave the campus the last day of his/her examinations each semester and may not return before the official reopening time.

## K. Check Out Procedure

A resident student leaving the College at the end of the academic year, or leaving permanently during the year must:

1. Remove all personal items from the room.
2. Return all library books and room key.
3. Have the room inspected by the Resident Manager or his/her delegate and complete and sign the check-out form. It is extremely important that the student take great care in completing the checkout form because he/she will be billed for any damage in the room. Damage will be determined by examining the difference between the check-in and check-out forms. The Resident Manager will complete the check-out form in the event that the student fails to do so.
4. Satisfy all financial obligations at the Business Office and the Campus Life Office.
5. Follow departure instructions as posted on residence hall bulletin boards.

## JUDICIAL PROCEDURES

Violation of any College Code of Conduct or residence hall guideline makes the student subject to disciplinary action. Faculty, administrative staff, and students assist in the judicial proceedings.

### A. Judicial Boards



1. **Residence Hall Judicial Board.** Hears cases involving alleged violations of residence hall regulations. This board is composed of eight student representatives, and a chairperson. North, South, East and West halls each elect one representative; two representatives are elected by Moffat Hall; and one representative is elected by the students living in Thompson, Sickler, Patrick, and Ward Halls. An additional representative is appointed by the Student Senate. Each hearing held by the Residence Hall Judicial Board will be presided over by a chairperson. The chairperson will be a Resident Manager appointed by the Dean of Student Affairs and will not vote except in the case of a tie. No fewer than four representatives, plus the chairperson, will hear a specific case.

2. **All-College Judicial Board.** Hears cases involving alleged violations of College regulations and repeated offenses of residence hall regulations by the same individual(s) (i.e. two or more separate violations during the current academic year).

The All-College Judicial Board will also hear cases involving violations of residence hall regulations at the beginning of each academic year until the All-Campus Residence Judicial Board is elected and prepared to hear cases. This board is composed of two faculty members and one alternate appointed by the Faculty Senate, two students and one alternate appointed by the Student Senate, and one administrator and one alternate appointed by the President of the College. The Board will elect a chairperson to preside over hearings. No fewer than three Board members, including the chairperson, will hear a specific case.

All boards will meet on a regular basis or when necessary as called by the Dean of the College, Dean of Student Affairs, or the President. The boards will have the option of refusing to hear a specific case if sufficient time to prepare is not available or members must disqualify themselves for any reason or the members feel that the case is too serious for their judgement. In the refusal situation, cases are referred to a three-member administrative board appointed by the President of the College. Any board decision requires a majority vote of the members present.

#### B. Administrative Review

A student need not go before a judicial board if he/she acknowledges and accepts responsibility for an alleged infraction of the regulations. In this event, the student elects to have the case disposed of in an Administrative Review before the Dean of the College in academic violations, or the Dean of Student Affairs in violations of non-academic college regulations, or residence hall regulations. Students may elect the Administrative Review only before their case goes before a judicial board.

#### C. Immediate Suspension

The Dean of Student Affairs, upon consultation with the President of the College, may require a student to immediately vacate a residence hall and/or the campus, if the student's presence is viewed

as either dangerous to persons or property, or highly disruptive to normal campus functions. The student may return to campus for a hearing by the All-College Judicial Board after the Board has had sufficient time to review the situation.

#### D. Penalties

The judicial boards or the Dean of Student Affairs may impose one or more of the following penalties:

a. Dean's Probation - a warning (which also will be sent to the parents) will be sent to a student whose conduct is unacceptable to the College with the indication that continuation of such conduct may result in more serious disciplinary action.

Dean's Probation will be for a stated period of time in which the student must demonstrate the ability to act in an acceptable manner to the College.

b. Monetary fine.

c. Requirement of restitution.

d. Work on campus.

e. Withdrawal of privileges.

f. Recommendation to the President of the College that the student be suspended. If a student is suspended, the parents of the student are notified. The student is eligible to return to campus at the conclusion of the suspension period.

g. Recommendation to the President of the College that the student be dismissed. If a student is dismissed, the parents of the student are notified. The student is not eligible to return to Keystone Junior College.

#### E. Procedure

The accused student will be informed in writing of the reasons for the proposed disciplinary action. The student will be informed of the charges at least forty-eight hours prior to the hearing. The student will be given the opportunity to testify and present evidence and witnesses.

#### F. Appeal.

Students are entitled to appeal the decisions of the judicial boards or Administrative Review. Appeal requests must be made in writing to the President of the College within three working days after the original decision has been made.

**NOTE:** Specific judicial procedures, details concerning the appeal process, and descriptions of penalties which may be received by students found guilty of regulations/violations are given in the Supplement to the 1980-81 Student Information Booklet. This supplement will be distributed to all students during Orientation.

**NOTE:** Failure to comply with any directive of the judicial bodies may result in greater penalty, including dismissal from the College.

**NOTE:** A single violation may result in more than one of the above actions and sanctions.

**NOTE:** Second, and especially third, violations of the regulations are generally treated more severely than the first.



**NOTE:** Parents may be notified in most cases involving the potential of dismissal, suspension, restitution, probation, monetary fines, and work project sanctions in accordance with College policy on privacy rights.

**NOTE:** A conference between the student, College personnel, and/or parents may be required in some special cases where the student's continuation at the College is in question. This conference may be required by a judicial board or Dean, but it need not necessarily be a part of the College judicial process.

### UNPAID FEES

Outstanding fees including damage bills owed to the College may result in suspension from classes or holding-up of transcripts and recommendations.

### HONORABLE DISMISSAL

A student is entitled to honorable dismissal if withdrawal is made while in good standing or on Academic Probation, or is suspended for failure to satisfy academic requirements. A student expelled or suspended for other than academic reasons is not entitled to honorable dismissal.



### ACTIVITIES AND ORGANIZATIONS

College students will find many demands are made upon their time — academic, extracurricular, and social.

Those who learn to bear the responsibility and organize their time will have no trouble in maintaining a good balance among all phases of college life.

Keystone sponsors a number of events, which have acquired the status of traditions. Among them are:

- President's Reception for new students and parents on the opening day of Orientation Week.

- Homecoming, as at most colleges, brings back former students to renew their ties with the College. Present students join in the program, which includes a soccer game, a parade, with residence halls and student organizations submitting competing floats, and a dinner-dance.

- Parents' Weekend in mid-Autumn gives the parents of freshmen an opportunity to stroll around the campus, consult with faculty and staff, discuss college life with their sons and daughters, and enjoy soccer and field hockey games.

- Spring Weekend, usually an April event, is an outstanding occurrence on the students' social calendar and a major task for the committees in charge.

- Alumni Spring Fair is an arts and crafts festival sponsored by the Alumni Association open to the public, held on campus on a Saturday in May. Students participate in the planning with student organizations sponsoring many of the exhibits and art activities.

### STUDENT ORGANIZATIONS

To help satisfy students' desires for career-related extracurricular activities, community service, and social gatherings, and to encourage them to assume responsibility in various ways, Keystone sponsors a number of organizations including:

**ALPHA KAPPA TAU** — Primarily for students in the business curriculum, it promotes understanding of the commercial world; encourages scholarship; sponsors films, speakers, and discussions, and conducts several social functions.

**ART SOCIETY** — Primarily for students in the lecture or studio art courses, but open to anyone interested. Its purpose, simply stated, is to explore the visual arts.

**CHEERLEADERS** — Traditional cohorts of athletic teams. Members of this group are chosen through tryouts. They serve at all home contests.

**CIRCLE K** — The student Organization of Kiwanians International. This group functions as a service organization to groups both on and off campus.

**DAY STUDENTS** — An organization for commuting students, which allows them to function as a unit for service projects and social events.

**INTERNATIONAL CLUB** — Designed to promote international and intercultural understanding and friendships, has as its members students from the United States, as well as those from foreign nations.

**KAPPA SIGMA EPSILON** — The Keystone Society of Engineers, open also to science majors. It keeps members abreast of developments in engineering through trips, films, speakers, and seminars.

**NEW KEYSTONIAN** — The student newspaper, published regularly, covers college news; provides an outlet for responsible opinion, and offers practical journalistic experience. Staff membership is open to all students.



**NOKOMIAN** — The College yearbook. A pictorial review of campus life, it is a student publication from start to finish — photography, writing, editing and business management.

**ORANGE AND BLUE** — Women's athletic society. Membership is earned under a point system for participation in intramural sports. Its purpose is to foster sportsmanship and leadership.

**ORIENTATION COMMITTEE** — Indoctrinating agency for freshmen, composed of Student Senate, presidents of major campus organizations, Resident Assistants, and other student leaders.

**SCIENCE CLUB** — The science society, open to all students in good academic standing. It promotes understanding of the science disciplines through discussions, films, speakers, and field trips, and encourages scholarship.

**SKI CLUB** — An organization for pleasure and physical activity. The group participates in trips to nearby slopes frequently during the snow months.

**STUDENT SENATE** — Executive and legislative agency of the student body and liaison between the College administration and the student body. It allocates student activity funds, supervises elections, coordinates social activities, and charters campus organizations.

**VARSITY K** — A service group open to athletic lettermen - women. It assists in conducting the intercollegiate and intramural sports programs and the Athletic Awards Banquet in the Spring. Members make periodic trips to see athletic contests.

**VISTA ASSOCIATES** — Student wing of Volunteers in Service to America, working in Scranton and nearby communities to aid the disadvantaged.

Students also serve as appointed or ex-officio members of certain faculty committees, and as appointed members of the All-College Senate.

## RESIDENCE HALL ORGANIZATION

### Residence Hall Meetings

Residence Hall meetings usually are held as needed or are announced 24 hours in advance. All resident students are required to attend the meetings of their respective halls.

**A. Resident Manager** - Each residence hall has a Resident Manager or Assistant Resident Manager who is responsible for the administration of the hall. He/she reports to the Director of Residence Life, is advisor to the Hall Council and to the Resident Assistants, and supervises adherence to College and residence hall regulations.

**B. Student Resident Assistant**

1. Selected each spring semester for the following academic year.
2. Must be in good standing with expressed interest in becoming involved in the Resident Assistant learning/working experience.
3. Assists Resident Manager in the administration of College and residence hall regulations.

4. Maintains quiet hours.
5. Reports maintenance needs and damages to Resident Manager.
6. Assists Resident Manager with room checks, damage checks, and vacation and end-of-the-year check-out procedures.
7. Is on duty during the week or weekends as scheduled by the Resident Manager.

**C. Peer Counselor**

This position involves working with the Resident Assistants in the residence halls. The emphasis here will be in the helping skills; focusing on communication, programming and fostering interpersonal and group relationships.

**D. Interhall Council**

1. This council is composed of a student president elected by the student body and 14 student representatives. Two representatives are elected from each of the following residence halls: North, South, East, West. Four representatives are elected from Moffat Hall and the students residing in Patrick, Sickler, Thompson, and Ward halls elect two representatives. The President and each representative have one vote. Interhall Council is responsible to the Student Senate and is advised by the Dean of Student Affairs or his/her delegate. At least seven representatives plus the chairperson must be present at all meetings.
2. Interhall Council's purposes are as follows:
  - a) To provide a structure through which resident students may communicate their views on residence hall functions, policies, regulations and potential changes in the **status quo**.
  - b) To sponsor and/or promote campus activities.

**E. Hall Council**

1. This council is composed of the hall president, vice-president, secretary, and treasurer. The students residing in Patrick, Sickler, Thompson, and Ward halls share one Hall Council.
2. Officers
  - a) President
    - 1) Is elected from second-year students.
    - 2) Calls and presides over residence hall and Hall Council meetings.
    - 3) Confers regularly with Resident Manager.
    - 4) Shares responsibility for hall administration.
    - 5) Acts as official representative of residence hall on request.
  - b) Vice-President
    - 1) Second year student, elected at the same time as the President.
    - 2) Must be in good standing, as do all Hall Council members.
    - 3) Assumes duties of President when required.
    - 4) Serves on Food Committee.
  - c) Secretary
    - 1) Freshman elected at first hall meeting.
    - 2) Keeps minutes of meetings and sends a copy to Resident Manager.



- 3) Handles all official hall correspondence.
- 4) Serves as secretary of Hall Council.
- d) Treasurer
  - 1) Second-year student elected at same time as President.
  - 2) Handles hall finances.
  - 3) Keeps permanent record of all receipts and disbursements through a checking account in the Business Office.
3. The Council acts as executive committee in handling routine residence hall business and nominating committee for residence hall offices.
4. The Resident Manager serves as advisor.

## ORGANIZATION GUIDELINES

Student Senate is delegated responsibility by the administration of the College for governing most student activities. The following conditions apply to all organizations:

— To hold an elective office in a campus organization, membership on Student Senate, editorship of a student publication, or chairmanship of a major appointive committee, a student must be regularly enrolled on a full-time basis (12 or more credit hours), and be in good social and academic standing.

— Clubs and organizations receive operating budget from the Student Senate. The funds are part of the Student Activities Fee paid by all full-time students.

— The Business Office provides banking services for student organizations and maintains separate accounts for deposited funds. Withdrawals are made upon written request by the organization treasurer or other designated officers, countersigned by the advisor and a member of the Student Senate Finance Committee.

— The role of organization advisors is that of assisting students and offering advice. The advisor does not tell students what to do nor does he/she act as a disciplinarian.

## SCHEDULING SOCIAL EVENTS

The official calendar of College events is posted at the Campus Center switchboard.

Official social events and organization meetings must be scheduled through the Coordinator of Activities Office.

Cancellations should be made known to the Activities Office well in advance of the social event or meeting.

The bulletin case in the lobby of Harris Hall, the case in the lobby on the third floor of the Campus Center, and various bulletin boards across campus are used to publicize social events, activities, and meetings. All notices and posters for the Campus Center must be cleared through the Coordinator of Activities Office before being posted.

In addition to the bulletin boards, official notices are given in the daily and weekly bulletins published by the College. Knowledge of the contents of official notices is the student's responsibility. Please read the "Daily Bulletin".



## DINING ROOMS

Keystone tries not only to provide a balanced and nutritious menu for students, but also to preserve a sense of graciousness in the face of the problems of mass dining. The Food Service Manager and his staff consistently give their best efforts to the major task which confronts them daily. The student should recognize that it is impossible to please all the diners all the time; the institutional food is not home food, and that the cooperation and patience of the individual will make life more pleasant for all.



## MEAL SCHEDULE

Meals are served on this schedule:

Breakfast: Monday - Friday	7:30 - 8:30 Cafeteria 8:30 - 9:30 Continental 8:30 - 10:30 Continental
Saturday - Sunday	
Lunch:	
Monday - Friday	11:30 - 1:30 Cafeteria
Saturday & Sunday	12:00 - 1:00 Cafeteria
*Dinner:	
Monday - Friday	4:30 - 6:00 Cafeteria
Saturday & Sunday	4:30 - 6:00 Cafeteria

Notices of irregularity in times are posted in advance. The doors close at the times listed.

*The student must show identification card to the person in charge. Keep your place in the cafeteria line, and move quickly and quietly as a courtesy to others.*

Dishes, silverware, glasses, and food are not to be taken from the dining room.

The Food Service Manager and the Assistant Manager are in charge of the dining hall and have complete authority over the conduct of the diners.

**\* NOTE: WEEKENDERS - SATURDAY AND SUNDAY**

Lunch - 11:30 a.m. - 1:00 p.m.

Breakfast-Continental - 8:30 - 10:30 a.m.

## FOOD COMMITTEE

The Food Committee is the students' means of transmitting suggestions or complaints to the Food Service Manager and the College administration. The Committee, which meets monthly, is composed of the vice-president of each residence hall, the vice-president of the Day Students' Organization, the Coordinator of Campus Life, the Food Service Manager and the Assistant Manager.

## NONRESIDENT DINERS

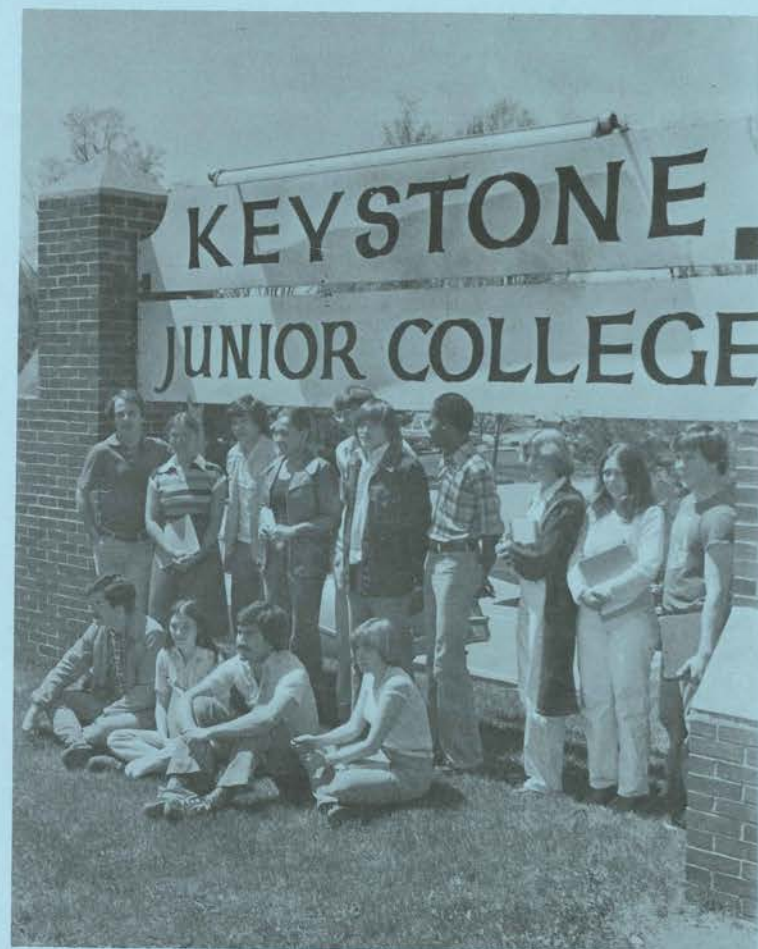
Commuting students and guests are welcome to eat meals in the dining hall. Keystone students must show identification cards and pay for the meal in cash.

Breakfast	\$1.25
Lunch	\$2.10
Dinner	\$2.50
Special Dinner	\$3.50

## DRESS REQUIREMENTS

Shoes or sandals and shirts must be worn at all times.

## KEYSTONE: Other Things To Know





# CONSTITUTION OF THE STUDENT GOVERNMENT

## PREAMBLE

We, the students of Keystone Junior College, in order to form a more representative, unifying, and responsible student government; to encourage superior relationships between the students, and faculty, and the administration; to promote favorable relationships between the College and community; to provide for the general welfare of every student; and to insure the privileges, rights, and responsibilities of the students of Keystone Junior College do hereby establish this constitution of Keystone Junior College.

## ARTICLE I. Name

The name of the Student Senate shall be known as the Student Government of Keystone Junior College.

## ARTICLE II. Membership

Section I. The Student Senate shall consist of:

- A. Officers — President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, and Public Relations Officer elected from the outgoing freshman class. The President of the Day Student Organization and the President of Interhall Council will be elected from the outgoing freshman class, and each will have an office on the Student Senate.
- B. Two members of the Student Senate shall be elected from each of the following groups:
  - 1. Freshman day students
  - 2. Freshman boarding students
  - 3. Senior day students
  - 4. Senior boarding students
  - 5. First-year students
  - 6. Second-year students

Section II. The college judicial board shall consist of two students, two faculty, and one administrator.

- A. The chief judge shall be chosen by the college board members. The board shall be headed by the chief judge.
- B. Membership will be as follows:
  - 1. Faculty Senate shall appoint two faculty members.
  - 2. Student Senate shall appoint two students.
    - a. President and Vice-President will select and then present names to Senate for subsequent approval.
  - 3. Director of Student Affairs will appoint one administrator.
- C. Both faculty and Student Senate will select one alternate. In case any judge leaves the office or is unable to assume his responsibility for any reason, board members will elect a replacement judge from the remaining board population. The alternate will be able to cast a vote in the election for the new judge, but will not be eligible to be considered for that position.

## Section III. Succession.

- A. Should a vacancy occur in the office of the President of the Student Senate, the Vice-President shall preside and a special election shall be held for a new Vice-President.
- B. Should a vacancy occur in the offices of Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Day Student President, or Interhall Council President of Student Senate, a special election will be coordinated and conducted by the Student Senate within two academic weeks after the position is vacated. If an election cannot be held, the Student Senate will fill the vacancy.
- C. Student Senate will fill any other vacancies in its membership in a manner prescribed by Senate within two academic weeks after the vacancy occurs.

Section IV. Elections. The responsibility for all elections among students of Keystone Junior College will be that of the Student Senate.

- A. Elections for the offices of Student Senate and for Interhall Council President and Day Student Organization President will be held one week after mid-terms of second semester.
- B. All campus organizations must submit the names of officers to the Student Senate within two weeks after formation.
- C. All Student Senate elections will be held in a manner prescribed by the Student Senate.
- D. Each member and officer of the Student Government shall be a full-time student in good standing and debate before the student body one week before elections.

## ARTICLE III. Duties of Student Government

Section I. The Student Senate shall meet at least once each full course week and Student Senate officers shall meet one day prior to the meeting.

- A. The Student Senate shall supervise the accounts of club funds.
- B. The Student Senate shall work for the students' welfare.
- C. The Student Senate will assume and discharge all responsibilities delegated to it by the College.
- D. The Student Senate shall draft bylaws to organize and further describe the duties and functions of the Student Senate.
- E. Bylaws may be amended upon a two-thirds vote of the Student Senate. The proposed amendments must be presented to the Student Senate at least one week before a vote is taken.

## ARTICLE IV. Advisors

Section I. The Student Senate shall have the Coordinator of Campus Life and Coordinator of Activities as its advisors.

Section II. Impeachment will be completed by a two-thirds vote of the remaining members of the Student Senate upon the review of grounds for impeachment.



## **ARTICLE V. Impeachment**

Section I. Any member of Student Senate may initiate impeachment proceedings against any other member of the Student Senate.

Section II. Impeachment will be completed by a two-thirds vote of the remaining members of the Student Senate upon the review of grounds for impeachment.

## **ARTICLE VI. Amendments**

Section I. This constitution may be amended by two-thirds of the voting student government of Keystone Junior College.

## **DIRECTORY**

PRESIDENT OF THE COLLEGE — John B. Hibbard, Harris Hall  
ASSISTANT TO THE PRESIDENT — William McCormack, Harris Hall

ACADEMIC INFORMATION — Dr. William Messner, Dean of the  
College, Academic Affairs Center  
Dr. John Enders, Dean of Student  
Affairs, Gardner Hall  
Ridgley Haines, Student Affairs Center,  
Campus Center

ADMISSIONS — Robert P. Zelno, Associate Director of Admissions,  
Sisson Hall

ALUMNI — Susan Belin, Director of Alumni, Harris Hall

ATHLETICS — Dr. Michael Mould, Director of Athletics,  
Brooks Gymnasium

BUSINESS OFFICE — Donald Foster, Business Manager,  
Gardner Hall

COLLEGE RELATIONS AND DEVELOPMENT — James Boyle,  
Director of College Relations, Harris Hall

COMMUTING STUDENT — Sally Williams, Coordinator of Campus  
Life, Campus Life Offices, Campus Center

COURSE CHANGE — (Drop-Add) Dr. Sharp Lewis, Registrar,  
Academic Affairs Center

FINANCIAL AID — Lucretia Hill, Coordinator of Financial Aid,  
Sisson Hall

FOOD SERVICE — Stanley Sadawski, Campus Center

FOREIGN STUDENTS — Lillian Hiller, Foreign Student Advisor,  
Library 104

GRADUATION REQUIREMENTS — Catalog, Counseling, Registrar's  
Office

HEALTH SERVICES — June Wood, R.N., College Nurse,  
Infirmary

I.D. CARDS — Virginia Neuffer, Administrative Assistant, Campus  
Life Office, Campus Center

INSURANCE — Donald Foster, Business Manager, Gardner Hall

INTRAMURALS — Larry Fornicola, Physical Education Instructor,  
Brooks Gymnasium

LIBRARY — Mary Van Nort, Librarian, Miller Library

LOST AND FOUND — Information Desk, Campus Center

PARKING AND AUTOMOBILES — Phyllis Haywald, Administrative  
Assistant, Physical Plant Office

PERSONAL COUNSELING — Counseling Services, Campus Center

PHYSICAL FACILITIES — James White, Superintendent of  
Buildings and Grounds, Physical Plant

PLACEMENT OFFICE — Career Planning and Placement,  
Campus Center

PUBLIC RELATIONS — Leo Wojtanowski, Director of Public  
Relations, Harris Hall

RECOMMENDATION — Sally Williams, Coordinator of Campus Life,  
Campus Life Office, Campus Center

REPEATING COURSES — Academic Affairs Center  
Counseling Services, Campus Center

RESIDENCE HALLS — Allen Unger, Director of Residence Life

STUDENT GOVERNMENT — Kurt Mitchell, President

TRANSCRIPTS — Dr. Sharp Lewis, Registrar, Academic Affairs  
Center

TRANSFER INFORMATION — Counseling Services, Campus Center

WITHDRAWAL FROM COLLEGE — Counseling Services, Campus  
Center, Academic Affairs Center

VETERANS AFFAIRS — Robert Zelno, Veterans Affairs Advisor,  
Sisson Hall.



## INDEX

	Page
Academic Regulations .....	12
Activities and Organizations.....	30
Administrative Regulations.....	13
Buildings and Campus.....	2
Building Evacuation Procedure .....	20
Bulletin Boards.....	34
Campus Center Hours.....	4
Campus Residence .....	5
Campus Restrictions .....	21
Cancellation of Classes .....	16
Change of Room Assignment .....	26
Checkout .....	27
Classrooms.....	11
Class Attendance .....	15
College Calendar.....	Back cover
College Regulations .....	21
Counseling .....	5
Damage to Property .....	25
Diners, Nonresident.....	36
Dining Hall Information, Rules.....	35
Directory .....	40
Disciplinary Regulations, Major .....	22
Dishonesty .....	18
Dismissal .....	28
Dismissal, Honorable.....	30
Dress, Dining Hall.....	36
Dropping a Course.....	15
Electrical Appliances .....	27
False Information.....	22
Financial Aid.....	10
Fire Alarm Boxes .....	20
Food Committee.....	36
Grade-Point Average Computation.....	16
Guests.....	24
Hours .....	24
Housekeeping .....	25
Identification Cards .....	6
Infirmary .....	11
Insurance .....	12
Interhall Council.....	33
Keys .....	27
Laundry .....	21
Library Hours.....	6
Mail.....	6
Meal Schedules .....	36
Motor Vehicle Registration .....	19
Nurse .....	11

## INDEX

	Page
Off-Campus Treatment .....	11
Organization Guidelines.....	34
Personal Liability.....	19
Physicians .....	11
Quiet Hours.....	25
Residence Hall Officers and Meetings .....	32
Residence Hall Organization .....	32
Residence Hall Regulations .....	23
Residence Hall Violations.....	23
Resident Manager.....	32
Room Inspection .....	25
Scheduling Social Events.....	34
Student Government Constitution.....	38
Student Organizations .....	31
Telephones.....	21
Traditional Activities .....	30
Vacating Rooms .....	24
Visiting Hours, Residence Halls .....	24
Withdrawals.....	15