

A GUIDE FOR ALL CLARK STUDENTS

Student Handbook

2012-2013



CHALLENGE CONVENTION.
CHANGE OUR WORLD.

CLARK
UNIVERSITY



Dean of Students Office
950 Main Street
Worcester MA 01610-1477

508-793-7423 Phone
dos@clarku.edu
clarku.edu

To The Clark Student Community,

The Office of the Dean of Students is pleased to present you with the Clark Student Handbook, which provides you with information you'll find useful in your life at Clark.

The Clark Campus Resource section should give you a sense of what services are available to you and how to best access them.

The Code of Student Conduct section is a comprehensive look at the various policies at Clark and what you can expect from the community. For those of you living in Clark housing, "Living On Campus" should answer any and all questions you have about facilities, programs, and policies (if you're not living in University housing, see "Living Off Campus" for valuable information). Finally, the section on Worcester introduces you to the rich offerings of our city and helps you access this larger community of which you are a part.

We welcome your feedback on this book and how we can make it more useful to you. Please let us know in the Dean of Students Office if you have suggestions.

On behalf of all of us in Student Affairs, we wish you a very productive and enjoyable year.

Sincerely,

Denise M. Darrigrand
Vice President for Student Affairs and Dean of Students

AUGUST						2012
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AUGUST						2013
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Important Dates, Events and Observances

Ramadan begins	July 21–August 19, 2012
Lammas Day	August 1, 2012
Week One begins	August 22, 2012
Halls open for returning students (9 a.m.)	August 26, 2012
First day of classes	August 27, 2012
Eid al-Fitr	August 19, 2012
Community Engagement and Internship Fair	August 29, 2012
Fall internship deadline	August 31, 2012
Labor Day (no classes)	September 3, 2012
Shrewsbury Street Shuffle	September 15, 2012
Deadline for Spring Abroad programs	September 15, 2012
Rosh Hashanah*	September 17, 2012
Autumnal Equinox/Mabon	September 22, 2012
Yom Kippur*	September 26, 2012
Family Weekend	September 28-30, 2012
Clark's Got Talent	September 29, 2012
Sukkot*	October 1 - 7, 2012
Columbus Day (observed)	October 8, 2012
Fall Break (no classes)	October 8-9, 2012
Shemini Atzeret*	October 8, 2012
Simchat Torah*	October 9, 2012
Study Abroad Fair	October 10, 2012
Halloween	October 31, 2012
All Saints' Day	November 1, 2012
Last day to withdraw with a grade of "W" (undergraduate)	November 2, 2012
Consortium's Got Talent	November 1, 2012
Millennium Leadership Conference	November 2-4, 2012
Election Day	November 6, 2012
Veteran's Day (observed)	November 12, 2012
Diwali/Dipavali	November 13-17, 2012
Thanksgiving recess (no classes)	November 21-23, 2012
Thanksgiving	November 22, 2012
Bodhi Day	December 8, 2012
Chanukkah*	December 9-16, 2012

Last day to withdraw with a grade of "W" (graduate)	December 10, 2012
Last day of classes	December 10, 2012
Reading Days	December 11-12, 2012
Final Exams	December 13-14, 2012
Reading Days	December 15-16, 2012
Final Exams	December 17-18, 2012
Final Exam make-up day	December 19, 2012
Residence halls close (12 p.m.)	December 19, 2012
Winter Solstice (shortest day of the year)	December 21, 2012
Christmas	December 25, 2012
Kwanzaa begins	December 26, 2012
New Year's Eve	December 31, 2012
New Year's Day	January 1, 2013
Halls re-open for all students (9 a.m.)	January 13, 2013
First day of classes	January 14, 2013
Spring academic internship deadline	January 18, 2013
Martin Luther King Jr. Day (no classes)	January 21, 2013
Mawlid an-Nabi (Birth of the Prophet)	January 24, 2013
Tu B'Shvat	January 26, 2013
Groundhog Day	February 2, 2013
Chinese New Year	February 10, 2013
Shrove Tuesday (Mardi Gras)	February 12, 2013
Ash Wednesday/Lent begins	February 13, 2013
Job and Internship Fair	February 13, 2013
Valentine's Day	February 14, 2013
Deadline for fall and yearlong abroad/away programs	February 15, 2013
Purim*	February 24, 2013
Spring Break	March 4-8, 2013
Worcester Job Fair (COWC) at the Beechwood Hotel	March 13, 2013
Palm Sunday	March 24, 2013
Passover*	March 26 - April 1, 2013
Last day to withdraw with a grade of "W" (undergraduate)	March 29, 2013
Good Friday	March 29, 2013
Easter Sunday	March 31, 2013

April Fools' Day	April 1, 2013
Yom HaShoah	April 7, 2013
Barth Internship deadline	April 11, 2013
Tax Day	April 15, 2013
Yom HaZikaron	April 15, 2013
Yom HaAtzmaut	April 16, 2013
Financial Aid application deadline	April 19, 2013
"Go Green on the Green" Festival	April 20, 2013
Lag B'Omer	April 28, 2013
Last day to withdraw with a grade of "W" (graduate)	April 29, 2013
Last day of classes	April 29, 2013
Reading Day	April 30, 2013
Reading Day	May 1, 2013
National Day of Prayer	May 2, 2013
Final Exams	May 2-3, 2013
Reading Days	May 4-5, 2013
Cinco de Mayo	May 5, 2013
Final Exams	May 6-7, 2013
Yom Yerushalayim	May 8, 2013
Halls close for students (12 p.m.)	May 8, 2013
Mother's Day	May 12, 2013
Shavuot*	May 15-16, 2013
Commencement	May 19, 2013
Halls close for graduating seniors (12 p.m.)	May 20, 2013
Memorial Day (Observed)	May 27, 2013

*Note: All Jewish holidays begin at sundown on the day before the listed date.

For the 2012-2013 meal plan schedule and dates of operation, visit clarkdining.com

For important dates and reminders relevant to housing, visit clarku.edu/housing

Campus Resources

Academic Affairs	6
Admissions Office	6
Alumni Office	7
Athletics	7
Bookstore	8
Career Services	9
Cashier's Office	9
Clark ALERTS	10
Clark OneCard	10
College of Professional and Continuing Education (COPACE)	10
Counseling Services	11
Community Engagement and Volunteering (CEV)	11
Dean of Students Office	12
Dining Services	12
Financial Assistance	13
Health Service	13
Human Resources and Affirmative Action	14
Information Technology Services	14
Intercultural Affairs	14
Libraries	15
Mail Services and Receiving	16
Music rehearsal room	16
Physical Plant	17
Planning and Finance Office	17
President's Office	17
Registrar's Office	17
Residential Life and Housing	17
Student Leadership and Programming	17
Student Accounts Office	18
Study Abroad and Study Away Programs	18
Sustainable Clark	18
Telecommunications Office	19
Clark University Thrift Store	19
Higgins University Center	19
University Marketing and Communications	20
University Police	20
Wellness Outreach	20
Writing Center	20
Student Organizations	21
University Committees	22

Campus Resources

Academic Affairs

Academic Advancement

142 Woodland Street
clarku.edu/offices/ace

x3722

The Academic Advancement office provides leadership in the design and implementation of programming to promote the success of ALANA and first-generation college students at the University. We promote academic success through the Academic Clark Excellence (ACE) Summer Institute, study groups for first-year students, and peer mentoring for all gateway and perspective courses. Students are welcome to meet with the director and review their academic plans and aspirations.

Academic Advising

clarku.edu/academicadvising

x7468

The Academic Advising Center oversees the general academic advising services of the University and services for students with learning disabilities or other special needs. Adviser assignments for first- and second-year students who have not declared a major, as well as evaluation of transfer credit, are handled by the office. Students are invited to meet with a staff member for general academic advice or for assistance in deciding upon a major. This office reviews any College Board petitions for exceptions to any academic policy, along with all cases involving possible breeches of academic integrity.

Learning skills: Students who are interested in improving their study skills may receive individual assistance in addressing issues such as refining study habits, maximizing time management, and coping with test anxiety. Students may also participate in an intensive weekend learning-skills program at the beginning of each academic year.

Disability Services/Special Needs

x7468

Students with documented learning or physical disabilities may obtain specialized assistance at the Disabilities Office. This includes academic advising, assistance with classroom accommodations, extended-testing, and consultations with faculty regarding course accommodations. Referrals for diagnostic testing may be made for students with suspected learning disabilities.

Dean of the College Office

Geography Building, Room 206

x7671

The Dean of the College is responsible for the development and implementation of undergraduate academic programs and policies. The Dean also serves as Associate Provost of the University, with broad responsibility for all aspects of curriculum and instruction, including study abroad programs, student-designed majors, academic support services, and the evaluation of teaching effectiveness.

The Dean of the College works closely with the Undergraduate Academic Board (UAB) to review proposals for new courses, majors, concentrations, and academic requirements, as well as to assess existing programs and requirements. The Dean also oversees the fall and spring honors convocations and Commencement, serves as adviser to the Gryphon and Pleiades and Fiat Lux honor societies, and chairs or coordinates most undergraduate student awards committees.

Provost's Office

Geography Building, Room 210

x7673

The Provost is the chief academic officer of the University, reporting to and advising the President on all matters affecting academic policy and programs. He also serves as the chief executive officer in the absence of the President. The duties and responsibilities of the Provost include academic planning and policy development; oversight and coordination of the academic programs, support services and budget; and the responsibility for faculty and other personnel in Academic Affairs.

Admissions Office

3 Maywood St.

x7431

Much of the information that made you consider Clark came from the Admissions Office. At the "front lines" of public contact, it is Admissions' role to inform prospective students about academic opportunities and campus life in general. While charged with reviewing applications and selecting the incoming class, the Admissions staff is also concerned with students and their experiences at Clark after they enroll. You are encouraged to provide feedback on their efforts! If you would like to help the

Admissions staff with future Clark students, first-year students are invited to open their rooms to visiting high school students and families during the fall and spring semesters or to serve as overnight hosts in the spring semester. Additionally, the Admissions Office is always looking for Clarkies to join Scarlet Key, our student admissions ambassador program. Stop by the Admissions Office for more information.

Alumni Office

122 Woodland Street

x7166

The primary function of the Alumni Office is to use the resources of Clark's Alumni Association for the benefit of current students, alumni and the University in general. Its mission is to:

- engage alumni to serve as ambassadors of the University;
- encourage alumni to support the University's activities;
- collaborate with the Alumni Association, which serves the needs and interests of alumni, and help facilitate interaction between current students and alumni through various programs and activities, including networking events and regional receptions.

The Alumni Office organizes activities for its annual reunion weekend; operates a network of regional alumni activities; and sponsors young alumni programs in major cities.

This office also helps to coordinate the alumni/admissions program. Alumni/admissions representatives interview prospective students, attend "College nights" and recruit students for Clark. The Alumni Association also involves students and alumni in alumni/student career programs, social-service projects and the alumni mentor program. The Alumni Office staff coordinates and advises the Student Alumni Relations Committee (SARC).

Athletics

Kneller Athletic Center

x7161

It is the goal of the Athletic Department to provide students, faculty and staff an opportunity to gain a sense of physical well-being by offering various forms of activities. Because individuals have different approaches to achieving their own level of personal fitness, the Athletic Department provides both individual and team-oriented activities at varying levels of competition. There are three structured forms of recreation offered at Clark; the intercollegiate athletic program, the intramural program and the wellness program. Visit clarku.edu/athletics for more information.

Intercollegiate Athletics

Clark's 17 intercollegiate varsity teams compete in the National Collegiate Athletic Association (NCAA, Division III) and in the Eastern College Athletic Conference (ECAC). Locally, Clark competes in the New England Women's and Men's Athletic Conference (NEWMAC), which includes Babson College, Massachusetts Institute of Technology, Mount Holyoke College, Smith College, Springfield College, United States Coast Guard Academy, Wellesley College, Wheaton College and Worcester Polytechnic Institute.

Men's varsity sports include baseball, basketball, crew, cross-country, lacrosse, soccer, swimming, diving and tennis. Women's varsity sports include basketball, crew, cross-country, field hockey, soccer, softball, swimming, diving, tennis, and volleyball.

Intramurals

Clark's intramural programs give eligible students the chance to participate in organized physical activities without the demands of varsity intercollegiate athletics. The intramural programs offer opportunities for competition in a variety of sports for the purpose of enjoyment and achievement. Clark staff or students supervise all activities. Leagues and tournaments are structured in a variety of ways, such as by level of competition and gender. Activities, which range from one-day tournaments to league play, include soccer (fall/winter), flag football, volleyball, basketball, softball, floor hockey, wiffleball, squash and racquetball tournaments.

Intramural information can be found online at clarkathletics.com/intramurals/info.

Wellness Activities

Each semester Clark offers the entire Clark community a variety of individually oriented wellness activities. These activities are voluntary and no credit is given for participation. There is a fee attached to some of the activities and others are free of charge. Wellness classes and activities often include step aerobics, ballroom dancing, jazz dance, yoga, first aid, CPR, tai chi, cardio-kickboxing and Pilates.

Kneller Athletic Center

The multipurpose George F. Kneller Athletic Center is the scene of constant activity for Clark's students, faculty, staff, and alumni. Level one has four racquetball courts, two squash courts and a power weight room; level two features a six-lane, 25-yard swimming pool, a team weight room, men's and women's locker rooms, and racquetball/squash viewing area; level three comprises a fitness center, a gymnasium with three full-size basketball courts, a training room, equipment room, swimming pool viewing area, conference/classroom, public restrooms and the main lobby; and the fourth level includes a multipurpose room, athletic department offices, and another meeting room.

The Kneller Athletic Center hours

Monday - Thursday	7 a.m. - 10 p.m.
Friday	7 a.m. - 8 p.m.
Saturday	10 a.m. - 8 p.m.
Sunday	10 a.m. - 10 p.m.

Pool hours

Monday - Friday	11 a.m. - 3 p.m.
Monday - Thursday	7:30 p.m. - 9:30 p.m.
Saturday - Sunday	2 p.m. - 6 p.m.

Bickman Fitness Center hours

Monday - Thursday	7 a.m. - 10 p.m.
Friday	7 a.m. - 8 p.m.
Saturday	10 a.m. - 8 p.m.
Sunday	10 a.m. - 10 p.m.

Dolan Field House

The 29,850-square-foot field house includes a rubber composite playing surface, appropriate for indoor practice space for outdoor teams, and is used for intramurals as well as a variety of multipurpose activities including basketball, tennis, volleyball, badminton and indoor soccer. The field house also includes a training room, office space, and locker rooms for visiting and home teams.

Granger Fields

Located on Beaver Street, the field complex accommodates intercollegiate soccer, lacrosse, field hockey, and baseball, as well as intramurals and recreation. The Corash Tennis Courts include six PlexiPave-surfaced, lighted courts for use by Clark's tennis teams and recreational players.

O'Brien Field

Located on Knowles Road, this field is used by Clark's softball team.

Donohue Rowing Center

Located on Lake Quinsigamond, the boathouse is shared with other Worcester-area college and university crew teams and is where the men's and women's rowing teams are housed.

Bookstore

918 Main Street

x7755

The Clark University Bookstore, operated by Barnes & Noble, carries all the textbooks needed for every course. Books come in a variety of formats (and prices) including new, used, digital and rental books. Supplemental materials such as study guides, solution manuals, access codes, and lab notebooks are also available for some courses. Books can be reserved online at clarku.bncollege.com and picked up in store.

Textbook refunds will be allowed during the first week of each semester. Books may be returned for a full refund in the original form of payment if returned in the original condition with a valid receipt. After the first week, but within 21 days of the first day of classes, textbooks may be returned for a full refund with a valid receipt and a valid add/drop slip. Books can be sold back for cash at the end of every semester.

Besides textbooks, the Bookstore carries school and office supplies, University apparel, glassware, greeting cards, novelty gifts, stamps and a wide selection of trade and sale books. Through the special-order service, most trade books are available within 48 hours. A variety of eco-friendly products, such as notebooks, pens, pencils, printer paper, folders, BPA-free water bottles and travel mugs, Alta Gracia clothing and reusable totes, are sold here.

The Bookstore accepts cash, the Clark CashCard, traveler's checks, B&N gift cards and most major credit cards. Students may use a parent's or legal guardian's check or charge card with proper identification. The Bookstore cannot cash checks.

To learn more about book-buying options, visit clarku.edu/bookstore.

Career Services

Dana Commons

x7258

Hours: 8:30 a.m. – 5 p.m., Monday through Friday

Drop-in hours: 12 - 4 p.m., Monday through Friday (no appointment necessary for quick, 15-minute questions)

Email: Careers@clarku.edu

Web: clarku.edu/career

Facebook: [facebook.com/clarkcareerservices](https://www.facebook.com/clarkcareerservices)

Twitter: [@clarkcareer](https://twitter.com/clarkcareer)

Career Services guides students in making informed decisions about their career choices. Our professional staff offers assistance with self-assessment, career exploration, internship and job searches, and graduate school planning. Visit the Career Services Web page to access a calendar of events.

Career advising - Staff is available to meet with students who want to discuss their choice of major and/or career and graduate school plans. Career advising helps students clarify their goals, preferences, skills and interests.

Clark Career Exploration Program (CCEP) - This is a four-year, comprehensive program that helps students discover their interests and skills, explore a variety of possible career paths and their requirements, and develop plans for internships, full-time employment, and graduate and professional school.

Career Events - Workshops are conducted each semester on topics such as internship searching, graduate school planning, and specific career fields. On- and off-campus career fairs, including Clark's annual Career and Summer Internship Fair in February, are also coordinated every year to provide students with the opportunity to network with employers.

Internships - Career Services encourages students to participate in an academic experience that takes place in the field, allowing them to compare academic theory to actual practice while exploring various career options. Students have earned academic credit for working with many public, private and nonprofit organizations located throughout the country.

Online job, internship and volunteer database - Managed by Career Services, The Clark Recruiter is the online job and internship database for all Clark students and alumni. Students can browse hundreds of job and internship postings in Massachusetts and across the country, and thousands of diverse geographical postings through our consortium database, the Liberal Arts Career NetWORK. All students are encouraged to log in, complete their profiles, and participate at clarku.edu/clarkrecruiter.

Letters of reference - Career Services has partnered with Interfolio.com, an online letter of reference/credential management service, which allows you to store recommendations (and other documents, such as your resume/CV, writing samples and transcripts) and have them sent to graduate schools or professional programs while you are a student at Clark, or later as an alum.

Prelaw advising - The prelaw advising program provides services to undergraduates considering careers in law, and facilitates the entrance of qualified students into law school. Located in Career Services, the prelaw advising program sponsors workshops, lectures and meetings and provides informational materials for students. Email your name to careers@clarku.edu to be added to the prelaw mailing list.

Cashier's Office

20 Downing St., second floor

x7422

Hours: 9:30 a.m. – 4 p.m. Monday through Friday

The Cashier's Office offers services such as student check cashing, student payments and delivering campus departmental deposits. Please note the following student check cashing policy:

- Clark University student checks may be cashed for a fee of 50 cents.
- Personal checks written on one's own account up to \$50.00 can be cashed for a fee of 50 cents.
- You must have a Clark University student picture ID to cash checks.
- We do not cash personal checks over \$50.00.
- Checks from your parent(s) or legal guardian(s) up to \$250.00 can be cashed for a fee of 50 cents.
- There is a \$25.00 fee for all returned checks.

Students are paid biweekly via direct deposit. This allows you to continue using a hometown bank or open an account at a Worcester-area bank and use the ATM available in the Higgins University Center. You may sign up for direct deposit in either Financial Aid or the Payroll Office.

Clark ALERTS

Clark ALERTS, Clark University's emergency notification system, uses a variety of methods to contact students, faculty, and staff, including:

- Text messages (SMS) to mobile devices
- Voice calls to mobile phones and off-campus phone numbers
- Emails to Clark and non-Clark addresses

During an urgent emergency situation, the Clark ALERTS system will send you a message with information and/or instructions concerning the emergency situation.

Your contact information is maintained in the ClarkYOU portal. Look for the Clark ALERTS Updater channel (this may be located in the Resources tab), which will display your current contact information. To make changes or additions, click the "Update" button, add or edit the appropriate contact information and click the "Update" button again. You should then see a "Successfully Updated" message in red at the top of the screen.

For more information on Clark Alerts, please visit clarku.edu/alerts.

Clark OneCard

22 Downing St., second floor

x7109

Please visit clarku.edu/OneCard for office hours.

The most up-to-date list of CashCard vendors can be found at clarku.edu/cashcard

The OneCard, issued to all new students during orientation, is your official University ID. It looks like an ordinary University ID, but it's much more than that. The magnetic strip on the back of your Clark OneCard acts as an entrance key to a number of areas on campus, including residential and academic buildings, the Kneller Athletic Center, and the Goddard Library. The Clark OneCard is also used for meal plans, print allowance and the CashCard program. The CashCard works like cash and you can use it at both on- and off-campus venues. On-campus venues include all Clark dining locations, select vending machines, the Clark Copy Center and the Bookstore. Off-Campus venues may be viewed in the back of this book or at the link above.

The Clark OneCard/CashCard provides:

Convenience – Simply deposit money in your account and it will be activated. To make purchases, just present your Clark OneCard.

Flexibility – It allows you to purchase an extra meal, treat a guest or make an unplanned purchase without the need for cash.

Security – Your account is accessed through your OneCard, reducing the possibility of misuse. You have the purchasing power of cash without the risk.

Budgeting – Your account can help you budget your money. You can check your account balance at any time by visiting the Clark OneCard channel inside the ClarkYou portal.

Accountability – You can obtain a history of all activity including the date, time, and location of transaction.

Deposits are made through the Cashier's Office. This can be done in person at 20 Downing St., 2nd floor, by mail, or by telephone at 508-793-7422. Deposits can also be made online through CUWeb. Cash withdrawals are not permitted. Funds left on the CashCard account upon completion of studies will be credited for a refund. The account may be closed by drawing down the account to zero or upon receipt of documentation that the student is leaving the college through an official process, graduation, or withdrawal.

Treat your card like you would cash. The cardholder should report a lost or stolen card immediately to University Police. There is a \$15 fee to replace a lost card.

For more information, visit clarku.edu/onecard.

College of Professional and Continuing Education (COPACE)

Jonas Clark Hall, Room 111

x7217

The College of Professional and Continuing Education (COPACE) offers undergraduate and graduate degree programs for adult students. Clark undergraduates may register for COPACE courses that have been approved by the Dean of COPACE and the Dean of the College. Registration for COPACE courses is on a space-available basis, and seats for undergraduates are limited. Undergraduates, with the exception of all first-year students and first-semester transfers, may register for one COPACE course per semester for a total of four semesters. Permission from the College Board is required for undergraduates who wish to take more than one COPACE course per semester. COPACE administers the Clark University

summer school; both adult students and undergraduates may register for summer courses. COPACE also participates in the “fifth year free” program through its Master of Public Administration and Master of Science in Professional Communication degree programs.

Counseling Services

501 Park Ave., first floor

x7678

Services

The Counseling Services office is staffed by full-time licensed mental health professionals and clinical interns and provides a range of services, including individual or couples therapy for undergraduate students, consultations and training for faculty and staff, and referral information. The focus of Counseling Services is to assist students with the myriad of issues impacting quality of life, including mental health issues, self-discovery, personal growth, and self-empowerment. Counseling Services is open Monday through Friday from 9 a.m. until 5 p.m. Appointments can be made by calling 508-793-7678.

Confidentiality and Safety

The service is confidential for students and information is not shared without permission, except in cases where an individual’s safety is at risk. If it has been clinically determined that a student is at risk to her/himself or others, the student may be assessed at Emergency Mental Health at UMass Memorial Medical Center (Lake Ave. campus). The University has a protocol following any mental health hospital evaluation or hospitalization, including a re-entry interview by an on-campus clinician; this must take place within 24 business hours of release from the hospital. A student is not allowed back on campus until the interview has been conducted, or unless otherwise stated by the Dean of Students.

Center for Community Engagement and Volunteering (CEV)

Dana Commons

x3785

Drop-in hours: 2 – 4 p.m., other times by appointment

clarku.edu/community

The Community Engagement and Volunteering (CEV) Center provides a centralized location on campus where students and faculty can get assistance in finding community placements and partnerships. Community engagement plays an integral part of a student’s years at Clark, and there are many local opportunities for students who want to make a difference. Almost half of the Clark student population gets involved in the Worcester community each year through community service projects, internships, community service work-study, or community-based learning or research courses.

The CEV Center provides resources for students interested in serving in the community and educates the Clark community about important social issues. The CEV Center hosts a Community Engagement & Internship Fair each fall with Career Services to assist students in finding local opportunities.

Additionally, the CEV Center maintains a searchable database of agencies and their volunteer needs, and offers walk-in hours to students looking for placements. The CEV Center also works with faculty teaching community-based learning or research courses and co-organizes one-day service projects, such as the annual “Just Do It Day” held each spring.

Community Partnerships

Clark University partners with approximately 40 local organizations and has a number of on-campus student organizations that provide service to the community. The organizations include Abby’s House, the Boys and Girls Club, the Main South Community Development Corporation (CDC), Elder Services of Worcester, Greater Worcester Habitat for Humanity, UMass Memorial Medical Center, the Worcester County Food Bank, and the Worcester Public Schools. The Main South CDC is one of Clark’s primary partners. Clark students tutor/mentor neighborhood children in the after-school programs, perform grant research for economic development programs, and provide neighborhood outreach. Several times per year Clark students participate in neighborhood clean-ups sponsored by the CDC.

Institutional Support for Community Engagement

Each year Clark University offers 20 admitted students four-year “Making a Difference” scholarships in recognition of their outstanding commitment to community service. The students also receive \$2,500 stipends to support projects they may undertake in the Worcester community during the summer following their sophomore or junior year. The recipients of these competitive awards embody qualities most valued in Clark students. Once on campus, they continue to enrich the Clark community through their leadership in community projects.

The annual John W. Lund Community Achievement Award recognizes, rewards, and inspires the use of the talents and skills of the Clark University community for the benefit of the greater Worcester community.

Clark's commitment to community service extends beyond campus and Worcester. Each year, Clark students are awarded fellowships and grants that allow them to apply their classroom and research experience to the greater global community.

Dean of Students Office

18 Downing St., first floor

x7423

Recognizing that education is a process that occurs outside the classroom as well as inside, the Dean of Students staff is concerned with your well-being as a person living and learning in a community of scholars. As a result, you should feel free to consult with staff members in this office about any aspect of life at Clark—personal or academic. In particular, the Dean of Students Office is responsible for coordinating services related to housing, residential life, intercultural student services, international student services, ALANA student services, new student orientation, health services, student leadership and programming, personal counseling, wellness, and judicial affairs. Dean of Students staff members work closely with other administrators, faculty, student organizations, and the undergraduate Student Council to improve student life at Clark. In addition, the Dean of Students office takes the primary role in assisting students who are in academic difficulty.

Don't be a stranger to the Dean of Students Office. The deans want to get to know you and will offer you assistance in finding the answers to your questions. This is the place to visit if you want to discuss any and all issues pertaining to your life at Clark. It is the place to get information on leadership opportunities, emergency loans, student records, leaves of absence, withdrawals, or matters concerning your University status. If you're not sure where to go, this is often a good place to start.

Academic status

Students' progress toward their degree completion is evaluated each semester. Students who fail to meet the minimal requirements for academic good standing are placed on Academic Probation. These students are assigned a probation adviser who will assess the sources of academic difficulties and will meet on a regular basis with each student to provide appropriate support.

The DePaul Emergency Loan Fund

Currently enrolled undergraduate students who need a short-term loan may obtain one from the Dean of Students Office from September 1 through April 1. Loans are limited to \$50 and must be paid back in cash within two weeks. If you need a bit of cash to tide you over until payday, come by the Dean of Students Office.

Legal Assistance Program

The Dean of Students Office has names of local attorneys who are available (at a cost) to Clark students. If you need this assistance, please come see us.

Mediation Program

Mediation enables two or more individuals to engage in a systematic process of communication and problem-solving with the assistance of a neutral third party. Trained, certified Clark mediators are available upon request to assist students, staff, and faculty reach their own agreement that successfully resolves a conflict. Mediation can be recommended as an alternative to many potential judicial issues. For more information, please contact the Dean of Students Office.

Dining Services

University Center

x7507

Clark University takes pride in offering its students a number of excellent dining options. Located in the Higgins University Center and the Academic Commons are food service options that are open every day from early morning until late at night. We offer a number of meal plans sure to satisfy a variety of dietary preferences as well as personal tastes and individual schedules. Whatever your choice, you can expect quality food and service at a great value. Clark Dining Services is able to accommodate most allergies and restrictions. Students should contact the Dining Services General Manager at x7158 to set up a meeting to discuss their dietary concerns. All first- and second-year students living on-campus are required to carry a meal plan. Exceptions will only be made for documented medical reasons that cannot be accommodated by Dining Services. The Business Manager in the Business Services Office

reviews petitions for exceptions from the meal plan. Upperclass students are not required to purchase a meal plan but are strongly encouraged to do so if their housing does not have a full kitchen. Students in apartments may find the 5 Meal Plan or 100 Block most beneficial, where they can join friends for meals during their class times while maintaining a residence off-campus. Students may change their meal plan choice to another plan within the first two weeks of each semester.

A complete list of meal plan options, as well as additional information, is available on the Clark Dining Services website, clarkdining.com. Student Account Counselors are available to assist you with any meal plan changes or to answer any meal plan questions you may have. During the academic year, when classes are in session, the main dining hall is open weekdays from 7 a.m. to 8 p.m. Weekend hours are from 10:30 a.m. to 8 p.m. Other food venues, including the Bistro, Bistro Late Night, or Jazzman's at the Chaifetz Café, are open at various times on campus for students looking for a quick bite to eat. Please refer to and bookmark the Clark Dining website as the place for information regarding daily menus, hours of operation, nutritional information and assistance as well as special events. When classes are in session, the Bistro offers daily Take 3 "meal swap" specials for one meal opportunity (maximum of one meal swap is available during each meal period and is good for the meal plan participant only). The Bistro and Jazzman's also accept Clark Dining Dollars, cash or the Clark CashCard, and all major debit or credit cards.

All the latest schedules, hours of operation and events are posted in the University Center and at clarkdining.com.

Financial Assistance

18 Downing St., third floor

x7478

In addition to awarding nearly \$30 million in direct financial aid (Clark scholarships, federal student loans, work-study and grants and state scholarships), the Office of Financial Assistance offers alternative methods of financing the expenses of attending Clark University. The office can provide information and counseling on a wide variety of financing options available to both parents and students. Students returning to Clark will be mailed renewal materials (renewal FAFSA, Clark application for financial aid) over the winter break. The renewal application materials are due April 19, 2013.

In addition, the Office of Financial Assistance serves as the coordinating office for all undergraduate student employment, both on- and off-campus. The office provides information on federal work-study positions, on-campus employment, and lists a wide variety of jobs available in the Worcester area, including positions available for the summer.

The Office of Financial Assistance serves all Clark students and their families. Realizing that preferences and needs for financial resources are as individual as each student and family, the office seeks ways to help all families cover their educational costs. Anyone encountering difficulty meeting his or her financial obligations is strongly encouraged to make an appointment with a financial aid counselor.

Health Services

501 Park Ave.

Hours: 9 a.m. – 5 p.m., Monday through Friday, except during University vacations

x7467

Clark University Health Services is a primary care, outpatient clinic that provides on-campus health care to full-time undergraduate college students. Graduate students may use Health Services on a fee-for-service basis. To make an appointment, call x7467.

Clark Health Services is staffed by physicians, nurse practitioners, nurses and secretarial staff.

If an illness occurs when Health Services is closed, access to medical care is available through Hahnemann Family Health Center. You should follow the steps below for after-hours care.

1. Call the Hahnemann Family Health Center's answering service at 508-334-8830 and identify yourself as a Clark University student.
2. Leave your name and telephone number with the answering service. A physician will return your call within one hour.
3. When the physician calls, describe your problem. If the physician decides you need to be seen, you will be referred to the Emergency Room at UMass Memorial Medical Center, Memorial Campus, 119 Belmont Street, Worcester.
4. If you go to the Emergency Room, identify yourself as a Clark University student and give the name of the physician you spoke with at the Hahnemann Family Health Center.

For more information regarding Health Services visit clarku.edu/health.

Human Resources and Affirmative Action

20 Downing St., Third Floor

x7294

The Human Resources/Affirmative Action Office is responsible for non-student employment processes and University-wide issues of affirmative action, including harassment and discrimination.

It is the policy of Clark University that all our students, faculty, and staff should enjoy an environment free of discrimination and harassment and shall have equal opportunity in the education, employment, and services of the University. This policy refers to, but is not limited to, harassment and/or discrimination in the following areas: age, race, color, national origin, religion, sex, sexual orientation, marital status, disability, and veteran status. Students who have concerns regarding harassment or discrimination involving a faculty or staff member are urged to bring this to the attention of the Director of HR/AA, who also serves as the University Affirmative Action Officer/Grievance Counselor. Students may elect to have issues involving student-to-student concerns addressed by members of the Dean of Students staff who will consult with the Director of HR/AA as appropriate.

Copies of the University's Harassment and Discrimination Prevention Policies and Principles as well as guidelines for filing a report or complaint may be obtained at the Office of Human Resources/Affirmative Action or at clarku.edu/hr. If you feel you have been harassed or discriminated against, seek assistance from the Director of HR/AA or a member of the Dean of Students Office.

Information Technology Services

Help Desk

x7745

Academic Commons

Hours during the academic session:

Monday - Thursday: 8 a.m. - midnight

Friday: 8 a.m. - 5 p.m.

Saturday: Noon - 5 p.m.

Sunday: Noon - midnight

Hours during semester breaks and summer will be posted at clarku.edu/helpdesk.

Information Technology Services (ITS) provides the technology resources and services necessary to improve, enhance or extend the educational and business goals of the University. The following represents a sampling of the ITS services available to Clark students:

- Computer accounts for accessing Clark University computing resources like email, University computers and network, and centrally managed network file storage;
- Access to ClarkYOU, a gateway to content, communications and Web services for the Clark community (you.clarku.edu), which provides access to a host of services via a single log-in, including email, personal calendar, financial information, registration, as well as posts about campus news and events;
- Access to Clark's course management system (CICADA/Moodle), where faculty may put course syllabi, announcements, homework assignments, course documents and course-related discussion boards online;
- Clark's wired and wireless network (Clark Wifi) — wireless connectivity is available across campus in most public spaces, classrooms, residence halls and campus-owned houses;
- General purpose and specialized (digital media) computing labs;
- Discounted computer hardware and free/reduced-cost software; and
- Phone, walk-in, and on-campus "house call" technical support for common computer issues with additional online training opportunities.

To learn more about these resources and services, please visit the ITS website at clarku.edu/its, or stop by the ITS Help Desk in the Academic Commons at the Goddard Library.

Intercultural Affairs Office

142 Woodland St., second floor

x7362

intercultural@clarku.edu

clarku.edu/interculturalaffairs

The Office of Intercultural Affairs (OIA) is dedicated to building awareness, providing support, developing community, and celebrating all aspects of diversity at Clark University through educational and cocurricular intercultural programs.

The OIA staff also advises approximately 700 international students, faculty members, scholars and their dependents — from more than 95 countries — on matters relating to immigration, as well as academic, social, financial and personal concerns related to daily life in the United States.

Libraries

Goddard Library

Circulation	x7461
Interlibrary loan	x7163
Reference	x7579
Technical Services	x7582
University Librarian	x7384

The Robert Hutchings Goddard Library, named for the Clark physicist who invented the rocket technology that made space travel possible, is the academic heart of the University and an architectural landmark. Goddard is both a traditional and an electronic library with time-tested and brand new collections and services. The collections include more than 576,000 volumes, 276,000 monographs and subscriptions to 1,600 periodical titles. The library provides full Internet access and nearly 50 end-user subject-specific databases. As a member of the Colleges of Worcester Consortium, Clark offers students the use of eight academic Consortium libraries and a combined local collection of more than 3.5 million volumes.

Goddard Library also offers a viewing area for videocassettes; a listening area for compact discs, records, and tapes; a language lab; microcomputers; and terminals linked to the campus computing network. Through the University Computing Center, the library's menu of electronic information sources, including the public online catalog, is available 24 hours a day.

The Carlson Science Library, a branch of the Goddard Library, serves the disciplines of biology, chemistry and physics. Located on the top floor of the Sackler Sciences Center, it houses selected science journals and a research collection of recent monographs. Full Internet access is provided, as are subject-specific databases.

Academic Commons

Extensive renovations of the Robert H. Goddard Library in 2008 created a cutting-edge facility offering centralized academic and research support services for the entire campus community. The Academic Commons project included redesign of existing space and the addition of 11,000 square feet, achieved by enclosing the plaza level. Included in the new plaza-level expansion are the University's main computer lab and late-night study rooms, the Mosakowski Institute for Public Enterprise, and Jazzman's Café.

Map Library

Located on the lower level of the Geography Building, the Map Library houses more than 200,000 maps as well as books and periodicals for geographical research.

Jeanne X. Kasperson Research Library

18 Claremont St.

751-4630

Email: jxkaspersonlib@clarku.edu

The Jeanne X. Kasperson Research Library offers one of the most extensive research collections in North America on environmental risk and hazards, and human dimensions of global environmental change. In addition, we have holdings on the subjects of international development, technology, water and energy policy.

We have prepared more than 125 "data boxes" for several subjects, containing copies of (or references to) relevant journal articles, chapters of books, technical reports, court cases, regulations and standards, bibliographies and news clippings. Some of the subjects include: AIDS, biotechnology, climate change, fisheries, GATT/TWO and other trade agreements, medical/health issues, nuclear power, pollution/waste management, radioactive waste, sustainable development, risk, vulnerability and water resources.

It is not a lending library, but patrons are allowed to keep identified materials aside for the duration of their research. The library staff is also happy to help you find relevant materials for your research papers, theses or dissertations.

Computers with internet access and wireless connectivity are available for library searches. visit us at clarku.edu/marsh for more information.

University Archives

x7206

Goddard Library, first floor

The University Archives is the repository for Clark's official records, publications, and other materials documenting the history and development of the University community. Manuscript collections reflecting the life and work of former faculty members such as Robert Goddard and President G. Stanley Hall, among others, are also part of the collection. Examples of materials available at the archives are photographs, faculty publications, copies of student publications, records of some student organizations and memorabilia.

The resources of the archives are useful to undergraduates in the preparation of student publications, club activities or research papers on Clark's history, or for which Clark serves as an example of some larger phenomenon. Some records materials—such as student records—are necessarily restricted to preserve confidentiality, but most of the collection is readily available.

Staff will instruct students in the use of original materials and describe Clark's archival resources in detail.

Mail Services and Receiving

Higgins University Center, second floor

x7304

The University Center is where your mailbox is located. The mailroom staff distributes all incoming mail from the U.S. Post Office and on campus and delivers mail to all campus departments twice daily. As an undergraduate student, your correspondence must include your box number. Mail that is missing a box number may be delayed up to three days. If you live in Clark-owned housing, you must still use your box number as the Post Office will not deliver to residence halls or houses.

Any Clark department, student, or organization recognized by Student Council that wants mail placed in student mailboxes must follow these guidelines:

All mail must be:

- identified clearly with sender's name
- in envelopes or on 8 1/2" x 11" paper folded into thirds and stapled or taped closed
- legibly labeled with student name and correct box number and arranged in box order number.

A user may choose to pay for "stuffing" services. It takes four hours of student-worker time to accomplish a complete stuffing. The charge for a complete stuffing is \$25; the charge for a class stuffing is \$7. Please present the completed requisition to the mailroom staff member at the time of your delivery of mail to be stuffed.

The mailing must be given to the manager in advance of the needed date of delivery, according to the following schedule:

- 1 working day notice for stuffing of 2-50 pieces;
- 2 working days notice for stuffing of 51-500 pieces;
- 3 working days notice for stuffing of 501 or more pieces.

Note: The only exceptions to these timelines will be those made to accommodate emergencies or legal/sensitive situations as determined by the Dean of Students Office.

We cannot guarantee any stuffing that is not first-class mail. If a stuffing cannot fit in mailboxes, the department will be notified.

Only students, faculty, staff, and administration are allowed to use intercampus mail. Only authorized/approved personnel will be allowed by the manager to place mail into mailboxes.

Packages may be picked up at the mailroom window. You are notified through your mailbox that your package has arrived. Students may also send DHL or FedEx packages out through the mailroom. No student checks are accepted for sending packages.

Music Rehearsal Room

Estabrook Hall, lower level

This rehearsal room is available to Clark students for band/drum rehearsals. The rehearsal times are scheduled through the Events Services Manager, x7471. The space is reserved in three-hour blocks for a maximum of nine hours per week. Any student wishing to use the space must sign a copy of the policy and procedure for the use of the room.

Physical Plant

24 Charlotte St.

x7566

The Physical Plant Department ensures a safe and healthy environment in which students study and live. The custodians, maintenance people and groundskeepers maintain work spaces, clean houses and mow lawns. The office is located in the Gates House on the corner of Charlotte and Clifton Streets, and the door is always open to students. Should you have any questions, please feel free to drop by.

Planning and Finance Office

Geography Building, Room 203

x7443

The Office of Planning and Finance is responsible for the departments of Physical Plant, Human Resources and Affirmative Action, Business Services, the University Controller, Dining Services, the Bookstore and Athletics, as well as printing and purchasing. The office is also responsible for investments, cash management, insurance, budgeting, and financial planning.

President's Office

Geography Building, Room 202

x7320

David Angel is the ninth President of Clark University. As the chief executive officer, the President is responsible for overall administration and general welfare of the University, working to achieve a dynamic fit among faculty, students, staff, programs, facilities, and resources. The President seeks to ensure that the various constituencies of the University together create an environment that is conducive to high-quality teaching, learning, and research. While ultimately responsible to the Board of Trustees and overseeing such general concerns as budget, academic programs, and University development, the President works closely with officers who are more directly responsible for these and other activities of the University. The President also publicly represents Clark to its many constituencies, including students, alumni, families, donors, friends, the Worcester community, and the larger academic community.

Registrar's Office

18 Downing St., second floor

x7426

The Registrar's Office is responsible for all academic records and certifications of degree completion. The office is also responsible for registration of Clark students in off-campus programs (including study abroad/away), cross-registration at Consortium colleges, the registration of all non-matriculating students (including COPACE, day undergraduate, and graduate) and the processing of all changes in registration. Transfer credit approved by the transfer evaluation committee is posted to a student's academic record by the Registrar's Office (a grade of C or better is required).

Other student services performed by this office include the processing of transcripts and certifications of enrollment status that many students need for scholarships, loan deferments, reductions in auto or health insurance fees, special rates for European travel, etc.

This office, together with department chairs, also handles the declaration of majors, minors and concentrations and reviews the records of all seniors who may be candidates for Commencement.

Residential Life and Housing

22 Downing St., first floor

x7453

The Residential Life and Housing office supports students with a variety of residential needs. The office supervises the residential staff who live in residence halls and houses—these are the people who offer personal and academic support, programs, and who work to provide a safe and enjoyable living atmosphere. Additionally, room assignments for on-campus housing, room changes and the spring housing lottery are coordinated through this office. For more information about residential living, please refer to the section entitled "Living on Campus."

Student Leadership and Programming

Higgins University Center, third floor

x7549

The Office of Student Leadership and Programming strives to infuse leadership growth and a positive cocurricular life into the fabric of the out-of-classroom experience for students. The office works closely with student clubs and organizations in the planning, implementation, and promotion of a vibrant, engaging and exciting calendar of events throughout the academic year. Office staff can assist you in providing information about upcoming events, Student Council, membership and involvement in Clark's 125 student organizations, Student Council bus route schedules, and leadership-development programs and retreats. Feel free to stop by and check out how you can get involved.

Student Accounts Office

20 Downing St., second floor

The Student Accounts Office helps you determine how much your Clark education will cost and answers any questions you may have regarding your bill, monthly payment plan, or finance options. Please contact Student Accounts as noted below; note that the list is broken down according to your last name:

A - Ge	Cindy Pendleton	508-793-7721	cpendleton@clarku.edu
Gf - No	Kate Chown	508-793-7483	kchown@clarku.edu
Np - Z	Cathy White	508-793-7491	cwhite@clarku.edu

Student Employment

(see Financial Assistance)

Study Abroad and Study Away Programs

Dana Commons, first floor

x7363

Fax: 508-421-3752

Email: studyabroad@clarku.edu

The staff at the Study Abroad and Study Away Programs Office is here to help you discover how studying abroad can complement and enhance your academic and personal growth experience at Clark. Currently there are more than 50 Clark-affiliated semester or yearlong opportunities to pursue academic and experiential learning abroad. This includes a unique undergraduate research program called EuroScholars, which allows students to participate in original research at one of 12 prestigious research universities throughout Europe; foreign language homestay opportunities; academic service learning programs; and academic internships. In addition, the office oversees Clark-affiliated domestic programs at American University's Washington Semester, and at The Washington Center for Internships.

It is important to begin learning about study abroad/away opportunities during your first year at Clark, as early planning and research is key to maximizing the benefits of your experience. You should attend a Study Abroad 101 information session as soon as you decide you want to study abroad. Requirements for application include that students be in good academic and social standing prior to departure, have a minimum GPA of 3.0 (some programs require a higher GPA), and have been in residence at Clark for at least one year prior to studying abroad/away for a semester or year. Before you arrange an interview with a Study Abroad/Study Away staff adviser you should have decided upon a major and have a faculty advisor within that major. This will allow you to successfully integrate your program abroad with your graduation requirements.

The Study Abroad and Study Away Programs staff will also help students wishing to participate in study abroad through other institutions on non-affiliated programs, both during the summer and during the academic year.

Please visit clarku.edu/studyabroad for additional information.

Sustainable Clark

Office of Sustainability

clarku.edu/sustainability

x7601

Sustainable Clark programs include energy efficiency, resource management, greenhouse gas emissions monitoring, environmental stewardship, the Green Room Audit, and a range of sustainability initiatives. Clark's bold Climate Action Plan targets climate neutrality by 2030. Clark's Eco-Reps assist the Office of Sustainability by providing awareness programming in residential halls and sponsoring sustainability events, while the Clark Sustainability Collaborative unites environmentally oriented student organizations and Sustainability Interns tackle specific projects. Your ideas and your energy will help build Sustainable Clark—feel free to contact us.

Recycling

Sustainable Clark recycles! A student Recycling Crew, in collaboration with Physical Plant custodial staff, has managed Clark's recycling program since 1992. The Recycling Crew picks up paper, cardboard, glass, metal and plastics #1-7 from campus buildings and processes it at the Recycling Center at 501 Park Avenue. We recycle about 30% of our waste, and we need your help to make it 50%! Please use recycling bins around campus for all paper, glass, metal and plastics #1-7. Put flattened cardboard next to the recycling bins. How to recycle dozens of things; Recycling Crew pick up schedule; FAQs and more at clarku.edu/recycling.

Telecommunications Office

24 Charlotte St., second floor
(Physical Plant second floor)

x7381

A telephone jack with local access is provided in each residence hall room. You must bring your own telephone. All long-distance calling must be done with either a prepaid calling card or your personal cell phone.

Clark University Thrift Store

945 Main St.
clarkthriftstore.webs.com

508-751-5946

The mission of the (wildly popular) Clark Community Thrift Store is to reduce Clark's volume of waste going to landfill, provide very affordable clothing and other items to the Clark and Main South communities, and to create a student-run sustainable business. We have gently used clothes, shoes, gear, school and dorm supplies, books, electronics, gifts, collectibles, games, crafts, furniture, original art and much more. Stop by Wednesday through Saturday from 12 to 4 p.m. and see what treasures await you! Bring donations during store hours and get a discount! Like us on Facebook at www.facebook.com/clarkthrift

Higgins University Center

The Higgins University Center opened in January 1991 and serves as a central gathering place where members of the Clark community come together, formally and informally, for intellectual enrichment, conversation, celebration, and recreation. The mission of the University Center is to provide a central location where creativity and ideas can be openly exchanged on a common ground. The University Center houses the main dining hall, the Bistro, the Grind, the Student Lounge, evening coffee and food options, the Craft Studio, student organization offices, the Asher student group workspace, meeting rooms, and the student mailboxes. Tilton Hall is a spacious multipurpose room with 35-foot bay windows, a roof patio, piano and fireplace.

Cooke Information Center

Higgins University Center, first floor

x7590

Student Leadership and Programming

Higgins University Center, third floor
(see page 17)

x7549

Events Planning

Higgins University Center, third floor

x7471

Events Planning assists in scheduling campuswide activities, coordinates use of the University Center, Atwood Hall and other campus facilities, and responds to requests from external organizations for conferences and meetings to be held at Clark University spaces. Facility reservations must be at least five business days in advance for basic needs and at least one month in advance for more complex requests. Examples of "additional services" may include food service, media services, Physical Plant, and University Police coverage. Requests can be made up to one year in advance.

Asher Student Organization Suite

Higgins University Center, third floor

The Asher Suite provides workspace for student groups to create posters, hold meetings, and store supplies. Two computers with publication and word processing software are available for all students to use. Several student clubs and organizations also have office space in the suite including Hillel, Choices, ISA, CCM, and SPOC.

Clark Dining Hall and the Bistro

Higgins University Center, first floor
(please refer to Dining Services, page 12)

Craft Studio

Higgins University Center, lower level

x7620

The Craft Studio provides a creative and recreational place for all members of the Clark community to work on their own projects, or to attend any of the offered craft classes, which includes knitting, candle making, stained glass, quilting, ceramics, calligraphy, and silkscreen. The studio also has pottery wheels, kilns, and glazing equipment.

The Grind**Higgins University Center, lower level**

The Grind is the venue for games and student entertainment. Pool tables, ping pong, and foosball are open for student use throughout the day and evening. The Grind hosts student performances, concerts, and comedians and frequently features late-night student entertainment.

Copy Center**Higgins University Center, lower level****Hours: Monday through Friday, from 8:30 a.m. to 5 p.m., year-round****x8853**

The Copy Center at Clark is managed and operated by AlphaGraphics, and provides all aspects of duplication services on-site. Printing and quick-copy services include black-and-white copying, laser color copying, large format printing, offset printing, binding, graphic design, desktop publishing, cutting, folding, stitching and binding. Fax services are also available.

The Copy Center at Clark accepts cash, the Clark CashCard, checks and most major credit cards. Students may use a check or charge card with proper identification.

University Marketing and Communications**138 Woodland St., second floor****x7441**

University Marketing and Communications is responsible for elevating Clark's standing and reputation as a global university of consequence—in undergraduate and graduate education, transformative research and community partnerships—with prospective students, alumni, educators, public and private leaders, media, employers and foundations. The office provides external news/publicity, promotional and marketing support, and produces all University publications, as well as managing the Clark website. The public affairs staff writes news releases and alerts local, regional and national media to newsworthy events and issues at Clark. The office produces many of the University's recruiting materials and publications.

University Police**Bullock Hall, lower level****x7575**

The University Police Department, staffed by highly trained law enforcement professionals, provides life and property protection to the Clark community 24 hours a day, 365 days a year. In addition to police services, the office handles dispatch, switchboard operation, student buildings and grounds patrol, safety escort services (x7777), computer access system control, parking and traffic programs, and emergency medical services.

Wellness Outreach**18 Downing Street, first floor****x7423**

This office educates the campus community on issues of health and wellness. In addition to working with individual students, the Wellness Outreach Coordinator (WOC) sponsors and supports a wide variety of on-campus programs on topics such as eating awareness, drug and alcohol use and stress management.

The Wellness Outreach Office is dedicated to helping students make responsible, healthy choices as they navigate their academic careers and social lives. Pamphlets and educational materials are available outside the office door.

Writing Center**Dana Commons****clarku.edu/writing****x7405**

The Clark University Writing Center holds approximately 750 conferences per semester with students writing for almost every discipline in the University. The center helps students start writing projects, get unstuck, organize thoughts, revise drafts, work with citations, avoid plagiarism, and improve the mechanics of their writing. The office will help you whether you're just brainstorming ideas, writing a first draft, or editing a final version. Consultants do not edit your papers for you; rather, they work with you on your writing, and as such, Writing Center appointments are interactive.

Undergraduates can bring writing for any class in any discipline, as well as cover letters, resumes, and personal statements. It's helpful if you bring your assignment and whatever writing you've already done with you to your conference.

Hour-long appointments are available from Monday to Thursday, from early morning to evening, and Fridays from early morning to late afternoon. Call the office or visit the website to schedule an appointment.

Student Organizations

Academic and Preprofessional

Clark Engineering Association
 Clark Historical Society
 Clark University Geography Association
 Economics Society
 Educational Studies Program
 Prelaw Society
 Psi Chi
 Undergraduate Psychology Committee

Arts and Performance

Chamber Ensembles
 Clark Bars
 Clark International Achords
 Clark Musical Theatre
 Clark Poetry Slam
 Clark University Players' Society
 Concert Choir
 Counterpoints
 Dance Society
 Hip Hop Collabo
 Jazz Workshop
 Peapod Squad
 Salsa Encendida
 Shenanigans
 Sinfonia
 Vagina Monologues
 Variant Dance Troupe

Community Engagement

All Kinds of Girls
 Best Buddies
 Brighter Level in Unifying Experience Exchange
 Clark ACE Connection
 Clark University Brothers and Sisters
 Clark University Chapter of Oxfam America
 Clark University High School Partnership
 Clark University Relay for Life
 Clarkies for Sustainable Development in Haiti
 Initial Advantage
 ONE Campus Challenge
 Peaceworks
 Public Health Outreach
 Social Entrepreneurship Club
 Student Global AIDS Campaign
 Students for Sensible Drug Policy
 United Nations Children's Fund
 Youth Outreach Worcester

Culture and Diversity

Asian Culture Society
 Black Student Union
 Caribbean African Student Association
 European Student Association
 International Students Association
 Latin American Student Association
 Millennium Leadership Committee
 Muslim Cultural Society
 OPEN (Gay Lesbian Bisexual Transgender Alliance)

South Asian Students Association
 Students for Akshaya Trust
 United for Change in Africa

Entertainment

Clark University Film Society
 Pub Entertainment Committee
 Speaker's Forum
 Student Activities Board

Global And Environmental

Clark Has Trees
 Clark Respecting Animal Welfare and Rights
 Clark Sustainability Initiative
 Clark University Seas for Change
 Cycles of Change
 Ecological Representatives
 Food Truth
 Heifer International
 Herban Gardeners
 The Local Root Food Coop
 Water Watch

Government and Politics

Amnesty International
 Clark University Model United Nations
 Clark University Mediation Club
 Clark University Student Action for Refugees
 Clark University Students for Palestinian Rights
 Clarkies Helping and Advocating for Israel
 Democrats of Clark University
 European Politics Society
 Feminists United Under Clark
 Invisible Children
 Republicans of Clark
 Clark Undergraduate Student Council
 Students Taking Action Now: Darfur
 Young Americans for Liberty

Publications and Media

Caesura Literary Magazine
 Chevere Magazine
 Clark Cable Network
 Pasticcio
 Radio of Clark University
 The Scarlet
 Stir Magazine

Recreation and Club Sports

Ballroom Dance Team and Club
 Capoeira Club (Martial Arts)
 Clark University Aquatic Club
 Clark University Quidditch
 Clark University Ski & Snowboard Association
 Clark University Unified Sports
 Club Soccer
 Equestrian Club
 Ice Hockey Club
 Karate and Judo Club
 Kickboxing

Outing Club
 Ping Pong Club
 Strength and Toning
 Table Tennis Club
 Tae Kwon Do
 Track & Field
 Ultimate Team
 Volleyball Club
 Women's Lacrosse Club

Religious and Spiritual

Christian Campus Ministry
 Hillel
 Inter-Faith Action
 Newman Association
 Unitarian Universalist Fellowship
 Worcester Collegiate Christian Network

Residential Life and Housing

Residence Hall Association (RHA)

Special Interest

Bocce Ball

Book Club
 Chess Club
 Clark Free Thought Society
 Clark University J-Street
 Major Event Committee
 Multi-Cultural Product Marketing Club
 Philosophy Club
 Pool Club
 Science-Fiction People of Clark (SPOC)
 Spree Day
 Stitch
 Student Alliance of Vegan & Vegetarian Youth
 The Whovian Society

Student Support and Services

Active Minds
 Choices
 EMS
 Student Alumni Relations Committee
 Students Advocating Safe Choices
 Topics
 Vox: Voices for Planned Parenthood

University Committees

All of the listed committees include faculty, student and administrative members. If you are interested in serving on a committee, contact Student Council (x7452) or the Dean of Students Office (x7423).

Athletic Board – Assists the Director of Athletics, facilitates athletic conferences, reviews athletic policies, and advises on facility use.

College Board – Reviews petitions for exceptions to academic regulations, interprets faculty legislation concerning academic issues, establishes grading options, establishes and reviews standards for completion of degree, and investigates allegations of plagiarism.

Committee on Neighborhood Development and Community Relations – Works with members of the Main South community to develop strong relationships within the University Park area.

Convocation and Academic Orientation Committee – Reviews the academic component of new student orientation, as well as the convocation traditions of the fall and spring.

Faculty Committee on Admissions and Financial Aid – Works with the staff from the Offices of Admissions and Financial Assistance to discuss policies and practices connected to these two offices.

Goddard Library Advisory Board – Works with the Director of Library Services to review library policies and procedures to enhance services at Clark.

Housing Lottery Committee – Meets in the fall to develop the spring housing selection process and to discuss issues related to residential life.

Provost's Advisory Group on Diversity, Interculturalism, and Student Success – Identifies key priorities in these areas; provides a forum for input on action steps to be taken and associated benchmarks of success; and achieves effective communication within the campus community on initiative and results.

Undergraduate Academic Board – A faculty committee of shared authority whose membership includes six faculty representing science, social sciences, and humanities and two undergraduate students; according to the Faculty Handbook (April 2010), the UAB is responsible for general supervision of “the educational policies of the College.” It makes recommendations to the faculty concerning such policies, and approves major programs and new courses of study offered to undergraduates. Together with the Graduate Board, UAB reviews and approves University-wide procedures for the external review of academic departments and programs. It also advises the President on appointments of Deans of the College.

University Judicial Board – Hears complaints against students related to violations of the Code of Student Conduct.

University Procedures

Student Rights and Responsibilities.....	24
All Campus Mailing Policy	42
Animals/Service Animals.....	30
Campus Chalking Policy	42
Campus Events	39
Clark University Posting Policies.....	42
Code of Student Conduct	24
Computing Resources Policy	43
Emergency Protocol: Alcohol Abuse	41
Forming an Organization	43
Fraternity/Sorority Policy	43
Fundraising Guidelines for Student Groups	44
Higgins University Center Posting Policy	42
Information Distribution.....	49
Jury Duty in Massachusetts.....	50
Missing Student Notification Policy.....	44
Nonsmoking Regulation	45
Parking Policy.....	45
Pet Policy.....	46
Policy on Skateboarding and Trick Bicycling	46
Policy on the Use of Photography and Videography of Students	46
Policy on the Use of the University's Name	46
Residential Community Standards and Policies	30
Sponsored Trips Policy	47
Student Access to Records.....	47
Tabling Policy.....	48
Title IX.....	49
University Judicial Procedures	33
Vending Policy.....	49
Voter Registration.....	50

Student Rights
and Responsibilities,
Residential Community
Standards and Policies,
University Judicial Procedures,
and Campus Policies

Student Rights And Responsibilities And University Judicial Procedures

Clark University, as a private liberal arts university, seeks to provide students with the opportunity for intellectual and personal development in a community setting. In order to achieve this goal, which includes respect for others' cultures and perspectives, the student must have a shared sense of responsibility for the safety, health, and well-being of all community members.

The document that follows applies to all Clark University undergraduate students, with the exception of COPACE students. Other members of the community have similar documents outlining their responsibilities. Students who have a concern about a possible violation of their rights should see the Dean of Students; faculty should bring concerns of this nature to the Provost, while administration and staff should address their concerns to Human Resources. The goals of the following sections are to: 1) communicate students' basic set of rights; 2) outline students' responsibilities to maintain those rights in a Code of Student Conduct; and 3) describe the judicial process when a provision is violated.

Student Rights

Clark believes that students possess certain rights along with their responsibilities. These rights value both the individual and the community, and attempt to provide for student support and protection. At the same time, in order for students to exercise these rights, they must act responsibly, in accord with University policies and procedures, including the Code of Student Conduct, and with local, state, and federal law.

Rights

- Clark University students have the right to an environment in which the University takes reasonable measures to offer students protection from foreseeable danger; and a University which provides reasonable access to, and support of, faculty and staff.
- Clark University students have the right to an environment conducive to the pursuit of academic requirements and interests.
- Clark University students have the right to not be unlawfully discriminated against by any agent, organization or member of the Clark University community for reasons of age, color, national origin, gender, disability, race, religion, or sexual orientation.
- Clark University students have the right to express their ideas, thoughts and opinions, both individually and in manners of forum or protest, without fear of censure or retribution from members of the Clark University community.
- Clark University students have the right to a reasonable expectation of privacy in their academic, cocurricular and personal lives.
- Clark University students have the right to access and control access to their educational records as provided in the federal Family Educational Rights and Privacy Act of 1974, also known as FERPA.
- Clark University students have the right to a fair process to address all alleged violations of the University's policies and procedures. The University's judicial process follows procedures of "fair practice" as defined in the Code of Student Conduct.
- Clark University students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and procedures of the University.

Code of Student Conduct

All Clark University students are expected to behave in ways that demonstrate their care, respect, and responsibility for the personal dignity, rights, and freedoms of all members of the community. They should also respect university property and the property of others. Adherence to the provisions of the Code, along with other university policies and laws outside the University, will ensure an environment of academic and personal growth for all members of the university.

Harassment

Harassment includes conduct that has the intent or effect of unreasonably interfering with a person's life in the Clark community. Examples of harassment may include, but are not limited to intimidation, threats, stalking, slurs, derogatory graffiti, internet posting or any conduct which endangers the health, safety or well-being of an individual or group.

Hate Incidents

It is the policy of Clark University that all our students, faculty and staff should enjoy an environment free of discrimination and harassment, and shall have equal opportunity in the education, employment, and services of the University. This policy refers to, but is not limited to, harassment and/or discrimination in the following areas: age as defined by law, race, color, national origin, religion, sex, sexual orientation, disability and veteran status.

Hate incidents include an act or attempted act by any person against another person, group, or property that has the intent of hostility towards the victim. Hate incidents may be based on a person's race, sex, gender, gender expression, sexual orientation, national origin, age, disability, ethnicity or social/political affiliation. Examples of hate incidents may include, but are not limited to the following: threats, physical assaults, or vandalism, including destruction of religious symbols.

Hate incidents as defined above are not tolerated or accepted within the Clark University community. Please note that not every act that might be offensive to an individual or a group necessarily will be considered a hate incident and/or a violation of the Code of Student Conduct.

Reporting a Hate Incident

If you feel that you are a victim of or have witnessed a hate incident you are encouraged to report it to one of the following University offices:

Dean of Students Office, 18 Downing St., first floor, 508-793-7423

Office of Intercultural Affairs, 142 Woodland St., second floor, 508-793-7362

Office of Residential Life and Housing, 22 Downing St., first floor, 508-793-7453

University Police, Bullock Hall, lower level, 508-793-7575

In incidents where the offending person(s) are identifiable or suspected, the incident will be reported to University Police and the Dean of Students Office. University Police and/or the Dean of Students Office will investigate the allegation/incident. Criminal and/or internal judicial charges may result.

In incidents where the offending person(s) are unidentifiable or unknown, the incident will be reported to the University Police and the Dean of Students Office. An investigation will be conducted. If the offending parties remain unknown, the Dean of Students Office may inform the community of the incident and include in this announcement an opportunity to address the incident as a community.

Sexual Harassment

Sexual harassment consists of any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. This includes, but is not limited to: submission to, or rejection of, such conduct that is made either implicitly or explicitly a term or condition of employment or participation in an education program; submission to, or rejection of, such conduct that is used as the basis for employment or academic decisions affecting a student; such conduct that has the purpose or effect of interfering with a student's work or academic performance; or such conduct that creates a hostile or intimidating work or academic environment.

Stalking

Stalking is defined as any pattern of conduct that has the purpose or effect of producing fear and/or creating an intimidating, hostile or offensive environment. A "pattern of conduct" is defined as two or more times and constitutes a repeated attempt to initiate unwanted, inappropriate and/or threatening interactions against a particular person or group. Examples of stalking behavior include, but are not limited to: unwelcome communication that can be face-to-face, phone, text, email, voice messages, written messages, gifts, etc.; pursuing and/or following another person or group; surveillance; trespassing; gaining unauthorized access to personal, medical, financial or any other identifying piece of information without explicit permission; accessing email, phone or other forms of personal communication in order to follow or monitor another's activity.

Cyberstalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the Internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the stalking policy.

Students who feel that they are being stalked are encouraged to seek assistance by contacting one of the various support services on campus and/or filing a judicial complaint. Students may do this by contacting the Dean of Students Office or University Police.

Relationship Abuse

Relationship abuse is a pattern of coercive behaviors that serves to exercise control and power in an intimate relationship. The coercive and abusive behaviors can be physical, sexual, psychological, verbal and/or emotional. Relationship abuse can occur between current or former intimate partners who have dated, lived together, currently reside together on or off campus, or who otherwise connected through a past or existing relationship. It can occur in opposite-sex and same-sex relationships. Relationship abuse is sometimes referred to as intimate partner violence, domestic violence or dating violence.

Examples of relationship abuse include, but are not limited to: attempting to cause or causing bodily injury by hitting, slapping, punching, hair-pulling, kicking, sexual assault and/or other forms of unwanted physical contact that cause harm; knowingly restricting the movements of another person; isolating or confining a person for a period of time; controlling or monitoring behavior; being verbally and/or emotionally abusive; and exhibiting extreme possessiveness or jealousy.

Any student who feels he or she is in an abusive relationship is encouraged to contact one of the various support services on campus, and/or file a judicial complaint with the Dean of Students Office or University Police.

Hazing

Hazing is any conduct or method of initiation into any student organization, whether on public or private property, which endangers the physical or mental health of any student or participant. Such conduct include whipping; beating; branding; forced calisthenics; exposure to weather; forced consumption of food, liquor, beverage, drug or other substance; or any other treatment or forced activity that humiliates, abuses, degrades or endangers the health and safety of any of the involved participants regardless of their willingness to participate. Massachusetts General Laws (MGL), chapter 269, section 18 also states that anyone with knowledge that a hazing incident has occurred is obligated to report that incident. Clark University complies with the MGL and NCAA regulations prohibiting hazing. Copies of the Massachusetts law and/or NCAA regulations on hazing are available in the Department of Athletics, Dean of Students Office, and the Office of Student Leadership and Programming.

Physical Assault/Battery

Physical assault or battery is any unwanted physical contact, or threat of contact, with harmful intent or result, by a Clark student against another individual. Physical assault/battery includes, but is not limited to: attempting or committing an act that causes fear of injury; assault with a deadly weapon or with intent to murder, rape or rob; physical harm against another person; insulting or provoking physical contact; threatening to commit a crime of violence or to damage property; and/or threatening another person with physical harm, verbally or physically.

Sexual Assault, Sexual Misconduct, and Sexual Exploitation

The full sexual assault, sexual misconduct, and sexual exploitation policy can be found at clarku.edu/deanofstudents. There you will find information about consent, further clarifying information, and statements of confidentiality and rights.

Sexual violence in any form—including rape/sexual assault, sexual misconduct, and sexual exploitation—is one of the most serious violations of respect for others and will not be tolerated within our community. Some forms of sexual violence, often referred to as sexual assault or rape, are punishable by both civil and criminal legal action.

Emergency support services are available on a 24-hour basis by calling University Police at ext. 7575. Further information about support is available at clarku.edu/deanofstudents and clarku.edu/cave. Each of these sites includes the “Survivor Guide,” a document that contains helpful information in the event that you or someone you know has been a victim of sexual assault. On-campus counseling is available through the Clark Anti-Violence Education (CAVE) office and Counseling Services. Any student who reports a sexual assault, sexual misconduct or sexual exploitation incident is entitled to a change in residence (if living on campus) and/or an adjustment of academic class schedule (if situation allows).

Sexual Assault

Sexual Assault is any sexual penetration (anal, oral or vaginal), however slight, with any object, or sexual intercourse by a person upon another person without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth-to-genital or genital-to-mouth contact.

Effective consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. Silence, in and of itself, cannot be interpreted as consent. Consent must be present throughout the sexual activity by all parties involved. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Consent may never be obtained through the use of force, coercion or intimidation, or if the victim is mentally or physically disabled or incapacitated, including through the use of drugs or alcohol.

Consent cannot be assumed because of the existence of a dating relationship between the persons involved or due to the existence of a previous sexual relationship between the persons. The perpetrator or victim's use of alcohol or other drugs does not diminish the perpetrator's responsibility.

Sexual Misconduct

Sexual misconduct is any intentional sexual touching, however slight, with any object by one person upon another person upon a man or woman without effective consent (see "Sexual Assault" for a definition of effective consent). Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another, or any other bodily contact in a sexual manner. Any disrobing of another or exposure to another by a man or woman without effective consent is considered a violation of this policy.

Sexual Exploitation

Sexual exploitation occurs when a student takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault, sexual misconduct, or sexual harassment. Examples of sexual exploitation include, but are not limited to: making public sexual activity with another student without that other student's consent; prostituting another student; nonconsensual video or audio recording of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); voyeurism; and/or knowingly transmitting HIV or an STI to another student.

Alcohol

Students under the legal drinking age of 21 may not consume alcohol on Clark property and/or at Clark-sponsored events. In addition, students under the legal drinking age may not possess alcohol or alcohol containers. Underage students who are in the presence of alcohol may be held accountable for possession and/or consumption depending on the nature and circumstance of the incident.

Students age 21 and older are allowed to possess and consume alcohol, as per Massachusetts General Laws (MGL), and are asked to do so in a responsible manner that takes into account the effects their behavior may have on others. It is a violation of the MGL to serve or provide alcohol to persons under the legal drinking age of 21. The distribution, purchase, or conveyance of alcohol by or for a minor is prohibited.

Consumption and possession of open containers of alcohol is prohibited in common areas of residential buildings, inside academic and administrative facilities, and outdoors on University property unless alcohol is being served in accordance with legal and University guidelines as part of an approved University event.

Communal sources of alcohol (i.e. kegs, beer balls, punches, Jell-O shots) are prohibited without the appropriate University sanction and city licensure. Brewing or making alcohol is also prohibited in all University buildings. Alcohol game-related paraphernalia (e.g. game tables, beer funnels) are also prohibited and may be confiscated by the University.

Illegal Drugs

Clark does not tolerate the distribution, possession, sale, or use of illegal drugs or drug-related paraphernalia (i.e. bong, pipes, etc.), including the improper use of prescription drugs. A student determined to either having recently used, be under the influence of or currently using illegal drugs may be found in violation of this code. Usage may be indicated by, for example, odor, fans, or towels under the door. Infractions that involve the distribution of drugs may result in more severe sanctions. Clark retains the right to report all infractions of this code to local, state and/or federal authorities.

Medical Amnesty Policy

In cases of intoxication, alcohol poisoning or suspected overdose, the primary concern is the health and safety of the person(s) involved. Individuals are strongly encouraged to call for medical assistance (x7575 on campus, 911 off campus) for themselves or for a friend/acquaintance who is dangerously intoxicated.

No student seeking medical treatment for an alcohol or other drug-related overdose will be subject to University judicial action for the sole violation of using or possessing alcohol or drugs. This policy shall extend to another student seeking help for the intoxicated student.

The medical amnesty policy does not preclude University or Worcester police from addressing serious violations of the law should they present themselves during medical intervention and/or hospital transport.

Students who are transported and/or treated for acute drug or alcohol intoxication will be expected to follow up appropriately with the Dean of Students Office and Health Services. Students found to have a significant substance abuse issue may be required to follow up with appropriate support services and/or take a leave of absence from the University to address this health concern. Students who choose not to attend these follow-up sessions may be held responsible for "Noncompliance with University Staff" according to the Code of Student Conduct.

Because transports to the hospital are considered a serious incident, students are expected to notify their parent(s)/legal guardian(s) if such an incident were to occur. Parent(s)/legal guardian(s) will need to confirm with the Dean of Students Office that they have been made aware of this medical incident.

Noncompliance with University Staff

Students are required to comply with reasonable directives or requests from members of the University staff acting in the performance of their duties.

Identification

Students and their guests are required to carry proper identification at all times while on University property and are expected to comply with any requests to show identification from University staff.

Joint Responsibility

Any student who assists another person in the commission, or attempted commission, of a violation of the Code of Student Conduct or other University policy may be held jointly responsible. This includes hosting a non-student who commits a violation.

Creating Dangerous or Unhealthy Conditions

Creating dangerous or unhealthy conditions for yourself or others threatens the community. Examples of such prohibited behaviors include, but are not limited to: exposing others to biohazards such as bodily fluids or wastes; drugging another person's food or drink; possession or unauthorized use of flammable, corrosive or poisonous chemicals on University premises; possessing firearms, explosives or other weapons; tampering with any fire or safety equipment or fixtures; tampering with door locks, peepholes or emergency doors (including the propping of doors); inappropriate use of windows (e.g. as an entrance or exit, or throwing things from or out of); and lending a Clark card or key to allow entry to a residence hall.

Abuse of Property

Abuse of property may include damaging, destroying, misappropriating, misusing, or improperly accessing University buildings, grounds, equipment, computing resources, educational materials or the personal belongings of others.

Theft

Students are expected to respect property belonging to persons other than themselves, as well as University property. Students should never take possession of items belonging to other persons without the express permission of the owner. Violations of this policy include, but are not limited to: theft of University property; theft from a member of the University community or a campus visitor; intentionally, recklessly, or negligently causing damage to the property of the University or an individual. Students found responsible for theft will be expected to provide adequate restitution and will face appropriate judicial action.

Inappropriate Use of Computing Resources

Students' use of computer and network resources must comply with all local, state, federal and other applicable laws; all applicable contracts and licenses; and University policies as articulated in student, faculty and staff handbooks. All students are responsible for complying with the University Technology Policy, which can be viewed in its entirety at clarku.edu/offices/its/policies.

Disruption

Students may not disrupt the orderly processes of the University that involve teaching, research, administration, disciplinary proceedings, or other activities. Disruptive actions include, but are not limited to, unauthorized entry into private offices, work areas, teaching areas, libraries, laboratories, or social facilities. It is also a violation to deprive anyone who is exhibiting freedom of expression the opportunity to speak or be heard, to physically obstruct their movement, or to otherwise interfere with academic freedom.

Forgery and Unauthorized Duplication

The forgery, alteration, or unauthorized possession or use of official documents, records, and instruments of identification is prohibited. In addition, the duplication of University keys is not allowed.

Censorship of the Media

Censoring the press or broadcast media, which includes, but is not limited to, impeding the circulation of printed media, is prohibited.

Smoking

Smoking is prohibited in all University buildings. Smoking outside is only permitted if done at least 20 feet from the building entrance or exit. Students should comply with this policy at all times and are expected to be conscious of where they choose to smoke. Students should not smoke near the entry to any residence hall or under/near open room windows. Students living in the residence halls or houses should refer to the Residential Smoking Policy on page 33.

Gambling

According to the Massachusetts General Laws, gambling is defined as any unsanctioned game of chance where currency, property, and/or services are exchanged. Gambling, including taking or placing bets or payoffs, is prohibited.

Departmental Regulations

Members of the community are expected to abide by established regulations. This includes the operating regulations of academic or nonacademic offices, laboratories, and campus departments. Departmental policies are available in the *Student Handbook*, on individual websites and/or at the specific offices.

Email Communication

The University communicates important information and business via your @clarku.edu email address. Students are responsible for all information sent to this email address.

Responsibility of Hosts

Hosts must be able to account for the whereabouts of their guests at all times, and hosts assume responsibility for their guest's actions and behaviors. Guests must abide by the rules, regulations, and standards of the campus community. Guests may be asked to leave campus at the discretion of a University official.

External Community

Responsibility for the actions of the Clark student extends to areas that are outside the confines of the University. The University may invoke disciplinary action when notified of violations of federal, state and local laws and/or the Student Code of Conduct, whether such violations occur on or off campus.

Residential Community Standards and Policies

In addition to University policy and the undergraduate and graduate housing contracts, students residing on campus are expected to respect the following standards. While an effort has been made to keep rules and regulations to a minimum, these policies are in place to help protect individual rights and freedoms and to promote a safe, comfortable, and enriching living environment for all residents.

Animals/Service Animals

Animals or pets (except for fish) are not permitted in residence halls or houses at any time. Fish tanks may be no more than 10 gallons and must be approved by a student's roommate. Animals should not visit residence halls or be inside a student's room at any time or for any reason.

Service animals, as defined by the Americans with Disabilities Act, are permitted both on campus and within university housing following the approval of the Director of Residential Life and Housing and the Coordinator of Disability Services.

Appliances

All appliances used or stored in on-campus housing must be UL approved (see Prohibited and Approved Items in the Living on Campus section). For health and safety reasons, the Worcester Health Department prohibits the use of cooking appliances such as hot pots, electric frying pans, charcoal/gas grills, microwave ovens (except for MicroFridge units), popcorn poppers, toasters and toaster ovens in residence hall/house rooms. These items may be stored in student rooms, but their use within a private room is prohibited. All University houses and residence halls have kitchen facilities where students may use these types of appliances. Refrigerators that are UL approved and no larger than 5 cubic feet are permitted, but limited to one unit per room. Heaters, air conditioners, dishwashers, laundry machines, and other large appliances that are not provided and/or approved by the University are not permitted. Residential Life and Housing staff reserves the right to confiscate or ask a student to remove a prohibited item from the residence halls/houses.

Balconies/Roofs/Ledges

For safety reasons, students are prohibited from rooftops, ledges and overhangs on any residential building. Balconies in RLH houses are locked and may not be used as they are unsafe for occupancy. Students found accessing or misusing a balcony, rooftop, ledge, or overhang will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from University housing.

Fire and Life Safety

In the event of a fire or other alarm, all residents and guests are expected to vacate the residence hall/house and gather at least 40 feet away from the building or where instructed by an University official. No one may reenter the building without permission from an RLH staff member or University Police officer.

Fire doors may not be propped open and stairwells, hallways, and exits must remain clear of obstructions. Students may not hang items from a smoke detector, sprinkler pipes or ceiling. Disabling or tampering with a smoke detector, sprinkler, fire extinguisher or other life safety equipment is a violation of federal law and prohibited.

Fire laws forbid the storage of gasoline-containing vehicles (e.g., motorcycles) in, or within 40 feet of, residences. Halogen lamps, lava lamps, candles, incense and oil lamps are prohibited in residential areas. Students may not use extension cords except for UL approved power strips or multi-plugs with internal fuses. Connecting multiple power strips and/or multi-plugs is also prohibited.

Combustibles, corrosives, or flammable liquids and substances of any type (e.g. fuel, kerosene, propane, oil, paint thinner, sterno, or charcoal) are prohibited from being used or stored in residential facilities. Students working on art projects as part of their coursework are permitted to possess small quantities of approved materials as long as they are stored safely. Possession, manufacture or use of fireworks or explosives on University property is expressly forbidden. Use of an open flame is not permitted indoors or within 20 feet of a residence hall/house.

Charcoal and gas grills may be used in designated areas, no less than 40 feet from residential buildings, with the approval of RLH professional staff.

Fire and life safety violations are subject to a \$100 fine.

Furniture

Each student room contains a bed frame, mattress, desk, desk chair and wardrobe/closet. The furniture that is provided in your room must remain there for the entire academic year. It may not be removed from the building, moved to storage or moved to another room or location. You may not bring your own bed/mattress or loft for fire safety reasons. Students will be held financially responsible for any furniture that is missing or damaged at the end of the academic year.

Furniture is provided in most of the lounges and study rooms in each residence hall and house for the use of all residents, and is expected to remain in its designated location. Removal or misuse of community furniture or other fixtures will result in a \$100 fine in addition to any damage, replacement or relocation costs.

Guests

A guest is defined as any person in a residential building who is not currently assigned to the space in which they are present. Guests need to carry identification at all times and must comply with requests to see their identification by University staff.

Residents may not have more than two (2) guests for every one (1) resident present in a room/suite/apartment at any given time without approval from RLH professional staff.

Residents are responsible for ensuring that their guests know and comply with University policies, must accompany guests at all times, and will be held responsible for their guests' behavior. University staff may require guests to leave an on-campus residence.

Guests may only stay overnight in a residence hall/house room with permission of all the room occupants. A guest may not stay overnight on campus for more than three (3) consecutive days per month and no more than 14 total days each semester. Persons who have been removed from on-campus housing for any reason may not return as overnight guests following their removal.

Hall Sports

In order to prevent injury to students and damage to fire equipment and the building, playing any sports in the hallways or common spaces of any University housing is prohibited.

Keys and Security

Your key and Clark OneCard are property of the University and on loan to you, exclusively for your own use. Irresponsible use or handling of keys and OneCards, including giving your key or ID card to another person for the purpose of gaining entry into a residential building or room, is prohibited. Duplication of keys is also not permitted.

Students are permitted one excused lock-out per academic year. A second lock-out will result in an educational meeting with your area coordinator or hall director. Subsequent lock-outs will result in a \$25 service charge.

Granting a nonresident access to a building jeopardizes the security of the residence hall/house and those who reside there. Doors to residence halls/houses should not be propped open. Individuals who are permitted to access the building will be able to do so with their key or OneCard, and guests should be met by their host at the entrance.

Kitchens and Cooking

Students are permitted to cook in the kitchen areas in the residence halls and/or in their apartments/suites. The safety of the residence hall community must always be the most important priority for students who decide to use these cooking spaces.

The following kitchen use guidelines must be followed:

1. If you are cooking or baking, you must stay within sight of the cooking appliance(s) you are using. Students cooking in common area kitchens should never leave the kitchen area while food is being cooked or the oven/burners are in operation. A fire or smoke-related incident that starts because a student was not paying attention to his/her cooking is not considered an accident, but rather an incident of unsafe and negligent use of the kitchen facility. In these cases, students may be responsible for damage costs.
2. Students who cook and/or use the kitchen facilities are required to clean up that area immediately. Common area kitchens are for the benefit of all community members. Leaving a mess in this area prevents others from taking advantage of this space.

3. Student-owned appliances and other cooking materials must be UL approved and in good, safe working condition. Large knives, deep frying vats and other appliances/utensils that may be considered unsafe in a residential community may be confiscated at the discretion of Residential Life and Housing staff members.
4. The act of cooking is prohibited inside a residence hall or house bedroom and can only be done inside a designated kitchen area. Students may not use electric hotplates, skillets, broiler ovens, slow cookers, toasters, sandwich presses, grills, toaster ovens or like appliances in their rooms. Students may store these items (unplugged) in their rooms for appropriate use in the kitchen facilities. Students can heat up items in a "MicroFridge" microwave in their rooms, but they are still required to take caution and care when using this appliance. Overheated foods like leftovers and popcorn can cause extreme smoke to form in a room or hallway and trigger the fire alarm.
5. Students in areas with secured shared kitchens are only granted card access to these facilities if they follow all safety guidelines. Students who fail to observe these kitchen and cooking safety policies may lose their kitchen access rights for a time deemed appropriate through the judicial process.

Lounges

Social and study lounges are provided for the use of all students living in a residence hall or house as places to gather on a spontaneous basis for social and academic pursuits and for RLH programming efforts. No resident or guest may use lounges for sleeping or overnight accommodations. Social lounges may be reserved for group meetings with permission from RLH. Please see Social Lounge Reservation Policy in the Living on Campus section.

Maintenance and Damages

Residents are expected to keep their assigned living spaces in reasonably clean and safe condition. Residents may be held judicially and financially responsible for any repair or replacement costs incurred to the living spaces or furnishings during their period of occupancy.

Damages or vandalism to communal areas (e.g. study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) of a residence hall or house will result in judicial action and financial restitution for repairs or replacement of property. If damages cannot be attributed to specific individuals, costs will be shared among all residents occupying the building at the time of the incident.

Modification of permanent fixtures and furniture in rooms and common areas is prohibited. This includes changing plumbing fixtures such as shower heads, modifying electrical outlets or fixtures, modifying heating systems, changing window treatments, etc. If you have any concerns about the fixtures and items provided by Clark University, please contact Residential Life and Housing or Physical Plant. Only removable adhesives that do not cause damage or leave marks should be used to hang objects on walls. Do not use scotch or masking tape, or push-pins.

Trash and recycling may only be disposed of in designated collection areas in and outside of University housing.

Noise

For the residential environment to be safe and comfortable, University residents must be respectful and considerate of the rights of other students. Stereos, televisions, musical instruments, radios and other noise should not disturb residents who are sleeping or studying.

Quiet Hours are Sunday through Thursday, 11 p.m. to 7 a.m., and Friday through Saturday, 1 to 9 a.m. These hours must be observed both inside and directly outside of on-campus housing. During Quiet Hours, noise should be kept at a low level and not be heard outside of a resident's room/suite/apartment.

Courtesy Hours are in effect at all other times. Residents approached for excessive noise by other students or University staff are expected to comply with the request as if it were Quiet Hours.

During reading days and final exams 22-hour Quiet Hours will be in effect, with Courtesy Hours from 7 to 9 p.m.

Amplified musical instruments or amplified music may not be played in University housing. Students are encouraged to utilize the musical practice rooms available in certain academic buildings such as Estabrook Hall or the Traina Center for the Performing Arts.

Occupancy

Students are expected to reside in their assigned room consistently or otherwise cancel their housing contract and/or petition for an official release from their housing contract. Occupancy of a room is limited to the resident(s) assigned to that room and a resident may not sublet, loan, transfer, or contract their housing to another person.

All room changes must be approved by RLH staff. Students who commit unauthorized room changes will be required to return to their assigned space and may face disciplinary action.

Students may not remain in on-campus housing during announced closings without the approval of RLH.

Residents are expected to leave the building within 24 hours of their last exam at the end of the semester. Residents must vacate their rooms and remove all personal belongings at the end of the academic year.

Any resident who moves to another space on campus or leaves University housing is required to properly check out of his or her previously assigned room by returning any issued keys and completing the necessary paperwork with RLH staff. Students who do not check out properly forfeit their right to contest damage or cleaning charges.

Should a resident's housing contract be canceled for disciplinary or other reasons, or if the resident becomes separated from the University, he/she is expected to vacate on-campus housing within two business days of official notification.

Sales and Solicitation

Use of on-campus housing and/or residential phone and data lines to conduct a business or commercial enterprise is prohibited.

Unauthorized distribution of information in on-campus housing, or soliciting door-to-door, is not permitted without appropriate approval of RLH professional staff. Approval for door-to-door solicitation is limited to Student Council, hall council and residential life programs. Outside vendors and/or organizations are not permitted to solicit within University residence halls and houses.

Smoking

Smoking of any substance is prohibited in all on-campus buildings. Smoking outside a residence hall/house must occur at least 20 feet from the building and away from all entrances, windows and exits. Students who are found smoking in, directly outside of, or possessing evidence of having smoked in a residence hall/house (i.e. an ashtray with cigarettes, the odor or visible presence of cigarette smoke, extinguished cigarettes, etc.) may be subject to a \$100 fine. Subsequent violations will result in a \$100 fine and may include administrative relocation or removal from University housing. In cases where tobacco smoke is present at large gatherings, all students present may be held accountable for violating the smoking policy.

Students may store hookahs in University housing as long as the hookah is being used with tobacco products only. The same guidelines above apply to smoking from a hookah.

Windows and Screens

For safety and security purposes, screens must remain in windows and closed at all times. Objects should not be thrown from windows. Windows may not be used as an entrance or exit, nor should windows be used to pass materials in or out of the room/residence hall.

Students found tampering with or misusing windows and screens will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from University housing.

University Judicial Procedures

The University judicial system shall respond to complaints concerning the infringement of graduate and undergraduate student rights and alleged violations of the Code of Student Conduct by students or student groups.

Students who do not wish to bring a complaint to the University judicial system may attempt to resolve the matter informally with the assistance of the affirmative-action officer, a campus mediator, a member of the Dean of Students staff, a graduate dean, a faculty member, a counselor, a peer helper, or a member of the University Police.

Invocation of Judicial Action

Any member of the Clark community may initiate the University's judicial process. For this to occur, a formal complaint must be submitted to the Dean of Students Office, in writing, alleging that an undergraduate or graduate student was responsible for one or more specific violations of the Code of Student Conduct. The University may, at its discretion, initiate the University's judicial process on its own behalf or on behalf of other persons based on the information that is shared. Community members submitting a complaint should also include the names of any members of the community who may have witnessed the alleged events so that they can be contacted to submit personal statements.

Administrative Disposition and the University Judicial Board

A complaint that involves a possible violation of the Code of Student Conduct may be handled by the Dean of Students, the Dean's designee, or the University Judicial Board (UJB). The University reserves the right to refer cases to civil or criminal authorities for action, rather than resolve the case through the University judicial procedures.

The University's judicial process follows procedures of "fair practice." Fair practice is defined as:

- A) A member of the judicial staff will determine if judicial action is warranted based on a review and/or investigation of all information provided by the complainant.
- B) If judicial action is warranted following that review, a member of the judicial staff will consult with the respondent in a meeting to hear additional information about the incident from his/her perspective. The accused student is given the opportunity to explain all circumstances relevant to the alleged violation. If sufficient information exists to proceed with judicial action, the judicial staff member will inform the respondent in that meeting and the respondent will determine whether he/she wishes to accept responsibility for the alleged violation(s) of the Code of Student Conduct.
- C) a student may elect to suspend his/her on-campus judicial proceeding if he/she is also facing criminal/civil charges for the same incident and has been advised to do so by legal counsel. In these cases, the chair of the University Judicial Board will meet with the student to discuss the appropriate course of action. The University reserves the right to continue with its internal judicial process at any time, whether the accused student elects to participate. Students who are determined to represent a threat to any member of the campus community, or whose actions are determined to be a significant violation of the Code of Student Conduct, may be placed on Interim interim suspension until they participate in the University judicial process.
- D) If the student accepts responsibility for the alleged community, the staff member will discuss a range of appropriate sanctions that will be recommended for approval by the Dean of Students and/or Dean of Graduate Studies. The Dean, or Dean's designee, may approve the recommendation or impose a different sanction if one is deemed appropriate. The final decision will be shared in writing and delivered to the student via email.
- E) If the student denies responsibility for the alleged violation, the staff member will determine if there is sufficient information available to find the student responsible for the violation(s) regardless of the denial. If so, the staff member will make the decision and discuss a range of appropriate sanctions that will be recommended for approval by the Dean of Students and/or Dean of Graduate Studies. Under this circumstance, the student will have the opportunity to appeal the decision to the chair of the UJB. He/She has three business days to send a written appeal to the Chair stating why the basic tenets of "fair practice" were not met, or that there is new information that was not available at the time of the original meeting. The staff member may also choose to refer the matter to the UJB Chair for resolution by either a full or simplified board hearing. For cases in which a sanction of removal from University housing, suspension, dismissal or expulsion is a possibility, the resolution will generally be made by a full board hearing. A student named in a complaint may request a full board hearing, which the University will make every possible effort to grant.
- F) In cases where a board hearing is deemed appropriate, the staff member conducting the pre-hearing interview will not participate in the judicial board hearing.
- G) Both the complainant and the respondent will have the right to appeal any decision made by a full or simplified hearing board.

University Judicial Board Membership

The entire membership of the UJB includes, minimally, five undergraduate students; three graduate students, representing the different graduate programs; four faculty members (representative of both undergraduate and graduate programs); four administrators; and the associate dean of students, who will chair the board.

A full board hearing includes at least five voting members selected from the UJB membership: two undergraduate student members (for hearings involving undergraduate students) or two graduate student members (for hearings involving graduate students), one representative faculty member, one administrator and the chair. A full board hearing may take place when a quorum (five or more voting members) is present. Every effort will be made to include two undergraduate/graduate student members in all full board hearings.

A simplified board hearing includes three members selected from the UJB membership: one administrator and two undergraduate/graduate student members. A simplified board hearing operates in the same manner as the full board hearing.

1. The faculty steering committee and dean of graduate studies will appoint faculty members to serve on the UJB. The faculty members will rotate their participation at hearings, with one member generally sitting at each full board hearing.
2. The undergraduate/graduate student members of the UJB shall typically be selected in the spring semester to serve for two-year terms, beginning late in the spring semester. A committee consisting of at least one Undergraduate and Graduate Student Council member, one member of the Dean of Students Office, and two current undergraduate student members of the UJB will interview undergraduate candidates to fill available spaces for the undergraduate positions on the UJB. The Dean of Graduate Studies will conduct a selection process for graduate student members. The committee will attempt to ensure diversity of membership. Student UJB members must be in good academic and disciplinary standing and remain so during the duration of their service.
3. The Dean of Students, or his/her designee, shall appoint administrators to serve on the UJB. The administrators will rotate their participation at hearings, with one member generally sitting at each hearing.
4. In the event that the associate dean of students is unable to serve on the board, the dean of students shall appoint another administrator knowledgeable about the UJB process to chair the board.
5. A board member may resign by notifying the chair in writing.
6. A board member may withdraw from hearing a specific case by notifying the chair in writing. A member shall withdraw from a case if there is a conflict of interest involved as determined by the chair.
7. A board member may be removed from the UJB by the UJB chair, for cause.

University Judicial Board Procedure

1. Upon receiving a referral of a case for resolution, the UJB chair will determine that the case be referred to either a full board or a simplified board. In either case, the chair will notify all involved students and the board of the scheduled hearing. The student responding to the complaint will be provided with a written statement of the complaint and will be given access to a copy of all relevant materials.
2. All cases referred to the UJB will be handled as soon as is practical. Typically, cases will be heard within a two-week period after a complaint is filed. Exceptions may be made by the board as deemed necessary.
3. Both the complainant and the respondent may request the assistance of an adviser, an individual of the student's choosing from within the Clark community. If the adviser will attend the hearing, his/her name should be shared with the chair at least 24 hours in advance of the hearing. During the hearing, the adviser's role will be limited to consultation with the advisee.
4. During the hearing, normally only the complainant, the respondent, board members, approved witnesses, and advisers may be present. Witnesses shall only be present when sharing information with the board, except at the discretion of the chair.
5. The UJB may require the cooperation of any member of the Clark community in providing information during the hearing. However, no member of the University staff with whom the respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the respondent.

6. During a hearing, the board will allow the complainant and the respondent to share information, to allow witnesses to share information, and to ask questions of each other directly or through the chair. Names of witnesses being called by either party must be shared with the chair at least 24 hours in advance of the hearing. All witnesses must provide the chair with a written statement 24 hours prior to the hearing.
7. All information shared at the hearing is recorded, with the consent of all persons present, for the board's review. The board's deliberation is not recorded. If any person scheduled to be present at the hearing objects to having the hearing recorded, he/she must give notice of this to the chair of the UJB 24-hours in advance of the hearing. In this event, provisions will be made to transcribe the hearing information on paper.
8. If the respondent chooses not to speak at or attend the hearing, the UJB procedures will still be followed and sanctions, if appropriate, will be imposed.
9. The chair may remove any individual who impedes the judicial process. The chair will act to promote a civil and respectful proceeding.
10. The board may recess or continue a case at its discretion, but must not do so at the obvious detriment of an involved party or in violation of fair practice.
11. The UJB invokes an evidentiary standard of "clear and convincing" when determining whether a violation has occurred.
12. Following completion of the hearing, the board members shall decide by majority vote whether the respondent was responsible for the violation(s) of the Code of Student Conduct. If the decision is affirmative, the board members will, by a separate majority vote, determine the sanction, if one is deemed appropriate, that will be recommended to the dean of students and/or dean of graduate studies. Records of previous disciplinary action may be used in determining a sanction. The dean of students, dean of graduate studies, or his/her designee shall have the right to adopt the board's recommendation or impose a different sanction.
13. If, in the course of a hearing, information arises indicating a possible violation of another provision of the Code of Student Conduct, the University reserves the right to pursue that in a separate hearing process.
14. At the conclusion of the judicial proceeding, the dean of students, dean of graduate studies, or his/her designee shall share the final decision with the respondent, delivered by campus mail and in writing, in the name of the University.
15. The dean of students, or his/her designee, will notify the complainant of the decision and any portion of a sanction that limits contact between the complainant and the respondent. In sexual assault, sexual misconduct and sexual exploitation hearings, the complainant is entitled to the hearing board's disposition and summary of all imposed sanctions.
16. Clark's judicial process requires that complainants and respondents have an opportunity to question each other in the presence of the board during any hearing. However, in cases involving physical and/or sexual violence or whenever deemed appropriate by the chair, alternative hearing board procedures are possible to insure the safety of all participants. For example, a complainant/respondent may participate in a hearing via video conferencing from a private room on campus, have a physical divider placed in the hearing room to separate parties from each other, or request to have a police officer at the hearing.

Sexual Misconduct Hearing Board

The University recognizes that cases that involve alleged violations of sexual misconduct are some of the most challenging and confidential hearings to resolve. As such, the University has formed a hearing board that will only hear cases that allege a violation of sexual assault, sexual misconduct, sexual exploitation and/or harassment or stalking that includes elements of sexual misconduct. The Sexual Misconduct Hearing Board is comprised of at least three non-student members of the campus community (faculty, staff and administrators) who will be selected for service and specifically trained to respond to, investigate and appreciate the complexities and legal implications associated with these specific policy violations. The Sexual Misconduct Hearing Board will follow the same judicial procedure as the UJB.

Judicial Sanctions

In the event a student is found responsible for violating the Code of Student Conduct, the sanctions listed below may be imposed. Sanctions normally cannot be fulfilled while a student is on “leave of absence” from the University.

For infractions of the Code of Student Conduct that exhibit hate, harassment, or violence toward a selected person or group because of race, ethnicity, gender, disability, age, religion, sexual orientation, or national origin, the sanction imposed may be “enhanced” or made more severe.

- 1. Written Warning** – a letter to a student indicating that he/she is being held responsible for a violation of policy in the Code of Student Conduct. Typically written warnings are for first-time violations and serve as a formal reminder of community expectations. Future violations may result in more severe sanctions.
- 2. Disciplinary Warning** – a letter to a student indicating that he/she is being held responsible for a violation of policy in the Code of Student Conduct. This sanction will be in effect for a specified period of time. Should a student on this sanction again be found in violation of the Code of Student Conduct during the period of this sanction, the dean or dean’s designee may impose a sanction to reflect a repeated offense.
- 3. Disciplinary Probation** – formal notice that a student’s status at the University is in jeopardy due to one or more violations of the Code of Student Conduct. This sanction will be in effect for a specified period of time. Should a student on this sanction be found in violation of another policy during the period of this sanction, the dean or dean’s designee, may impose a sanction which may include “removal from University housing,” “suspension from the University” or “expulsion from the University.” While on probation, a student is not permitted to serve as a member of Student Council, an executive board member of a student organization, the residential or orientation staffs or on a standing University committee.
- 4. Suspension from the University** – temporary separation from the University, without financial reimbursement, for a specified period, after which the student may resume his or her studies without application for readmission. A suspended student may not engage in University activities nor use any University facilities.
- 5. Dismissal from the University** – temporary separation from the University, without financial reimbursement, for a specified period, after which the student may request to resume his or her studies after an interview with the dean of students or his/her designee. A suspended/dismissed student may not engage in University activities nor use any University facilities.
- 6. Expulsion from the University** – permanent dismissal from the University, without financial reimbursement and without the right to return. An expelled student no longer has the privileges of matriculated students and may not engage in University activities nor use any University facilities.
- 7. Individualized Sanctions** – special sanctions directly related to individual cases may be imposed in place of, or in addition to, other imposed sanctions. Examples of possible sanctions include:
 - substance abuse counseling and/or education (which may involve a fee for service)
 - restitution (payment for property loss or damage)
 - community service
 - required relocation to another campus residence
 - removal from University housing without financial reimbursement and/or with a loss of visitation rights
 - family notification for alcohol and other drug incidents

Note: In cases where alcohol, drugs, and/or drug paraphernalia were confiscated, those items will not be returned. In addition, confiscated items that are considered illegal in the Commonwealth of Massachusetts will not be returned (certain knives, fireworks, etc.).

Interim Suspension

An interim suspension may be imposed by the dean of students or his/her designee for any of the following reasons:

- A) to ensure the safety and well-being of members of the University community;
- B) to ensure a student’s own safety or well-being; or
- C) if a student poses a substantial threat of disruption or interference with the normal operations of the University.

While interim suspension status is in effect, a student may be denied access to classes, activities, and facilities until the judicial case has been resolved or the review by the provost or his/her designee has been completed.

No Contact Orders

At times, in the interest of public safety, it becomes necessary to restrict a student's or organization's privileges and prohibit contact with specified individuals by issuing a "no contact" order. A University no contact order is issued by the dean of students or a designee. This order is issued when it is believed necessary to protect a person's safety and preserve a peaceful environment for all students to work, study and live on campus. Violation of a "no contact" order is considered a violation of the Student Code of Conduct and may result in University action that could include interim suspension from the University.

Judicial Review Process

1. Both a complainant and/or a respondent may request the provost/vice president for academic affairs, or his/her designee, to review a UJB decision on the following grounds:
 - The basic tenets of "fair practice," as defined earlier, were not met.
 - New information, which was not available in the original hearing, is being introduced. In cases where new information is introduced, the provost or his/her designee may refer the case back to the UJB. Dissatisfaction with the judicial decision or sanction is not grounds for an appeal.
2. In order to request a review, the respondent or complainant must hand-deliver to the provost his/her written request and the reasons on which the appeal is based within five (5) calendar days after receipt of the UJB's decision.
3. The provost or his/her designee shall have access to the case file when a review has been requested.
4. The provost or his/her designee may, at his/her discretion, meet with the respondent and complainant. He/she shall have the sole discretion in accepting or rejecting a case for review, obtaining additional information relative to the case and upholding, reversing, or amending the sanction or decision of the UJB. The provost or his/her designee may also request that an ad hoc body review the case and make recommendations to him/her prior to making a final decision on the matter.
5. While the decision of the provost or his/her designee will be considered to be final, the president of the University reserves the right to amend or alter all administrative and judicial decisions of the University.

Judicial Records

1. An electronic file will be maintained by the judicial system on each case presented for a period of five (5) years from the date of completion of the sanction. The file will include all related documents and correspondence.
2. All information contained in these files shall be confidential, with the following exceptions: members of the Dean of Students Office staff will have access to the files; UJB members will have access to appropriate files through the chair; and the respondent in a case shall have access to records, if any, and to documents accepted into evidence. If an appeal is made, the entire case file will be made available to the provost or his/her designee.
 - i. The written or recorded transcript of a UJB case can be accessed (limited to listening to the audio recording or viewing the written record of the UJB hearing in a space designated by the chair) by both the complainant and respondent in order to formulate an appeal.
 - ii. Information concerning disciplinary action may be made available to other appropriate parties at Clark, including University Police, the Dean of the College Office, the Office of Intercultural Affairs, the Study Abroad Office, and the Athletic Department. Legitimate requests for "good standing status" from Student Council and University officials are honored by the Dean of Students Office. In addition, students applying to professional schools, transfer institutions, governmental agencies, or the military should know that such information is routinely requested by them concerning their applicants. As part of the application process to these programs, students often provide formal permission for the release of confidential information. It will be assumed that a request for a dean's recommendation provides implied permission for release of this information.

An anonymous summary of the disciplinary cases heard and the sanctions imposed will be developed and distributed to the University community each semester.

Campus Events

Entertainment Contracts

Any student group looking to use its budget to pay for an entertainer (band, lecturer, etc.) must contact the director of student leadership and programming to make an offer to the entertainer's agency. The director of student leadership and programming must negotiate all contracts. If an entertainer does not have his or her own contract, the Office of Student Leadership and Programming has contract riders to use. For questions, contact the Office of Student Leadership and Programming at x7549.

Reservations

Room reservations for events must be scheduled through the Office of Events Planning (x7471), located in the Higgins University Center. The office is open to accept bookings, Monday through Friday, 8:30 a.m. to 4:30 p.m. Organizations that are formally recognized by the University may schedule events. All building/room capacities and University policies must be adhered to for the duration of the event.

Ending Time for Events

All events must end by 2 a.m. Requests for extensions to this policy should be made to the director of student leadership and programming and the event services manager at least two weeks prior to the date of the event.

Admission to Events

If admission is charged to an event, all proceeds must be given to the student organization sponsoring the event. University Police must also be requisitioned and be present at the door. Students may not organize events as personal fundraisers. The Accounting Department documents receipts of all revenue. Authorization to collect admission to events in Grind Central and other spaces on campus must be obtained from the director of student leadership and programming. Social functions are open to Clark students, their invited guests, and Worcester Consortium students, unless otherwise noted. Current college IDs are required.

Identification Policy

To gain entry into any University event, you may be asked/required to show a current Clark ID (OneCard) or a consortium college ID (if applicable).

Guest Policy

You may sign in one (1) guest under your current Clark ID (OneCard) to most student social functions.

Student groups that wish to allow non-Clark students to attend a late-night social event (as determined by the director of student leadership and programming) must notify the Office of Student Leadership and Programming 10 business days prior to the event.

Clark students may register only one (1) guest per event for late-night social events open to non-Clark students. For such events, the Office of Student Leadership and Programming will provide the event sponsor with a link to an online "Guest Preregistration" survey that is specific to the event. It is the responsibility of the sponsoring club to publicize this link.

The guest registration survey will remain active until two (2) hours before the start time of the event. The list of all preregistered guests and their Clark hosts will be provided at the door by the Office of Student Leadership and Programming. If a guest has not been registered, he/she will not be permitted access to the event.

To gain access to the event, a guest must check-in at the entrance with his or her Clark host. Both the Clark host and guest must present a valid form of ID (preferably college ID). The host must remain with the guest at all times while at the event.

Late-night social events that are open to Worcester Consortium students only are not required to use a guest preregistration survey. Attendees from Consortium schools must present a valid college ID from a Consortium institution (i.e. - WPI, Assumption, Holy Cross, Worcester State, Becker, Anna Maria, Nichols, etc). Consortium students may not bring guests to a Clark event.

The Office of Student Leadership and Programming reserves the right to refuse entrance to any guest and/or his or her Clark host in the interest of the health/safety of those individuals and/or other attendees. Additionally, the Office of Student Leadership and Programming reserves the right to close the entrance of an event (either temporarily or permanently) in the interest of public safety and/or in response to violation(s) of the described guest policies.

Any variations to this guest policy must be cleared through the Office of Student Leadership and Programming. For the benefit of the Clark community, any variations on the ID or guest policy must be clearly shown on all publicity materials.

Any event publicized as “open to the public” must obtain approval from the director of student leadership and programming, two weeks prior to the event.

Advertising

Advertisement of social events sponsored by student organizations is restricted to authorized locations on the Clark campus. See the posting policy on page 42 for specific details.

Security

If a student event requires a security detail, the Office of Student Leadership and Programming must be notified at least 10 days in advance by its organizers. The Office of Student Leadership and Programming and University Police will determine whether an one or more officers need to be hired by the sponsoring organization for the event.

Clean-up and Damage

Event sponsors are responsible for all clean-up. Any cleaning work done by the Physical Plant staff or by Dining Service personnel will be charged to the sponsoring group or individual. Event organizers are responsible for returning the room to its original setup at the end of the event. Set-ups done by Physical Plant or University Center staff will be charged to the sponsoring group or individual. Thermostats or radiators are not to be adjusted by anyone except Physical Plant staff.

Any damage to University property resulting from the event will be the responsibility of the sponsoring organization.

Events Where Alcohol Is Served

The director of student leadership and programming must approve serving alcohol at any campus event. The events are subject to the following regulations as well as the policies detailed in previous sections.

1. Events must be held in licensed areas only (Grind Central and the Winton Faculty Dining Room).
A permit from the City of Worcester is required for events in any other location (see next section).
2. In general, events where alcohol is served are limited to those of legal drinking age. However, student organizations may request, through the director of student leadership and programming, to have an 18+ event involving the service of alcohol. If granted, the event will be subject to additional restrictions to ensure that only 21+ participants are allowed to purchase, possess and consume alcohol. These restrictions can include wrist banding, requiring legal identification in addition to Clark ID for entry, or cordoning off an area within an event for guests of legal drinking age who wish to drink.
3. The service of alcohol during the event must be arranged through Dining Services.
4. A University Police detail is required.
5. Sponsors must provide adequate amounts of nonalcoholic beverages for the duration of the event.
6. Sponsor must also have adequate amounts of substantive food available.
7. No more than one beverage at a time will be served to any person.
8. Alcoholic beverages may not be taken out of designated event location.
9. Alcoholic beverages may not be consumed in public areas.

Events that are held in non-licensed areas require prior approval from the director of student leadership and programming, and a beverage permit from the City of Worcester. The application process for a permit requires a letter of support from the director of student leadership and programming, a fee of \$45.00, and a completed application. A representative from Clark Dining Services must attend a hearing regarding the event and a license may or may not be granted. The process can take up to 45 days to complete. If a license is granted, the same guidelines listed above will be applied.

Alcohol Beverage Permit

An alcohol beverage permit is required for any function at which alcohol is served. Clark Dining Services holds the liquor license for serving wine or beer at any function held in the University Center. For functions held at other locations on campus or for any function at which hard liquor is served, a permit must be obtained from the License Commission, located in Worcester City Hall. The request for a permit, including a letter from the director of student leadership and programming, must be submitted to the License Commission by Clark Dining Services at least 45 days prior to the event. Dining Services personnel must be contacted for the purchase and service of all liquor and alcohol distributed at the event.

Security

University Police must be hired by event organizers to be on duty for any function where alcohol is served.

Admission

Social functions will be open to Clark students, their invited guests, and consortium students with current college ID (if so noted). If alcohol is being served, all guests and students will be required to show legal identification as proof of age. The University reserves the right to deny entry to anyone—guest or student—to any campus event.

Advertising

Advertisements for any University event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol. Alcohol should not be used as an inducement to participate in or attend a campus event. Promotional material shall not make reference to the amount or price of alcoholic beverages available.

Violation of Policy

Violation of the University alcohol policy may result in disciplinary sanctions that are outlined in the University policies section of the *Student Handbook*.

Emergency Protocol: Alcohol Abuse

1. University Police should be contacted when a student becomes agitated, ill, unconscious or violent due to alcohol or drug use.
2. A student who is found to be minimally responsive to noxious stimuli, or unconscious and unresponsive, will be transported via ambulance to a hospital emergency room. In the case of a student found to be minimally conscious and refusing transportation for evaluation, the University Police officer shall assist and may accompany the student in the ambulance.
3. If a situation develops in which an intoxicated student becomes violent while resisting assistance, the University Police will place the student in protective custody and transport the student to the Worcester Police Department.
4. The dean on call will be contacted and judicial action may be initiated, depending on the situation.

Helpful Information Concerning Alcohol

If you are hosting an approved function on campus or a private party off campus, it is imperative that you are aware of your responsibilities as a host. This requires that you pay attention to many details. Here are a few suggestions:

1. Know the facts about alcohol, about drinking and driving, about your liabilities and about dealing with intoxicated individuals.
2. Be aware of your guests to ensure that they're having a good time—and to be sure that no behavior gets out of control.
3. Serve some nutritious, substantive food. Vegetable platters and fresh fruit are welcome alternatives to the typical party foods such as peanuts, chips, and pretzels. Because salty foods increase one's thirst, they may also lead to increased alcohol consumption.
4. Respect the decision of guests who don't want to drink or have decided to slow down or stop for the evening. Never encourage guests to drink or to drink more than their personal preference.
5. Stay sober yourself. As a host, you never know when you'll have to deal with an emergency. Remember that alcohol is a depressant drug. As with other depressants, when used to excess, alcohol can result in cessation of spontaneous respiration and loss of the gag reflex. This can lead to death by asphyxiation or aspiration of regurgitated food. Hosts must consider their responsibility for the well-being of their guests. Parties should be fun, but excessive drinking can be lethal.

Private Residential Parties

(See Parties/Social Gatherings in the Living on Campus section)

All-campus Mailing Policy

The University maintains a number of comprehensive student email distribution lists for purposes related to official University business, and a limited number of senior administrators have authority to post to them. The University considers students' Clark email addresses a valid substitute to mailboxes for contacting students about University business and accepts no responsibility for students failing to read their official email. On rare occasions the provost, the dean of students, or the dean of the college may agree to post messages for official student organizations that serve the entire student body (e.g., Student Council) when they are considered of significant importance to most students and are consistent with University business. Notices of scheduled events will not be sent to the email distribution lists. Students are expected to check the ClarkYOU portal at you.clarku.edu; this site hosts important information posted by members of the Clark University community. Students may also post to this site.

Campus Chalking Policy

All student organizations must obtain approval from the director of physical plant and the director of student leadership and programming prior to chalking on campus. All "chalkings" must be washed away within 48 hours. Clean-up is the sole responsibility of the student organization, and the group may be charged for any clean-up not completed. No chalking is allowed on University buildings.

Clark University Posting Policy

There are some basic guidelines to follow regarding the posting of flyers at Clark. The following guidelines are for all buildings and grounds on campus.

1. All postings must bear the name of the sponsoring organization or department, spelled out in full, and the telephone number or other means of contacting the sponsor. Each flyer must also contain the date, time, and location of the event. The only exception to this policy will be during Student Council elections. During that time, individual candidates may post flyers promoting their candidacy; however, they must adhere to all other guidelines.
2. No flyer may contain references to drugs or alcohol unless it is an information flyer (i.e., alcohol and drug education or awareness information).
3. All flyers must adhere to the "Policy on the Use of the University's Name," found on page 46.
4. Flyers may be displayed on designated bulletin boards only. Any flyer found on any other University property will be removed by University employees.
5. Flyers must be firmly affixed to the boards, using either masking or scotch tape or tacks. No other adhesive may be used. Loosely posted notices, especially on the outside bulletin board, tend to fall off and become litter; they will be removed if not hung securely.
6. Only one 8-1/2" x 11" - 11" x 17" flyer advertising a certain event may be posted on any one bulletin board. Flyers larger than 11" x 17" are not permitted.
7. No flyer may cover another flyer, and no flyer should be moved in order to accommodate another.
8. Flyers will be removed when the date of the event passes.
9. It is requested that flyers be stamped/approved prior to photocopying to prevent having to stamp multiple copies of the same flyer.
10. Additional guidelines for posting in the Higgins University Center and the residence halls and houses are listed below.

Questions or suggestions concerning the posting policy should be directed to the director of student leadership and programming.

Higgins University Center Posting Policy

Flyers

The following guidelines apply to flyers hung within the Higgins University Center.

1. Flyers may not exceed 11" x 17".
2. No more than five flyers announcing any one event may be posted throughout the University Center.
3. If more than five flyers are found, they will be removed at the discretion of the University Center staff.
4. All flyers to be hung in the University Center must be approved and stamped by either the Student Leadership and Programming or Residential Life and Housing offices.

5. All flyers will be hung by University Center employees. Flyers should be turned into the Student Leadership and Programming office by 5 p.m., Monday through Friday, and will be hung later that evening.
6. Flyers may only be hung for two weeks.
7. Flyers will be hung on bulletin boards on the Levitt Concourse and behind the mailroom.
8. Flyers MAY NOT be hung on the following areas:
 - Any wall
 - Concrete pillars
 - Railings
 - Windows and window frames
 - Doors and door frames
 - Staircases
 - Mailboxes or surrounding area
9. Only flyers advertising Clark or Consortium events can be publicized in the University Center.

Banners

The following guidelines apply to all banners hung within the Higgins University Center.

1. All banners must be stamped by the Student Leadership and Programming office.
2. Banners may be hung from the railings in the Levitt Concourse.
3. Banners may hang for 2 weeks prior to the start of the advertised event and must be taken down the day after the event concludes. If the banner is not removed by the sponsoring group, the University Center staff will remove and discard the banner at their discretion.
4. If you wish to hang a banner from the Levitt Concourse railing, you must reserve a banner location from the Events Planning office. There are 18 locations for banners, so space may be limited.
5. Banner locations may only be reserved once the banner has been made, approved and stamped.
6. Each banner location has a height and width limit of 3 feet (tall) x 5 feet (long). Banners larger than that size will not be approved and/or will be removed. All banners must be hung from the top or second rung of the railing.
7. Absolutely no tape or adhesive may be used to hang the banner. Banners attached to the railing with tape or other adhesive will be removed and any damage will be charged back to the sponsoring organization. String and acceptable hanging materials are available in the Student Leadership and Programming office.

Residential Life and Housing Posting Policy

(Refer to the Posting Policy on page 55)

Computing Resources Policy

A “computer resources policy” went into effect in 1998. It is posted in all computer labs, on the computer services website and distributed directly to all students who have email accounts.

Forming an Organization

Clark offers a variety of clubs and organizations, from socially active groups to club sports. However, if there is something of interest to you that is not listed, there are easy steps you can take to create your own organization.

Any questions may be directed to the Office of Student Leadership and Programming at x7549. For a full handbook on creating a student organization, please stop by that office, on the third floor of the University Center, and pick up a copy of “Getting Started.”

Fraternity/Sorority Policy

During the 1984-85 academic year the University developed and articulated the following policy of nonrecognition and nonsupport of social fraternities and sororities, which formalizes practices that evolved over the period in which these organizations have been absent from the institution:

No resource of the University (physical, personnel, or monetary) will be available for use either directly or indirectly, in any activity or event—open or closed, sponsored or co-sponsored—by any undergraduate or graduate social organization with formal or informal ties to a social fraternity or sorority. As well as social events, this restriction prohibits all proceedings related to rush, pledging, intake, initiating or otherwise admitting to or maintaining membership in the social organization.

Historically, the performance record of fraternities and sororities has been cyclical. At the best of times, they have performed outstanding services to society and to their communities; at their worst, they have been centers of organized misconduct and of activities abusive to the human spirit (for example, hazing and pledging rites, alcohol abuse and discriminatory membership policies).

At Clark, we are not prepared to provide the extraordinary supervision that Greek social organizations require to maintain them as positive, healthy contributors to student life. Furthermore, during the absence of social fraternities and sororities from campus, a number of nonexclusive social and service organizations have developed that do not have the liabilities that social Greek organizations present. Through the Student Council and the Dean of Students Office, the University is committed to supporting nonexclusive, indigenous social and service organizations at Clark and to encouraging the development of others that serve Clark students and that are consistent with our educational philosophy and mission.

Greek-named organizations recognized by Clark University

Alpha Sigma Lambda: *Nontraditional Students' Honor Society*

Fiat Lux: *Clark University Academic Honor Society*

Gryphon And Pleiades: *Senior Leaders' Society*

Phi Beta Kappa: *Highest National Academic Honor Society*

Beta Gamma Sigma: *National Management Honor Society*

Phi Lambda Upsilon: *National Chemistry Honor Society*

Phi Sigma Tau: *National Philosophy Honor Society*

Sigma Pi Sigma: *National Physics Honor Society*

Fundraising Guidelines for Student Groups

All University-recognized student organizations can undertake fundraising activities with the prior written approval of the director of student leadership and programming. Student organizations can fundraise on campus through such means as donations, raffle tickets, selling merchandise, and/or ticket sales to a specific event. Consideration will be given to student groups on a first-come, first-served basis and every effort will be made to ensure that groups are not fundraising simultaneously. Groups must keep a record of all monies raised, and donations must be deposited into the respective student organization's account by the end of each business day at the Cashier's Office.

Student groups can approach off-campus entities for the donation of gift certificates, merchandise, or similar in-kind donations. No requests for financial support can be submitted to any organization or individual outside of the Clark community without the prior written approval of the director of student leadership and programming and the vice president for university advancement. Requests to seek external funding will only be considered upon a written request by a student organization's faculty or staff adviser or, in the absence of an adviser, by the director of student leadership and programming. Off-campus fundraising for non-University programs and activities cannot be undertaken under the auspices of Clark University.

All donations must be used by the student organization for a specific event/goal. No donations of any sort may be used for personal gain by any member of an organization. A list of all monies raised and donations accepted (description and cash value) must be submitted to the director of student leadership and programming at the conclusion of the fundraising activity in order for such funds to become available for the organization's use.

Missing Student Notification Policy

In compliance with the Higher Education Re-authorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of Clark University who is reported and believed to be missing.

A Clark resident student is presumed to be "missing" when the student's absence is inconsistent with the student's established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether the person is at his or her home or campus residence, and whether anyone familiar with the person has seen or heard from him or her recently or is aware of where he or she may be.

Any member of the Clark University community (whether employee or student) who is concerned that a member of the University community is missing should contact University Police, 508-793-7575, or the Dean of Students Office, 508-793-7423, as soon as it is determined that the individual is missing as defined above.

Emergency Contact:

Resident Students - A resident student is any student residing in a Clark University-owned residential facility. All resident students are required to designate an emergency contact person. If a student moves to another University residence facility, he or she is required to complete and/or update the same information as part of the room change paperwork process.

Nonresident Students - All enrolled students at the University, regardless of living circumstances, are requested to designate an emergency contact person through CUWeb or the Registrar's Office.

Every student (resident and nonresident) has his or her own student account and may enter or change his or her designated contact person at any time by updating emergency contact information through CUWeb (under personal information/address).

Only authorized campus officials, as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

Reporting and Investigating Missing Persons:

Any report of a missing student will be fully investigated by appropriate University personnel under the joint coordination of the Dean of Students Office and University Police. Further, the assistance of the Worcester Police Department, Massachusetts State Police, or other appropriate law enforcement agency will be sought if such assistance is indicated and deemed necessary by the initial campus investigation.

When a student is reported missing, Clark University will/may:

- Involve both University Police and the Dean of Students Office in the report and share all relevant information.
- Initiate an investigation to determine where the student might be and if the student can be located.
- Make reasonable efforts to contact that student via phone, cell phone, email, and an in-person visit to the student's residence or room.
- Contact faculty, peers, roommates and other University members to determine the potential whereabouts of the student.
- If the student cannot be located and remains missing, Clark University will, according to the law, contact Worcester and/or Massachusetts State Police within 24 hours of the initial internal report.
- Notify the emergency contact or legal guardian (for students under the age of 18) of the status of the investigation within 24 hours of the initial report, unless the student has been contacted.

In situations that may indicate a serious threat to a student's wellbeing, Clark University may notify law enforcement agencies and emergency contact(s) immediately.

The Dean of Students Office is required by law to inform the designated contact person of a missing student who resides in University property—or the custodial parent or guardian in the case of a minor—within 24 hours of receiving a missing person report.

Nonsmoking Regulation

The University Safety Committee unanimously recommended that the Clark campus become an official smoke-free workplace, effective June 1, 1992. Smoking of any type is not permitted inside any nonresidential campus building, including private offices. Smoking outdoors is only permitted if done at least 20 feet from any building, open window or building vent. Smoking is not permitted in any University hall or house as of Fall 2004.

Parking Policy

All Clark students who plan to park their cars in Clark University lots must be registered with University Police and display a valid parking decal on the vehicle. Unregistered vehicles found on Clark University property will be subject to towing at the owner's expense.

Alternatives to on-street parking are the parking garage (entrance on Shirley Street) and the Birch Street lot. These are 24-hour lots. Twenty-four hour parking spaces are very limited and decals for these lots are sold on a first-come, first-served basis.

Commuter parking is also available; these lots are located at the commuter section of the parking garage (entrance on Downing Street) and lots at the Administration building, Traina Center, Idrisi, the English House and the IDCE house, as well as lots on Maywood, Charlotte, Downing, Claremont, Beaver and Maywood streets. Commuter lots are open from 7 a.m. to midnight. Vehicles cannot be parked overnight (i.e., after midnight) in these commuter lots. Inquire at the University Police Department for information on registration procedures and fees.

It is important to note that Massachusetts law requires all out-of-state students, who live on or off campus and who have cars while at Clark, to fill out a “Nonresident Vehicle Information Form.” These forms are available at the University Police office. There is no fee involved with these forms, but failure to comply carries a fine of up to \$200.

Pet Policy

While on campus grounds, all pets must remain leashed and under the control of their owners at all times. It is the responsibility of the owner to immediately and properly dispose of the pet’s bodily waste. Pets are not allowed in any University building. Violations to the University Pet Policy will result in a \$50 fine for the first offense and a \$100 fine for each subsequent offense. Persistent violations to this policy may result in judicial action for students and appropriate follow-up for nonstudents, guests and employees.

Policy on Skateboarding and Trick Bicycling

Skateboarding and trick bicycling is not permitted on any monuments or benches. Such activity should only happen in a way that does not damage University property or interfere with the mobility or safety of individuals.

Policy on the Use of Photography and Videography of Students

Clark University and its representatives reserve the right to take and use photographs, as well as record video and audio of students, for the University’s print and electronic publications. This serves as a public notice of the University’s intent to do so and as a release to the University of permission to use such images in any form or medium, and audio recordings in any medium as it deems fit, in the promotion and publication of information regarding Clark University.

Policy on the Use of the University’s Name*

1. University officials should consider the following criteria when authorizing the use of the University’s name:
 - A) whether the association between the University and the activity, product, or publication is accurately represented;
 - B) whether the activity, product, or publication, and the manner in which it is associated with Clark’s name, are appropriate to the University’s educational mission; and
 - C) whether satisfactory arrangements have been made concerning the interest (if any) to be held by the University in intellectual property and income resulting from the proposed activity.
2. The University’s name, the University’s seal, or equivalent may only be used to refer to an activity with prior written approval of officials representing the University as a whole, such as the president or the provost, except as described below. Approval is not required for the following activities:
 - A) stationery, business cards and other materials used by departments or other units in the ordinary course of business;
 - B) official publications of the University (e.g., catalogues and related materials of the University and its various departments, including Web pages).
3. A name that refers to individual departments or units of the University (e.g., George Perkins Marsh Institute) may be used to identify an activity only with the approval of the responsible authority of the individual department. In addition, prior written approval of the provost is required where the use of the name involves:
 - A) the sale or distribution, for financial consideration, of a product or service;
 - B) a financial payment to the University or to any of its departments or other units; or
 - C) a fundraising, advertising, endorsement or promotional effort for any entity other than Clark University or one of its departments or units.
4. Faculty members and staff may use the Clark University name to identify themselves (e.g., “Jane Doe, professor of economics, Clark University”). In using or authorizing the use of Clark’s name to identify themselves in connection with activities conducted with outside individuals and entities (e.g., authoring a book), faculty and staff members should assure that Clark’s name is used in a manner that does not imply University endorsement or responsibility for the particular activity, product or publication involved.

5. No one may register or authorize the registration of any trade or service mark of Clark University in the United States or any foreign country without the prior written permission of the provost. Any individual, school or unit that wishes to grant or receive a license for the Clark University name for use on merchandise (such as t-shirts, mugs, calendars or jewelry) must obtain the prior approval of the provost.
6. Questions concerning the interpretation of this policy should be referred to the provost.

*This policy uses the term “name” to encompass insignias as well as names and to refer (unless otherwise indicated) to names and insignias of both the University as a whole and its constituent parts.

Sponsored Trips Policy

Clark clubs and organizations intending to sponsor trips as part of their programs and activities will need to complete a Travel Information Form in advance of any planned trip. The form includes information on who will be traveling, where, how and when the travel will take place, and how payment for the travel will be made. These forms are available from the Student Leadership and Programming Office.

Student Access to Records

Clark University’s FERPA Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or have been in attendance. In practice, this means that information contained in the student’s educational record can be shared only with school officials who have a legitimate educational interest and a legitimate need to know such information to fulfill their professional responsibilities. For these purposes, “legitimate educational interest” shall mean an educationally related purpose that has a directly identifiable educational relationship to the student involved.

1. School Officials

For purposes of FERPA, school officials are those members of an institution who act in the student’s educational interest within the limitations of their “need to know.” The following people are defined as having a legitimate need for access to any educational record for students under their jurisdiction: the president and the provost, the dean of the college, the dean of graduate studies, the dean of students, the associate dean of the college/director of academic advising, the director of academic advancement, the dean of the graduate school of management, and the dean of COPACE. Where appropriate, these school officials may, at their discretion, choose to share such information with University faculty or staff on a “need-to-know” basis.

2. Directory Information

Directory information is general information contained in the educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. Public directory information as defined by FERPA includes: student’s name, addresses (campus, home, email), telephone listings and photograph; date and place of birth; major field of study, dates of attendance, class year, enrollment status (e.g., undergraduate or graduate; full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and most recent educational institution attended. School officials may, at their discretion, release directory information to third parties unless the student specifically directs that it be withheld.

3. Registrar’s Office

The Registrar’s Office is the keeper of all educational records and treats the student’s educational record with the utmost confidentiality. The registrar and director of student accounts are responsible for all the educational records and will share nondirectory information about individual students with other school officials only on a need-to-know basis.

4. Faculty

All official records created by Clark faculty in fulfilling their professional obligations (e.g., grades and comments on graded papers) are protected by FERPA. Informal records maintained by Clark faculty (e.g., notes about meetings with students) that are kept under the sole possession of the faculty member, have not been created with the assistance of anyone else, and are accessible only to a temporary substitute, do not fall under FERPA's umbrella. Nevertheless, such informal records should be shared with third parties only on a "need-to-know" basis.

Faculty who serve as academic advisers will have access to their advisees' academic records. They will also be notified of any change in an advisee's academic status. Where appropriate, they will be informed of those actions of the College Board that relate to their advisees. All faculty will have access to a student's class schedule for the purpose of overriding a registration restriction.

5. Academic Advising Center

The associate dean of the college/director of academic advising may share a student's educational record with members of the staff of Academic Advising when it is deemed appropriate for them to have such information in the execution of their duties.

6. Student Affairs Staff

The dean of students may share a student's educational record with members of the Student Affairs staff when it is deemed appropriate for them to have such information in the execution of their duties.

7. Admissions

FERPA does not apply to the records of applicants for admission who are denied acceptance to Clark, nor does it apply to applicants who are accepted but choose not to attend Clark. Admitted students are covered by FERPA once they have enrolled. A student is considered enrolled on the first day of classes.

8. Athletics

The dean of students will share information about the academic status of student athletes with the director of athletics for the purposes of ensuring NCAA compliance.

The dean of students may share judicial information with the director of athletics in support of the Athletic Code of Conduct. He/she may also share information of a serious nature about a student when it is relevant to that student's status as an athlete.

9. Other persons

Faculty serving on University committees where a legitimate "need to know" exists may have access to educational records. Faculty members of registered honor societies may have access to student educational records for the sole purpose of determining eligibility for membership on the basis that they are acting in an official University capacity that is integral to the educational function of the University. In both cases, the legitimate educational interests of students and the University have been served.

10. Official Agents

Clark University may share certain personally identifiable information with official agents. An official agent of the University is a person or organization performing a business function or service on behalf of the institution (a function or service that the institution normally would perform itself). All official agents of Clark University have signed an agency agreement which stipulates that they will adhere to FERPA guidelines.

11. University Agents

Parents/guardians may obtain nondirectory information (e.g. grades, academic standing, etc.) at the discretion of the institution and after it is determined that the student is legally dependent on either parent or guardian.

Tabling Policy

There are four tables in the concourse of the Higgins University Center. Table 1, located closest to the dining hall, is reserved for vendor use only. If a vendor is not using the table, student clubs and organizations may use it on a first-come, first-served basis. Concourse Table 2 is located directly across from the Information Desk. Table 3 is located next to the Information Desk, and Table 4 is located in front of the Student Council Office. All of these tables must be reserved in advance by contacting Events Planning on the third floor of the University Center, x7471.

Tables may be reserved up to two weeks prior to your tabling start date. If an organization does not show up for their reserved time, the events services manager reserves the right to cancel that organization's entire reservation. Repeated "no-shows" by an organization may result in that organization losing the privilege to reserve future tables. After tabling, please remove all banners, flyers, and paraphernalia, and leave the table empty. The Information Desk does not have the capacity to store items, so please make alternative arrangements for storing your items.

Title IX

It is the policy of Clark University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, religion, sex or veteran's status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, the admission of students, employment actions, or other sponsored activities.

Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by Clark University. Clark University complies with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq., and subsequent regulations, which prohibit discrimination on the basis of gender in all programs and activities receiving federal financial assistance. Clark University receives such assistance and complies with this law and its implementation of regulation at 34 C.F.R. Part 106 (clarku.edu/antidiscrimination).

To ensure compliance with Title IX, the president of the Clark University designates the "Title IX Coordinator" as the primary contact responsible for developing, adopting and/or assuring the dissemination of the University's nondiscrimination policy and for making the policy available to the University community. Clark's Title IX Coordinator is Jacqueline Capomacchio, the director of human resources and affirmative action (jcapomacchio@clarku.edu; 508-793-7294).

Clark's "Harassment and Discrimination Prevention Policy" can be found here: clarku.edu/antidiscrimination-policy.

An explanation and review of grievance procedures can be found here: clarku.edu/grievance-procedures.

As part of Clark's efforts to ensure compliance with all Title IX laws and regulations, the University also has a Title IX Team that includes the following individuals:

- Athletics: Trish Cronin, senior women's administrator and assistant trainer; tcronin@clarku.edu
- Academic Affairs: Provost Davis Baird; dbaird@clarku.edu
- University Police: Officer Lauren Misale, sexual assault investigator; lmisale@clarku.edu
- Student Affairs: Jason Zelesky, associate dean of students; jzelesky@clarku.edu
- Business Office, Paul Wykes, business manager; pwynes@clarku.edu

Clark University students who feel that they have experienced inappropriate behavior, sexual misconduct, harassment or discrimination can meet with the following members of the community to discuss or report the incident: the dean of students, the associate dean of students, the director of residential life and housing, the dean of graduate studies or the provost.

Vending Policy

Given the high demand by external vendors for on-campus sales, the following policies will be enforced.

1. External vendors must contact the Events Planning Office (508-793-7471) to schedule sales dates.
2. Vendors will be limited to no more than two dates per month.
3. A contract will be issued that outlines specific vending information.
4. Fees must be paid upon arrival.
5. Clark students in "for-profit" ventures will be expected to follow the same guidelines as external vendors.

The University reserves the right to deny any vendor request and/or cancel future dates.

Information Distribution

To schedule tables for ticket sales and/or information distribution, on-campus groups must contact the Student Leadership and Programming Office (x7549). Spaces are available on a limited first-come, first-served basis. Every attempt will be made to accommodate the request.

Jury Duty in Massachusetts

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

There are no student exemptions from jury duty. Like all jurors, students may defer their service up to one year from the original date.

Massachusetts residents who study in a different county in Massachusetts may receive a summons from the county where their school is located. For example, a Boston resident (from Suffolk County) who attends Clark University (in Worcester County), may be summonsed to appear for jury duty in Worcester County. It is possible for students to receive two summonses, one from their home county, and the other from Worcester County. College students must serve in response to only one summons, whichever one was issued first.

Out-of-state students attending Clark who live here for six months of the year or more are eligible to serve in Massachusetts. This often comes as a surprise to out-of-state students, who may come from a jurisdiction where only permanent residents of that state are eligible to serve.

It is not unusual for students residing in Worcester County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community. Clark University supports students in their fulfillment of this civic duty.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. The Dean of Students Office may also be able to assist in making arrangements for missed class time due to jury service by confirming your summons with your professors. Students may be required to furnish their summons notice or their certificate of service when making these arrangements.

If you have any questions about jury duty, please contact the Office of the Jury Commissioner (1-800-THE-JURY). Further information can also be found at massjury.com.

Voter Registration

Registered to vote? Why not? Visit worcesterma.gov/e-services/document-center/elections to learn more.

Living On Campus

Residency Requirement	52
Office of Residential Life and Housing	52
Building Access and Security	53
Building Opening, Closing and Breaks	54
Collections/Drives	54
Damage Charges	57
Duty Hours	54
Emergencies	54
Entering Rooms	57
Fire Drills and Evacuations	54
Health and Safety Inspections	57
Housing Contract	54
Laundry Facilities	55
Lock-Out Policy	55
Lost Keys/Clark ID Card	55
Mural Program	55
Painting/Alterations	58
Parties/Social Gatherings	55
Posting Policy	56
Prohibited and Approved Items	56
Residence Hall Association/Residence Hall and House Councils	56
Room Assignments	57
Room Change/Consolidation	58
Room Maintenance	58
Roommate Agreements	58
Social Lounge Reservation Policy	57
Storage	57
Telephones	58

LIVING ON CAMPUS

Living On Campus

There are more than 1,750 undergraduate and graduate students who reside in the University's eight residence halls and 14 houses. On-campus housing is managed by the Office of Residential Life and Housing (RLH), its seven professional staff members and 42 undergraduate Resident Advisers (RAs) and Housing Complex Managers who provide leadership, guidance, and opportunities for residents to involve themselves in the campus community.

Residency Requirement

Students entering college for the first time must live on campus for their first four semesters at Clark. Exceptions to this policy must be granted by the Office of Residential Life and Housing and are only made if the student will be living with a parent or legal guardian and the primary residence is no more than 25 miles from campus.

Students who transfer into Clark as juniors or seniors are not required to live on campus, but are certainly invited to. Those who transfer in as first-years or sophomores must live on campus until junior status is reached. Students reaching junior status in the middle of the year, however, are reminded that their housing contract extends through the academic year, and they are expected to remain on campus for the entire year. Questions about this policy should be directed to RLH.

Office of Residential Life and Housing

The goal of this office is to provide a living environment that allows for academic pursuits, interpersonal interactions, educational opportunities and social events. The environment is intended to encourage freedom of action and self-expression within the context of community responsibility.

Director of Residential Life and Housing

The Director of Residential Life and Housing provides the overall supervision and direction for the department. The director works with the assistant director of RLH, area coordinators, hall directors, housing complex managers, and resident advisers to assess the needs of students and to provide services that fulfill both the University's mission as well as that of the department. The director is responsible for managing and maintaining the room assignment process for new students, room selection for returning students, room changes process, and opening/closing procedures. The director also manages Web content and administrative applications for the RLH office.

Assistant Director

The Assistant Director of Residential Life and Housing works closely with the director to provide a supportive living/learning environment for the undergraduate and graduate students living in the Clark community. The assistant director promotes a strong sense of community by coordinating campus programming and community-building efforts to create a sense of pride and ownership within residence hall communities. The assistant director is responsible for the recruitment, selection, and training of the paraprofessional Resident Adviser staff.

Area Coordinator for First-Year and Transfer Communities

These coordinators are professional staff members living in the residence halls, who are committed to the growth and development of residential college students. The coordinator is responsible for advising residents concerning personal and/or academic concerns, supervising the Resident Adviser staff (directly supervising the Bullock and Dodd Hall RAs, as well as the hall directors of Wright Hall and the Johnson Sanford Center) promoting hall programs and activities, advising hall councils and managing all aspects of residence hall life for first-year and transfer students in Clark residence halls. The area coordinators are responsible for the design and implementation of Clark's First-Year Residential Experience and Transfer Experience programs.

Area Coordinator for Upperclass and Graduate Communities

These coordinators are professional staff members living in the residence halls, who are committed to the growth and development of residential college students. The coordinator is responsible for advising residents concerning personal and/or academic concerns, supervising the Resident Adviser staff (directly supervising the RAs in Maywood Street and Blackstone Halls, as well as the hall

director of Dana and Hughes Halls and the housing complex managers for Clark houses), promoting hall programs and activities, advising hall councils and managing all aspects of residence hall life for sophomore, junior, senior and graduate students in Clark residences. The area coordinators are responsible for the design and implementation of Clark's Sophomore Residential Experience and Junior Transitions programs.

Hall Directors

Hall Directors are professional staff members living in the residence halls, committed to the growth and development of residential college students living in their respective areas. Hall directors supervise the RA staffs within their areas and advise residents concerning personal and/or academic concerns. They also promote hall programs and activities, advise their hall council and manage many aspects of residence hall life within their specific hall or residential center. There is a hall director for each of the following areas: Johnson Sanford Center, Wright Hall, and Dana and Hughes Halls.

Housing Complex Managers

Residential Life and Housing employs three housing complex managers to oversee the operation of Clark's 14 undergraduate and graduate houses. They act as building managers for the following housing complexes:

- South Complex: 13 Beaver St., 1 & 3 Maywood Place, 21 & 23 Maywood St.
- North Complex: 70 Florence St., 2 Downing St., 112 & 114 Woodland St.
- Grad Complex: 906, 914, 926, 930, & 934 Main St.

Housing complex managers manage room condition checks and health and safety inspections for the houses in their complex. In addition to providing social opportunities for their areas, they also meet with residents throughout each semester to check in with them, as well as verify that everything is going well in the houses. The managers also serve as part of the on-call professional teams each Thursday, Friday, and Saturday night alongside a hall director or area coordinator.

Resident Advisers

The Office of Residential Life and Housing employs undergraduate paraprofessional staff members as Resident Advisers (RAs) in each of the eight residence halls. RAs create and maintain a sense of community on the floor and in the hall by initiating and encouraging campus and hall/house programs, answering questions and referring students to different campus services, advising residents, addressing inappropriate behavior and helping to interpret University policies and procedures.

About the Residence Halls and Houses

Building Access and Security

University residence halls are secured by a computer-controlled card-entry system. Residents may enter their residence hall by using their Clark ID. An alarm will go off at University Police if one of the outside doors is kept open longer than is reasonable for entry. Individuals who prop doors jeopardize security. Wright and Bullock Halls are first-year only buildings and access to these buildings will be limited to first-year students. All residential students have access to all mixed or upperclass halls during non-quiet hours. Access will be limited to a student's assigned residence hall during quiet hours (see Noise policy in Residential Community Standards and Policies for a description of quiet hours). If a student would like to visit a resident of another building during quiet hours, he/she is asked to call ahead or use the call box conveniently located at the front entrance of each residence hall. All guests of a residence hall should be escorted by a resident of that building.

The University houses are locked 24 hours a day. The room keys for residents of the houses open the front door. All residents are strongly encouraged to keep their room doors locked while they are out, asleep, or otherwise not able to control access to their rooms.

The University cannot assume responsibility for the theft of or damage to personal property. Any loss of personal property should be reported to University Police by calling 793-7575 (x 7575 from your room phone). You are encouraged to consider having your personal belongings covered under your parents' or guardians' homeowner's insurance if possible, or by purchasing renter's insurance.

Building Opening, Closing and Breaks

The occupancy period begins at 9 a.m. one day before the start of classes for returning students and 9 a.m. on the day of orientation for new students. University residence buildings close at noon on the day after final exams for both fall and spring semesters. All students should vacate their rooms 24 hours after their last exams, although graduating seniors may remain in their rooms until noon on the day after Commencement. Students are responsible for knowing the posted dates for closing and breaks.

If you wish to remain in your residence hall/house during the October, Thanksgiving and March break periods, you may do so, but the halls and houses will be closed during winter break, between semesters. Students who need to stay on campus during winter break may elect to do so, for an additional charge, at the discretion of RLH. Blackstone Hall residents may remain during winter break at no charge, but must request permission to do so. Students may elect to arrive or leave up to 48 hours early or late for a fee of \$50 per day (\$75 per day if requested less than 7 days in advance). Students who arrive on campus early without prior approval will be charged \$150 per day if they wish to stay on campus.

Rooms must be vacated at the end of the academic year, which means that all personal belongings must be removed from the room by the established deadline.

Collections/Drives

Individual students and student groups may collect items for donations in on-campus housing with permission from the RLH office. All individuals or groups seeking to hold a collection or drive in a residence hall must respect the following guidelines:

- Each residence hall has one location for the placement of collection boxes; a list of locations is available in the RLH office.
- Only one collection/drive may occur at a given time.
- Collections are scheduled by week. Multiple weeks may be requested, but will be limited to two (2) weeks if there is another request.
- Boxes may be placed beginning on Monday morning of the first week and must be collected by Sunday evening of the final week. Any boxes not collected by Sunday may be discarded by RLH or Physical Plant staff.
- Collection boxes must be provided by, monitored, emptied, and collected by the requesting group or individual.

To schedule placement of a collection box, visit the RLH office or contact Lisa Jano at ljano@clarku.edu.

Duty Hours

While classes are in session a Resident Adviser is on duty in each residence hall every night from 9 p.m. until 7 a.m. Signs are posted in the buildings to indicate who is on duty and how they can be contacted.

From 9 p.m. to midnight, Sunday through Thursday, and from 9 p.m. to 2 a.m., Friday and Saturday, the RA on duty is in radio contact with RLH professional staff and University Police and is available to assist residents, enforce quiet hours, and perform building rounds. After these hours the RA is available to respond to emergency situations in the building.

Emergencies

In the event of an emergency in your residence hall or house, immediately call University Police (x7575).

Fire Drills and Evacuations

Fire drills are held periodically, and all residents and guests are expected to leave the building during these drills. You should be aware of the quickest and safest ways out of the building; RLH staff will provide this information at the beginning of each semester.

During fire drills RLH staff and University Police will check all rooms to make sure that all students have evacuated the building, and to note any fire safety issues.

Housing Contract

The housing contract that you have signed is a full-year agreement. You are obligated to reside in University housing throughout the period of time designated on your contract. You may apply for a request to be released from your contract, but there must be substantial documentation that supports your request. The "Housing Appeals" form is available on the RLH website under "For Current Resident Students." Granted housing appeals are subject to a \$1,000 cancellation fee.

Laundry Facilities

All University residence halls and houses have washers and dryers. Unlimited cold water washing and all drying cycles are an included amenity for residential students only. Hot water washing is available for fifty cents. Non-resident students found using washing machines or dryers in a University-owned property will face judicial action and be fined \$50. As a courtesy to others, if you find that one of the machines is broken, contact your RA, the RLH office (x7453), or go to automaticlaundry.com to report the problem.

Lock-out Policy

The lock-out policy ensures the safety and security of all residents by immediately replacing the keys lost by residents. Residents who become locked out of their rooms and cannot reach a roommate or suitemate to let them in should contact University Police or an RA.

RAs are available for lock-outs during duty hours and when otherwise available during the day. If an RA is not available or it is after duty hours, contact University Police (x7575). Residents will be required to show proper identification and verify their room assignment before being let in; once reentry is granted they will be asked to show their key to verify that it has not been lost. House residents who lock themselves out should call University Police.

Since the security of a campus residence is of utmost importance, students will be permitted one excused lock-out per academic year. A second lock-out will result in an educational meeting with your area coordinator or hall director. The consequence for three or more lock-outs is judicial action and a \$25 service charge per incident.

Lost Keys/Clark OneCard

If you lose your room key during the course of the year you will be charged a replacement fee for your room lock and key. It is strongly recommended that you keep your keys on a reliable key ring and that you carry your keys and Clark OneCard, which is your University ID, at all times. Do not lend your keys or OneCard to anyone for any reason. If you lose your room key, you should immediately notify your Resident Adviser and go to the Cashier's Office (20 Downing St., second floor). Upon paying the cashier \$35 for the replacement key and lock, you will get a receipt to take to Physical Plant. If you are unable to pay this fee immediately, it will be added to your student account—you will need to visit the Accounting (Student Billing) office to do this. Lock changes initiated by University staff will cost \$35 plus a \$15 service fee (\$50 total). Locks are changed for security purposes when keys are lost.

Lost Clark OneCards should immediately be reported to University Police. A replacement ID costs \$15.

Remember to return your room key before leaving at the end of the year to avoid being charged for its replacement.

Mural Program

Residents who are interested in creating an artistic mural in the Residence Halls may apply to paint a mural through RLH. All mural proposals are heard by a committee who will review the proposed artwork, location, and other details to determine if the mural may be constructed. See RLH for more details.

Parties/Social Gatherings

While students are welcome to entertain and host guests in their residence hall or house, residents need to be aware that hosting and/or attending large gatherings or parties where alcohol is present puts them at risk for violating several policies outlined in the Code of Student Conduct and Residential Community Standards and Policies. It is highly recommended that all residents familiarize themselves with the University's policies on alcohol (including underage consumption and presence, communal sources, and drinking games), guests and noise before deciding to host or attend a party in University housing. RLH staff and University Police will confront and document any situation where a party is suspected of taking place and reserve the right to ask any guests present to leave if policy violations are evident.

Posting Policy

Guidelines have been established to help support the efforts of student groups and organizations in advertising their events while maintaining a respectful and clean residential hall environment.

Before they may be posted in residence halls or houses, all signs to advertise events must be stamped, initialed and dated by the Residential Life and Housing Office (located at 22 Downing Street, first floor) or by Student Leadership and Programming. All signs should include the date, time and event location, admission charge (if applicable) and contact information. Announcements cannot advertise alcohol. Any signs/ announcements that are considered to violate the Code of Student Conduct will not be stamped.

Any office or student group that would like posters/signs displayed in the residence halls or houses should complete the following steps:

1. Bring copies of posters/signs to the RLH Office between 8:30 a.m. and 5 p.m., Monday through Friday.
 - 8 copies for residence halls
 - 9 copies for undergraduate houses
 - 5 copies for graduate houses
2. After they have been stamped, posters/signs will be distributed, through the RLH Office, to the RA or HCM for each building or house.
3. Posters/signs will be hung on Monday and Thursday of each week.
4. Posters/signs will be hung on a bulletin board in the main lobby area. Posters/signs found anywhere else in the building will be taken down immediately.
5. RLH staff will take down all flyers once the event has taken place.
6. Only the RLH staff may hang posters/signs in areas other than the main bulletin boards.

Any unauthorized posters/signs or items not posted by RLH staff will be removed.

If you notice any of these things not happening as indicated, please contact the Office of Residential Life and Housing so that any problems can be addressed.

Prohibited and Approved Items

Prohibited items that are found in any room/suite are subject to confiscation by University staff or University Police. The following materials are not permitted in the residence halls:

- Extension cords
- Candles
- Hot plates
- Space heaters
- Incense
- Fireworks
- Traffic signs
- Halogen lamps
- Lava lamps
- Oil lamps
- Weapons
- Air conditioners
- Fuels
- Automotive parts
- Any additional items prohibited by law, University policy, or deemed unsafe by University staff.

RLH permits the use of UL-approved power strips and multi-plug adapters with internal surge protectors as well as other UL-approved appliances that are not listed above or otherwise prohibited in Residential Community Standards and the housing contract. For information on UL-approved appliances, visit ul.com.

Residence Hall Association/Residence Hall and House Councils

Residence Hall Councils represent students living in specific residence halls/houses and are formed at the beginning of each academic year. The purpose of these councils is to promote community, diversity and awareness through programming and advocacy, with the ultimate goal of increasing the quality of life in these buildings.

The Residence Hall Association (RHA) represents the entire student population and governs the Hall Councils, ensuring that they remain active and focused. Additionally, RHA works with the Office of Residential Life and Housing to maintain the quality of life for resident students.

Social Lounge Reservation Policy

The Office of Residential Life and Housing recognizes campus organizations' need for meeting space. While the office will try to accommodate organizations as need be, it also realizes that the social lounges within the residence halls are a place for the residents of that building to gather on a spontaneous basis or to be used for programming. Taking all of this into consideration, RLH has established the following guidelines:

1. Call the RLH office (x7453) at least one week prior to the event and ask to speak to the area coordinator or hall director for the building in which you would like to reserve a space.
2. Only social lounges will be available for use by campus organizations. Study lounges may not be reserved. Recurring reservations may not be granted.
3. If a group is meeting in a social lounge without a reservation, the group may be asked to leave if there is a conflict.

Storage

Residential Life and Housing does not offer on-campus storage for personal belongings. Clark University has partnered with Collegeboxes Inc. to provide all Clark students with the opportunity to store their belongings as easily as possible.

Collegeboxes, which operates the largest storage operation for college students in the country, provides you with boxes and materials you need to ship or store your items during summer break. Visit collegeboxes.com to learn more about Collegeboxes, their services, and their pricing.

About Your Room

Damage Charges

A room-condition card will be completed by the Residential Life and Housing staff who will check the condition of rooms and furniture before you move in and after you move out. You should review this form upon check-in to confirm the information and provide additions to your RA if needed. You are liable for damages sustained throughout the year and may receive a damage bill in June.

Residents are also responsible for damages in common areas, including (but not limited to) suites, kitchens, lounges, hallways and stairwells. When common damages are found or vandalism is committed, a reasonable attempt will be made to determine the responsible individual(s). If the person(s) responsible is not identified, the cost of repair/replacement will be assessed to all residents of the building/floor/area.

Entering Rooms

The University staff reserves the right to enter and inspect room(s) as needed for the purpose of verifying compliance with health and safety standards, to investigate probable violations of the Code of Student Conduct, for inventory purposes and for making necessary repairs to rooms and furnishings periodically throughout each semester.

Health and Safety Inspections

Periodically, the Residential Life and Housing staff inspects each room to ensure the safety of the buildings. During the December break, all electrical appliances are checked to confirm they are unplugged (with the exception of micro-fridges) and windows/shades are closed. Prohibited items found in a student's room/suite during room inspections will be confiscated and judicial action may be taken. Housing complex managers will conduct at least one health and safety inspection per semester in University-owned houses. These are in addition to closing inspections and fire alarm testing.

Room Assignments

First-year and transfer student roommates are assigned by taking into account complementary lifestyles. Assignments are made regardless of race, religion, place of origin, sexual orientation or intended majors. All University-owned housing is nonsmoking, but since some students may smoke outside their residence hall rooms, students are matched as smoking or nonsmoking roommates.

Each spring a room selection process is held to allow students to choose their housing assignments for the following year. You will receive information in February regarding the Housing Selection and Lottery process.

Sophomores, Juniors and Seniors living in University housing may select to live with a roommate of a different gender in accordance with the gender-neutral housing policy.

Single rooms are selected on a seniority basis. Any student needing to request a single room for medical reasons must submit the following:

1. A letter stating the specific medical condition and the specific housing need that it requires.
2. Documentation from a medical professional supporting the request.

A committee comprising of representatives from Residential Life, Disability Services, and Health Services will review the information. Information about the request and medical condition will only be shared with appropriate University staff. A response to each request will be communicated by mail.

Please note: A granted request will guarantee that a regular single accommodation will be available. The location of that room will not be guaranteed, unless related to the medical need. Medical singles are charged at the same rate as nonmedical single rooms.

Room Change/Consolidation

There is a “room freeze” in effect during the first two weeks and the last two weeks of each semester. Otherwise, room changes can occur at any time during the semester with the approval of the Office of Residential Life and Housing. Please come to the RLH office or visit its website for the required forms. It is the expectation of RLH that all perspective roommates be treated fairly and respectfully.

Residents participating in unauthorized moves will be required to return to their original assignment and may be referred for judicial action.

After the room freeze period, a sole occupant of a double room may be required to consolidate, if space requirements demand it. Residents who are required to move to a new room, or who will be having a new roommate move into their room, will be notified in writing when they should meet with the assistant director of RLH to complete the necessary paperwork. Additionally, “pull-in” days are held in December to give students with a confirmed spring vacancy the opportunity to “pull” someone into their vacant space before RLH assigns a student to the space over winter break.

Room Maintenance

You are responsible for the care and general upkeep of your own room. A vacuum is available in each residence hall for student use; ask an RA if you'd like to borrow it. Please be sure to return equipment promptly so that it will be available to other students. Lost or damaged vacuums may not be replaced immediately.

Only scotch tape, masking tape or pushpins should be used to hang objects on walls. Hooks, nails and mounting tape should not be used on walls or ceilings. You will be responsible for the cost of repairing damage caused by nails, hooks, etc.

If you believe your room needs maintenance or repairs, complete an online work request online at tmaweb.clarku.edu or call Physical Plant at x7566.

Roommate Agreements

All new first-year students who share a room are expected to complete a roommate agreement within the first three weeks of the fall semester; this facilitates communication about the expectations roommates have of each other. Returning students are encouraged to complete a roommate agreement. Communication is the key to a successful living environment for roommates; therefore, mediation will be the first step in addressing roommate issues. RAs and professional staff of RLH are available to facilitate the mediation process. If, after mediation, roommates are found to be incompatible, the Office of Residential Life and Housing reserves the right to move one or all roommates to a different location.

Painting/Alterations

Residents are not permitted to paint or permanently alter their rooms, doors, or common areas. Contact the Physical Plant office if you believe your room needs painting or repairs. Students who paint on walls, doors, or furnishings, or who otherwise alter their appearance or structure without permission, will be charged for the cost of restoration.

Telephones

All residence hall rooms and all University houses are equipped with a working telephone jack to provide local calling. You must bring your own telephone.

Dial the last four digits of the number to use your campus phone for internal (on-campus) calls. To make a local call, dial 9 + 1 + area code + telephone number. You can also receive long distance calls on campus phones as long as they are not collect calls.

Living Off Campus

ALERTWorcester	62
Dog Licenses and Registration	62
Finding an Apartment	62
Important Numbers and Resources	64
Living in the Neighborhood	60
Moving Into Your New Apartment	64
Moving Out of the Apartment	64
Off Campus Residency Policy	60
Parking	62
Renter's Insurance	64
Sharing an Apartment	63
Social Host Liability and Off Campus Parties	62
Tenant's Rights	63
Trash and Recycling	64
University Jurisdiction Off Campus	61
What is a Lease?	63
Worcester Noise Ordinance	61

Living Off Campus

At Clark University, the majority of students live on or very close to campus. While first- and second-year students are required to live on campus and in University-owned housing (unless they meet the criteria to be commuters), juniors, seniors and graduate students can choose to move off campus and live in the Worcester community and Main South neighborhood. We understand that part of your growth and development may include gaining experience living in a more independent and autonomous environment like a shared apartment.

Clark University and the City of Worcester have collaborated to help foster a healthy and safe environment in the neighborhoods surrounding our campus. When you move off campus, you are moving into the “city,” even if your new apartment is only a few steps away from Clark property. We expect that you will consider yourself as much a resident of Worcester, Mass. as you are a student at Clark University. As a member of the Worcester community, you have the additional responsibility of respecting (and knowing) the rights, responsibilities, ordinances and laws that accompany your new role as an off-campus student. Your transition from University-owned housing to more private living arrangements presents unique challenges. While your relationship and connection with Clark remain strong, you are now a resident of Worcester!

We have designed this section to provide students who are thinking about living off campus, or who are already living off campus, valuable information that will help you be a good neighbor and responsible renter. Clark University and the local Main South community must be equal partners in ensuring a quality living experience for all. Off campus, Clark students play an integral role in the Main South neighborhood, and we hope you will make a positive impact on the community.

Clark University students are responsible for conducting themselves so as to not bring disrepute to the University. Off-campus students are expected to comport themselves according to all local and state laws and live within the expectations outlined in the Code of Student Conduct. Off-campus students who violate policy or law may be subject to disciplinary action through the judicial system.

Off-Campus Residency Policy

Students entering college for the first time must live on campus for their first four semesters at Clark. Exceptions to this policy must be granted by the Office of Residential Life and Housing and are only made if the student will be living with a parent or legal guardian and the primary residence is no more than 25 miles from campus.

Students who transfer into Clark as juniors or seniors are not required to live on campus, but are certainly invited to. Those who transfer in as first-years or sophomores must live on campus until junior status is reached. Students reaching junior status in the middle of the year, however, are reminded that their housing contract extends through the academic year, and they are expected to remain on campus for the entire year.

Clark University expects all students to complete their residency requirement. Only students who are eligible to live off campus, or who have successfully appealed their current housing status, should sign a private lease. Signing a lease with an off-campus landlord will not exempt a student from his/her residency requirement and should only be done when a student is certain that he/she has completed the required four semesters on campus.

Living in the Neighborhood

Your actions, and those of your guests, are judged—partially—by the way you interact and relate to your neighbors and the local community. Many of the off-campus residences frequented by Clark students are nestled within the vibrant and diverse urban community of Main South. As a result, it is not unusual for student apartments to be located next to or very close to apartments that are home to families and residents who are not affiliated with Clark. Students should understand that our neighborhood is a blended one and not all residents will be accepting and/or tolerant of behavior that might be common in a residence hall or campus environment (i.e. staying up all night, larger gatherings, etc.). As a result, Clark University asks its off-campus students to consider the following suggestions for establishing a considerate and positive relationship with your new neighbors:

1. Meet your neighbors and introduce yourself. This simple first impression will help establish an immediate relationship with those who live around you. Provide your closest neighbors with a contact number where they can reach you if they have a concern, question or problem.

2. Keep your property clean. Even though you are renting, you will be responsible for basic upkeep in and around your apartment. If driveways, walkways and other visible spaces are littered with trash and debris, neighbors are sure to notice. How your property looks often determines how others think of you and the type of behavior you might be engaged in. This can lead to conflict with your neighbors, your landlord and local authorities.
3. Consider informing neighbors of your gatherings. It's important to know who your neighbors are and how they live. Not everyone is a college student with the privilege of having afternoon classes and weekends without time commitments. If you are living next door to a resident who needs to get to bed early or cares for a young child, you may find them sensitive to noise and disruption. Upset neighbors have the right to complain about unruly behavior, so any effort you take to better understand how you can live in harmony with those around you will make for a more positive living experience.
4. Park legally. Parking is tight in and around this neighborhood. All residents are looking to park their vehicles close to their own apartment. If you park illegally or irresponsibly, you should expect to be towed. Please refer to the "Parking" section to better understand the local laws for parking throughout the year.
5. Watch and monitor your noise. Noise is the single most common complaint and concern for neighbors. Keep music down and windows closed. Try to keep guests inside your apartment and end gatherings at a reasonable hour.

University Jurisdiction Off Campus

Clark University Police do not have jurisdiction in non-University-owned property. As a result, Worcester Police will be contacted to address any complaint or incident at your off campus residence. Because of their excellent and collaborative relationship with Worcester Police (WPD), University Police (UP) may be contacted by WPD to assist them when dealing with an off campus incident that involves Clark students or properties where Clark students are known to reside. As a result, it is not uncommon for off-campus students to be confronted by both WPD and UP if they are involved in questionable behavior. Off-campus residents need to understand that they are residents of Worcester and are subject to the laws and ordinances of the Commonwealth of Massachusetts and the City of Worcester. Illegal activity may be subject to a monetary fine, civil citation or arrest. Students who are confronted by WPD and/or UP for off-campus issues may also be subject to on-campus judicial proceedings.

Worcester Noise Ordinance

The City of Worcester has its own policy concerning noise and expectations related to the volume of any activity originating from a private residence or vehicle; the policy considers excessive or unnecessary noise as a "threat to the health, welfare, safety and quality of life of the public." As a result, Worcester has developed and passed strict legislation to govern the ambient noise levels within the city: No person or "electronic reproduction device" (radio) shall create a sound that can be heard 25 feet from the item generating the noise or the property containing the person(s)/sound device. Generally, this means that if noise can be heard on the sidewalk outside of your apartment, you may be violating this ordinance and, therefore, could be subject to complaint and action by WPD.

In addition, the City of Worcester has determined its own set of "courtesy hours" indicating that loud noises that bother or disturb the ambient quiet between the hours of 9 p.m. and 7 a.m. on any day of the week will not be tolerated and will be subject to a \$50.00 fine and/or the possibility of arrest at the discretion of WPD.

In addition, no sound emanating from a vehicle (moving or parked) should be audible at a distance of 50 feet from that vehicle.

Please understand that living off campus means understanding how a neighborhood community operates. Because not everyone in your vicinity is attending Clark, the noise policies are actually more strict than you would find within the residence halls or University-owned houses.

Noise complaints remain the most common issue for our neighbors and our students. Please be careful and respectful of others when considering the amount of noise you generate and the time of day when you make this noise.

Parking

Parking in the city—especially near or close to your private residence—can be extremely stressful. Many students choosing to live off campus will continue to pay for an on-campus parking decal to alleviate some of the time and energy that is often exerted circling the neighborhood in search of a parking spot. Off-campus students should understand that parking on campus without a decal is a violation of Clark’s parking policy, and may be subject to a fine and/or removal of your vehicle at your expense.

If you live off campus and wish to park your car in the neighborhood, please follow all posted parking guidelines and restrictions. The Parking Enforcement Department of Worcester patrols the neighborhood regularly and will fine and/or tow your vehicle if it is parked illegally. Each year, the city will post notices of “street sweeping” and restrict parking on certain streets at specific times. The city will tow your vehicle if you disregard these notices.

During winter months, students should be aware that the city will declare “winter parking bans” that make parking on certain sides of the street—or parking on the street at all—illegal (depending on the street and where you live). Students living off campus should check telegram.com to see if a parking ban is in effect, or sign up with the City of Worcester (at worcesterma.gov/e-services/winter-parking-ban) to receive parking ban alerts via text messaging or Twitter (@SnowParkingBan).

ALERTWorcester

As a Worcester resident, you may want to register to receive important health and safety alerts that impact the City of Worcester. This may include severe weather emergencies, missing person notification or unexpected road closures. If you are interested in receiving these alerts, please visit worcesterma.gov/emergency-communications.

Dog Licenses and Registration

Some off-campus students might consider dog ownership if permitted by their lease. All dogs must be registered and licensed in the City of Worcester. According to city ordinance, all dog owners are responsible for keeping their dog on a leash and for cleaning up all excreta.

Social Host Liability and Off-Campus Parties

As an off-campus resident, you may consider hosting gatherings at your apartment or property that include the availability and/or consumption of alcohol. Massachusetts, like most states, has a “Social Host Liability Law” that places any party host at significant risk should anything happen to a guest during or after a gathering at your residence.

When you live on campus, Clark University takes responsibility for many of the actions that happen in and around the residence halls and houses. This is one of the reasons why Clark employs resident advisers and police officers who make frequent rounds of the property to address any questionable incidents or safety concerns. When you live off campus, you assume most of the responsibility associated with what happens in your apartment and under your supervision.

In the Commonwealth of Massachusetts, the sale, delivery or furnishing (making it available) of alcohol to persons under 21 is prohibited and considered a violation of the law, subject to arrest at an officer’s discretion. In addition, a “social host” may—under certain circumstances—be held liable for injuries caused by a guest (of any age) who, having consumed alcohol at the host’s residence, does harm to him or herself or to a third party. A “social host” is defined as any person who provides alcohol to others as an act of hospitality or hosts a gathering that serves or condones the consumption of alcohol. In Massachusetts, a host who simply allows alcohol to be consumed at his/her residence may be responsible for the actions of others.

If the guest is a minor and the host reasonably knew or should have known that he or she was allowing an underage person to consume alcohol, the host may be also be held responsible.

Finding an Apartment

It is important to consider a number of factors before you begin your apartment search and sign a lease that legally binds you to live in and/or pay for a particular room or apartment for a fixed period of time. Here are some things to consider before deciding on any apartment:

1. Are you ready to live off campus? Living on campus provides you with all the amenities you need to be a successful student. There are many hidden costs associated with moving off campus—costs you don’t have to worry about when you live on campus. These include wireless access, all your furniture (do you want to buy a bed, mattress, desk, etc.?), 24-hour security, Physical Plant repairs,

guarantee of emergency housing should something happen to your room or building, phone, electricity, expanded cable TV, laundry facilities, hot water and heat. It may seem less expensive to live off campus when you look at your shared monthly rent costs, but be sure you have considered all the “extras.” Don’t move off because you think everyone else is; you will have the rest of your life to live “off campus.”

2. Review your finances to make certain how much you can afford.
3. Talk openly and honestly with the people with whom you are planning to live. Make sure everyone is ready for the financial commitment.
4. Look at a few apartments to get a sense of what might be available.
5. Ask the landlord to show you proof that the rental has met all local, state and federal housing guidelines by showing you the Certificate of Occupancy (C/O).
6. CAREFULLY read the lease before signing it. Consult an attorney if you can or if you have questions.

Sharing an Apartment

Living with a roommate on campus can be an enriching or an agonizing experience. Moving off campus with friends is no exception. Unlike your on-campus living arrangements, you will not have the option to switch rooms or move out, because you will be financially obligated for a portion of the rent. Before you sign the lease together, make sure you discuss what it will be like to live together in this new type of environment. For example, you might want to discuss:

1. Values concerning alcohol, drug use, smoking, overnight guests (who are not paying rent), etc. What are you going to “allow” to happen in your home?
2. How will you differentiate between private and common spaces?
3. Financial obligations and community bill payment. How will these items be paid, and what are the deadlines for making payments? Nothing kills a friendship like people owing each other large sums of money!
4. You might actually to discuss household chores and how those will be divided. Discuss critical cleanliness areas like bathrooms, kitchens, trash disposal, recycling containers, etc. Who is going to buy cleaning products and what will the cleaning rotation look like? How will you deal with food and other personal items stored in shared locations?
5. Is there an expectation that your apartment will be a place for studying? If so, will you consider creating your own list of “rules” to govern your new home?

What is a Lease?

The best way to think about your lease is as a contract that specifies what you and your landlord agree to do and provide to each other. A lease outlines specific responsibilities and obligations of both the owner and tenant(s) of a particular house or apartment. It details the rules by which landlords and tenants agree to live. Once signed, it also details what landlords and tenants cannot do. Should you become involved in a legal dispute with a landlord, the courts will generally hold you to everything you agreed upon by signing the lease. In general, landlords will not be in favor of “breaking” a lease and allowing you or other tenants to leave before the agreed-upon date.

Tenant’s Rights

In Massachusetts, all tenants and landlords are subject to laws and regulations that create a safe and respectful living environment for those who choose to rent property. In general, as a tenant you have the following basic rights:

- The right to deny your landlord entry to your apartment unless he/she gives notice and is inspecting the premises, making repairs, or showing the apartment to prospective renters, or if permitted by a court order.
- The right against retaliation from a landlord following a tenant’s decision to make a formal complaint.
- The right to a habitable environment that includes working water, heat, safe kitchens, a pest-free environment, safe structural elements, and reasonable snow removal.

For a complete list of tenant rights and landlord responsibilities please carefully visit mass.gov and the page on “Tenant and Landlord Rights.”

Renters Insurance

College students renting an off-campus apartment or house should strongly consider purchasing renters insurance to protect their personal property in the event of damage, fire, destruction or theft. Parent's insurance coverage may extend to a college residence hall, but most often such coverage will not apply when a student signs a lease to live off campus.

Your landlord's insurance will not cover your personal property in the event that it is stolen or damaged as a result of a fire, flood, theft or other unexpected circumstance. Without personal renters insurance, you will be expected to cover the replacement and/or repair costs of your personal items.

Renters insurance is affordable and can average between \$15 and \$30 per month, depending on the location and size of the rental unit combined with the policyholder's personal possessions. Students should consult their parents/guardians or a local insurance agent to discuss renters insurance before taking residence in their new apartment.

Moving Into Your New Apartment

It is always a good idea to note any existing damage and necessary repairs on the lease BEFORE you ever sign it. If you arrive to move in and see issues or items that are new or remain unaddressed since the lease signing, you should note those and/or take photos of these issues and bring them to the immediate attention of your landlord.

Moving Out of the Apartment

It is your legal obligation to give your landlord notice of your intent to leave. This is usually done at or around the time your lease is about to expire. If you do not plan to seek a renewal of your lease, you should take the initiative and let your landlord know at least 30 days before the termination date of your lease (unless otherwise noted on your lease—some leases may require 3 months notice).

This notice to move out should include your full name, the names of all other persons on the lease, the address of the unit you are currently occupying and the date that you are vacating the apartment. You should also include a forwarding address in case the landlord needs to send a security deposit or contact you for any reason.

Your rental apartment should be cleaned appropriately and according to whatever condition indicated on the lease. Do not leave behind large pieces of furniture or place those items in the yard or on the sidewalk. You could be fined significantly for doing this and forfeit your right to a return of your security deposit. Whenever possible, have your landlord present when you vacate the apartment so the final inspection can be done together. This allows you to receive your security deposit (assuming everything is okay with the property), return the keys and settle the termination of the lease.

Trash and Recycling

More likely than not, you will be responsible for making sure that your apartment properly disposes of its trash and recycling according to the City of Worcester's policies. Waste disposal and recycling were extremely easy when you lived on campus, but now require you to follow specific policy and curbside pickup regulations. You may also be required to purchase Worcester trash bags—an additional cost of living off campus!

For information on how to properly dispose of trash, what goods to recycle and how those items are picked up from your property, please visit worcesterma.gov/dpw/trash-recycling. Your landlord should explain this information to you, but this site includes the pick-up schedule, a list of retailers that sell Worcester bags, and the items that you must recycle each week.

Important Numbers and Resources

As you move into your apartment, you will be responsible for setting up accounts for some basic and, perhaps, optional services like electricity, cable TV, etc. Here is a quick list of the local providers and their websites to get you started:

Cable TV (Charter Communications)	charter.com	888-438-2427
Electricity (National Grid)	nationalgridus.com	800-322-3223
Telephone (Verizon)	verizon.com	888-583-8111
Natural Gas (NSTAR)	nstar.com/residential	800-592-2000

Welcome to Worcester

Welcome to Worcester	66
Area Dining	68
Main Street	
Park Avenue	
Shrewsbury Street	
Other Local Area Dining	
Entertainment	70
Services	71
Banks	
Dry Cleaners/Laundry	
Health Services	
Pharmacies	
Printing	
Public Agencies	
Shopping	71
Bakery	
Convenience Stores	
Grocery Stores	
Malls/Stores	
Movie Rentals	
Music	
Used Clothing and Furniture	
Transportation	72
Airports	
Bus	
Cab	
Clark Van Service	
Consortium Shuttle	
Limousine	
Railroad	
Campus Map	Inside Back Cover

Welcome to Worcester

As a member of the Clark community, you are also a resident of the City of Worcester. Many students enjoy their explorations of the city during their time at Clark. We hope you will take the time to get out into Worcester and its surrounding towns, as Central Massachusetts has a lot to offer you! There are a multitude of opportunities available for you to broaden your cultural, social and environmental horizon. Grab a friend and drive around, using this guide to find places you might want to visit—or at least “drive by.” Get lost in the city. Find a green place to picnic, hike or just relax. Worcester has a lot to offer.

Students often have questions about Worcester. Here is a brief history description of the city that Clark University calls home:

Worcester is the second largest city in New England, behind Boston and just in front of Providence, R.I. Named after the historic city of the same name in England, Worcester, Mass. (which roughly translates into “War Camp”) was incorporated as a town in 1722 and chartered as a city in 1848.

Before being settled by colonists, the Worcester area was home to the Pakachoag Tribe of the Nipmuc Nation. They called the area in and around Worcester “Quinsigamond,” which means “fishing place for pickerel.” Mt. Wachusett, now as a skiing destination, was considered their sacred place. On Sept. 10, 1684, British settlers changed the town’s name from Quinsigamond to Worcester.

During the Revolutionary War, Worcester served as a center for revolutionary activity. In 1775, determining that Boston was becoming too dangerous, Isaiah Thomas moved his newspaper **The Massachusetts Spy** to Worcester. On July 14, 1776, Thomas performed the first public reading of the Declaration of Independence in front of Worcester City Hall. Thomas also founded the American Antiquarian Society in 1812. This research library holds nearly two-thirds of all items known to have been in print in America from 1639 through 1820. People from all over the world come to Worcester to study this unique and comprehensive collection of American history.

Worcester is known for its history in commerce, industry, education, and social thought. Worcester—and nearby Blackstone Valley (the inspiration for Blackstone Hall)—claim a historic role as the birthplace of the Industrial Revolution. Worcester factories gave birth to barbed wire, the monkey wrench, textile looms and the envelope folding machine.

In 1908, the Royal Worcester Corset Factory was the largest employer of women in the United States with more than 1,200 women in its employ. The first Valentine card was designed and manufactured in Worcester in 1847 by Esther Howland.

As a result of its prominence as an industrial epicenter for skilled and unskilled laborers, Worcester was a prominent destination for immigrant populations in the 1800s and early 1900s. These immigrant populations formed “ethnic enclaves” that created a rich texture in the neighborhoods of Worcester. Swedes settled in Quinsigamond Village and the Greendale neighborhood; Italians along what is now Shrewsbury Street; the Irish, Polish and Lithuanians in Kelly Square and Vernon Hill; and the Jewish immigrants built their first synagogue on Grafton Hill. The African-American community has called Worcester home since colonial times. Since the late 1800s, Worcester has been the entry point of opportunity for many immigrant populations from around the world: Irish, Italians, Lithuanians, Poles, Swedes, Finns, Syrians, Lebanese, Puerto Ricans, French Canadians, Vietnamese, Russians, Armenians, Greeks, Albanians, Brazilians, Liberians and Congolese. Worcester has always been a city proud of its diverse heritage and multiethnic identity.

As a city that built itself during the industrial boom, Worcester handled the population boom using an innovative form of affordable housing known today as “three-deckers.” Many immigrant families were able to settle together in these unique tenements. Today, three-deckers represent a significant portion of available housing in the Main South neighborhood.

Despite being a large city, Worcester and its surrounding areas remain a “wild place” for recreation, parks and green spaces. In just minutes, you can transform your environment from city to suburb—from the concrete jungle to lush, green parks and open spaces. While at Clark, be sure to check out Elm Park (one of the first public parks in the United States), Green Hill Park, Bancroft Tower, Boynton Park, the Blackstone River Valley, Shore Park, Lake Quinsigamond, Broad Meadow Brook, Mt. Wachusett, Coe’s Pond, Moore State Park, Rutland State Park, Purgatory Chasm, Tower Hill Botanical Gardens, Hadwen Park, Lake Park, Institute Park, Indian Lake, or Doane’s Falls.

Not an outdoor person? Turn to page 68 for a listing of the wonderful restaurants, shops, museums, theaters and entertainment that Worcester has to offer.

There is so much to see and do in Worcester that you could try something new everyday and never get bored. Get out there and explore the great City of Worcester.

People often ask, “what’s so special about Worcester?” Here are a bunch of “Worcester Firsts” to impress your friends and family!

- The first convention advocating women’s suffrage was held in Worcester in 1850.
- Candy Cummings is said to have thrown the first ever curveball while playing in Worcester.
- Lee Richmond of the Worcesters pitched the first perfect game in Major League Baseball history on June 12, 1880.
- Clark’s first president, G. Stanley Hall, founded the American Psychological Association here; its first meeting was held on campus in 1892.
- Worcester resident Henry Perky became the first to mass-produce shredded wheat in 1895.
- Candlepin bowling was invented in Worcester in 1880.
- Physics Prof. Robert Goddard, Ph.D. ‘11—the “father of modern rocketry”—ushered in the Space Age with his launch of the first liquid-fueled rocket (which he had patented in 1914) in Auburn, Mass.”
- Physics Prof. Albert Michelson received the Nobel Prize in 1907 for his experiments in calculating the speed of light. He was the first American to win a Nobel Prize in any science.
- Paul Siple, Ph.D. ‘39, defined “wind chill” and created an index to measure it.
- The birth control pill was released by the Worcester Foundation for Experimental Biology. Dr. Gregory Pincus, a Clark professor from 1938-1945, who conducted research on female sex hormone biogenesis and metabolism while at Clark, was one of its developers.
- Charles Olsen, a Worcester poet and native, coined in the term “postmodern” in 1958.
- Harvey Ball created the famous yellow smiley face design in 1963.
- The first federally licensed HIV/AIDS test was designed by Cambridge Biotech on 1988.

Many famous people also hail from Worcester, or spent considerable time in the city. Here are a just a few:

- George Bancroft, historian and founder of the U.S. Naval Academy
- Elizabeth Bishop, Pulitzer Prize-winning
- Jesse Burkett, baseball Hall of Famer
- Bob Cousy, NBA Hall of Famer; former Holy Cross Crusader and Boston Celtic
- Dorothea Dix, social reformer
- Abby Kelley Foster, women’s rights advocate
- Robert Goddard, father of modern rocketry
- Emma Goldman, anarchist
- Abbie Hoffman, 1960s radical who founded the Yippie party
- Stanley Kunitz, Pulitzer Prize-winning poet
- Denis Leary, comedian and actor
- Albert Michelson, first to measure the speed of light
- Frances Perkins, U.S. Secretary of Labor from 1933-1945; first female member of the U.S. Cabinet
- Cole Porter, songwriter
- Marshall “Major” Taylor, world-class cyclist and the first African-American athlete to win an international competition
- Ernest Thayer, author of *Casey at the Bat*
- Judge Webster Thayer, judge of the Sacco-Venzetti trial
- Isaiah Thomas, patriot and member of the Sons of Liberty

An Exhaustive Survey of Local Food, Entertainment, and Services

Compiled by Elissa Sjovall '10

Area Dining

Main Street

Annie's Clark Brunch ★ 🚶 📄

Diner [Cash Only]

934 Main St. 508-756-1550

Armsby Abbey ★ 📄

American, Pizza, Bar

144 Main St. 508-795-1012

Brisa Tropical Restaurant 🚶

El Salvadorian

976 Main St. 508-797-3900

China Lantern 🚶

Chinese (take-out/delivery available)

930 Main St. 508-767-9995

Chopsticks

Lunch Buffet/Chinese

1083 Main St. 508-798-9750

Fantastic's Pizza ★ 🚶 📄

Pizza, Greek (take-out/delivery available)

910 Main St. 508-798-5577

Maria's Kitchen

Spanish

826 Main St. 508-797-3380

McDonald's 🚶

(drive-through available)

995 Main St. 508-752-9268

Saigon

Vietnamese, Chinese

976 Main St. 508-799-5250

One Love Café ★

Jamaican; vegetarian-friendly

800 Main St. 508-753-8663

Uncle Sam's Pizza ★ 🚶 📄

Pizza, sandwiches

(take-out/delivery available)

974 Main St. 508-890-7888

Park Avenue

An Thu Restaurant 🚶

Vietnamese

439 Park Ave. 508-752-1330

Applebee's Neighborhood Bar and Grill 🚶

American

632 Park Ave. 508-363-3032

Baba Sushi 📄

309 Park Ave. 508-752-8822

Bagel Time

Bakery

194 Park Ave. 508-798-0440

Biagio's Grille

Italian

257 Park Ave. 508-756-7995

D'Angelo Grilled Sandwiches 🚶 📄

Sandwiches (take-out available)

318 Park Ave. 508-756-6335

Da Lat Restaurant ★ 🚶

Vietnamese (take-out available)

425 Park Ave. 508-753-6036

Domino's Pizza 🚶 📄

413 Park Ave. 508-754-2236

Haiku

Steak; sushi (take-out available)

258 Park Ave. 508-459-3022

Ho Toy Luau Restaurant ★ 🚶

Chinese; Polynesian; bar

401 Park Ave. 508-754-4929

KFC/Taco Bell 🚶

(drive-through available)

418 Park Ave. 508-755-5271

New England Roast Beef 📄

33 Park Ave. 508-756-1991

Peppercorn's Grill & Bar 🚶

American

455 Park Ave. 508-752-7711

Pho Dakao 🚶

Vietnamese

593 Park Ave. 508-756-7555

Sakura Tokyo

Japanese; hibachi grill

640 Park Ave. 508-792-1078

Shiraz Armenian Cuisine

Armenian (take-out available)

259 Park Ave. 508-767-1639

Wendy's 🚶

(drive through available)

500 Park Ave. 508-831-9910

★ Clarkie Favorite

🚶 Walking Distance from Campus

🚶 Within Clark Escort Range

📄 Worcester Magazine "Best of 2011"

📄 Accepts Clark Cash Card

Shrewsbury Street

111 Chophouse

American, steaks

111 Shrewsbury St. 508-799-4111

Boulevard Diner ★

24-hour diner

155 Shrewsbury St. 508-791-4535

Café Dolce

Desserts, café

154 Shrewsbury St. 508-754-3761

Flying Rhino Café

American

278 Shrewsbury St. 508-757-1450

Funky Murphy's Bar & Grille

Irish pub

294-305 Shrewsbury St. 508-753-2995

Junior's Pizza Grille

Italian

346 Shrewsbury St. 508-459-5800

Mezcal Tequila Cantina ★

Mexican

166 Shrewsbury St. 508-926-8307

Miranda Bread Inc.

Bakery

140 Shrewsbury St. 508-791-2030

Parkway Diner

Diner

148 Shrewsbury St. 508-753-9968

Piccolo's Restaurant

Italian

157 Shrewsbury St. 508-754-1057

Sweet ★

Bakery

305 Shrewsbury St. 508-373-2248

Nuovo

American, grill

92 Shrewsbury St. 508-756-5915

VIA Italian Table ★

Italian

89 Shrewsbury St 508-754-4842

Zipango Sushi Bar and Grill

Grill, sushi

270 Shrewsbury St. 508-754-8047

Other Local Dining

Bocado Tapas Bar & Restaurant

Spanish

82 Winter St. 508-797-1011

Boynton Restaurant & Spirits ★

American, pub

117 Highland St. 508-756-5432

Ciao Bella

Pizza, sandwiches

402 Grove St. 508-756-2426

Culpepper's Bakery

Bakery, diner

500 Cambridge St. 508-791-8393

Evo Restaurant ★

American, organic, vegetarian/vegan

232 Chandler St. 508-459-4240

George's Coney Island Hot Dogs

158 Southbridge St. 508-753-4362

King Chef Chinese Restaurant

Chinese (take-out/delivery available)

205 Chandler St 508-767-0209

Moe's Southwest Grill ★

3 Stafford St. 508-459-6060

Nancy Chang Restaurant

Chinese, buffet

372 Chandler St. 508-752-8899

Park Chinese

Chinese (take-out/delivery available)

83 Maywood St. 508-752-7700

Quan Yin

Vegan Chinese

56 Hamilton St. 508-831-1322

The Sole Proprietor

American, seafood

118 Highland St. 508-798-3474

Tortilla Sam's

Mexican (take-out/delivery available)

107 Highland St. 508-756-7267

Wings Over Worcester ★

Wings, BBQ (take-out/delivery available)

1 Kelley Square 508-421-9464

Coffee

Acoustic Java ★ 📍 CCC

Coffee, café

932 Main St. 508-756-9446

Bean Counter Coffee & Bakery

113 Highland St. 508-754-3125

Boston Donuts ★ ☹️

338 Park Ave. 508-753-4600?

Dippin Donuts ★ 📍

1001 Main St. 508-755-9700

Dunkin Donuts ☹️

426 Main St. 508-754-1811

845 Main St. 508-753-9555

338 Park Ave. 508-752-6040

610 Park Ave. 508-753-9696

Jumpin Juice & Java

335 Chandler St. 508-926-8800

Starbucks Coffee

1 W Boylston St. 508-595-9315

Pizza

Take-out/delivery available for all

Blue Jeans Pizza

270 Park Ave. 508-753-3777

Domino's Pizza CCC

413 Park Ave. 508-754-2236

Fast Way Pizza

84 West Boylston St. 508-852-2300

Fresh Way Pizza

1406 Main St. 508-752-4131

Pizza Bella

78 Maywood St. 508-459-3231

Pizza Hut

1269 Main St. 508-753-2701

Entertainment

Activities:

Colonial Bowling Center

Candlepin bowling

248 Mill St. 508-754-7645

Crystal Caves Family Entertainment Center

Mini golf; batting cages; ice cream

790 Southbridge St., Auburn 508-832-0797

Worcester Skating Arena

Ice Skating Rink

284 Lake Ave. 508-799-0910

Jillian's Billiards Club ★

315 Grove St. 508-793-0900

Skyite Roller Skating Center ☹️

648 Park Ave. 508-757-8640

Town and Country Bowl

405 Boston Turnpike, Shrewsbury 508-842-8931

Worcester Center for Crafts

25 Sagamore Road 508-753-8183

Malls

Auburn Mall

385 Southbridge St. # 1775, Auburn

Greendale Mall

7 Neponset St., Worcester

Natick Mall

1245 Worcester St. # 1218, Natick

The Shoppes at Blackstone Valley ★

Open-air shopping plaza

70 Worcester-Providence Turnpike, Millbury

Wrentham Outlets

1 Premium Outlets Boulevard, Wrentham

Movie Theaters

Blackstone Valley 14: Cinema De Lux

Part of The Shoppes at Blackstone Valley

70 Worcester-Providence Turnpike, Millbury

508-853-4000

Cinema 320

Clark University

Jefferson 320 508-793-7711

Hoyt's Cinema

Part of Solomon Pond Mall

601 Donald Lynch Blvd., Marlborough

508-481-7993

Showcase Cinema North

135 Brooks St. 508-853-4000

West Boylston Cinema

101 W Boylston St, West Boylston 508-835-8888

Museums

Higgins Armory Museum

100 Barber St. 508-853-6015

higgins.org

Worcester African Cultural Center

33 Canterbury St. 508-757-7727

Worcester Art Museum ★

55 Salisbury St. 508-799-4406

worchesterart.org

Worcester Historical Museum

30 Elm St. 508-753-8278

worchesterhistory.org

★ Clarkie Favorite

📍 Walking Distance from Campus

☹️ Within Clark Escort Range

☑️ Worcester Magazine "Best of 2011"

CCC Accepts Clark Cash Card

Nightlife

The Blarney Stone ★ 🍸

Bar

77 Maywood St. 508-753-3410

Blu Ultralounge & Night Club

Bar; dancing

105 Water St. 508-756-2227

Club Mint ★ ☹️

Bar; dancing

18 Grafton St.

Dive Bar

Bar; live music

34 Green St. 508-752-5802

Irish Times

Bar; dancing upstairs

244 Main St. 508-797-9599

Moynihan's

Bar; billiards

897 Main St. 508-753-6150

Universe Bar ☹️

Bar; dancing

371 Park Ave 508-755-5542

Outdoors

EcoTarium

Indoor/outdoor museum

222 Harrington Way 508-791-9211

Elm Park ★

Park Ave. between Elm and Highland Streets

Purgatory Chasm ★

Hiking Trail

Purgatory Road, Sutton 508-234-3733

Tougas Family Farm

234 Ball St., Northborough 508-393-6406

Tower Hill Botanical Garden

11 French Drive, Boylston 508-869-6111

Wachusett Mountain Ski Area

499 Mountain Road, Princeton 508-464-2300

Theaters And Concert Venues

DCU Center ★

50 Foster St. 508-798-8888

dcucenter.com

Hanover Theatre for the Performing Arts

2 Southbridge St. 877-571-7469

thehanovertheatre.org

Mechanics Hall

321 Main St. 508-752-5608

mechanicshall.org

Palladium ★

261 Main St. 508-797-9696

thepalladium.net

Local Services/Amenities

Banks:

BankNorth

29 West Boylston St. 1-800-252-6000

315 Main St. 1-800-788-5000

ATM in Higgins University Center

Bank of America

116 Millbury St. 800-432-1000

ATM near campus

Commerce Bank

386 Main St. 508-767-6840

Flagship Bank

120 Front St. 508-799-4321

Webster Five Cents Savings Bank

278 Park Ave. 508-890-5990

Dry Cleaning

Note: Residence hall laundry facilities are free of charge

Trippi's Tailors and Cleaners ☹️

1025 Main St. 508-756-9438

Zoots Dry Cleaning 🍸

633 Park Ave. 508-363-3700

Health Services:

UMass Memorial Medical Center

508-334-1000

Hahnemann campus: 281 Lincoln St.

Memorial campus: 119 Belmont St.

University campus: 55 Lake Ave. North

Planned Parenthood Center of

Central Massachusetts

470 Pleasant St. 508-854-3330

Supermarkets/Pharmacies/

Convenience Stores:

7-Eleven 🍷

409 Park Ave.

Big Y Supermarket

100 Mayfield St.

CVS Pharmacy 🍷 🍷

191 May St.

Farmer's Markets (Seasonal)

306 Chandler St.: Monday, Wednesday, Friday

807 Main St.: Saturday

Honey Farms 🍷

24-Hour Convenience Store

443 Park Ave.

(Bank of America ATM location)

Living Earth ★ ☹️

Organic groceries

232 Chandler St.

Price Chopper ☹️

24-hour Supermarket
50 Cambridge St.
221 Park Ave.

Shaw's Supermarket

68 Stafford St.

State Liquors

370 Park Ave. 508-754-0149

Santiago's Market

664 Main St. 508-438-3666

Tedeschi Food Shops 🏪

(Also known to Clarkies as Store 24)

24-hour convenience store
973 Main St.

Trader Joe's

77 Boston Turnpike, Shrewsbury

Walgreen's ☹️

Open 24 hours
320 Park Ave. 508-767-1732

Public Agencies

Internal Revenue Service
Local office: 508-793-0294

The UPS Store

210 Park Ave. 508-757-1700

Registry of Motor Vehicles

611 Main St. 1-800-858-3926

Social Security Administration

51 Myrtle St. 508-753-4397

Worcester Public Library ★

3 Salem Square 508-799-1655

U.S. Post Office

484 Main St. 508-795-3745
4 East Central St. 508-795-3666

Printing Services

Note: Academic Commons printers are free of charge

AlphaGraphics Printing

Higgins University Center 508-793-8853

FedEx Store

77 Boston Turnpike, Shrewsbury 508-756-1977

Sir Speedy

14 Harvard St. 508-791-2418

Transportation

Note: Clark University operates a free Safety Escort Van service for Clark students that runs 4 p.m.-4 a.m., 7 days a week during the academic year, and provides service within a mile of campus. (508-793-7777)

Clark University Student Council runs a free scheduled shuttle service to area malls, and periodically provides a free bus to Boston and Providence, on weekends during the academic year.

Airports

Logan International Airport

1 Harborside Drive, Boston

T.F. Green Airport

2000 Post Road, Warwick, R.I.

Worcester Regional Airport

375 Airport Drive

Buses

Union Station ★

Greyhound/Peter Pan Trailways Bus Lines
34 Washington Square 508-754-3247

Worcester Regional Transit Authority

Consortium Shuttle

287 Grove St. 508-791-9782

Cabs

Red Cab ★

508-832-4449

Yellow Cab Co.

508-754-3211

Limousine

Knights Airport Limo Service

1-800-227-7005

Worcester Airport Limousine Service

508-756-4834 or 1-800-660-0992

Trains

Union Station

Amtrak (508-755-0356); MBTA service to Boston (mbta.com)
34 Washington Square

★ Clarkie Favorite

🏪 Walking Distance from Campus

☹️ Within Clark Escort Range

☑️ Worcester Magazine "Best of 2011"

ccc Accepts Clark Cash Card

Academic Calendar

2012-2013

Fall 2012 Semester

Aug. 22	Welcome to Clark (class of 2016)
Aug. 27	First day of classes
Sept. 3	Labor Day - no classes
Sept. 28-30	Family Weekend
Sept. TBD	Salute to Student Scholars
Oct. 8-9	Fall Break - no classes
Nov. 2	Last day for undergraduate students to withdraw with a grade of "W"
Nov. TBD	Fall Fest
Nov. 21-23	Thanksgiving Recess
Dec. 10	Last day for graduate students to withdraw with a grade of "W"; last day of classes
Dec. 11-12 and Dec. 15-16	Reading Days
Dec. 13-14 and Dec. 17-18	Final Exams
Dec. 19	Exam makeup day (if university closes on a regular exam day)

Spring 2013 Semester

Jan. 14	First day of classes
Jan. 21	Martin Luther King Jr. Day - no classes
March 4-8	Spring break
March 29	Last day for undergraduate students to withdraw with a grade of "W"
April TBD	Academic Spree Day
April 29	Last day for graduate students to withdraw with a grade of "W" and last day of classes
April 30 and May 1, 4-5	Reading Days
May 2-3 and May 6-7	Final Exams
May 19	Commencement

Visit: clarku.edu/academiccalendar for up-to-date events and information

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