Introduction

The Guide to Student Life is a resource for Claremont McKenna College students. The Guide contains information about residential life at CMC, programs and services offered at the College, and ways to get involved in the life of the school. It includes the policies that govern campus life at CMC. A detailed explanation of the College’s discipline procedures is available in a separate publication, the Discipline Procedures Guide, which is available on the CMC website or in booklet form from the Dean of Students Office, Heggblade Center. Also in this guide you will find the Academic Calendar, other important dates, and important phone numbers. For information on academic regulations, see the CMC catalog and the Statement of Academic Policy.

Students should familiarize themselves with the information contained in the Guide, especially the regulations and policies governing life at CMC, and should retain it for reference throughout the academic year.

Table of Contents

President’s Letter ........................................................................................................... 3
Student Affairs Letter .................................................................................................. 4
Campus Life .................................................................................................................. 5
  Dean of Students Office ......................................................................................... 5
  Residential Life ....................................................................................................... 6
  Student Activities .................................................................................................... 7
Student Services .......................................................................................................... 12
  Campus Dining ........................................................................................................ 12
  Campus Safety .......................................................................................................... 13
  Career Services ........................................................................................................ 14
  Cultural Resources .................................................................................................. 15
  Emett Student Center ............................................................................................. 17
  Facilities and Campus Services ............................................................................. 17
  Financial Aid ............................................................................................................ 17
  Health and Wellness ............................................................................................... 18
  Notary Public ............................................................................................................ 19
Nonacademic Policies .................................................................................................. 21
  Basic Rule of Conduct ............................................................................................ 21
  Residence Hall and Apartment Policies ................................................................. 24
  General Policies ....................................................................................................... 31
Emergency Procedures ............................................................................................... 49
Important Dates ........................................................................................................... 51
Important Phone Numbers ........................................................................................ 52
Index ............................................................................................................................ 53
President’s Letter

Office of the President
August 2014

Welcome to Claremont McKenna College

You are here to make a difference, and we are here to make a difference for and with you.

Through all of the tough AP classes, the endless standardized tests, the application essays, the athletic contests, musical performances, club and service activities, and the stressful family conversations about your future, you have persevered. And we are thrilled you are here at CMC.

You are now part of what we believe to be the most impressive group of college students anywhere in the world, not only because of your stunning academic achievements but also because of the dynamic social qualities you bring to your commitments. Be sure to thank those special people—parents, siblings, friends, teachers, coaches, mentors—who have made incalculable investments in you and your future.

This is a place of endless opportunity—to study and learn whatever you want, to create, share, and sharpen your ideas with peers, professors, alumni, and successful leaders in myriad fields, to develop lifelong friendships, to play and compete while working hard, and to develop the special capacities that will sustain you for full and productive lives and roles of leadership in your professional pursuits.

This freedom also carries for each of you increasing levels of responsibility to take care of yourself and your classmates, to lend a hand in class or in life, always to place safety in front of your freedom, to be true to your ethical commitments, and to put others first.

If you commit yourself fully to the liberal arts enterprise, you will receive the most cherished education in the world. Through our world-class faculty, we will help you think critically and creatively. We will help you collaborate and communicate well. We will help you find comfort outside your comfort zone so that you are prepared to meet the unknown challenges of your lifetime. And we will help you build an ethical character dedicated to doing what’s right—to doing good while doing well. In sum, we will put your liberal arts education into action by helping you support and lead others.

We are here to support you in all of your endeavors at CMC and beyond. Thank you for the opportunity to serve.

Very truly yours,

Hiram Chodosh
President
Welcome to Student Affairs

“Student Affairs” is a group of professional staff members at CMC composed of: the Dean of Students Office, the Career Services Center, the Marian Miner Cook Athenaeum, and International Place. These groups deliver the day-to-day services that CMC students need to be productive and successful. They also maintain relationships with other services which are shared among the Claremont Colleges, like the Health Center, the Monsour Counseling and Psychological Services Center, the Chaplains, and the Cultural Centers. You’ll find more information about these services in this Guide to Student Life. Please take some time to review the information in this book because it will be a great resource to you, and it contains policies about your personal conduct for which you are responsible.

In addition to supporting our students through the academic mission of the College and keeping things running smoothly, the Student Affairs team wants you to have enjoyable and safe experiences, where you will make lifelong friends and become a better person because of your time at the College.

When you see the the people in this Guide on campus, I hope you will introduce yourself to them, and find out more about what they do.

Sincerely,

Jefferson Huang
Vice President for Student Affairs, Admission, and Financial Aid

Julia Easley
Assistant Director of Student Administration
Campus Life

Dean of Students Office

The Dean of Students Office includes the offices of the Dean of Students, New Student Programs and Orientation, Student Activities, Residential Life, Center for Civic Engagement, Recreational Activities, and Student Discipline. It is located in Heggblade Center, which also houses the Career Services Center and the Center for Global Education. Students are encouraged to direct any questions or concerns about campus life at Claremont McKenna to the attention of the Dean of Students Office staff or the Resident Assistants.

Mary Spellman
Assistant Vice President and Dean of Students

Kristin Weyman
Associate Dean of Students and Dean of First Year and Sophomore Students

Eric Vos
Assistant Dean of Students and Director of Residential Life

Devon Maclver
Assistant Dean of Students and Director of Student Activities

Amy Bibbens
Assistant Dean of Students and Director, Center for Civic Engagement

Adam Pruett
Assistant Dean of Students and Director of Recreational Sports

Kari Rood
Assistant Director of Student Activities

Bárbara Guerra-Torres
Assistant Director of Residential Life

Cynthia Keller
Assistant to the Dean of Students

Lyn Hughes
Administrative Assistant

Lisa Kusayanagi
Administrative Assistant

Carlee Iverson
Receptionist
Residential Life

Living in the Residence Halls

CMC is a fully residential college and strives to offer campus housing to all students who request it. The College does not guarantee campus housing beyond a student’s first year, but typically provides housing to students for all four years. Living on campus in the residence halls is a privilege.

Living in the Apartments

The CMC Student Apartments provide housing for 146 upperclass students. The Student Apartments offer students an alternative to residence hall living. Apartments have four bedrooms, two bathrooms, and are furnished. There are also 6 studio apartments for one or two students. Other amenities include dishwashers, full-sized refrigerators, range/oven, central air conditioning, private entrances, parking, barbecues, a basketball court, and laundry facilities. The apartments are on campus and all CMC rules and regulations apply to students living in the apartments. Students must apply to live in the apartments. Selection is based on class standing and disciplinary records. Apartment costs can be found at cmc.edu/studentacts/tuition/.

Living Off Campus

The College sets a maximum number of students who are allowed to live off campus each year. Students wishing to live off campus must go through the Room Draw process and choose the off-campus option at that time. There is a fee of $100 per semester for living off campus. Students who decide that they want to live off campus after they have already selected on-campus housing must petition the Assistant Dean of Students/Director of Residential Life in writing. If permission is granted, the penalty for the late decision will be $100. Note that students already living off campus must still go through the Room Draw process to reselect that option for the following year. They will not be automatically placed on the off-campus list. Once the maximum number of off-campus students has been reached, no additional students will be permitted to live off campus.
Resident Assistants (RAs)

Resident Assistants are student members of the College staff supervised by the Assistant Dean/Director of Residential Life. A Resident Assistant is assigned to each residence hall and the student apartments. The responsibilities of Resident Assistants include advising students, resolving conflicts in the building, assisting residents in resolving maintenance and damage issues, building healthy communities, and enforcing all College policies. All RAs are on duty Sunday evening through Thursday evening; Thursday evening through Sunday evening duty is rotated among the RAs. Resident Assistants are available to help students with problems they encounter in residential life, and adjusting to the College. RAs also refer students to other resources for help when appropriate.

Residence Hall License Agreement

Upon enrollment at the College, a student must sign a Residence Hall License Agreement. Unless changed or terminated by the Dean of Students Office, the license agreement will be binding for the entire time the student is enrolled at CMC. No room changes will be allowed without the approval of the Director of Residential Life. The College reserves the right to change or terminate any room assignment by written notice if a student fails to comply with all of the stipulations in the Residence Hall License Agreement, with the rules and procedures listed in this guide, and with the Basic Rule of Conduct.

Housing Costs

Room rates for the 2014–2015 academic year can be found at cmc.edu/studentaccts/tuition/. If a student withdraws from the College during the academic year and a new resident is assigned to the vacancy, the housing fee will be prorated. Normally if there is no new occupant for the room being vacated, no refund will be made. All newly-admitted students pay a $200 residence hall security deposit.

Resident Technology Assistants (RTAs)

Resident Technology Assistants are student members of the College’s staff, operating under the direction of the Assistant Director of Student Technology Services. The College retains RTAs for each residence hall and the apartments, as well as one lead. RTA responsibilities include providing service—network connections, troubleshooting, etc.—for student computers, helping students navigate the computing world at the College, enforcing College computing policies, and acting as liaisons between the student body and Information Technology Services. For a list of current RTAs, refer to cmc.edu/its/sts/stat/rtas/.

Student Activities

The Student Activities staff is committed to helping students make the most of their education outside the classroom through active participation and investment in the many opportunities that exist at Claremont McKenna College.

The Student Activities staff advises, mentors, trains, supports, and challenges the students, clubs, organizations, and teams at Claremont McKenna College. We seek to act as a resource for students to develop as leaders, and to provide a robust campus life that is fun and engaging for all students. Through intentional partnerships with community members, we empower students to create dynamic programming that enhances the co-curricular experience and actively contributes to the campus community.

As a resource for students, we are here to help you enrich your campus experience through involvement with co-curricular opportunities. If you are interested in joining an organization, need help planning an event, have ideas for an off-campus excursion, or just want to be more involved, we invite you to connect with us! Stop by Heggblade Center or contact us through our email studentactivities@cmc.edu or for more information about how to plan for, register, and promote your events, visit the Student Activities website at www.cmc.edu/dos/sao.

In the following sections we have provided some information about ways to get involved on campus, as well as useful information to know as you make your transition into college life here at CMC.
Associated Students of Claremont McKenna College (ASCMC)

ASCMC, Inc. is the official student government of the Claremont McKenna college student body. Its mission is to serve, represent, and lead the students of CMC. Registered as a nonprofit corporation with the State of California, ASCMC is run by a Board of Directors led by the President, with the aid of the Vice President. Other elected members of the Board include the Social Affairs Council Chairperson, Dormitory Affairs Council Chairperson, Student Life Council Chairperson, Clubs and Organizations Chairperson, and Class Presidents. Appointed positions on the Board of Directors include the Chief Financial Officer, Senate President Pro-Tempore, Executive Secretary and Presidential Advisors. With the exception of President Pro-Tempore, the terms for the Board of Directors run from spring break to spring break, with elections usually two weeks before the transition.

ASCMC Student Senate is headed by the Vice President. The senate is the legislative branch and serves as a complementary balance to the Board of Directors.

Two senators are elected by each dormitory at the beginning of each semester to act as liaison between members of the dormitory and the Corporation. Additionally, any student can become a Senator after attending three consecutive Senate meetings. There are several standing committees maintained by Senate.

Social Affairs Council (SAC) is an event-planning body that plays an integral role in developing and fostering CMC's on-campus social life. The Council assists the Chair in organizing events, which are usually open to all five colleges.

Dormitory Affairs Council (DAC) focuses on dormitory activities and events. The council is composed of the Dormitory Presidents and is overseen by the Dormitory Affairs Chair. The DAC often collaborates with SAC in hosting events.

Student Life Council (SLC) is responsible for coordinating and promoting on- and off-campus events and activities at which there is no alcohol. Overseen by the Chair, the council serves as an advisory group to the Chair and assists with planning and executing events. The Council is composed of two board members from SAC, DAC and Student Senate, as well as any other associate members appointed by the Council.

ASCMC is always searching for students interested in participating in the governance of the student body. Students interested in elected offices, appointed positions, or volunteer roles are encouraged to contact any ASCMC official.

For more information, please visit ascmc.org or email ascmc@cmc.edu.

College Programming Board (CPB)

CPB is a student-run organization charged with the creation, organization, and implementation of inclusive programming for the students of Claremont McKenna College. Working in close collaboration with the Student Activities Staff, CPB provides a multitude of programs on nights and weekends for students to enjoy. Past CPB events have included weekly Friday night movies, anti-stress activities during finals, and off-campus excursions to Disneyland, the LACMA, and other iconic Los Angeles destinations.

We value your input and involvement with helping to shape programs that will ignite interest and participation from our peers. To contact the board with event ideas or suggestions, or to learn more about becoming a member, please email cpb@cmc.edu.

Clubs and Organizations

There are over 40 different clubs and organizations you can join at CMC that cater to a variety of interests, cultures, and activities. If you are interested in learning about more of what we have to offer here on campus, attend the Club Fair hosted at the beginning of each semester to meet with group representatives and to learn more about how to become a member. For a current list of CMC-specific organizations, check out our website www.cmc.edu/dos/sao.

Beyond the CMC-specific clubs, The Claremont Colleges have a number of 5C organizations. The members of these groups include students from Pomona, Pitzer, Claremont McKenna, Scripps, and Harvey Mudd. All events and programs hosted through these groups cater to students across the 5Cs. All 5C organizations are recognized through the Associated Students of Pomona College. A list of these
organizations can be found on CollegiateLink through the CMC Portal. If you are interested in joining one of these organizations, attend the 5C Club Fair at the beginning of each semester to meet with group representatives and to learn more about becoming a member.

If you find that the current list of clubs does not match your interests, we encourage you to create your own organization! Through a basic application process, we will help you to get your new group up and running with the help of the ASCMC Campus Organizations Chair. More information can be found at ascmc.org.

Know what is happening on campus!

Look out for these forms of advertisement to know what is going on around campus:

- **Digital Signage**
  These digital screens are located in Collins Dining Hall, the Dean of Students Office, and at other various places around campus. Student groups use these boards to publicize their events and meetings.
- **Posters**
- **Bulletin Boards**
- **Inform Lists**
- **DOS/SA/ASCMC Calendar**
- **www.facebook.com/cmcstudentactivities**

Getting around Claremont!

**Transportation**

**Bike Shop:** Biking is an excellent “green” option for getting around town. At the Bike Shop, located in the basement of Wohlford Hall, student staff will loan out bikes, diagnose problems, and make simple repairs. Bicycles left after the end of the school year will be recycled. Visit [www.cmc.edu/dos/bikeshop.php](http://www.cmc.edu/dos/bikeshop.php) or email bikeshop@cmc.edu for more information.

**Bus to Montclair Plaza/Target:** This resource is provided compliments of International Place. See the Bus Guide at [http://iplace.claremont.edu/localresources/](http://iplace.claremont.edu/localresources/).

**Claremont Dial-a-Ride** is a public transportation service that operates within the boundaries of Claremont. Go to [http://www.ci.claremont.ca.us/ps.municipalservices.cfm?ID=1760](http://www.ci.claremont.ca.us/ps.municipalservices.cfm?ID=1760) for more information.

**Yellow Cab:** If you require cab service somewhere, here is information for a local cab company: [www.yellowcab.com](http://www.yellowcab.com).

**Metrolink** is Southern California’s Commuter Train Service. There is a Metrolink station in Claremont on First Street, close to the Village. For more information on Metrolink, go to [www.metrolinktrains.com](http://www.metrolinktrains.com).

**Zipcar** is a service that rents cars to students 18 or over with good driving records. Zipcars, which are located at Pomona and Pitzer, allow students to have short-term use of a car for shopping, medical appointments, or other personal errands. For more information about membership eligibility, or to sign up:

1. Go to [www.zipcar.com/universities](http://www.zipcar.com/universities)
2. Under “is zipcar already at your campus?” type in “Claremont McKenna College”
3. Under “I am a Claremont McKenna College student”, click “join now”
4. Create your profile
Center for Civic Engagement

The Center for Civic Engagement seeks to engage CMC students with the community at large through a variety of events and programs focused on service, citizenship, and sustainability. The CCE serves as a resource center for both individual students and organizations interested in service opportunities, and provides support for student involvement. In addition to planning campus-wide service opportunities, the CCE develops the service-based Alternative Spring Break and WOA! trips.

Additionally, the CCE encourages sustainability practices in students’ everyday lives working with student organizations focused on these issues. The CCE also encourages an active role in the political process on a local and national level and supports the development of civic responsibility.

Staff consists of Amy Bibbens, Director. Visit the CCE on the first floor of Heggblade Center or at www.cmc.edu/civicengagement. To contact CCE, please call (909) 607-8107.

Athletics

The Claremont Colleges offer some of the best athletics facilities in the area. CMC’s recreational facilities are available for general student use and are scheduled around intercollegiate and PE activities. The football field and track are located in the southeast corner of campus, near the student apartments. CMC also has excellent baseball, softball, and soccer fields. The Bisantz Family Tennis Center with 12 lit courts is located at the corner of Sixth Street and Brooks Avenue. The weight room is equipped with pin-select, plate-loaded machines and free weights for recreational and athletics use. The fitness center has cardiovascular and a pin-select weight-lifting circuit from Life Fitness and is available for general use. The Axelrood pool is available for fitness and competition activities and is available for general lap swimming daily at lunch. The Scripps College pool is available for general recreation. All pools have posted hours that vary by season.

During the construction of Roberts Pavilion (until summer 2016) students will find the cardio-fitness room in Frazee, adjacent to the Hub (ID card access), and the weight room in the “Sprung” structure just west of the soccer field. Sports Medicine and Equipment management are located to the west of Parents Field in the modular units and the CMS Coaching faculty are in Modular Units D, F, & C (business office). Linde Activity Center at Harvey Mudd College will be the full time home for CMS Volleyball (practice and competitions). CMS Basketball teams will practice in Linde and compete in the Rains Center at Pomona College. Scheduling for practices and competitions will be posted so students can find “gym time” until the opening of Roberts Pavilion.

Campus Recreation

CMS Recreation is housed in the Dean of Students Office and is part of the Department of Physical Education and Athletics. It provides extensive access to a broad range of recreational activities and services for students, faculty, and staff of Claremont McKenna, Harvey Mudd, and Scripps Colleges. The department offers programming that encompasses the competitive, passive, social, cultural, and instructional aspects of recreational activity. Such activities include intramural sports activities, club sports program assistance, open recreational activities, and recreational special events. Check us out on Facebook at www.facebook.com/CMSRecreation.

CMS Intramural Sports

CMS Intramural Sports programs connect students to the campus community and each other by creating memories through diverse sporting and recreational events that promote fair play, sportsmanship, relationships, and lifelong activity in a safe environment. Intramural Sports offer more than 30 leagues, tournaments, meets, and special events with more than 1000 participants each year. To help provide a better overview of the program, consider the following facts:
Participants can register an entire team or sign up as a free-agent for league events.

Most leagues are divided up into a variety of divisions and classifications. Divisions allow for competition against a particular group (e.g., Residence Halls) and classifications allow for competition at different skill levels (e.g., Competitive or Recreational).

Most league and tournament events are officiated.

The Intramural Sports Program employs more than 30 student employees each year in positions such as officials, general managers, site supervisors, and program coordinators.

**Club Sports**

Campus Recreation also assists club sports teams with administrative needs including travel procedures, accounting, and scheduling facilities for practice and competition between the Colleges. To be eligible to use a Claremont Colleges facility or receive funding assistance from the associated student governments, a club sports team must register with CMS Recreation. Currently, there are 12 club sports teams at The Claremont Colleges. To help provide a better overview of the program, consider the following facts:

- A majority of clubs practice two to three times per week and compete each weekend while in season.
- A majority of clubs practice and compete on campus utilizing department resources; however, a few clubs do practice and compete utilizing off-campus facilities.
- A majority of clubs compete in regional and national tournaments each year involving travel to locations from the West Coast to the East Coast and many points in between.
- A majority of clubs charge participant dues ranging from $50 to $250 per semester.
- Several clubs have a coach or instructor to assist with proper training, organizing practices, and coaching during competitions.
Marian Miner Cook Athenaeum

The Marian Miner Cook Athenaeum provides a gathering place for students, faculty, staff, and distinguished guests. The Athenaeum hosts nationally prominent speakers—scholars, authors, musicians, poets—who join students, faculty, and staff for dinner and programs every Monday through Thursday during the semester. The building houses three sitting rooms/lounges, each with an adjoining dining room. The Athenaeum Director handles the scheduling of the distinguished guest speaker program, with input and assistance from the Student Fellows. The Athenaeum Advisory Committee, composed of students, faculty, and administrators, meets regularly to discuss programming and set policies and procedures. Other scheduling (i.e., professor/class gatherings) is handled by Athenaeum Manager David Edwards, who oversees the daily operation of the facility, including food service. Students interested in part-time employment at the Athenaeum should contact him. The Athenaeum is occasionally used for official College functions and also sponsors afternoon tea daily from 3:00 to 4:30 p.m.

Student Services

Campus Dining

Collins Hall

Collins Hall is the College’s dining hall. Three meals are served daily, Monday through Friday, and a brunch and dinner are served on weekends. The College plan allows students to dine at any of the dining facilities on the other Claremont College campuses as well (some restrictions may apply).

In addition to the regular dining schedule, Collins will frequently provide food and equipment for student groups who wish to have special events outside of the dining hall with a specified deposit (refundable).

Collins Dining Hall has three private dining rooms available for use during meal hours. The rooms may be reserved in advance through the office manager [Peggy Camarata at (909) 607-2883] by groups who wish to meet during meal hours. Comments about the food service and dining facilities should be directed to the Food Service Committee. The committee is composed of students and administrators who meet to discuss food service at CMC. Students are appointed to the committee by nomination of the ASCMC Senate and the Office of the Dean of Students.

The Hub Grill and Store

The Hub Grill offers paninis, burgers, sandwiches, and smoothies that are made to order, as well as an extensive selection of “grab and go” salads, wraps, and healthy snacks. The Store provides a variety of sundries and snacks and the lounge offers students a place to relax, play pool, watch t.v. or catch up on homework. Alcoholic beverages are not permitted on the premises of the Hub unless written permission has been granted by the Dean of Students Office. Rafael Covarrubias is the Hub Supervisor and can be reached at (909) 607-7790.
Campus Safety

Campus Safety is located at 150 E. Eighth Street. Campus Safety personnel are on duty 24 hours a day year round to help provide safety and security for our students, faculty, and staff. Campus Safety may be reached by dialing (909) 607-2000 or extension 72000 from an on-campus phone.

Campus Safety is staffed by full-time and part-time employees, who are specifically trained and responsible for a full range of public safety services including: crime reports; apprehension and arrest of suspects; enforcement of all federal, state and local laws, as well as College policies and regulations; responding to suspicious activity/persons/calls, medical emergencies, fire emergencies, traffic accidents, and safety hazards; parking and traffic enforcement; escort services; and a host of related safety services.

The department has crime prevention staff available to help provide the community with comprehensive programs promoting the elimination and reduction of crime. However, it must be recognized that ultimately each individual is responsible for his/her own safety and security. In this regard, the following suggestions are highly recommended:

- Keep your dorm/residential/office door(s) locked and don’t prop exterior doors.
- Request escort service when traveling alone on campus at night.
- Participate in crime prevention programs.

All students, faculty, and staff must register their cars and motorcycles with Campus Safety every academic year. Vehicles can be registered at Campus Safety anytime. Temporary parking permits are required for visitors and are available at the Campus Safety Office.

Campus-wide Lost and Found is located in the Campus Safety Office.
Career Services

The Career Services Center (CSC) exists to help CMC students determine what they want to do during school and upon graduation. From interests and skills identification to assistance with internship opportunities, graduate school planning to full-time employment opportunities, the CSC is here to help CMC students figure out what they want to do and how to get there. Located on the second floor of Heggblade Center, the CSC provides:

- Individual career counseling by major
- Graduate & professional school information
- ClaremontConnect
  1. On-Campus Recruiting (full-time and internships)
  2. 7-C calendar of career-focused events
  3. Work study and non-work study postings
- Sponsored Internships
- Electronic Resources
  - InterviewStream (video mock interviewing program)
  - Going Global (international and domestic job search and country information database)
  - Vault (the preeminent research tool for job seekers)
  - Skype (off-site/distance interviews)
- Special event series
- Personality, skills, interest inventory assessments (Myers Briggs, Strong Interest Inventory)
- Career Library, computers, and a welcoming student lounge

Career Services Center Staff
(top left to right): Charlene Kile—Employer Relations Coordinator; Sandra Aguirre—Office Coordinator; Diana Seder—Director; Michelle Chamberlam—RDS Director of External Relations; Marisa Walter—Associate Director of External Relations; Anavely Rodriguez—Assistant Director, Event and Social Media Coordinator; (bottom left to right): Beth Saliba—Associate Director, Employer Relations Manager; Jason Jeffrey—Assistant Director, Sponsored Internships Coordinator
Cultural Resources

Chicano/Latino Student Affairs Center

The Chicano/Latino Student Affairs Center (CLSA) is an educational support service that addresses student needs through academic, social and cultural programs. CLSA seeks to build community through a variety of activities and events designed to bring students together on a five-college basis. Specifically, the New Student Retreat, Latino Heritage Month, Día de la Familia, monthly lunches, study breaks, movie series, guest lectures and César Chávez Commemoration Program help students to network and form bonds of friendship and support. Moreover, every new student is mentored through the CLSA Sponsor Program.

Programs are provided that enrich student cultural identity, promote social awareness and develop leadership roles in the college community. CLSA offers services and activities that celebrate the history, heritage and culture of Chicanos and Latinos.

The staff of CLSA includes María A. Torres, Dean of Students; Tony Jimenez, Assistant Dean of Students; and Ernestine Mendoza, Administrative Assistant. CLSA is located at 757 College Way, on the second floor of the Student Services Center. To contact CLSA please call (909) 621-8044 or visit us at www.cuc.claremont.edu/clsa.

International Place of The Claremont Colleges

International Place is a multicultural and international student center serving The Claremont Colleges. Students, faculty, staff, and members of the community work together to increase international understanding and friendship through a variety of programs and activities. International Place is located on the Claremont McKenna College campus and is open 9:00 a.m. – 5:00 p.m. Students are welcome to drop by to relax over coffee or tea in our lounge or to make appointments.

Programs for all students include a fall Banquet, a spring International Festival, study breaks, and other social and educational events and trips to sites throughout California. Services for international students include temporary home stays for new students, orientation programs, ongoing assistance, referrals to community and college resources, career and immigration workshops, international student advising, and academic support.

The Director is Donald Delgado. Visit I-Place at 390 E. Ninth Street or at iplace.claremont.edu. To contact I-Place please call (909) 607-4571.

Office of Black Student Affairs (OBSA)

The Office of Black Student Affairs supports and enhances the entire wellbeing of undergraduate and graduate students of African descent earning degrees at The Claremont Colleges. We collaborate with faculty, staff, administrators, and alumni to ensure a comprehensive consideration and creation of services that complement your stellar education with culturally significant scholarship, programming, and events. Since OBSA honors our communities’ collective and individual diversity, we explore a breadth of black life and culture in a wide range of opportunities. In addition to providing academic services and career advising, we offer individual and small group consulting and mentorship that advances your academic, professional, and personal excellence. Professional development and leadership training also stand as a centerpiece of Black Student Affair’s mission. Along with providing assistance and opportunities while earning your degrees, we aim to support the realization of your highest aspirations.
OBSA is committed to diversity, and our programs and services are open to all students of The Claremont Colleges. In addition to our open door, we sponsor numerous activities, including the New Student Retreat, Advanced Academic Excellence Coaching and Training, extensively trained Peer Leadership/Mentorship, MLK Jr Convocation, Black History Month programs, Faculty Fireside Chats, Artist in Residency, Voices poetry readings, and Black Graduation.

The staff of Black Student Affairs includes Anya Booker, Dean of Students, and Jon Gary, Academic Excellence Coordinator. The Office of Black Student Affairs is located at 139 E. Seventh Street and can be reached at (909) 607-3669 or visit the website at www.cuc.claremont.edu/obsa.

**McAlister Center for Religious Activities—Office of the Chaplains**

The Interfaith Office of the Chaplains guides and nurtures students in the explorations, observances, and questions of religious and spiritual life. The chaplains assist students in making contact with members of their own community of belief, coordinate and oversee a wide variety of worship services, activities, programs, interfaith events and pastoral counseling. Among the faiths participating at McAlister are the Buddhist, Catholic, Christian Science, Hindu, Jewish, Latter-Day Saints, Muslim, PAGAN, Protestant, Unitarian, Zen, and other communities. Social justice and service learning programs are organized by the Chaplains’ Community Service and Activities Coordinator.

At McAlister Center for Religious Activities, located adjacent to Honnold/Mudd Library, is a chapel, fireside lounge, library and the Chaplains’ offices.

Worship Services at McAlister Center are as follows:

- **Catholic Masses** - 9:15 a.m. & 4:30 p.m. Sundays: in Lounge
- **Jewish Services** - 5:30 p.m. Fridays followed by Shabbat Dinner
- **Protestant Services** - 11:15 a.m. Sundays: in Lounge
- **Jumu’ah Prayers** - 1:15 p.m. Fridays: in Chapel

**Queer Resource Center**

The Queer Resource Center (QRC) of The Claremont Colleges serves the seven campuses by providing resources, programming, and education for lesbian, gay, bisexual, transgender, queer, questioning, intersex, and allied students, faculty, and staff at the Claremont Colleges. The QRC hosts weekly discussion groups; boasts a growing multimedia library, with items available for check-out; is a great place to hang out, study and build community; and can provide links to local, state, and national queer, allied and related organizations. The QRC sponsors a variety of social, educational, and political events which are open to all students. The QRC is located at Pomona College in Walton Commons. If you want to work at the QRC, are interested in the Queer Questioning and Allied Mentor Program, or would just like more information, please call (909) 607-1817 or stop by the QRC.
Emett Student Center

Emett Student Center houses The Hub Grill and Store, McKenna Auditorium, ASCMC offices, The Hub Store, and International Place. The primary function of Emett Student Center is to provide a location where students, faculty, and staff can relax and escape the pressures of academic and campus life. Various forms of recreation are provided for student entertainment.

Facilities and Campus Services

Story House, located at the south side of Collins Hall, houses Facilities and Campus Services which includes housekeeping, grounds and maintenance services, and mail distribution. Facility problems in residence halls should be reported via the CMC web page/student gateway work order link.

Lost and Found

A lost and found service is provided in the mailroom at Story House and at Collins Dining Hall. Items not identified and claimed by the end of the school year are donated. Keys not claimed by the end of the school year are sent to Campus Safety. Students who discover anything missing should notify their Resident Assistant and Campus Safety and send a message to mailroom@cmc.edu. Any losses which may result in insurance claims (i.e., vehicle damages or loss) should be reported to Campus Safety for documentation.

Mail

All students are issued a campus mailbox. The campus mailing address is:

Student Name (please use full name)
Mailbox 
CMC Story House
742 N. Amherst Avenue
Claremont, California 91711-6430

Packages may be picked up and stamps purchased at the Story House mailroom window during posted hours. In order to receive a package, students must present the white package slip that was placed in their mailbox notifying them that they have a package. A picture ID may also be requested. C.O.D. packages are not accepted. The mailroom accepts and signs for deliveries from all carriers including USPS, UPS, FedEx, Ontrac, and DHL. Packages cannot be delivered to a student's room and must be addressed to the mailroom. The mailroom will not sign for alcohol deliveries even if the recipient is 21 years old. There are no deliveries over the weekend; packages scheduled to be delivered on Saturday or Sunday will be held by the carrier until the next business day. Mailboxes are accessible in the mailroom lobby with a card key 24 hours a day, except during breaks in the academic year. A United States Post Office, located at 140 Harvard Avenue in Claremont, is available for additional postal services.

Financial Aid

The Financial Aid Office is located in the Lower Courtyard of the Kravis Center (888 Columbia Avenue). Our office coordinates scholarships, provides need-based grants, part-time student employment during the school year, and educational loans for students and parents. Financial counseling is available to help students and their families through the process of financing their education. Students requiring additional assistance handling current or future educational expenses should not hesitate to contact the Financial Aid Office at finaid@cmc.edu. Students not receiving aid who would like to discuss financing options are also encouraged to contact the Financial Aid Office.

Financial aid awards are reviewed annually and are determined using information provided on the student's Free Application for Federal Student Aid (FAFSA) and CSS/Financial PROFILE. Visit our website www.cmc.edu/financialaid/students/ for additional information on the aid application process and deadlines.
Students are responsible for completing the process each year by the posted dates. Students who did not apply for or did not receive need-based financial aid upon admission are not guaranteed they will receive financial aid or be considered for financial aid in future years while enrolled at Claremont McKenna College.

The Financial Aid Office communicates with students primarily through their CMC e-mail address and through the web portal NetPartner. Students are able to monitor the status of their financial aid applications and required documents, as well as accept their awards via NetPartner. Students may contact the Financial Aid Office with questions or to schedule an appointment at (909) 621-8356 or finaid@cmc.edu. Drop-in appointments are often available. Office hours are 8:00 a.m. – 12 noon and 1:00 p.m. – 5:00 p.m. Monday through Friday during the school year.

**Health and Wellness**

**Health Education Outreach**

At Health Education Outreach (HEO) our mission is to provide educational programming, services, and resources that will enable students of The Claremont Colleges to play active roles in achieving, protecting, and sustaining health and wellness. HEO is dedicated to helping you find the most appropriate health and wellness information and support available. We provide educational workshops, services, and resources including: alcohol and tobacco education; recreational and prescription drug information; nutrition information and disordered eating education; sexual health information; free and anonymous HIV testing on campus; wellness counseling; referrals to local and national information and help lines; free condoms, ear plugs, and lubrications; a library of health and wellness resources including books, periodicals, pamphlets, and videos; and a “relaxation room” featuring a full body massage chair available for individual student use. A Registered Dietician is available for nutritional and health assessments and counseling.

HEO is located at 757 College Way (across from Huntley Bookstore). Please stop by or call (909) 607-3602 for an appointment, Monday – Friday, 9:00 a.m. – 5:00 p.m. For more information, please visit our website at [www.cuc.claremont.edu/beo](http://www.cuc.claremont.edu/beo).
Monsour Counseling and Psychological Services

Monsour Counseling and Psychological Services (MCAPS) is located at 757 College Way, immediately south of Honnold Library. MCAPS has a staff of Ph.D. psychologists as well as graduate psychology interns who provide therapeutic services to help students develop emotionally and cope with the stresses of college life. Psychiatrists are available for psychiatric assessments, psychotropic medication management, and referrals to community providers for stimulant medications. Short-term individual, couples, and group therapy are provided confidentially. Workshops and structured groups are offered on topics such as eating disorders, relationship issues, enhancing self-esteem, sexual abuse, relaxation, and graduate/reentry support. Referrals are made to mental health resources in the community when necessary.

Students with personal concerns or those simply wishing to talk with someone are welcome. There is no charge for MCAPS services. For an appointment call (909) 621-8202.

Student Health Services

Student Health Services, located at 757 College Way, in front of Honnold Library, (909) 621-8222, is the primary health care clinic for all students of The Claremont Colleges. Health care is available during the academic year except for winter break. The Center is staffed by doctors, nurse practitioners, and nurses and is open Monday – Friday, 8:00 a.m. – 5:00 p.m. with extended hours on Wednesday until 7:00 p.m. Appointments begin at 8:15 a.m. and may be scheduled by telephone starting at 8:00 a.m. A $15 charge will be assessed for any missed appointments not cancelled two hours in advance. Walk-in patients are triaged to appropriate care and are charged $15. There is no charge for regular scheduled appointments or urgent care. Urgent care is available for serious illness or trauma as determined by the triage nurse (e.g., bleeding, possible fracture). There are fees for supplies, lab tests, medications, etc., as needed. Charges do not have to be paid at the time of service. All students are required to have a health history, physical exam, and immunization record on file at Student Health Services. These forms are required for initial admission to CMC as a freshman or transfer student. All students’ records are confidential. Medical records are not made available to anyone without the student’s permission. If an urgent medical problem occurs after the Student Health Center is closed for the day, students should request the assistance of the Resident Assistant on call. If further information is needed, Student Health Services staff is available for telephone consultation by calling Campus Safety at (909) 607-2000. Emergency health services and other special services are available to students at two nearby hospitals: Pomona Valley Hospital Medical Center, (909) 865-9500, and San Antonio Community Hospital, (909) 985-2811, both within five miles of campus, or the Pomona Valley Health Center at Claremont Urgent Care Center, 1601 Monte Vista Avenue, Claremont [(909) 865-9977, open 8:00 a.m. – 8:00 p.m., Monday – Friday, and 9:00 a.m. – 5:00 p.m., Saturday, Sunday, and holidays]. For further information please see our website www.cuc.claremont.edu/shs.

Notary Public

Notary Public services are available at no charge for CMC students, faculty, and staff. Katherine Rubel [(909) 621-8036, CUC Administrative Campus Center, 101 South Mills Avenue] and her staff are commissioned by the State of California to notarize documents. Please call ahead to schedule an appointment. A valid form of identification (i.e., driver’s license or passport) is required. Hours are Monday – Friday, 8:30 a.m. – 5:00 p.m.
Nonacademic Policies

Basic Rule of Conduct

Introduction

Claremont McKenna College advances its mission through two interdependent commitments to the growth of our students’ intellectual strengths and personal and social responsibility and accountability. The College has adopted the Basic Rule of Conduct and other College policies to further student development as responsible and mature adults, to support positive and healthy social interactions rooted in responsible decision-making, to promote the health and safety of members of the College community and its guests, and to maintain an environment that facilitates and promotes the broad educational mission and purpose of the College.

Basic Rule of Conduct

The College expects students to respect the person and property of others, including members of the College community, the College’s educational and administrative processes, and the activities of members of the College community. The Basic Rule of Conduct’s prohibited behaviors include, but are not limited to the following:

1. **Disorderly/Disruptive Conduct**: Actions that threaten or endanger the personal safety or well-being of themselves or others, including causing personal injury or death as well as actions that cause undue disruption to others or disruption to the normal functions of the College. Such actions include, but are not limited to:
   a. Physically assaulting, abusing, threatening to abuse, or intimidating another person.
   b. Engaging in disorderly conduct.
   c. Using or threatening to use weapons or objects that can be used as weapons.
   d. Possessing, using or storing firearms and other weapons (including, but not limited to, BB guns, pellet rifles, knives, switchblades, swords, or other bladed weapons) or ammunition on campus.
   e. Possessing or using explosives (including fireworks) or dangerous chemicals (unless authorized for an academic purpose).
   f. Participating in a riot or major disturbance.

2. **Damage to Property, Unauthorized Use, and/or Theft**: Actions that damage or misuse the property of others. Such actions include, but are not limited to:
   a. Stealing, or borrowing without authorization, College property or property belonging to members and/or visitors to the Claremont Colleges community.
   b. Knowingly possessing stolen property.
   c. Abusing, mishandling, or misappropriating the property, equipment, materials, or accounts of the College or members of the Claremont Colleges community.
   d. Damaging or destroying property belonging to the College or another member of the Claremont Colleges community.
   e. Entering, using or occupying College property without authorization.
   f. Unauthorized access to computers, computer systems, and/or computer data (see also the CMC and CUC Appropriate Use of Computer and Network Resources policies).
   g. Unauthorized altering of computer data (see also the CMC and CUC Appropriate Use of Computer and Network Resources policies).
3. **False Information**: Actions that violate or misrepresent agreements, contracts, documents, or relationships relating to the College and/or its activities. Such actions include, but are not limited to:
   
a. Providing false information on College forms and documents, to College personnel or on non-CMC forms related to your status as a student.
   
b. Providing false information regarding your status as a student or your relationship with the College.
   
c. Forging, altering or misusing College documents.
   
d. Falsely representing any person or organization as an agent or employee of the College.
   
e. Unauthorized use of the College’s name, trademarks or service marks (see the College Name and Trademark Policy).

4. **Discrimination, Harassment, Sexual Harassment, Sexual Misconduct**: Actions that violate CMC’s Discrimination, Harassment, Sexual Harassment, and Sexual Misconduct Policy. Harassment is conduct that creates a hostile learning or work environment. Sexual misconduct is a form of harassment and includes sexual assault, non-consensual sexual contact, intimate partner violence, stalking, and sexual exploitation. Note: Alleged violations of the Discrimination, Harassment, Sexual Harassment and Sexual Misconduct Policy will be resolved through the College’s Civil Rights Grievance Procedures.

5. **Alcohol and Other Drugs**: Including but not limited to:
   
a. Actions that violate the Alcohol and Other Drugs Policy (see the “Alcohol and Other Drugs Policy”).
   
b. Actions that violate the Event Registration and Hosting Guidelines (see the Event Registration and Hosting Guidelines found on the Student Activities webpage at www.cmc.edu/dos/sao/eventplanning.php).
   
c. Actions that constitute alcohol or other substance abuse.
   
d. Actions that violate federal, state, or local laws governing the possession, sale, and consumption of regulated substances.
   
e. The use, possession, or sale of illegal substances, including the use or sale of legally prescribed medication in a manner in which the medication was not intended, including use by someone other than the person to whom the medication was prescribed.

6. **Failure to Comply**:
   
a. Actions that fail to comply with the directions of a College official, including Campus Safety staff.
   
b. Actions that violate an order of the President, notice of which has been given prior to such violation. Such an order, issued in unusual or emergency situations, will be given reasonable wide publicity and will have specified starting and expiration times. An order of the President which would subject a person violating it to possible suspension will so plainly state in the text of the order.

7. **Hazing**: Actions that violate CMC’s Hazing Policy (alleged violations of the Hazing Policy will be resolved through the Civil Rights Grievance Procedures.).

8. **Demonstrations**: Actions that violate the Claremont Colleges Policy on Demonstrations (see Claremont Colleges Policy on Demonstrations).
9. **Other Non-Academic Policy Violations:** Actions that violate other College policies including but not limited to, those provided in this Guide to Student Life and those established by College officials and offices for the implementation of a program and/or service (for example: policies related to off-campus study, student events, etc.).

10. **Other Claremont Colleges Policies:** Actions that violate the policies governing student conduct on the campuses and off-campus programs of any of the other Claremont Colleges that are substantially equivalent to the Basic Rule of Conduct and/or other College policies.

11. **Aiding and Assisting:** Actions that assist, urge, encourage or solicit another person to violate the Basic Rule of Conduct and/or other College policy including, but not limited to, those provided in the Guide to Student Life and those established by College officials and offices for the implementation of a program and/or service.

12. **Interference with any College Discipline and/or Grievance Process/Proceeding:** Any actions that hinder a College official or their designee in the performance of duties related to a College discipline or grievance process/proceeding (including individuals contracted with by the College to perform a function within a College discipline or grievance process). Such actions include, but are not limited to:
   a. Engaging in conduct that violates the instructions of a College official or designee or that inhibits the College’s effective adherence to its procedures.
   b. Interrupting or obstructing an investigation or discipline or grievance process meeting/proceeding.
   c. Actions that violate the College’s discipline or grievance procedures including failure to comply with a request from a College official or designee to participate in an investigation or meeting associated with a College discipline or grievance process, including failing to participate as a witness.
   d. Initiating a false complaint.
   e. Attempting to influence the impartiality of a College official in their disciplinary or grievance process role, including the intimidation of such College official or designee, prior to, during, and/or after any disciplinary or grievance process.
   f. Failure to comply with the sanction(s) imposed as a result of a disciplinary or grievance process.
   g. Influencing or attempting to influence another person to abuse any discipline or grievance process or procedures.
   h. Attempting to discourage another person’s participation in any College discipline or grievance processes including, but not limited to, discouraging another person from filing a complaint or serving as a witness.
   i. Retaliating against another person for making a complaint or for participating in any College discipline or grievance process.
   j. Providing false or distorted information or misrepresenting information through any College discipline or grievance process.

**Note**

In addition to the prohibited conduct listed in the Basic Rule of Conduct and other College policies found in this Guide to Student Life, the College prohibits discrimination, unlawful harassment, sexual misconduct, stalking, and hazing. These policies and the grievance procedures for responding to alleged violations of them can be found in the *Guide to CMC’s Civil Rights Policies and Civil Rights Grievance Procedures* (see cmc.edu/dos/policies.php).
Sanctions

The maximum sanction for conduct which violates the “Basic Rule of Conduct” or other College policy is Expulsion. Sanctions for less serious violations may include warnings, fines, restitution, work hours, counseling, removal of activities or privileges for a specific period, involuntary removal of offending cause, involuntary relocation, suspension of on-campus privileges, conduct probation, disciplinary probation, and suspension. Unless the President directs otherwise, sanctions shall be supervised by the Dean of Students. Please see the Discipline Procedures Guide for more information.

Residence Hall and Apartment Policies

The policies set forth herein apply to living in campus housing, including residence halls and student apartments. Students agree to abide by these policies when signing the License Agreement.

Appliance Policy

Students may safely use personal appliances such as stereos, radios, televisions, DVD players, electric razors and hair dryers in residence hall rooms. Due to wiring limitations, discretion must be applied in their use. No cooking is allowed in student rooms. Cooking in unauthorized places violates county health regulations for residence halls as well as state fire safety regulations. Neither individual students nor the College can avoid liability for failure to heed these rules.

Air Conditioners

Room air conditioners are not permitted in residence halls. If an air conditioner is found in a student’s room, it will be confiscated and held until the end of the semester. Confiscated units not retrieved at the end of the semester will be donated.

Halogen Lights

Due to documented fire dangers of halogen lighting, CMC prohibits the use of halogen lamps. Desk, table, or floor lamps that contain a halogen light bulb are not permitted on the CMC campus. The Building Attendants have been directed to report to Facilities and Campus Services any use of these lamps.

Refrigerators

Students are permitted to keep small refrigerators in their rooms, subject to the following restrictions:

1) The refrigerator must not be larger than 4.5 cubic feet.
2) The refrigerator must draw no more than 100 watts of power and must be U.A.L. approved.
3) Only one refrigerator is permitted per room.
4) Students must clean out refrigerators before vacations. It is recommended that refrigerators be left unplugged with the doors propped open during the time students are away from campus.
5) No refrigerators are permitted in closets, public areas, or rest rooms.
6) Students who leave refrigerators in rooms over the summer will be charged for removal, and the refrigerators will be donated to charity.

Washing Machines and Clothes Dryers

Personal washing machines and clothes dryers are not permitted in residence hall rooms and will be confiscated. If such items are shipped to the College, they will be shipped back at the student’s expense.

Broken Glass

Broken glass creates a serious safety concern. There is a $200 fine for deliberately breaking bottles or other glass.
Damage Policy

The College policy on residence hall damage is based on the principle of individual and group responsibility. The purpose of this policy is to enhance student care and concern for their living environment, to strengthen the sense of community and interaction in the residence halls and apartments, and to reduce the amount of vandalism that occurs in the residence halls and apartments.

Claremont McKenna College takes pride in the condition of all of the living spaces provided for student occupancy. Any student who finds preexisting damage, missing furniture or an untidy room upon move-in is encouraged to notify Facilities and Campus Services, located in Story House. The College will attempt to remedy the situation as soon as possible.

During the check-in process, each student is asked to carefully inspect his or her room for damages. Students must complete a Room Condition and Inventory report online, citing any preexisting conditions, by the end of the first week of classes. The College reserves the right to reject any form which is not submitted within 24 hours of occupancy. Every resident is expected to maintain his or her room and the public areas of the residence hall in a clean and undamaged condition. When the room is vacated at the end of the year, Facilities and Campus Services will videotape the condition of each room and the common areas of every residence hall. Information provided by the videotape will be compared to the Room Condition and Inventory form. Any damages will be charged to the resident(s) of that room.

All students will be held accountable for damage, unauthorized room modifications, missing furniture or excessive cleaning needed in their individual rooms. Students in double rooms will, in some cases, share the costs of the damage; likewise students living in suites and apartments will in some cases share the cost of damages occurring in the common areas (i.e., bathrooms) of their suites and apartments.

Students will be held accountable for damage, missing furniture, and excessive cleanup to public areas on the basis of the smallest identifiable group which can be held accountable for the damage. Whenever possible, the person(s) responsible will be charged. If the responsible person(s) cannot be identified, the Resident Assistant will assign the charges to the smallest identifiable group which could include all residents of a suite, hall, floor, apartment, or residence hall. Damages and cleanup due to an event may be charged to the sponsors of that event and/or to those students who signed the social event registration form for the event. Also, damages and cleanup may be charged to a group of students who do not share a room, suite, floor, apartment, or hall but who have been identified as being in the proximity when the damage occurred.

Students are urged to notify their Resident Assistant with information about any damages which occur in their living spaces. Damages will be assessed on the basis of the most complete and accurate information available to the Resident Assistant—student input is essential for accurate billing.

Resident Assistants, Building Attendants, other College personnel, and individual students may provide information which is ultimately used to identify the individual or group to be held accountable for damage or cleanup charges.

Appeals

Each student will receive a Dorm Damage statement approximately three times per semester. Students may appeal charges by the appeal date on the statement. To appeal, students must complete an appeal form in the Dean of Students Office, indicating which charge(s) they are appealing, the reason for the appeal, and the person(s) who should be charged. A copy of the student's dorm damage statement must be attached to the appeal form. Charges for which appeals are granted will be reassessed to the appropriate individual or group. Appeals will not be accepted after the appeal date.

Security Deposit

A residence hall security deposit of $200 is to be remitted by each student upon acceptance to CMC. Dorm damages are charged against the student's security deposit. All students must retain a positive balance in this account at all times. If the amount charged against the account exceeds $100, sufficient funds must be paid in order to bring the account total back to $200. Students are not allowed to participate in the Room Draw process if the total amount in his or her account is below $150. Students will receive notification prior to Room Draw with instructions to bring Security Deposit accounts to the full amount.
Early Arrival Policy

Students are not permitted to return to campus and move into their fall or spring apartments or residence hall rooms prior to the dates identified each year by the Dean of Students. Rare exceptions for early arrival are granted for students participating in athletic pre-season training or who are providing an essential function for the College such as athletic team support staff, Orientation Sponsors, Resident Assistants, and some student employment positions. Requests for exceptions should be made by the sponsoring department/office to the Assistant Dean of Students/Director of Residence Life. Requests for the fall should be made by August 1 and requests for spring should be made by December 15.

Students who are granted permission to move in early will be charged an early arrival fee for each day they are on campus prior to that semester's return date. The fee is set by the Student Accounts Office. Students will be notified of the fee amount at the time they are given permission to arrive early by the Dean of Students Office. This amount will be billed directly to the student's student account. If the sponsoring College department/office has agreed to pay for the early arrival fee, the student's account will either be credited for that amount or the student will receive a stipend reimbursement from the sponsoring department/office through payroll. It is the student's responsibility to clarify with their sponsoring department/office if and how their housing costs will be covered.

For safety reasons, the Dean of Students Office must be aware of all individuals staying on campus at all times. Students who are not approved to arrive early may not “bunk” with other students, even if their roommate, apartment mate or suitemate is approved to arrive early. Students found on campus prior to the approved return date without Dean of Students authorization to return early will be required to leave campus immediately and will need to make arrangements for off-campus accommodations at their own expense until the residence halls officially open. They will also incur a $100 fine plus the early arrival fee for each day they were on campus without approval.

Students are expected to focus on the purpose for which they are returning early. Alcohol use is not permitted on campus until September 7 at 7:00 p.m., including for students who are approved to arrive early. The College strictly enforces this policy during this “dry period.”

Elevators

Students who are found guilty of tampering with elevators or elevator equipment are subject to a $200 fine, necessary repair costs, and possible disciplinary action. Subsequent violations will constitute cause for expulsion from the residence hall.

Fire Safety Equipment

Students who tamper with fire-fighting or safety equipment (including fire extinguishers, smoke detectors, and fire sprinkler systems) are subject to a fine of $200, expenses for necessary repairs of equipment, other damages resulting from tampering with such equipment, and/or disciplinary action.

Fire sprinklers have been installed in all residential buildings. This was a voluntary installation made by CMC in order to make your living space a safer place.

The addition of these sprinklers brings additional responsibilities to the student. Students must refrain from hanging anything from the sprinkler heads. This includes, but is not limited to, banners, flags, clothes, and hammocks. If the sprinklers are tampered with, this may activate them and the room will flood.

Tampering with the fire sprinklers is a fire code violation. Any and all damages associated with the sprinkler heads will result in vandalism charges to the student including the replacement of sprinkler heads, any water damage due to flooding, and the fire department response. Keep in mind that flooding may not be limited to your room and you could be responsible for damages to numerous rooms.

Your assistance in maintaining the fire sprinkler system is appreciated.

Furniture

During the first 30 days of each semester, requests to have room furniture added, removed, or reconfigured including lofting will be handled on a first-come, first-serve basis. Due to lack of storage space, only beds and desk chairs will be removed. A student will be held responsible for any additional furniture
requested and delivered to the student’s room, including patio chairs. The first bed height change request is free during the first 30 days. Students will be charged $24 for each additional bed height change requested. Bed rails are available upon request. Students must submit their requests using the online work order link available on the student gateway web page whenever possible. Requests will be handled within seven days. Furniture may not be left in bathrooms, hallways, balconies, or walkways.

Lounge furniture is provided for the use of all residents of the building and is expected to remain in the lounge. Any lounge furniture found in individual student rooms or outside will be removed and a fee will be assessed. Continued violations of this policy may result in a fine and/or disciplinary action.

The only furniture authorized for outside use are the College-owned patio chairs. Hammocks are not allowed outside of or in rooms.

**Guest Policy**

Guests of CMC students are welcome to visit the campus. The CMC student host must register any overnight guest with his or her Resident Assistant and is responsible for the conduct of his or her guest during the entirety of the guest’s visit. Guests are welcome for no more than three days per visit and the student host must have the roommate’s permission. Students may request a cot using the online work order link available on the student gateway web page. A minimum notice of 24 hours is required to request a cot.

Parking is available for campus guests in both Sixth Street lots and the Children’s School lot. Temporary parking permits are required for visitors and are available at Campus Safety.

**Housekeeping**

Approximately every two weeks building attendants will enter student residence hall rooms to do basic cleaning. The staff will not pick up items strewn around the room, nor make beds, but the furniture will be dusted and the floor will be vacuumed if clear of personal items. Excessively messy rooms may result in a special cleaning charge. Do not leave food waste in trash cans to prevent pest problems. Housekeeping services are not provided to the student apartments.

**Keys and Key Cards**

Lost room metal keys or key cards and/or mailbox keys must be reported immediately to Facilities and Campus Services at Story House. There is a minimum charge of $150 to re-key a room and $15 to re-key a mailbox. Room keys must be turned in at the end of each semester. Failure to return a metal room key by the designated end-of-semester date will result in immediate re-keying and assessment of the charges listed above.

Every CMC student will receive a key card. Key cards also serve as a student’s ID card, meal card, library card, and access to the fitness center. Any student who loses a key card must report the loss and replace the card immediately at the Claremont Card Center located in the Honnold Mudd library. Lost or non-returned temporary key cards will result in a charge of $15.

Students may keep their mailbox keys until they graduate or permanently leave the College. Students are prohibited from duplicating or possessing unauthorized duplicates of College keys. Unauthorized possession of any College master key will result in College disciplinary action and a fine of $250.

**Laundry**

Washing machines and dryers are located in all residence halls and at the student apartments. The washing machines cost $1.00 per load, and drying is also $1.00 per load. Some locations require Claremont Cash. Students must provide their own irons and ironing boards. There are also several laundries and dry cleaners within walking distance of the College, including one at The Connection in Honnold Library.

**Lock-outs**

At times, students may lock themselves out of their rooms. Campus Safety is open 24 hours a day, 7 days a week to unlock doors, but there is a fee. Building Attendants from Story House may also respond to lock-out requests during business hours. RAs may at times be available for lock-out services.
Lofts
All CMC residence halls have “loft-able” furniture. The first lofting is free of charge during the first 30 days of the fall semester. Subsequent requests are $24. If students have concerns about the safety of their lofts, it is their responsibility to notify Facilities and Campus Services as soon as possible.

Meal Plans
All students living in the residence halls are required to participate in the College meal plan. Students living in the student apartments are not required to have a meal plan but may purchase one if they wish to do so. Students may choose from a variety of meal plan options, which can be found at www.cmc.edu/studentaccts/tuition/. Each plan also comes with “Board Plus dollars” for use at any facility at The Claremont Colleges that is equipped with a card reader.

Noise Policy (Quiet Hours)
Maintaining an environment conducive to studying is one of the college’s top priorities. Students have the right to question unreasonable noise levels in the residence halls and apartments at all times. Requests to decrease the noise level should be made directly to the individual responsible and a resolution of the matter should be agreed upon by the two parties. In attempting to reach an understanding, a Resident Assistant may be called upon to mediate. During the College’s stated quiet hours, requests for quiet will take absolute priority. Please be respectful of your neighbors and fellow residents.

The quiet hours are as follows:

- Sunday – Thursday: Midnight – 8:00 a.m.
- Friday – Saturday: 2:00 a.m. – 10:00 a.m.

Beginning at 11:59 p.m. on the last day of classes each semester, the quiet hours period will extend to 24 hours a day until the conclusion of finals. Repeated and unresolved disturbances should be reported to a Resident Assistant or the Dean of Students staff.

Open Flames
Due to the danger presented by open flames, candles or any other flame may not be used on the CMC campus unless they are used as part of a campus event and approved by the Director of Student Activities. Barbecue areas are provided near certain residence halls. No grills of any kind (gas, electric, charcoal, etc.) may be used outside of these designated areas. Personal barbecue grills are not allowed on campus. Community grills are provided.

Pets
No pets or animals, other than fish in a maximum 10-gallon tank, are allowed in student rooms. Pets other than fish on campus constitute a violation of the License Agreement and may result in disciplinary action.

Room Decoration and Modification
Students are encouraged to personalize their own living spaces, but must observe the following guidelines. Nails, screws, and tape that may damage any surface are not permitted for use and may result in damage charges. We recommend that you use 3M Command products as they are uniquely designed not to damage surfaces. They are sold at The Hub Store and Huntley Bookstore as well as many off-campus retail locations. Student rooms must be restored to the original condition one week prior to vacating the room. Any unauthorized modifications will be removed and/or repaired at the student’s expense.

Room Draw
Returning students select rooms for the following academic year during Room Draw in the spring semester. A random lottery number is computer-generated for each student according to their class year. Those with the lowest numbers will select first in each class beginning with rising seniors, rising juniors, and rising sophomores. A student who is not on the campus for the Room Draw process should assign a
proxy who will be given the responsibility for selecting their room. All returning students must go through Room Draw, including those who wish to live off campus the following year. Off-campus living is a Room Draw option and only a limited number of students can choose that option. Any students already living off campus must still attend Room Draw if they wish to reselect that option for the following year. Room changes will not be made for returning students who have chosen their room during Room Draw except in situations determined to be exceptional by the Assistant Dean/Director of Residential Life.

**Roommates and Room Change**

Students are assigned roommates with similar habits and priorities. The success of any roommate situation depends largely on likes and dislikes regarding music, sleep, cleanliness, borrowing and lending, and study habits. New students experiencing difficulties with their roommates are encouraged to try to work out the problems themselves and if necessary, to ask the Resident Assistant to mediate the conflict. If the Resident Assistant is unable to resolve the conflict, the student may wish to contact the Assistant Dean/Director of Residential Life. Room changes for new students will not be considered until October 1 of the fall semester. The College may place a new roommate into any empty room space at any time during the academic year. Students will receive 24 hour prior notice when a new roommate will be moving into their room. After 24 hours the new roommate will be allowed full access to the room.

**Safety and Security**

Residence halls are locked at all times. All residence halls are equipped with a security system that allows access with the student’s key card. It is the responsibility of every student to ensure that the residence halls are kept securely locked. After entering or leaving the residence hall it is wise to check to make sure the door re-latches. Students may be fined $200 for propping doors.

Most residence hall thefts can be avoided if students lock their rooms even when leaving for only a short time. Guests should be escorted at all times in the residence halls. Individuals who have no legitimate purpose in the residence hall should be escorted to the door and asked to leave. Students should immediately notify Campus Safety and the Resident Assistant after a theft has occurred or if they see any suspicious individuals.

All students should exercise caution when walking alone on the campus or in the community. Care should be taken to avoid dark areas and, if at all possible, students should avoid walking alone or at night. The “blue light” telephones help make the campus a safer place. Tampering with these telephones will not be tolerated; a fine of $200 and/or disciplinary action will follow.

**Single Occupants in Double Rooms**

A single occupant of a double room may normally select a roommate of his or her choice or accept a roommate assigned to the vacant space.

If one resident vacates a double room, the remaining resident must be willing to accept another roommate, move to another room, or pay the single/double room rate, at the discretion of the Director of Residential Life. The College reserves the right to determine how many rooms may be used as one-half capacity rooms.

**Smoking Policy**

All CMC residence halls are smoke-free. The student apartments are not smoke-free.

**Storage**

There are limited storage areas available in the residence halls during the academic year; storage in these areas is at your own risk. You should plan on storing your personal items, including boxes and suitcases, in your residence hall room or apartment. Contact your Resident Assistant to see if space is available.

There are no student storage facilities on campus over the summer break, when a student takes a leave from the College, or when a student graduates. You must remove all of your belongings from campus when you leave for the summer, if you take a leave of absence, or when you graduate. Some students elect to store their belongings at a local storage facility or contract with a storage pod company.
Storage Pod Policy: If you decide to contract with a storage pod company, please note the following guidelines. You and your storage pod company need to be aware of and comply with the following regulations:

- All storage pods must be registered with the Dean of Students Office. It is your responsibility to register your pod prior to its delivery to campus.
- A limited number of spaces are available for storage pods and these will be allocated on a first come, first served basis. You will be told your delivery spot upon completion of registration and must make sure your storage pod company delivers your pod to your designated spot. **Note:** Storage pods may not be placed in the interior of the campus or in either of the Bauer lots. Storage pods should not be placed on public property on the exterior of the campus. Storage pods may not be placed on sidewalks or in fire lanes.
- Your pod must display your name, as well as your storage company’s name and contact information.
- Your pod must be delivered and removed within the approved dates for that semester. Generally, the approved dates will be 4 days prior to the opening of the residence halls and removal will be within three days of delivery. Specific dates will be distributed each year on the DOS website and via email.

Failure to comply with these guidelines will result in a $100 fine to your student account as well as removal of the pod at your expense.

**Substance Free Residence Hall Policy**

Stark Hall is a “substance free” residence hall. No alcohol, tobacco products, or illegal drugs are allowed in the building. This policy applies to residents of Stark Hall as well as nonresidents. Penalties for violations of the substance free policy may result in fines and/or disciplinary action.

**Windows and Screens, Balconies, and Rooftops**

The removal of residence hall window screens is prohibited. Such behaviors present a danger to the safety and security of our residence halls and members of the campus community. Students who remove their window screens or who are found using a window as a point of entry or egress will be fined $200, will be responsible for any costs to restore and/or repair the screen, and may be subject to disciplinary action.

Throwing or dropping objects from windows, balconies, or rooftops of any campus building endangers the lives and safety of students, staff, and visitors and is prohibited. Any student found on the roof of any College building in areas other than those designated for usage will be fined $200, will be responsible for the cost of any repair to the roof, and may be subject to disciplinary action.

**Winter Break Housing**

The residence halls are closed during Winter Break except for student-athletes who are required to return to campus early. Residents of the student apartments may remain in their apartments over winter break. Athletes must work with their coaches to make sure that they go through the necessary procedures to arrange for Winter Break housing. International students who cannot return home during the Winter Break may contact International Place about possible options in the local area. See Early Arrival Policy for more information.
General Policies

Alcohol and Other Drugs Policy

Approved August, 2012

Claremont McKenna College is committed to providing a vibrant community that supports the educational mission of our residential college and supports the academic and personal growth of our students. The College expects students to conduct themselves in a responsible manner. The irresponsible, abusive, or illegal consumption of alcohol and/or use of other drugs can result in negative consequences for the individual and the community including, but not limited to: antisocial behavior, personal injury, driving under the influence, damage to property, and alcohol addiction.

Students are expected to understand and uphold the expectations outlined in this Policy and encourage others to do the same. Actions which encourage the irresponsible, abusive, and/or illegal consumption of alcohol or other drugs are prohibited and are subject to disciplinary action. The influence of alcohol or other drugs is not an excuse for unacceptable behavior and will not be seen as a mitigating factor in any proceeding to resolve alleged violations of College policy.

Claremont McKenna College complies with all federal, state, and local laws and regulations governing the sale and/or purchase of alcohol and the service of alcoholic beverages by all members of the Claremont McKenna College community. Claremont McKenna College complies with all federal, state, and local laws governing the possession, use, sale, and distribution of illegal drugs and controlled substances. The College expects that these laws and the College guidelines outlined here will be adhered to on campus and at all events and activities associated with the College (see also “the Event Registration and Hosting Guidelines”). The College cannot and will not protect any student from the consequences of their illegal actions or from legal liability.

Alleged violations of this Policy will result in disciplinary action including sanctions up to suspension or expulsion from the College. Moreover, the Omnibus Drug Initiative Act of 1988 gives courts the authority to suspend eligibility for Federal student aid when sentencing for an individual convicted of possession or distribution of a controlled substance.

CMC has a legal obligation to cooperate with law enforcement officials. The assistance of law enforcement agencies will be requested in cases involving serious threat or injury.

College Regulations Regarding Alcohol:

Members of the College community are expected to comply with the following regulations regarding the responsible use of alcohol on campus and at College sponsored events, whether on or off campus:

1. The purchase, possession, or consumption of alcohol (including beer, wine, and liquor) by any person under the age of 21 is prohibited.
2. Providing alcohol or access to alcohol to individuals under the age of 21 is prohibited.
3. Alcohol may not be served or consumed at events open to the public, such as intercollegiate athletic contests, or outside the confines of a registered and fenced event area.
4. When alcohol will be served at a College sponsored or affiliated event (including student hosted events) and students will be present, the event must be registered and approved by the Dean of Students Office. Such events must comply with the Event Registration and Hosting Guidelines.
5. The sale of alcohol is prohibited.
6. Student body fees collected by the College may not be used to purchase alcohol.

College Regulations Regarding Other Drugs:

1. The use, sale, manufacture, possession, and/or distribution of illegal drugs or drug paraphernalia is prohibited. Distribution includes providing, sharing, jointly purchasing, or otherwise making available any of the above substances to others.
2. The use or sale of legally prescribed medication in a manner in which the medication was not intended, including use by someone other than the person to whom the medication was prescribed, is prohibited.

3. Medical Marijuana: CMC complies with Federal law regarding the use and possession of marijuana; marijuana use on campus is prohibited even if the student’s use meets the qualifications of the California Compassionate Use Act. A student who qualifies for compassionate use under state law should speak with the Dean of Students regarding their option to live off campus. Documentation of medically prescribed marijuana will not exempt a student from complying with this Policy.

**Facts about Alcohol:**

1. The average serving of wine (4 oz), beer (12 oz), or hard alcohol/liquor (2 oz) contains approximately the same amount of alcohol.

2. It takes approximately one hour for the body to process (oxidize) the amount of alcohol in an average serving.

3. If a person drinks slowly (one average drink per hour or less), there is less likelihood of intoxication. A faster rate of consumption will produce a buildup of alcohol in the bloodstream, resulting in intoxication.

4. Eating before and while consuming alcohol will slow the rate at which alcohol is absorbed into the bloodstream.

5. Diluting alcohol with another liquid such as water slows down the absorption, but mixing alcohol with a carbonated beverage increases the rate of absorption.

6. The body oxidizes alcohol at a fairly constant rate. Nothing will accelerate the sobering-up process. You can give a drunk person gallons of coffee, for example, and the result will not be sobriety, but a wide-awake drunk.

7. Alcohol depresses the central nervous system. The relaxed “high” people often feel from drinking results from the alcohol depressing upper levels of the brain that store learned behavior such as judgment and self-control. Higher levels of alcohol depress deeper levels of the brain producing increased impairment.

8. Consuming alcohol while taking over-the-counter or prescription medications or illegal drugs is dangerous and presents serious health and safety concerns.

**Related Legal Statutes regarding Alcohol and Other Drugs:**

Members of the CMC community are expected to be familiar with federal, state and local laws regarding alcohol and other drugs. The following list provided for as a reference but is not all inclusive:

- Marijuana possession (California Health & Safety Code section 11357)
- Marijuana cultivation (California Health & Safety Code section 11358)
- Possession for Sale of Marijuana (California Health & Safety Code section 11359)
- Transportation of Marijuana (California Health & Safety Code section 11360)
- Possession of Drug Paraphernalia California Health & Safety Code section 11364)
- Unauthorized Possession of Controlled Substances (California Health & Safety Code sections 11350 & 11377)
- Possession for Sale of Controlled Substances (California Health & Safety Code section 11351 & Sec. 11378)
- Transportation of Controlled Substances (California Health & Safety Code section 11352 & Sec. 11379)
• Possession with intent to manufacture methamphetamine (California Health & Safety Code section 11383)
• Open Container Laws (California Vehicle Code Sections 23221 - 23229 VC)


Resources

CMC is concerned about the harm that can come to students who use and abuse drugs, including alcohol. CMC has a strong support structure for students concerned about or involved in the abuse or misuse of alcohol and use or abuse of other drugs, including Resident Assistants, deans, sponsors, faculty members, counselors, chaplains, and many others. Campus resources include:

Health Education Outreach (HEO): (909) 607-3602
Monsour Counseling and Psychological Services (MCAPS): (909) 621-8202
Student Health Services: (909) 621-8222
For after-hours emergencies contact Campus Safety: (909) 607-2000

CMC Appropriate Use of Computing and Network Resources Policy

I. Policy Statement

Users of computer and network facilities (CNF) resources provided by The Claremont Colleges and Claremont McKenna College have a responsibility to properly use and protect those information resources and to respect the rights of others. The Claremont Colleges Appropriate Use of Campus Computing and Network Resources Policy (the “Consortium’s Appropriate Use Policy”) provides general standards related to the appropriate use of CNF resources across the Consortium as a whole. This policy, the “CMC Appropriate Use Policy,” provides additional standards related to the use of CMC’s CNF resources. This policy shall supersede the Consortium’s Appropriate Use Policy to the extent that there is any conflict between the two policies.

II. Entities Covered by the Policy

All individuals utilizing Claremont McKenna College’s CNF resources.

III. Policy Discussion

CMC’s information technology infrastructure is designed and provided for the purposes of supporting the basic mission of Claremont McKenna College in teaching, learning, and research.

Because these resources leverage each individual’s ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. The Consortium’s Appropriate Use Policy and the CMC Appropriate Use Policy together describe what is considered appropriate usage of CMC’s CNF resources. With the privilege to use CMC’s CNF resources come specific responsibilities as outlined in these Policies. In addition, although reasonable and limited personal use of the College’s CNF resources is recognized, personal use of the College’s CNF resources shall not be permitted when it disrupts or conflicts with the primary educational and business purposes for which they are provided. Finally, as noted above, the CMC Appropriate Use Policy shall supersede the Consortium’s Appropriate Use Policy to the extent that there is any conflict between the two policies.

A. Ownership: CMC retains ownership and property rights to its CNF resources.

B. Access to Resources: Access to CMC’s CNF resources is a privilege provided to authorized users of the College’s CNF resources, including students at The Claremont Colleges, CMC faculty and staff, and other authorized users. With this privilege, all users of CMC’s CNF resources shall understand and abide by the responsibilities that come with the privilege of use. These responsibilities are generally set forth in the Consortium’s Appropriate Use Policy, and are incorporated herein by reference; provided, however, that the following additional specific standards shall apply to the use of CMC’s CNF Resources:
• The College reserves the right to inspect and monitor data and communications at any time, for any reason it determines in its sole discretion. This includes monitoring network usage, including contents, and examining files on any system that is or has been connected to the network. Accordingly, no individual should have any expectation of privacy for messages or other data recorded in the CMC’s CNF Resources.

• No use of CMC’s CNF Resources should ever conflict with the primary business and educational purpose for which they have been provided or with applicable laws and regulations.

• The use of CMC’s CNF Resources to create, transmit, or store material that is fraudulent, harassing, obscene (e.g., pornographic), threatening, or other messages or material that are a violation of applicable law or College policy, such as under circumstances that might contribute to the creation of a hostile academic or work environment, is prohibited. Such prohibition includes the viewing or downloading of pornographic material.

• This policy shall not be interpreted to prohibit the appropriate use of CMC’s CNF resources in a manner that would unreasonably restrict a faculty member or student’s teaching, learning, and research, or such individual’s academic freedom.

• CMC’s Office of Information Technology Services (ITS) reserves the right to immediately suspend service to an individual or computer determined by ITS to be degrading the usability of CMC or CUC CNF Resources.

A user of CNF Resources who is found to have violated this policy will be subject to disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action, pursuant to the relevant procedures given the status of the user. If system administrators have information of misuse of CNF Resources, and if that information indicates the computing activities or the computer files of an individual, they should pursue one or more of the following steps, as appropriate to protect other users and the College’s CNF Resources:

• Provide notification of the investigation to the College’s Chief Technology Officer or designate as well to the Dean of the Faculty if the user is a faculty member, the Dean of Students if the user is a student, and Human Resources if the user is a staff member.

• Temporarily suspend or restrict the user’s computing privileges during the investigation. Faculty members may appeal such suspension or restriction through the Dean of the Faculty, students may appeal through the Dean of Students, and staff members may appeal through Human Resources.

• With authorization from the Chief Technology Officer or designate, inspect the user’s files, diskettes, tapes, and/or other computer accessible storage media on College owned and operated equipment.

• Refer the matter for possible disciplinary action to the appropriate College unit, i.e., the Dean of the Faculty for faculty members, the Dean of Students for students, and Human Resources for staff.

Claremont Colleges Appropriate Use of Campus Computing and Network Resources Policy

An overall guiding mission of The Claremont Colleges is education in an environment where the free exchange of ideas is encouraged and protected. The Claremont Colleges make available computing and network facilities (CNF) resources for use by the Colleges’ students, faculty and staff. These services are provided for educational purposes and to carry out the legitimate business of the Colleges.

The Colleges and members of the college communities are expected to observe Federal, State and local laws that govern computer and telecommunications use, as well as the Colleges’ regulations and policies. You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws or other Colleges policies or
guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

Computing and network facilities resources users are required to use these resources within the Colleges’ standards of conduct. Individuals with expert knowledge of information systems or who make extensive use of these facilities, or with a position of trust regarding these facilities will be held accountable to a higher standard.

Responsible, considerate, and ethical behavior expected by the Colleges extends to use of computing and network facilities resources, and networks throughout the world to which electronic access has been provided. These CNF resources include but are not limited to:

- Computers and associated peripheral devices;
- Campus video cable;
- Classroom presentation systems;
- Voice messaging equipment;
- Data networking equipment systems, including remote and wireless access;
- Computer software;
- Electronically stored institutional data and messages;
- All other similar resources owned, controlled, and/or operated by the Colleges; and
- Services to maintain these resources.

**Ownership**

The Colleges retain absolute ownership rights of the CNF resources. Such resources are not owned by a department or by any individual. CNF resources leased, licensed, or purchased under research contracts or grants, are administered under the terms of this Policy for as long as they remain within the lawful possession or control of the Colleges. CNF resources provided to on-campus residences are also owned, operated and provided by the Colleges.

**Privacy and Security**

**File confidentiality**

Your documents, files and electronic mail stored on a College-owned networked computer or server are normally accessible only by you. However, any file or document placed on a College-owned computer or network is subject to access pursuant to this Policy, and thus, should not be regarded as private or confidential.

The system managers at both CINE (Claremont Intercollegiate Network Effort) and within the individual campus IT organizations have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources. In short, files may be monitored without notice in the ordinary course of business to ensure the smooth operation of the network. All staff members working in information technology have clear guidelines that prohibit violations of privacy and confidentiality and, in the normal course of their work, they do not view the contents of user files or e-mail. However, you should be aware that authorized College personnel will take appropriate steps to investigate when there is a suspicion of inappropriate use of campus computing or networking resources. This may include monitoring network traffic, its contents, and examining files on any computer system connected to the network.

You should also know that all files on shared (i.e., networked) systems, including email servers, are backed up periodically on schedules determined by each College. Backup tapes are preserved for lengths of time also determined by individual College operating procedures. These tapes can be used to restore files that you have deleted accidentally. This means that the files on the tapes are also available to someone else with reason and authority to retrieve them.
Network monitoring

Troubleshooting on the campus network, as well as planning for enhancements, requires the collection of detailed data on network traffic. CINE regularly runs monitoring software that records and reports on the data that is transported across the campus networks. The reports include the origin and destination addresses, and other characteristics of files, including the URLs of the World Wide Web sites that are contacted. This data is accessed and used only by authorized IT staff members responsible for network performance, operations and planning. You should also be aware that many Web host machines on the Internet collect and log information about you and your identity when you visit their sites. This information may include, but is not limited to, information about the computer you are using, its address, and your email address.

Many educational and business activities at the Colleges require network access to resources on the Internet. To ensure adequate bandwidth to these sites for the Colleges’ primary educational and business purposes, CINE and campus IT staff may restrict the amount of traffic to particular sites and the amount of traffic of specific types.

From time to time these network monitoring activities may allow systems managers to identify individuals whose activities downgrade the performance of the campus network or a segment of the network, or which appear to violate the general guidelines for appropriate use of campus computing and network resources. In such instances, a CINE staff member or a member of your own College’s IT staff may ask you to cease these activities. If you continue such activities, or if they include illegal activities, appropriate College authorities may be notified. In extreme cases, network privileges may be revoked on an interim basis pending resolution of the issue. The individual campuses determine specific corrective or disciplinary actions.

Passwords and Codes

Individuals entrusted with or that inadvertently discover logins and passwords are expected to guard them responsibly. These passwords are not to be shared with others. The same policy applies to door codes for restricted-access rooms/areas.

Those who need logins or door codes can make a formal request to the administrator of those codes/passwords. Passwords may be used for the purpose of security, but the use of the password does not affect the Claremont Colleges ownership of electronic information.

Access to Resources

Access to CNF resources is a privilege, which is allowed only to the Colleges’ authorized personnel and students. All users must understand and abide by the responsibilities that come with the privilege of use. Such responsibilities include, but are not limited to, the following:

• You must understand and comply with all applicable federal, state, and local laws.
• You must not intentionally seek information about, browse, copy, or modify nonpublic files belonging to other people, whether at a Claremont College or elsewhere. You must not attempt to “sniff” or eavesdrop on data on the network that are not intended for you.
• You are authorized to use only computer resources and information to which you have legitimately been granted access. Sharing your passwords with others is expressly forbidden. Any attempt to gain unauthorized access to any computer system, resource or information is expressly forbidden. If you encounter or observe a gap in system or network security, immediately report the gap to the manager of that system.
• Each College’s Policy on Harassment applies as equally to electronic displays and communications as to the more traditional (e.g., oral and written) means of display and communication.
• Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as physical (paper) documents would on college property.
• Unsolicited mailings and unauthorized mass mailings from campus networks or computing resources (i.e., “spam”) are prohibited. Each campus may have specific policies regarding the use of existing group mailing lists (e.g., all-students or all faculty). Contact your campus IT organization for details regarding these policies.
•Spoofing, or attempts to spoof or falsify e-mail, network or other information used to identify the source, destination or other information about a communication, data or information is prohibited.

•You must not degrade computing or network performance in any way that could prevent others from meeting their educational or College business goals. You must not prevent others from using shared resources by running unattended processes, by playing games or by “locking” systems without permission from the appropriate system manager.

•You must conform to laws and Colleges policies regarding protection of intellectual property, including laws and policies regarding copyright, patents, and trademarks. When the content and distribution of an electronic communication would exceed fair use as defined by the federal Copyright Act of 1976, users of campus computing or networking resources shall secure appropriate permission to distribute protected material in any form, including text, photographic images, audio, video, graphic illustrations, and computer software.

•You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials, or to participate in activities that are in violation of federal, state or local laws.

•You must not use campus computing or networking resources or personal computing resources accessed through campus network facilities to collect, store or distribute information or materials in violation of other Colleges policies or guidelines. These include, but are not limited to, policies and guidelines regarding intellectual property and sexual or other forms of harassment.

•You must not create or willfully disseminate computer viruses, worms, or other software intended to degrade system or network security. You must take reasonable steps to prevent your system from being used as a vehicle for such actions. This includes installing system and software patches as well as anti-virus signatures files.

•Use of CNF resources for advertising, selling, and soliciting for commercial purposes or for personal gain is prohibited without the prior written consent of the Colleges. Faculty, students or staff who have questions about the legitimacy of a particular use should discuss it with the appropriate members of the IT staff on their home campus.

•The disclosure of individually identifiable non-directory information to non-university personnel is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The disclosure of financial or personnel records that are owned by the Colleges without permission or to unauthorized persons is not permitted and may be prosecuted under California Penal Code 502.

•Willful or unauthorized misuse or disclosure of information owned by the Colleges will also constitute just cause for disciplinary action, including dismissal from school and/or termination of employment regardless of whether criminal or civil penalties are imposed. It is also expected that any user will report suspected abuses of CNF resources. Failure to do so may subject the individual to loss of CNF access and/or the disciplinary action referred to above.

•The respective Information Technology organization of one of the Claremont Colleges may immediately suspend service to an individual or computer found to be significantly degrading the usability of the network or other computer systems. Inappropriate use will be referred to the appropriate College authority to take action, which may result in dismissal from school and/or termination of employment.

Note: The provisions of this Policy apply to the institutions comprising The Claremont Colleges, including the Claremont University Consortium.

Approved by the Council of The Claremont Colleges, 8/20/04
Checking E-mail

E-mail is considered an essential and official form of communication at CMC. Information shared via e-mail could affect your academic program or personal safety. All CMC students are required to check their CMC e-mail account often—at least once per day is advised. If you miss important deadlines or information because you have not checked your e-mail, extensions will not be granted.

College Name and Trademark Policy

Use of the College name (including the shortened variants “Claremont McKenna,” “McKenna” and/or “CMC”) or the College’s trademarks/service marks: “STAGS”; “ATHENAS”; or “Leaders in the Making” or the College seal is prohibited except when authorized by the Board of Trustees, the President, the Dean of Students, or the General Secretary of the College. Also included are any combination of the foregoing names, trademarks/service marks and/or seal, including mergers into one word, usage with or without capitalization(s) as one or more words, inclusion as one or more words with/or as part of an Internet website address (irrespective of the highest (“top”) level domain designation used, viz., “.com,” “.org,” etc.) or any other variance of the use of said names, trademarks/service marks and/or seal.

CMC Demonstrations and Response Policy

Guaranteeing the rights of free speech and peaceable assembly is a basic requirement for any academic community. In addition, expressions of support or protest by members of the campus community which do not infringe upon the rights of others are encouraged.

To protect the rights of the community and the rights of individuals from any infringement, the College prohibits disruptive or nonpeaceful actions or participation in a disruptive or nonpeaceful demonstration on any of the grounds of The Claremont Colleges and their affiliated institutions.

Decisions as to when an action is nonpeaceful or disruptive may be difficult, but the following guidelines can be given:

• Nonpeaceful actions are those which endanger or injure, or threaten to endanger or injure any person or property. Disruptive actions are those in which there is a deliberate disruption or an impediment of access to regular activities of the College or of the College community, including those which restrict free movement on the campus.

• If people in a given area are told by a member of the College community that their collective actions are judged nonpeaceful or disruptive at that time, individuals remaining or subsequently joining those in the area specified may be charged by the member of the community with a violation of this policy.

• Any individual alleged to be acting in a nonpeaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual’s behavior or of the collective behavior, with a violation of this policy. Charges may be brought in writing by an individual to the appropriate judiciary body.

In an emergency situation, any President, or a representative designated by the chief executive, or by the Board of Trustees of any of The Claremont Colleges is empowered by the Boards of Trustees to take appropriate action including summary suspension from the College. Any such action taken would be temporary, pending disposition of the matter by the regular judicial process.

Response

In the unlikely and unfortunate event of a nonpeaceful or disruptive action the College would act on the following policies.

1. No negotiations with those involved in the action.
2. No negotiated amnesty for those involved in the action.
3. Use of summary suspension where appropriate.
4. Obtain a legal restraining order from the courts where appropriate.
5. Bill and/or file civil suits against all participants for damages to include, but not limited to, physical damage to the property, loss of use of the facility, compensation for individuals denied their place of occupation, costs of security, and punitive damages where appropriate.

6. Treatment of any material and substantial disruption as a violation of the Basic Rule of Conduct.

Claremont Colleges Policy on Demonstrations

The undergraduate Claremont Colleges, Pomona College, Scripps College, Claremont McKenna College, Harvey Mudd College, Pitzer College together with the Claremont Graduate University, Keck Graduate Institute and the Claremont University Consortium (CUC) are all member institutions of the "Claremont Colleges." Each of these member institutions respects the rights of free speech and peaceable assembly and supports their exercise. However, when the exercise of speech and assembly becomes disruptive or non-peaceful, and infringes upon the rights of others, threatens property or public safety, or impedes the business of the member Colleges or CUC, the individual Colleges and CUC will act according to this policy.

Every institution in the consortium has instituted procedures for presenting and peaceably resolving disagreements about policies. Officials at the individual Claremont Colleges and CUC are willing to examine, discuss, and explain institutional policies to any member of the Claremont Colleges community. However, participation in a demonstration that is materially disruptive and non-peaceful or involves the substantial disorder or invasion of the rights of others on the property of any of the Claremont Colleges or of Claremont University Consortium or their affiliated institutions is prohibited.

Determination of when a demonstration or action is non-peaceful or disruptive may be difficult, but the Claremont Colleges individually and collectively subscribe to the general guidelines listed below.

Non-peaceful actions or demonstrations are those that endanger or injure, or threaten to endanger or injure, any person, or that damage or threaten to damage property.

Disruptive actions or demonstrations are those that restrict free movement on any of the campuses, or interfere with, or impede access to, regular activities or facilities of any of the Colleges or CUC.

If an officer or designee of an affected College or CUC informs individuals in a given area that their collective actions are judged non-peaceful or disruptive and that they should disperse, individuals remaining may be charged, on their home campus, with a violation of this policy.

Any individual acting in a non-peaceful or disruptive manner, whether he or she is acting individually or within a group, may be charged on the basis of the individual’s or group’s behavior with a violation of this policy. Ignorance of this policy or lack of intent to violate this policy is not an acceptable justification for violating it. Lack of intent or lack of awareness of the existence of College or Consortium policy will not excuse violations. Charges will be brought at the home college of the accused.

Any President on his or her home campus, or designee, or the Chief Executive Officer of CUC, or designee, on the property of CUC, is authorized to take action against any individual violating this policy. Actions may include arrest, or other legal action, or notice of disciplinary charges and handled through the home College’s disciplinary procedures. The Presidents and the Chief Executive Officer of CUC may delegate their authority to act.

Enforcement

In the event of a non-peaceful or disruptive action on the property of any of the Claremont Colleges, CUC, or any of their affiliated offices or programs, the affected College or Colleges or Claremont University Consortium will act according to the following procedures:

- The President(s) of the College(s) where activities are disrupted or the Chief Executive Officer of CUC, in the case of the property of CUC, will determine whether or not negotiation will take place with those involved in the demonstration or disruption. S/he will also determine the actions to be taken including, but not limited to, provisional or summary suspension or arrest. The president of the college may summarily suspend a student of his/her college violating this policy. However, the president of the college or the CEO of CUC will only have the authority to provisionally suspend a student representing one of the other Claremont Colleges—pending referral to the home campus disciplinary body.
The Colleges and CUC agree that cases of student disruption or non-peaceful action normally will be treated as a violation of the student's home campus conduct code and will be adjudicated by the normal disciplinary process at the student's home college. Appropriate Officials at the affected institution(s) may put disruptive or non-peaceful individuals on notice that they are in violation of this policy and file charges against them. Officials at the home campus agree to acknowledge requests for disciplinary action—including requests for suspension—and take action that is consistent with and/or allowed by disciplinary procedures at the home campus.

Officials at the other campuses will promptly provide assistance in identifying disruptive or non-peaceful individuals to the campus where the disruption occurs or to CUC.

All individuals who are engaged in disruptive or non-peaceful action will be notified that they are trespassing.

Persons who continue to trespass after notification are subject to arrest (by a Peace Officer or by Private Person. (California Penal Code Section 834).

Individual Claremont Colleges and CUC may bill students or file civil suits to recover damages and costs.

While officials at affected colleges or CUC may temporarily revoke any or all student privileges or take steps to end disruptive or non-peaceful protests, the college at which the student is enrolled, and only that college, may adjudicate complaints and make final decisions about alleged violations of conduct, apart from those decisions made by a court of law.

Approved by the Council of The Claremont Colleges, November 7, 2001.
This policy is not to be amended or changed without approval of the Council.

Event Registration and Hosting Guidelines

Please see the Event Hosting Guidelines at cmc.edu/dos/sao/eventplanning.php.

Explosives, Firearms, and Other Weapons Policy

1. Firearms may not be kept anywhere on the Claremont McKenna College campus. The use of firearms in Claremont, Los Angeles County, or in the western portion of San Bernardino County is prohibited by law.
2. The State law, as well as Claremont McKenna College policy, prohibits bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Furthermore, gasoline-powered scooters and motorcycles cannot be stored in individual rooms or elsewhere in residence halls at any time. Vehicles found to be stored in unauthorized areas will be towed and stored at the owner’s expense.
3. Illegal knives, switchblades, and other blades which violate California State Law are prohibited.
4. BB guns, pellet rifles, and other weapons which propel projectiles are also prohibited and are not allowed on campus.

Hazing Policy

For the Policy and information regarding the grievance process for alleged violations of the Hazing Policy, see the CMC Guide to Civil Rights Policies and Civil Rights Grievance Procedures (see cmc.edu/dos/policies.php).

Policy Statement

Hazing can be psychologically and/or physically harmful to individuals, can damage organizations and teams, and undermines the educational mission and values of Claremont McKenna College. Hazing is strictly prohibited by Claremont McKenna College policy and California state law (Sections 32050 (245.6) and 32051 of the California Education Code and Section 48900 q of the California Penal Code). No student, College employee or volunteer, student organization, or athletic team, shall conduct or condone
hazing activities. Violations of this policy will result in disciplinary action. If you have knowledge of hazing or potential hazing activities you should contact the Dean of Students Office who will investigate and take action to stop the conduct.

**Definition**

Any act associated with initiation into, affiliating with, holding office in, participating in, or maintaining membership in any organization or team affiliated with Claremont McKenna College; and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the individual or endangering the mental or physical health of the individual.

A level of coercion is often involved in hazing; an individual being hazed may not feel they can opt out of participation because of peer pressure or a desire to belong or “fit in” to the group. Because of the socially coercive nature of hazing, this definition of hazing applies whether or not the participants consent to such activity or perceive the activity as “voluntary.”

Hazing does not include actions or situations that are part of officially sanctioned and supervised College activities such as athletic training and conditioning.

An individual can be responsible for violating this policy for soliciting, directing, aiding, or otherwise participating actively or passively in activities which violate this policy.

**Examples**

Hazing activities often involve alcohol; however, activities need not involve alcohol to violate this policy. Common examples of behaviors that can be hazing include, but are not limited to, the following:

- Shaving, tattooing, piercing or branding
- Engaging in or simulating sexual acts
- Threatening to physically restrain someone or actually restraining them
- Assigning unreasonable chores or acts of servitude
- Causing excessive exercise, sleep deprivation or excessive fatigue
- Interfering with an individual’s personal hygiene
- Requiring the wearing of specific apparel or acting in a way that is conspicuous and may cause the individual embarrassment or ridicule
- Degrading or humiliating games and activities, including paddling
- Activities that would unreasonably interfere with students’ other activities or obligations (academic, extracurricular, family, religious, etc.)
- Physical threats or abuse of any kind including throwing objects or substances at an individual
- Encouraging or requiring a person to consume alcohol, drugs, or foreign or unusual substances, including consumption of large quantities
- Encouraging the use of alcohol or illegal drugs
- Forcing a student to violate the law or College policy such as indecent exposure, theft, or trespassing

The College will use a “reasonable person” standard when evaluating such conduct and its potential effects. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Some key questions which are used to evaluate whether an activity is hazing include:

- Was a person or group being singled out because of their status with the group or team?
- Was there a risk of physical or psychological discomfort or harm as a result of the activity? Was the activity demeaning, abusive or dangerous?
- Was there a level of coercion and/or peer pressure involved? How easily was someone able to opt out of the activity?
• Did the current members refuse to do what the new members were asked to do?
• Did the activity or activities interfere with the participants’ other activities or obligations (academic, extracurricular, family, religious, etc.)?
• Was alcohol involved?
• Was there a sexual element to the activity?
• Did any of the activities violate College policy or federal, state or local law?

How to Avoid Hazing

There are many positive ways to welcome new members into a group or team. The Dean of Students staff can assist you in identifying such activities which can help build cohesiveness and foster teamwork. When you are considering an activity associated with membership in an organization or team ask yourself: Would you feel comfortable describing the activity to others (parents, grandparents, College official, law enforcement, etc.)? If you would be hesitant to describe the activity to others then the activity may constitute hazing and the group would be best served in participating in a different activity.

I.D. Cards

Every student is issued a photo-I.D. card upon entrance to the College and is required to carry it at all times. Students and guests are required to show a valid I.D. card or other appropriate identification if asked by Campus Safety or any College official. Students who fail to cooperate with an identification request while on the property of The Claremont Colleges shall be referred for disciplinary action.

Insurance

Students should maintain personal property insurance to cover losses incurred by theft, fire, interruption of utilities, or other causes. Students should check with their families to be sure that their belongings are adequately covered under a homeowners or renters policy.

Missing Person Notification Policy

This policy contains the official notification procedures of Claremont McKenna College (The “College”) for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 488(j).

Confidential Contact

Students who reside in on-campus housing are encouraged to identify an individual to be their missing person emergency contact and to confidentially register that person’s contact information with the Dean of Students Office and the Department of Campus Safety. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. Students may update their missing person contact and their emergency contact information at any time by notifying the Dean of Students Office.

This information will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation or as required by law.

Investigation

If any member of the Claremont McKenna College community has reason to believe that a student may be missing he or she should immediately notify the Dean of Students Office at (909) 621-8114 (Monday–Friday, 8:00 a.m. to 5:00 p.m.) or the Department of Campus Safety at (909) 607-2000.

The College will initiate an investigation into any report of a missing person as soon as this information is received by the College or the Department of Campus Safety. If a student is determined to have been missing for twenty-four (24) hours, the College and/or Department of Campus Safety will notify the appropriate law enforcement agency and initiate the notification procedures as set forth in this policy.
Notification Procedures
A student’s missing person contact will be notified by a member of the Dean of Students Office no later than twenty-four (24) hours after the time that the student is determined to be missing. If the student is under the age of 18 and not emancipated, the student’s parents or legal guardian, in addition to the student’s missing person contact, are required to be contacted. Appropriate law enforcement agencies will also be notified.

Posting/Publicity Policy
Any material to be posted publicly by students must be approved first by the Director of Student Activities in the Dean of Students Office. The following publicity regulations must be followed:

1. Alcoholic Beverages cannot be advertised implicitly or explicitly.
2. Posters and like material can be no larger than 8½ by 11 inches and can be mounted only on bulletin boards. Nothing is to be posted on painted surfaces or windows.
3. In all cases, the person or group responsible for the publicity must be identified on each piece of publicity.
4. Publicity in the form of chalking is not allowed anywhere on the CMC campus. Chalked messages will be removed and the responsible individual or organization will be liable for the removal or damages.
5. The second floor railing on the south side of Appleby Hall may be used for posters and banners that are larger than 8½ by 11 inches advertising events provided that they are:
   a. approved by the Director of Student Activities,
   b. fastened to the railing with masking tape only, and
   c. promptly removed after the event (all tape must also be removed).
6. Posters for candidates running for student body offices are subject to the policies governing advertising, and candidates may put one banner larger than 8½ by 11 inches on the second floor railing of Appleby Hall, provided it is no longer than three feet in length and approved by the Director of Student Activities.

Any material that does not fit the above specifications, is out of date, or is duplicated on one bulletin board, will be removed. Violation of the posting policy may result in cancellation of the event.

Recycling
The student body at CMC plays a critical role in College-wide efforts to improve the environment. Recycling is encouraged through convenient location of recycling containers throughout every campus building including recycling receptacles in every student room. Please be sure to place only recyclable items in these containers; once they are contaminated, the entire contents must be trashed. In addition, all members of the college community are asked to conserve electricity and water.

The College maintains an Environmental Concerns Committee which includes student representatives. Last year’s conservation and recycling efforts resulted in a significant reduction of electrical consumption and a diversion of approximately 50% of the College’s building waste to recycling facilities.

Search and Confiscation Policy
1. Room Entry
The College endeavors to ensure that the residents of on-campus residence hall rooms and apartment units receive reasonable notice prior to entry by College staff or Campus Safety personnel for purposes of verifying occupancy, cleaning, maintenance, repair, inventory, construction, or inspection; however, College staff and Campus Safety personnel may enter an on-campus residence hall room or apartment unit without notice in any of the following circumstances:
   a. To investigate or respond to a perceived emergency;
   b. To investigate or respond to a perceived threat to health, safety or property;
   c. To confirm evacuation during fire alarms;
d. To perform any housekeeping or maintenance services;
e. To confirm that a room or apartment is unoccupied during periods when the College is not in
session or after a resident’s right to occupy a particular room or apartment has terminated; and
f. With the authorization and presence of the Dean of Students or designee, to investigate a rea-
sonable suspicion that a violation of College rules or regulations or of any federal, state or local
laws has occurred or is occurring inside a particular room or apartment.

Under any of the foregoing circumstances, it is not necessary that any room or apartment resident be
notified or present, and no refusal by a room or apartment resident shall prevent an entry or inspection.
However, following any entry made without notice pursuant to Sections 1(a), 1(b) or 1(f), the College will
endeavor to inform any residents of a room or apartment, who were not present at the time of such entry,
that an entry has occurred. Pursuant to the above, College staff and Campus Safety personnel may enter
any portion of the room or apartment and search any personal property or area thereof.

The College cannot prevent or prohibit the search of students’ rooms or College premises by law
enforcement officers acting in the performance of their duty. It is expected, however, that the ordinary
requirements for lawful search will be followed.

2. Confiscation of Items or Substances

College staff or Campus Safety may confiscate and not return any item or substance found anywhere
on campus, including in a locker, vehicle, residence hall room or apartment unit, if College staff or Campus
Safety reasonably determine that such item or substance is associated with or evidences a violation of any
College rule or regulation or any federal, state or local law. The College may take any action that it deems
reasonably necessary to assure the health and safety of students, staff, faculty, or visitors, or to preserve evi-
dence of any violation of any College rule or regulation or any federal, state or local law, including securing
and preventing access to any item, substance or area on campus (including rooms, apartments or vehicles).

3. Access to Campus Facilities

No student may change or cause to be changed any lock or place any additional lock on any door,
window or other closure, or otherwise block or impede passage through any door, doorway, window,
entryway, hallway, stairway, ramp, elevator, or passage.

Sexual Misconduct and Sexual Violence

For the Policy and information regarding the grievance process for addressing sexual misconduct
and relationship violence, see the CMC Guide to Civil Rights Policies and Civil Rights Grievance Procedures
(see cmc.edu/dos/policies.php).

Stalking Policy

For information on the grievance procedures for resolving alleged violations of the Stalking Policy,
please see the CMC Guide to Civil Rights Policies and Civil Rights Grievance Procedures.

Statement on Non-Discrimination, Equal Opportunity,
and Related Laws

Please see the CMC Guide to Civil Rights Policies and Grievance Procedures.

Student Records Policy (FERPA Statement)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is the Federal law
which requires educational institutions to establish a written policy with regard to the privacy rights of
students and to make that statement available. Claremont McKenna College maintains the confidentiality
of education records in accordance with the provisions of FERPA. CMC’s student records policy and
procedures are available by clicking on the Statement of Academic Policy at: catalog.claremontmckenna.edu.
Vehicles, Parking, and Bicycles Policy

Introduction
The Department of Campus Safety is charged by The Claremont Colleges with the enforcement of the rules and regulations governing the use of vehicles, parking, and bicycles at The Claremont Colleges. The following regulations supplement the Parking and Traffic Regulations published by Campus Safety. It is your responsibility to be familiar with both while operating a motor vehicle or bicycle on the campuses of The Claremont Colleges.

Vehicle Regulations
All motorized vehicles, including but not limited to automobiles, motorcycles, mopeds, and other motorized vehicles (hereafter referred to as “vehicle(s)”) owned or operated by students on campus must be registered with Campus Safety within three (3) days of the vehicle’s arrival on campus.

Freshmen are not permitted to bring vehicles to campus. Please note that upperclassmen are not permitted to register a car for a first-year student. Attempts to do so may result in disciplinary action (including potential loss of future privileges) for both parties.

The College, the Director of Campus Safety, or the Traffic Appeals Committee, may withdraw motor vehicle privileges from any College employee or student at any time for cause.

All vehicles parked on The Claremont Colleges’ property must display a valid parking permit or authorized guest parking permit (available from Campus Safety). All vehicles not displaying a valid parking permit are subject to citation and/or being towed. Parking permits should be displayed as described below:

Every registered automobile, whenever on campus, shall display a valid parking permit inside the front windshield on the lower, right-hand corner (i.e. lower corner of passenger side) or on an alternative location approved by the Director of Campus Safety. Guest vehicles must have a guest parking permit similarly displayed.

Motorcycles and mopeds shall have parking permits displayed on the rear fender or if this is not possible, on the left side of the gas tank.

Student parking permits are valid only on the campus for which they have been issued.

Registering Your Vehicle
The registration fee is $75 per semester. All registration fees are billed to your student account. Vehicles can be registered online at https://cheetahweb.cuc.claremont.edu/cs/vehcite/login.asp. Your vehicle is not officially registered until you pick up the parking permit or renewal sticker from the Campus Safety Office (Pendleton Business Building, 150 East Eighth Street) and affix it to your vehicle. The Campus Safety Office is open 24 hours a day. Vehicle registration is handled from 8:00 a.m. to 5:00 p.m. daily.

You will need to bring your student ID card, vehicle insurance certificate, vehicle registration, and driver’s license when you pick up your parking permit from Campus Safety. Failure to register a vehicle will warrant a fine/penalty in addition to the registration fee and any accumulated parking ticket costs. Unregistered vehicles may be towed at your expense.

You must register your vehicle annually. Vehicles registered in the fall will automatically be registered for the spring semester and your student account will be billed accordingly. If you decide not to have your vehicle on campus for the spring semester it is your responsibility to let Campus Safety know.

Only one vehicle per student or employee is permitted on campus at a time.

The person in whose name a vehicle is registered on campus shall at all times be responsible for any citation fines or penalties and any liability or damage claims arising in connection with the possession or operation of the motor vehicle on the campuses of The Claremont Colleges.

For vehicles not registered at The Claremont Colleges but found on campus, either with or without permission, the registered owner as listed by the State Department of Motor Vehicles shall be responsible for all fines and penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the vehicle on campus.

The parking permit issued to a vehicle is valid only for that particular vehicle. Permits are not transferable to another vehicle or person.

Vehicles (including scooters, Segways, motorized bikes, etc.) are not permitted on the interior of the campus.
Special note about mopeds: Mopeds are categorized as motorcycles under the Regulations Governing the Use of Motor Vehicles on The Claremont Colleges and should be registered as such. Mopeds may not be stored inside any College building at any time.

Vehicles should not be left in the parking lots at the end of the spring semester.

Be sure to read and be familiar with these rules by reviewing the motor vehicle regulation pamphlet provided to you when you pick up your parking permit sticker; it is your responsibility to know and comply with these regulations.

California State Law Information
California state law regarding vehicle operation:

- Requires that a copy of your vehicle registration and insurance certificate be carried in your vehicle at all times.
- Requires both driver and passengers to wear seat belts.
- Prohibits the use of cell phones without the use of hands-free (e.g., Bluetooth) technology.

Out-of-state driver information (individuals who are between 18 and 22): If you are a full-time student in California between 18 and 22 years old and have a valid driver’s license from your home state or country (your place of permanent residence), you may drive in this state as long as your home state license remains valid. When you establish residence in California, you must get a California State Driver’s License within 10 days or get one immediately when you become a resident and are employed to drive for compensation.

Out-of-state minor driver information (under 18 years old): If you are a visitor in California between 16 and 18 years old, you may drive here with your home state driver’s license for only 10 days after your arrival in California. After the ten days you must have a Nonresident Minor’s Certificate or a California license. A Nonresident Minor’s Certificate permits you to drive in California with a valid home state license. This is issued by the Department of Motor Vehicles to a minor who has filed proof of ability to respond to damages in case of an accident. This proof is usually filed by means of an insurance certificate from an insurance company authorized to do business in California. You may not be employed to drive until you are 18 and have a California license.

The California Vehicle Code Section 23152(a) states, “It is unlawful for any person who is under the influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and drug, to drive a vehicle.” This law is applicable on private and public property. Violation of this law is a major hazard to the safety of The Claremont Colleges community and will be treated as such. Persons suspected of driving while under the influence, if encountered by Campus Safety personnel, can be turned over to the police for appropriate roadside test and/or arrest.

Operating Motor Vehicles

- The speed limit on campus streets is 25 miles per hour unless otherwise posted. The speed limit in parking lots is 10 miles per hour. Regardless of posted speed limits, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, weather, or traffic conditions.
- Pedestrians have the right of way.
- All state and local traffic laws are in force at all times on the campus.
- All traffic accidents shall be reported as quickly as possible to the Department of Campus Safety.

Parking

CMC students are permitted to park in the six parking lots listed below with a CMC student parking permit. Students are not permitted to park in Faculty/Staff designated lots or parking spaces between 7:30 a.m. and 5:30 p.m., Monday through Friday. Students are not permitted to park in the student lots of the other Claremont Colleges. There are no exceptions.
North Quad/9th Street Lot: Located at Ninth Street and Mills (north of Boswell and Wohlford residence halls) and may be reached from Claremont Blvd (CMC student parking permit required).

Bauer Lot: Located on Ninth Street just west of Claremont Boulevard. This lot contains a limited number of spaces for students who live in North Quad. North Quad residents must have their ID card activated by Story House to access this gated lot (CMC student parking permit required) and may only park in spaces designated for students. The smaller lot directly east of Bauer Center is not for student parking.

Sixth and Mills Lot and Sixth Street Lots: Located on Sixth Street south of the athletic complex (CMC parking permit required).

Student Apartment Lot: Located east of the football field (CMC student parking permit and apartment parking permit required). Only residents of the Student Apartments will be given access to the gate at the entrance to this lot. Guests of apartment residents may park along the west side of Claremont Boulevard (a city street) beginning at 6:00 a.m. and ending at 2:00 a.m. (see overnight parking restrictions below). Overnight parking on Claremont streets between 2:00 a.m. and 6:00 a.m. is limited to one hour.

Children’s School/ Hammer Throw Lot: Located south of the Children’s School and accessed via Sixth Street (CMC parking permit required).

Visitors must obtain a guest/temporary parking permit free of charge from Campus Safety.

In addition to Campus Safety, the Claremont Police Department and the Los Angeles County Fire Department are authorized to write citations and tow vehicles that are in violation of state and local traffic laws on the campus; this includes, but is not limited to, red zones/fire lanes and handicapped parking areas.

City of Claremont overnight parking restrictions: Only one-hour parking is permitted on Claremont city streets between 2:00 a.m. and 6:00 a.m. The Claremont Police Department will ticket for violations. If you have an emergency, such as your car has broken down, please contact the Claremont Police Department to request a temporary overnight parking exemption.

The following are city streets:

- Claremont Boulevard
- First Street
- Sixth Street
- 100 Block of East Seventh Street
- College Avenue
- All streets west of College Avenue, except the Harrison Lot (between College Avenue and Harvard Avenue)
- Mills Avenue between Sixth Street and First Street
- Dartmouth Avenue from Tenth Street to Foothill Boulevard
- Tenth, Eleventh, and Twelfth Streets west of Dartmouth Avenue
- Foothill Boulevard

Overnight parking from 2:00 a.m. to 6:00 a.m. is permitted on College-owned streets for vehicles registered with Campus Safety.

Students, Faculty, and Staff are not visitors and will be cited for parking in stalls reserved for visitors. Visitors staying overnight must obtain a temporary permit from the Department of Campus Safety.

Students shall not park in lots designated by posted signs as reserved for faculty/staff or visitor parking between 7:30 a.m. and 5:30 p.m., Monday through Friday. Students may park in these lots at other times.

Lots and/or parking spaces may be reserved for specific College purposes; all College-authorized permanent and/or temporary signage must be obeyed. Persons authorized to park their cars in said reserved parking spaces may not delegate this authorization to anyone else.

No person shall drive any motorized vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon the lawn, quad, or areas of any campus not regularly designated as a street or parking lot, except emergency vehicles on official business and as may be necessary to carry out maintenance work.
Citations

There is no ticket/citation quota system, and citation fines and penalties are not revenue for the Department of Campus Safety. Citation fines and penalties for violations of parking and traffic regulations will be billed to the student’s account. All persons receiving citations have the right to file a written appeal (with the Traffic Appeals Committee) at Campus Safety. If the appeal is approved, the account will be credited accordingly.

Citations and withdrawal of privileges may be appealed to the Traffic Appeals Committee through the Campus Safety office. To appeal submit a Traffic Citation Appeal form and written statement of the facts surrounding the appeal within ten (10) days of the date the citation was issued. You may appear before the Traffic Appeals Committee in person, if you wish, in addition to your written appeal. Indicate your desire to appear on the appropriate line of the Traffic Citation Appeal Form. If you choose not to appear, the Committee will review and rule on the citation based upon the written appeal and the Claremont Colleges Parking and Traffic Regulations. Decisions reached by the Traffic Committee are final and binding.

Persons with an excessive number of violations/citations will, on determination of the Director of Campus Safety, lose their motor vehicle privileges for The Claremont Colleges. The Director will issue a written warning of his/her intention to withdraw privileges and will give written notice of such revocation when it occurs.

The Director of Campus Safety may cause the removal of a vehicle when a vehicle has received three (3) or more citations per semester. The Director of Campus Safety may cause the removal of any vehicle abandoned on campus or left on the property of The Claremont Colleges when the academic year ends, or upon revocation of privileges, or when a vehicle is found blocking a fire lane or loading dock, or creating a hazard to people or traffic. The cost of such removal and/or storage will be charged to the person in whose name the vehicle is registered.

Bicycle Regulations

All bicycles on campus must be licensed. You may register your bike online at National Bike Registry: http://www.nationalbikeregistry.com.

Bicycle riders must obey the same traffic laws as operators of motor vehicles.

Bicycles may not be ridden at night without a headlight on the front and a visible red reflector on the rear of the bicycle. Bicycles must also be equipped with reflectors visible from the side, red for the rear and yellow for the front.

Bicycles must be stored in your residence hall room or in a bike rack or other authorized bike storage location. It is recommended that you secure your bike with a “U”-type lock. Bicycles may not be locked or otherwise secured to handrails, furniture, trees, fences, poles, benches or stored in hallways, stairwells, lounges or balconies, etc.

Bicycles stored in unauthorized areas will be removed at the owners’ expense and without notice. To retrieve an impounded bicycle, you must provide ID, a detailed description of the bicycle, and proof of ownership to the Facilities staff at Story House. Note, confiscated bicycles which have not been properly licensed will not be returned until the proper license has been obtained.

Bicycles remaining on campus after Commencement and confiscated bicycles which have not been claimed by the end of the year will be donated.
Emergency Procedures

Bomb (includes threats)

Safety Notice: Do not use cell phones, radios, or pagers.

For bomb threats:
- Ask the caller the following questions:
  - Where is the bomb?
  - When is the bomb set to go off?
  - What does it look like?
- Report the threat immediately to Campus Safety at ext. 72000 or (909) 607-2000 (off campus).
- Evacuate the building to a location 100 yards away from the threatened building or area. Do not use normal evacuation area.

For suspected bomb:
- Do not touch the object.
- Evacuate the building or area 100 yards away from the object.
- Report the discovery to Campus Safety at ext. 72000 or (909) 607-2000 (off campus).

Civil Disturbance

- Report situation to Campus Safety at (909) 607-2000 or ext. 72000.
- Follow the direction of emergency personnel.

Criminal Incident (Active Violence)

- Go to closest designated Safe Room or other lockable and concealable location.
- Lock door, sit on the floor, and remain silent and concealed.
- Remain locked down until released by emergency personnel.

Earthquake

- Take cover under a desk or table, protecting as much of your body as possible, especially your head and neck.
- Stay away from windows and objects that may fall.
- DO NOT run outside.
- If outdoors, stay in an open area away from overhead wires and buildings.
- After shaking stops, evacuate to your designated evacuation area (see evacuation map) and report to your Building Coordinator/RA/Professor.

Fire

- If you see fire or smell smoke, activate the closest fire alarm.
- Evacuate to your designated evacuation area (see evacuation map) and report to your Building Coordinator/RA/Professor.
- Report the location of the fire to Campus Safety at (909) 607-2000 or ext. 72000.
- All persons within a building are required to evacuate when an alarm has sounded. Persons who do not evacuate present a danger to themselves and a liability to the college and will be referred to the college judiciary board.
Fire Alarm Systems

The purpose of our fire alarm system is to signal the need for the evacuation of a building and to notify Campus Safety automatically.

False alarms and tampering with fire safety equipment is unlawful. The penal code provides that any person who sets off a false alarm is guilty of a misdemeanor punishable by a fine and/or imprisonment.

To preserve the integrity of the fire extinguishers placed in each building, residents, on the basis of the smallest identifiable group, will be charged a $100 fine plus the cost of recharging the extinguishers.

Hazardous Material Release

- Move away from the release (at least 100 yards).
- Report release to Campus Safety at (909) 607-2000 or ext. 72000.
- Follow the instructions of emergency personnel.

Lockdown (Outside Threat)

- Go to closest lockable location.
- Communicate, once locked down, with authorities.
- Remain locked down as long as necessary.
- Cooperate with rescuers.
- Plan on interviews with authorities after the incident.

Medical

- Dial (909) 607-2000 or ext. 72000 and report the nature of the illness or injury and the location.
- Notify your resident assistant.
- Provide medical care pursuant to any training you might have received.

Severe Weather

- Move to the interior of a building, keeping away from windows and exterior doors.
- If building becomes damaged take cover under a desk or table protecting as much of your body as possible, especially your head and neck.
- Stay away from pooled or running water.

Threat of Violence

All threats of violence are taken seriously at CMC. Report all threats to Campus Safety at (909) 607-2000 or ext. 72000 You may also dial 9-911 from a campus phone or 911 from a cell phone.
# Important Dates

## Academic Calendar

### Fall 2014 Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>September 2</td>
<td>First semester classes begin</td>
</tr>
<tr>
<td>Monday</td>
<td>September 15</td>
<td>Last day to add</td>
</tr>
<tr>
<td>Wednesday</td>
<td>October 8</td>
<td>Low grade reports due to Registrar</td>
</tr>
<tr>
<td>Monday–Tuesday</td>
<td>October 20–21</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Thursday</td>
<td>October 23</td>
<td>Last day to drop</td>
</tr>
<tr>
<td>Thursday–Friday</td>
<td>November 27–28</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>Tuesday–Friday</td>
<td>November 18–21</td>
<td>Pre-registration for spring</td>
</tr>
<tr>
<td>Friday</td>
<td>December 12</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Monday</td>
<td>December 15</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>Friday</td>
<td>December 19</td>
<td>Final examinations end</td>
</tr>
</tbody>
</table>

### Spring 2015 Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>January 19</td>
<td>Martin Luther King Jr. Holiday (observed)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>January 20</td>
<td>Second semester classes begin</td>
</tr>
<tr>
<td>Monday</td>
<td>February 2</td>
<td>Last day to add</td>
</tr>
<tr>
<td>Wednesday</td>
<td>March 4</td>
<td>Low grade reports due to Registrar</td>
</tr>
<tr>
<td>Thursday</td>
<td>March 12</td>
<td>Last day to drop</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>March 16–20</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Friday</td>
<td>March 27</td>
<td>Cesar Chavez Holiday (observed)</td>
</tr>
<tr>
<td>Tuesday–Thursday</td>
<td>April 21–23</td>
<td>Pre-registration for fall</td>
</tr>
<tr>
<td>Wednesday</td>
<td>May 6</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Thursday–Friday</td>
<td>May 7–8</td>
<td>Reading days</td>
</tr>
<tr>
<td>Friday</td>
<td>May 8</td>
<td>Noon - senior grades due to Registrar</td>
</tr>
<tr>
<td>Monday</td>
<td>May 11</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>Friday</td>
<td>May 15</td>
<td>Final examinations end</td>
</tr>
<tr>
<td>Saturday</td>
<td>May 16</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
Important Phone Numbers

Administrative Offices
Admission ................................................................. (909) 621-8088
Career Services ......................................................... (909) 607-7038
Computing Help Desk ................................................... (909) 607-0911
Dean of the Faculty ....................................................... (909) 621-8117
Dean of Students .......................................................... (909) 621-8114
Facilities and Campus Services (Story House) ....................... (909) 621-8112
Financial Aid ............................................................... (909) 621-8356
Human Resources ......................................................... (909) 621-8490
Marian Miner Cook Athenaeum ........................................ (909) 621-8244
President ................................................................. (909) 621-8111
Registrar & Institutional Research .................................... (909) 621-8101
Residential Life & Student Activities ................................ (909) 621-8114

Counseling/Social Services
Monsour Counseling & Psychological Services ........................ (909) 621-8202
Project Sister Rape Crisis Hotline ..................................... (909) 626-4357

Emergencies
Campus Safety* ......................................................... ext. 72000/ext. 18170/(909) 621-8170
Police/Fire Emergencies or Paramedic Rescues ...................... 911/9-911 from campus phone
City of Claremont Police (nonemergency) ................................. (909) 626-1296

*For all fire, medical, and other emergencies, students should immediately contact Campus Safety which will respond to the call and expedite the arrival of any necessary fire, police, and emergency medical services.

Food Service
Collins Hall (CMC) ......................................................... (909) 621-8311
The Hub (CMC) .......................................................... (909) 607-4082

Hospitals and Medical Facilities
Student Health Service .................................................... (909) 621-8222
Pomona Valley Hospital Medical Center ................................ (909) 865-9500
San Antonio Community Hospital ....................................... (909) 985-2811
Montclair Hospital Medical Center ........................................ (909) 625-5411
Pomona Valley Urgent Medical Care Center ............................... (909) 865-9977

Telephones
The Claremont Colleges Switchboard/Campus Directory Assistance ........... (909) 621-8000
Index

Academic Calendar ................................................................. 51
Activities, Student ................................................................. 7
Air Conditioners ................................................................. 24
Alcohol, Facts About ............................................................. 32
Alcohol and Other Drugs Policy ........................................... 31
Apartment Policies, Residence Hall and .............................. 24
Apartments, Living in the .................................................... 6
Appliance Policy ................................................................. 24
Associated Students of Claremont McKenna College (ASCMC) .... 8
Athenaeum, Marian Miner Cook ......................................... 12
Athletics ........................................................................... 10

Basic Rule of Conduct .......................................................... 21
Bicycle Regulations ............................................................. 48
Black Student Affairs, Office of .......................................... 15
Bomb Emergency Procedure ................................................ 49
Broken Glass .......................................................... 24

Calendar, Academic ............................................................ 51
Campus Dining ................................................................. 12
Campus Life ....................................................................... 5
Campus Recreation ............................................................. 10
Campus Safety ................................................................. 13
Career Services ................................................................. 14
Center for Civic Engagement ............................................. 10
Chaplains, Office of the ..................................................... 16
Chicano/Latino Student Affairs ........................................... 15
Civil Disturbance Emergency Procedure ................................ 49
Clubs and Organizations ..................................................... 8
Club Sports ......................................................................... 11
CMS Intramural Sports ....................................................... 10
College Programming Board ............................................. 8
Collins Hall ....................................................................... 12
Computing Policy, Claremont Colleges’ ............................... 34
Computing and Network Resources Policy, CMC Appropriate Use of 33
Counseling and Psychological Services, Monsour ................... 19
Criminal Incident (Active Violence) Emergency Procedure .......... 49
Cultural Resources ............................................................. 15

Damage Policy ................................................................. 24
Dean of Students Office ....................................................... 5
Decoration and Modification, Room .................................... 28
Demonstrations and Response Policy, CMC .......................... 38
Demonstrations, Claremont Colleges Policy on ....................... 39
Drug Policy ........................................................................ 31

Early Arrival Policy ............................................................ 25
Earthquake Emergency Procedure ....................................... 49
E-Mail, Checking ............................................................... 38
Elevators .......................................................... 25
### 2014–2015 CMC Guide to Student Life

<table>
<thead>
<tr>
<th>Emergency Procedures</th>
<th>49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emett Student Center</td>
<td>17</td>
</tr>
<tr>
<td>Event Registration and Hosting Guidelines</td>
<td>40</td>
</tr>
<tr>
<td>Explosives, Firearms, and Other Weapons Policy</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facilities and Campus Services</th>
<th>17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Educational Rights and Privacy Act of 1974 (FERPA)</td>
<td>44</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>17</td>
</tr>
<tr>
<td>Fire Alarm Systems Emergency Procedure</td>
<td>50</td>
</tr>
<tr>
<td>Firearms Policy</td>
<td>40</td>
</tr>
<tr>
<td>Fire Emergency Procedure</td>
<td>49</td>
</tr>
<tr>
<td>Fire Safety Equipment</td>
<td>25</td>
</tr>
<tr>
<td>Furniture</td>
<td>25</td>
</tr>
</tbody>
</table>

| General Policies | 31 |
| Guest Policy | 26 |

| Halogen Lights | 24 |
| Hazardous Material Release Emergency Procedure | 50 |
| Hazing Policy | 40 |
| Health and Wellness | 18 |
| Health Education Outreach | 18 |
| Housekeeping | 26 |
| Housing Costs | 7 |
| Hub Grill and Store, The | 12 |

| I.D. Cards | 42 |
| Important Phone Numbers | 52 |
| Insurance | 42 |
| International Place of The Claremont Colleges | 15 |

| Keys and Key Cards | 27 |
Latino Student Affairs, Chicano/ .................................................... 15
Laundry ........................................................... 27
Lockdown (Outside Threat) Emergency Procedure ........................................ 50
Lock-outs .................................................. 27
Lofts ............................................................. 28
Lost and Found ................................................ 17

Mail ............................................................ 17
Marian Miner Cook Athenaeum .................................................. 12
McAlister Center for Religious Activities—Office of the Chaplains ............................ 16
Meal Plans ..................................................... 28
Medical Emergency Procedure ................................................... 50
Missing Person Notification Policy ...................................................... 42
Monsour Counseling and Psychological Services ........................................ 19

Noise Policy (Quiet Hours) ............................................................ 28
Nonacademic Policies .............................................................. 21
Non-Discrimination, Equal Opportunity and Related Laws, Statement on .................. 44
Notary Public ............................................................... 19

OBSA (Office of Black Student Affairs) .............................................. 15
Off Campus, Living .............................................................. 6
Office of the Chaplains ........................................................... 16
Open Flames ............................................................... 28
Organizations, Clubs and ........................................................ 8

Parking ............................................................... 45
Pets ............................................................... 28
Posting/Publicity Policy .......................................................... 43

Queer Resource Center ............................................................ 16
(Quiet Hours), Noise Policy ......................................................... 28

Recreation, Campus .............................................................. 10
Recycling ............................................................. 43
Refrigerators ............................................................... 24
Religious Activities, McAlister Center for ................................................... 16
Residence Hall License Agreement, The .................................................. 7
Residence Hall and Apartments Policies .................................................. 24
Residence Halls, Living in the .......................................................... 6
Resident Assistants (RAs) ........................................................... 7
Residential Life ............................................................... 6
Resident Technology Assistants (RTAs) .................................................. 7
Rooftops, Windows and Screens, Balconies, and ........................................... 30
Room Decoration and Modification ..................................................... 28
Room Draw ............................................................... 28
Roommates and Room Changes ...................................................... 29

Safety and Security ............................................................... 29
Search and Confiscation Policy ....................................................... 43
Severe Weather Emergency Procedure .................................................. 50
Sexual Misconduct and Sexual Violence .................................................. 44
Claremont McKenna College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices. The specific policies dealing with harassment and discrimination may be obtained from the Director of Human Resources.

Claremont McKenna College is an affirmative action/equal opportunity employer.

Claremont McKenna College complies with the requirement of Title IX of the Higher Education Amendments of 1972. Inquiries concerning the application of Title IX to this institution should be referred to the Director of Human Resources.

Claremont McKenna College complies with the Family Education Rights and Privacy Act of 1974. Questions concerning information about or the application of the Family Educational Rights and Privacy Act should be referred to the Registrar’s Office.

Claremont McKenna College complies with Section 504 of the Rehabilitation Act of 1973. Questions concerning Section 504 should be referred to the Director of Human Resources.