

2023 - 2024
STUDENT
GUIDE

CLARK
UNIVERSITY



CHALLENGE CONVENTION. CHANGE OUR WORLD.



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

508-793-7423
success@clarku.edu
clarku.edu

Dear Students,

Welcome, Clarkies! The Division of Student Success (DSS) is here to connect you, challenge you, and support you across all aspects of your life, on campus and beyond — your education, health and well-being, career preparation, and co-curricular activities.

We are honored to partner with you on your academic pursuits at Clark University, and know you will learn and grow in numerous ways during your time here.

In this guide, you'll find a comprehensive overview of University resources as well as the services, opportunities, and connection points you'll need on your Clark journey, including information about offices and departments and the best ways to access them. You will also find the Guide to Living on Campus and various important policies, so you always have a sense of what you can expect from our community. Learn more about campus facilities, programs, ways to get involved, and get valuable information about living off campus and in our vibrant home city, Worcester — and how you can become a part of our larger community.

Our goal is to provide you with the resources you need to be successful and connected at Clark. We welcome your feedback on this guide and how we can make it more useful to you. Feel free to contact the Division of Student Success (Success@clarku.edu) at any time with suggestions, questions — or if you aren't sure where to start.

On behalf of the entire University community, I wish you a very productive, energizing, and enjoyable year..

Sincerely,

KAMALA KIEM, PhD
Associate Provost for Student Success and Dean of Students

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IMPORTANT DATES

FALL 2023

August 28	First Day of Classes
September 4	Labor Day (University Holiday - no classes)
September 6	Add/Drop Ends
September 19	Room Change Requests begin for residential students
October 9-10	Fall Break - no classes
October 13-15	Family and Friends Weekend
November 22-24	Thanksgiving break - no classes
December 12, 13, 16, 17	Reading Days
December 14, 15, 18, 19	Final Exams
December 20	Residence Halls close at noon
January 2	Grades Due

SPRING 2024

January 14	Residence halls open for returning students (Jan. 13 for incoming students)
January 15	Martin Luther King, Jr. Day (University Holiday - no classes)
January 16	First Day of Classes
January 25	Add/Drop Ends
March 4-8	Spring Break - no classes
April 30, May 1, 4, 5	Reading Days
May 2, 3, 6, 7	Final Exams
May 13-17	Senior Week
May 19	Commencement

CAMPUS RESOURCES

Clark offers numerous resources to support students on campus. This section provides an overview of dozens of offices you may use throughout your undergraduate career. Resources are divided into five categories, and are listed alphabetically in each:

- Student Life Resources
- Support Resources
- Important Offices
- Places and Spaces
- Clark University Online

STUDENT LIFE RESOURCES

Athletics and Recreation

The Department of Athletics and Recreation provides students, faculty, and staff an opportunity to gain a sense of physical well-being through various forms of activity. Because everyone has a different approach to achieving their own level of personal fitness, Clark Athletics offers both individual and team activities, at varying levels of competition, in three structured forms of recreation: intercollegiate athletics, intramurals, and wellness activities.

Intercollegiate Athletics

Clark's 17 intercollegiate varsity teams compete in National Collegiate Athletic Association (NCAA) Division III. Locally, Clark competes in the New England Women's and Men's Athletic Conference (NEWMAC), which also includes Babson College, Emerson College, Massachusetts Institute of Technology, Mount Holyoke College, Smith College, Springfield College, the United States Coast Guard Academy, Wellesley College, Wheaton College, and Worcester Polytechnic Institute. Men's varsity sports are baseball, basketball, cross country, lacrosse, soccer, swimming and diving, and tennis. Women's varsity sports are basketball, cross country, field hockey, lacrosse, rowing, soccer, softball, swimming and diving, tennis, and volleyball.

Intramural Athletics

Clark's intramural program gives eligible students the chance to participate in organized physical activities without the demands of varsity intercollegiate athletics — but with the 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 or gender. Activities, which range from one-day tournaments to league play, include soccer (fall/winter), flag football, volleyball, basketball, softball, floor hockey, Wiffle ball, squash, and racquetball.

Wellness Activities

Each semester, Clark offers voluntary wellness activities to the entire Clark community. There is no credit for participation, and some activities include a fee. Wellness classes and activities often include step aerobics, ballroom dancing, jazz dance, yoga, first aid, CPR, tai chi, cardio-kickboxing, and Pilates.

Clark Collective

The Clark Collective facilitates events and activities where Clark student small business owners can sell their products and services. Currently, the Clark Collective hosts pop-ups in Red Square. Tables and social media marketing are provided!

ClarkRIDE

ClarkRIDE provides transportation for students to and from off-campus housing within the Main South neighborhood and the Clark campus area only.

Dining Services

Clark University takes pride in offering its students excellent dining choices. Food service options located in the Higgins University Center and Academic Commons are open every day during the academic year, from early morning until late at night. Different meal plans are available to satisfy all dietary needs, personal tastes, and individual schedules. Clark Dining Services can accommodate most allergies and restrictions; students should contact the Dining Services General Manager at x7158 to discuss any special needs or concerns. Please visit clarku.edu/life-at-clark/dining-on-campus for the most up-to-date information regarding daily menus, hours of operation, nutrition information, contact information, and special events.

Students living in Traditional and Suite Lifestyle Housing are required to enroll in a meal plan, and may choose from the All Access, 15, 12, and 10 meal options. A “plus” option may be added to any one of these plans, which will allow a late-night meal swap and \$25 additional dining dollars. Apartment Lifestyle Housing includes the 5 Meal Plan by default, but students may upgrade to a larger plan; sophomores, juniors, and seniors living in Apartment Lifestyle Housing may opt out of the meal plan requirement. Graduate students may purchase the graduate meal plan in blocks of 10 meals.

You may change your meal plan choices within the first two weeks of each semester. Find a complete list of meal plan options at clarku.edu/dining.

Identity, Student Engagement, and Access

Dana Commons, First Floor, Suite 2

The Office of Identity, Student Engagement, and Access (ISEA) enhances access to community and resources for students to ensure they know they belong and can thrive during their time at Clark. Our team empowers students holistically by cultivating social and cultural capital and resources for communities that have been systematically and historically underserved. Our space honors the advocacy, activism, and legacy of the students, staff, and faculty who have come before us, making this space and community possible. Through intentional mentoring, identity-centered experiences, and spaces that build community, we advocate for, support, and empower students to find their voice and realize their potential.

ISEA currently supports:

- Students of African American/Black, Latine/Latinx, Asian/Desi-American, Pacific Islander, Native/Indigenous, and multiracial descent

- Students in the LGBTQIA+ community, those exploring their identity as it relates to gender and sexuality, and the larger gender-diverse population
- First-generation college students*

The student populations we support, as well as our resourced initiatives, may expand over time.

*At Clark University, first-generation is defined as an individual whose parents/guardians did not complete a 4-year degree. This does not include siblings.

ISEA support services include the ACE (Advancing Clark Excellence) Summer Institute, Connections@Clark, one-on-one advising, affinity spaces, LGBTQIA+ resources, and student success workshops. Through these programs and initiatives, ISEA works to develop socially conscious, empowered leaders who embody Clark's motto: “Challenge Convention. Change Our World.”

International Center

Corner House

Clark's International Center (IC) provides services for outbound and inbound students, scholars, and employees. It offers programs and support to people from around the world as they seek to achieve their academic and professional goals. The International Center comprises four distinct offices with different areas of focus:

- **The American Language and Culture Institute (ALCI)** provides academic support to students whose first language is not English and who are interested in further developing their English skills.
- **The International Students and Scholars Office (ISSO)** serves the needs of international students, researchers, and faculty through immigration advising and document processing.
- **International Programs** works with institutes around the world to establish and maintain partnerships and collaborations
- **The Study Abroad and Away Office** supports inbound and outbound exchange students during the program selection process; throughout their time as an exchange student; and upon their return to Clark.

While each office has its own specialization, everyone who works in the International Center is committed to supporting the needs of the international community at Clark and promoting the benefits of international education both abroad and locally. Find more information about the International Center and its offices at clarku.edu/international-center.

Campus Ambassadors

Academic Commons, Goddard Library, first floor

In order to foster a safe and welcoming environment for all members of our University community, Clark's Campus Ambassadors provide in-person engagement and support, assisting various student-facing departments and staff, and alerting the appropriate department to safety and security concerns. To learn more visit: clarku.edu/campus-ambassadors/

Mail Services

Higgins University Center, second floor

Student mailboxes are located on the second floor of the Higgins University Center. The mailroom staff distributes all U.S. Postal Service and campus mail for students and campus departments daily.

Any mail for students should be addressed as follows:

Student name
Campus box number
Clark University
950 Main St.
Worcester, MA 01610

Students living in Clark-owned housing must use their box number for all mail correspondence as the USPS will not deliver to residence halls or houses. Graduate students have window service mailboxes, which means they need to show their Clark ID at the mailroom window to pick up their mail.

Packages may be picked up at the mailroom window. Students will be notified via email that a package has arrived, and should wait a few hours after receiving the email to pick up packages. Students must show a valid Clark ID to pick up packages.

Any student expecting a package that for some reason is not found in the second-floor mailroom should go to the main mailroom in the basement of the University Center and speak to a full-time employee. During the first few weeks of the semester, the mailroom is extremely busy, so please plan on longer wait times after receiving emails and longer lines at the window.

Please be aware that students' campus boxes are not post office boxes. All FedEx, UPS, DHL, and Laser Ship packages sent to Clark students are signed for by mailroom staff, so it is imperative that they be addressed with the correct campus box number.

Students may also send FedEx, UPS, and USPS packages, with prepaid labels, using the collection boxes located in the vestibule by the main entrance of the University Center. Packages that do not fit in these boxes can be brought to the mailroom in the basement. Please note that the second-floor mailroom will not accept outgoing packages.

Residential Life and Housing

Wright Hall, basement level

The Office of Residential Life and Housing supports students' residential needs and supervises the staff who live in residence halls and houses — the people who offer personal and resource support, create programs, and 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.

Student Leadership and Programing

Higgins University Center, third floor

The Office of Student Leadership and Programming weaves a positive cocurricular experience into the fabric of students' lives outside of the classroom. The office works closely with undergraduate student clubs and organizations to plan, implement, and promote a vibrant, engaging, and exciting calendar of events throughout the academic year.

Office staff can provide information about upcoming events; Undergraduate Student Council and funding opportunities; membership and involvement in Clark's 130+ student organizations; and leadership development programs. The office also coordinates orientation and various pre-orientation programs. Follow [@clarku_campuslife](https://www.instagram.com/clarku_campuslife) on Instagram, or stop by the office to learn how to get involved.

Student Organizations

Clark University offers multiple ways for students to connect and be involved. Clark hosts more than 130 undergraduate and graduate clubs in a range of categories, including academic and pre-professional, arts and performance, governance and politics, global and environmental, student support, cultural and diversity, religious and spiritual, club sports, media and publications, and community engagement. Students should visit engage.clarku.edu to learn more about club offerings and events. Information about planning events, joining and forming clubs, and more can be found in "Events and Club Policies."

Sustainable Clark

Sustainable Clark's mission is to make Clark greener. Whether it's waste reduction and recycling, energy efficiency, water conservation, composting, edible landscaping, real food, or fighting climate change, we're on it. Clark's bold Climate Action Plan targets climate neutrality by 2030. Clark's eco-reps, along with members of other sustainability-focused clubs and student ventures, embody the mission through student engagement, activities, events, and sustainable businesses.

Student Employment

Shaich Family Alumni and Student Engagement Center

Clark's undergraduate student employment program provides opportunities for students to gain professional experience by working in departments on campus and in the local community. In these workplace settings, students can use their talents while acquiring new skills that help them prepare for life after Clark. Visit the Office of Student Employment at <https://www.clarku.edu/offices/student-employment/>

Undergraduate Student Council

Higgins University Center, first floor

The Clark Undergraduate Student Council (CUSC) advances the interests of students and ensures that students play a vital role in decisions at the University.

Student Council is made up of three primary branches. The Executive Board and the Representative Council (Hall, Class, Commuter, Transfer, Equity and Inclusion, and International Representatives) are elected from and by the undergraduate student body to represent the undergraduate population to the council as a whole and to the administration and faculty. The Appointed Council includes Judiciary Committee members and Grants Committee members, appointed from the undergraduate student body by the Elections Committee, the CUSC President, and a super-majority vote of the CUSC.

CUSC is charged by the Trustees of Clark University as caretakers of part of the Student Programming & Activities Fee and is responsible for supporting the undergraduate student body by providing funds to all recognized student clubs and student initiatives. The Student Council also represents the student body in the form of binding and nonbinding legislature, resolutions, and formal correspondence with the administration.

Wellness Education

Higgins University Center, third floor

The driving vision of Wellness Education at Clark University is to create a campus culture of equitable wellness, resilience, and adaptability. The concept of holistic health is taught through the Wellness Wheel framework, which highlights eight essential areas: mental and emotional wellness, physical wellness, social and cultural wellness, sexual wellness, spiritual wellness, occupational wellness, financial wellness, and environmental wellness. Wellness Education services and programming comprise large campuswide events, workshops on specific health-related topics, habitual self-care practices through the Weekly Wellness Staples, and individual wellness coaching and personal exploration. Wellness Education also highly values peer education. Each year, the new Wellness Ambassadors are trained through the NASPA-Certified Peer Educator training program and work all year to promote health and well-being in our campus community. Additionally, Consent Educators are trained to facilitate the Consenting Communities program during Orientation to all incoming students. Follow [@clarku_wellness](#) on Instagram or stop by to get connected with the office.

SUPPORT RESOURCES

Academic Advising

Shaich Family Alumni and Student Engagement Center, room 214

The Academic Advising Center works closely with the First-Year Success Advisors to assist students with their first-semester course registration and transition to college. Students are invited to meet with a staff member for general academic advice or for help in deciding on a major. Academic Advising complements faculty advising throughout a student's time at Clark.

Academic Advising processes College Board petitions for exceptions to any academic policy, as well as approvals of courses to be completed outside of Clark. The Center also evaluates transfer and advanced standing credit.

Academic Support

Academic Commons, Goddard Library, first floor

The Academic Support Center helps all students achieve their full academic potential through subject area-specific and success tutoring, Writing Center consulting, and academic coaching.

Tutoring

The Academic Support Center provides one-on-one peer tutoring in a variety of subjects. Frequently used tutoring services include support for Biology, Chemistry, Computer Science, Math, Game Design, and Psychology. Additionally, we provide Peer Success Tutoring, which assists students with academic skills that apply to all academic disciplines. Peer Success Tutors help students improve their time management, organization, and study skills. Tutoring services can be booked through clarku.mywconline.net. Appointments can be in person or online.

Writing Center Consulting

The Writing Center assists students with writing in every discipline in the University, and will help with writing at any stage — whether a student writer is brainstorming ideas, writing a first draft, or editing a final version. Students can get help starting projects, organizing their thoughts, revising drafts, and working with citations, and will improve the mechanics of their written English and learn to avoid plagiarism. Students can bring writing for any class, in any discipline, as well as cover letters, résumés, and personal statements. For more information about the Writing Center's services, go to clarku.edu/writing. To schedule an appointment with the Writing Center, please visit clarku.mywconline.com.

Academic Coaching

In addition to our tutoring and writing center student staff, the Academic Support Center has multiple professional staff members who provide students with academic coaching. This can include defining academic goals, making short- and long-term academic success plans, developing study, organization, and reading skills, providing advocacy with faculty and other staff, and much more. To learn more about our professional staff and book appointments, visit clarku.edu/offices/academic-support.

Academic Policies

All students are responsible for reading the University's academic policies and for adhering to all academic policies and processes within the catalog. For more information, please visit catalog.clarku.edu.

First-Year Success Advisors

During a student's first year at Clark, they will be paired with a first-year success advisor (FYSA), a professional staff person who will support their transition into the Clark community into their sophomore year or until they declare a major. Working in partnership with the FYI faculty adviser and peer mentor, the first-year success advisor is the go-to person for all questions students may have about their Clark academic or residential experience. They will answer questions about getting involved, on and off campus; help students understand the support services offered at Clark; assist with course selection (along with your faculty adviser); and clarify institutional policies. Students should stay connected with their FYSA by meeting with them at least once per semester, but are free to contact them anytime with questions or concerns.

The First-Year Success Advising unit is located on the first floor of Academic Commons, suite 107D.

Student Accessibility Services

Shaich Family Alumni and Student Engagement Center, second floor

Student Accessibility Services (SAS) assists students with documented disabilities in accessing reasonable accommodations that can support their success across campus. Students who are seeking either academic or housing accommodations should contact SAS to self-identify and provide disability documentation from within the last three years. For more information about available accommodations, the registration process with our office, and/or documentation criteria, please visit our website at:

<https://www.clarku.edu/offices/student-accessibility-services/>.

The SAS Office and Testing Center are open Monday through Friday from 9 a.m. to 5 p.m. Please contact SAS by phone (508-798-4368) or email (accessibilityservices@clarku.edu) with any questions.

Community Engagement and Volunteering (CEV)

Higgins University Center, third floor

The Center for Community Engagement and Volunteering (CEV) supports Clark's academic mission by connecting students with local organizations for academic and cocurricular experiences. Some students volunteer on an ongoing basis, supporting the work of local organizations, while others embrace advocacy, raising awareness about causes ranging from health care to social justice. Often, community engagement is woven into the Clark academic experience through course-based projects, internships, or collaborative research. CEV operates as a facilitator between the Clark campus and community organizations and opportunities, and also promotes local events in Worcester so Clark students can explore and build their own relationships with the Main South and Worcester communities. Visit clarku.edu/offices/community-engagement-and-volunteering to learn more about getting involved.

DSS CARE and Student Support Services

Shaich Family Alumni and Student Engagement Center, second floor

The DSS CARE (Campus Assessment, Response, and Education) team creates sustainable systems of support that are accessible, inclusive, and equitable, so students can thrive as they work to reach their full potential. CARE's goal is to provide wraparound services that increase students' awareness of both local and campus resources; add value to their experience; and enhance their sense of personal worth, belonging, and self-efficacy. Students can contact DSS CARE with questions, concerns, or support needs in a number of areas, including academic progress, personal issues, mental health concerns, leaves of absence, food insecurity, and more.

Center for Counseling and Personal Growth

114 Woodland Street

Staffed by mental health professionals and graduate interns, the Center for Counseling and Personal Growth (CPG) provides services including short-term individual therapy, group therapy, consultations and training for faculty and staff, crisis intervention, and referrals to local psychiatrists and mental health specialists. Counseling is provided free of charge to both undergraduate and graduate students.

CPG assists students in dealing with a variety of issues, including (but not limited to) depression, anxiety, adjustment issues, time/stress management, and body image issues. The Center is open Monday through Friday from 9 a.m. to 5 p.m. Appointments are required; call 508-793-7678, x1, or email counseling@clarku.edu. Students can access CPG After Hours between 5 p.m. and 9 a.m. on weekdays and 24 hours on weekends. To connect with a professional therapist through CPG After Hours, call 508-793-7678 and select option 2.

Counseling for students at Clark is confidential, and information is not shared without permission, except in cases where an individual's safety is at risk. Students who have been clinically determined to be a risk to themselves or others may be assessed by the emergency mental health service at UMass Memorial Medical Center (Lake Avenue campus). The University's protocol following any mental health hospital evaluation or hospitalization includes a reentry interview by an on-campus clinician, which 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 approved by the Dean of Students.

Clark Swipe Out Hunger

Swipe Out Hunger is a program that allows any Clark student experiencing food insecurity to have a set number of free meal swipes transferred directly onto their OneCard (Clark ID). Students who are allocated meals will receive swipes on their card within two business days of their conversation with someone from the program; the swipes can be redeemed in the dining hall or Bistro. Students can reach out to the Division of Student Success with questions or concerns, or email Success@clarku.edu.

Clark U Rapid Response

Call University Police at 508-793-7575

All Clark University Rapid Responders (CURR) are undergraduates who are trained as certified first responders and carry an AED (automated external defibrillator), wound treatment supplies, splinting equipment, etc. CURR is overseen by a five-member executive board of undergraduate students, and University Police Officer Nelson Perry serves as CURR's advisor. CURR maintains a close relationship with MedStar Ambulance and Clark University Health Services, and provides standby coverage at both small and large University events.

In case of an emergency on campus, call University Police at 508-793-7575 to request CURR. **Do not call 911**, as this will delay the response time. Individuals should be prepared to give University Police their name, location, and the reason for the call. Do not hang up until instructed to do so. Each crew is composed of three or four responders who will often arrive separately. Responders will require personal information such as a Clark ID, date of birth, and any medications being taken. As the overseeing department for CURR, University Police may also respond and authorize an ambulance call if necessary.

CPG Peer Support Workers

All CPG Peer Support Workers (PSWs) are highly trained undergraduate and graduate students who are available to provide non-crisis emotional support and additional resources to fellow Clark students as they navigate difficult decisions or everyday aspects of student life. PSWs work cooperatively with the campus to respond to some student needs, promote student safety and personal wellness, and meet individually with students to discuss less serious concerns.

PSWs are available Sunday through Thursday between 7 and 11 p.m. on the second floor of Goddard Library (room 203). Students can see a PSW on a walk-in basis when needed, or can schedule an appointment online: outlook.office365.com/owa/calendar/ClarkUniversityPeerSupportWorkers@clarku.edu.onmicrosoft.com/bookings.

PSWs are supervised by staff from the Center for Counseling and Personal Growth. PSWs are trained to listen, but may not be the best resource for specific needs or concerns. If PSW service is not an appropriate resource, students may be referred to a professional therapist. In these cases, the PSW supervisor or the therapist will connect with you about the best plan moving forward.

English to Speaker of Other Languages Tutor

International Center, 142 Woodland St.

The American Language and Culture Institute offers opportunities for students whose first language is not English to connect with a professional staff person to get feedback on written assignments and presentations. This professional staff person has training and experience in providing support designed to not only improve assignments but also academic English skills on future work.

Health Services

501 Park Avenue

Clark University Health Services, staffed by physicians, nurse practitioners, nurses, and administrative personnel, is a primary care outpatient clinic providing on-campus health care to full-time undergraduate students. Graduate students may use Health Services on a fee-for-service basis. The office is open from 9 a.m. to 5 p.m., Monday through Friday, when classes are in session. To make an appointment, call 508-793-7467.

If an illness occurs when Health Services is closed, medical care is available through the Hahnemann Family Health Center. 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.

Prestigious Fellowships and Scholarships

Shaich Family Alumni and Student Engagement Center, room 206

Clark University encourages undergraduate students, graduate students, and recent alumni to apply for competitive fellowships and scholarships to advance their research, teaching, and career trajectories. These awards can provide opportunities and financial support for a variety of experiences, including study abroad, undergraduate and graduate study, federal employment, teaching, research, and public service. The office advises and assists interested students throughout the application process, including planning, writing personal statements and proposals, and interviewing.

Strategic Learning Services

Shaich Family Alumni and Student Engagement Center, second floor

The Strategic Learning Services program (SLS) at Clark University supports students with a holistic track to long-term success. Strategic learning coaches help students build self-confidence, motivation, and self-reliance through individualized study strategies that are tailored for each student's needs and style. Students will develop skills including efficient note-taking, organization, time and stress management, test-taking strategies, and more.

Strategic learning coaches model effective student-teacher interactions and encourage students to take responsibility for their choices and actions, leading to positive self-perception and the motivation to succeed. Students meet with their coach for one hour-long session (or two half-hour sessions) per week throughout the semester.

Study Abroad and Away

International Center, 142 Woodland St.

The Office of Study Abroad and Away connects all Clark students with opportunities that align their academic interests with credit-bearing experiences beyond the Worcester campus. Study Abroad and Away can provide an educational opportunity in one of Clark's 50+ approved programs across the globe. The Office of Study Abroad and Away also serves as the point of contact for Clark support while you are abroad and offers programming upon your return, and is the hub for visiting international students.

The Writing Center

Academic Commons, Goddard Library, first floor

The Clark University Writing Center will help with writing at any stage — whether a student writer is brainstorming ideas, writing a first draft, or editing a final version. Students can get help starting projects, organizing their thoughts, revising drafts, and working with citations, and will improve the mechanics of their written English and learn to avoid plagiarism. Students can bring writing for any class, in any discipline, as well as cover letters, résumés, and personal statements. For more information about the Writing Center's services, visit clarku.edu/writing.

Title IX

Shaich Family Alumni and Student Engagement Center, room 315

Clark University is committed to providing a campus environment where all students are safe from sexual violence, sexual harassment, and gender (identity or expression) discrimination. Clark believes in the power of a strong community, and it is stronger when all students are engaged in relationships based on mutual care and respect. Both in intimate and platonic settings, Clark expects its community members to practice open communication and effective consent. The Title IX Office develops, enforces, and processes the Title IX Policy at the University. For more information, visit clarku.edu/title-ix.

University Police

Bullock Hall, basement

The University Police Department, staffed by Massachusetts State Special Police Officers, provides life and property protection to the Clark community — 24 hours a day, 365 days a year. In addition to patrolling grounds and buildings routinely, the department supervises a student-run emergency medical services program and the ClarkRIDE safety transportation service. Officers are specially trained in sexual assault investigations, diversity, medical response, active shooter response, hate bias crimes, and crime prevention, among other areas.

IMPORTANT OFFICES

Undergraduate Admissions

3 Maywood Street

At the “front lines” of public contact, Undergraduate Admissions informs prospective students about academic opportunities at Clark, and campus life in general. While charged with reviewing applications and selecting the incoming class, staff members also are interested in the experience students have after they enroll at Clark. The Admissions office is always looking for current Clarkies to participate in the Student Admissions Ambassador Program and hires students each spring. 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.

Alumni and Friends Engagement

122 Woodland Street

The Office of Alumni and Friends Engagement comprises two departments: The Clark Fund and Alumni Affairs. Together, the teams work to build meaningful, long-term relationships among Clark University, its graduates, and stakeholders through communications, programming, events, volunteer opportunities, networking, and fundraising. The office coordinates alumni communities and events, fundraising initiatives, Family and Friends Weekend, and Reunion Weekend, and advises two student groups: the Student Alumni Relations Committee (SARC) and the Senior Class Gift Committee.

Career Connections Center

Shaich Family Alumni and Student Engagement Center, first floor

Career Connections Center (CCC) services include help finding an internship or job, mock interviewing, writing a résumé and cover letter, connecting with Clark alumni, and graduate school exploration.

Cashier

Shaich Family Alumni and Student Engagement Center, room 318

The Cashier's Office processes payments and is available for students to cash checks or add money to their Clark OneCard. For more information and policies, visit clarku.edu/offices/cashiers.

Clark OneCard

Shaich Family Alumni and Student Engagement Center, room 325

The Clark OneCard, issued to all new students during Orientation, is your official University ID. The OneCard acts as an entrance key to a number of areas on campus, including residential and academic buildings, the Kneller Athletic Center, and Goddard Library. It is also used for meal plans, printing, and the CashCard program, which you can use to make purchases at locations on and off campus. The CashCard is convenient, flexible, and secure, and can support students with budgeting and accountability, including the ability to view a history of all transactions.

Community Standards

Wright Hall, Basement

The Office of Community Standards (OCS) manages the policies and procedures that help members of the Clark community hold each other accountable. OCS is responsible for administering all conduct processes, including initial hearings, the Peer Conduct Board through restorative practices, and administrative hearings.

Clark University is committed to sustaining an academic environment that respects individual freedom and promotes the health, safety, and well-being of all community members. We believe in building an inclusive environment. Therefore, we must adhere to a standard policy that embraces all community members regardless of their background. For questions related to the Clark University student conduct process, email community-standards@clarku.edu or visit clarku.edu/offices/community-standards.

Division of Student Success, Dean of Students

Shaich Family Alumni and Student Engagement Center, second floor

The Division of Student Success (DSS) coordinates services related to housing, residential life, new student orientation, health services, student engagement, belonging, identity, personal counseling, wellness, and student conduct. DSS creates and maintains vibrant student experiences and supports students' holistic growth and development while at Clark. All students are welcome in the Division of Student Success, which collaborates with faculty, staff, administrators, student organizations, and the Undergraduate Student Council to engage and care for students at Clark.

Dean of the College

Shaich Family Alumni and Student Engagement Center, second floor

The Dean of the College is responsible for undergraduate academic and cocurricular programs and policies. The Dean also serves as Associate Provost of the University, with broad responsibility for all aspects of curriculum, instruction, and faculty advising. The Dean of the College works closely with the Undergraduate Academic Board to review proposals for new and revised courses, majors, concentrations, and academic requirements, as well as to assess existing programs and requirements. The Dean and her staff also oversee the Dean's List, ClarkFEST, and several undergraduate student awards.

Executive Vice President and Treasurer

Geography Building, second floor

The Office of the Executive Vice President and Treasurer oversees the offices of Human Resources, Financial Services, University Budgeting, and the Business Manager. The office also is responsible for the University's investments, external debt, and financial planning.

Facilities Management

501 Park Avenue

Facilities Management ensures that the environment in which students study and live is safe and healthy. The custodians, maintenance workers, and groundskeepers maintain workspaces, classrooms, and residence halls, clean houses, and landscape the campus, among many other tasks. During the academic year, Facilities is open Monday through Friday from 7:30 a.m. to 5 p.m. During the summer, the office is open Monday through Friday from 7 a.m. to 4:30 p.m.

The office is located on the corner of Maywood Street and Park Avenue, and the door is always open to students. If you need something repaired, submit a Facilities work request at clarku.edu/offices/facilities-management. Any emergencies should be reported immediately by calling 508-793-7566 (or, after business hours, by contacting University Police at 508-793- 7575). Facilities is not responsible for laundry or cable concerns.

Financial Assistance

Shaich Family Alumni and Student Engagement Center, room 334

The Office of Financial Assistance awards nearly \$50 million in financial aid through Clark scholarships, grants, federal grants, work-study, and state scholarships, and provides information and counseling about the financing options available to both parents and students. Students can access information about their financial aid application through CU Web. Financial Assistance, along with Student Employment in the Career Connections Center, coordinates the undergraduate student employment program, including the process and forms students must complete to be set up in the payroll system.

Human Resources and Affirmative Action

Geography Building, third floor

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

Information Technology Services

Help Desk: Academic Commons, Goddard Library, first floor

Information Technology Services (ITS) provides support for computing, telecommunications, and networking resources. Popular ITS services for students include general purpose and specialized computer labs, discounted computer hardware and software, technical support for common computer and networking issues, wired and wireless networking throughout campus, emails and cloud-based file storage, and many campus modules. For help with a technology issue, email helpdesk@clarku.edu.

Marketing and Communications

138 Woodland Street

Marketing and Communications is responsible for elevating Clark's standing and reputation as a university of global consequence — in undergraduate and graduate education, research, and community partnerships — with prospective students, alumni, educators, public and private leaders, media, employers, and foundations. The office provides communications, public relations, and creative services for the University; produces awareness, recruitment, and fundraising campaigns; manages the University's website, ClarkNOW news hub, and primary social media channels; distributes the weekly ClarkNOW email publication; and publishes *Clark* magazine.

Office of Diversity and Inclusion

Dana Commons, first floor

The Office of Diversity and Inclusion advances the University's mission and commitment to excellence by promoting a campus climate that values diversity and inclusion and is free of bias and harassment for all. The office takes a broad view of the talents, perspectives, and contributions of all members of the community, and recognizes the richness of humanity reflected in our students, faculty, and staff.

Planning and Strategic Initiatives

Geography Building, second floor

The Executive Vice President of Planning and Strategic Initiatives oversees the offices of Facilities Management, Strategic Analytics and Institutional Research, and Strategic Initiatives. This office facilitates all capital planning and projects on campus and is responsible for maintenance, renovation, and building infrastructure projects.

President's Office

Geography Building, room 202

David B. Fithian '87 is the 10th president of Clark University. As the chief executive officer, he is responsible for the overall administration and general welfare of the University and works to achieve a dynamic fit among faculty, students, staff, programs, facilities, and resources. While ultimately responsible to the Board of Trustees and overseeing general concerns around the budget, academic programs, and development, the President also publicly represents Clark to its many constituencies, including students, alumni, families, donors, friends, the Worcester community, and the larger academic community.

Provost

Geography Building, room 212

Sebastian Royo, Provost, oversees all undergraduate and graduate academic programs, as well as Athletics, Student Success, Sponsored Research, University libraries, and the Registrar. As Clark's senior academic administrator, the Provost works with the President and the faculty to set strategic and academic priorities for the University. The Provost also allocates and oversees the resources that support the educational and research missions of the University. Working with faculty, the Provost is responsible for attracting, retaining, and supporting faculty members who are not only excellent teachers and mentors to their students but also nationally and internationally recognized scholars in their fields.

Recycling

Facilities Management workers, in conjunction with student staff, collect commingled recycling and cardboard across campus. Commingled recyclables consist of paper, glass, aluminum cans, and stiff plastics #1-7 (that's everything plastic, except soft plastic bags and wrappers). Both commingled recyclables and cardboard are separated and diverted to appropriate local recycling locations.

Please use recycling bins around campus for all paper, glass, aluminum cans, and plastic — and put flattened cardboard next to recycling bins — to be collected daily.

Registrar

Schaich Family Alumni and Student Engagement Center, room 305

The Registrar's Office is responsible for all student academic records, scheduling of courses and exams, classroom assignments, and the academic catalog. Students typically interact with the Registrar's Office during registration periods; as part of the major, minor, or concentration declaration process; in their junior year, when graduation clearances are required; in their senior year, for Commencement preparations; and as alumni who may need transcripts or duplicate diplomas.

The Registrar's Office certifies enrollment several times each semester through the National Student Clearinghouse (NSC) and sends degree award information to NSC after degrees are awarded in August, December, and May. Outside agencies may obtain degree information by contacting NSC directly. Students may print out their own enrollment certificates through their CU Web accounts.

Student Accounts

Shaich Family Alumni and Student Engagement Center, room 320

The Student Accounts Office helps students determine how much their Clark education will cost and answers questions regarding their bill, monthly payment plan, or financing options.

PLACES AND SPACES

Shaich Family Alumni and Student Engagement Center (ASEC)

Built in 2016, the Shaich Family Alumni and Student Engagement Center (ASEC) is located just across Main Street. In this building, you'll find important student resources such as the Dean of the College, Dean of Students and Division of Student Success, Career Connections Center, and Student Employment; student meeting spaces; the Campus Store; and the Den.

Band Rehearsal Room

Estabrook Hall, lower level

This rehearsal room is available to Clark students for band rehearsals during limited evening and weekend hours. Access to the room follows strict guidelines, and rehearsal times are scheduled and organized by the Music Society of Clark University, a student group.

Becker School of Design & Technology

The Becker School of Design & Technology (BSDT) lets students pursue leading-edge studies in the top-ranked Interactive Media Design (Game Design) Program and associated concentrations at both the undergraduate and graduate (MFA) levels, as well as in esports management and integrated graphic design. Students studying in the Becker School of Design & Technology at Clark will benefit from a combined curriculum that represents some of the best of Clark and Becker. BSDT courses are located in the Becker buildings, accessible via the Clark Shuttle or personal transportation.

Bistro

Higgins University Center, first floor

The Bistro features four dining platforms and a spacious, relaxed atmosphere for grab-and-go and made-to-order meals. The Bistro is a convenient place to meet friends for a fun time at the UC.

Campus Store

Shaich Family Alumni and Student Engagement Center, first floor

The Campus Store, owned and operated by the University, carries school and office supplies, University apparel and spirit items, glassware, and gift items, as well as reference and trade books. The Campus Store accepts cash, the Clark CashCard, traveler's checks, checks, Campus Store gift cards, and most major credit cards.

Corner House

The Corner House is the home of the International Center, which includes the American Language and Culture Institute (ALCI), the Assistant Dean for International Programs, and the International Students and Scholars Office (ISSO). These offices provide services and programs to support Clark University's international students, scholars, and employees as they seek to achieve their academic and professional goals.

Craft Studio

Higgins University Center, lower level

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

Dana Commons

Dana Commons is home to the Office of Identity, Student Engagement, and Access (ISEA); the McCann Resource Room; the Office of Diversity and Inclusion; the MOSAIC offices for cultural student clubs; faculty offices; the Center for Gender, Race, and Area Studies (CGRAS); and the Higgins School of Humanities. Inclusion-related events and programs take place in the Fireside Lounge and McCann Resource Room, and guest lectures and classes take place in the Fishbowl.

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 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.

Donahue Rowing Center

Located on Lake Quinsigamond, the boathouse — where the women's rowing team is based — is shared with other Worcester-area college and university rowing teams.

Granger Fields

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

Higgins Café

Higgins University Center, first floor

Clark's flagship, all-you-care-to-eat dining hall features a deli, salad bar, kosher kitchen, brick oven pizza, and much more. All food served in the Higgins Café, including sauces, is cooked from scratch with locally and sustainably purchased fresh fruits, vegetables, and meat that is trimmed and cut in-house by Clark's on-site chefs. The Higgins Café provides guests with a fresh, homemade, real food experience. To achieve this, fresh ingredients, fruits, vegetables, and bread are delivered daily from local farms and bakeries. Higgins Café believes in providing a healthy food experience to everyone.

Higgins University Center

The Higgins University Center (UC) is where members of the Clark community gather formally and informally for intellectual enrichment, conversation, celebration, and recreation. It provides a central location where creativity and ideas are openly exchanged on a common ground. The UC houses the main dining hall, Bistro, conference rooms, the Grind, Craft Studio, student organization offices, and the mailroom. On the second floor you'll find Tilton Hall, Clark's spacious multipurpose room with 35-foot bay windows, a roof patio, piano, and fireplace.

Cougar Café

Academic Commons, Goddard Library, first floor

Stop by for fair-trade tea, a coffee pick-me-up, or a muffin on the go.

Kneller Athletic Center

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

Libraries

Goddard Library

The Robert Hutchings Goddard Library, named for the Clark physicist who invented the rocket technology that made space travel possible, is both the academic heart of the University and an architectural landmark — a traditional and digital 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 periodicals. The library provides full internet access and nearly 50 end-user subject-specific databases.

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

Because Clark is a member of the Higher Education Consortium of Central Massachusetts, students have access to eight academic Consortium libraries and a combined local collection of more than 3.5 million volumes.

University Archives and Special Collections

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, including rocketry pioneer Robert Goddard and the University's first president, G. Stanley Hall, among others, are included.

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 subjects for which Clark serves as an example of some larger phenomenon. Some 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. The University's collection of rare books is also housed in this area and can be used for research and scholarly purposes.

Carlson Science Library

The Carlson Science Library, a branch of Goddard Library, serves the disciplines of biology, chemistry, math, 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

The Academic Commons (AC), located on the first floor of Goddard Library, is a central hub of academic and resource support services for the entire community, including the Office of Academic Support, the University's main computer lab, and late-night study room, the ITS Help Desk, Clark Archives and Special Collections, and the Cougar Café.

Burnham Map Library

Located on the lower level of the Geography Building, the Guy H. Burnham Map and Aerial Photograph Collection includes more than 200,000 maps as well as books and periodicals for geographical research.

Kasperson Research Library

The Jeanne X. Kasperson Research Library offers one of North America's most extensive collections on environmental risk and hazards, as well as the human dimensions of global environmental change. The library also has holdings on subjects of international development, technology, and energy policy. Library staff has prepared more than 124 "data boxes" for specific subjects on dozens of issues, from AIDS to climate change, nuclear power, and sustainable development. It is not a lending library, but patrons are allowed to keep identified materials aside for the duration of their research.

O'Brien Field

Located a short distance from campus on Knowles Road, this field is used by Clark's softball team.

The Den

Shaich Family Alumni and Student Engagement Center, first floor

Coffee and snacks — what more can we say?

The Grind

Higgins University Center, lower level

The Grind is a multipurpose venue for department and student group events, rehearsals, and meetings. Use of the room must be reserved through the Office of Student Leadership and Programming. The Grind hosts student performances, concerts, and comedians, and frequently features late-night student entertainment. Pool tables, ping pong, and foosball are available for use when the room is not reserved; game equipment may be signed out, with a Clark ID, from the Information Desk on the first floor.

CLARK UNIVERSITY ONLINE

Clark offers many services online or through an app for ease and convenience. Below are a few students should download and access regularly.

Canvas

Canvas is Clark University's learning management system. Canvas, accessible at canvas.clarku.edu, is where students can find class documents and videos, take quizzes, submit papers, connect through discussion boards, and view grades.

Clark ALERTS

Clark ALERTS, the University's emergency notification system, contacts students, faculty, and staff via text messages (SMS) to mobile devices; voice calls to mobile phones and off-campus phone numbers; and emails to Clark and non-Clark addresses. During an emergency situation, the Clark ALERTS system will send a message with information and/or instructions.

Visit clarku.edu/alerts to learn more about emergency management at Clark, and to update your contact information.

ClarkYOU

Logging in to ClarkYOU (with Clark credentials) lets you access CU Web for student accounts, grades, and payroll information; Clark email and OneDrive; ClarkCONNECT; Canvas; Panopto; Clark Engage; LinkedIn Learning; the Digital Commons; Facilities Work Requests; SmartBuyPlus; the housing portal; OneCard balances; and more.

Clark Engage and CORQ

Discover unique opportunities on Clark Engage, engage.clarku.edu, which includes a list of student organizations and contact information, a calendar of events and activities, and ways for student clubs to advertise events and check their financial budgets. Students can also access Clark Engage by downloading the CORQ app, which connects students to events, clubs, and opportunities for involvement wherever they are.

Clark Dining Mobile Ordering App

Everyday is the Clark Dining Services mobile ordering app that will allow students and customers to purchase meals with ease. Find more information about this app at clarkdining.sodexomyway.com.

ClarkCONNECT

ClarkCONNECT is a platform designed exclusively for Clark students and alumni around the world for mentorship, networking, and finding and sharing professional opportunities. It's a dedicated online network where students can choose to mentor or be mentored through a "flash" meeting or for a longer, sustained period. On ClarkCONNECT, alumni and students ask questions and seek guidance, coach and inspire, and find paths to professional and academic success. Access ClarkCONNECT at clarkconnect.clarku.edu.

Guardian App

Guardian is a free mobile app that turns a smartphone into a personal safety device — it's like having an emergency blue light system with you all times. Through the app, students may connect to University Police directly in an emergency (or to 911 if they're off campus), or submit an anonymous tip to University Police in non-emergencies. The app also includes important phone numbers and campus resources through its "Call and Content" directories. Students can update their profile information to include allergies or medical conditions in case of emergency.

Handshake

Handshake is a modern career services platform that connects students and employers for events and opportunities. Every Clark student has a Handshake profile, but must activate it by logging in to clarku.edu/handshake. Handshake is also where students can search and apply for on-campus jobs. Contact the Career Connections Center with any questions about Handshake.

Housing and Dining Portal

The Housing and Dining Portal provides self-service access for students to select and change their meal plan, apply to live on campus, upload their housing preferences, and participate in the housing selection and lottery. To get to the Housing and Dining Portal, log on to ClarkYOU and click "Housing and Dining Self- Service."

Merit Pages

Clark University uses Merit Pages to share news of student achievements with local news outlets, high school administrators, elected officials, and students' friends and families. Every Clark student has a Merit Page that we encourage them to activate — it's like a personal newsroom for their college career (and beyond).

Students can share their achievements with the people most important to them; once those contacts are added, they will receive notifications when news is published.

Learn more and see examples at clarku.meritpages.com.

Online Textbook Ordering

Clark's bookstore is completely online. To order textbooks, log on to store.clarku.edu/textbooks. The MyCourses page will show students all the required materials, as well as pricing options (new, used, marketplace, e-book, or rental). Students also may choose where they would like to have their books delivered. All returns and book buybacks will be handled through the site as well.

uSafeUS

uSafe is an app that can help a student get out of an uncomfortable situation. Some features include sending a fake text message or phone call; letting others know to check in when walking alone; asking bar staff for help without anyone knowing; and finding resources, answers, or guidance if an individual or a friend experiences sexual harassment, assault, relationship violence, or stalking.

STUDENT RIGHTS AND RESPONSIBILITIES

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

The following information applies to all Clark University 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.

This section of the guide will:

1. Communicate students' basic rights;
2. Outline students' responsibility to maintain those rights in a Code of Student Conduct;
3. Describe the conduct process used 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 provide for student support and protection. At the same time, in order for students to exercise these rights, they must act responsibly, in accordance with University policies and procedures — including the Code of Student Conduct — and with local, state, and federal law.

- Clark University students have the right to an environment in which the University takes reasonable measures to offer students protection from foreseeable danger.
- Clark University students have the right to an environment conducive to the pursuit of academic requirements and interests.

- Clark University students have the right not to be unlawfully discriminated against by any agent, organization, or member of the Clark University community for reasons of age; creed; (dis)ability; ethnic or national origin; gender, gender identity, or gender expression; marital status; political or social affiliation; race; religion; or sexual orientation.
- Clark University students have the right to express their ideas, thoughts, and opinions, both individually and in the manner of forum or protest, without fear of censure or retribution from members of the Clark University community. [Read the protest policy online.](#)
- 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 bring forward a complaint if one has a good-faith reason to believe that it is more likely than not that the rights or responsibilities derived from this document have been violated.
- Clark University students have the right to address all alleged violations of the University's policies and procedures. The University's conduct process follows procedures 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.

Group Accountability

All student organizations must follow procedures detailed within the Student Club Guidelines and Policies manual provided by the Office of Student Leadership and Programming. Student organizations must also follow procedures within their most recently approved charter. Acting outside of these documents could result in a range of outcomes, including, but not limited to:

- Inability to access funds
- Inability to host events or reserve space on campus
- Removal from officer position
- Removal from organization
- Loss of recognition status

Student Access to Records and 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 a 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 in the execution of their job responsibilities. 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.

Directory information as defined by Clark includes a student's name, addresses (campus, home, email), telephone listings, and photograph; major field of study, dates of attendance, class year, and enrollment status (e.g., undergraduate or graduate; full time, three-quarter time, half time, or less than half time); participation in officially recognized activities and sports, as well as 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 by requesting a confidentiality flag on his or her student record.

3. Registrar's Office

The Registrar's Office is the keeper of all educational records and treats students' educational records with the utmost confidentiality. The University Registrar will share non-directory information about individual students with other school officials on a need-to-know basis or as required by the school official's job responsibilities.

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 advisors will have access to their advisees' academic records. 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 Office

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. Division of Student Success Staff

The Dean of Students may share a student's educational record with members of the Student Success 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

Information about the academic status of student-athletes will be shared with the Director of Athletics for the purposes of ensuring NCAA compliance. The Dean of Students may share conduct information with the Director of Athletics in support of the Athletic Code of Conduct. They also may 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 and students serving on official University committees where a legitimate "need to know" exists may have access to educational records as related to the duties of the committee. 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 that stipulates that they will adhere to FERPA guidelines.

Missing Student Notification Policy

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

A Clark resident student is presumed to be "missing" when the student's absence is inconsistent with 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 their home or campus residence, and if anyone familiar with the person has seen or heard from them recently or is aware of where they 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

All enrolled students at the University are urged to designate an emergency contact person. All students have their own student accounts and may enter or change their designated contacts at any time by updating emergency contact information through CU Web (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 Division of Student Success and University Police. 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 may:

- Involve both University Police and the Division of Student Success 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, email, and an in-person visit to the student's residence or room
- Contact faculty, peers, roommates, and other University community 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 located

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

The Division of Student Success 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.

Reporting a Bias Incident

Clark takes seriously all acts of bias or discrimination of which it becomes aware and will respond quickly and thoroughly. The response includes assessing reports; investigating the incident; referring to the appropriate department(s) that may initiate a conduct process; and advising the Clark community of the incident when appropriate.

Students who feel they are the victim of or have witnessed an incident of bias or discrimination are strongly encouraged to report the incident here: clarku.edu/offices/campus-safety-and-security/bias-incident-reporting

Students may also report the incident to one of the following offices:

Dean of Students Office

Shaich Family Alumni and Student Engagement Center, second floor; 508-793-7423
DSS@clarku.edu

Office of Diversity and Inclusion

Dana Commons, first floor; 508-793-7350
odi@clarku.edu

International Center

142 Woodland Street, second floor; 508-793-7362
internationalcenter@clarku.edu

Office of Residential Life and Housing

Wright Hall, basement level; 508-793-7453
reslife@clarku.edu

University Police

Bullock Hall, lower level; 508-793-7575

In incidents where the person(s) engaging in bias or discriminatory behavior(s) are identified or suspected, the incident should be reported to University Police, the Dean of Students, and the Office of Diversity and Inclusion. An investigation of the incident will be conducted. Criminal and/or internal conduct charges may result.

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

Preferred Name Policy

Clark recognizes that some community members wish to use a first name other than a legal first name to identify themselves. Clark refers to this as a preferred first name — a name a student chooses to be called instead of their legal first name. Students are able to change their preferred first name by logging on to

CU Web. For more information about this policy and where a student's preferred name will and will not be used, visit web.clarku.edu/policies/detailpolicy.cfm?pid=89.

GUIDE TO LIVING ON CAMPUS

More than 1,750 undergraduate and graduate students 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), eight professional staff members, and 42 undergraduate resident advisors (RAs); staff provide leadership, guidance, and opportunities for residents to involve themselves in Clark's vibrant residential community.

In addition to the University policy and the undergraduate and graduate housing contracts, students residing on campus are expected to respect the following standards, which are in place to help protect individual rights and freedoms and to promote a safe, comfortable, and enriching living environment for all students.

Office of Residential Life and Housing

The Office of Residential Life and Housing collaborates with Clarkies and campus partners to create a student-focused residential community that is inclusive, equitable, and safe. RLH's goal is to provide a living environment that allows for academic pursuits, interpersonal interactions, educational opportunities, and social events. It encourages freedom of action and self-expression within the context of community responsibility.

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 RLH and are made if the student will be living with a parent or legal guardian and the primary residence is within the city of Worcester, or to those who have been approved to study abroad by the Office of Study Abroad and Away. Students who transfer to 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.

Housing Contract

The housing contract students sign is a full-year agreement. Each student is obligated to reside in University housing throughout the period designated on the contract. Students may apply to be released from their contract, but there must be substantial documentation that supports the request. Appeals can be emailed to resllife@clarku.edu; granted housing appeals are subject to a \$1,500 cancellation fee.

Residence Hall Association and Hall/House Council

Residence Hall Councils represent students living in specific residence halls/houses and are formed at the beginning of each academic year. Their purpose is to promote community, diversity, and awareness through programming and advocacy, with the ultimate goal of increasing the quality of life in these buildings. Information on applying for election to Hall Councils will be available during the first weeks of classes.

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

Room Assignments

First-year and transfer student roommates are assigned by considering complementary lifestyles. Assignments are made regardless of race, religion, place of origin, sexual orientation, or intended majors. All University-owned housing is nonsmoking, and students are matched as smoking or nonsmoking roommates whenever possible.

Each year a room selection process is held to allow students to choose their housing assignments for the following year. Students will receive information in February regarding the housing selection and lottery process.

All students living in University housing may choose to live with a roommate of a different gender in accordance with the Gender Inclusive Housing Policy.

Residence Halls that accommodate mixed-gender rooms, suites, and apartments include Blackstone Hall, Dana Hall, Hughes Hall, Johnson Sanford Center, Maywood Street Hall, and all RLH houses. New incoming students can select their roommates by indicating directly on their housing application with whom they would like to live. Returning students can select their roommates and roommate groups through the spring housing selection process. Additionally, all gendered spaces are assigned based on students' self-identified gender.

Single rooms are selected on a seniority basis. Any student requesting a single room for medical reasons must communicate directly with Student Accessibility Services, which will request the proper medical documentation, approve any accommodation requests, and submit them to RLH.

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

Room Change/Consolidation

There is a “room freeze” in effect during the first two weeks and the last two weeks of the fall semester, as well as the first two weeks of the spring semester and at the start of the room selection process.

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 complete the necessary paperwork.

Students with vacancies in their rooms cannot prevent or interfere with the process in order to avoid being assigned a roommate.

RLH expects that all prospective roommates will be treated fairly and respectfully.

Except for the room freeze period, room changes can occur at any time during the semester with the approval of RLH. Students should stop by the RLH office or visit its website for the required forms.

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

Residence Halls and Houses: Building Policies and Information

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.

Building Access and Security

University residence halls are secured by a computer-controlled card entry system; residents use their Clark OneCards to enter. An alarm will sound at University Police if one of the outside doors is kept open longer than is reasonable for entry. Individuals who prop doors open jeopardize the security of the building and the community.

Wright, Bullock, and Dana halls are first-year-only living areas, and access to these buildings is limited to first-year students. All residential students have access to mixed or upperclass halls, except during quiet hours when access is limited to a student's assigned residence hall.

Students who would like to visit a resident of another building during quiet hours should call ahead or use the call box located at the front entrance of each residence hall. All guests of a residence hall should be escorted by a resident of that building.

University houses are locked 24 hours a day; residents' room keys also unlock 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 508-793-7575 (x7575 from an on-campus phone). Students are encouraged to purchase renter's insurance or to have personal belongings covered under parents' or guardians' homeowner's insurance, if possible.

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 within 24 hours after their last exams, although graduating seniors may remain in their rooms through Commencement. Students are responsible for knowing the posted dates for closing and breaks. 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.

If students wish to remain in their residence hall/house during the October, Thanksgiving, and March break periods, they may do so, but the halls and houses are closed during winter break. Students who need to stay on campus during winter break may elect to do so, for an additional charge, at the discretion of RLH.

Students may arrive up to 48 hours early (or leave 48 hours late) for a fee. Students who arrive on campus early without prior approval will be charged \$150 per day if they wish to stay on campus.

Duty Hours

While classes are in session, a Resident Adviser (RA) in each residence hall is on duty 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 cellphone 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 a residence hall or house, immediately call University Police (x7575).

Fire Drills and Evacuations

Fire drills are held periodically, and all residents and guests are required to leave the building during these drills. Residents 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 students have evacuated the building and to note any fire safety issues.

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 (12 meters) away from the building or where instructed by a 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 safety equipment is a violation of federal law and is prohibited.

Fire law forbids the storage of gasoline-containing vehicles (e.g., motorcycles) in, or within 40 feet (12 meters) of, residences. Halogen lamps, lava lamps, candles, incense, and oil lamps also are prohibited in residential areas. Students may not use extension cords except for UL-approved power strips or multiplugs with internal fuses. Connecting multiple power strips and/or multiplugs 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 (6 meters) of a residence hall/ house. Fire and life safety violations are subject to a \$100 fine.

Hall Sports

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

Kitchens and Cooking

Students are permitted to cook in the kitchen areas of their residence halls and/or apartments. 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. Students who are cooking or baking must stay within sight of the cooking appliance(s) they are using. Students cooking in the common area kitchens must never leave the kitchen area while food is being cooked or using the oven and/or burners. A fire or smoke-related incident that starts because a student

was not paying attention to their 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 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. Students may not use electric hotplates, skillets, broiler ovens, slow cookers, toasters, sandwich presses, grills, toaster ovens, or similar appliances in their rooms, but may store these items (unplugged) in their rooms for appropriate use in the kitchen facilities. Students can heat items in a MicroFridge microwave in their rooms, but 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 conduct process.

Laundry Facilities

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

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.

Maintenance and Damages

Residents are expected to keep their assigned living spaces in reasonably clean and safe condition. Residents may be held 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 of a residence hall or house (e.g., study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) will result in disciplinary 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 there are concerns about the fixtures and items provided by Clark University, please contact Residential Life and Housing or Facilities Management. Only removable adhesives that do not cause damage or leave marks can be used to hang objects on walls. Do not use scotch tape, masking tape, or pushpins on woodwork.

Trash and recycling may be disposed of only 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 noises must 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 must 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. During Courtesy Hours, any resident approached for excessive noise by other students or University staff is 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 use the music practice rooms available in certain academic buildings, such as Estabrook Hall or the Traina Center for the 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 University 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, and 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 their 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 withdraws or goes on leave of absence from the University, they are expected to vacate their on-campus housing assignment within 72 hours.

Smoking

Smoking of any substance is prohibited on the Clark University campus. Students who are found smoking in, directly outside of, or possessing evidence of having smoked in a residence hall/house (i.e., 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. Clark University's smoking policy also includes the use of any electronic tobacco delivery systems, electronic vaping devices, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) (i.e., e-cigarettes).

Storage

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

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

Residence Hall Rooms: Policies and Information

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 (37 liters) and must be approved by a student's roommate. Animals cannot visit residence halls or be inside a student's room at any time or for any reason. Violations of the pet policy will result in a \$50 fine for the first offense and \$100 for each subsequent offense. Please view "Emotional Support and Service Animals" for more information regarding necessary approvals and accommodations.

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, or 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 five 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 reserve the right to confiscate or ask a student to remove a prohibited item from the residence hall.

Emotional Support and Service Animals

Service animals, as defined by the Americans with Disabilities Act, are permitted both on campus and within University housing following approval by the director of Student Accessibility Services and with input from the director of Residential Life and Housing. Emotional support animals, in accordance with the Fair Housing Act, are permitted within University housing following similar approval procedures. All requests for accommodations must be made at least 30 days prior to the arrival of the student at the residence.

Furniture

Each student room contains a bed frame, mattress, desk, desk chair, and wardrobe/closet. The furniture that is provided in each 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.

Students may not bring their own bed/mattress unless otherwise approved. Lofting of the bed/ mattress is not allowed for fire safety reasons. Any additional furniture brought into the space must be California Fire Code approved and is required to be removed by the student who owns the furniture upon their departure from University housing. 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, relocation, or replacement costs.

Damage Charges

A room condition report will be completed by RLH staff before students move in and out. Students should review this report upon check-in to confirm the information and provide additions to the RA if needed. Residents 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

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.

Guests

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

Residents may not have more than one (1) guest for every room at any given time without approval from RLH professional staff.

First-year students are not permitted to have overnight guests during the first two (2) weeks of the fall semester or during reading days of either the fall or spring semester.

Residents:

- Are responsible for ensuring that their guests know and comply with University policies
- Must accompany guests at all times
- Will be held responsible for their guests' behavior

University officials 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.

Health and Safety Inspections

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

Painting/Alterations

Residents are not permitted to paint or permanently alter their rooms, doors, or common areas. Contact the Facilities Management office for requests regarding painting or repairs. Students who paint on walls, doors, or furnishings, or who otherwise alter the appearance or structure of their rooms without permission, will be charged for the cost of restoration.

Prohibited and Approved Items

Prohibited items found in any room or 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
- Hoverboards

- Lava lamps
- Live, cut trees (e.g., a holiday tree)
- Oil lamps
- Weapons
- Air conditioners (approved only as accommodations through SAS)
- 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 multiplug adapters with internal surge protectors, as well as other UL-approved appliances that are not listed above or otherwise prohibited in the Residential Community Standards and the housing contract. For information on UL-approved appliances, visit ul.com.

Room Maintenance

Residents are responsible for the care and general upkeep of their own room. Only sticky tack should be used to hang objects on walls. Hooks, nails, and mounting tape should not be used on walls or ceilings, and individual students will be responsible for the cost of repairing any damage they cause.

If a room needs maintenance or repairs, residents should complete an online work request at fmworkorder.clarku.edu or call Facilities Management 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 also 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 RLH staff are available to facilitate the mediation process. If, after mediation, roommates are found to be incompatible, RLH reserves the right to move one or all roommates to a different location.

Windows and Screens

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

Placing items in windows, whether outward or inward facing, is prohibited. At times, students may choose to express themselves within their residential unit on indoor surfaces, including interior, outward-facing room doors. The University expects that such expression be respectful and appropriate for a diverse community and not defame specific individuals or groups in any way that is incompatible with Clark's Freedom of Expression Statement. In situations where concerns regarding the content of the expression are raised, Clark University staff members may discuss with students the appropriateness of the decoration and its impact on the community.

Parties/Social Gatherings

Students are welcome to entertain and host guests in their residence halls or houses, but must be aware that hosting and/or attending large gatherings or parties where alcohol is present puts individuals at risk for violating several policies outlined in the Code of Student Conduct and Residential Community Standards and Policies and should do so in conjunction and communication with their roommate, suitemate, or apartment mates in shared spaces, as well as in accordance with their roommate agreement.

Before deciding to host or attend a party in University housing, we strongly recommend that all residents familiarize themselves with the University's policies on alcohol, including guests, noise, and underage consumption and presence, communal sources, and drinking games.

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.

Keys and Security

Room keys and Clark OneCards are property of the University and are on loan to each student, exclusively for their own use. Irresponsible use or handling of keys and OneCards, including giving a student key or OneCard to another person for the purpose of gaining unauthorized entry into a residential building or room, is prohibited. Duplication of keys is not permitted.

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 must not be propped open. Individuals who are permitted to access the building may do so with their keys or OneCards, and guests must be met by their hosts at the entrance.

Students are permitted one excused lock-out per academic year. A second lock-out will result in an educational meeting with an RLH professional staff member. Subsequent lock-outs will result in a \$25 service charge.

Lost Keys/Clark OneCard

It is strongly recommended that students carry their key and Clark OneCard, which serves as their University ID, at all times. Students will be charged \$25 to replace a lost ID card.

If a student loses their room key, they should notify RLH immediately to begin the replacement process to maintain the safety and security of their space. RLH staff will provide the student with a payment link for the associated costs of replacing the key, and when applicable, other lock components. The total cost will be \$100 to \$150. Once payment has been confirmed, RLH will contact the student with instructions on how to pick up their new key. If a student loses their room key during the course of the year, they will be charged a replacement fee for the key, and when applicable, a new lock.

Lockout Policy

The lockout policy ensures the safety and security of all residents by immediately replacing lost keys. On-campus students who are locked out of their rooms and cannot find a roommate, suitemate, or on-duty resident advisor can call a Campus Ambassador for help, seven days a week (10 a.m. to 9 p.m. on weekdays and 10 a.m. to 7 p.m. on weekends), at 508-450-5584. University Police can help students who are locked out before 9 a.m. or after 9 p.m.

Policy on Collections/Drives in Residence Halls

Individual students and student groups may collect items for donation in on-campus housing with permission from RLH, and must respect the following guidelines:

- Each residence hall has one location for the placement of collection boxes; a list of locations is available from RLH.
- 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 Facilities staff.
- Collection boxes must be provided, monitored, emptied, and collected by the requesting group or individual.

Posting Policy in Residence Halls

Guidelines have been established to help student groups and organizations advertise their events while maintaining a respectful and clean residence hall environment.

Before they may be posted in residence halls or houses, all signs to advertise events must be stamped, initialed, and dated by Residential Life and Housing or 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 residence halls or houses should complete the following steps:

1. Bring nine (9) copies of posters/signs to the RLH office between 8:30 a.m. and 5 p.m., Monday through Friday.
2. After they have been stamped, posters/signs will be given (by RLH) to the person in charge of 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 remove all flyers once events have taken place.
6. Only 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.

Students should contact RLH if they have any concerns about this process.

Social Lounge Reservation Policy

RLH recognizes campus organizations' need for meeting space. While the office will try to accommodate organizations as much as possible, 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:

- Call the RLH office (x7453) at least one week prior to the event and ask to speak to the professional staff member for the building and space to reserve.
- Only social lounges will be available for use by campus organizations. Study lounges may not be reserved. Recurring reservations may not be granted.
- If a group is meeting in a social lounge without a reservation, the group may be asked to leave if there is a conflict.

Sales and Solicitation Policy

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 the Undergraduate Student Council, Hall Council, recognized student organizations, and residential life programs. Outside vendors and/or organizations are not permitted to solicit within University residence halls and houses.

GUIDE TO LIVING OFF CAMPUS

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 Main South neighborhood and Worcester community. We understand that part of a student's 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 foster a healthy and safe environment in the neighborhoods surrounding our campus. Even if a student's new apartment is only a few steps away from Clark property, moving off campus means moving into "the city." Clark University expects students to consider themselves to be, and act, as much a resident of Worcester as they are a student at Clark University. As a member of the Worcester community, students have the additional obligation of knowing — and respecting — the rights, responsibilities, ordinances, and laws that accompany the role of an off-campus student.

Transitioning from University-owned housing to more private living arrangements presents unique challenges. This section provides valuable information about being a good neighbor and responsible renter to students who are, or who are thinking about, living off campus. Clark University and the local Main South community are equal partners in ensuring a quality living experience for all. Clark students play an integral role in the Main South neighborhood and make a positive impact on the community. Off-campus students are expected to abide by all local and state laws and live within the expectations outlined in the Code of Student Conduct. Off-campus students who violate any policy or law may be subject to disciplinary action through the conduct 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 RLH and are only made if the student will be living with a parent or legal guardian and the primary residence will be within the City of Worcester. Students who transfer into Clark as juniors or seniors are not required to live on campus; 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 their residency requirement and should only be done when a student is certain that they have completed their required time on campus.

Living in the Neighborhood

Individual student's actions, and those of their guests, are judged — partially — by the way off-campus students interact with and relate to 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 (e.g., staying up all night, hosting larger gatherings, etc.).

Clark University asks its off-campus students to consider the following suggestions for establishing a considerate and positive relationship with new neighbors:

- **Meet your neighbors and say hello.** This simple first impression will help establish an immediate relationship with those who live near the apartment. Some students may choose to provide their closest neighbors with a contact number where they can be reached if their neighbors have any concerns, questions, or problems.
- **Keep your spaces and property clean.** Even as renters, tenants are responsible for basic upkeep in and around their apartments. If driveways, walkways, and other visible spaces are littered with trash and debris, neighbors are sure to notice. This can lead to conflict with your neighbors, landlord, and local authorities.
- **Consider informing neighbors of potential gatherings,** and be courteous to any needs they may have (e.g., work schedules, children, babies, etc.). Knowing who your neighbors are and how they live can help establish boundaries and expectations about noise, schedules, etc. Upset neighbors have the right to complain about unruly behavior, so any effort to better understand how to live in harmony with them will make for a more positive living experience.
- **Park legally.** Parking is tight in and around this neighborhood, and all residents are looking to park their vehicles close to their own homes. Those who choose to park illegally or irresponsibly should expect to be towed. Please refer to the "Parking" section to better understand the city's laws for parking throughout the year.
- **Watch and monitor noise.** Noise is the single most common complaint and concern for neighbors. Try to keep your guests inside the apartment and end gatherings at a reasonable hour. Keeping music down and windows closed can help you maintain a quieter presence.

University Jurisdiction Off Campus

The Clark University Student Code of Conduct has the jurisdiction to address behavior and action that occurs both on University property and off campus. However, the Clark University Police Department (UP) does not have jurisdiction over property not owned by the University. As a result, Worcester Police (WPD) may be contacted to address any complaint or incident at off-campus residences. University

Police may be contacted by WPD to assist 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 approached by both WPD and UP if they are involved in questionable behavior.

Students who live off-campus should understand that they are residents of Worcester and are subject to the laws and ordinances of the city and the Commonwealth of Massachusetts. 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 conduct proceedings.

Worcester Noise Ordinance

The City of Worcester has its own regulations 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 shall operate any electronic sound reproduction device [radio/MP3 player] so as to create sound which is plainly audible in a public place at a distance of 25 feet or more in any direction from the device or the premises containing the device, whichever is greater." Generally, this means that if noise can be heard on the sidewalk outside of your apartment, the Worcester noise ordinance is being violated, and residents are subject to complaint and action by WPD.

In addition, the City of Worcester has established its own set of "courtesy hours": 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 fine and/or the possibility of arrest. Also, no sound emanating from a vehicle (moving or parked) should be audible at a distance of 50 feet from that vehicle.

Living off campus means understanding how a neighborhood community operates. Because not everyone in the vicinity of a student's apartment is a Clark student, the noise policies are actually stricter than students 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 being generated in your spaces (and time of day).

Parking

Parking in the city — especially near or close to a private residence — can be extremely stressful. Many students choosing to live off campus will continue to pay for an on-campus parking decal to guarantee themselves a parking space. 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 the vehicle at the student's expense.

Students who live off campus and wish to park a car in the neighborhood should follow all posted parking guidelines and restrictions. The Worcester Parking Enforcement Department patrols the neighborhood regularly and will fine and/or tow vehicles parked illegally.

Each year, the city will post notices of that restrict parking on certain streets at specific times (e.g., for street sweeping). The city will tow vehicles that are parked in these restricted areas.

During winter months, students should be aware that during heavy snowfall, 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). To learn when a parking ban is in effect, students living off campus should check the Worcester Telegram and Gazette at [telegram.com](https://www.telegram.com), follow [@SnowParkingBan](https://twitter.com/SnowParkingBan) on Twitter, or go to [worcesterma.gov/streets/winter-weather/winterparking](https://www.worcesterma.gov/streets/winter-weather/winterparking) and sign up to receive City of Worcester parking ban alerts via text.

Alert Worcester

As a Worcester resident, students may want to register to receive important health and safety alerts that impact the city. This may include severe weather emergencies, missing person notifications, or unexpected road closures. Students interested in receiving these alerts should visit [worcesterma.gov/emergency-communications](https://www.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 dogs leashed and for cleaning up all waste.

Social Host Liability and Off-Campus Parties

Off-campus residents may consider hosting gatherings at their 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 their residence.

When students live on campus, Clark 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 advisors, community directors, and police officers who make frequent rounds of the property to address any questionable incidents or safety concerns. Students living off campus, however, assume most of the responsibility associated with what happens in their apartment and under their supervision.

In the Commonwealth of Massachusetts, the sale, delivery, or furnishing (making 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 guests of any age who, having consumed alcohol at the host's residence, does harm to themselves 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 their 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 they were allowing an underage person to consume alcohol, the host may also be held responsible.

Finding an Apartment

It is important to consider a number of factors before beginning an apartment search and signing a lease. Leases are legally binding, requiring a student to live in and/or pay for a particular room or apartment for a fixed period. Be prepared:

1. Reflect and investigate options. Living on campus provides you with the amenities needed to be a successful student. There are many hidden costs associated with moving off campus — costs that students in a residence hall don't have to worry about. These include Wi-Fi, furniture (purchasing/finding a bed, mattress, desk, etc.), 24-hour security, facilities repairs, a guarantee of emergency housing should something happen to a room or building, phone, electricity, expanded cable TV, laundry facilities, hot water, and heat. It may seem less expensive to live off campus when factoring in only shared rent costs, but be sure to consider and budget for all the "extras."
2. Review finances and set a budget for all possible costs.
3. Talk openly and honestly with potential off-campus roommates or apartment mates. 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 provide the Certificate of Occupancy showing proof that the rental has met all local, state, and federal housing guidelines.
6. **Carefully** read the lease before signing it. Consult trusted adults, or an attorney if possible, if you have any questions.

Sharing an Apartment

Living with a roommate on campus can be an enriching or agonizing experience. Moving off campus with friends is no different. Unlike on-campus living arrangements, however, there are usually no options to switch rooms or move out, because the lease financially obligates you to pay a portion of the rent for an extended period. Things to discuss with potential roommates include:

- Values concerning alcohol, drug use, smoking, overnight guests (who are not paying rent), etc. What will be “allowed” to happen?
- What are the private and common spaces? Do they have different rules?
- Financial obligations and community/utility bill payments: How will these items be paid, and what are the deadlines for making payments? How will apartment mates hold each other accountable for costs?
- Household chores and how those will be divided: Discuss critical cleanliness issues like bathrooms, kitchens, trash disposal, recycling containers, etc. Who is going to buy cleaning products, and what will the cleaning rotation look like? How is food shared in common spaces? What are deal-breakers regarding sharing personal items?
- Is there an expectation that the apartment will be a place for studying? What “rules” will be established for the space (quiet hours, guests, messages, cleaning, etc.)?

What is a Lease?

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

- The right to deny the landlord entry to their apartment unless the landlord 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, visit mass.gov and search “Tenant and Landlord rights.”

Renter's Insurance

College students renting an off-campus apartment or house (as well as living in on-campus residence halls) should strongly consider purchasing renter's insurance to protect their personal property in the event of damage, fire, destruction, or theft. Students' parents' homeowner'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.

A landlord's insurance will not cover a tenant's personal property if it is stolen or damaged as a result of a fire, flood, theft, or other unexpected circumstance. Without personal renter's insurance, students will be expected to cover the replacement and/or repair costs of all personal items.

Renter's insurance is relatively 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 renter's insurance before taking residence in their new apartment.

Moving into a New Apartment

It is always a good idea to note any existing damage and necessary repairs on the lease **before** signing. Should a student move in and see issues or items that are new or remain unaddressed since the lease signing, they should make a note of the problems, take photos, and bring them to the immediate attention of the landlord, preferably in writing.

Moving out of the Apartment

It is the legal obligation of a tenant to give a landlord notice of their intent to leave. This is usually done at or around the time the lease is about to expire, but renters should pay special attention to the lease language to see if there are particular deadlines for when communication with a landlord about leaving a space may be due (some leases require three months' notice). Taking the initiative to communicate with a landlord regarding staying or leaving an apartment is beneficial.

This notice to move out should include the names of all other persons on the lease, the address of the unit currently occupied, the date anticipated to vacate the apartment, and a forwarding address in case the landlord needs to send a security deposit or contact anyone for any other reason.

Rental apartments 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. This can lead to hefty fines and sometimes forfeiting rights to the security deposit.

Whenever possible, have the landlord present when vacating the apartment so the final inspection can be done together. This allows for the transfer of keys, return of the security deposit (assuming everything is okay with the property), and settlement of the termination of the lease.

Trash and Recycling

More likely than not, trash and recycling will need to be properly disposed of according to the City of Worcester's policies. Waste disposal and recycling were extremely easy when living on campus, but now require adhering to some specific policies and curbside pickup regulations. Students 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 a property, please visit worcesterma.gov/trash-recycling. Landlords should explain this information, but this site includes the pickup schedule, a list of retailers that sell Worcester bags, and information on other trash and recycling initiatives.

The usual pickup day for Clark's neighborhood is Wednesday, and trash and recycling cannot be put out before 6 a.m. on that day. Please remember that if Monday is a holiday, the pickup day for the area will move to Thursday.

Important Numbers and Resources

Moving into an apartment may require setting up accounts for some basic, and in some cases, optional services like electricity, internet, cable TV, etc. Some local providers to get started:

- Cable TV, Internet, Phone (Charter Communications/Spectrum), spectrum.com
- Electricity (National Grid), nationalgridus.com
- Telephone (Verizon), verizon.com or 888-583-8111
- Natural Gas (Eversource), eversource.com

STUDENT CLUB POLICIES

Student Leadership and Programming (SLP) supports student clubs in creating vibrant activities and events on campus. Student organization leaders should work closely with the SLP office to purchase supplies, reserve space, advertise, and host activities and events across campus.

Email Policy for Student Groups

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. On rare occasions, the Provost, Dean of Students, or Dean of the College may agree to post messages for official student organizations that serve the entire student body (e.g., Undergraduate Student Council) when they are considered of significant importance to most students and are consistent with University business.

Forming an Organization

Clark offers clubs and organizations for a range of interests, from socially active groups to club sports. However, if there is something of interest that is not listed, it is easy to create a new organization. Contact Student Leadership and Programming for more information.

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.

“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 be maintained 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 Leadership and Service Honor 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 Office of Student Leadership and Programming. Student organizations can fundraise on campus through donations, 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 with the SLP Budget Coordinator into the respective student organization's account by the end of each business day.

Student groups, whether recognized or not, can approach off-campus entities for gift certificates, merchandise, or similar in-kind donations. However, no student group, whether recognized or not, can request financial or other types of support from any organization or individual outside of the Clark on-campus community without the prior written approval 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 in consultation with its faculty or staff advisor or a request from Student Leadership and Programming staff. Off-campus fundraising for non-University programs and activities cannot be undertaken under the auspices of Clark University. Any use of Clark University's name, logo, trademarks, or likeness must be pre-approved by Student Leadership and Programming and the Vice President for Marketing and Communications.

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 SLP Budget Coordinator at the conclusion of the fundraising activity in order for those funds to be made available for the organization's use.

Venmo, PayPal, and other digital payment transaction applications that connect to a student's personal bank account shall not be used for student group fundraising purposes.

Information Action Distribution

To schedule tables for ticket sales and/or information distribution, on-campus groups must contact SLP (508-793-7549). Spaces are available on a limited first-come, first-served basis; every attempt will be made to accommodate the request.

Sponsored Trips Policy

Clark clubs and organizations intending to sponsor trips as part of their programs and activities will need permission from the Office of Student Leadership and Programming and, prior to any trip, must register the event on Clark Engage and complete a Travel Information Form. 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 emailed to the event organizer after the event is submitted on Clark Engage.

Tabling Policy

- Students must check in with the staff at the information desk promptly at their tabling start time to make sure they are sitting at the correct table.
- If an organization does not show up for its reserved time, SLP reserves the right to cancel the organization's entire reservation. Repeat "no shows" by an organization may result in the loss of privileges to reserve future tables.
- Music/noise of any kind must be kept low. Sound carries and disturbs offices and event rooms in the University Center. If the noise is too loud, students will be asked to turn it down or shut it off.
- After tabling, students should remove all banners, flyers, and other materials, and leave the table empty. Please remove items even if the same space is booked for both lunch and dinner.
- The information desk does not have storage space. Please make alternative arrangements for storing tabling supplies.
- A person affiliated with the sponsoring organization must be at the table at all times to answer questions. These people must stay at or near the table. Advertising or peddling by shouting or approaching is not permitted.
- Each table comes with two chairs only. Students will not be permitted to take other chairs from around the building. Groups found in violation of this policy will lose table booking privileges.
- Tables and chairs must be left clean and in order upon leaving.

All tables are labeled — please verify your table placement as stated on your reservation prior to the start of your tabling time.

To reserve tables, students must submit an event request on Clark Engage and indicate "UC Table" in the location request. Students can also visit SLP and reserve a table in person.

Tilton Hall Piano Policy

The piano in Tilton Hall is available for use by students, faculty, and staff when the room is empty. The piano is not to be moved at any time from its location in the corner of the room. The piano is tuned once a year or if requested by an event host (charges will apply). When admissions tours, site tours, or staff setting up for an event enter Tilton, piano players should stop playing and vacate the space when asked.

STUDENT CAMPUS EVENTS

Admission to Student Events

If admission is being charged at an event, all proceeds must be given to the student organization sponsoring the event; students may not organize events as personal fundraisers. University Police may be requisitioned and present at the door. The Accounts Payable office documents receipts of all revenue. Authorization to collect admission to events on campus must be obtained from the Office of Student Leadership and Programming. Social functions are open to Clark students, their approved guests, and Worcester Consortium students, unless otherwise noted. Current college IDs are required.

Advertising for Student Events

Advertisement of social events sponsored by student organizations is restricted to authorized locations on the Clark campus. See the posting policies in this guide for specific details.

Clean Up and Damage

Event sponsors are responsible for all clean-up. Any cleaning work done by Facilities Management staff or Dining Services 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 Facilities Management or University Center staff will be charged to the sponsoring group or individual.

Thermostats or radiators are not to be adjusted by anyone except Facilities Management staff.

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

Ending Time for Student Events

All events must end by 2 a.m.; requests for extensions to this policy should be made to the Office of Student Leadership and Programming at least two weeks prior to the date of the event.

Entertainment Contracts

Any student group looking to use its budget to pay for an entertainer (band, lecturer, etc.) must contact Student Leadership and Programming to make an offer to the entertainer's agency. SLP must negotiate all contracts; if an entertainer does not have their own contract, SLP has contracts to use. Any questions can be directed to SLP.

Guest Policy for Student Events

Student groups may choose to allow Clark students to bring up to one guest to approved events. Guests must show valid college or state ID and sign in at the entrance of the event. The Clark student hosting the guest must also sign next to guest's name. The host must remain with the guest at all times, and must ensure the guest knows and abides by Clark University policies. A host may be held responsible by the University Code of Conduct for any misconduct by guest.

The Office of Student Leadership and Programming reserves the right to refuse entrance to any guest and/or their Clark host in the interest of the health and safety of those individuals and/or other attendees. Additionally, SLP reserves the right to close entrance to 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 SLP office. For the benefit of the Clark community, any variations to the ID or guest policy must be clearly advertised on all publicity materials.

Any event publicized as "open to the public" must obtain approval from SLP two weeks prior to the event.

Identification Policy

To enter any University event, students may be asked or required to show a current Clark OneCard or a consortium college ID (if applicable).

Reservations

Room reservations for student organization events must be scheduled through the Clark Engage online system.

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 each event.

Security for Student Events

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. SLP and University Police will determine whether one or more officers need to be hired by the sponsoring organization for the event. SLP will make the final decision on whether event security is necessary.

Student Events Where Alcohol is Served

SLP must approve serving alcohol at any campus event. These 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 or 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 SLP, 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 a Clark OneCard 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. Sponsors 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 the designated event location.
9. Alcoholic beverages may not be consumed in public areas. Events that are held in unlicensed areas require prior approval from SLP and a beverage permit from the City of Worcester.

The application process for a permit requires a letter of support from Student Leadership and Programming, a fee of \$45, 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 for Student Events

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 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.

Admission to Student Events with Alcohol

Social functions will be open to Clark students, their invited guests, and Worcester 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 anyone — guest or student — entry to any campus event.

Advertising for Student Events with Alcohol

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 reference the amount or price of alcoholic beverages available.

Security for Student Events with Alcohol

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

Violation of Policy

Violation of the University alcohol policy may result in disciplinary sanctions that are outlined in the University policies section of this guide.

Emergency Protocol: Alcohol Abuse at an Event

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.

Helpful Information Concerning Alcohol

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

- Know the facts about alcohol, drinking and driving, individual and host liabilities, and dealing with intoxicated individuals.
- Be aware of guests to ensure that they're having a safe, good time — and to be sure that no behavior gets out of control.
- Serve some nutritious, substantive food. Vegetable platters and fresh fruit are welcome alternatives to typical party foods such as peanuts, chips, and pretzels. Because salty foods increase thirst, they may also lead to increased alcohol consumption. Ensure those consuming alcohol are also eating.
- 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.
- Stay sober. As a host, be prepared to deal with an emergency at any moment.

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

(Visit Parties/Social Gatherings in the Living Off Campus section).

Posting Policy at Clark University

Student Leadership and Programming approves and hangs all Clark University flyers. Basic guidelines include:

1. All postings must bear the name of the sponsoring organization or department, spelled out in full, and the email address 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 informational (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 in this guide.
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 tape, 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 8.5" 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, and no flyer should be moved in order to accommodate another.
8. Flyers will be removed when the date of the event has passed.
9. Please have flyers 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 residence halls and houses are listed below.

Questions or suggestions concerning the posting policy should be directed to Student Leadership and Programming.

Higgins University Center Posting Policy

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 (SLP) or Residential Life and Housing office.
5. All flyers will be hung by University Center employees. Flyers should be turned into the SLP 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, behind the mailroom, and in the 3rd Floor Asher Suite.
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 hung in the University Center.

Banners

Student Leadership and Programming (SLP) books and approves all banner spots in the University Center. Students may book a banner spot to advertise events/clubs. The following guidelines apply to all banners hung within the Higgins University Center:

- All banners must be stamped by SLP.
- Banners may be hung from the railings in the Levitt Concourse.
- Banners may hang for two weeks prior to the start of the advertised event and must be taken down the day after the event concludes. For banners advertising club information and no event, the banner will go up for no more than two weeks. If the banner is not removed by the sponsoring group, SLP staff will remove and discard the banner at their discretion.
- Students who wish to hang a banner from the Levitt Concourse railing must reserve a banner location in the SLP office. There are only 18 locations for banners, so space may be limited.
- Banner locations may only be reserved once the banner has been made, approved, and stamped. Banners can be made in the Craft Studio (UC basement level).
- 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. Only one banner will be hung per spot.
- 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 SLP office.
- Banners may not be stored at the Information Desk. They also may no longer be stored in the 3rd Floor Asher Suite.

Residential Life and Housing Posting Policy

(Refer to the Posting Policy in the Residential Life section)

Chalking Policy at Clark University

Student groups are allowed to “chalk” to advertise events. Please adhere to the following policies:

- Send an email to University Police, Student Leadership and Programming, and Facilities Management, asking for permission.
- Once permission is granted, chalking can only take place on Clark walkways.
- Chalking on buildings, statues, walls, and/or furniture is strictly prohibited and will be seen as vandalism.

- No chalking on city sidewalks is permitted.
- The group that has the approval to chalk is responsible for washing off the chalk immediately after the event ends. Failure to do so will result in a clean-up charge from Facilities Management.

Parking Policy

All students who plan to park their cars in Clark University lots must be registered with the University Police Department and display a valid parking decal on the vehicle. Clark offers several parking options including a three-story, gated parking garage, commuter lots, and 24-hour lots. Refer to the parking website (clarku.edu/offices/university-police/campus-parking-permits) for decal pricing, rules and regulations, a map of all parking locations, and the 2023–24 parking application.

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 conduct action for students and appropriate follow up for nonstudents, guests, and employees.

Policy for Murals

Clark University appreciates student art and recognizes an informative, artistic activity placed on the campus-owned property. To manage the number of murals on walls and provide students the opportunity to share the space, everyone has to go through the vetting process for approval by the mural committee. Approved murals cannot be altered or changed after acceptance. Any student violating this policy will be subjected to our code of conduct. As an institution of higher education, we believe that murals serve for self-expression and cultural expression; that said, murals should not contain information intended to harm or affect others. Please submit your proposal to: clarku.qualtrics.com/jfe/form/SV_6r3IZfexrF9Bspw

Policy for Skateboarding

- Skateboards
- Roller Skates
- Rollerblades
- Scooters
- Other Coasting Devices

It is Clark University's responsibility to maintain the safety of all students, staff, and faculty; therefore, we encourage individuals to use skateboards, roller skates, rollerblades, scooters, and other coasting devices responsibly. We understand this might be an alternative mode of transportation; therefore, we encourage people to use a safe path subject to the following restrictions:

- The speed of the device must not exceed 5 miles per hour
- Persons must be in total control of the device at all times
- Persons on these devices must always yield the right of way to pedestrians
- Persons are prohibited from riding in architectural and landscape features
- These devices are prohibited in the residential halls
- Persons are prohibited from using devices for racing, acrobatics, and/or stunts

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. Anyone who violates these provisions will be violating the student code of conduct and is subject to hearing.

Policy for Drones (unmanned aircraft system)

Drones, also known as unmanned aircraft systems, are prohibited on campus. All students, staff, faculty, and guests are required who need to use drones on Clark University premises for educational purposes should seek permission from the Dean of Students office. Anyone found flying drones without authorization will be held accountable for violating institutional policy.

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, website, videos, and social media channels. 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. Any student who appears in photographs, videos, or audio content, but does not want that content used for University marketing purposes, should email clarkvoices@clarku.edu with a specific description of the media they would like removed.

Policy on the Use of the University Name

1. University officials consider the following criteria when authorizing the use of the University's name:
 - a. Is the association between the University and the activity, product, or publication accurately represented?
 - b. Is the activity, product, or publication, and the manner in which it is associated with Clark's name, appropriate to the University's educational mission?
 - c. Have satisfactory arrangements 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, logo, 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, Provost, or the Vice President of Marketing and Communications, 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., catalogs 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 or Vice President of Marketing and Communications 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
 - 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 or Vice President of Marketing and Communications. 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.

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.

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 University 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.

WELCOME TO WORCESTER

As members of the Clark community, Clark students are also residents of the City of Worcester. Many students enjoy their explorations of the city during their time at Clark.

Central Massachusetts has a lot to offer, with a multitude of opportunities for students to broaden their cultural, social, and environmental horizons. Grab a friend and take a ride, using this guide to find places to visit — or at least “drive by.” Get lost exploring the city. Find a green place to picnic, hike, or just relax.

Students often have questions about Worcester. Here is a brief history 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, Rhode Island. Named after the historic city of the same name in England, Worcester (which roughly translates as “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. The Nipmuc were known as the “freshwater people” and lived in scattered villages throughout the area. They called the area in and around Worcester “Quinsigamond,” which means “fishing place for pickerel.” Wachusett Mountain, now known 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 gave the first public reading of the Declaration of Independence in New England on the steps of Old South Church.

Thomas 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.

Known for its history in commerce, industry, education, and social thought, Worcester and nearby Blackstone Valley (the namesake of 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 female workers. The first American-made valentine card was designed and manufactured in Worcester in 1847 by Esther Howland.

As a result of its importance as an industrial epicenter for skilled and unskilled laborers, Worcester was a prominent destination for immigrant populations in the 1800s and early 1900s. In fact, it has been the entry point of opportunity for many immigrant populations from around the world: Irish, Italians, Lithuanians, Poles, Swedes, Finns, Syrians, Lebanese, French Canadians, Vietnamese, Russians, Armenians, Greeks, Albanians, Brazilians, Liberians, and Congolese.

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 Kelley 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. 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 accompanying population increase 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, the environment can change 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, Wachusett Mountain, Coe’s Pond, Moore State Park, Rutland State Park, Purgatory Chasm, Tower Hill Botanical Garden, Lake Park, Institute Park, Indian Lake, or Doane’s Falls. And don’t forget Clark’s own Hadwen Arboretum, 6.4 acres of unspoiled woodland space in the heart of Worcester.

Not an outdoor person? This guide lists many of the wonderful restaurants, shops, museums, theaters, and entertainment that Worcester has to offer.

People often ask, “What’s so special about Worcester?”

Here are a bunch of “Worcester Firsts” to impress your friends and family!

- The first national 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, in Worcester.
- Clark’s first president, G. Stanley Hall, founded the American Psychological Association here; its first meeting was held on campus in 1892. Hall also coined the term “adolescence” as a distinct life stage.
- Worcester resident Henry Perky became the first to mass-produce shredded wheat in 1895.
- Candlepin bowling was invented in Worcester in 1880.
- Physics Professor Robert Goddard, A.M. 1910, Ph.D. 1911 — the “father of modern rocketry” — ushered in the Space Age with his pioneering research at Clark and 1926 launch of the first liquid-fueled rocket (which he had patented in 1914) in Auburn, Mass.
- Physics Professor 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, developed the “wind chill factor” and created an index to measure it. An Arctic explorer, he also discovered Antarctica’s Clark Mountains and named the individual peaks after his Clark instructors.
- The birth control pill was released by the Worcester Foundation for Experimental Biology. One of its developers was Dr. Gregory Pincus, a Clark professor from 1938–1945, who conducted research (while at Clark) on female sex hormone biogenesis and metabolism.
- Charles Olsen, a Worcester poet and native, coined 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 Bioscience Corp., based in Worcester, in 1988.

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

- George Bancroft, historian and founder of the U.S. Naval Academy
- Elizabeth Bishop, Pulitzer Prize-winning poet and writer
- Mary Coffin Ware Dennet, women’s rights activist, pioneer in sex education and birth control
- 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 (and Clark alumnus and professor)
- Emma Goldman, anarchist
- Abbie Hoffman, 1960s radical who founded the Yippie party
- Stanley Kunitz, Pulitzer Prize-winning poet

- Denis Leary, comedian and actor
- Jaki Byard, American jazz multi-instrumentalist, composer, and arranger
- Albert Michelson, first to measure the speed of light (and Clark professor)
- Frances Perkins, U.S. Secretary of Labor from 1933 to 1945; first female member of the U.S. Cabinet
- Cole Porter, songwriter
- Joyner Luca, rapper, singer, and songwriter
- Jordan and Jonathan Knight, singers
- 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*
- Geoffrey Zakarian, chef, restaurateur, and television personality
- Judge Webster Thayer, who presided over the Sacco-Vanzetti trial in 1920
- Isaiah Thomas, patriot and member of the Sons of Liberty

Getting Around Worcester

Clark is within walking distance of many great restaurants and things to do. The Clark Shuttle also provides students with transportation to key city locations on weekends, and makes additional stops at local grocery and drug stores during the week. Students can travel via the no-fare WRTA bus system around town or to Union Station, where the commuter rail connects Worcester to Boston and other destinations. Worcester also has numerous walking trails and opportunities to explore spaces around campus.

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 50% of the time is eligible to serve as a juror.

Residents of other states who are students at Massachusetts colleges are eligible to serve as jurors in Massachusetts, since they live in the state for more than 50% of the year. 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 the state 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 jurisdictions 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 included with the jury service summons, including 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 about the summons and make arrangements to complete any missed work. The Division of Student Success can assist in this process by confirming a student’s summons with their professors. Students may be required to furnish their summons notice when making these arrangements.

Please contact the Office of the Jury Commissioner (1-800-THE-JURY) or visit massjury.com for further information.

Voter Registration

Students who are eligible to vote in the United States are encouraged to register to vote as soon as they are able and participate in their civic duty. Students are usually able to vote very close to campus. Eligible students should visit worcesterna.gov/elections/voter-assistance to register locally, or visit their local government information pages to request a mail-in ballot.

LOCAL FOOD, ENTERTAINMENT, AND SERVICES

AREA DINING

MAIN STREET

Armsby Abbey

American, Pizza, Bar
144 Main St. 508-795-1012

Belén Casa de Pan

Salvadoran bakery
932 Main St. 508-756-9446

Caribbean Flaavor

Caribbean cuisine
144 Main St. 508-795-1012

China Lantern

Asian cuisine
976a Main Street, 774-823-3590

Fantastic Pizza

Pizza, Greek, Middle Eastern
(take-out/delivery available)
910 Main St. 508-798-5577

Hacienda Don Juan

Salvadorian, Mexican (free delivery available)
875B Main St. 508-756-2076

McDonald's

(drive-thru available)
995 Main St. 508-757-535

Main Tacos

Mexican
891a Main St. 508-304-1326

Saigon

Vietnamese
976 Main St. 508-799-5250

Uncle Sam's Pizza

Pizza
(take-out/delivery available)
974 Main St. 508-890-7888

New Wine Pizza

Pizza
(take-out/delivery available)
974 Main St. 508-926-8479

PARK AVENUE

Altea's Eatery

American, French
259 Park Ave. 508-767-1639

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

B.T.'s Fried Chicken & BBQ

BBQ
318 Park Ave. 774-530-6152

Dalat Restaurant

Vietnamese (take-out available)
425 Park Ave. 508-753-6036

El Basha Grill & Bar

Middle Eastern
256 Park Ave. 508-795-0222

New England Roast Beef

Sandwiches
33 Park Ave. 508-756-1991

Peppercorn's Grille & Tavern

Italian
455 Park Ave. 508-752-7711

Taco Bell/KFC

(drive-thru available)
418 Park Ave. 508-755-5271

Wan Wang

Asian
401 Park Ave. 508-365-0068

Wendy's

(drive-thru available)
500 Park Ave. 508-831-9910

Yoway Café & Frozen Yogurt

395 Park Ave. 508-459-0611

SHREWSBURY STREET

111 Chophouse

American, steaks
111 Shrewsbury St. 508-799-4111

Boulevard Diner

24-hour diner
155 Shrewsbury St. 508-791-4535

Flying Rhino Café

American
278 Shrewsbury St. 508-757-1450

Funky Murphy's Bar & Grille

Irish pub
305 Shrewsbury St. 508-753-2995

Miranda Bread Inc.

Bakery, Brazilian
140 Shrewsbury St. 508-791-2030

Nuovo

Italian
92 Shrewsbury St. 508-796-5915

Parkway Diner

Diner
148 Shrewsbury St. 508-753-9968

Piccolo's Restaurant

Italian
157 Shrewsbury St. 508-754-1057

VIA Italian Table

Italian
89 Shrewsbury St. 508-754-4842

Volturno Pizza

72 Shrewsbury St. 774-312-7220

OTHER LOCAL DINING

99 Restaurant

11 E. Central St. 508-792-9997

Bocado Tapas Bar & Restaurant

Spanish
82 Winter St. 508-797-1011

Boynton Restaurant & Spirits

American, pub
117 Highland St. 508-756-5432

Bushel 'N Peck

Deli, sandwiches
643 Chandler St. 508-799-6305

Ciao Bella

Pizza, sandwiches
402 Grove St. 508-756-2426

Culpepper's Bakery

Bakery, diner
500 Cambridge St. 508-791-8393

George's Coney Island Hot Dogs

158 Southbridge St. 508-753-4362

Joey's Bar & Grill

344 Chandler St. 508-797-3800

King Chef

Chinese (take-out/delivery available)
205 Chandler St. 508-767-0209

Leo's Ristorante

Italian
11 Leo Turo Way 508-753-9490

Mezcal Tequila Cantina

Mexican
30 Major Taylor Blvd. 508-926-8308

Moe's Southwest Grill

Tex-Mex
3 Stafford St. 508-459-6060

Nancy Chang Restaurant

Chinese, buffet
372 Chandler St. 508-752-8899

Panera Bread

120 Gold Star Blvd. 508-856-7007

Smokestack Urban Barbecue

BBQ, ribs
139 Green St. 508-363-1111

Subway

399 Southbridge St. 508-755-7080

Suzette Creperie & Café

French crepes and macarons
126 Water St. 508-282-5212

Texas Roadhouse

535 Lincoln St. 508-853-7266

The Fix Burger Bar

Burgers, craft beers, milkshakes
108 Grove St. 774-823-3327

The Sole Proprietor

American, seafood
118 Highland St. 508-798-3474

Westside Steak & BBQ

2 Richmond Ave. 508-756-6328

Wings Over Worcester

Wings, BBQ
(take-out/delivery available)
1 Kelley Square 508-421-9464

Worcester Public Market

Local food court
160 Green St. 508-479-1171

COFFEE

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

421-427 Main St. 508-791-5053
845 Main St. 508-753-9555
211 Chandler St. 508-798-8354
610 Park Ave. 508-753-9696

Inhouse Coffee

225 Shrewsbury St. 508-363-1212

NU Kitchen

335 Chandler St. 508-926-8800

Starbucks Coffee

41 Park Ave. 508-595-9315
11 E. Central St. 508-756-4048

PIZZA

Antonio's Pizza by the Slice

268 Chandler St. 774-530-6000

Blue Jeans Pizza

270 Park Ave. 508-753-3777

Domino's Pizza

413 Park Ave. 508-754-2236

Fastway Pizza

84 West Boylston St. 508-852-2300

Fresh Way Pizza

1406 Main St. 508-752-4131

Pizza Hut

1269 Main St. 508-753-2701

Worcester Pizza Factory

75 Maywood St. 508-755-1111

ENTERTAINMENT

ACTIVITIES

Bowlero Shrewsbury

405 Boston Tpke., Shrewsbury
508-754-7050

Buffone Skating Arena

Ice Skating Rink
284 Lake Ave. 508-799-0910

Crystal Caves

Family Entertainment Center
Mini golf; batting cages; ice cream
790 Southbridge St., Auburn
508-832-0797

Polar Park, home of the Woo Sox

100 Madison St. 508-757-8640

Worcester Center for Crafts

25 Sagamore Rd. 508-500-1000

SHOPPING

Auburn Mall

385 Southbridge St. # 1775, Auburn

Lincoln Plaza

525 Lincoln St., Worcester

Natick Mall

1245 Worcester St. #1218, Natick

Solomon Pond Mall

601 Donald Lynch Blvd., Marlborough

The Shoppes at Blackstone Valley

Open-air shopping plaza
70 Worcester-Providence Tpke., Millbury

Wrentham Outlets

1 Premium Outlets Blvd., Wrentham

MOVIE THEATERS

Blackstone Valley 14: Cinema De Lux

The Shops at Blackstone Valley
70 Worcester-Providence Tpke., Millbury
508-853-4000

Regal Solomon Pond

Solomon Pond Mall
601 Donald Lynch Blvd., Marlborough
508-481-7993

West Boylston Cinema

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

MUSEUMS

EcoTarium

Indoor/outdoor science museum
222 Harrington Way, Worcester
508-791-9211

Worcester African Cultural Center

33 Canterbury St. 508-757-7727

Worcester Art Museum

55 Salisbury St. 508-799-4406
worchesterart.org
Free admission for Clark students

Worcester Historical Museum

30 Elm St. 508-753-8278
worchesterhistory.org

OUTDOORS

Cascades Park

105 Cataract St, Worcester

Elm Park

Park Ave. between Elm and Highland
Streets

Hadwen Arboretum

Intersection of May and Lovell streets,
Worcester

New England Botanic Garden at Tower Hill

11 French Dr., Boylston 508-869-6111

Purgatory Chasm

Hiking Trail
Purgatory Rd., Sutton 508-234-3733

Tougas Family Farm

234 Ball St., Northborough
508-393-6406

Wachusett Mountain Ski Area

499 Mountain Rd., Princeton
508-464-2300

THEATERS AND CONCERT VENUES (WORCESTER)

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

Berkshire (Commerce) Bank

386 Main St. 508-767-6840
11 Park Ave. 508-797-6970

TD Bank

370 Main St. #200 508-368-6529
500 Grafton St. 508-752-5090
ATM in Higgins University Center

Bank of America

255 Park Ave. 800-432-1000
ATM near campus

M&T Bank

120 Front St. 508-890-5199

Webster Five

266 Chandler St. 508-890-5990

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. 508-854-3310

SUPERMARKETS/PHARMACIES/ CONVENIENCE STORES

7-Eleven

409 Park Ave. 508-753-7154
973 Main St. 508-751-8515

Big Y Supermarket

100 Mayfield St. 508-793-9011

CVS Pharmacy

400 Park Ave. 508-792-3866

Farmer's Markets (Seasonal)

306 Chandler St.: Monday, Wednesday,
Friday
University Park: Saturday

Honey Farms

24-Hour Convenience Store
443 Park Ave. 508-767-1326
(Bank of America ATM location)

Mekong Market

747 Main St. 508-304-1437

Plaza Supermarket

1000 Main St. 508-752-5406

Price Chopper

24-hour Supermarket
50 Cambridge St.
221 Park Ave. 508-363-4870

Price Rite

117 Gold Star Blvd. 508-853-7443

Shaw's Supermarket

68 Stafford St. 508-755-5808

Santiago's Market

664 Main St. 508-438-3666

Trader Joe's

77 Boston Tpke., Shrewsbury
508-755-9560

Walgreen's Pharmacy

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

PUBLIC AGENCIES**Internal Revenue Service**

120 Front St. 508-793-8227

Registry of Motor Vehicles

611 Main St. 617-351-4500

Social Security Administration

51 Myrtle St. 866-331-9069

Worcester Public Library

3 Salem Square 508-799-1655

U.S. Post Office

484 Main St. 508-795-3745
381 Chandler St. 508-752-1558
4 East Central St. 508-795-3600

PRINTING SERVICES

Note: There is no charge to print at Academic Commons and computing spaces on campus.

Curry Copy Center

190 Turnpike Rd. #9, Westborough
508-751-6600

FedEx Store

77 Boston Tpke., Shrewsbury
508-756-1977

UPS Store

210 Park Ave. 508-757-1700

TRANSPORTATION**AIRPORTS****Logan International Airport**

1 Harborside Dr., Boston
1-800-235-6426

T.F. Green Airport

2000 Post Rd., Warwick, R.I.
401-691-2471

Worcester Regional Airport

375 Airport Dr. 508-799-1350

BUSES**Union Station**

2 Washington Sq.
worcesterma.gov/union-station
Greyhound Bus Lines 800-231-2222
Peter Pan Bus Lines 800-343-9999
Worcester Regional Transit Authority
508-791-2389

CABS**Red Cab**

508-792-9999

Yellow Cab Co.

508-754-3211

CAR SERVICE/LIMOUSINE**Knight's Airport Limo Service**

508-839-6252

Worcester Airport Limousine Service

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

TRAINS**Union Station**

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

CAMPUS DIRECTORY



- 1 Admissions (Undergraduate)**
Administrative Offices
John and Kay Bassett Admissions Center
- 2 Alumni and Friends Engagement**
- 3 Arthur M. Sackler Sciences Center**
Biochemistry/Chemistry
Carlson Science Library
Jeppson Laboratory
Johnson Auditorium
Premedical/Pre dental
- 4 Anderson House**
English
- 5 Athletic and Recreation Complex**
Corash Tennis Courts
Dotan Field House
Granger Field
- 6 Atwood Hall**
Richard C. Daniels '49 Theater
- 7 Beck House**
Philosophy
- 8 Blackstone Residence Hall**
- 9 Bullock Residence Hall**
- 10 Carlson Hall**
Information Technology Services
Administrative Offices
Infrastructure Services
School of Management
- 11 Carriage House**
Graduate Admissions/Marketing
Graduate Budget Office
Small Business Development Center
- 12 Center for Counseling and Personal Growth**
- 13 Clark Labs (IDRISI)**
Clark Labs for Cartographic Technology and Geographic Analysis

- 14 Cohen-Lasry House**
Colin Flug Graduate Study Wing
Rose Library
Strassler Center for Holocaust and Genocide Studies
- 15 Corner House**
American Language & Culture Institute
Assoc. Dean for International Programs
International Students and Scholars Office
- 16 Dana Commons**
Center for Gender, Race, and Area Studies
Fireside Lounge
Higgins School of Humanities
Identity-Based Student Groups
McCann Resource Room
Multicultural and First Generation Student Support
Office of Diversity and Inclusion
Prayer/Meditation Room
- 17 Dana Residence Hall**
- 18 Dodd Residence Hall**
- 19 Estabrook Hall**
Fuller Music Center
Language, Literature, and Culture
Music
V&PA Events
- 20 Facilities Management**
- 21 Gates House**
Mosakowski Institute for Public Enterprise
- 22 George Perkins Marsh Institute**
- 23 Geography Building**
Academic Affairs
Dean of the Faculty
Leir Luxembourg Program
Libby Lounge
Map Library
Planning and Finance
President
Provost
Trustees
University Advancement

- 24 Goddard Library**
Academic Commons
Academic Technology
Archives and Special Collections
Computer Lab
ITS Help Desk
Jazzman's Café
Office for Academic Support
Quantitative Skills Center
Writing Center
Rare Book Room
- 25 Harrington House**
President's Residence
- 26 Health Services**
- 27 Higgins University Center**
Bistro
Café
Conference Rooms
Grace, Klein, Lurie, Persky, and Rosenblatt
Craft Studio
Events Planning
Information Desk
Mailroom
Residential Life and Housing
Student Leadership and Programming
Student Group Offices
The Grind
Tilton Hall and Wetzel Terrace
Undergraduate Student Council Office
Winton Dining Room
- 28 Hughes Residence Hall**
- 29 Information Technology Services**
Administrative Information Services
Enterprise Application Services
- 30 International Development, Community, and Environment**
- 31 Jeanne X. Kasperon Research Library**

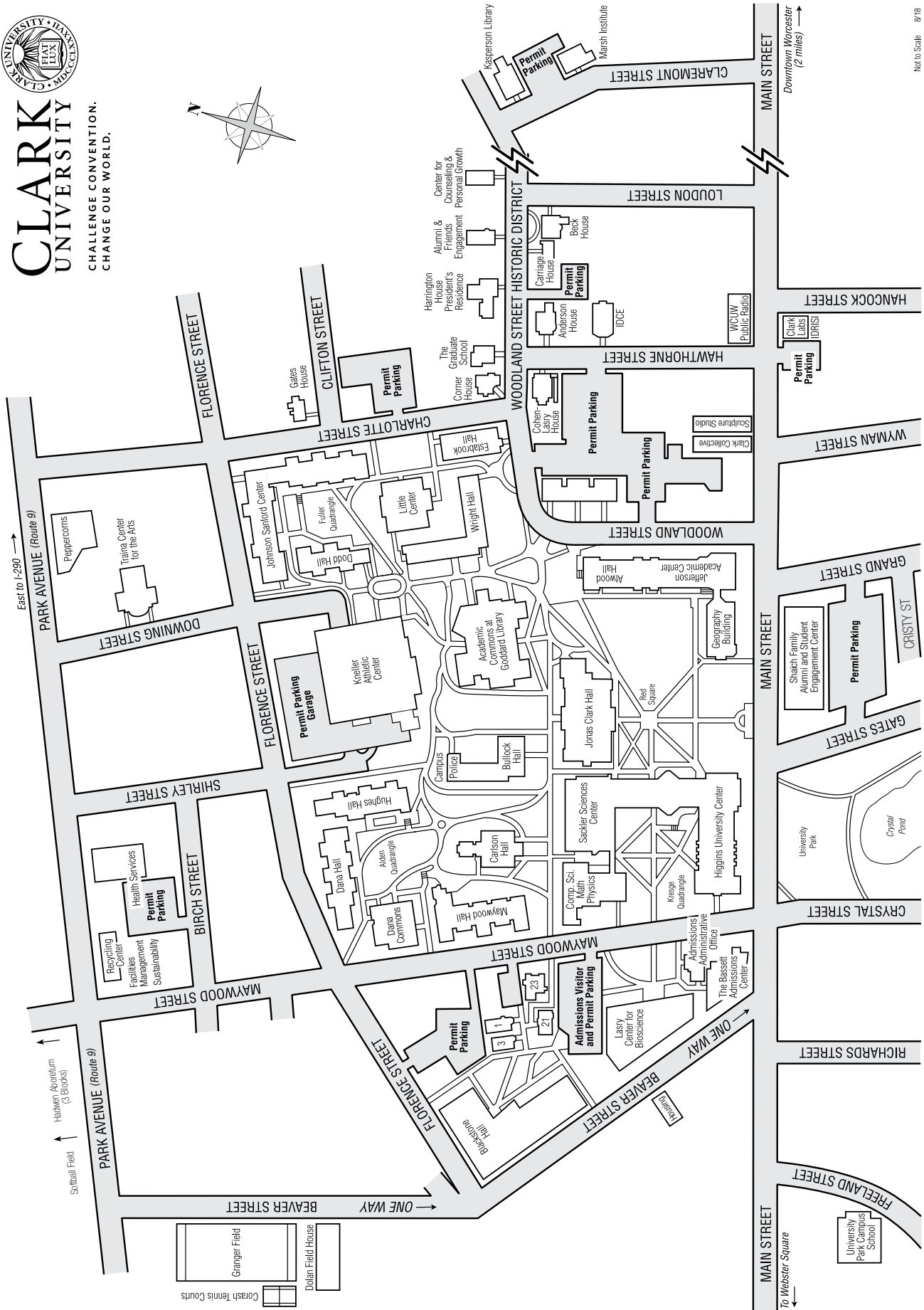
- 32 Jefferson Academic Center**
Geography
History
Jefferson 320
Political Science
Sociology
- 33 Johnson Sanford Center Residence Hall**
- 34 Jonas Clark Hall**
Adam Institute for Urban Teaching and School Practice
Cogeneration Plant
Dean of Research & Graduate Studies
Economics
Frances L. Hiatt School of Psychology
Jacob Hiatt Center for Urban Education
Media Services
School of Professional Studies
- 35 Kneller Athletic Center**
Athletic Offices
Bickman Fitness Center
Gym/Hurst Courts
Racquetball and Squash Courts
Swimming Pool
- 36 Lasry Center for Bioscience**
Biology
- 37 Little Center**
Experimental Theater
Michelson Theater
Theatre Arts
- 38 Math/Physics Building**
Computer Science
Math
Physics
- 39 Maywood Residence Hall**
- 40 Parking Garage**
Visitor and Permit Parking
- 41 RLH Residence Houses**

- 42 Shaich Family Alumni and Student Engagement Center**
Academic Advising
Business and Financial Services
Campus Store
Career Connections Center
Community Engagement and Volunteering
Dean of Students
Dean of the College
The Den (coffee shop)
Fellowships and Scholarships
Financial Assistance
Human Resources
Student Success Network Opportunity
Funding
Study Abroad and Away
Student Accessibility Services
Student Accounts and Cashier
Title IX
University Registrar
- 43 Traina Center for the Arts**
Art History
Fuller Multimedia Center
Media, Culture, and the Arts
Razzo Hall
Schiltkamp Gallery
Screen Studies
Studio Arts
Visual and Performing Arts
- 44 University Marketing and Communications**
- 45 University Police (Lower Level)**
Emergency Medical Services
- 46 Wright Residence Hall**
- P Visitor Parking**
O'Brien Softball Field (Not Pictured)
48 Knowles Road



CLARK UNIVERSITY

CHALLENGE CONVENTION.
CHANGE OUR WORLD.



Not to Scale 8/18

IMPORTANT TELEPHONE NUMBERS

Academic Advising.....	508-793-7468
Academic Support.....	508-793-7522
Campus operator/main switchboard number.....	508-793-7711
Career Connections Center.....	508-793-7258
Community Engagement and Volunteering.....	508-793-8815
Center for Counseling and Personal Growth.....	508-793-7678
Dean of Research and Graduate Studies.....	508-793-7676
Division of Student Success, Dean of Students.....	508-793-7423
Dean of the College.....	508-793-7671
Financial Assistance.....	508-793-7478
Goddard Library.....	508-793-7461
Health Services.....	508-793-7467
Identity, Student Engagement, and Access.....	508-421-3722
Information Technology Services Help Desk.....	508-793-7745
International Center.....	508-793-7362
Kneller Athletic Center.....	508-793-7161
Student Success Network.....	508-793-8819
Medical Career Advising.....	508-793-7119
Office of the President.....	508-793-7320
Prelaw Advising.....	508-793-7233
Registrar.....	508-793-7426
Residential Life and Housing.....	508-793-7453
Strategic Learning Services.....	508-796-4390
Student Accessibility Services.....	508-798-4368
Student Accounts.....	508-421-3801
Student Leadership and Programming.....	508-793-7549
Study Abroad and Study Away Programs.....	508-793-7363
University Marketing and Communications.....	508-793-7441
University Police.....	508-793-7575

FOLLOW CLARK ONLINE


Read about what's happening at Clark
clarku.edu/clarknow

 Like Clark on Facebook
clarku.edu/facebook

 Join the Clark fun on TikTok
[@clarkuniversityworcester](https://www.tiktok.com/@clarkuniversityworcester)

 Follow Clark on Twitter
clarku.edu/twitter

 Subscribe to the Clark YouTube channel
clarku.edu/youtube

 Connect and network
 with Clark alumni
clarku.edu/linkedin

 Check out shared images of
 Clark and Clarkies on Instagram
[@ClarkUniversity](https://www.instagram.com/ClarkUniversity)

CLARK
 UNIVERSITY



CHALLENGE CONVENTION. CHANGE OUR WORLD.

Division of Student Success
 950 Main Street, Worcester MA 01610-1477
 508-793-7423
clarku.edu/success/