

WELCOME TO COLLEGE OF SAINT MARY



Dear Students:

On behalf of College of Saint Mary, I welcome you to the 2014-2015 academic year. We are honored that you have given us the opportunity to impact your life through learning! Our staff and faculty are committed to providing you with an overall learning experience while at CSM, one which offers you the opportunities to discover the depths of your potential.

Still, we know that you are the key to your success in college. You will take away from your CSM experience what you bring to it in enthusiasm, interest, and time spent engaging with others. Therefore, I encourage each of you to become involved in campus life in some way. However you choose to become involved, be it in athletics, student senate, academic research, drama productions, or in any of the clubs and organizations on campus, you will undoubtedly learn and grow from the experience. It is a fact that college students who participate in meaningful out-of-class activities are more satisfied and perform better academically than those who choose not to participate. Learn from everything available to you!

Take a moment and get to know your CSM Student Handbook. This handbook contains important information about services and programs that you will want to know more about, as well as policies that affect CSM students that you'll be expected to understand and honor. Please read through it and reference it throughout the year.

If we in Student Development can assist you in any way, please call my office at 402-399-2422. My best wishes for a very successful school year.

Sincerely,

Tara Knudson Carl, Ph.D.
Vice President for Student Development



TABLE OF CONTENTS

MISSION STATEMENT.....	3
HISTORY OF COLLEGE OF SAINT MARY	3
DECLARATION OF OPEN DISCOURSE.....	3
INSTITUTIONAL STUDENT LEARNING GOALS	4
KEY LEADERSHIP SKILLS AND QUALITIES CSM STUDENTS SHOULD DEVELOP	5
OFFICE HOURS.....	6
PHONE DIRECTORY	8
FACILITIES AND SERVICES	10
STUDENT ORGANIZATIONS	22
POLICIES AND REGULATIONS.....	25

ABOUT COLLEGE OF SAINT MARY

MISSION STATEMENT

Committed to the works, values and aspirations of the Sisters of Mercy, College of Saint Mary is a Catholic University dedicated to the education of women in an environment that calls forth potential and fosters leadership. This mission inspires us to:

- Academic excellence, scholarship, and life-long learning
- Regard for the dignity of each person
- Attention to the development of mind, body, and spirit
- Compassionate service to others

HISTORY OF COLLEGE OF SAINT MARY

Catherine McAuley, founder of the Sisters of Mercy, was born in Dublin Ireland to wealthy Catholic parents. Her parents both died before Catherine reached 12 years of age and left her with wealth. She had a bold vision. She believed that nothing was more productive of good to society than the careful education of women. Her strength of conviction gave birth to what would become a long line of women's secondary and post-secondary schools around the globe. Catherine died at the age of 63 and within a year, the Sisters of Mercy came to the United States. McAuley Hall is named after Catherine McAuley.

Mother Mary Leo Gallagher, a Sister of Mercy, opened the doors of College of Saint Mary in 1923 at 15th and Castelar Street in downtown Omaha and thereby became the first president of College of Saint Mary. The church schools needed teachers and Mother Gallagher believed women needed a strong liberal arts education to be effective teachers. Mother Gallagher had a creative mind and had the courage to carry out her designs. She later became the first provincial of the Sisters of Mercy in the Omaha province and died in 1937. Gallagher Hall is named after Mother Mary Leo Gallagher.

Sister Mary Constance Walsh became the first Academic Dean of College of Saint Mary and served at the College until 1937. She brought high standards to the two-year college and helped lead it to its growth through the period when it first admitted lay students. She was instrumental in helping the College to achieve full accreditation three years after the first lay students were enrolled. Walsh Hall is named after Sister Mary Constance Walsh.

DECLARATION OF OPEN DISCOURSE

In the spirit of intellectual inquiry, College of Saint Mary is committed to the exchange of diverse ideas and viewpoints. In this environment, honest discourse is valued; demeaning remarks are not tolerated. Each member of the campus community is encouraged to:

- Recognize the basis of her or his own assumptions and perspectives
- Acknowledge the perspectives and assumptions of others
- Promote understanding and respectful dissent

INSTITUTIONAL STUDENT LEARNING GOALS

COMPETENCE AND WISDOM:

Students will be well-prepared to contribute to society as educated citizens

- a. Think creatively, critically, and reflectively, incorporating theory and practice
- b. Communicate effectively in writing, speech, and non-verbal expression
- c. Demonstrate professional demeanor
- d. Demonstrate personal accountability
- e. Utilize current technological media in a proficient manner
- f. Demonstrate financial literacy

CONTENT KNOWLEDGE:

Students will become professionally competent

- a. Demonstrate basic mastery in their disciplines
- b. Plan and think strategically
- c. Conduct primary and/or secondary research
- d. Understand the value of the liberal arts

SPIRITUALITY:

Enrich spirituality

- a. Appreciate religion and spirituality
- b. Develop moral and ethical principles
- c. Cultivate the integration of faith and reason
- d. Understand the Critical Concerns of the Sisters of Mercy
- e. Appreciate beauty and its link with peace

WORTH AND DIGNITY:

Deepen their sense of personal worth and human dignity

- a. Appreciate the fundamental dignity of all persons
- b. Engage in thoughtful self-reflection
- c. Exhibit work/life balance
- d. Develop confidence as a woman
- e. Work effectively within groups and teams

LEADERSHIP:

Be effective leaders

- a. Utilize effective leadership styles and approaches
- b. Experience opportunities to exercise leadership
- c. Understand the link between service and leadership
- d. Recognize human interdependence with the earth, its resources, and all of creation
- e. Contribute to the common good

GLOBAL AND CULTURAL COMPETENCE:

Broaden personal and professional perspectives

- a. Acknowledge the sources of personal perspectives and attitudes
- b. Evaluate historical, cultural, environmental, sociological, psychological, and political influences
- c. Create an inclusive environment that embraces differences
- d. Challenge bias and inequity
- e. Engage in thoughtful/respectful civil discourse
- f. Experience another culture within or beyond the United States

KEY LEADERSHIP SKILLS AND QUALITIES CSM STUDENTS SHOULD DEVELOP INCLUDE:

Becoming “self-aware and confident” includes developing self-knowledge, understanding one’s own strengths and weaknesses, and embracing those strengths and weaknesses in order to live authentic and balanced personal and professional lives.

Becoming “values-driven” means developing a high level of integrity and honesty, operating from a set of core values that honors the dignity of each individual.

Becoming an “effective communicator” means being able to communicate effectively, both verbally and nonverbally, at all levels (including interpersonal and group contexts) to build professional networking and presentation skills.

Becoming “other-oriented” includes developing an understanding of and respect for diverse populations and learning the value individuals can offer to achieve a common goal while respecting differences.

Becoming “action-oriented” includes being assertive, taking initiative, asking for both wants and needs, taking the lead in tasks, and being willing to take risks when appropriate.

Becoming a “strategic thinker” starts with acquiring a solid base of expertise, learning to be methodical and organized in gathering and processing new information, as well as developing the skills to facilitate group problem-solving and decision-making processes.

Becoming a “visionary” means being able to see long-range opportunities for themselves, their peers, and the groups, organizations, and communities in which they are involved.

OFFICE HOURS

Achievement Center Hixson-Lied Commons, Ext. 2490

Monday 8:00 a.m. to 6:00 p.m.*

Tuesday 8:00 a.m. to 6:00 p.m.

Wednesday - Friday 8:00 a.m. to 5:00 p.m.

Weekend & additional evening hours by advance appointment only.

*Tutoring and summer hours may vary (see AC website on

MyCSM/Campus Services)

Campus Store Mercy Hall, 1st Floor, Ext. 2462

Monday – Thursday 9:00 a.m. to 6:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Saturday hours as needed.

Hours are subject to change.

Catholic Mass Our Lady of Mercy Chapel, Walsh Hall

Monday-Friday 12:05 p.m.

Sunday 7:30 p.m.

Christina's Place Hixson-Lied Commons

Fall/Spring

Monday-Thursday 7:30 a.m. to 9:00 p.m.

Friday 7:30 a.m. to 2:00 p.m.

Saturday 7:30 a.m. to 1:00 p.m.

Sunday 2:00 p.m. to 9:00 p.m.

Christina's Place is open year round, with the following exceptions.

When the dining hall is closed, Christina's Place will have

limited hours from 7:30a.m.-2:00p.m. during the weekdays and

closed on Sunday.

Computer Labs Walsh Hall, 2nd Floor, Ext. 5300

Fall/Spring

Monday – Thursday 8:00 a.m. to 7:00 p.m.

Friday 8:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

Sunday 1:00 p.m. to 5:00 p.m.

Summer

Monday – Friday 8:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

Sunday CLOSED

Dining Hall Mercy Hall, 2nd Floor, Ext. 2649

Spring/Fall

Hot Breakfast (Monday – Friday)..... 6:30 a.m. to 9:00 a.m.

Lunch (Monday – Friday)..... 11:30 a.m. to 1:00 p.m.

Dinner (Monday – Friday)..... 5:00 p.m. to 7:00 p.m.

Continental Breakfast (Saturday & Sunday).....9:00 a.m. to 1:00 p.m.

Brunch (Saturday & Sunday)11:00 a.m. to 1:00 p.m.

Saturday Dinner5:00 p.m. to 7:00 p.m.

Sunday Dinner..... 5:00 p.m. to 7:00 p.m.

Hot Breakfast: Eggs, Breakfast Meat, Hot Cereal and Breakfast Potatoes.

Continental Breakfast: Pastries, Cold Cereal, Fruit and Toast & Bagels.

Brunch: Hot Breakfast/ Hot Lunch Items. Also Salad Bar/Deli Bar Items.

Summer

Monday – Sunday.....Closed

Enrollment Services..... Mercy Hall, 1st Floor, Walking Woman

..... Welcome Center, Ext 2355

Monday – Friday8:00 a.m. to 5:00 p.m.

Express Center..... Walsh Hall, Rm. 176, Ext. 2429

Monday – Thursday.....8:00 a.m. to 5:30 p.m.

Friday8:00 a.m. to 5:00 p.m.

Information Center.....

Hillmer Art Gallery foyer, Walsh Hall, Ext. 2400

Spring/Fall

Monday – Thursday.....7:30 a.m. to 8:30 p.m.

Friday7:30 a.m. to 5:00 p.m.

Saturday8:30 a.m. to 12:30 p.m.

Summer

Monday – Thursday.....7:30 a.m. to 6:00 p.m.

Friday.....7:30 a.m. to 5:00 p.m.

Saturday.....8:30 a.m. to 12:30 p.m.

Library Hixson-Lied Commons, Ext. 2471

Fall/Spring

Monday – Thursday.....7:30 a.m. to 10:00 p.m.

Friday7:30 a.m. to 6:00 p.m.

Saturday10:00 a.m. to 4:00 p.m.

Sunday..... 1:00 p.m. to 10:00 p.m.

Summer

Monday – Friday.....7:30 a.m. to 9:00 p.m.

Saturday.....10:00 a.m. to 4:00 p.m.

Sunday.....1:00 p.m. to 5:00 p.m.
Lied Fitness CenterExt. 2451

Fall/Spring

Monday and Wednesday7:00 a.m. to 10:00 p.m.
Tuesday and Thursday.....7:00 a.m. to 12:00 a.m.
Friday7:00 a.m. to 6:00 p.m.
Saturday10:00 a.m. to 7:00 p.m.
Sunday.....3:00 p.m. to 9:00 p.m.

*A lifeguard must be on duty to use the pool.

Summer

Monday, Wednesday, Friday.....8:00 a.m. to 6:00 p.m.
Tuesday and Thursday.....8:00 a.m. to 8:00 p.m.

PHONE DIRECTORY

(Phone numbers begin with 402-399-xxxx unless otherwise noted)

ACADEMIC AFFAIRS, Walsh Hall, Room 118.....x2693

ACCOMMODATIONS FOR STUDENTS

WITH DISABILITIES, Achievement Center.....x2490

ACHIEVEMENT CENTER, Hixson-Lied

Commons.....x2490

Associate Dean for Retention Programs.....x2366

Associate Director, Learning Support Services.....x2634

Single Parent Success Director.....x2474

Career Services Coordinator.....x2485

E-mail: achievementcenter@csm.edu

ASSISTANT DEAN OF STUDENTS, Hixson-Lied Commons.....x2411

ATHLETICS, Lied Fitness Center.....x2451

CAMPUS MINISTRY, Walsh Hall, Room 125.....x2389

Director of Campus Ministry.....x2391

E-mail: campusministry@csm.edu

CAMPUS STORE, Mercy Hall.....x2462

ENROLLMENT SERVICES/Walking Woman Welcome Center,

Mercy Hall, 1st Floor,x2355

EXPRESS CENTER, Walsh Hall, Room 176.....x2429

E-mail: expresscenter@csm.edu

FACILITIES RENTAL/RESERVATION, Campus Info Center.....x2463

FINANCIAL AID, Walsh Hall, Room 176.....x2362

E-mail: finaid@csm.edu

FOOD SERVICE, Dining Room, Mercy Hall.....	x2649
INFORMATION CENTER, Hillmer Art Gallery Lobby, Walsh Hall.....	x2400
E-mail: information@csm.edu	
INSTITUTIONAL ADVANCEMENT, Walsh Hall, 1 st Floor, East Wing.....	x2330
INSTITUTIONAL TECHNOLOGY, Walsh Hall, 2 nd floor.....	x5300
E-mail: pchelp@csm.edu	
INTERNATIONAL STUDENTS.....	x2411
LIBRARY, Hixson-Lied Commons.....	x2471
LIED FITNESS CENTER.....	x2451
MAIL ROOM/COPY CENTER, Walsh Hall 88.....	x2473
E-mail: copycenter@csm.edu	
MAINTENANCE.....	x2601
E-mail: workorder@csm.edu	
STRATEGIC MARKETING/PUBLIC RELATIONS, Walsh Hall, 2 nd Floor, North Wing.....	x2454
E-mail: marketing@csm.edu	
PRESIDENT’S OFFICE, Walsh Hall.....	x2435
REGISTRAR’S OFFICE, Walsh Hall, Room 176.....	x2443
E-mail: registrar@csm.edu	
RESIDENCE LIFE, Director, Madonna Hall	x2483
Lozier Hall Director, Lozier Hall.....	x2674
Lozier Tower Front Desk.....	x2494
Madonna Hall Front Desk.....	x2448
E-mail: reslife@csm.edu	
Resident Assistant Cell Phone.....	(402) 670-5060
SAFETY & SECURITY.....	dial 1 or (402) 670-8848
Director, Walsh Hall, Room 319.....	x2319
E-mail: csmsecurity@csm.edu	
STUDENT LEADERSHIP & ORGANIZATIONS, Hixson-Lied Commons Front Desk.....	x2844
STUDENT LEADERSHIP & ORGANIZATIONS, Hixson-Lied Commons Director.....	x2458
STUDENT SENATE OFFICE, Hixson-Lied Commons.....	x2445
STUDENT DEVELOPMENT, Walsh Hall, Room 124.....	x2422

FACILITIES AND SERVICES



Achievement Center

The Center provides centralized services to help students improve individual academic performance through advising, tutoring, career services, ADA accommodations, writing assistance, workshops and innovative academic, resources for single parents and mentoring support programs. The Center provides a "one-stop shop" within an environment that encourages students to attain their full academic potential. In addition, group and individual study areas are available.

Services Include:

Accommodations for Students with Disabilities

College of Saint Mary is fully compliant with the Americans with Disabilities Act (ADA) and is committed to providing reasonable accommodations for students with disabilities. These services are designed to facilitate their pursuit of academic and career goals. It is the student's responsibility to self-identify to the Accommodations Coordinator who serves as the contact person for students wishing to discuss eligibility policies, procedures, and concerns. Students must provide appropriate, recent documentation of the disability in advance of requesting specific accommodations (unless currently undergoing disability testing), and the Coordinator must have the opportunity to evaluate the documentation to ensure proper service. Go to www.ahead.org/resources/best-practices-resources/elements for documentation guidelines. The confidentiality of each student requesting accommodations will be honored; disclosure is at the discretion of the student and may change from semester to semester or class to class, dependent upon need.

Career Services

CSM's Career Advising area offers students resources designed for career exploration, development of life-long career skills and to assist in obtaining employment through individual counseling, career development workshops, career fairs and collaborative programs with faculty and employers.

Students gain the tools necessary to make career decisions, connect with employment opportunities and plan for their future which may include graduate or professional study.



CSM Advantage Program

CSM Advantage provides academic and personal support to first-year students. The kick-off for CSM Advantage is an immersion experience involving student planning and skill assessment called CSM Advantage Days. During CSM Advantage Days, students meet other new students in small-group settings and get to know their faculty members, staff, and student leaders on a personal level.

CSM Advantage activities include academic preparation in critical thinking, study skills, test taking, time management, career planning, in addition to other academic and interpersonal preparation exercises. The students also learn leadership through team-building activities and goal setting. During the year, students meet individually with the program's director for on-going assessment, mentoring and goal planning. CSM Advantage is a valuable educational opportunity, as well as a fun-packed time at CSM.

Testing and Tutoring Services

Academic Support Materials: Many of these are in electronic form on websites whose links may be found on MyCSM/Campus Services/Achievement Center. There are resource books, texts, and writing and grammar aids housed in the Achievement Center.

Content Study Groups: Content study groups link course content, cognitive skill development, and learning strategies in a series of out-of-classroom sessions. These voluntary sessions, organized by AC staff or students, allow students to work together to master course content.

Personal Learning Program: Students who seek study skills or other learning assistance can meet with program staff to develop a plan of action.

Skill Building Workshops: Workshops are available each semester on topics such as time management, reading and study strategies, listening and note taking, exam preparation, test taking, and test anxiety. Workshops on other learning skills topics can be designed and presented on request.

Test Center Services: The following test services are available through the Achievement Center: Placement tests for mathematics and English; LSAT and PPST practice materials; ADA testing accommodations, and limited administration of make-up exams.

***Please note:** A student should speak with her instructor before missing a regularly scheduled exam. The instructor will arrange for the make-up of that exam, following CSM's testing policy, which is available in the "Shared Documents" section on the MyCSM AC website.

Tutorial Assistance: Academic tutoring is available on a drop-in basis; students may check the AC website to learn the hours of specific tutors. Tutors are specially trained CSM students who have already successfully completed the course for which they are tutoring. Tutoring is available in many subjects including remedial math and English, social sciences, algebra, computers, and science. Writing assistance is also available, preferably by appointment. Students may call ahead to check on availability.

Professional tutoring: The Achievement Center has a professional math tutor and a professional writing tutor. This means that these individuals have Master's degrees in their areas and can do more specialized tutoring and cover higher levels of content. Hours can be found on MyCSM/campus services/achievement center. Appointments are needed to see the writing tutor.

Resources for Single Parents

The Director of Single Parent Success provides resources for students who are parents and trying to balance their educational responsibilities with their role as a parent. This position provides students with encouragement, support and connections to resources in the community. Life skills workshops and one-on-one support are available, as well as a one credit class meant to provide students with resources and connections to a community of students who have similar challenges.

Athletics



College of Saint Mary boasts a rich tradition of intercollegiate athletics. Under the auspices of the National Association for Intercollegiate Athletics (NAIA), CSM student-athletes compete in the MCAC Conference in eight sports: Basketball, Cross Country, Golf, Soccer, Softball, Swimming, Tennis and Volleyball. The program is boosted by the support of all CSM community members, parents, friends and other fans; students may attend all home games free of charge with a valid student ID. CSM is a national program center for the NAIA

Champions of Character program, an educational outreach initiative which emphasizes the tenets of character and integrity, not only for NAIA college students, but for younger students, coaches, and parents in our communities. CSM competes in the Midlands Collegiate Athletic Conference.

Banking Services

All College of Saint Mary students and their family members are eligible to join Creighton Federal Credit Union. Checking and savings accounts are available, in addition to cash cards, loans, credit cards, etc. For convenience, a Creighton Federal Credit Union Automated Teller Machine is located in the Hixson-Lied Commons. The nearest branch office is located at Bergan Mercy Hospital, 7500 Mercy Road. Students may also cash personal checks in the CSM Express Center, subject to set limits (see Check Cashing).

Campus Calendar

A calendar of activities is available on MyCSM.

Campus Card

Your campus card is a great tool which allows you to purchase meals and supplies without the need to carry cash. All students and employees should obtain a campus card which will provide access to

the following services on campus:

- Official College of Saint Mary photo ID
- Meal card for Residential Students or cardholders who purchase meal blocks
- Debit card for use at the CSM Campus Store as well as Christina's Place, the Dining Hall and designated printers and copiers.

Money can be loaded on your Campus Card at the machine in the lobby of the Hixson-Lied Commons or in the Express Center. If you have any questions, please contact the Express Center by calling 402-399-2429.



Campus Information Center

Parking permits and regulations, student identification cards, and information of general interest to students are available from the Campus Information Center (399-2400) located at the south entrance of Walsh Hall in the Hillmer Art Gallery foyer.

Campus Ministry



The Campus Ministry office provides opportunities designed to encourage the exploration and development of faith and spirituality. Open to students of all faith traditions, and rooted in our Catholic identity, Campus Ministry offers ecumenical faith sharing groups, Catholic liturgies, retreats, community service opportunities, and alternative break trips. The Campus Ministry student led service

club, DUO, Do Unto Others, provides regular opportunities for service and justice events and activities. The CSM Students for Life offers reflections on the sanctity of life and the dignity of each person.

Campus Store

The Campus Store provides a complete selection of all course materials for all CSM classes. The Store offers new, used, digital ebooks and rental textbooks. In addition, you will find a large collection of CSM clothing and merchandise. The Store also has soda, snacks, stamps, school supplies, health/beauty products and greeting cards. The Campus Store website is available 24/7 at www.campusstore.csm.edu. The Store provides daily textbook buyback year round with special buyback sessions at the end of every semester. See store for details.



Campus Wellness

Fitness classes, life skills, women's health issues, water classes, wellness clinics and an annual health fair are just some of the exciting programs available to students living on or off campus. CSM's Wellness Coordinator organizes exercise times and fun activities, wellness classes, and events to enrich students' overall health and wellness. These activities encourage participation and fun! Free memberships to the Lied Fitness Center are available to all CSM students.

Change of Name, Address, Phone, Major

Students are responsible for maintaining current contact information with the University at all times. Changes may be submitted via the Self Service web page:

<https://selfservice.csm.edu/selfservice/Home.aspx>. When a student is admitted the home address is marked as preferred. If a student lives in the residence hall, the residence hall address is entered as a "local" address and it is marked as preferred. A student may change the address preference in self-service to determine where mail should be sent. A student may also change information with the appropriate personal data change form in the CSM Express Center (Walsh Hall) for changes of name, address, phone or major. The information will be updated for all offices.

An on-line directory of each student's name, local address and telephone, and home address and telephone is available on MyCSM.



Chapel

Our Lady of Mercy Chapel is located on the first floor at the center of Walsh Hall. Community liturgies, prayer services, and concerts are celebrated here. Everyone is welcome to use the Chapel for quiet reflection and prayer. There are prayer resource books available for your use while there.

Child Care

People seeking short term or temporary childcare from a CSM student can mail a flyer to the Director of Residence Life at 7000 Mercy Road, Omaha, NE 68106 or fax it to 402-399-2414. Permanent childcare at the Spellman Child Development Center, located on CSM's campus, can be

arranged by calling 402-390-2028. CSM students are responsible for arranging and financing child care for their child(ren). The Spellman Child Development Center works with students on a private pay basis and Title XX. Students receiving Title XX interested in Spellman may contact the Director of Single Parent Success at 402-399-2474. Private pay students may contact Spellman at 402-390-2028. *There is often a waiting list for Title XX spots, so early applications are encouraged.*



Christina's Place

Take a break from your studies, or just hang out and relax at the Coffee Shop at Christina's Place. Enjoy your favorite espresso, tea, or fruit smoothie. The coffee shop offers a light breakfast of muffins, danish and rolls. For lunch and dinner, pick up a sandwich, soup, or salad, or if you just want a snack, come enjoy fresh baked cookies, brownies, crispy rice treats or fruit.

Computer Labs

Several computer labs are available on campus for student use. All students may use the labs in Walsh Hall when not reserved for a class. Professional staff and student workers provide assistance to students with questions. Computer Lab hours are posted on MyCSM.

Counseling

CSM partners with Alegent Creighton Occupational Health Services to provide short-term counseling to all full-time students and their family members free of charge. The Counseling Assistance Program (CAP) is a confidential, 24-hour access service with locations throughout the Omaha metropolitan area including one within walking distance of CSM's campus. Students who want to discuss issues that are interfering with academic or personal goals may call CAP (402-398-5566 or 1-888-847-4975) to set up an appointment. Anxieties, high stress, concern for a friend, or depression are among the many reasons students take advantage of this confidential, free service.

Dining Hall

College of Saint Mary Food Service is provided by Chartwells. With monthly features, theme, and holiday meals, your dining experience will be great. The dining hall is open to all on the CSM campus – residents on the board plan, non-resident students and for any guests that may want to join you in the Dining Hall. Additional Dining Hall information can be found in [Chartwells Dining Hall Rules and Regulations for 2014 /2015 School Year](#). Non-resident students may purchase a food plan at the Express Center.

Directory

An on-line directory of each student's name, local address and telephone, and home address and telephone is available on-line on MyCSM. A student who does not wish to be included in the directory must notify the Registrar during the first two weeks of the semester. Any student choosing to have this information withheld should note that her name will also not be released for Dean's list or other honors, nor will it be included in the commencement program. For further information, see

the Family Education Rights and Privacy Act in the Academic Catalog. ***The student directory is for internal use only and is not to be released to anyone outside of the CSM community.***

Dropping or Adding a Course

Students may drop or add a course using Self Service on-line until the end of the first week of classes for undergraduate students, and within 48 hours for graduate students. To change course sections after on-line registration ends, students must obtain the proper form in the CSM Express Center and have their advisor sign it. Consult the college catalog for details concerning the refund schedule. Day courses may be added during the first five class days; weekend and summer courses may not be added after the first class meeting. Students receiving financial aid are advised to consult with Financial Aid staff to determine the consequences of any schedule change in advance of submitting a withdrawal form.

Emergency Loans

Emergency loans up to \$200 are available to CSM students. An application, available in the CSM Express Center, must be completed. The total indebtedness that any one student may incur from this program shall not exceed \$200.00 at any given time. Once a loan has approval from the Director of Student Accounts, a check will be available to the student within two business days. Fall semester loans must be paid by *December 1*, spring semester loans by *May 1*, and summer semester by *August 1*. No loans will be granted to students having been delinquent on any previous student financial obligation with the College. Any student with a delinquent emergency loan will not be granted any additional emergency loans; will have their transcripts withheld until the loan is repaid; will not be allowed any further registration until the loan is repaid; and will not be allowed to make Semester Financial Arrangements (SFA) until the loan is repaid. You must be enrolled in and SFA'd for the semester in which you apply for the loan.

Express Center

The CSM Express Center is located in Walsh Hall and provides a combination of services. Financial Aid, Student Accounts, and the Registrar are the three offices represented in the Express Center. Students will be able to make one stop for the majority of their needs. The Express Center staff can answer questions concerning student billing, financial aid, and general questions about registration.

Facilities Rental/Reservation

Reservations for the use of any campus facilities must be made and/or coordinated with the facilities coordinator by making an appointment in the Campus Information Center at 402-399-2463.

Financial Assistance

For those who qualify, College of Saint Mary offers a variety of student financial assistance. Financial assistance from College of Saint Mary and from the federal and state governments is used to supplement the financial resources of the student and/or family. If you are seeking a Master's degree or you qualify for a tuition discount or you are not a full-time package rate student, you will not be eligible for CSM scholarships, grants, or other types of CSM institutional aid. Students must apply each year to determine their eligibility for financial aid by completing (as early as possible after January 1st) the Free Application for Federal Student Aid (FAFSA). The FAFSA Priority Filing Date is March 15. Detailed information regarding financial aid and the aid application process is available in the College catalog, the Express Center, and on CSM's web site.

Health Services

CSM partners with Alegent Creighton Occupational Health Services (OHS) to provide limited health services at a reduced rate. These services are the financial responsibility of the student and must be paid with cash, check or credit/debit card at the time of service. The student is responsible for filing her medical expenses with her insurance carrier, as Alegent does not provide this service. The fee to see a provider is \$40.00. For x-rays or additional testing, additional fees will be required. Alegent Creighton OHS is located in Bergan Mercy Medical Building One, 7710 Mercy Road, Suite 124, near the CSM campus by Bergan Mercy Hospital. Appointments may be made by calling 402-398-6581 between 7:00 a.m. to 4:30 p.m., Monday through Friday. If a student requires medical assistance after the hours listed above, she may walk to the emergency room or drive to an immediate care facility. The closest facility to the university is located at Applewood Clinic, 9717 Q Street, and the phone number is 402-537-1704.

Hixson-Lied Commons

The Hixson-Lied Commons houses the Library, the Achievement Center -- a one-stop shop for testing, tutoring, advising, mentoring and special accommodations, Christina's Place -- a cafe and lounge area -- and the Student Leadership and Organizations Office.

Leadership Launch

This is an exciting program designed to foster leadership in emerging leaders in the CSM community. Through this program, students learn the necessary skills to help them become leaders on campus, in their professions, and in their communities. Leadership Launch consists of eight sessions held in the spring designed to promote personal development and leadership by exposing students to several challenging topics. For further information contact the Director of Student Leadership and Organizations at 402-399-2458.

Library

College of Saint Mary Library holds over 89,000 volumes in a variety of formats. Reference assistance is available on-line, through the Ask a Librarian feature on the Library web page, by telephone or email, and in person. Individual and group Library orientations and research assistance are available. Students may use an on-line catalog and several databases to find materials. Most journals and magazines are available electronically either on or off campus via the library's web page. Print journals, magazines, and newspapers are arranged alphabetically by title. Interlibrary Loan Service is available at no extra charge to borrow materials not owned by CSM from other libraries. The Library provides desktop computers, lap-top computers, and a wireless network for internet access. Five study rooms are available for checkout. Each is equipped with a flat-screen monitor with cables for connecting laptop computers, as well as DVD/VCR players. One study room is set up to accommodate parents accompanied by children.



Students may borrow books from the Library for 28 days and DVDs, videos and CDs for seven days. Through a reciprocal borrowing agreement, students may also borrow materials from virtually all college and university libraries in Nebraska on presentation of their CSM ID card. Notices of overdue materials are sent to students via their CSM e-mail. Unpaid fines and fees may be turned over to the CSM Express Center for collection.



Lied Fitness Center

The college strongly encourages students' commitment to their own health and well-being. Leisure and fitness activities and intramural sports opportunities are offered at the Lied Fitness Center. The swimming pool, gymnasium, and walking track are available to all CSM students when not in use for classes or other scheduled activities. The training room is only available to student athletes. All those using the center without a valid CSM ID must check in at the front desk, where towels and sports equipment are issued. CSM students with valid IDs may use the Center at no charge; some classes and special activities, or use of the Center by guests of CSM students require payment of a nominal fee.

Lost and Found

Lost and Found items may be brought to the Campus Information Center.

Mailbox

For security of federal mail, combination lock mailboxes are provided for all resident students. All members of the University community may distribute messages through the on-campus mail service. Any outgoing mail from a resident/student will be brought to the Campus Information Center, then forwarded to the copy center for mailing. All outgoing mail must have a return address on it. The new postal regulation requires this in case a piece of mail needs to be returned to the sender. The post office will NOT process it unless it has a return address. It will be returned to the college mail room.

When any resident/student receives a package, they will be notified via e-mail listed as "High Importance." Students must pick up their packages in the mail room located in Walsh on the

ground floor. Students will sign for their packages in the mail log book before receiving their package.

Maintenance

The need for repairs in the residence halls should be reported to a Residence Advisor (RA).

Emergency maintenance problems only should be reported directly to the security phone, at 402-670-8848, or by dialing “1” from any campus phone. For any other maintenance issues you can e-mail maintenance at workorder@csm.edu.

Mothers Living & Learning Program

College of Saint Mary offers an innovative residential living option for undergraduate single mothers and their children, the Mothers Living & Learning program. This on-campus residential housing program allows the student to pursue a college degree full-time while living on campus with her children, consistent with CSM’s long tradition that focuses on the intellectual, spiritual, and personal development of women. For more information, please contact admissions at extension 2355 or the Director of Residence Life at extension 2483.



Multicultural Programs

Special services and programs are planned by the office of Student Leadership & Organizations as well as by the Multicultural Association of Students. All students are encouraged to participate in diversity awareness/cultural events.

New Student Registration

A one-day new student registration program is provided on several dates throughout the spring and summer so that incoming new students and their families can become acquainted with the College and its many programs and services, register and validate for the fall semester, and take care of other business to ensure a smooth beginning to the academic year. In addition, Move In and Welcome Days in August provide fun-filled and educational activities preceding the start of the academic year to introduce new students to the CSM community and the Omaha area. Students have a chance to meet other new students, participate in social activities, gain insight into majors, find classrooms, and settle into residence halls.

Photocopies

A copy machine is located in the Library. It does not take cash, but payments can be made using the campus ID card.

Publications

The “News and Events” section of the Website (CSM.edu/events) helps inform the community about significant happenings at the University. Event news or photos may be submitted to the Strategic Marketing and Public Relations Department (Walsh Hall 262 or marketing@csm.edu) at any time, as “Events” are updated regularly.



Residence Life

Two residence halls, Lozier Tower and Madonna hall (which houses the *Mother's Living & Learning* program, as well as upperclassmen when space allows) comprise the on-campus living options at CSM. The residence life staff plans a variety of programs and activities for campus residents. The Residence Life Handbook, which is available on the Residence Life web page or on MyCSM, outlines CSM's policies and procedures for living on campus. All residential students must read and agree to live by provisions of the Residence Life Handbook.

Stamps

Stamps are available for purchase in the CSM Campus Store.

Step it Up Series

This is a unique opportunity designed for upper class students (Juniors and Seniors). This series offers five workshops during the Spring semester. These workshops are offered in 45 minute sessions and the topics are diverse in nature. The workshops allow students to receive useful information as they prepare to enter the professional world. Students who participate in at least three of the workshops receive a certificate of completion.

Student Employment

Work-study funding is awarded on the basis of financial need through Financial Aid. Information about off-campus student employment is provided through the Achievement Center's Career Services.



Student Leadership & Organizations

The Office of Student Leadership & Organizations assists and supplements campus organizations in providing social and educational events for the campus community. College of Saint Mary has several clubs and organizations, as well as leadership programs and opportunities, to enhance the collegiate experience, whether a student is looking for ways to be involved with

his/her academic major, providing service to others or representing peers on Student Senate or the Residence Hall Council. There is something for everyone. The Office of Student Leadership & Organizations can help find an organization that meets the needs and interests of every student.

Student Organization Recognition

All student organizations are recognized through the Student Leadership & Organizations Office each year by providing an approved constitution and officer information to the Director. Students interested in forming new organizations should schedule an appointment with the Director of Student Leadership & Organizations to review the current policies. Call x2458 for more information.

Telephones

To make a local telephone call from a campus phone, you must dial 9 to get an outside line. A directory for staff and faculty is available on CSM's website. 911 can be dialed from any phone on campus without dialing 9 first.

Vending Machines

Vending machines can be found in the Lozier Tower at ground level, 3rd floor of Walsh Hall, ground floor of Hill-Macaluso Hall, Lied Fitness Center, Hixson-Lied Commons and on the 1st floor of Madonna hall. Microwaves may also be found in several of these lounges.



STUDENT ORGANIZATIONS

Campus Activities Board (CAB): Campus Activities Board is an organization that promotes student involvement, builds community, and fosters leadership through the planning and execution of events that are designed to entertain, educate, and engage the CSM Community.

Do Unto Others (DUO): is a student led organization under campus ministry that provides student, faculty and staff with opportunities to volunteer as a group throughout the Omaha community. Members also have opportunities to participate in fundraising events for greater events such as campus ministry service trips.

Drama Club: provides a resource for theatre opportunities and community involvement, including production of shows. Our overall goal is to share theatre and its richness within the organization and the community.

E.B.O.N.I.: strives to promote educational, professional, political and social needs and goals of the African and African-American communities. EBONI organizes events on campus and in the community.

Golden 'S': recognizes the need to appreciate the Sisters of Mercy who are retired and living at Mercy Villa. Members volunteer their time to help out with holiday events and other special occasions.

Green Team: works to educate the campus and increase awareness of environmental issues. Members participate in and create new volunteer opportunities around the community.

Math & Science Club: provides an opportunity to expand Math and science on campus, as well as provide networking and job shadowing opportunities.

M.O.M.S.: is open to any single mother living on or off campus. We provide a supportive network to mothers. This network is nurturing and positive. This network is nurturing and positive. We are a group which fosters self-advocacy and independence as women, mothers, students, and citizens.

Multicultural Association of Students (MAS): is an organization devoted to the diversity of our campus by providing educational programming. MAS welcomes all students, from every background to celebrate their heritage and promote awareness on campus.

Phi Theta Epsilon: is an academic honor society that recognizes and encourages scholastic excellence in occupational therapy students and is designed to contribute to the advancement of the field of occupational therapy through the scholarly activities of student and alumni members. Its purpose is to provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

Residence Hall Council (RHC): plays a leadership role in planning events for all residents and in discussing and evaluating quality of life improvements for the residence halls.

Spanish Club: Students with any level of Spanish proficiency are welcome to join this community of Spanish-speaking students at College of Saint Mary, and take advantage of opportunities to interact, have fun, enhance their overall college experience, and serve the community.

Students Against Violence (SAV): provides awareness and educational events about domestic violence, sexual assault, and etc. Students are able to network with community members to increase interest in Women's Health as a career field.

Student Education Association of Nebraska (SEAN): develops prospective educators an understanding of the education profession, provides for a united student voice in matters affecting their position, advances the interests and welfare of students preparing for a career in education, promotes and protects human and civil rights, and reflects the highest ideals of professional ethics, standards, and attitude.

CSM Students for Life: develops and promotes a collective sense of responsibility for all human life. Students for Life serve to educate and advise the public on subjects affecting the dignity of human life.

Student Nurses Association (SNA): assumes responsibility for contributing to nursing education in order to provide the highest quality health care, provides programs representative of fundamental and current professional interests and concerns, and aids in the development of the whole person in her professional role.

Student Occupational Therapy Association (SOTA): provides interaction and union for all students in the Occupational Therapy Program and instills further education in students dedicated to this profession.

Student Paralegal Association: creates an awareness of responsibility toward student duties and obligations, specifically those of the Paralegal or Pre-Law profession. The club sponsors activities that are open to all seeking to grow intellectually, socially, and professionally.

Student Psychology Club (SPC): SPC is a student organization for all CSM undergraduates interested in the field of psychology. The purpose of the organization is to provide students with knowledge of the field, resources (e.g., information & connections for graduate school and careers), opportunities to interact with people with similar interests and opportunities to serve in the community.

Student Senate: Student Senate is made up of 13 members, all of which are elected by the student body. They are the voice of concerns for the students throughout the campus. Meetings are held every Monday at 1:00 p.m.

POLICIES AND REGULATIONS

Academic Policies

Refer to the academic catalog (located on-line at http://www.csm.edu/Academics/Academic_Catalog/) for academic policies and requirements. These include Academic Advising, Academic Appeals Board, and Academic Dishonesty, as well as numerous other academic policies.

Academic Dishonesty

Academic dishonesty is a serious offense. It is a form of theft and will be treated as such. In keeping with its mission, College of Saint Mary seeks to prepare its students to be knowledgeable, forthright and honest. It expects academic honesty from all its members. Academic honesty includes adherence to guidelines established by the instructor in a given course and prohibits, among other things, plagiarism, cheating, tampering with the work of other students or knowingly furnishing false information. Plagiarism is the representation of another person's words or ideas as if they were one's own. Examples of plagiarism include submitting a paper in one's own name that was written by someone else, and including in a paper sentences or ideas taken from a source without giving credit to that source. Cheating is giving or receiving information or using materials in exams, assignments, and project in which it is not allowed. Examples of cheating include copying from another person during an exam, and submitting a laboratory or practicum report based on data not obtained by the student in the manner indicated by the instructor. Collusion is working together with another person in the preparation of work that the instructor expects to be accomplished by the student alone. The procedures to be followed upon discovery of academic dishonesty can be found in the academic catalog.

Alcohol and Drugs

College of Saint Mary does not encourage consumption of alcoholic beverages, nor does it promote the use or abuse of them. The University adheres to the laws of the state of Nebraska and does not permit students under the age of 21 to possess or consume alcoholic beverages on campus. The following policies are in effect:

1. Students 21 years of age or older may consume alcohol in their own residence hall room, or the room of another resident who is 21 years of age or older, with no more than five individuals present.
2. Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
3. Students 21 years of age or older are strictly forbidden from offering, providing, or selling alcohol to minors.
4. Consumption of alcohol and/or possession of open containers in any public areas, including parking lots and residence hall lounges, is not permitted on campus. Exceptions will be made for events sponsored by Student Senate, RHC or others where the Director of Student Leadership & Organizations grants specific permission for the event. Provisions for compliance with the legal age, safety, security, and availability of food and alternative beverages will be considered in determining approval. For these events, students must obtain a third-party vendor to serve and/or sell alcohol.
5. Kegs, beer balls, and all other common bulk alcohol containers are not permitted on campus.
6. Any student who becomes intoxicated or who, while under the influence of alcohol, acts in a

manner detrimental to her own good name or the good name of the University, will be subject to disciplinary sanctions, including potential notification of parents and possible expulsion. This expectation exists regardless of the location of the behavior (on- or off-campus), or whether the student is participating in University-related or sponsored activities.

College of Saint Mary prohibits the unlawful possession, use, or distribution of illicit drugs by any student on University's property or as part of any of the University's activities on or off campus.

College of Saint Mary strives for a drug-free environment and takes seriously the negative effects illegal drugs and controlled substances have on its students and community. The College expects students to comply with state and federal laws.

- a. The possession, sale, distribution, or use of illegal or controlled substances is prohibited.
- b. The presence of residue or paraphernalia, including but not limited to bongs, scales, and pipes, is prohibited. Drug paraphernalia will be permanently confiscated.
- c. The use of prescription drugs for non-medical reasons is prohibited. Prescription drugs may only be used by the student to whom they are prescribed.
- d. Odors, such as in the case of marijuana, are considered evidence of drug use; students may be held accountable for violations based on smell alone.
- e. Operating under the influence is prohibited.

As it is stated in our mission, CSM calls us to pay attention to the development of mind, body, and spirit. Therefore, CSM recognizes that the use of alcohol and drugs have potential health risks.

There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. Consequently, when appropriate, CSM will refer students to CAP (Counseling Assistance Program) for an evaluation. Students will be expected to follow through with the recommendations CAP may suggest.

Any student in violation of our alcohol and drug policy will be referred to the judicial process outlined in the code of conduct section.

Attendance

No person is allowed to attend class unless she is officially enrolled on a credit or non-credit basis with the appropriate fees paid.

Regular attendance at classes is expected of all students. The student is directly responsible to the instructor for attendance at classes and for work missed due to late registration, illness, family issues, or any other cause. Each instructor will explain to his/her classes the procedures he/she wishes to follow in case of absence. This policy is to be included in the course syllabus and given to each student at the first class meeting. Each instructor is responsible for enforcing his/her stated attendance policy. In case of unsatisfactory work due to excessive absence, the instructor, after giving oral or written warning to the student, may initiate withdrawal action with the concurrence of her/his divisional chair or the Vice President for Academic Affairs (Administrative Withdrawal).

If a resident student is called home because of family illness or for other reasons or if a student is hospitalized suddenly, the Information Center Manager can notify the faculty members concerned, as well as the Vice President for Student Development.

Bicycles

Bicycles are allowed on campus at the owner's risk since the University's insurance will not cover theft or damage. Bicycles should not be left in hallways or lounges. Bicycle racks are located in front of Lozier Tower, Hill-Macaluso Hall, Mercy Hall and in the courtyard of Walsh Hall.

Building Access Policy

This policy provides guidelines for entrance into campus buildings, offices, classrooms, library, and labs after normal operating hours here at College of Saint Mary. In order to provide the CSM community with as much convenience as possible and to maintain a secure and safe campus, faculty, staff, and students are asked to comply with the following guidelines when requesting access to a locked room or building.

Employees requesting access to a locked building, room, or lab must have their CSM ID Card present. A driver's license is insufficient. Safety and Security personnel may deny access to anyone unable to produce proper identification or to anyone they believe has no legitimate business on campus. Faculty and staff desiring entrance into a building to access their office when their building is closed must contact the Safety and Security Department at 402-670-8848 for assistance. This process allows Safety and Security Officers the opportunity to know who is on campus after normal hours of operation and it adds to the overall safety and security of everyone involved.

Outside of normal operating hours, if a room is reserved in advance, then the room will be unlocked. If the room is reserved and is not unlocked, please dial "1" on any campus phone or dial 402-670-8848 and a member of the Safety and Security Department will assist you. Outside of normal operating hours, if a room is not reserved in advance, the room will be unlocked by a Safety and Security Officer only if a faculty or staff member is physically present with their CSM ID Card. Students will be allowed access only upon presentation of the student's CSM ID Card after having secured permission from the appropriate faculty or staff member. The faculty or staff member providing authority shall contact Safety and Security via email at CSMSecurity@csm.edu to prearrange student access. If Safety and Security has not received written permission via an email the student will not be allowed accessed to locked lab, building, or classroom. In all circumstances, the student who is allowed access outside of normal operating hours must have at least one other individual with them. The Safety and Security Department will not leave a student unattended in a normally locked space outside of normal operating hours. Visitors and guests will not be allowed access to any room outside of normal operating hours.

Academic Year 2014-15 Building Hours

Below is the Academic Year 2014-15 hours effective August 18, 2014 through May 17, 2015. Special events may change these policies on an intermittent basis.

Hill-Macaluso Hall

The Hill-Macaluso Hall is unlocked and open to the public during the following hours:

	Monday-Friday	Saturday	Sunday
Building Hours	7:30 a.m.to 5:30 p.m.	Closed	Closed

Swipe access	Faculty/Staff swipe access 6 a.m. to 6 p.m.	Faculty/Staff swipe access 6 a.m. to 6 p.m.	Faculty/Staff swipe access 6 a.m. to 6 p.m.
--------------	--	--	--

Permission for student accessibility during hours when the building is locked is obtained through the science faculty and the Vice President for Student Development's office. Both the science faculty and the Vice President for Student Development's office will notify the Director of Safety and Security with a list of names of approved students who were given permission to access the labs after hours.

Hixson-Lied Commons

The Hixson-Lied Commons is unlocked and open to the public during the following hours:

	Monday-Thursday	Friday	Saturday	Sunday
Building Hours	7 a.m. to 10 p.m.	7 a.m.-6 p.m.	7 a.m. to 4 p.m.	9 a.m. to 10 p.m.
Swipe Access	Starting at 10 p.m. until building opens the next day	Starting at 6 p.m. until building opens the next day	Starting at 4 p.m. until building opens the next day	Starting at 10 p.m. until building opens the next day

Within the Hixson-Lied Commons, the **Library** is open the following hours:

Dates	Monday-Thursday	Friday	Saturday	Sunday
Library Hours	7:30a.m.-10p.m.	7:30a.m.-6p.m.	10a.m.-4p.m.	1p.m.-10p.m.

Lied Fitness Center

The Lied Fitness Center is not open to the public and requires a CSM Campus ID Card to enter. The building is only accessible during the following hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 a.m.-10 p.m.	7 a.m.-12a.m.	7 a.m.-10 p.m.	7 a.m.-12a.m.	7 a.m.-6 p.m.	10 a.m.-7 p.m.	3 p.m.-9 p.m.

Lozier Residence Hall

Lozier Residence Hall is only accessible to CSM residence hall students and requires a CSM Proxy Card to enter.

Madonna Residence Hall

The first floor of Madonna Hall is accessible to faculty, staff and students with use of a CSM ID Card. The second to third residential floors are only accessible to Madonna Hall Residence Students

and require a CSM Proxy Card to enter. The first floor conference rooms are accessible for faculty, staff, and students during the following hours:

Dates	Monday-Friday	Saturday	Sunday
Building Hours	8a.m.-5p.m.	Closed	Closed
Swipe Access	Faculty and Staff swipe access 8 a.m. to 5 p.m.	No Swipe Access	No Swipe Access

Use of the Madonna Residence Hall Conference Rooms on weekends needs to be approved in advance by Student Development.

Mercy Hall

Mercy Hall is unlocked and open to the public during the following hours:

	Monday-Friday	Saturday	Sunday
Building Hours	6 a.m. to 7:30 p.m.	North Exterior Door unlocked for Student Meals 8 a.m. to 1:30 p.m. & 4:30 p.m. to 7:30 p.m.	North Exterior Door unlocked for Student Meals 10:30 a.m. to 1:30 p.m. & 4:30 p.m. to 7:30 p.m.
	Skywalk is unlocked for student meals until 7:30 p.m.	Skywalk is unlocked for student meals until 7:30 p.m.	Skywalk is unlocked for student meals until 7:30 p.m.

Walsh Hall

Walsh Hall is unlocked and open to the public during the following hours:

	Monday-Thursday	Friday	Saturday	Sunday
Building Hours	6 a.m. to 10 p.m.	6 a.m. to 6 p.m.	7 a.m. to 6 p.m.	12 p.m. to 9 p.m.
Swipe Access	Faculty and Staff swipe access 6am-6 pm	Faculty and Staff swipe access 6am-6 pm	Faculty and Staff swipe access 6am-6 pm	Faculty and Staff swipe access 6am-6 pm
	Residence Hall	Residence Hall	Residence Hall	Residence Hall

	Students swipe access starting at 10 p.m. (South Door only)	Students swipe access starting at 6 p.m. (South Door only)	Students swipe access starting at 6 p.m. (South Door only)	Students swipe access starting at 9 p.m. (South Door only)
--	---	--	--	--

Within Walsh Hall, the **computer labs** are open the following hours:

	Monday-Thursday	Friday	Saturday	Sunday
Lab Hours	8 a.m.to 7 p.m.	8 a.m. to 5 p.m.	9 a.m.-5p.m.	1 p.m.-5 p.m.

Tunnels

The tunnels are locked down. Use of a code allows access to the tunnels and this code is provided to students, faculty, and staff. The doors from the tunnel to each of the residence halls are only available to students and designated staff with proxy cards. The door from the tunnel to Hill-Macaluso Hall is unlocked and locked at the same times as the outside building doors are unlocked and locked.

Closed Campus

Because CSM believes in allowing for rest and time away from the workplace during holidays, employees are strongly encouraged to take advantage of this time off and not come to campus unless there are extraordinary circumstances.

During the following Academic Year 2014-15 dates, the campus is closed, meaning all buildings are locked down. On these dates, access is available through any CSM ID Card entrance and Proxy cards for the residence halls. The Hixson-Lied Commons will be accessible via CSM ID card on the following holidays.

- Labor Day Weekend
- Thanksgiving Break*
- Christmas Break **
- Good Friday

***Thanksgiving Break**

Thanksgiving Breaks starts at 5 p.m. Wednesday November 26, 2014, and runs through 6 a.m. Monday December 1, 2014; at which time all buildings will be locked down and students who are living in the residence halls will only have access to their building via the CSM Proxy Card System. Students remaining on campus will have access to the Hixson-Lied Commons via their CSM ID card. Safety and Security Officers will be on Campus during the Thanksgiving Break.

****Christmas Break**

CHRISTMAS BREAK STARTS AT 5 P.M. ON TUESDAY DECEMBER 23, 2014, AND RUNS THROUGH 6 A.M. FRIDAY JANUARY 2, 2015; AT WHICH TIME ALL BUILDINGS WILL BE LOCKED DOWN WITH NO CSM ID CARD OR PROXY CARD ACCESS. SAFETY AND SECURITY OFFICERS WILL BE ON CAMPUS DURING THE CHRISTMAS BREAK.

Children on Campus

Responsibility for the safety and well-being of children on the CSM campus rests with parents/guardians or assigned chaperones. A parent, guardian, or caregiver must supervise children at all times while on campus. Children must be accompanied by a person 14 years of age or older. Parents, guardians, or caregivers are responsible for the behavior of accompanying children. If a child is with a parent, guardian, or caregiver, but is not being actively supervised and/or is acting inappropriately (such as distracting others or making noise), College of Saint Mary staff will attempt to locate the adult and inform him/her that the child must be supervised. If a child is left in the building without any caregiver or adult present, a staff member will ask the child for his/her telephone number and attempt to reach the child's parent or guardian by telephone. Children are not allowed in the classroom.

Code of Conduct

A student enrolled at College of Saint Mary assumes an obligation to conduct herself/himself in a manner compatible with the University's function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes but is not limited to, the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities including its public service functions or other authorized activities on University premises;
2. Abuse of any person on University -owned or University -controlled property, or a University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self;
3. Intentionally harassing any person in such a way as to interfere with that person's emotional, or academic pursuits; creating a hostile, abusive, coercive or intimidating environment; and/or slander or defaming another's character; this includes online/digital communication;
4. Intentionally and substantially interfering with others' freedom of expression;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on University -owned or controlled property or at University -sponsored or supervised functions;
6. Conduct which adversely affects the student's suitability as a member of the academic community;
7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also Policy for Academic Honesty);this also includes furnishing false information to any University official, faculty member, or office;
8. Unauthorized access, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in University computer systems;
9. Forgery, alteration or misuse of University documents, records, or identification;
10. Theft or unauthorized possession of, or damage to, property of the University or of a member of the University community or campus visitor;

11. Unauthorized entry or use of University facilities or unauthorized possession or duplication of University keys, access cards, and codes;
12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind;
13. Violation of rules governing residence in University-owned or controlled property;
14. Violation of University policies or of campus regulations including, but not limited to the provisions of the student handbook, other University publications and residence hall rules and regulations;
15. Failure to comply with directions of University officials acting in the performance of their duties;
16. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person;
17. Illegal or authorized possession of firearms, explosives, or other weapons, on University premises;
18. Violation of any federal, state or local law;
19. Manipulation of the Disciplinary Review Process, including but not limited to:
 - Failure to comply with the notice from a University official to appear for a meeting or a hearing as part of the Disciplinary Review Process.
 - Falsification, distortion, or misrepresentation of any information during the Disciplinary Review Process.
 - Disruption or interference with the orderly conduct of a disciplinary Review proceeding.
 - Attempting to discourage an individual's proper participation in, our use of, the Disciplinary Review System
 - Attempting to influence the impartiality of a member of the review, prior to, and/or during and after the course of the Disciplinary Review proceeding
 - Harassment (verbal, physical, or written) and/or intimidation to any student or professional prior to, during and/or after the Disciplinary Review proceeding
 - Failure to comply with the sanction(s) imposed under the Disciplinary Review System.

A student of College of Saint Mary must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, community agreement, and Federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the College's discretion: warning, fines, financial restitution, community service, mandatory counseling or participation in an appropriate treatment program or testing service, research and/or reflection, reprimand, disciplinary probation, disciplinary removal from College residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution, or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax

purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development.

Disciplinary Review

Students at the university are regarded as adults and citizens of the community as a whole. The main premise of the process is that we expect students to take responsibility for their behavior. The disciplinary process is fundamentally a learning process for the students. For the staff who work with students in question, the process provide the challenge and support necessary for students to learn from the experience. Typically, the Assistant Dean of Students will review disciplinary cases.

Appeal Process

A student has the right to appeal a judicial decision; to do so; she must prepare and hand deliver a written appeal to the Vice President for Student Development within five working days. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal **only** on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal. Appeal letters must be complete enough so that a personal appearance will not be necessary. A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient. A meeting will be held with the student to share the appeal decision within ten days, unless unusual circumstances are present.

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

Committees and Boards

Many campus-wide committees and boards have student representatives who are appointed to serve by Student Senate. Students are encouraged to apply for these appointments as a means for engaging in the governance and administration of the University, to include student perspective in decision making, and to develop leadership skills for later involvement.

Damage or Theft

College of Saint Mary is not responsible for the theft, destruction, or other loss of or damage to the property of the student. (See Code of Conduct.) Purchase of personal insurance is encouraged.

Delinquent and Past Due Student Accounts

Students are expected to keep their financial accounts with the University current.

PAST DUE STUDENT ACCOUNTS: The definition of a past due student account is any account which has not received a payment within five (5) days of the required due date. Each such student will be asked to pay the past due balance within five (5) days plus a monthly late payment charge. The Director of Student Accounts will place the student on financial hold, which will preclude the student from receiving any transcripts, and will not permit the student to register for additional courses until such time that the amount in arrears is paid in full.

DELINQUENT STUDENT ACCOUNTS: If a balance remains following the conclusion of the current semester, the account is considered delinquent and the University will transfer the student account to delinquent status. An attempt will be made to collect the amount due or make appropriate payment arrangements. Payment arrangements will require a new promissory note to be signed and all payments to be made by automatic monthly bank debit. If a student has not made payment arrangements after the delinquency procedures, Accounts Receivable will notify the student that the account is being placed with a collection agency and reported to the credit bureau.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Unauthorized use, or forging, of email header information.
3. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
4. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
5. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Any individual found to have violated this policy may be subject to disciplinary action, up to and including revocation of network rights or termination.

Term Definition:

Spam – Unauthorized and/or unsolicited electronic mass mailings.

Email Use Policy

College of Saint Mary's (CSM) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CSM's established culture of openness, trust and integrity. CSM is committed to protecting our community from illegal or damaging actions by individuals, either knowingly or unknowingly. Because Email services are provided to Administration, Faculty, Staff and Students in support of the College of Saint Mary's mission, only CSM Administration, Faculty, Staff, and Students are allowed to use the CSM Email system. Furthermore, it is the purpose of this policy to ensure adequate availability of Email services for all users.

This policy covers appropriate use of any email sent from a CSM email address and applies to all students.

The CSM email system shall not be used for the creation or distribution of any disruptive, pornographic or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, religious beliefs and practice, political beliefs, or national origin. Students who receive any emails with this content from any CSM student or employee should report the matter to the Information Services department immediately.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use of the Email system.

1. Introduction of malicious programs into the network or server.

2. The use of the Email system shall not result in financial gain for the student.
3. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
4. Unauthorized use, or forging, of email header information.
5. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
6. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

CSM students shall have no expectation of privacy in anything they store, send or receive on the CSM email system. College of Saint Mary may monitor messages without prior notice with authorization of the President. CSM is not obliged to monitor email messages.

Email accounts will remain active up to 90 days following separation, or graduation from College of Saint Mary.

It is the student's responsibility to check her CSM Email account on a regular basis. It is also the student's responsibility to regularly maintain her mailbox size and stay below the mailbox limit of 30 MB. Exceeding this soft storage limit will result in an inability to send messages from the account. A warning is provided to the student prior to reaching this mailbox limit. A hard limit will be placed at 100 MB. Exceeding this hard limit will result in an inability to send or receive messages using this account.

It is the student's responsibility to protect her password. If a password is forgotten or a student believes that the account may have been compromised, she may contact the IT Department to have the password changed. The student must supply proof of identity before a password will be changed. The proof of identity may be a photo ID supplied in person, or if over the telephone, information such as the student's Power Campus ID, birth date, etc, may be required before the password is reset. The student may also change her password while logged onto a network PC. See a member of the IT Department for assistance.

This policy and any revisions thereof will be communicated to all new students in an Email upon creation of the user's account. Additionally, at the beginning of each semester, an Email will be sent to all student accounts.

Any student found to have violated this policy may be subject to disciplinary action, up to and including revocation of CSM Email rights.

Definitions:

Email – The electronic transmission of information through a mail protocol such as SMTP, MAPI, IMAP, etc. Typical email clients include Microsoft Outlook.

Forwarded Email – Email resent from an internal network to an outside point.

Chain email or letter – Email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Exams

Final exams are scheduled for two-hour blocks during final exam week. Students are obligated to take the exams at the scheduled times. Schedules are available on-line at http://www.csm.edu/Campus_Services/Registrars_Office/.

Explosives, Firearms and Weapons

The following actions and behaviors are prohibited at College of Saint Mary or at University-sponsored events.

- a. Possession of explosives, dangerous chemicals, and weapons including, but not limited to: firearms, bows and arrows, sling shots, hunting and other knives, blowguns, BB guns, pellet guns, air soft guns, Tasers, etc.

All faculty, staff, students and all other persons visiting campus are prohibited from carrying a weapon of any kind, including a concealed weapon, onto College of Saint Mary property or into any College of Saint Mary facility.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, CSM may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest. If a student believes that a fellow student intends to or has brought a weapon or a concealed handgun onto the premise the student should alert the Safety and Security Department by dialing “1” on any campus phone or by contacting Student Development.

Financial Aid Requirements

Satisfactory Academic Progress Requirements

To maintain eligibility for all types of financial aid, satisfactory progress toward completion of a degree must be maintained on qualitative and pace standards while students attend College of Saint Mary. Satisfactory Academic Progress (SAP) review is completed annually at the end of spring term and/or at the end of summer term, if the student receives financial aid for summer enrollment. SAP requirements for financial aid recipients are defined below.

Qualitative standard

- Degree or certificate-seeking students must maintain a cumulative grade point average (GPA) of at least 2.0 at the end of each SAP review period.
 - Repeated coursework is allowed, according to the CSM Academic Catalog, for C, D, and F grades. The highest CSM grade earned will be used by the Registrar’s Office to calculate cumulative GPA.

Pace standards

- Degree or certificate-seeking students must successfully complete at least 67% of the cumulative credit hours attempted at the end of each SAP review period.
 - To earn hours at CSM, one must receive a grade of A, B, C, D, P, or SA. All other grades do not earn hours.
 - Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Withdrawing from classes after the drop/add period will negatively affect students’ ability to satisfy the hours earned standard.
 - Accepted transfer credits count as both attempted and earned hours.

- For repeated coursework taken at CSM, both the repeated and the original attempt count as attempted credit hours, while only successfully completed courses will count as completed.
- Classes with an Incomplete grade will count as attempted but not earned hours until the grade is confirmed and then will count as attempted and earned hours, if a passing grade is earned.
- Students may not exceed 150% of the program requirements measured in credit hours attempted. For example:
 - Students working toward a Bachelor degree requiring 128 credit hours may not exceed 192 attempted credit hours.
 - Students working toward an Associate Degree requiring 64 credit hours may not exceed 96 attempted credit hours.
 - Students working toward a Certificate requiring 44 credit hours may not exceed 66 attempted credit hours.

Financial Aid Ineligibility

Students not maintaining satisfactory progress according to Qualitative and/or Pace Standards at the time of SAP review are no longer eligible to receive any federal, state, or institutional financial aid. While ineligible, a student will need to make other payment arrangements for any CSM credits.

Financial Aid Appeals & Financial Aid Probation

Students who are ineligible may appeal to request a Financial Aid Probation semester or term. Financial Aid Appeals include, a written request detailing the extenuating circumstances which led to failure to meet SAP, documentation of these circumstances, a graduation plan, and an explanation of what has changed to allow the student to meet SAP in the future. The request for Financial Aid Probation will be reviewed and a written response will be provided to the student. Extenuating circumstances may include, but are not limited to, serious illness or injury, death in the immediate family, or other special circumstances beyond the student's control. For students on Financial Aid Probation, SAP will be evaluated at the end of each semester or term according to the terms of their Financial Aid Probation. Failure to meet SAP requirements set forth by their Financial Aid Probation will result in financial aid ineligibility.

Financial Aid Reinstatement

Students who are ineligible or have been granted a Financial Aid Probation term may reestablish eligibility by taking CSM classes which bring the cumulative GPA back to 2.0 or above and successfully complete 67% of credit hours attempted. A student may request in writing that financial aid eligibility be reinstated. If financial aid ineligibility is due to reaching the maximum time frame of 150%, financial aid eligibility cannot be reinstated without an approved appeal. Reinstatement establishes eligibility for federal and state financial aid. Institutional aid will be reinstated at the minimum academic scholarship amount.

Mid-Year Grade Review

The Financial Aid Office reviews academic records at the end of each semester or term that a student receives financial aid. Students with a cumulative GPA below 2.0 and/or have not completed 67% of the cumulative credit hours attempted at CSM will be notified that they are in

danger of becoming ineligible for financial aid at the subsequent SAP review. Academic records are not reviewed mid-year relating to the maximum time frame of 150% of the program requirements.

Students who have questions about the satisfactory academic progress policy for financial aid recipients or any of the procedures may contact Financial Aid at 399-2362 or fnaid@csm.edu.

Return of Title IV Funds

Students who receive Title IV financial aid (Federal Pell grant, Iraq and Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, Federal Perkins Loan and/or William D. Ford Federal Direct Loans) are subject to federal refund calculations if the student completely withdraws from College of Saint Mary or ceases attendance in all classes during the enrollment period. For all programs offered in modules, a student is a withdrawal for Title IV purposes if the student ceases attendance at any point prior to completing the payment period, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period.

The withdrawal date is considered to be the date of official withdrawal. If the student does not officially withdraw, the withdrawal date is considered to be the midpoint of the payment period unless documentation exists in the financial aid office that the student attended through a later date. If this is the case, the last date of attendance will be used for the refund calculation.

The refund amount is determined using Return of Title IV Funds on the Web, located on the FAA Access Web site. This is a Department of Education Website, which helps the Financial Office calculate and manage the Return of Title IV funds. If you received less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. CSM will return any unearned Title IV funds it is responsible for returning as soon as possible but no later than 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Institutional data is collected from the institution and student information is entered on the website which calculates the Return of Title IV funds according to Ed's Student Assistant General Provisions. The following is the calculation process performed by Return of Title IV funds on the Web.

- 1) Determine institutional charges (institutional charges include tuition; it includes room and board only if the student is living on campus).
- 2) Determine the amount of Title IV financial aid received and subject to return.
- 3) Calculate the percent of payment period completed by dividing the number of days attended by the total number of days in the payment period.
- 4) The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period (as determined in step three), you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of your payment period, you earn all the assistance that you were scheduled to receive for that period.
- 5) If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. This occurs in very rare cases. If your Post-withdrawal disbursement includes loan

funds, you must give your permission before loan funds can be disbursed. Your Post-withdrawal disbursement of grant funds may automatically be used for tuition and room and board charges.

- 6) The *percent* of unearned Title IV aid is calculated by subtracting the percentage of earned Title IV aid (step four) from 100%. The *amount* of unearned Title IV aid is calculated by multiplying the amount of Title IV aid received and subject to return (step two) by the percentage of unearned Title IV aid. The amount of unearned Title IV aid must be returned.
- 7) If you receive excess Title IV aid that must be returned, CSM must return a portion of the excess equal to the lesser of either your institutional charges (step one) multiplied by the percentage of unearned Title IV aid (step six), or the entire amount of excess funds. Any refund amount is applied in the following order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Federal Perkins Loan, Direct PLUS Loan (Graduate Student), Direct PLUS Loan (Parent), Federal Pell Grant, Federal SEOG, and TEACH Grant.
- 8) Title IV aid returned by CSM will likely result in a balance due on your CSM student account for which you must make satisfactory repayment arrangements with the Express Center.
- 9) If CSM is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Parent PLUS Loan) repay in accordance with the terms of the promissory note. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds. This occurs in very rare cases, most of the time, CSM is required to return the grant and/or loan funds (steps seven and eight).

The College of Saint Mary refund policy is a separate policy which pertains to refunds of tuition after withdrawal and applies to CSM students not receiving Title IV aid as well.

Fire Evacuation Plan

IF A FIRE ALARM SOUNDS, THE OMAHA CITY FIRE DEPARTMENT AND SAFETY AND SECURITY WILL RESPOND TO THE AFFECTED BUILDING. EVERY BUILDING ON CAMPUS INCLUDING THE RESIDENCE HALLS ARE CONNECTED DIRECTLY TO SAFETY AND SECURITY BY ELECTRONIC MONITORING. IF YOU NOTICE A FIRE IN YOUR BUILDING YOU SHOULD STILL CONTACT BOTH THE SAFETY AND SECURITY DEPARTMENT AND 911 FOR OMAHA CITY FIRE.

When a fire or other evacuation alarm sounds, every person must follow these procedures:

- Take your keys and CSM ID with you, if you have time.
- Carefully and calmly exit via the closet fire exit route.
- **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If your door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave the room door closed.

- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place.
- Person with disabilities, such as those who cannot walk or must be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (Safety and Security) and public officials (Police, Fire). Repeat this message often.

Stay together at a safe distance (100 yards, upwind) from the building until Campus Safety and Security indicates you can return to the building.

In The Event of a Fire:

If you notice a fire: Alert others in the immediate area and activate the nearest fire alarm on your way out of the building.

- Call 911 and state that you wish to report a fire. (You do not need to dial 9 first) State your name, building name, street address (7000 Mercy Road), street intersection (72nd Street and Mercy Road), office number, location of fire, extent of fire, and your telephone number. Then call Safety and Security by dialing “1” on campus phones or on your cell phone at 402-670-8848.
- Do not fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Remember to never fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel about the size and location of the fire.
- Do not re-enter a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

The Alarm May Not Sound Continuously:

- If by some chance the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 100 yards up wind away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all-clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make him/herself available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Evacuation Procedures

The evacuation procedures shall be as follows:

- Never Ignore a Fire Alarm!
- It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.

- All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.
- Feel the door from top to bottom
 - If hot, Stay calm and do not open door, see tips below for if you are trapped.
 - If door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present. If clear, exit via nearest stairwell. Stay low if smoke conditions exist.
- If you encounter heavy smoke in stairwell, go back and use an alternate route.
- Never use an Elevator during a fire.
- Once outside of building go directly to a safe assembly point
 - **100 yards, upwind away from the building**
 - Keep away from power lines, poles, gas lines

If You Are Trapped

- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and use a flash light or light to get people's attention.
- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- Use your cell phone or a land line to call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.
- Wait at window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- Be patient. Rescuing all the occupants of a residence hall can take some time.

Do Not Jump from the Room - Any rescue attempts will be made by the Fire Department.

If You Are On Fire:

- **Stop, Drop, and Roll** - If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.



Using a Fire Extinguisher

If a slight fire seems controllable, instantly contact the Omaha Fire Department and Safety and Security Department at CSM. Never try to fight even a small fire until the alarm system has been activated, evacuation has begun, and the fire department has been called. Then only if you have been trained, promptly direct the charge of the fire extinguisher toward the base of the flame. Ideally you should have one person make the emergency phone calls while the trained person uses the fire

extinguisher. When using an extinguisher, always have a clear escape route at your back. If the fire doesn't die down immediately or starts to spread, leave at once.

Multi-purpose ABC fire extinguishers are located throughout all the university buildings and residence halls for use by trained persons on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

P - Pull the pin.

A - Aim.

S - Squeeze the trigger.

S - Sweep the fire.

From a safe location (Assembly point) call 911 and be prepared to give:

- Building Name
- Floor
- Room Number
- Type of Incident

Responding to Residence Hall Fire

Safety and Security staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:

- Safety and Security Officer (s) will proceed to the fire alarm panel and determine where the alarm originated.
- Safety and Security Officer (s) will then proceed to the area of origin to determine if there is a fire or what set off the alarm. If at any time, a real fire is suspected or confirmed, Campus Safety and security will again call 911 and make sure everyone has finished evacuating the building.
- If there is no apparent cause or the cause of the alarm is contained, Safety and Security Officer (s) will notify Residence Life Staff appropriately. Safety and Security Officer (s) will then reset the fire alarm panel and silence the alarm

Residence Life Staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:

- During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents. But they will never putting themselves in danger.
- CSM Students still in a room are required to vacate immediately.
- CSM Students who refuse to vacate the room or who are found to be hiding somewhere in the room, will be held accountable for their actions and sanctioned accordingly by the appropriate CSM Judicial Hearing (at a later date).
- CSM Students should not wait for Residence Life Staff or Safety and Security to come to their room. Each resident is expected to provide for their own safety.

- At no time are Residence Life Staff allowed to place themselves at risk. Staff members are required to vacate a building immediately if their own safety is in jeopardy.
- Once procedures have been completed, exit the building and direct residents 100 yards, upwind away from the building and continue crowd control.

After the “All Clear” signal is given by either the Fire Department or Safety and Security, allow CSM Students to enter the hall. This signal must come from a member of the fire department or the hall director.

In the event of a residence hall fire, an academic building will be opened by Safety and Security personnel to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.

Fire Watches

Whenever it is brought to the attention of Safety and Security or Residence Life Staff that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- Responsible personnel (safety and security department) shall be assigned to the fire watch.
- The entire building shall be toured at least twice during each hour of the fire watch.
- A log sheet will be completed by the officer assigned to fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

Health Insurance Requirement

The University recognizes that good health is essential for any student to achieve her educational objectives. It is important that all students have access to health care services while attending the University.

Full Time Students

CSM ***strongly recommends*** that all students be covered by a comprehensive health insurance plan for the entire academic year. Students who are not covered by a health insurance plan are strongly encouraged to enroll in one of the medical insurance plans offered by Blue Cross & Blue Shield of Nebraska. Information on these plans can be found at: www.nebraskablue.com.

International Students

It is especially critical that international students have access to health care services in the United States, since it may be impossible for an international student to travel to her home country in the event of a health emergency due to illness or accident. Accordingly, the University requires that all international students be covered by a health insurance plan that will pay for health care services rendered by health providers in the United States. International students may meet this requirement in either of the following two ways:

- a) The student may provide to the University a certificate of insurance coverage evidencing coverage for health care services rendered in the United States. Such certificate shall be a condition of admission to the University and must be provided before the student moves into the residence hall or attends classes. The certificate must identify the duration of the insurance coverage (e.g. beginning and ending dates of coverage). If coverage expires while

the student is attending the University, a new certificate of insurance must be provided in the same manner.

- b) The student may sign a statement agreeing to purchase and pay for coverage under a health insurance plan. This plan shall cover health care services rendered in the United States. The student must sign the statement as a condition of admission to the University and before the student moves into the residence hall or attends classes. Any international applicant for admission to the University will be denied admission and/or continued registration if she fails to satisfy the requirement for health insurance coverage.

Identification Card

All students are encouraged to carry their CSM identification card at all times while on campus. The card allows for access to campus activities, the Lied Fitness Center, library services, entrances into the buildings Hixson-Lied Commons and Walsh Hall after hours. Campus safety and security officers as well as other persons in authority may request to see ID cards if it is needed to verify student status. ID cards may be obtained at the Campus Information Center. If an ID card is lost, the student should first go to the Express Center to pay the \$5 and bring the receipt with them to the Campus Information Center.

Immunization/Physical Exam Requirements

College of Saint Mary requires that all students entering our University be immunized against measles, mumps, and rubella. As these are preventable and contagious diseases, CSM wants to prevent the possibility of an epidemic. All students must submit accurate immunization records to Student Development that show evidence of immunity to measles, mumps, and rubella. Submission of this record is mandatory, and failure to comply will result in future registrations being cancelled or restricted.

College of Saint Mary also reserves the right to deny access to campus facilities, including residence halls, if documentation of compliance has not been provided. Further, in accordance with public health recommendations, non-immune students may be excluded from the CSM campus in the event of an outbreak of any of these diseases. According to the recommendations of the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control (CDC), a student may demonstrate immunity to measles, mumps, and rubella in one of the following ways:

Students born before January 1, 1957 are considered immune to Measles, Mumps, and Rubella.

Documentation of a positive antibody titer proving immunity to Measles (rubeola), Mumps, and Rubella (German measles) is acceptable.

Documentation of two doses of MMR vaccine separated by at least one month on or after the first birthday and after January 1, 1968, must be provided.

In addition to the above immunization measles requirement for all students, certain academic programs may also require a physical examination and additional immunizations prior to acceptance into the program. Students should review any specific program requirements prior to beginning their course work at College of Saint Mary. All international students and athletes are also required to submit a medical form. Athletes return completed forms to the Athletic department and international students return forms to Student Development.

Students in the MLL residence program must provide immunization documentation for their child/children to the Director of Residence Life at the beginning of each semester (fall, spring, and summer).

Contact Student Development at 402-399-2422 to obtain exemption forms to complete and return.

Medical exemptions can be demonstrated by having a licensed physician or nurse practitioner certify in writing that one or more of the required immunizations may be detrimental to the student's health or is otherwise medically contraindicated. The requirements will then be waived until such immunization is determined no longer detrimental or otherwise medically contraindicated. Students who have temporary medical exemptions will be kept on a separate listing and will be notified in writing of need to submit immunization records after the temporary medical exemption date.

Religious exemptions can be demonstrated by submitting a written and signed statement from the student, or in the event, the student is a minor, from their parents or guardians, that they hold sincere and genuine religious beliefs, which prohibit immunization of the students. This statement must be detailed enough to prove to the College that the beliefs are religious, not philosophical, and sincerely and genuinely held and submitted to the Vice President for Student Development prior to class attendance.

Inclement Weather

If winter weather necessitates the closing of CSM for any duration of time, the following process will be followed:

1. No later than 6 a.m. (for day classes) or 4 p.m. (for evening classes), College of Saint Mary will contact **KFAB (1110 AM), WOW (94.1 FM or 590 AM) and TV channels, KMTV 3, WOWT 6, and KETV 7** to ensure that CSM will be included in the reporting on the status of schools. The CSM community should tune in to one or more of these TV/radio stations for the status of the University, whether it is opened, closed or has a delayed start.
2. Check MyCSM for information and/or to sign up for the CSM Alert system.

If classes are not officially cancelled but roads are questionable, students should use their own judgment about driving to school. If a student decides not to try to drive although classes are not cancelled, the student should notify the instructor directly. If the University has not cancelled classes, the faculty member is expected to hold class. Any weekend classes cancelled for any reason are expected to be made up.

Medical Emergencies

In any emergency, it is important to stay calm and, if necessary, help keep others calm. If you come across someone who appears to be injured, remember:

- **DO NOT** approach persons injured by electrocution or toxic exposure unless they are clearly away from the hazard.
- **DO NOT** move a seriously injured person unless they are in an unsafe area. If the victim must be moved, move as a unit, always supporting the head and neck.
- **DO NOT** bend or twist the injured person's body.
- **Please** contact Safety and Security at 402-670-8848 or by dialing "1" on any campus phone after calling 911. All Safety and Security Officers at CSM are trained in CPR/AED/First Aid, and are skilled to assist. Someone must remain with the student and, if possible, others should be asked to stand at the main entrance of the building to direct emergency personnel.

Please be prepared to give the 911 dispatcher the following information:

- Location of the emergency
- What happened?

- Number of persons injured
- Is the injured person conscious?
- Is the injured person breathing?
- Is there severe bleeding?

AED Location	Building
Walsh	2 nd Floor Near Room 220
Mercy Hall	1 st floor near Room 112
Hixson-Lied Commons	Near Room 126
Lied Fitness Center	Lower level near Room 3
Hill-Macaluso Hall	1 st Floor near Gross Conference Center

- If you are injured on campus please contact Safety and Security so that an injury report can be filed.
- Please Contact Safety and Security to file an injury report if you're injured off campus during a CSM Event.
- It is the personal responsibility of each student to provide her own transportation for medical emergencies as well as for routine doctor appointments, dental appointments, etc. CSM employees cannot be responsible for transportation of medically ill students.
- Any expenses incurred are the sole responsibility of the student.
- The Vice President for Student Development must be notified of any incident.

Medical Hardship Policy

College of Saint Mary recognizes that major medical issues may make it necessary for a student to withdraw from one or more classes during a semester. If this situation occurs, the student should meet with the Director of Student Accounts to develop a plan to manage the financial burden that may be incurred. If approved, this plan may allow her to re-take the same classes from which she withdrew with no additional tuition charge, provided these classes are taken within one year of approval.

If documentation is required, it must include a signed letter from the student explaining the situation and why she needs to withdraw AND a Medical Hardship Physician's Statement form completed and signed by the physician, with a release of medical information signed by the student.

Documentation should be submitted to the Director of Student Accounts within two weeks of withdrawal. The Medical Hardship Committee will make the final determination about accommodations.

Messages

Emergency messages for students will be taken and distributed by the Campus Information Center.

Missing Students Procedure

In compliance with the Missing Person Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Student Development and the Office of Security to investigate any report of a missing student who resides at College of Saint Mary. CSM's practice, procedures, and policy are as follows:

The term ***missing student*** shall refer to any College of Saint Mary student living on campus who is reported missing from her residence.

Upon check-in to the campus residence halls, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing. Students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing and that only authorized campus officials and law enforcement officers in the furtherance of a missing person investigation may have access to this information.

- For students under the age of 18, that notification will be made to the student's parent or guardian within 24 hours of the time that the student is determined to be missing.
- Any notification to parents, guardians, or designated contacts will be made by the Vice President for Student Development or Assistant Dean of Students.

If a member of the CSM community has reason to believe that a student is missing, a report should be made to the Vice President for Student Development at 402.399.2422 and/or tknudsoncarl@csm.edu; or the Assistant Dean of Students at 402.399.2411 and/or vpetak@csm.edu, who will in turn notify the Office of Security. All possible efforts will be made to locate the student to determine her state of health and well-being through collaboration of the Division of Student Development, the Office of Security and the missing student's friends and floor mates. Within 24 hours, a University official will call the emergency contact for this purpose on file in the student's confidential records to report the student missing.

If not located after 24 hours have passed, appropriate family members, associates or a University official will make a confidential official missing person report to the law enforcement agency with jurisdiction. The University will also contact the missing student's custodial parent or guardian. The Office of Security will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.

Network Acceptable Use Policy

College of Saint Mary's (CSM) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to CSM's established culture of openness, trust and integrity. CSM is committed to protecting our community from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail or messaging, WWW browsing, are the property of College of Saint Mary.

Effective security is a team effort involving the participation and support of every CSM student and employee who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computer equipment owned by CSM and by students that participate in the College of Saint Mary's data networks. These rules are in place to protect the students, faculty and staff as well as CSM. Inappropriate use exposes CSM to risks including virus attacks, compromise of network systems and services, and legal issues.

This policy applies to students and employees wishing to participate in network related activities on the data networks at College of Saint Mary including all personnel affiliated with third parties.

While CSM's network administration desires to provide a reasonable level of privacy, users should be aware that administration cannot guarantee the confidentiality of information stored on any network device connected to CSM's network. Students are responsible for exercising good judgment regarding the reasonableness of personal use. For security and network maintenance purposes, authorized individuals within CSM may monitor equipment, systems and network traffic at any time. College of Saint Mary reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

The following activities are, in general, prohibited. Students may be exempted from these restrictions for legitimate academic purposes as long as the environment is physically or logically isolated from all other routable networks (e.g., a Business Information Systems classes may have a need to port scan a host on the student network).

Under no circumstances is a student or employee of College of Saint Mary authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing CSM owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the student.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which CSM or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and friends.
6. Using the CSM network to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
8. Port scanning or security scanning is expressly prohibited unless prior notification to Information Services is made.
9. Executing any form of network monitoring which will intercept data not intended for the student's host.
10. Circumventing user authentication or security of any host, network or account.
11. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
12. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.

13. Providing unauthorized private information about, or lists of, those affiliated with CSM (current or past students, employees, donors, etc.) to parties outside College of Saint Mary including distribution groups or other information specifically intended for the exclusive use of CSM.
14. Disclosing information and/or opinions posted to private forums, discussion boards, and Email or classroom discussions without prior expressed consent.
15. All users of network resources are required to logon to the workstations using the credentials supplied at the time of the account's creation. Any anonymous logons must be limited to guest privileges.

Posting Policy

Several large bulletin boards and digital signs are available for general use by registered student organizations. All items to be posted on general campus bulletin boards and/or digital signs must be proofread by the sponsoring group or organization advisor. The sponsoring group or organization must be named on all posted flyers. Final approval must be given by the Strategic Marketing and Communications Department. Send flyers to marketing@csm.edu. All approved items will be electronically stamped "approved for posting."

If any materials on bulletin boards are not stamped for approval, they will be removed. It is the responsibility of the posting organization to remove all campus postings within 48 hours after the advertised event is over.

Flyers and posters should only be posted on bulletin boards. Requirements for the flyers/digital signs can be found on MyCSM under the Campus Services tab, then Marketing & PR.

- Flyers and posters should only be posted on bulletin boards. Nothing should be posted on wood doors, windows or painted services.
- The marketing and public relations staff retains the right and responsibility to remove any or all material that does not meet the quality standards of the institution and its image guidelines.

Printing Resources

College of Saint Mary recognizes the need of students to print and copy paper documents in the course of doing academic work. The University also recognizes its responsibility to promote responsible use of the printers and copiers on campus.

The purpose of this policy is to outline an appropriate cost structure for students who make use of College of Saint Mary's printing and copying facilities. These rules are in place to help promote ecological responsibility and reduce operational costs.

Students shall be given a standard number of print credits on their campus card each semester based on the student's academic plan.

	Fall Semester	Spring Semester	Summer
Full Time Students	100	100	100
Part Time Students	50	50	50

Print credits issued will not carry over to subsequent terms and can only be used for printing and copying services. At the end of each term all print credits will be set to zero. New print credits will be credited to the CSM Campus Card on the first day of each semester as described above to those students who have made the appropriate Semester Financial Arrangements (SFA) at the Express Center.

Once the initial print credits have been used, students can add credit to the CSM Campus Card through the self service, Campus Card Station located in the Hixson-Lied Commons (cash only) or at the Express Center (cash, check, credit card). Additional prints or copies are \$.05 per printed page.

Release of Records

Any student may personally inspect, review, and at the student's expense, have a copy made of her CSM records (except another school's transcript). Where information regarding a student is commingled with that relating to other students, the student may receive an oral report of her own information only.

Listed below are all of the records presently kept by the University. A student wishing to examine any record should make a request from the appropriate administrator. Requests must be in writing; the record will be made available within 10 days.

STUDENT RECORD

Academic Record
Department Record
Discipline Record
Student Statement
Financial Aid Record
Graduation Checklist

ADMINISTRATOR

Registrar
Advisor/Program Director*
Student Development
Financial Services
Financial Aid**
Academic Advisor

* Where a student has declared a major, the student should file a request with the program director or her advisor.

** Students may not examine any item revealing financial information about their parents.

In order to protect a student's right to privacy, the University will not make any personally identifiable records available without the student's written consent. However, records may be released to CSM officials, other schools where the student has applied for admission, certain government officials, and certain persons in connection with an application for financial aid. For further information, see the Family Education Rights and Privacy Act in the Academic Catalog, online at www.csm.edu.

Transcripts must be requested in writing. Transcripts may be requested on-line using the National Student Clearinghouse Service at http://www.csm.edu/Campus_Services/Registrars_Office/Transcript_Request/. There is a small service charge.

Reporting Emergencies

Crime Reporting:

College of Saint Mary encourages students and employees to report all crimes in a prompt and timely manner to the Safety and Security Department and/or the Omaha Police Department. If you are a student, you may report a crime to the either safety or security or the local police, seek internal college support, and/or pursue judicial sanctions. Safety and Security is available to all college community members, and will arrange a neutral meeting place for your initial meeting with the police and, if you wish, a representative of the College can accompany you. Once you report a criminal instance to the police, the college has no control over the investigation and the legal process that may result. To contact Safety and Security Department you can dial “1” on any campus phone or call 402-670-8848 on your cell phone.

WHEN TO CALL 911:

You should call 911 in ALL emergencies. You will also need to contact Safety and Security.

WHAT IS AN EMERGENCY?

An emergency is any immediate threat to life and/or property that requires an immediate response from police, fire or EMS. Some examples of emergencies are crimes in progress, any kind of fire or a serious injury or illness. If you are not sure if an incident falls into an emergency classification, it is still ok to call 911 when an immediate response is needed.

WHEN REPORTING AN EMERGENCY:

- Stay on the line with the dispatcher.
- Provide the address, location, and a description of the emergency.
- Provide the phone number at your location.
- Provide a thorough description of the incident to assure appropriate resources are dispatched.

Phone Numbers

The following numbers are provided for both emergency and non-emergency situations. Use of non-emergency numbers will still provide a prompt response from the responsible agency and keep 911 lines free for emergencies. All 911 calls are voice and TTY.

Department	Phone Number
Omaha Police, Fire, EMS (Emergency)	911
Omaha Police, (non-emergency)	402-444-4877
Omaha Fire/EMS (non-emergency)	402-444-5700
Safety and Security	402-670-8848

Criminal Activity

If you observe a crime in process or behavior that you suspect is criminal, immediately notify Safety and Security at 402-670-8848 or Omaha Police at 911.

Please be prepared to provide as much of the following information as possible:

- Where the activity is taking place? (building name or address)
- Where is it happening?
- What is the person doing?
- How many people are involved?
- Physical and clothing description of those involved.
- Are weapons involved?
- Vehicle description and license plate number.
- Direction of travel if known.
- Has anyone been injured?

DO NOT approach or attempt to apprehend the person(s) involved. Stay on the phone with the police dispatcher to provide additional information until Safety and Security or the police arrives.

Report things that are unusual or suspicious.

Required Residence Policy

All **First or Second-Year Students Full-Time Undergraduate Students under the Age of 21 ARE REQUIRED** to live in the residence halls unless they meet one of the following exemptions, have submitted the Required Residence Exemption/Exception Form and received approval from the Director of Residence Life one month before classes begin each semester.

Exemptions:

- Married or has dependents
- Junior status (60+ credit hours.) This does not include first or second year students who have transferred in college credit from high school.
- Students who are over 21 years of age
- Living at home with parents within a 40-mile radius of College of Saint Mary

First or Second-Year students who do not meet any of the above exemptions and want to request an **Exception** from the Required Residence policy should complete the Required Residence Exemption/Exception form, attach a typed letter of explanation to it, and return to College of Saint Mary Residence Life by **July 15** for request for the upcoming fall semester and by **December 1** for the upcoming spring semester.

- a) Students receiving room and board as part of a scholarship or grant **ARE REQUIRED** to live in the residence halls. Should scholarship or grant students receiving room and board funds choose to live off campus, they will forfeit the scholarship or grant dollars that fund room and board.
- b) **Full-Time Undergraduate Students** at College of Saint Mary have first priority for all on-campus housing.
- c) Campus housing is restricted to those full time students studying for undergraduate degrees at CSM. However, if a student completed her undergraduate work at CSM and

is continuing on as a full time student for a graduate degree at CSM, she may live in the residence halls for the durations of her graduate studies.

- d) Students who are over the age of 39 prior to August 1 of the contract year may not reside in the residence halls at College of Saint Mary.
- e) **All students living in the residence halls MUST participate in the CSM's full board plan.**

Safety and Security

A Safety and Security officer is available 24/7 365 days a year. If you have any safety concerns, feel free to contact the department at 402-670-8848 (dial "1" if using a campus phone). If you desire an escort from a building, use the same phone numbers. College of Saint Mary completes and posts an ***Annual Campus Security and Fire Safety Report every October*** in compliance with Higher Education Act provisions for Campus Crime and Security reporting (Clery Act). Copies are available at http://www.csm.edu/About_Us/Notices_And_Disclosures/.

Campus Safety Alerts

Timely Warnings

Purpose

The purpose of this policy is to state the College of Saint Mary Safety and Security Department's Procedure for Timely Warnings. Per the provisions of the *Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics*, the CSM Safety and Security Department must issue Timely Warnings to the Campus Community under certain circumstances. These circumstances are, but not limited to:

1. Murder and non-negligent manslaughter
2. Negligent manslaughter
3. Forcible and non-forcible sex offenses
4. Robbery
5. Aggravated Assault
6. Burglary
7. Motor vehicle theft
8. Arson

And any other offense that the Director of Safety and Security designates which would be of benefit for the campus community.

Procedure

The CSM Safety and Security Department shall communicate the Timely Warnings to; On campus property, Public Property, Non Campus buildings or property. These are defined as follows:

On Campus; Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls and any building that is within or reasonably contiguous to the above, that is owned by the institution but is controlled by another person.

Public Property; All property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Buildings or properties; Any building or property owned by or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The Timely Warnings shall be published and distributed by three methods;

1. The Timely Warning shall be posted on the CSM Safety and Security Department website: http://www.csm.edu/Campus_Services/Safety_and_Security/
2. The Timely Warning shall be sent via e-mail with the following in the subject line: "CSM Crime Alert" to all students, staff, and faculty. This shall be done by the individuals that have access to the CSM Alert Service: Safety and Security Director, the President, or a member of Senior Leadership Team.
3. Timely Warning shall be posted on paper, on the Crime Prevention Bulletin Boards which are located in buildings across campus.

The Timely warnings will provide the following information if possible;

1. A succinct statement of the incident
2. The date which the alert was issued
3. Physical description of the suspects
4. Other relevant and important information

Unless stated, the timely warnings shall expire after two weeks. If necessary, the warnings may be extended for a longer period of time.

Copies of all timely warnings will be kept in the Safety and Security Office for up to seven years.

Emergency Notifications

Purpose

The purpose of this policy is to state the College of Saint Mary Safety and Security Department's Procedure for Emergency Notifications. Per the provisions of the *Jeanne Clery Disclosures of Campus Security Policies and Campus Crime Statistics*, the CSM Safety and Security Department must an issue an Immediate Emergency Notification to the Campus Community under certain circumstances. These circumstances are, but not limited to:

- Outbreak of meningitis, norovirus or other serious illness.
- Approaching tornado, or other extreme weather conditions
- Earthquake.
- Gas leak
- Terrorist incident.
- Armed intruder.
- Bomb threat.
- Civil unrest or rioting
- Explosion.

Definition:

Emergency notifications are triggered by a far broader range of potential threats than a timely warning. An Emergency notification will be issued when there is any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus of College of Saint Mary.

This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an [outbreak of a communicable illness](#), an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in their annual Clery Act reports.

Policy:

Under Clery, CSM is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of your buildings.

1. Emergency notifications shall be posted on the CSM Safety and Security Department website: http://www.csm.edu/Campus_Services/Safety_and_Security/
2. Emergency notifications shall be sent via e-mail and text message with the following in the subject line “CSM Emergency Alert!” to those subscribers of the CSM Alert service as well as those having CSM email accounts. This shall be done by the individuals that have access to the CMS Alert Service: Safety and Security Director, the President, or a member of Senior Leadership Team.

Emergency notifications will provide the following information if possible;

1. A succinct statement of the incident
2. The date which the alert was issued
3. Physical description of the suspects
4. Other relevant and important information

Copies of all Emergency Notifications will be kept in the Safety and Security Office for up to seven years.

Crime Statistics

The crime statistics reported herein accurately reflect crimes occurring at College of Saint Mary, as defined by the Campus Security Act of 1990, and reported to the Vice President for Student Development.

CSM issues this report in the interest of its students, employees, and prospective students, and meets the requirements of the Campus Security Act of 1990. Questions regarding this report should be directed to the Vice President for Student Development at 402-399-2422.

Clery Act Statistical Information

A federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, establishes the requirements for collecting and reporting campus crime statistics. The classifications of crimes used in these reports are defined in the United States Department of Justice and Federal Bureau of Investigation Unified Crime Reports; or for sex offenses, the National Incident Based Reporting System. The College of Saint Mary Clery Reporting Officer is the Director of Safety and Security and works with not only the Safety and Security Department but with Student Development, Residence Life, Judicial Affairs and Omaha City Police Department to compile an accurate account of campus crimes for the designated year.

The following is the report of statistics for years 2011 through 2013.

Offense	Location	2011	2012	2013
Aggravated Assault	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	3	0	0
	Residence Halls	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Manslaughter- Negligent	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Murder / Non-Negligent Manslaughter	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	1	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Forcible)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Sex Offense (Non-Forcible)	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

NOTE: Regarding Hate Crimes Statistics for 2011, 2012, and 2013—The College is required by federal law to include in this report all incidents reported to the Safety and Security Department or to other campus security authorities that involved any of the crimes listed above, as well as for larceny-theft, simple assault, intimidation, and vandalism of property, if these crimes also manifested evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. There were no reports of such incidents in, 2011, 2012, or 2013.

ARRESTS

Offense	Location	2011	2012	2013
Liquor Law Violations	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations	On Campus	0	1	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

REFERRED FOR DISCIPLINARY ACTIONS

Offense	Location	2011	2012	2013
Liquor Law Violations	On Campus	2	2	0
	Residence Halls	2	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations	On Campus	5	0	1
	Residence Halls	5	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possessions	On Campus	0	0	0
	Residence Halls	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

Crimes reported in the *Residence Halls* are also included in the *On-Campus* category.

Per federal mandate, requests for crime statistics were made to the Omaha Police Department.

Clery Act Crime Definitions

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence - means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence - includes asserted violence misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-habitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - The killing of another person through gross negligence.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offense Forcible (F) - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent: forcible rape; forcible sodomy; sexual assault with an object; forcible fondling and attempted rape.

Sex Offense Non Forcible (N) – Unlawful, non-forcible sexual intercourse: incest; statutory rape.

Stalking - means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

Disciplinary Referrals - Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. Do not include disciplinary referrals for violation of university policy if there was no violation of the law. For example, if a student of legal drinking age violates a "dry campus" policy and is referred for disciplinary action, this statistic should not be included in the crime statistics.

Liquor Law Violation - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for

illegal transportation of liquor; drinking on a train or public conveyance; any attempts to commit any of the foregoing violations. This list does not include public drunkenness and driving under the influence.

Drug Law Violation - Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Weapon Law Violation - The violation of laws or ordinances regulating weapons.

Hate Crimes - Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity or physical/mental disabilities.

(The following crimes only apply to hate crime reporting).

Simple Assault - Assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim. (This only applies in hate crime reporting).

Larceny-Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism - To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation - To intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm.

Clery Act Location Definitions

Campus – (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

Housing - Residence halls or other university-owned residences.

Affiliated/Non-Campus - (i) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Include in this category repeated use of a non-campus location. For example, if every year students in the debate club take a trip to Washington, DC and

stay at the same hotel, you must report any Clery crimes occurring in certain portions of the hotel such as hotel rooms rented to students, elevators, lobbies, etc.

Public Property - "Public property" is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus. Include the sidewalk across the street from the campus, but do not include public property beyond the sidewalk.

State Statutes

- Alcoholic Beverages: It is illegal in Nebraska for any person under the age of 21 to purchase, consume or possess liquor or alcoholic beverages. It is also illegal for any person who is 21 years of age or older to in any way supply alcoholic beverages to a minor. It is illegal for a person to misrepresent her age by false identification or any other means.
- Drugs and Narcotics: It is illegal in Nebraska for any person to use, possess, manufacture, cultivate, or sell marijuana, cocaine, heroin, LSD, or any other controlled substance.
- Offenses Against Property:
- Vandalism - destruction of property. It is unlawful to vandalize, damage, or destroy the property of another.
- Burglary - any person who intentionally and forcibly breaks and enters any building or enclosed property with intent to steal property of any value is guilty of burglary and is subject to a penalty of one to twenty years imprisonment or \$25,000 fine, or both.
- Theft - the broad offense of theft includes and encompasses the separate offenses of larceny, embezzlement, extortion, receiving stolen property, and the like. A person commits theft if she takes or exercises control over any movable property of another person. The penalty for theft depends on the value of the property taken.
- False Fire Alarms - it shall be unlawful for any person to give any information to a police officer, fireman, or other city official, knowing that such information is false. Section 20-26, Omaha Municipal Code. Ordinance No. 29137, Im 4-29-80.
- Trespassing - it is unlawful for any person to enter or remain in any place or building knowing that he or she is not privileged to do so or to enter or remain in any place as to which notice against trespassing is given.

Sexual Violence or Sexual Harassment Reporting, Policy and Procedures

Statement of Policy

It is the policy of College of Saint Mary (CSM) to provide equal employment and educational opportunities to faculty, staff, students, and applicants without regard to race, color, religion, gender, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any group protected by federal, state, or local statutes. Sexual violence and sexual harassment are prohibited by law and by CSM policy. CSM will not tolerate sexual violence or sexual harassment in any form, including but not limited to, sexual assault, stranger, acquaintance or date rape, stalking, domestic or dating violence, sexual cyber harassment or bullying. CSM will take appropriate action to prevent, correct, and discipline harassing or violent behavior that is found to violate this policy.

This policy provides guidance for what students or employees should do if they have been victims of sexual violence or sexual harassment, and what CSM will do if such violence or harassment occurs. A student alleged to have committed sexual violence or sexual harassment can be disciplined under the student Code of Conduct and/or prosecuted under the Nebraska criminal statutes. Employees alleged to have violated this policy may also be disciplined under other CSM policies found in Employee and Faculty handbooks and/or prosecuted under the Nebraska criminal statutes.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in education programs and activities at universities that receive federal financial assistance. Independent undergraduate programs may be single-sex programs, and an exemption is contained for religiously affiliated colleges if a conflict exists between Title IX and their religious tenets. Title IX prohibits sex discrimination in both the educational and employment settings.

This policy applies to all CSM students, faculty, staff, and other members of the community to include contractors, vendors, and guests.

Complaints or inquiries about sexual harassment, sexual misconduct, or sex discrimination should be directed to the College's Title IX Coordinator and/or to the United States Department of Education's Office for Civil Rights:

On-Campus

Director of Human Resources
Title IX Coordinator
Walsh Administration Building
7000 Mercy Road
Omaha, NE 68106
(402) 399-2430
TitleIX@csm.edu

If the Title IX Coordinator is unavailable or has a conflict of interest, one of the Title IX Designees will respond. Members of this interdepartmental team include:

- Director of Safety and Security
- Assistant Dean of Students
- Chief Administration Officer
- Associate Dean of Academic Affairs

Off Campus

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg.
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Definitions

Complainant is an individual who is subject to alleged discrimination, harassment, or retaliation regarding the application of this policy.

Respondent is an individual whose alleged conduct is the subject of a complaint.

Sexual Harassment is defined as unwanted conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, questions about a person's sexual practices, lewd, offensive or vulgar comments, sexual insults or innuendoes, sexually explicit jokes, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment can also include unwanted touching, fondling, patting, pinching or kissing. The display of sexually explicit pictures, sexual graffiti, cartoons or objects can also constitute sexual harassment. CSM is legally required to take immediate steps to address the discrimination when harassment occurs which creates a hostile environment.

Harassment on the basis of sex may occur without sexual advances or overtones when conduct is directed at individuals or groups because of their gender. This type of harassment is often referred to as gender stereotyping and is a violation of this policy. Both men and women can be targets of sexual harassment. Sexual harassment can also occur between members of the same sex.

Hostile Environment is when sexual harassment is sufficiently severe or pervasive that it unreasonably interferes, limits or deprives someone of the ability to participate in or benefit from the University's educational programs, activities, or employment. In determining whether a reasonable person in the individual's circumstances would find the work or educational environment hostile, the totality of the circumstances must be considered.

Sexual Violence is a severe form of sexual harassment including physical sexual acts perpetrated against another person without his/her consent. Such acts include, but are not limited to, forced oral, anal, or vaginal penetration, to any degree, insertion of foreign objects into the body and any act of sexual intercourse against someone's will. This includes, but is not limited to, the use of a weapon, physical violence or restraint, verbal threats, intimidation, and threats of retaliation or harm.

Consent: Positive cooperation in the act or expressing intent to engage in the act. The person must act freely and voluntarily and have knowledge of the nature of the act involved. A person who is giving consent cannot be under the influence of drugs or alcohol, unconscious, passed out, coming in and out of consciousness, or have a disability or disorder that would impair his/her understanding of the act. Silence or lack of active resistance does not imply consent. Past consent does not imply future consent. The presence or absence of consent is based on the totality of the circumstances.

Stalking means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

Domestic violence means asserted violent, misdemeanor or felony offenses, committed by the victim's current or former spouse, current or former cohabitant, or person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Retaliatory Harassment is intentional action taken by an accused or allied third party that harms a complainant, witness, reporter, investigator, or any other individual for filing or participating in a University investigation.

Preponderance of the Evidence means that it is “more likely than not,” based upon the information provided, that the respondent is responsible for the alleged violation(s). This is the standard that is used to review evidence during Formal Resolutions and Appeals.

Confidential Counseling/Alternatives to Reporting

While many victims of sexual assault are ready to file a formal complaint against an alleged offender right away – others want time and privacy to sort through their next steps. There are currently no CSM faculty or staff whose official role includes being available for confidential, professional counseling. However, CSM has partnered with Alegent Creighton Health to offer free, confidential, professional counseling to students and employees.

Students can utilize the College of Saint Mary Counseling Assistance Program (CAP) by calling (402) 398-5566 or (888) 847-4975.

Employees can utilize the Employee Assistance Program (EAP) by calling (402) 398-5566 or (888) 847-4975.

Campus Reporting

A student, faculty member, or staff member who has a complaint against a student, faculty member, or staff member, or other individual involving allegations of sex discrimination or sexual harassment should contact the Title IX Coordinator. A report can be received in person, by phone, or through email. In general, CSM employees do not have legally protected confidentiality. Therefore, any employee who receives a report of sexual assault or harassment is required to share the report with the Title IX Coordinator.

Requests for Confidentiality

Where a complainant requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the College will balance this request with its dual obligations to provide a safe and non-discriminatory environment for the entire community and to afford a respondent fundamental fairness by providing notice and an opportunity to respond before action is taken.

CSM will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation or disciplinary action, but its ability to do so may be limited based on the nature of the request by the complainant.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - Whether there have been other sexual violence complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - Whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - Whether the sexual violence was committed by multiple perpetrators;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the victim's request for confidentiality.

If the University determines that it cannot maintain a victim's confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

The Department of Safety & Security will be notified of any reports of sexual violence occurring on campus. Pursuant to federal law, the University has a legal responsibility for documenting and providing statistics of reported incidences of sexual assault. All personally identifying information will be removed from the statistical report.

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual assault or harassment. An individual may report the incident without disclosing one's name, identifying the respondent, or requesting any action. Depending on the level of information available about the incident or the individuals involved, anonymous reporting may impact the College's ability to respond, investigate, or take further action.

Reporting Considerations

Timeliness and Location of Event

Complainants and third party witnesses are encouraged to report sexual assault and harassment as soon as possible in order to maximize the CSM's ability to respond promptly and effectively. CSM does not, however, limit the timeframe for reporting. If the respondent is no longer a student or

employee, the College may not be able to take action against the respondent, but it will still seek to meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects.

This policy generally applies to incidences that occur on campus or at a CSM sponsored event. However, off-campus conduct that is likely to have a substantial adverse effect on a student's learning environment or a staff/faculty member's professional abilities may be covered under this policy.

False Reporting

The University takes validity of information very seriously as a charge of sexual assault or harassment may have severe consequences.

A complainant who makes a report that is later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation.

Similarly, a respondent or witness who is later proven to have intentionally given false information during the course of an investigation may be subject to disciplinary action.

Reports Involving Minors

All College of Saint Mary employees, who in the course of their employment witness or receive information related to suspected physical or sexual abuse or neglect of children, must report such information to the Department of Health and Human Services (DHHS) of the state where the suspected abuse has taken place within 24 hours. The Nebraska Child Abuse/Neglect Hotline is 1-800-652-1999. The employee should report to the Director of Safety and Security once they have reported the information to the DHHS. The State of Nebraska defines minor to be anyone under the age of nineteen.

Anti-retaliation

CSM expressly prohibits any form of retaliatory action against any individual for filing a complaint under this policy or for assisting in an investigation. This prohibition includes intimidation or threats of retaliation. Any acts of retaliation shall be a violation of this policy and shall be grounds for disciplinary action up to and including expulsion for students and termination for employees.

Complaint Processes

An individual who wishes to make a report of sexual assault or harassment is encouraged to make a report directly to the Title IX Coordinator. In every report of sexual assault or harassment, the Title IX Coordinator or designee will conduct an initial Title IX assessment.

Initial Assessment

Upon receipt of a complaint, the Title IX Coordinator will first determine whether or not the complaint states a potential violation of this policy. The Title IX Coordinator will notify the complainant in writing of the decision.

If there is a potential violation of this policy, the Title IX Coordinator will conduct an initial assessment within seven (7) working days after receiving the complaint. The first step of the assessment will usually be a preliminary meeting with the complainant with the Title IX Coordinator or designee. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be a full interview.

As part of the initial assessment of the facts, the Title IX Coordinator or designee will:

- Assess the nature and circumstances of the allegation
- Address immediate physical safety and emotional well-being of the parties
- Provide the complainant with an explanation of the procedural options
- Discuss the complainant's expressed preference for manner of resolution and any barriers to proceeding
- Explain the University's policy prohibiting retaliation
- Provide the complainant with information about on and off-campus resources, if necessary
- Notify the complainant of the right to contact law enforcement and seek medical treatment, if a sexual assault or sexual violence has occurred. If the sexual assault or violence occurred on campus, the medical treatment will be at no cost to the individual.
- Notify the complainant of the importance of preservation of evidence, if a sexual assault or sexual violence has occurred
- Notify the complainant of the range of interim accommodations, if necessary
- Assess the reported conduct for the need for a timely warning under the Clery Act
- Ensure the report is entered into the University's daily crime log, if applicable.

Interim Accommodations

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue an investigation or action, the University will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation, if any. The Title IX Coordinator, may request from the University, a no-contact order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Title IX Coordinator may take any other protective actions as appropriate, including, without limitation, coordinating with appropriate University officials to alter the students' academic, University housing, and/or University employment arrangements.

Informal Resolution

An option available to students, faculty, and staff is to seek resolution informally. Some allegations of sexual harassment may be resolved using an informal resolution process overseen by the Title IX Coordinator or other CSM designee if CSM determines, in its discretion, that such a process would

be appropriate, and both the complainant and the respondent agree to participate. This option is not available for allegations of sexual assault or sexual violence.

The parties to any such informal process will not be required to deal directly with each other. Instead, the Title IX Coordinator or other designee may arrange for or facilitate mediation between the involved parties and coordinate other informal resolution measures. Either party may request that the informal resolution process be terminated at any time. If the situation is not able to be resolved informally or if either party chooses not to engage in an informal resolution, a formal process could commence. A summary of the outcomes from an Informal Resolutions shall be provided to the appropriate Vice President. An informal resolution does not preclude an employee's Vice President from taking disciplinary actions, if necessary.

Formal Resolution

After the initial assessment has been made and when a decision has been made to pursue a formal resolution, the Title IX Coordinator will obtain the consent of the complainant. The respondent will be notified upon the initiation of an investigation. When a Formal Resolutions process involves sexual violence and students, the Title IX procedures and outcomes replace the Judicial Process described in the College of Saint Mary Student Handbook. Student misconduct that is addressed using the Informal Resolution process may still be addressed through the Judicial System. Other non-Title IX violations will be handled separately through different processes.

Investigation

The Title IX Coordinator will appoint an investigator to begin an investigation. The Investigator will be selected from the Title IX trained designees. The Title IX Coordinator will ensure there are no conflicts of interest between the parties involved and the investigator. Rather than a formal hearing process, the University will use an investigation to determine responsibility for sexual violence.

The investigator will take steps to complete the investigation within ninety (90) calendar days after the receipt of the report, if possible. The University is committed to a complete and impartial investigation of reports of sexual violence or sexual harassment, including the opportunity for both parties to present witnesses and other evidence. Investigations will occur as quickly as possible, but the complexity of the investigation, the severity and extent of the harassment, and the number of involved parties can impact duration. A Title IX investigation will occur even if law enforcement is conducting its own investigation. Although the Title IX investigation may be reasonably delayed in order to allow law enforcement to collect evidence, it does not need to wait until the law enforcement investigation is completed or criminal cases have been resolved.

The investigation shall consist of:

- Reviewing all related written statements or reports;
- Interviewing the alleged victim, alleged perpetrator, and other witnesses;
- Reviewing applicable University records and documents; and,
- Reviewing other relevant material and evidence.

It is improper for an investigator to ask about prior sexual history with anyone other than the perpetrator. A prior consensual sexual relationship with the perpetrator does not imply future consent nor preclude sexual violence. At no time shall an investigator permit the complainant and the responder to cross examine each other.

At the conclusion of the investigation, the investigator will submit the investigative report to the Title IX Coordinator using a “preponderance of the evidence” standard (more likely than not that sexual violence or harassment occurred).

The Title IX Coordinator will review the investigative report. With instances involving sexual violence or other complex investigations, the Title IX Coordinator will call a Title IX Team meeting with the Title IX Designees listed above. The Title IX Team will review the investigation report and may request additional investigation. Upon accepting the report, they will make recommendations on the actions needed to prevent, correct, and discipline. If the circumstances do not warrant a Title IX Team meeting, the Title IX Coordinator will make recommendations on the actions needed to prevent, correct, and discipline. Once completed, the Title IX Coordinator will forward the investigative report and the recommendations to the appropriate Vice President for action.

- In matters involving complaints where the respondent is a student, the recommendation is sent for action to the Vice President of Student Development.
- In matters involving complaints where the respondent is a faculty member, the recommendation is sent for action to the Vice President of Academic Affairs.
- In matters involving complaints where the respondent is a staff member, the recommendation is sent for action to the Vice President of Financial Services

The appropriate Vice President may accept, reject, or modify the findings and recommendations using a preponderance of the evidence standard. Within ten (10) working days from the receipt of the Title IX Team’s recommendation, the Vice President will provide a written summary of the findings and recommendations to the complainant, to the respondent, and to the appropriate University authority. This summary will also include information on the appeals process. CSM will take immediate and corrective action if appropriate. In the event of disciplinary actions, CSM has an obligation to disclose the disciplinary actions taken against the respondent to the complainant as it related to his/her complaint.

Appeals

Both the complainant and the respondent have the right to appeal for any reason. Third parties do not have the right to appeal. An appeal must be submitted in writing to the Title IX Coordinator within seven (7) calendar days of being notified of the outcome and must set forth the reasons for the appeal. Appeals will be decided by the President of the University. Notification of the appeal will be given to the non-appealing party. Neither the complainant nor the respondent will be entitled to a hearing in connection to the appeal, but the University may request written submissions from either party or consider any other information as deemed appropriate by the school. Both parties will be informed in writing of the outcome of the appeal within fourteen (14) calendar days by which all requested information is received unless the school determines that additional time is required.

Potential Recommendations

Potential recommendations, which may be applied to the complainant and/or the respondent, include, but are not limited to:

- Access to counseling services and assistance in setting up initial appointment
- Imposition of an on-campus "no-contact directive"
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Change in class schedule, including the ability to transfer course sections or withdrawal from a course without penalty
- Change in work schedule or job assignment
- Change in student's resident housing
- Limit of an individual or organization's access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services, such as tutoring
- Suspension or Expulsion, if a student
- Termination, if an employee
- Any other remedy which can be tailored to the involved individuals to achieve the goals of this policy.

Role of the Attorney/Outside Parties

CSM prohibits outside attorneys from participating in proceedings under this policy. A complainant or respondent may choose to seek the advice and assistance of an attorney at their own expense, but the attorney may not participate in the informal or formal processes, investigations, or interviews described in this policy.

Records

The Title IX Coordinator will retain records of all reports, allegations and complaints, regardless of whether the matter is resolved by Title IX assessment, informal resolution, or formal resolution. All records will be maintained for seven (7) years. Complaints resolved by Title IX assessment or informal resolutions are not part of a student's conduct file or academic record.

Affirmative findings of responsibility in matters resolved through the formal process are part of a student's file and academic record.

Other CSM Disciplinary Processes

The outcomes and actions taken by the Title IX process do not necessarily preclude other disciplinary actions from being taken using other CSM disciplinary procedures. The Title IX investigations and outcomes may be used as support for other disciplinary processes.

Amendments or Termination of this Policy

CSM reserves the right to modify, amend, or terminate this policy at any time.

Semester Financial Arrangements (SFA)

All students are required to make payment arrangements for tuition, and room and board prior to attending the first class of each semester. These arrangements, referred to as “SFA” or “semester financial arrangements” will confirm the student’s registration. Each semester every student will be required to SFA online. “SFA” simply means a student is acknowledging that she/he is responsible for all charges including tuition, books, and room and board, plus any collection agency charges or legal charges in the event that her student account becomes delinquent and is turned over to a collection agency. Students will be administratively withdrawn from classes if satisfactory payment arrangements are not made. See the academic catalog for more information.

Social Media Policy

Overview

College of Saint Mary recognizes that social media sites have become important and influential communication channels for internal and external constituencies. To assist students in posting content and managing these sites, the University has developed a social media policy. This policy applies to students, faculty and staff, and must be used in connection with social media accounts directly associated with College of Saint Mary.

The purpose of using social media on behalf of College of Saint Mary is to support the University’s mission, goals, programs, etc. CSM encourages students to use social media but reminds users that at any time they can be perceived as a spokesperson of the University. When using an officially recognized social media channel, you are representing College of Saint Mary.

Approval Process

Prior to establishing any social media directly representing College of Saint Mary, student organizations must receive permission from the CSM Social Media Committee and the faculty/staff student organization advisor.

Please follow these steps:

1. Permission from the CSM Marketing Committee – contact marketing at csm.edu.
2. Have a minimum of two administrators for each site – with one being the staff or faculty advisor. This requirement provides CSM access to the account in case of an emergency, changing of personnel or policy violations.
3. Review the Social Media Guidelines found on MyCSM’s Campus Services tab for social media best practices.

Confidentiality

Confidential or proprietary information should not be shared publicly on these social media channels. Always exercise discretion, thoughtfulness and respect.

Review Process and Enforcement

Members of the Strategic Marketing & Communications Department will monitor content on CSM social media sites to ensure site administrators adhere to the social media policy. Any individual or student organization found to have violated this policy may be subject to disciplinary action. If you have any doubt about posting content, please consult the Director of Public Relations and Communications (Walsh Hall 262, ext. 2454). Due to the evolving nature of social media, the social media policy is subject to revision by CSM's Marketing Committee.

Contact

To contact the Strategic Marketing & Communications Department please send an e-mail to marketing@csm.edu.

This policy will serve as an addendum to the *College of Saint Mary Rules of Conduct and Network Acceptable Use* policies.

Solicitation and Promotion

The sale of anything, i.e. jewelry, cosmetics, etc., including distribution of samples, is prohibited on campus without prior authorization in writing from designated staff in Student Development. If a solicitor is on campus, it should be reported to the Student Development Office or Security.

Solicitation of Funds

Off-campus:

Alumnae and friends of College of Saint Mary, local and national business organizations, and foundations are regularly solicited through the Institutional Advancement Office to make contributions. Students and/or faculty groups **are not permitted to solicit gifts unless advance authorization has been obtained from the Institutional Advancement Office through the Director of Annual Giving, Walsh Hall 198, ext. 2457.** In the absence of the Director of Annual Giving, requests should be made to the Vice President of Institutional Advancement, Walsh Hall 193, ext. 2477.

On-Campus:

All on-campus solicitation of gifts for approved projects is coordinated through the Director of Annual Giving, Walsh Hall 198, ext. 2457. On-campus solicitation for non-University projects is cleared through the organization or office representing the constituent group: students, permission in writing from the Vice President for Student Development or designated staff; faculty, permission in writing from the faculty with requests made through the Vice President of Academic Affairs; other College personnel, permission in writing from the respective Vice President.

Student Agreement Form for National and International Travel

CSM has a set of basic, minimal requirements for students accepted for CSM-sponsored travel that involves an overnight stay. Trip facilitators may add their own additional expectations. The form and guidelines are to be used by CSM faculty or staff who sponsor any trip including students and requires transportation and overnight stays. To access the form and guidelines, please [click here](#).

Student Complaint Process

If a student has concerns related to classroom situations or non-classroom actions, she should contact the faculty or staff member(s) with whom she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. If the student's complaint is not

resolved through this action, she should contact the supervisor, department chair or division head or the Director of Human Resources. For some types of complaints (Academic decisions, Sexual Harassment, etc.), CSM has established complaint procedures. In those cases, the procedures found in those policies will be followed. For other general or unresolved complaints, students will take their complaint to the respective contacts below.

College of Saint Mary seeks to resolve all student concerns in a timely and effective manner. To that end, the following contact information is available to current and prospective students for resolving their complaints.

Academic Actions or Decisions: (399-2693)

The appeals process is also found in the Undergraduate or Graduate Academic Catalogue (Academic Regulations and Information, Academic Appeals)

Student Development: Vice President for Student Development (399-2422)

Academic Records: Registrar (399-2442)

Enrollment/Admissions: Vice President for Enrollment Services (399-2355)

Financial Aid: Director of Financial Aid (399-2362)

Business Matters: Vice President for Financial Services (399-2483)

Resident Life: Director of Resident Life (399-2483)

Student Accounts: Express Center (399-2429)

Athletics: Athletic Director (399-2451)

Human Resources: Director of Human Resources (399-2430)

Sexual Harassment/Sexual Assault: (399-2430 or Title IX@csm.edu)

The university encourages students to work through internal university processes for resolution of complaints. If a student believes that the university's procedures have not adequately addressed concerns identified, students may file a complaint through the Nebraska Department of Education at

<http://www.education.ne.gov/PPCS/PDF%20Folders/PDF%20Documents/PPCS%20Forms/Complaint-form.pdf>

The University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools. Instructions for filing a complaint in regard to academics at CSM can be found [here](#).

Student Organizational/Team Fundraising Policy

All student organization fundraising efforts must be approved by the Office of Student Leadership & Organizations, and all CSM sponsored athletic fundraising must be approved by the Athletics Director.

(Some fundraising events are subject to approval from the Office of Institutional Advancement. If this applies to your event, you will be notified by the Office of Student Leadership & Organizations, after submitting your form. The Office of Student Leadership & Organizations will provide guidance in getting Institutional Advancement approval.)

1. How to receive approval
 - a. Your organization/team will need to fill out a Fundraising Approval form.

- b. This form may be obtained under the Student Leadership & Organizations tab on MyCSM.
 - c. Forms must be submitted to the Director at least one month prior to the event.
 - d. Incomplete forms will not be accepted.
 - e. If you or your group is unsure if your event requires approval, please email or schedule a meeting with the Director of Student Leadership & Organizations.
2. Fundraising and Solicitation
- a. This fundraising policy includes forms of soliciting. For example, if you plan to ask area agencies for donations, you will need to get approval from the office.
 - b. Soliciting donations from staff and faculty is allowed. HOWEVER, groups or individuals are not allowed to go into staff/ faculty offices uninvited to ask for donations.
 - c. Your plan for soliciting must be indicated on the form and subsequently approved by the office.
 - d. If you plan to do any soliciting off campus, for either in-kind or monetary donations, your fundraising event will be REQUIRED to get the approval of Institutional Advancement.
3. Revenue
- a. All funds raised and donations received must be accounted for and reported to the Student Leadership & Organizations Office or Athletic Director within 10 days of the event's conclusion. The information will be shared, if including gifts from off campus, with Institutional Advancement.
 - b. The Student Leadership & Organizations office recommends that student organizations open a club account prior to embarking on a fundraiser. For more information on club accounts, please contact the Controller, Bridgette Renbarger.

Student Parking/Vehicle Policy

On-campus parking is available to CSM students at no cost. All student cars are to be properly licensed as well as registered through the Information Center, and a CSM sticker must be displayed on the car when it is parked on campus. While parked on campus, students should keep vehicles locked and not leave any personal property or valuables in plain sight. Resident students may only maintain one vehicle on campus. The University assumes no risk from damage to any vehicle that occurs on campus.

No parking areas: No vehicle shall be parked in any unauthorized area which includes, but is not limited to: crosswalks, blue handicapped parking stalls or the areas to the left and right of these stalls marked in yellow lines, red fire lanes, or any space marked 'No Parking'; nor shall any unauthorized vehicle be parked in a space marked with a sign for a particular individual.

Vacation periods: Only residential students may leave their vehicles on campus during vacation periods, and to do so, residents must notify the Director of Residence Life. Vehicles that remain on campus during vacation periods must be parked in a designated area, in order to facilitate snow removal and parking lot repairs, etc.

Inoperable vehicles: Vehicles which have been damaged, have a flat tire, or are not in running condition must adhere to parking regulations and must be removed from the campus within six (6)

days, or as instructed in writing by Security. Report inoperable vehicles immediately to Security Office at 402-670-8848.

Continual violations may result in towing.

Tobacco-Free Campus Policy

As a women's University, College of Saint Mary has a special responsibility to lead efforts in recognizing and addressing smoking as a significant issue affecting women's health. CSM also has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning/maintenance costs, and costs associated with student and employee absenteeism, health care, and medical insurance.

Consequently, **SMOKING IS PROHIBITED IN ALL CAMPUS BUILDINGS AND ANYWHERE ON CAMPUS PROPERTY.** College of Saint Mary will pursue avenues to provide free, accessible tobacco cessation treatment on campus—and will publicize the availability of such resources. College of Saint Mary asks its faculty, staff and student leaders to become advocates for the above policy to ensure a safe and healthy environment for all who study, work, or visit the campus.

Tornado Warning Plan

A Tornado Warning means that a tornado has been sighted or indicated by weather radar in the general area. **Action taken in case of TORNADO WARNING AT CSM:** When the alert is given (typically a siren or by CSM Text Alert) everyone will leave the area they are in and go directly to their designated area of shelter. Do not go outside! Listen to the Weather Radio for updates, which can be found in every designated shelter area on campus. Once the National Weather Service allows the warning to expire, you are free to leave your designated area of shelter. Be sure that you are alert and looking in your immediate area for debris, glass, or downed power lines.

Designated Shelter Areas

- Hill-Macaluso Hall -Evacuate to the ground floor and/or CSM tunnel system
- Walsh Hall-Evacuate to the ground floor north hallway and/or CSM tunnel system
- Hixson-Lied Commons-if safe to do so, evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system. If it is not safe, remain in the HLC and go into the women's or men's restroom. Stay away from windows!
- Madonna Hall-Evacuate to CSM tunnel system
- Lied Fitness Center-Evacuate to the lowest level hallway. Use both the restrooms and locker rooms as needed.
- Mercy Hall- if safe to do so evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system or remain in the ground floor. If it is not safe remain in Mercy Hall and evacuate to the basement landing which is located on the north side of the building. Stay away from windows!
- Lozier Hall-Evacuate to CSM tunnel system or ground floor hallway. Stay out of the rooms on the East side of the hallway.
- Spellman Child Development Center-evacuate to the kitchen, teachers bathrooms, breast feeding room, and staff LRC Room based on classroom

Weather Radio Locations

- Hill-Macaluso Hall -Ground floor near break room and or tunnel
- Walsh Hall-Tunnel near the storage rooms
- Hixson-Lied Commons-Library staff lunch room, and Achievement Center
- Lozier Tower-Ground Floor, McAuley, near computer center
- Madonna Hall-Tunnel
- Lied Fitness Center-Ground floor near coaches locker room
- Mercy Hall-Basement landing in north stairwell, mounted to the step
- Spellman Child Development Center-kitchen storage area

If you are in a structure off of Campus:

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest level of a building.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If you are outside without shelter:

- Lie flat in a nearby ditch or depression and cover your head with your hands. Do not get under an overpass or bridge because these structures can intensify the wind.
- Never try to outrun a tornado in a car or truck if you are in urban or congested areas. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes the most fatalities and injuries.

Wireless Communication Policy

This policy prohibits access to College of Saint Mary (CSM) networks via unsecured wireless communication mechanisms. Only wireless systems that meet the criteria of this policy are approved for connectivity to College of Saint Mary's networks.

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, PDAs, etc.) connected to any of College of Saint Mary's internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to College of Saint Mary's networks do not fall under the purview of this policy.

All wireless Access Points / Base Stations connected to all internal networks must be approved by the Vice President of Institutional Technology. These Access Points / Base Stations are subject to periodic penetration tests and audits. All wireless LAN access must use CSM-approved vendor products and security configurations. All computers with wireless LAN devices must utilize a CSM-approved encryption configured to route all unauthenticated and unencrypted traffic to a separate logical network from our production network. To comply with this policy, all implementations must support and

employ strong user authentication which checks against an external database such as RADIUS, Active Directory (Windows Internet Authentication Service) or something similar. Furthermore, each user is required to use the user account that has been assigned him or her. Under no circumstances shall generic logons be allowed to gain access to the network through wireless means.

The SSID(s) shall be configured so that it does not contain any identifying information about the organization, such as the company name, division title, employee name, or product identifier.

Any student found to have violated this policy may be subject to disciplinary action, up to and including expulsion. Any employee found to have violated this policy may be subject to disciplinary actions up to and including termination.

Dining Hall Rules and Regulations for 2014/2015 School Year

1. You must have your ID card to enter the Dining Room. If you lost your ID you will have to get another one before being allowed to eat in the dining hall. New ID cards can be purchased at the Information Center.
2. To-Go containers will be provided for a meal eaten outside of the Dining Room. To-Go containers can be purchased from the Campus Store. You will be provided a clean To-Go containers when you return a rinsed container. Please do not write your name on the container. Returned damaged containers will not be allowed. No to-go cups will be given out unless you have a To-Go Container. If you eat in the dining hall, you will not be given a to-go cup for a beverage after you have eaten.
3. If you need to pick up a meal for another student, you must have their ID and a To-Go container.
4. Please provide 24 hours notice for sack lunches. Your ID card will be needed to pick up the sack lunch. ***The sack lunch will include a sandwich, chips, piece of fruit, a granola bar and a bottle of water.***
5. The meals are all you can eat, please take only what you know you can eat, to try to prevent waste, you can always go up for seconds
6. Remember this is your dining hall, so please help us by keeping the area where you sit clean to make it enjoyable for everyone eating in the dining hall.



Student Agreement Form for National and International Travel

This form provides a set of basic, minimal requirements for students accepted for CSM-sponsored travel that involves an overnight stay. Trip facilitators are free to add their own additional expectations.

Regarding the language about consumption of alcohol: This form allows the trip facilitator to determine prior to the trip that there are circumstances congruent with the trip's educational purposes for students 21 or older to consume alcohol (such as at a winery in a country where wine is a major part of the culture and economy, or at a networking dinner at an academic conference). Trip facilitators are also free to state in the form that there are no circumstances congruent with the educational purposes of the trip where alcohol may be consumed.

Regarding the language about health insurance, all CSM students are required to have health insurance. It is possible to purchase affordable health insurance for short periods of international and national travel. For national and international travel, students will provide proof of health insurance that covers them while traveling and will indicate that they are responsible for their health care costs (if any) incurred during the trip.

Short-term international and national medical insurance coverage can be obtained through the following websites:

(for coverage outside of the United States)

www.globalunderwriters.com

<http://www.culturalinsurance.com/>

http://www.hthtravelinsurance.com/students_plans.cfm

(for coverage within the United States)

www.temporaryinsurance.com

<http://www.medhealthinsurance.com/temporary.htm>

College of Saint Mary
Student Agreement Form for National and International Travel

This Agreement is signed and given by the undersigned to the appropriate Vice President at College of Saint Mary in consideration for the opportunity to participate in CSM-sponsored travel that involves at least one overnight stay.

Participation in this trip is considered to be both an honor and a responsibility. I understand that I am representing College of Saint Mary and my behavior during this experience is a direct reflection upon the College. I will attend and actively contribute to all parts of this experience, including participating in all pre-trip and post-trip meetings.

I will act responsibly and professionally during scheduled and free time. I understand that the College of Saint Mary Student Handbook and Code of Conduct are in full effect during the entire trip. I will obey all state and U.S laws, laws of the countries I am visiting, as well as College policies and regulations. If I am under the age of 21, I agree that I will not consume alcohol. If 21 or older, I will not provide alcohol to minors. If I am 21 or older and choose to consume alcohol, I will do so only under circumstances congruent with the educational purposes of the trip as determined by the Facilitator(s) prior to the trip. I will be subject to College discipline if my behavior generates disorder, creates disturbance, damages property, or presents a danger to myself or others.

I understand that the Facilitator(s) have the authority to send me home at my own expense for violating this agreement, state laws, or the laws of the United States. I respect the authority and responsibility of the Facilitator(s) and will abide by their decisions.

National and International Travel sponsored by College of Saint Mary ends on the last scheduled day of the trip—upon return to the final destination stated in the itinerary. I will return with my group unless prior arrangements have been made and approved by the College. College of Saint Mary is not responsible for any student electing to remain at a site, or travel to another destination after the trip.

Safety is a primary concern. I will promote a safe environment and understand that some aspects of the trip may be changed or canceled to address safety.

In order to promote communication among group members, I agree to limit cell phone, computer, and other electronics use to emergencies and to free time. I will turn my cell phone off during presentations and other scheduled time.

Health Insurance Section:

(To be completed prior to departure:)

Name of insurance company:

Policy number:

I understand that I am responsible for meeting the deductible on my insurance.

I understand that my \$ _____ deposit for the trip is nonrefundable, even if I am unable to go on the trip as planned. I understand that I owe \$ _____ towards the cost of the trip, which I will pay in full by _____.

The Facilitator(s) of this trip may add additional expectations here:

By signing below I register my agreement with the statements listed on this document.

Printed Name (Student)

Signature (Student)

Date

Printed Name of Parent/Guardian (if the student is a dependent or if student is under age 19)

Signature of Parent/Guardian (if the student is a dependent or if student is under age 19)

Date

College of Saint Mary Release of All Claims

For and in consideration of being allowed to participate in the

_____ (specify activity)

by the College of Saint Mary, I release the College of Saint Mary, its faculty and staff, and its administration from all claims, demands, damages, actions, and causes of action on account of damage to property, bodily injuries, or death resulting or to result from

_____ (specify activity)

occurring on _____ (date, time location)
by reason of _____

_____(describe risks involved).

The undersigned student further authorizes CSM and its agents to provide emergency medical care should it be necessary.

It is understood and agreed by the parties to this release that this instrument is a full and final release of all claims of every nature and kind whatsoever, and that this instrument releases claims that are known and unknown, suspected and unsuspected as a result of the activity described above.

I further state that I have carefully read the foregoing release and know its contents and sign the same as my own free act.

Signature of Student

Date

Signature of Parent/Guardian
(if student is under age 19)

Date

Signature of College Official

Date

College of Saint Mary Emergency Contact Information Form

EMERGENCY CONTACT INFORMATION FOR:

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____

In the event of an emergency during the Travel Seminar, please attempt to contact these persons in the order listed:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Relationship: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Relationship: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Relationship: _____