



2006-2007 Student Handbook

BARRY
UNIVERSITY

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BARRY UNIVERSITY

OFFICE OF THE VICE PRESIDENT

FOR STUDENT SERVICES

11300 N.E. Second Avenue

Miami Shores, Florida

33161-6695



Welcome to Barry University



Introduction to Barry

The primary purpose of Barry University, as stated in the Charter, is to offer quality education. Furthermore, Barry commits itself to assuring a religious dimension, and to provide community service and presence within a more caring environment.

THE SYMBOLISM OF THE BARRY UNIVERSITY SEAL COMBINES DETAILS FROM THE COAT OF ARMS OF BISHOP PATRICK BARRY WITH THOSE OF THE SHIELD OF THE DOMINICAN ORDER. THE SHIELD (OR ESCUTCHEON) OF THE ORDER INDICATES 700 YEARS OF DOMINICAN HISTORY AND SUGGESTS THE CONTRIBUTION OF THE ORDER TO THE CHURCH IN FLORIDA. THE RED BARS OF BISHOP BARRY'S COAT OF ARMS AND THE BOOKS, WHICH SYMBOLIZE THE UNIVERSITY, FORM THE DEXTER, OR RIGHT SIDE OF THE ESCUTCHEON. PLEASE NOTE THAT IN HERALDRY, AS IN STAGE SETTINGS, DIRECTIONS ARE REVERSED FOR THE VIEWER. THEREFORE, THE DEXTER, OR RIGHT SIDE OF THE SHIELD, IS THE LEFT SIDE AS YOU VIEW IT. DETAILS OF THE DOMINICAN SEAL FORM THE SINISTER, OR LEFT SIDE OF THE ESCUTCHEON, AND INDICATE THAT BARRY UNIVERSITY HAS A DOMINICAN FOUNDATION.

BARRY UNIVERSITY IS COMMITTED TO THE BELIEF THAT "WITH RESPECT TO THE FUNDAMENTAL RIGHTS OF THE PERSON, EVERY TYPE OF DISCRIMINATION, WHETHER SOCIAL OR CULTURAL, WHETHER BASED ON SEX, RACE, COLOR, SOCIAL CONDITION, LANGUAGE, OR RELIGION, IS TO BE OVERCOME AND ERADICATED AS CONTRARY TO GOD'S INTENT" (VATICAN, COUNCIL II, GUADIUM ET SPES. NO. 29).

ACCORDINGLY, BARRY UNIVERSITY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL OR ETHNIC ORIGIN, AND PHYSICAL LIMITATION. THIS INCLUDES POLICIES AND PROCEDURES RELATED TO MEMBERSHIP ON THE BOARD OF TRUSTEES, THE EDUCATIONAL PROGRAM, EMPLOYMENT AND PERSONNEL PRACTICES, ADMISSIONS, SCHOLARSHIP-GRANT/LOAN AWARDS, AND PARTICIPATION IN ATHLETIC AND OTHER STUDENT ACTIVITIES.

MISSION STATEMENT

The primary purpose of Barry University, as stated in the Charter, is to offer quality education. Furthermore, Barry commits itself to assuring a religious dimension, and to provide community service and presence within a more caring environment.

NATURE

Barry University is an independent, coeducational Catholic institution of higher education which fosters academic distinction in the liberal arts and professional studies within the Judeo-Christian and Dominican traditions. Founded in 1940, the university is sponsored by the Dominican Sisters of Adrian, Michigan, and is governed by an independent, self-perpetuating Board of Trustees.

ENVIRONMENT

Barry University is a comprehensive university located in Miami Shores, with programs primarily serving South Florida. We seek to attract a diverse student body, including traditional and non-traditional students, from a variety of geographic, ethnic, religious, and socio-economic backgrounds. We seek to recruit and retain faculty members who are dedicated to teaching and advising; to the search for and dissemination of truth through scholarship, research, and creative activities; and to service both to the university and to the larger community. We seek to maintain a staff that supports institutional needs in order to enhance the quality of university life. We seek to provide a learning environment that challenges students to accept intellectual, personal, ethical, spiritual, and social responsibilities.

BARRY UNIVERSITY STRIVES

... to help its students to understand that God is experienced and encourage them to seek a fitting response to the presence of God in their lives.

... to afford the opportunity to examine the fundamental questions of human experience and the response to these questions proposed, in the liberal arts tradition, by theology, philosophy, the humanities, the natural sciences, and the social sciences.

...to provide programs in the liberal arts and professional studies, at the undergraduate and graduate levels, giving students a basis for continued personal and professional growth.

...to recognize the importance of experiential learning and on-and off-campus education of adult students.

...to contribute to international understanding, world peace, and community self-awareness by providing an international dimension to its student body and educational curricula.

...to demonstrate concern for the individual in an atmosphere in which students, conscious of their own dignity as persons, become aware of their attendant responsibility toward other persons and toward the environment.

...to encourage its students to assume community leadership in religious, social, economic, and political affairs as a means of effecting needed social change.

HISTORY

The university bears the name of three of its Founders: Bishop Patrick Barry, Monsignor William Barry, and Mother Mary Gerald Barry. A fourth Founder, John Graves Thompson, for whom Thompson Hall has been named, also had a substantial role in organizing the College. Each Founder, in addition to promoting the standards and a strong liberal arts program for Barry College, made other outstanding contributions to the Church and education in general.



FOUNDERS

BISHOP PATRICK BARRY

Patrick Barry was born in West Clare, Ireland, in 1860, one of a family of eighteen children. The future Bishop of the Diocese of St. Augustine, Florida was ordained in 1895. After serving approximately twenty-five years as a missionary to the state of Florida, he was consecrated Bishop on February 22, 1922.

It was the desire of Bishop Barry that Florida have a Catholic college for women, a dream which was realized through his efforts and those of his co-founders. Bishop Barry officiated at the laying and the blessing of the cornerstone of Cor Jesu Chapel on June 20, 1940 but died August 13, 1940 just prior to the opening of the college.

MOTHER MARY GERALD BARRY, OP

Mother Mary Gerald, a younger sister of Bishop Barry, was born in 1881 and came to America in 1900. After entering the Adrian Dominican community in 1912, she continued her education at Detroit Teachers College. She was elected Mother General in 1933 and served in this capacity for twenty-eight years. Among the institutions built under her direction were two colleges, three hospitals, a home for the aged, and a residence for business women. In 1950 Mother Gerald was awarded the Lateran Cross by Pope Pius XII for distinguished service to the Church. Co-founder and first president of Barry College she died November 20, 1961.

MONSIGNOR WILLIAM BARRY

William Barry, a brother of Bishop Barry and Mother Mary Gerald, was born in West Clare, Ireland, in 1886. He studied for the priesthood in Baltimore, and was ordained there for the Diocese of St. Augustine in 1910. After years of active missionary work in the growing state of Florida, Monsignor Barry was appointed founder-pastor of St. Patrick's Church on Miami Beach. In compliance with the 1938 proposal of his brother, Patrick, and his sister, Mother Mary Gerald, Monsignor chose the location for Barry. He remained one of Barry's greatest benefactors until his death on November 17, 1967.

JOHN GRAVES THOMPSON

Mr. Thompson was born in Bement, Illinois in 1906. He moved to Miami as a young boy, studied at the University of Florida, and led an active social and civic life in Miami. As a young lawyer, Mr. Thompson helped Monsignor Barry select the site for Barry and at this time his long friendship began with the founders of the College. Mr. Thompson, friend and legal guide, was fifty-five years old when he died April 12, 1961.

PRESIDENTS

In 1940 the first buildings of Barry College were blessed by Bishop Barry. These include Cor Jesu Chapel, a gift of Mrs. Margaret Brady Farrell, Calaroga Hall (now LaVoie), the classroom-administration unit, Angelicus (now Adrian Hall), and two residence halls, Rosa Mystica (now Kelley House) and Maris Stella (now Farrell House). During the presidency of Mother Mary Gerald Barry (1940-1961) most of the existing campus buildings were completed. In 1946 Stella Matutina (now Weber House) opened and additions to Adrian Hall were completed.

With the dual responsibilities of Mother General of the Adrian Dominican community and the Presidency of Barry College, Mother Mary Gerald Barry was not in residence at Barry College. The day to day operation of the college was in the capable hands of Sister Gonzaga Greene, vice president and business manager from 1939 to 1946 and Sister DeLellis Rafftry, Academic Dean from 1940 to 1946. These women were responsible for the on site building of the college. Sister Gonzaga for the supervision of the construction of the physical plant and Sister DeLellis for the construction of the quality academic programs.

The decade of the 1950's brought considerable change to the campus. A science unit and temporary library were added to the Adrian Hall complex in 1950 and the Fine Arts Quadrangle, dedicated in 1955, brought music and art studios, lecture rooms and an auditorium to the campus. The changes that occurred during this time were not limited to the completion of new buildings. In 1953 the nursing program was instituted and in 1954 graduate degree programs were initiated. With the beginning of graduate study, degree-seeking male students were enrolled at Barry for the first time. Further additions to the campus came with the purchase of the Villa in 1956. Mother Gerald Barry's presidency ended with her death in 1961. The following year saw the dedication of Regina Mundi (now Dalton House) and Regina Caeli (now Dunspaugh House) and Thompson Hall.

With the election of Mother Genevieve Weber to the position of Mother General of the Adrian Dominican Community, she also assumed the presidency of Barry College. During her brief term as president (1962-63), Mother Genevieve separated the duties of the presidency from those of Mother General and Sister M. Dorothy Browne was named president in 1963.

As the first president in residence Sister M. Dorothy Browne (1963-1974) established the School of Social Work in 1966. Sister Dorothy was not a stranger to the campus in that she served as academic dean from 1946 to 1957 and guided a development program that saw the creation of the nursing program in 1953 and the graduate degree programs in 1954. Two excellent additions to the campus physical

plant were completed during her tenure as president with the opening of the Monsignor William Barry Memorial Library in 1967 and the Wiegand Center in 1970.

In 1974 Sister M. Trinita Flood assumed the presidency of the college, having served as a faculty member and administrator at Barry for eighteen years. During her presidency the College was reorganized into six instructional units, The School of Arts & Sciences, The School of Business, The School of Education, The School of Nursing, The School of Social Work. The Continuing Education Department was established in 1974, became The School of Adult and Continuing Education in 1982, and serves over 2000 adult students through day and evening classes.

The university became officially co-educational in 1975 with male students admitted to all majors and living on the campus for the first time.

Sister Jeanne O'Laughlin was inaugurated as Barry's fifth president during the Founders Day Weekend celebration, held in November 1981. Sister Jeanne came to Barry after serving as Executive Assistant to the President of St. Louis University, St. Louis, Missouri. In conjunction with Sister Jeanne's inauguration, the institution changed its status and became Barry University.

Today Barry University enrolls more than 9000 students in both undergraduate and graduate programs. While maintaining a strong liberal arts tradition and an unusually large number of liberal arts majors, Barry also provides exceptionally strong professional programs.

After 23 years of service as Barry University's president, Sr. Jeanne O'Laughlin retired from the presidency, although she will remain involved with Barry as Chancellor.

Barry's sixth president is Sr. Linda Bevilacqua, whose roots have always belonged to Barry. It was here where she received her bachelor of science degree in elementary education (Magna cum Laude) in 1962. Later, she earned a master's in guidance and counseling in 1969 from Siena Heights College (now University) and a Ph.D. in higher education administration from Michigan State University (East Lansing, Mich.) in 1980.

Sr. Linda's career has spanned all aspects of higher education. She began her career at Barry University as assistant dean of students (1969-70), before being promoted to dean of student affairs (1970-78). She later returned to Barry as its director of alternative programs, where she developed and administered Barry's Early Credit Program (1981-82). The following five years (1982-86), Sr. Linda was promoted to associate vice president for academic affairs, and was the first dean of Barry's School of Adult and Continuing Education. There, she led the creation and administration of this school for working adults with a 17-member administrative and professional team.

In 1986, Sr. Linda Bevilacqua left Barry to accept an elected position as administrator of the congregation with the

Adrian Dominican Sisters (Adrian, Mich., 1986-1992). There, she was responsible for the congregation's administrative, financial, legal, corporate, and real estate matters, as well as was a key participant in annual and long-range planning, development, approval, and oversight of a \$20 million budget. And as president of Gwynedd-Mercy College, she served as its educational leader with 66 dedicated full-time and over 150 part-time faculty members, 150 staff members, five vice presidents, five academic deans, and several executive directors.

CAMPUS TRADITIONS

Baccalaureate Mass - is celebrated prior to the Commencement exercises to ask God's blessing on the graduates and their families.

Winter and Spring Chorale Concerts - are Barry's gift in music and song to the Miami community in December and April.

Commencement - takes place in May, and December of each academic year.

Founder's Day - ordinarily celebrated November 15 (Bishop Patrick Barry's birthday), marks the traditional tribute to the four founders. A special program is planned and always includes the celebration of the Eucharist to invoke God's continued blessing on the university.

Honors Convocation - is held the day before commencement to honor students who have achieved high academic standing or who have been elected to campus and/or national honor societies. The event is sponsored by the university's Honors Committee.

Mass of the Holy Spirit - is celebrated for the university community during the first week of Fall classes to pray for God's blessing and protection on the new academic year and the members of the Barry family.

New Student Investiture - is the official welcoming ceremony for new students to Barry University. Held during the fall orientation, the New Student Investiture is an inter-faith ceremony which highlights the religious dimension of Barry University and commemorates the opening chapter of college life at Barry for the entering class of 2003. New students and their families are the honored guests at this ceremony.

StART - is a two-day program designed to introduce you to life at Barry and serve as a major component to the university's student transitional support efforts. Through the StART program's informational sessions, placement and challenge testing, meetings and receptions, you'll become acquainted with the Barry University community. New students will

have an opportunity to explore our academic facilities and university housing, meet with representatives from academic school and register for fall semester classes. New students also discover the rich variety of activities and programs available at Barry University. StART also offers an important opportunity for new students and their families to meet faculty and staff and to learn firsthand about the philosophy of education that will guide their undergraduate at Barry University.

Orientation - serves as the second major component in the university's transitional support efforts for new students. Mandatory for all new students, Orientation focuses on cultural, spiritual and social orientation to Barry University. Orientation is collection of programs and activities facilitated by undergraduate student leaders called the Orientation Team. The Orientation Teams facilitates numerous small group gatherings which provide a give-and-take pattern of learning and establishing new relationships among new students and their peers.

Freshman and new students are also encouraged to enroll in the continuing orientation course (ORI 100) during the Fall semester. This course provides an opportunity for on-going support and friendship for the new student.

Rose and Candle Ceremony - is one of the oldest traditional student activities at commencement. The ceremony attempts to symbolize in word and song the deep bonds of friendships that have developed between seniors and underclassmen. Seniors give a candle, symbol of knowledge and wisdom, to an underclassman of their choice and receive, in return, a red rose, symbol of love and friendship.

VICE PRESIDENT FOR STUDENT SERVICES

Michael J. Griffin, Ed.D., Vice President
Maria Luisa Alvarez, Ph.D., Associate Vice President
M. Eileen McDonough, Ed.D., Associate Vice President
Janet Dowd, Executive Secretary

Landon Student Union 300, 305-899-3085
e-mail: studentservices@mail.Barry.edu
Web page: <http://www.barry.edu/student-services>

PURPOSE STATEMENT

The Student Services Division of Barry University adheres to the philosophy that students succeed when all aspects of their development are at the optimum level.

The developmental purposes of the division are personal growth, the coordination of out-of-the-classroom activities, the general well being of individual students and student

groups, as well as the establishment of a caring environment where learning can take place. This developmental approach to total education embodies the university's mission statement and emphasizes such traits as values, maturity, and responsibility of self and others, within a religious dimension while maintaining a sense of community service.

Members of the Student Services staff believe that the student's education is primarily his or her own responsibility. There will be times when individual students will need direction, counseling and encouragement and the staff stands ready to serve as a support system to help students embrace the mission of the university.

The vice president for Student Services is the university official charged with coordinating the programs of Student Services. Those areas staffed by Student Services professionals are: the Career Center, Counseling Center, Disability Services, Health Services, Residential Life, Student Activities, International Student Services, Student I.D. Office, Orientation, Commuter Affairs, Volunteer Center and Commencement.

Students are involved in all aspects of the Student Services Division through departmental advisory committees and meaningful involvement with each staff member of the division. Further, there is a close working relationship with the Student Government Association, the Residence Hall Association and other student groups.

DEAN OF STUDENTS

Kenneth J. Rockensies, Ed.D., Dean of Students
Alexia Freeman, Secretary

Landon Student Union 101, 305-899-4926
e-mail: deanofstudents@mail.barry.edu
Web page: <http://www.barry.edu/student-services>

The Office of the Dean of Students provides support for the intellectual and personal development of all students—undergraduate, graduate, and adult learners—through a combination of advocacy, programming, and services that enhance the quality of campus life. Additional areas of responsibility include: guidance/counseling, fostering educational goal attainment, making appropriate referrals, promoting faculty-student collaboration, resolving conduct matters as chief judicial officer, facilitating conflict resolution, coordinating medical withdrawals, overseeing the Mentor Program, and supervising the Center for Commuter Student Affairs, Center for Leadership Development, Transition and Retention Services, and the Volunteer and Community Service Center. The Dean also manages crisis situations and responds personally in the event of a life-threatening situation.

CAREER SERVICES

Amy Raphael, Ph.D., Director
John Moriarty, MBA, Career Counselor
Paula Borkowski, MS, Career Counselor
Sylvania Montalvo, Administrative Secretary
Shaunelle Wall, Administrative Secretary

Landon Student Union 105
Phone number: (305) 899-4010
E-mail: careerservices@mail.barry.edu
Web Page: <http://student.barry.edu/careerservices>

PURPOSE STATEMENT

The professional staff of Career Services assists students and alumni in accordance with the University's mission imperative of a caring environment. The goal of Career Services is to encourage each student to take personal responsibility to utilize the services to develop his or her career planning skills from freshman through senior year and beyond. Career Counselors are available to provide counseling and assistance regarding career development issues to students, alumni, faculty, and staff. In order to serve all students and alumni, evening appointment hours are designated throughout the academic year.

Career Services strives to provide the following services in an atmosphere of respect and confidentiality:

1. Career development and planning to assist students and alumni.
2. Innovative, informative career programs including activities, presentations, and seminars.
3. The Center offers communication and interaction with employers nationwide to increase recruiting opportunities. Career Services seeks to provide services that benefit Barry students and alumni as well as employer partners.
4. Collaboration with faculty and staff to provide services in a comprehensive, beneficial, and efficient manner.
5. A commitment to extend the Center's resources beyond a traditional Monday - Friday format by utilizing Internet technology. The Center is committed to serve all of Barry University's satellite campuses in this manner. On the main campus in Miami Shores, Career Services holds regular evening hours throughout the academic year to meet the needs of all students and alumni.

The following services are available to all Barry University students and alumni:

- Individual and Group Career Counseling
- Workshops and assistance on resume and cover letter writing, interview skills, job searching techniques, working a career fair, and the graduate school application process.



- Full-time Job and Internship listings via E-Campus Recruiter (www.ecampusrecruiter.com/barry)
- Annual Fall and Spring Career Expos
- Career Interest Inventories such as the Strong Interest Inventory and the Myers Briggs Type Indicator
- Career Library Resources
- On-campus Recruiting
- Extended evening hours

It is the policy of the Center to provide services to employers whose mission is consistent with the mission of the University. We highly encourage faculty and staff to utilize our services within the scope of the classroom or student organizations you advise.

ORI 300 Senior Transitions (1)

Special one-semester courses open to all second-semester junior or senior students. The goals of the course are to begin the adjustment process from the undergraduate academic life to graduate school or the world of work.

CENTER FOR STUDENT COMMUTER AFFAIRS

Susana Fernández, Ph.D., Director

Landon Student Union, 108, (305) 899-3089
Commuter Student Lounge, Landon Student Union, 109
e-mail: commuteraffairs@mail.barry.edu

Web Page: <http://student.barry.edu/commuter>

PURPOSE STATEMENT

The Center for Student Commuter Affairs is committed to serving the needs of all commuter students, including undergraduate, graduate, ACE, and off-campus university sites, which constitute more than two-thirds of the Barry University student body.

The purpose of the center is to serve as a resource center by providing a variety of programs and services intended to enhance the commuter experience by broadening the students' knowledge of opportunities, events, and services that will assist them during their college career. As a resource center, the office routinely collaborates with academic and administrative departments, as well as with other organizations and institutions, to make sure that commuters receive comprehensive and up-to-date information on any area relevant to their academic and personal development.

The center also seeks to enhance the student's overall experience by encouraging campus participation, academic excellence, and social responsibility through advocacy efforts. The ultimate goal is to develop critical thinkers who can successfully integrate the multiple life roles typical of their commuter lifestyle in a successful manner.

This purpose is aligned with the University's Dominican tradition of study, prayer, community, and service within a caring environment of personalized attention that strengthens a student's connection with the greater University community.

OBJECTIVES

- Offer services that help commuter students in their day-to-day interactions with the University.
- Offer programs that help commuter students to establish a connection with the University and its campus life.
- Offer orientation programs that ensure a successful adjustment to college life, while taking into consideration commuter-specific nuances such as previous college experience, non-traditional status, distance from main campus, and multiple life roles, among others.
- Provide a supportive space to facilitate commuter student interaction with faculty, staff, and each other by means of educational and recreational programs.
- Promote a sense of advocacy for commuter issues, while educating the University community about commuter needs.
- Provide advisory support for a Commuter Assistant Program.
- Engage in research efforts to identify, categorize, and understand commuter characteristics, overall demographics, as well as the diverse needs of commuter populations.

CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES

The Career and Counseling Center provides personal counseling and career counseling services.

Anastasia M. Maguire, RSM, L.C.S.W., Director
James C. Scott, Psy.D., Clinical Psychologist,
Assistant Director

Maria Teresa Casares, Ph.D., Personal Counselor
Jennifer Mathis-Fisher., Personal Counselor
Alison Morris, MS, Personal Counselor
Peysaf Worthalter, M.D., Consulting Psychiatrist
Faith Williamson, B.A., Administrative Secretary

Landon Student Union 205

Phone number: 305 899-3950

e-mail: counselingservices@mail.barry.edu

Web Page: <http://www2.barry.edu/vpss/career&counsel>

PURPOSE STATEMENT

The Counseling Center provides personal counseling services.

The purpose of the Counseling Center is to provide these services in an atmosphere of respect and confidentiality.

- Personal counseling and educational programs are provided to enhance personal development to all enrolled students
- Personal counseling is available on an appointment basis, if possible. In order to serve all students evening appointments are available by request. Twenty-four hour emergency personal counseling services are available through a cell phone system.

PERSONAL COUNSELING

Confidential personal counseling is available to all students at Barry University. Students are encouraged to use the counseling services when those services would be helpful. When requested, or when appropriate, referrals are made to the University's consulting psychiatrist, to physicians and/or community agencies. These referrals are made through the Counseling Center. Confidentiality is maintained.

Currently enrolled students who, by their actions, are considered to be psychologically unable to function adequately as members of the student body may be required to provide a clearance from the university's consulting psychiatrist, as a condition for continued enrollment in the university. This condition of clearance from the university's consulting psychiatrist also applies to those students who withdraw from the university for psychiatric treatment and subsequently seek re-admission.

CENTER FOR LEADERSHIP DEVELOPMENT AND TRANSITION SERVICES

Dana Ponsky., Director
Gina Joseph, Coordinator
Landon Student Union 202
Phone: 305-899-3992
e-mail: orientation@mail.barry.edu

PURPOSE STATEMENT

The purpose of the Center for Leadership and Transition Services is rooted in the university's mission of providing a quality education, the assurance of a religious dimension, service to the community, and presence within a more caring environment. The Center is responsible for developing comprehensive transition support, retention, family outreach, and leadership development programs for the Division of Student Services.

Additionally, the Center will foster collaboration among campus departments, individual students, and student organizations toward the goal of presenting a comprehensive transition support and leadership development program that facilitates social, educational, spiritual, cultural, cognitive, and ethical development.

OBJECTIVE

- Offer a comprehensive orientation program that enhance a student's success during the transition period and beyond.
- Offer a variety of training programs that enhance leadership skills among students.
- Assist students in developing their own personal leadership style.
- Engage students in reflective discussion/exercises about their own leadership experiences.
- Facilitate interaction between student leaders and community members to foster the concept of leadership as service beyond self.
- Provide a varied program that responds to the diverse needs of all participants.

TRANSITION & RETENTION SUPPORT

StART Team – undergraduate student leaders who lead new students and families through StART - the Student Advanced Registration and Transitions program. The StART Team also presents the Transition Skits during the July StART programs.

Orientation Team – undergraduate student leaders who assist in the implementation of the fall and spring semester orientation programs for new students and families. Orientation Team members are an integral part of the orientation program,

serving as facilitators, hosts, and resources for freshmen and transfer students and their family members.

Peer Assistants – undergraduate students who desire to make significant positive contributions to Barry University and to the first-year student population. Peer Mentors work with an identified group of first-year students, assisting with their transition to Barry, identifying and coordinating specific programs to meet their needs, and assisting with the development and implementation of the spring and fall orientation programs.

LEADERSHIP DEVELOPMENT

Emerging Leaders – this program focuses on first-year student leadership development based loosely on the Social Change Model of Leadership. The Emerging Leaders program provides experiential opportunities enhancing leadership skills, raising social awareness, and stimulating intellectual growth. To further expose students to campus resources and provide transitional support, this program offers direct interaction with current student leaders, university staff, faculty, and senior administrators.

Leadership Library – if you are interested in researching educational resources on leadership topics, the Leadership Library stocks books, journals, videotapes, and a wide array of hand-outs, all of which relate to leadership, including topics such as leadership theory, meetings, delegation, networking, publicity, diversity, ethics, ice-breakers, and other topics relevant to leadership and management. Anyone with a Barry University student ID Card may review the materials in the library or check out an item for 48 hours. The Leadership Library is located in the Landon Student Union, Suite 202.

Leadership Conferences – the purpose of these conferences is to provide student leaders with the opportunity to interact with their peers from Barry University and/or surrounding institutions, allowing them to form friendships, gather ideas and promote intercollegiate cooperative program planning. Most conferences will feature a keynote speaker and a series of breakout sessions aimed at addressing issues that are pertinent to both established and emerging student leaders.

Leadership Speaker Series – are designed to provide students with the opportunity to understand and explore the concept of leadership, assess your interests, improve your skills and learn more about working with others. Seminar topics will vary each semester and suggestions for new topics will be researched and provided as needed.

Leadership Retreats – are developed as an adventure learning experience. The goal of leadership retreats is to offer students experiential learning opportunities to develop a variety of leadership skills. A retreat will provide student lead-

ers an opportunity to interact with one another, share knowledge, demonstrate key principles of group dynamics, effective communication and building teamwork skills. In addition, attendees at a retreat will have the opportunity to challenge their personal limits and grow as an individual.

Leadership Luncheons - these luncheons provide an opportunity for the primary student leaders of Barry University to have lunch with administrators to ask questions and gain insight from one of the University's leaders.

Leadership Recognition - the Center and the Division of Student Services recognizes student leaders for their positive contributions to campus life by hosting an annual leadership awards banquet held in April. This program is designed to emphasize the importance of student leaders and recognize outstanding individuals, student organizations and advisors for their leadership contributions to Barry University.

DISABILITY SERVICES

Leslie Rouder, LCSW, Director
Stephen Loynaz, B.S., Coordinator
Rachelle Loudor, B.A., B.S. Interpreter
Allison Kowlessar, Coordinator/Transcriber

Landon Student Union 102
Voice/TDD: 305 899-3488
Fax: 305 899-3056
E-mail: disabilityservices@mail.barry.edu
Web Page: <http://www.barry.edu/disabilityservices>

PURPOSE STATEMENT

The primary purpose of the Office of Disability Services is to provide academic accommodations to those students with documented disabilities.

In addition, the office provides leadership and guidance to the campus community to enhance understanding and support of ODS while ensuring compliance with legal requirements for equal access. The office supports the caring environment of Barry University through its one-on-one relationships with students and strives to provide a holistic educational experience which prepares each student to be united and equal with the non-disabled population, while assuring their human and legal rights.

APPEALS

Accommodations are granted on a case-by-case basis by those students who are eligible under our documentation guidelines and in compliance with all Federal and State Laws.

The Student may appeal any decisions related to their

request for accommodations to the Director of Disability Services in writing within 10 days. Any position, paper, brief, medical documentation or other written material which the student desires to be reviewed shall be submitted together with the notice of appeal. The Director shall investigate and respond in writing to the notice of appeal stating his or her decision together with the reasons for either affirming or reversing either previous decision as to an accommodation or auxiliary aid. If a student wishes to appeal the decision of the Director, she/he may file a grievance with the University ADA Coordinator, Dr. Eileen McDonough.

O'LAUGHLIN INTER-CULTURAL CENTER

Damaris M. Vasquez, M.S., Director
Stephen Matos, M.S., Assistant Director
Reina Ray, Coordinator

Landon Student Union 304, 305-899-3082
e-mail: iccservices@mail.barry.edu
Web Page: <http://www2.barry.edu/vpss/icc.html>

PURPOSE STATEMENT

The O'Laughlin Inter-cultural Center (ICC) provides resources, services, and programs designed to develop the multicultural and international dimensions of Barry University. The Center seeks to challenge existing cultural stereotypes and misconceptions, to enhance the college's awareness of the perspectives and needs of its diverse community members, and to aid the college's mission of achieving a multicultural living and learning community. ICC further provides advocacy, support, and other key resources and services to international students and scholars. And finally, it functions as a crucial liaison within the Barry community, and various local, state and federal agencies.

Every effort is made to promote student awareness of the benefits available to international students under federal regulations. To provide efficient service, ICC requires all international students to provide up-to-date information regarding changes in personal and/or academic status. These changes may include a new academic program, change of address, financial status, and transfer to another university. In accordance with United States Citizenship and Immigration Services (USCIS) regulations, ICC maintains a complete file on each student, which must include a copy of the endorsed I-20, passport, visa, I-94 card and other related documents.

International students are required to register full time 12 credit hours per semester for undergraduates and nine credit hours for graduate and six credit hours for doctoral students. At all times, a student must make satisfactory progress toward completion of a degree program.

Students who fall out of status are responsible for filing for

reinstatement with ICC staff to the USCIS.

The Inter-cultural Center provides advisement with regard to any academic, financial, personal, or immigration matters during business hours, Monday through Friday, 9:00 am to 5:00 pm. ICC staff to the USCISA mandatory, extensive orientation for new international students is held prior to registration in the Fall and Spring semesters. Students are responsible to bring the following documents to check-in and will not be allowed to register for classes without them; an endorsed I-20 or DS-2019 form, a valid passport, a valid visa, an I-94 card, and a completed information sheet (provided by ICC.)

ICC promotes international and cultural awareness to the Barry community by sponsoring the:

- International Assistant Program
- Latino Heritage Month
- Festival of Nations
- International Student Meetings and Forums
- Cross-cultural Workshops/Simulations
- Cultural Extravaganza
- Immigration Seminars
- Brazilian Carnavale

Frequently asked questions that can be resolved by calling the Inter-cultural Center include:

- May I work part-time as an international student?
- How and when can I apply for employment authorization?
- What is curricular and optional practical training?
- I forgot to get my I-20 signed and I'm in my home country. What do I do now?
- How do I apply for an extension of stay in the United States?



- Can I just go to Cancun for Spring break without getting a visa before I go?
- Will I fall out of status if I take less than a full-time course load?
- What's the difference between an academic advisor and my international student advisor?
- Can I coordinate a program to promote cultural awareness about my country

RESIDENTIAL LIFE

Chris Arnold, M.S., Director
Patrick Devine, M.S., Assistant Director
Yojana Rodriguez, B.A., Area Coordinator
Justin Latapy-George, B.S., Area Coordinator
Emily Must, Area Coordinator
TBA, Administrative Secretary

Landon Student Union 305, 305-899-3875
e-mail: reslife@mail.barry.edu
Web Page: <http://www2.barry.edu/vpss/res.html>

PURPOSE STATEMENT

The purpose of the residence life program is to work with students, staff, and faculty in the creation of a caring and learning environment in which students can find opportunities to excel academically and interpersonally. The department provides ways in which students can better understand themselves and others in their community.

For learning to occur, the department believes that the following conditions must be satisfied:

- That each student is viewed as a unique member of the community.
- That students find stimulation for learning through individual and group educational and developmental opportunities.
- That the environment provides opportunity for interaction and collaboration so that students, faculty and staff share in the development of goals and the resulting responsibilities.
- That the rights and responsibilities of all members of the community are recognized.
- That learning as a process is as valuable as learning as a product.

The university provides on campus residences to offer students an opportunity to live, study and develop as whole persons within a community educational setting. A resident will profit from this experience to the extent they choose to participate and to develop their own creative leadership skills. The Residential Life staff assists the residents in making their campus living a caring community conducive to

their social and educational development. They provide quality service, protect the rights of all residents in a safe and secure residence, and maintain pleasant and sanitary conditions in a caring environment. The university has specific housing policies and regulations.

These policies are specified in the Housing Agreement and published in The Resident's Manual.

OFF-CAMPUS HOUSING SERVICE

Web Page: <http://www2.Barry.edu/VPSS-vpoffice/off-campushousing.asp>

The Office of Residential Life provides listings of facilities available off campus. The information is posted outside of the Office of Residential Life and on the web site noted above. Students are welcome to view the listings at anytime. These listings are called in by members of the local community. The university does not inspect these premises and does not take responsibility for any problems relating to the rental and/or use of these premises. Students are responsible for all arrangements made between the renter and themselves.

STUDENT ACTIVITIES

Anwar Cruter, M.A., Director
T.B.A., Assistant Director
Sarah Bramlette, M.Ed., Coordinator, Commuter Affairs
TBA, Coordinator, Multicultural Affairs
LaKima Garnett, Coordinator, Student Organizations
Robert Pelaez Administrative Assistant

Landon Student Union 206
Phone: 305-899-3961

PURPOSE STATEMENT

The Office of Student Activities (OSA) is committed to the mission of Barry University and the Division of Student Service. The guiding philosophy of the Office recognizes that the development of the whole student is achieved through in-class and out-of-class learning opportunities and experiences provided through programs designed to enhance cultural, intellectual, leadership, personal, and professional development. When afforded these opportunities for learning and growing, students will graduate from the institution with a better understanding of themselves and their peers, as it relates to their organizations, chosen professions and responsibilities as part of a larger community. OSA encompasses student organizations, leadership development, student programs and events, Multicultural affairs, club and organization governance, Greek life and Commuter affairs.

The staff, through the implementation of student devel-

opment theories in a variety of instructional settings, assists students in developing environments which enhance diversity, promote ethical and moral development, encourage civic engagement, promote the establishment of meaningful interpersonal relationships, and provide leadership and experiential learning opportunities.

CAMPUS EVENTS & PROGRAMMING

While academics will be a major focus of your college career, the Office of Student Activities at Barry University believes that a complete college education requires involvement in activities, events, and programs outside the classroom. Therefore, the office plays a major role in the social and educational programming throughout the campus.

The Campus Activities Board (C.A.B.) - an advisory board to the Office of Student Activities, plans, coordinates and presents many of the on and off campus wide programs and events. C.A.B. strives to provide dynamic and diverse programs and events that meet the needs and interests of the Barry University student community. Programs include evening entertainment such as bands, comedians, talent shows, and game shows. Large scale and/or traditional programs include the Labor Day Pool Party, Founders' Day Festival and Homecoming. Spring Break, Easter Break and Fall Holiday trips to Walt Disney World and Orlando are scheduled annually as well as trips to local attractions. Lunch time hour programming includes barbecues, pep rallies, novelty acts and musicians. Each event is designed to educate beyond the walls of a classroom.

Adventure Explorers

Adventure Explorers serves the educational, recreational, and developmental needs of the Barry University community by utilizing human-powered outdoor adventure pursuits, experiential education methods, and the natural environment. The program provides opportunities for challenging experiences in outdoor settings while promoting a responsible and sustainable land-use ethic. In doing so, Adventure Explorers can address individual recreational needs as well as provide out-of-classroom academic support experiences. Students are encouraged to discover the thrilling adventures of South Florida such as sailing, hiking, rock climbing, scuba diving, kayaking, horseback riding & more...

Mosaic

Cultural & Creative Arts Series is one of the Office of Student Activities newest initiatives developed for students to explore an array of cultural arts programs and activities through a variety of mediums. Whether attending a theatrical performance, one of the world's finest ballets, going to a cultural festival or experiencing a new artisan's work at an exhibit, Mosaic enables students to celebrate their freedom

of expression and inquiry as well expose them to the rich tapestry of culture and arts that South Florida is renowned for.

Synergy

Synergy is a series of skill building and training workshops to aid students in the development of their leadership style and personal development. An integral component of Synergy is to prepare participants to utilize critical thinking, to develop effective verbal, non-verbal and written communication skills, how to delegate and collaborative and cooperative teamwork. Students can attend workshops "a-la-carte" or they can apply to the Leadership Academy - a track based, intensive leadership and skill developing program. Successful completion of the Leadership Academy culminates with a graduation ceremony and recognition as a certified student leader.

Get Synergized!

Enhance leadership skills & develop new strengths
Learn about yourself and core beliefs & values to become an effective team builder
Build trusting relationships
Make connections within the Barry Community
Make a difference in the world
Develop into an ethical leader
Strengthen the organization to which you belong
Leave a legacy

For more information regarding campus events and programming at Barry University, please contact the Office of Student Activities, located in Landon Student Union 206, call 305-899-3961 or email: studentactivities@mail.barry.edu

STUDENT ORGANIZATIONS

Student organizations provide opportunities to enrich the academic experience of college. Students are encouraged to become actively involved in campus life and the local community by pursuing their special interests and hobbies through involvement in social and academic student organizations.

The opportunities for student involvement in campus activities are endless. There are more than 80 student organizations that meet the needs of students at Barry University. United by the Student Organization Council (S.O.C.) and funded by the Student Government Association (S.G.A.), these groups encompass a wide range of interests and welcome your participation. Registered student organizations include Arts, Business, Communication/Media, Education, Governing, Honor, Medical, Multicultural, Petitioning Greek Recreational/Sports, Religious, Science and Service groups.

The S.O.C. aids students with opportunities to develop and enhance a personal philosophy of leadership that includes self understanding, respect for others and acknowledgement of responsibilities inherent in a community. Each semester leadership seminars are hosted for organization executive officers and general members to develop their group's productivity.

ARTS ORGANIZATIONS

Chamber Ensemble Association - The Chamber Ensemble Association serves as a performing ensemble of professional quality and to represent the University as musical ambassadors.

Dream Catchers Company BU - The purpose is to enrich Barry University Theatre Students with knowledge of the professional world of show business as well as serve the Barry community with the gift of the performing arts. Also to collaborate the students into an acting company complete with unity, honor, and most importantly talent.

Fiji Fashion - The intention of this organization is to develop skills in fashions, educate each member on the economic world of fashion, to surround and place each member in a social environment with others, to educate the underprivileged community; furthermore to hold various fashion shows and talent shows throughout the semester.

Manga and Anime Club - To foster an appreciation for the misunderstood medium of Japanese Animation; to promote a deeper understanding of Asian folklore, culture, and art as demonstrated through anime; to unite people of all walks of life in the observation and enjoyment of anime as a representation of the benefits and wonders of a world without division, where culture is freely given and freely shared.

BUSINESS ORGANIZATIONS

Accounting Association - The objective of this organization is to develop, encourage, and serve as a resource for greater participation by students who are business majors.

Delta Epsilon Chi (DECA) - The purpose or mission of this organization shall be to enhance member educational experiences by exposing each member to outside world business practices through competitions at the state and international levels.

Delta Sigma Pi Business Fraternity - Delta Sigma Pi Business Fraternity is a professional fraternity organized to foster the study of business, promote closer affiliation between the commercial world and students of commerce and to encourage scholarship and social activities of these students.

Sports Industry Association - The Sports Management Group fosters educational experience through student involvement with the planning and coordinating of special events. The group develops community involvement, special interaction, professional experience and promotes values of sports.

COMMUNICATION / MEDIA ORGANIZATIONS

Buccaneer Newspaper - The Barry Buccaneer is the student newspaper, ranging from 8-16 pages and published at the first of every month starting in September and ending with May. The Buccaneer serves as a laboratory for the journalism minors. All work, including writing, editing, advertising and design, is completed by students.

National Broadcasting Society - The National Broadcasting Society enhances the development of college and university students involved in telecommunications, broadcasting, cable and other electronic media by promoting excellence, providing opportunities for leadership, providing exposure to the telecommunication industries, assisting career preparation and providing opportunities for the development of members through advanced media education programs at local, district, regional and national levels.

WBRY Radio Station - The WBRY Radio Station provides training in broadcasting for students and to educate and inform the Barry campus about alternative music and educational broadcasting.

EDUCATION ORGANIZATIONS

Education Association at Barry - The Education Association of Barry University, Miami Shores campus provides a forum for Education students to discuss concepts and issues surrounding the field while establishing links to professional educators.

Graduate Council for Exceptional Children - The primary purpose of this chapter shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific and charitable purposes. Specifically, the chapter intends to assist and provide support to the Council for Exceptional Children (CEC) in all its efforts on behalf of persons with exceptionalities and to participate in all appropriate governance activities of CEC subject to the general supervision and control of CEC.

Student Council for Exceptional Children - The primary purpose of this undergraduate chapter shall be to advance the education of individuals with exceptionalities and to promote related educational, scientific and charitable purposes. Specifically, the chapter intends to assist and provide support

to the Council for Exceptional Children (CEC) in all its efforts on behalf of persons with exceptionalities and to participate in all appropriate governance activities of CEC subject to the general supervision and control of CEC.

GOVERNING ORGANIZATIONS

Campus Activities Board - The Campus Activities Board (CAB) is an advisory committee to the Office of Student Activities designed in 1991 by the students for the students. CAB is a student-funded and operated organization, open to all Barry University students, which plans, coordinates and presents many of the campus-wide events for students at Barry. By utilizing the student's talents and energies, CAB strives to provide dynamic and diverse programs that meet the needs and interests of the students at our University.

Interfraternity Council - The Interfraternity Council (IFC) is the governing body of the Barry University fraternities and strives to promote the value of interfraternalism to the entire campus. The IFC coordinates events such as men's recruitment, Habitat for Humanity service day and Greek Week. Members of the IFC also attend local and regional leadership conferences and provide direction and motivation for the Barry University Greek community.

Panhellenic Council - The Panhellenic Council is the governing body of the Barry University sororities and strives to promote values, scholarship, service, sisterhood and social well being to the women of Barry. The Panhellenic Council coordinates events such as women's formal recruitment, clothes drives, Aids Walk, Greek Week and the annual Greek Award Banquet. Members of the Panhellenic Council also attend local and regional leadership conferences and provide direction and motivation for the Barry University Greek community.

Student Government Association - The Student Government Association (SGA) allows for undergraduate students to participate in the decision making process and provide an official voice through which students opinions may be expressed. SGA serves as a communication link between undergraduate students and other elements of the university as well as promoting academics, social, and cultural well being of all undergraduate students.

Student Organization Council - The Student Organization Council (SOC) is an enthusiastic student group that acts as a liaison between the Student Government Association and the student organizations. SOC coordinates co-curricular activities of the student organizations, provides leadership during student programs and develops a spirit of unity among the student organization.

HONOR ORGANIZATIONS

Alpha Chi Honor Society - Alpha Chi is a national, coeducational honor society open to juniors and seniors from all academic disciplines with a 3.70 grade point average and exemplary character. The society encourages sound scholarship and devotion to truth, not only among its members but also among all the students on campuses on which there are chapters.

Alpha Epsilon Rho Honor Society - Alpha Epsilon Rho is the honor society within the National Broadcasting Society. Designed for students involved in broadcasting, cable, telecommunication and other electronic media. Its members are restricted to the "best of the best" found within the ranks of the NBS.

Alpha Mu Gamma Honor Society - Alpha Mu Gamma is the national collegiate foreign language honor society which recognizes excellence in achievement in foreign languages as well as in the student's overall scholastic program. In addition to encouraging the study of foreign languages, members work towards the realization of friendship, enlightenment, and sympathetic understanding of other peoples and cultures.

Beta Beta Beta Honor Society - Beta Beta Beta is the national biological honorary society. Biology majors who have achieved an overall college grade point average of 2.75 and 2.00 grade point average in biology qualify for membership. The purpose of Beta is to form an honor society for students of the biological sciences and thereby to stimulate sound scholarship, to promote the dissemination of scientific truth, and to encourage investigation in the life sciences.

Chi Sigma Iota Honor Society - Chi Sigma Iota is the International Counseling Academic and Professional Honor Society established January 1, 1985 by representatives of the Counselor Education training program at Ohio University and leaders in the U.S. counseling profession. The formation of an honor society was seen as a fruitful avenue to provide a much needed link between students, educators, practitioners and administrators in various counseling settings. The purpose of Chi Sigma Iota, International is: to promote scholarship, research, professionalism and excellence in counseling and to recognize high attainment in the pursuit of academic and clinical excellence in the field of counseling.

Delta Epsilon Sigma Honor Society - Delta Epsilon Sigma is a national Catholic honor society for men and women, is open to juniors and seniors who have a 3.50 grade point average, have helped to foster intellectual activities, and who demonstrate leadership in their respective disciplines. Scholarships are available to members for the senior year and



graduate study.

Gamma Sigma Epsilon Honor Society - Gamma Sigma Epsilon is a national chemistry honor society that recognizes outstanding student performance in chemistry. A nominee must have a 3.00 average in a minimum of 16 credits of chemistry and an overall GPA of at least 3.00. Membership is open to chemistry majors and other science majors who meet the above minimum requirements. Those who do not meet the membership requirements are still welcome to attend meetings and participate in the chapter activities.

Kappa Delta Pi Honor Society - Kappa Delta Pi is an international honor society in education, invites to membership those who have attained excellence in scholarship and distinction of achievement in the field of professional education. Qualifications for undergraduates include full junior status, at least twelve semester hours of professional education, and a 3.50 grade point average. Graduate students must have at least twelve semester hours of graduate work in professional education completed at Barry and a 3.70 grade point average in graduate courses.

Kappa Gamma Pi Honor Society - Kappa Gamma Pi a national Catholic honor society, is open to graduating seniors who have a 3.70 grade point average or better and an outstanding record of academic excellence and service leadership while in college. As candidates, they pledge to continue to provide examples of scholarship, leadership and service in their personal and professional lives. This com-

mitment is the difference that distinguishes nomination to Kappa Gamma Pi as the most relevant and prestigious award on campus.

Lambda Pi Eta Honor Society - Lambda Pi Eta is the national communication honor society. Among its goals, Lambda Pi Eta promotes interest in the field of communication as well as encourages the professionalism of its student members. Qualifications include: full-time status with a major or minor in Communication, minimum of 60 semester hours with a cumulative GPA of 3.00 or better, and a minimum of 12 semester hours in Communication with a GPA of at least 3.25.

Phi Alpha Theta Honor Society - Phi Alpha Theta is an international honor society in history. It is composed of students and professors elected to membership because of excellence in the study or the writing of history. Its objectives are to promote the study of history by encouraging research, good teaching, publication, and exchanges of learning among historians. To carry out its objectives, Phi Alpha Theta holds biennial conventions and offers awards for scholarly achievement.

Phi Delta Kappa Honor Society - Phi Delta Kappa is an international association of professional educators. Our mission is to promote quality education, with particular emphasis on publicly supported education, as essential to the development and maintenance of a democratic way of life.

Phi Epsilon Kappa Honor Society - Phi Epsilon Kappa is a national professional fraternity for persons engaged in or pursuing careers in health, physical education, recreation or safety. Membership is open to persons interested in the purpose of the Fraternity and in providing time and energy for the benefit of the areas which include: physical education, health, recreation, dance, human performances, exercise science, sports medicine and sports management.

Phi Eta Sigma Honor Society - Phi Eta Sigma is a National Honor Society for men and women open to freshmen with a 3.50 grade point average. Students will be inducted into the society during the annual Honors Convocation.

Pi Gamma Mu Honor Society - Pi Gamma Mu was founded in 1924 by the deans of the College of William and Mary in Virginia and of Southwestern College of Kansas. It is the oldest, largest and most significant of the honor societies broadly concerned with the social sciences. The purpose of Pi Gamma Mu is to foster excellence in the social sciences and to promote cooperation among them. The motto of the society is "Ye shall know the truth and the truth shall make you free." An individual may be invited or may petition to

join Pi Gamma Mu when he/she is a junior, senior or graduate student in the upper 35 percent of the class, has at least 20 semester hours in social science and has a grade point average of 3.00 or better.

Psi Chi Honor Society - Psi Chi is a national honor society in psychology. Second semester juniors and seniors who have a 3.50 grade point average are eligible for membership.

Sigma Tau Delta Honor Society - Sigma Tau Delta is an international English honor society to advance the study of literary masterpieces, to encourage worthwhile reading, to promote the mastery of written expression, and to foster a spirit of intellectual comradeship among students of the English language and literature.

Sigma Theta Tau Honor Society - Sigma Theta Tau is an international honor society in nursing. The purpose of this society is to recognize superior scholastic achievement and professional leadership in the field of nursing. Membership is open to juniors, seniors and RN-BSNs in the top third of their class.

Sigma Xi Honor Society - Sigma Xi is an international research honor society. The mission of the society is to honor scientific accomplishments, to encourage and to enhance worldwide appreciation and support of original investigation in science and technology, and to foster worldwide a creative and dynamic interaction among science, technology and society. The fields of activity for the society are the pure and applied sciences, including the physical sciences, life and agricultural sciences, earth sciences, medical sciences, mathematics and engineering. Individuals are invited to join the society if they have demonstrated noteworthy achievement as an original investigator or have shown aptitude for research through initial research achievement. Over 170 members have received the Nobel Prize.

Theta Alpha Kappa Honor Society - Theta Alpha Kappa is a national honor society in theology, has for its purpose the promotion of excellence and scholarship in the fields of religious studies and religious education. It is open to persons of all faiths. Members are encouraged to provide scholarly lectures and contribute articles for national publication.

MEDICAL ORGANIZATIONS

American Academy of Podiatric Practice Management - The American Academy of Podiatric Practice Management (AAPP) was established in 1961 to promote the study of all phases of podiatric practice management. As podiatric practice becomes increasingly more complicated and influenced by outside forces, it is the commitment of the Barry

University School of Podiatric Medicine chapter of the AAPP to educate each of its members with superior practice management skills so that podiatric medicine will continue to thrive in the 21st century.

American Association of Women Podiatrists - The American Association of Women Podiatrists opens its membership to all female students of podiatric medicine who are interested in advancing recognition of the profession and in obtaining financial assistance for its members.

American Medical Students Association - The American Medical Students Association promotes a greater awareness of current issues and advances in the field of medicine while promoting a support and social network for classmates in an effort to lessen the stress of medical school.

Biomedical Society - The purpose of the Biomedical Society (BMS) is to unify and create a network among the BMS students from tracks I, II, and III through various club activities and fund-raisers.

Nuclear Medicine Society - The nuclear medicine society is an organization for those that are interested in the nuclear medicine technology field. NMS plans on being a support for nuclear medicine majors. NMS will be a network that will inform others about nuclear medicine.

Nursing Students Association - The Nursing Students Association develops leadership skills and an awareness of social responsibilities; to encourage student participation in public affairs; and to contribute to the nursing education.

Psychology Club - The purpose of this organization is to promote and enhance the discipline of psychology through various activities and to integrate psychology with the Judeo-Christian traditions of Barry University.

Radiology Club - The Radiology Club is designed for graduate students to provide a vehicle for constructive student involvement, recognition and representation in the profession of radiology.

Sports Medicine Club - Sports Medicine Club is open to all students, graduate and undergraduate but is composed primarily of podiatric medical students. The purpose of the club is to promote lower extremity sports medicine through a weekly journal, occasional guest lecturers and a variety of skills workshops.

Student Athletic Trainers' Association - The Athletic Training Association provides a forum for Athletic Training students discussing current issues in the field while encour-

aging professional advancement.

Student National Podiatric Medical Association - Student National Podiatric Medical Association is a national society working to promote fellowship among all students. The association provides a channel of communication for minority students by working to establish and enhance professional relationships with other minority practitioners. In addition to providing tutorial programs and sources of financial assistance, many social activities are planned throughout the year.

Student Occupational Therapy Association - The object of Student Occupational Therapy Association (SOTA) is to further the advancement of Occupational Therapy in order to enhance the health of the public in its medical, community and educational environments through research, education, action, service and the establishment of standards.

Surgery Club - The Surgery Club is a student chapter of the American College of Foot and Ankle Surgeons. This organization introduces students to fundamental principles and practices essential to podiatric surgery. The club stresses the importance of an interdisciplinary approach to care and sponsors numerous lectures and clinics.

MULTICULTURAL ORGANIZATIONS

Black Student Union - The purpose of this organization is to unify Barry University students of African descent in order to: Act as an identifying and collective body for all Black students; Encourage growth and enhance cultural awareness of Black students at Barry University; Raise the social, political, and spiritual awareness of Black students at Barry University; Promote a larger dialogue between our members and the larger community; Cultivate the enrichment of the university experience by providing responsible programming, educational forums, and exciting activities; Serve as a support base to assist scholars of color towards the completion of their degrees; Encourage dialogue that will advance positive interaction and understanding between students of all backgrounds.

Graight: The Gay-Straight Alliance at Barry - The purpose of the organization is to provide a social, emotional and educational support group for the gay, lesbian, bisexual, transgender and ally population on campus and the surrounding communities. The Gay-Straight Alliance will also act as a forum in which to discuss issues facing the GLBT community. Finally, the organization hopes to promote tolerance and acceptance between those that identify themselves as gay, lesbian, transgender, or bisexual and those that identify themselves as straight through a framework of friendship and service. Ideally, "Graight" should strive to

dispel culturally constructed myths and stereotypes that promote essentialist notions of sexuality and sexual orientation that intentionally or inadvertently disenfranchise members of the gay, lesbian, bisexual, transgender community and their supporters

Haitian Inter-Cultural Association - The Haitian Intercultural Association seeks to develop an awareness of Haitian culture and ideals while contributing to the Haitian community and the community at large through service projects.

Jamaican Association - The Jamaican Association seeks to form a cohesive group of Jamaican students at Barry.

Latin American Students Association - The Latin Association of Students is open to all students and promotes an understanding of the Hispanic heritage through an appreciation of the Hispanic culture: language, arts, folklore and historical traditions.

Trinidad and Tobago Students Association - The Association strives to foster a sense of community and culture between Trinidadian and Tobagonian students as well as other who may be interested in being a part of this organization. This Association aims to contribute time and energy toward making a positive impact within the Miami community as well as the community at large and in Trinidad and Tobago. We also support the maintenance of the standards, policies and integrity of Barry University. Ultimately the Trinidad and Tobago Students Association gears towards promoting the culture, ideals, traditions and heritage of Trinidad and Tobago and its any people.

Bachelor of Social Work Network - To Support and strengthen the Bachelor of Social Work program, to be used as a vehicle of change and challenge for policies to enhance the educational process by advocating for student's rights, needs, and concerns.

POLITICAL ORGANIZATIONS

Political Science Club - To educate and inform the Barry University community about politics and to create a forum for students interested in politics to interact.

RECREATIONAL ORGANIZATIONS

Cheerleading Team - The purpose of the Cheerleaders is to promote school spirit and offer support to all of Barry's NCAA athletic games.

Dance Club - The purpose of this group is to share, learn, and perform all forms of dance for the Barry University cam-

pus, local community, and state region.

SCUBA Society - The SCUBA Society provides information on and opportunities to participate in SCUBA activities to recreational dive management majors and non-majors.

Soccer Club - The Club Soccer team serves to preserve the soccer culture at Barry University. This club will help to develop the skills of students and educate students about the fundamentals of soccer. Our intent is basically giving the students of Barry University the opportunity to participate and to enjoy sports.

Volleyball Club - The Club Volleyball Team will be a group of men and/or women who wish to learn and enhance their skills in the game of volleyball. The purpose of the Club Volleyball Team shall be to coordinate times and facilities in which the Organization Membership can accomplish their personal goals in regards to the sport of volleyball.

RELIGIOUS ORGANIZATIONS

Campus Crusaders for Christ - Campus Crusaders for Christ exists to equip Christian students to be spiritual leaders on their campus by providing opportunities for students to grow in their Christian faith through Bible discussion, worship, and prayer, all in a group setting which provides opportunities for fellowship among members. We seek to be a resource for all students regardless of religious conviction by offering opportunities to discuss distinctly Christian spiritual matters, provide materials in the form of books, articles and occasional outside speakers, and host regional conferences and retreats.

SCIENCE ORGANIZATIONS

Chemistry Club - The Chemistry Club provides students with various activities ranging from scientific seminars and peer tutoring to socials and volunteerism.

SERVICE ORGANIZATIONS

Best Buddies Organization - The mission of Best Buddies is to enhance the lives of people with intellectual disabilities by providing opportunities for one-to-one friendships and integrated employment. We do this at the college level by matching college student volunteers in mutually enriching friendships with persons with intellectual disabilities.

Big Brothers Big Sisters Club at Barry University - As concerned members of the community, we recognize a great need for mentors, role models, and volunteers in the area. Therefore our focus is on providing "Bigs" for children within elementary schools and the community.

Habitat for Humanity - Habitat for Humanity was created

to enlist Barry students in helping to provide adequate housing to the working poor of the Greater Miami-Dade and Broward County and to help strengthen the relationship between Barry University and the local community.

Hands for Change - To raise awareness amongst the Barry University community as well as the community of the social injustices occurring world wide and work to inspire change for a better world by exploring the beauty of the cultures that have been overshadowed.

Matriarchs - To improve the self-image of women by challenging traditional patriarchal beliefs. To empower female identity through community service projects that promote the well being of women. To act as a support system in overcoming socially imposed barriers. To educate one another by ensuring that our discussions always include an array of opinions and viewpoints.

Pals 4 Paws - The purpose of this organization shall be: to care for, promote the well being of, publicize the plight of, and educate the Barry and wider community about, the feral and abandoned cats and kittens on and around Barry University.

Student Ambassador Team - The student ambassadors represent an integral part of the University's admissions process. They provide the vital link for those future leaders who strive to attend Barry University to further their education. They are comprised of an elite group of domestic and international students and represent various facets of culture, creed and religion. Through their diversity, education and experiences, they promote leadership, friendship and understanding throughout the depths of the Barry community.

For more information about Barry University's student organizations, please contact the Office of Student Activities, located in Landon Student Union, 109, call 305-899-3961 or email studentactivities@mail.barry.edu.

GREEK LIFE

The Greek men and women of Barry University are founded upon the principles of developing quality leaders through commitment to academic excellence, dedicated service to the University and its surrounding community and the promotion of healthy and responsible social interaction while maintaining a unified Greek environment.

Greek affiliation is an excellent way to enhance your college career. Governed by the Interfraternity and Panhellenic Councils, Barry's fraternities and sororities encourage interpersonal, academic, moral, ethical and professional development through a wide range of leadership and involvement

opportunities.

The Barry University Greek community includes:

INTERFRATERNITY COUNCIL

Alpha Delta Gamma Fraternity - each ADG member is provided with the opportunity to reach his full potential through the five S's: community services, scholarship, spirituality, school spirit and social events. ADGs strive for a common goal of true and loyal friendship, even beyond their college years. The Psi Chapter of Alpha Delta Gamma has been a strong force on the Barry University campus for over five years.

Tau Kappa Epsilon Fraternity - The vision is to be the best lifelong collegiate social fraternity; and to aid men in their mental, moral, and social development for life; and to contribute to the advancement of society through the personal growth of our members, and service to others.

MULTICULTURAL GREEK COUNCIL

Omega Phi Chi, Sorority Inc. - To generate unity among all women by fostering a sisterhood based on honesty, loyalty, respect, responsibility, academic excellence, and involvement in community service. The Kappa chapter has been active for under a year, having received their charter in March 2004.

PANHELLENIC COUNCIL

Alpha Phi International Sorority - as symbolized by their motto, "Union Hand in Hand," Alpha Phis on campus and across the country share the same treasured collection of values and the same timeless bond of friendship. The Theta Omega chapter has been active for eight years, receiving their charter in May 1996.

Phi Sigma Sigma Sorority - The women of Phi Sigma Sigma share a commitment to lifelong learning. We teach each other and learn from each other. We make academic achievement a priority, fostering an environment that encourages our membership to reach their highest potential.

For more information regarding Greek Life at Barry University, please contact the Office of Student Activities, located in Landon Student Union, 109, call 305-899-3961 or email: studentactivities@mail.barry.edu.

STUDENT HEALTH CENTER

Eileen Egan-Hineline, MSHA, RN-C, Director
Candice Hill, MHSA, R.N., Clinic Coordinator

Corvette Yacoob, MSN, ARNP
 Pam Foster, Administrative Assistant
 Landon Student Union Suite 104,
 Office: 305-899-3750 Fax: 305 899-3751
 e-mail: healthservices@mail.barry.edu
 Web page: <http://www.barry.edu/healthservices>
 Operational hours Monday-.Friday 9AM- 5 PM
 Evenings: Student Health Advisors are available for on campus student emergencies by contacting security at ext. 3333 or ext 1200

PURPOSE STATEMENT

The Student Health Center (SHC) serves as the primary advocate for the health of Barry University students by integrating the critical role of college health into the university mission. The SHC provides quality health care utilizing a nursing model in collaboration with a contracted family practice physician to promote a healthy community and healthy individuals as critical components of student learning.

Services the Student Health Center Provides to all full-time registered Barry University students:

- Assessment of injury or illness by a registered nurse
- Evaluation and treatment by a Family Nurse Practitioner*
- Referral to appropriate community resources (student must assume financial responsibility for these services)
- Taxi assistance for off campus medical services*
- Selective non-prescriptive medications
- Limited in-house prescriptive medications*
- Local pharmacy delivery service
- Select immunizations*
- Student Health Insurance Plan*
- Insurance consultation

*Please note: There will be a nominal fee billed to the student account for these services.

Services which are Not Provided:

- X-rays and other sophisticated diagnostic testing
- Specialty physician care (i.e., obstetrics, family practice, orthopedics) & dental care
- Overnight infirmary services
- Student transportation

For emergencies during office hours, the Health Center staff can be reached at their office (305) 899-3750. For emergencies during evening and weekend hours, the student health advisors can be contacted by calling a RA, extension 1200 or security at extension 3333.

Responsibilities of Students

- All students residing in campus housing and all



international students (F-1and J-1 visas) are required to provide proof of adequate insurance coverage within the South Florida region by hard waiver. Coverage must be continuous and updated in SHC on an annual basis. Many international and out-of-state plans may not offer adequate coverage within the South Florida area. Therefore beginning in the fall of 2006 all incoming International students and students living campus housing will be billed for the student insurance plan. This fee is refundable during the first 31 days of the semester if an approved insurance waiver is received. **YOU MUST WAIVE OUT OF THE INSURANCE PLAN AND PROVIDE PROOF OF ADEQUATE INSURANCE PRIOR TO THE FIRST 31 DAYS OF THE SEMESTER.** If an approved waiver is not received a non refundable fee for the student insurance will remain on your student account. Please go to www.SRStudentCenter.com to access the waiver. You may also go to www.barry.edu/healthservices for a direct link to the waiver. You must provide a waiver to the SHC on an annual basis beginning in the fall of 2006.

- All students residing in campus housing and all international students (F-1and J-1 visas) must complete a current health history (included in the health form). All forms can be down loaded from our web site at www.barry.edu/healthservices
- All students residing in campus housing and all international students(F-1and J-1 visas) are **required** to provide medical documentation of the following vaccinations: **(2)Measles Mumps Rubella (MMR)** vaccines or laboratory proof of immunity to measles mumps and rubella, and medical documentation of an

adult tetanus / diphtheria (**Td**) vaccination within the past 10 years. This documentation must be received prior to class registration or moving into campus housing:

ACCEPTABLE records of immunizations may be obtained from the following and must be presented to the SHC prior to registration:

- High school records
- Personal shot records (signed or stamped by a healthcare provider)
- Health Department or physician records
- Military documents or World Health Organization documents
- Previous college or university immunization records (these records **DO NOT** automatically transfer, you must request a copy).

It is strongly *recommended* that all entering students receive a PPD, Physical Examination, Meningitis vaccine, Hepatitis B, and Varicella vaccine (if no documented case of chicken pox). All required and recommended vaccinations are available at a reduced fee in the SHC.

- Students are expected to communicate with their professors about reasons for missing classes. Medical excuses are limited to hospitalization, communicable disease, or long term illness.
- Appointments are strongly recommended. If an appointment requires cancellation, students should notify SHC at least 24 hours in advance.
- Student Health Center reserves the right to request medical clearance from any student who is transported to the emergency room from campus. If requested, the student must present medical clearance to Student Health Services within twenty-four (24) hours of returning to campus and /or the residence halls. Failure to comply may result in judicial action toward the student, including removal from university housing.

STUDENT UNION OFFICE

Concierge Center

Information Desk

ID Services

Union Facility Services

Pascal Robert, M.S., Director
Andrew Evans, M.S., Coordinator
T.B.A., Coordinator

Landon Student Union 103, 305-899-4900
e-mail: infocenter@mail.barry.edu
Web Page: <http://www2.barry.edu/vpss>

Hours of Operation:

7 days a week

Monday through Friday - 7:00am - 12:00 am

Saturday and Sunday - 9:00am - 12:00am

* (Hours vary during holidays and summer terms)

CONCIERGE CENTER AND INFORMATION DESK

Our campus specialist can inform you about locations, hours, and services offered on campus and in the local community. Our qualified staff will do everything possible to assist you with your various needs.

Some of the standard services we offer include local phone calls, sending and receiving of faxes, lamination, change for on-campus laundry and vending, on-site daily newspapers, database of information on local and state-wide events and attractions, and more.

ID SERVICES

Photo identification cards are issued to each student at the time of their initial registration at the university. It is expected that the ID card will be retained throughout the students' university experience.

Students are expected to carry their ID at all times while on campus.

The card is the property of Barry University and is intended solely for its use. When requested by a university official, students are required to produce their identification. It is not transferable and must be returned upon request. Misuse of the ID card will result in disciplinary action.

Currently, the library, the computer lab, and athletic facilities are using our computerized magnetic stripe system. Therefore, those services can only be accessed with a valid ID Card. Sodexo food services, the Follett bookstore and most on-campus laundry facilities also accept the Barry ID Card as a mode of payment. However, money or a meal plan must be added to your ID card prior to make any purchases with your card. Bookstore and Laundry money can be added to the ID card account through Student Account Services (Adrian Hall Room 112). Student ID cards must be validated for each semester. To validate ID's students must present a current printout of classes or other acceptable proof of registration for the current term.

UNION FACILITY SERVICES

Room Reservation

The Landon Student Union Hall serves as the primary facility for students to meet and gather on campus. Specific space within Landon Hall can be reserved for student-oriented functions on a first come, first serve basis. All Landon Hall space reservation must be requested through the Student Union Office on a Barry University Reservation

form. For more details, see "Use of University Facilities" in the "Policies and Procedures" section or simply stop by our office.

Posting and Publicity

Only registered student organizations, academic units, university departments and approved non-university entities may publicize in Landon Hall. All publicity material intended for Landon Hall must be approved and by the Student Union Office. For more details, see "Posting and Publicity Policy" in the "Policies and Procedures" section or simply stop by our office. Messages can also be posted on the Barry Television Information Channel. Request forms are available in our office or on the Student Web. Just go to www.student.barry.edu, click on Student Life, click on information center, and then click on the link "Information Channel Request Form."

VOLUNTEER AND COMMUNITY SERVICE CENTER

Rafael Gondim, Coordinator

Landon Student Union 303, 305-899-3088

Email: volunteer@mail.barry.edu

PURPOSE STATEMENT

As a Catholic university, Barry has a commitment to promoting and fostering programs that positively affect the community.

The Volunteer Center was established in 1992, in the wake of Hurricane Andrew. Its purpose is to further Barry University's mission of service to the community at both the local and global levels.

The center serves as a link between students, faculty and staff who wish to work with those in need within the Greater Miami area.

To assist students in choosing a community service project, a Volunteer Fair is organized at the beginning of every semester. Opportunities for involvement include joining the campus chapter of Habitat for Humanity, which makes monthly trips to a construction site, and sites to the soup kitchen of Camillus House, where volunteers serve hot meals to homeless families.

The Volunteer Center also offers many other programs, including an Alternative Spring Break trip. This annual event offers students an opportunity to spend a meaningful and educational week working with underprivileged communities in the U.S.

STANDING COMMITTEES OF STUDENT SERVICES

STUDENT SERVICES COMMITTEE ON DIVERSITY

The purpose of the Committee on Diversity is to address issues of diversity which affect students in our university community. The goals of the committee are: to provide a regular and official channel for the Division of Student Services to learn about the concerns and needs of students of underrepresented groups; to provide a safe space for its members to express their concerns regarding diversity and social justice issues; and, to serve as a liaison between the students, the Division of Student Services, and the University. This committee is made up of administrators, faculty, staff, and students.

STUDENT SERVICES PLANNING COMMITTEE

The Planning Committee was formed to provide large, educational programs for students and to ensure that there is no programming duplication within the departments that make up Student Services. The committee is made up of Student Services staff and students.

RESOURCES FOR GAY, LESBIAN, BISEXUAL AND TRANSGENDER STUDENTS

Barry University wants the university community to be a safe and inclusive environment in which every student can pursue educational endeavors free from any type of harassment. As with all Barry students, we want to meet the needs of lesbian, gay, bisexual, transgender (LGBT) students. We seek to do this through channels which are best equipped to address the issues which LGBT students face. We also seek to use channels that allow us to balance the desire to support the LGBT population remaining faithful to the teachings of the Catholic Church.

Within this context, the university offers a number of resources to students who are members of the LGBT population. Campus Ministry hosts confidential group meeting for students who wish to discuss issues related to sexuality. For more information, students may contact Sr. Arlene Scott, OP, at 899-3650.

Some students may be interested in individual counseling. The staff at the Center for Counseling and Psychological Services is available to speak with and support gay, lesbian, bisexual, transgender and questioning students. The staff may be reached at 899-3950.

The Office of Student Activities sponsors events on campus to heighten awareness and increase understanding about issues relating to sexuality. These educational efforts are led by Multicultural Affairs, which is a resource for identifying the ongoing needs of gay and lesbian students and implementing campus-wide educational programming on LGBT issues. There is also a Gay-Straight Student Alliance which acts as a forum to discuss issues facing the LGBT commu-

nity. The organization also strives to promote tolerance and acceptance between those that identify themselves as gay, lesbian, bisexual or transgender and those who identify themselves as straight through a framework of friendship and service. Recognizing the religious and spiritual diversity of the modern world and of the Barry community itself, we endeavor to create an atmosphere of openness and mutual respect to the multiplicity of Christian denominations and world religions that together create our community.

CAMPUS MINISTRY

Sr. Arlene Scott, OP, M.A., Director
Fr. Scott O'Brien, OP, D.Min., Chaplain
Alex Schlich, M.A., Associate Campus Minister
Mrs. Michelle Brown, Office Manager
Cor Jesu Chapel, 305-899-3650

Campus Ministry strives to maintain and promote the University's Catholic identity and values within the openness of the liberal arts tradition.

Campus Ministry maintains the Dominican heritage of Barry while promoting its Catholic identity and values. In addition to serving the Catholic identity of the University, Campus Ministry strives to serve the spiritual needs of its diverse student body. We endeavor to create an atmosphere of openness and mutual respect to the multiplicity of Christian denominations and world religions that together create our community.

The Office of Campus Ministry invites the community into a closer relationship with God by fostering awareness of the University's mission, providing occasions for prayer and worship, times of reflection and retreat, and opportunities to study, rejoice in and act upon the Word of God. Campus Ministry oversees the Sacramental life of the community by offering daily and Sunday Mass, providing the Sacrament of Reconciliation, as well as facilitating the RCIA (Rite of Christian Initiation for Adults), Confirmation classes and marriage preparation programs.

Our offices strive to provide insight into the Gospel message and to facilitate avenues of constructive and open dialogue on living a Christian life in the modern world through hospitality and educational programs, as well as opportunities for community service, social analysis and theological reflection on issues of peace and justice. Believing that all men and women are united in one human family, Campus Ministry strives to serve students of all faith backgrounds, and promotes a non-proselytization policy. All students are encouraged to seek a fitting response to the presence of God in their lives while fulfilling their academic pursuits.

LITURGY

Mass is celebrated throughout the week in Cor Jesu Chapel: Monday - Friday 12:05 pm (Rosary at 11:45 am on Fridays) Sunday 11:00 am and 9:00 pm during the fall and spring semesters.

Weekly prayer and prayer groups meet throughout the year as posted.

The Sacrament of Reconciliation (Confession) is available by appointment by calling Fr. Scott O'Brien at 305-899-3681.

CAMPUS RECREATION AND WELLNESS

Edward A. Londono, M.S., Director
Daniel Hill, M.S., Wellness Coordinator
TBA, Wellness Coordinator

Landon Student Union, 201, 305-899-4016
e-mail: elondono@mail.Barry.edu
www.barry.edu/hpls/recreation

The Office of Campus Recreation at Barry operates its programs on the philosophy of wholesome recreation and wellness for everyone who is a part of the Barry community. By providing students, faculty, and staff with a broad-based program of activities, a safe environment, and a chance to incorporate movement and recreation into one's daily schedule, there is "something for everyone." Recreation and wellness activities serve as a venue for meeting people, developing healthy behaviors, cultivating leadership abilities, and just plain having fun.

Campus Recreation is committed to offering the highest quality program achievable that maximizes participation within available resources. It encourages the promotion of ideals like sportsmanship, camaraderie, and empowerment. It continually strives to extend campus awareness for a healthy, holistic approach towards recreation and wellness during leisure hours, as well as encourages cooperation with other departmental or professional organizations and educational institutions that share the same objectives.

Intramural sports will carry the thrust of the program with perennial favorites such as flag football, softball, soccer, and basketball leading the way. All intramural sports are held on campus. Sports are broken up into recreational and competitive divisions. Wellness activity classes are not simply designed to enhance an individual's physical well being. They indirectly affect a person's mental and personal attributes. The classes range from strenuous (i.e., kickboxing, step aerobics) to social (i.e., Salsa, Social Dance) to meditative (i.e., yoga, Tai Chi). This variety of offerings allows the Barry community to choose activities that cater to their per-

sonal goals. When we are engaged in the activity of our choice, we discover pleasure, cultivate feelings of accomplishment, and find an outlet for stress.

Sport club offerings will give students an opportunity to participate in organized sport activities which are excluded from Barry's offerings of NCAA-monitored intercollegiate programs. Open recreational activities include the use of the HSC indoor gymnasium, the fitness center with a full complement of cardiovascular machines and free weight equipment, and the lighted tennis complex. All participants are required to present a valid Barry ID for all campus recreation activities.

New to the University will be the state-of-the-art Fitness Center which will serve as the showpiece for CRW. It will provide a working environment for individuals who want to concentrate on muscular development, flexibility training, power enhancement, endurance building, or even rehabilitative therapy. An array of workout programs, physical assessments, and training sessions will compliment this facility and ensure safe, working conditions.

PHYSICAL EDUCATION/RECREATIONAL FACILITIES

The university's wide variety of available facilities provides students, faculty, administrators and staff with the resources for a program of sports, fitness, wellness and recreational activities. Please remember to present your Barry University ID card.

Penafort pool is available for daily use by Barry University students, faculty, administrators and staff. All those who use the pool must abide by the rules and regulations posted at poolside. These include both State Board of Health and safety regulations. The pool closes at 10:00 pm nightly. No lifeguard on duty.

HEALTH AND SPORTS CENTER

The Health and Sports Center, opened in December 1990, houses a 1,500 seat arena, a modern strength and conditioning facility, a state-of-the-art rehabilitation and training area, a human performance laboratory and classrooms. The HSC building also houses the offices of the School of Human Performance and Leisure Sciences. All facilities are available for students, faculty and staff use during designated hours. Please call 305-899-3550 for specific times and schedules.

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

The NCAA promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, or sexist comments, or other intimidating actions directed at the officials, student-athletes, coaches, or team representatives will not be tolerated

and are grounds for removal from the premises. Also use of artificial noisemakers is not permitted.

OUTDOOR RACQUET SPORTS COMPLEX

The outdoor sports and recreation center was also opened in December 1990. Located alongside the Health and Sports Center, the fully lighted outdoor center is considered one of the best facilities of its kind in South Florida. The outdoor center includes six hard surface tennis courts, two basketball courts and four 3-wall racquetball/paddleball courts. The entire outdoor facility is available for student, faculty and staff use during designated hours. Please call 305-899-3550 for specific times and schedules.

SPECIAL SERVICES

STUDENT ACCOUNT SERVICES

Adrian Hall 112
Telephone: 305-899-3585 Fax: 305-899-3375
Ronald P. LaBarrie, Director

Office Hours: Monday - Thursday 8:30 am - 6:00 pm
Friday 8:30 am - 5:00 pm

CAMPUS BOOKSTORE

Landon Student Union, First Floor
Telephone: 305-899-3970 Fax: 305-899-1759
Order Texts on-line: www.barry.bkstr.com
Claudia Hadjez, Manager

Store Hours: Monday - Thursday 8:00 a.m. - 7:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.

Summer Hours: Monday 9:00 a.m. - 7 p.m.
Tuesday - Thursday 9:00 a.m. - 5:00 pm
Friday 9:00 a.m. - 3:00 p.m.

Extended hours during the first week of classes

Textbook Return Policy

A receipt must accompany all returns. Textbooks may be returned up to 1 week after the start of classes or 2 days after purchase for short-term classes. All books must be returned in the same condition they were purchased. Books in shrink-wrap must be returned still in the wrapping. All book purchases after the first week of the semester fall under the regular two-day return policy. There are no textbook returns during the week of finals. All returns are subject to a manager's approval.

Buyback

The bookstore buys back textbooks year round. You must have a valid picture ID, preferably a Barry Student ID, for all

buyback transactions. The bookstore does not buy back workbooks or spiral bound books. Buyback value is determined by book condition, usage for an upcoming semester, edition, and if required quantities have been fulfilled.

STUDENT FINANCIAL AID

Kelley House
 Telephone: 305-899-3673
 Dart Humeston, M.S., Director
 Web Page: <http://www.Barry.edu/ad-fin.htm>

Financial assistance is offered to eligible students to help them defray part of their educational expenses. Amounts of awards vary and depend upon the student's demonstrated financial need, academic achievement, and the amount of funds available for distribution. The financial aid award is generally a combination of federal, state and institutional grants, loans, and employment. Scholarship funds are awarded to incoming students. Students are urged to complete the Free Application for Federal Student Aid to receive full financial aid consideration. Florida residents may qualify for the Florida Resident Access Grant. This grant is given to undergraduate students based on legal residency in the State of Florida, among other criteria. It is not a need-based grant.

More information on student financial aid programs can be obtained through the Office of Financial Aid. A walk-in counselor is available during regular business hours. We recommend appointments for extended consultations.

DINING SERVICES

R. Kirk Landon Student Union, 2nd Floor
 Telephone: 305-899-3695
 Barry Frieser, B.A., Director

Students on meal plans must present their valid university ID card upon entry to the dining room. This card may only be used by the person for whom it was issued.

Students are asked to dress appropriately for meals. Shoes and shirts must be worn at all times. Bathing suits are not acceptable attire. Students are also asked to refrain from bringing any bags into the dining hall. Food, dishes, and silverware may not be taken from the dining room.

Students are responsible to return their trays to the appropriate location after they have finished their meal.

Barry University Dining Services offers a variety of dining choices for students and visitors to the Miami Shores campus. All resident students are required to choose from one of four meal plan options. Meal plans are also available for

Commuter students. Information regarding commuter meal plans can be obtained by visiting the Dining Services office, the Information Center/Technology Services office, or the Office of Commuter Affairs in the R. Kirk Landon Student Union. Purchase of Commuter Meal Plans is handled in the Cashiers/Business Office in Adrian 112.

The following gives a brief description about each facility, along with its regular hours of operation. Please be sure to check the campus website for updated information and changes that may occur during break periods and holidays.

Roussell Dining Hall: (R. Kirk Landon Student Union, 2nd Floor - 305-899-3943)

(R. Kirk Landon Student Union, 2nd Floor)

Roussell Dining Hall offers restaurant-quality food with unlimited seconds! It's dining that places an emphasis on enjoyment - whether it's a Mardi Gras extravaganza or a traditional Thanksgiving feast. Roussell Dining Hall centers on quality and variety. Choose from the many culinary platforms we offer at Barry University: Classics (traditional entrees and sides); International (the ultimate sauté station); Pizzarette (pizzas, hot sandwiches and individual casseroles); The Grille (burgers, fries and more); Sub and Sandwich (made to order deli); Soup and Salad (fresh and healthy); Desserts (cookies, cakes and fresh baked treats); and Beverages.

This facility serves resident and commuter students, plus faculty, staff and guests of the University. Full-service meals are served seven days per week.

Regular Semester Hours:

Monday - Friday:	
Breadkfast	7:30 am - 10:00 am
Continental Breakfast	10:00 am - 11:00 am
Hot Lunch	11:00 am - 2:00 pm
Lite Lunch	2:00 pm - 3:30 pm
Dinner	4:30 pm - 7:30 pm
Monday & Wednesday	
Late Night Dining	10:30 pm - 11:30 pm
Saturday - Sunday	
Brunch	11:00 am - 2:30 pm
Dinner	5:00 pm - 7:00 pm

Grill 155°: (R. Kirk Landon Student Union, 1st Floor)

Grill 155° features Starbucks coffee and espresso drinks, Tazo teas, made-to-order burgers and grilled sandwiches, Smart Market grab 'n go salads and sandwiches, monthly international specials, and a variety of cold beverages.

This facility serves resident and commuter students, plus faculty, staff and guests of the University. Purchases can be made with cash, credit/debit card, Dining Dollars or Flex Bucs.

Regular Semester Hours

Monday - Wednesday:	
Starbucks	11:00 am - 8:00 pm
Grill	11:00 am - 8:00 pm
Thursday	
Starbucks	11:00 am - 11:00 pm
Grill	11:00 am - 11:00 pm
Friday	
Starbucks	11:00 am - 5:00 pm
Grill	11:00 am - 5:00 pm
Saturday-Sunday	
Starbucks	Closed
Grill	Closed

Buc Stop Café: (Thompson Hall, 1st Floor)

The Buc Stop Café features Einstein's Bagels (including shmeared bagel sandwiches, Bistro Salads, fresh baked cookies and pure squeezed orange juice among many others); Starbucks coffee and espresso drinks; Edy's Ice Cream cones, cups, shakes and sundaes; The Grille (serving up burgers, grilled sandwiches and fried favorites); Grab 'n Go sandwiches, salads and sushi; plus a wide variety of snacks and cold beverages. This facility serves resident and commuter students, plus faculty, staff and guests of the University. Purchases can be made with cash, credit/debit card, Dining Dollars or Flex Bucs.

Regular Semester Hours

Monday - Thursday:	
Cafe	7:30 am - Midnight
Einstein's Bagels	7:30 am - 6:00 pm
Grill	7:30 am - Midnight
Friday	
Cafe	7:30 am - 8:00 pm
Einstein's Bagels	7:30 am - 3:00 pm
Grill	7:30 am - 8:00 pm
Saturday	
Cafe	8:30 am - 2:00 pm
Einstein's Bagels	8:30 am - 2:00 pm
Grill	Closed
Sunday	
Cafe	Closed
Einstein's Bagels	Closed
Grill	Closed

Le Cafe International

Le Cafe International provides a selection of grab-and-go items, Espresso coffees, baked goods, smoothies, sandwiches, and some salads.

There are two locations to serve students, faculty, staff and guests-one in the lobby of Wiegand, and the other outside the south end of Garner, Purchases can be made using cash, credit/debit card or Flex Bucs.

Le Cafe International - Weigand Lobby	
Monday - Thursday	7:30 am - 8:00 pm

Friday	7:30 am - 5:00 pm
Le Cafe International - Garner	
Monday - Friday	7:30 am - 8:00 pm

RESIDENT STUDENT MEAL PLANS

Each student residing in university housing must subscribe to one of the following meal plans. Cost of meal plan is packaged in Room & Board fees.

RESIDENT STUDENT MEAL PLANS

Each student residing in university housing must subscribe to one of the following meal plans. Cost of meal plan is packaged in Room & Board fees.

Option #1: The 19 Meals + \$25 Plan

This plan allows a student to eat any 19 times each week in our brand new Roussell Dining Hall every week of the semester. In addition, this plan also provides a student with \$25 of Dining Dollars over the course of the semester to purchase additional meals from the Roussell Dining Hall or meals/snacks in the Buc Stop Café or the Sports Grill. The 19 Meals + \$25 Plan is ideal for students who want guaranteed meals every day of the semester with the choice of several different food formats and the ability to go back for seconds, along with some "Dining Dollars" to spend for beverages and snacks on an occasional basis.

Option #2: The 15 Meals + \$50 Plan (Recommended for 1st Year Students)

This plan allows a student to eat any 15 times each week in our brand new Roussell Dining Hall every week of the semester. In addition, this plan also provides a student with \$50 of Dining Dollars over the course of the semester to purchase additional meals from the Roussell Dining Hall or meals/snacks in the Buc Stop Café or the Sports Grill. The 15 Meals + \$50 Plan is ideal for 1st year students who want the security of most meals every week of the semester with the choice of several different food formats and the ability to go back for seconds, along with more "Dining Dollars" to spend for beverages and snacks on an occasional basis.

Option #3: The 12 Meals + \$100 Plan

This plan allows a student to eat any 12 times each week in our brand new Roussell Dining Hall every week of the semester. In addition, this plan also provides a student with \$100 of Dining Dollars over the course of the semester to purchase additional meals from the Roussell Dining Hall or meals/snacks in the Buc Stop Café or the Sports Grill. The 12 Meals + \$100 Plan is ideal for upper class students who want the balance of sufficient meals every week of the semester with the choice of several different food formats and the

ability to go back for seconds, along with more "Dining Dollars" to spend for beverages and snacks on a regular basis.

Option #4: The 8 Meals + \$225 Plan

This plan allows a student to eat any 8 times each week in our brand new Roussell Dining Hall every week of the semester. In addition, this plan also provides a student with \$225 of Dining Dollars over the course of the semester to purchase additional meals from the Roussell Dining Hall or meals/snacks in the Buc Stop Café or the Sports Grill. The 8 Meals + \$225 Plan is ideal for upper class students that work or have internships who want the choice of several different food formats and the ability to go back for seconds when they are on campus, along with more "Dining Dollars" to spend for beverages and snacks on a regular basis.

Option #5: The Rollover 110 + \$225 Plan

This plan allows a student to eat any 110 times per semester in our Roussell Dining Hall. In addition, this plan also provides a student with \$225 in "Dining Dollars" per semester to purchase meals or snacks in the Buc Stop Café or Grill 155°. This meal plan is designed to allow students to utilize meals according to their schedule without losing unused meals each week along with more "Dining Dollars" to spend for beverages and snacks on a regular basis.

There are 21 meal periods offered each week in the Roussell Dining Hall; breakfast, lunch and dinner daily Mondays through Fridays; brunch and dinner on Saturdays and Sundays and late night dining on Mondays and Wednesdays. The Roussell Dining Hall is an all-you-care-to-eat facility. Students are permitted to take any of their meals to go instead of eating in the facility by obtaining a take out container from the cashier. In order to take a meal to go from the Roussell Dining Hall, students must state that choice to the cashier when they first enter the facility and obtain a take out container. Only one meal may be obtained from the Roussell Dining Hall at that time. Small wares may not be removed from the dining facility.

Meal Plan Notes

- 1) Valid meal card is required at each meal attended. **NO EXCEPTIONS!**
- 2) Meal card may only be used by person to whom it is issued. Fraudulent use of a meal card will result in the card being destroyed and all persons involved being referred to the University Judicial system.
- 3) Students may use their meal card to enter the Ultimate Dining facility more than once during any given meal period, but there is a one hour restriction between uses.
- 4) Meal Plan weeks begin with Breakfast on Fridays and end after Dinner on Thursdays.
- 5) A Meal Plan cannot be changed during a semester.
- 6) Unused weekly meals on plans #1-4 do not carry over

from week to week.

- 7) Dining Dollars are only usable in the Ultimate Dining facility, Buc Stop Café, or the Sports Grill.
- 8) Unused Dining Dollars do not carry over from semester to semester.
- 9) Meal tickets for students confined to bed are obtained from the Student Health Center

COMMUTER STUDENT MEAL PLANS

MC0 The Commuter 35 - This plan allows a student to eat any 35 meals over the course of the semester in our Ultimate Dining facility. In addition, this plan gives the student \$150 of Dining Dollars over the course of the semester to spend either for additional meals or to purchase meals or snacks in the Buc Stop Café or the Sports Grill.

Cost - \$350 per semester

MC1 The Commuter 75 - This plan allows a student to eat any 75 meals over the course of the semester in our Roussell Dining Hall. In addition, this plan gives the student \$250 in "Dining Dollars" over the course of the semester to spend for additional meals or to purchase meals or snacks in the Buc Stop Café or the Grill 155°.

Cost - \$700 per semester

MC2 The Commuter Lunch Block - This plan allows a student to purchase blocks of 20 lunches for our Roussell Dining Hall. This plan is renewable throughout the semester.

Cost - \$115 per Block of 20 Lunches

Meal Plans offer convenience, value and flexibility.

No more worries about carrying cash or running to the bank!

Commuter Meal Plans can be purchased by cash, check or credit card in the Student Account Services office. A representative in Student Accounts Services can assist you in obtaining a Commuter Meal Plan using excess financial aid, loans, or scholarship funds.

NOTES:

1. Meal card is required at each meal attended. **NO EXCEPTIONS!**
2. Meal card may only be used by person to whom it is issued.
3. All Commuter Meal Plans begin on the 1st day of Registration each semester.
4. Dining Dollars can only be used in the Ultimate Dining facility, Buc Stop Café, or Sports Grill.
5. Unused meals and Dining Dollars **DO NOT** carry over from semester to semester.

Flex Bucs Account

The Flex Bucs account is used as a declining balance account for all debit functions on campus. At this time the ID card handles the following debit functions:

- Bookstore purchases
- Laundry
- Dining Services (will supplement Dining Dollars)

To determine how much money should be placed into this account, consider the following:

- Books and supplies can run approximately \$300-\$400 per semester.
- Laundry, snacks, etc can be another \$100-\$200 per semester.

Payments of cash, check or credit card to the Flex Bucs account are made at the office of Cashiers/Business Office, Adrian 112 (Andreas 112 during arena registration). Requests for billing against excess Financial Aid, loans or scholarship monies to your university account are done at the same office. Refund requests of Flex Bucs money are made at the Office of the Student Union located in Landon Student Union.

Notes:

- Deposits in this account carry over from semester to semester.
- Additional funds can be added to this account at any time during a semester.
- Unused funds will be refunded upon request.
- Student ID card is required for all Flex Bucs account purchases.
- A student ID card can only be used by the person to whom it is issued. Unauthorized or fraudulent use of a Student ID will result in the card being confiscated and all persons involved being referred to the University Judicial System.
- Any systematic problems with Student ID card must be taken to the Office of the Student Union for resolution.

LIBRARY SERVICES

Estrella Iglesias, M.L.S., Director of Library Services

Library Hours: Hours for the library are posted in the foyer of the library and are available by telephone (305) 899-3776.

The Monsignor William Barry Memorial Library provides materials and services in support of the educational and cultural objectives of the university. Students have access, in open stacks, to a collection of more than 713,000 items, 2,767 periodical titles, 5,269 audiovisual titles and access to over 120 electronic databases. Library books are loaned for three weeks



to students presenting a valid university ID card. Overdue fines and lost book charges are the responsibility of the student. Bibliographic instruction and reference service, including structured assistance in the use of electronic databases, are integral parts of the library support of classroom teaching. Currently enrolled students have access to research assistance with professional librarians, individual or group library instruction, and electronic database searching through the Reference Department (telephone (305) 899-3772).

Remote access to Library resources is available to currently enrolled students, faculty, and staff of the university 24 hours a day, 7 days a week through the Internet (<http://access.barry.edu>).

The library belongs to three networks: Southeast Florida Library Information Network (SEFLIN), Florida Library Information Network (FLIN), and Southeastern Library Network (SOLINET), which allows student access to more than 16 million volumes and to 30,000 periodical titles held by academic and public libraries of Miami-Dade, Broward, Martin, Palm Beach, and Monroe counties. Materials obtained through SEFLIN and FLIN are free; other requests may incur a charge. The Interlibrary Loan Office can be reached at (305) 899-3943.

The Monsignor William Barry Memorial Library adheres to the Barry University copyright policy.

INSTRUCTIONAL COMPUTING SERVICES

The Instructional Computing Services (ICS) supports the university's academic technology needs by providing users with resources, training, services, and advice with respect to academic technology tools.

Main Computer Lab

Hernan Londono, B.S., Assistant Director of Instructional Computing Services & Manager of Computer Labs

The Main Computer Lab, located in Garner-247, is available to all students and faculty and provides access to various application packages, various operating systems, electronic mail, and the Internet. The lab is equipped with over 80 Windows-based computers, scanners, color printers, and networked laser printers.

For teaching, there are eight networked classrooms for hands-on computer usage. Each room is equipped with an average of 25 Windows-based computer workstations, a networked printer and a multimedia teacher's workstation connected to an overhead projection system.

Lab Hours (During Fall and Spring Semesters)

During the Fall and Spring semesters, the main computer lab maintains the following hours:

Sunday	3:00 pm -12:00 am
Monday -Thursday	7:30 am -12:00 am
Friday	7:30 am -10:00 pm
Saturday	8:00 am - 10:00 pm
Sunday	12:00 noon - 12:00 midnight

Special hours are kept over holiday periods, end-of-semester periods, and summer sessions. Current computer lab hours can be obtained at (305) 899-3891.

Printing Services

Laser printing is available in the main lab for a fee (\$0.05 per page). Color printing costs \$1.00 per page for plain paper printouts and \$1.50 for color overhead transparencies. Please check with the lab assistant on duty for more information.

Testing Center

Barry University is an official authorized testing center, which allows us to offer more than 5 different certifications exams from major corporations like Microsoft (MOUS, MCP), Novell, Lucent technologies, A+, among others. For further information or to schedule an exam, please contact Deborah Seepersaud at (305) 899-3893.

Audiovisual Department

Lynch Hymn, B.L.S., Manager

The Audiovisual Department provides, maintains, and

supports audiovisual equipment throughout the main campus. Mobile computers and projection systems are only a few of the equipment that faculty and staff can check out. Students need to coordinate with their professors if they need equipment for presentations. Faculty and staff can reserve equipment online. Twenty-four hours advance notice is required to reserve equipment. For additional information, please call (305) 899-3764.

David Brinkley TV Studio

Mary Rode Worley, B.A., Studio Manager

The David Brinkley TV Studio provides resources for Communication students to work and learn on state-of-the-art equipment. Students work on many projects, including the filming of professional commercials, the video-taping of community and campus events, and the broadcasting of television courses. The studio is also available for commercial productions when not engaged in educational endeavors. For additional information, contact the studio manager at (305) 899-3462.

Student Web

The Student Web Site (<http://student.barry.edu>) is a communication tool between the university and the students. All public computers in the main campus display the Student Web as their main browser page. The Student Web contains information on departments such as Mission & Ministry, Student Activities, Financial Aid, as well as information on jobs, internships, study abroad programs, dining services, computer and library resources, among others.

IT Support Desk

Darrell D. Duvall, B. S., Director of the IT Support Desk

The IT Support Desk provides a wide range of services for students on and off campus. The IT Support Desk provides support to residential students using ResNet, a service that provides network connectivity and Internet access in each room on campus. In addition to this, the IT Support Desk provides support to all students experiencing problems accessing on-line resources such as the library's electronic databases and their Barry e-mail account. They also provide support to all students with issues they might have with their username and password.

The IT Support Desk is located in Garner Hall, room 235. Walk-in hours are from Monday through Friday, 8:30 a.m. - 6:00 p.m. Phone support is available Monday through Friday, 8:30 a.m. - 12:00 a.m. The IT Support Desk can be contacted by calling (305) 899-3604, or by sending e-mail to helpdesk@mail.barry.edu.

Other Services

Students, faculty and staff interested in using an Internet Service Provider (ISP) from home are eligible to receive dis-

counted rates through AT&T's Internet Connection for Education (ICE) provider. Connection kits are available in the IT Support Desk for \$3.00, or can be downloaded for free at <http://www.attbusiness.net/softctr/software.html>. A credit card is required to activate service through AT&T.

Barry University also has an arrangement with Dell Computer Corporation where educational pricing is extended to students, faculty and staff interested in purchasing PCs, peripherals, and software. Contact the IT Support Desk for further information.

NETWORK & INFORMATION SYSTEMS SERVICES

Yvette Brown, M.S., Associate Dean &
Director of Network & Information Systems Services

The mission of Network & Information Systems Services (NISS) is to manage and implement a current, reliable and secure infrastructure of network systems and services in support of the university's instructional, communication and administrative functions.

BarryNet Accounts

All registered students are provided with a free computer account. The account provides access to all university computing resources, including electronic mail services, web resources, and network applications.

Web Based Email System

Students have access to a web based messaging system (<http://webmail.barry.edu>) that provides them with calendar and task management features in addition to their electronic mailbox.

Barry Remote Access Services

Barry University maintains a web based proxy server (<http://access.barry.edu>) that provides students with access to restricted access web based resources such as the library, the student web and other instructional sites.

POST OFFICE

Barry University Mail Services

THOMPSON HALL 125, 305-899-3690

HOURS OF SERVICE:

Monday - Friday 8:00 am - 4:30 pm

Barry University Contract Postal Unit provides all the same services as regular USPS stations except for cashing money orders. The employees in the Mail Center are Barry

University employees, not USPS personnel.

University mailboxes are provided for all students residing in university housing. Box numbers and keys are available from the Postmaster year round and are assigned on a "first come" basis. The proper address for any mail/packages intended for Barry University resident student mailboxes should be addressed as follows:

Addressee's Full Name
Barry University
11300 N.E. 2 Ave Box # ____
Miami Shores, FL 33161-6695

If mail is not addressed with campus box number and name as listed on university records then mail delivery will be delayed. The university mailbox is assigned to one student. There is no sharing of mailboxes with any other person. All mailboxes are key operated. Mail will not be distributed from a mailbox by the mailroom staff without authorization of the Postmaster. Anyone in possession of the key has full access to your mailbox. Duplication of mailbox keys is not permitted. Lost or stolen keys must be reported to the Postmaster immediately to help protect your mail. A fee will be charged for replacement of lost or stolen keys. Any tampering or suspected theft of mail should be reported as soon as observed. Damaged or opened mail should be shown to the Postmaster prior to leaving the mailroom area.

Package Pick-up

When a package is received at the Barry University mailroom, the staff will place a notice in the student's mailbox. Only the person to whom the package is address can take possession of the parcel. Positive ID (Barry ID or drivers license) must be shown to receive a package. Packages are available for pick-up from 8AM to 5PM Monday through Friday.

Privacy Policy

To protect the privacy of the mailbox holder, the mailroom staff is not permitted to give any information about mail or packages, either, over the phone or to anyone without the proper identification. Your box number may only be made available to other university departments for university use. It will not be provided to any other person for any other reason.

PUBLIC SAFETY

Landon Student Union, 303, 305-899-3335
Stanley Young, M.S., Executive Director
syoung@mail.barry.edu
Miguel de la Paz, Crime Prevention Coordinator

mdelapaz@mail.barry.edu

Dawn Roig, Assistant Director, Administrative Operations

droig@mail.barry.edu

Lorrie M. Thomas, Security Operations Coordinator

lthomas@mail.barry.edu

EMERGENCY NUMBERS

BARRY UNIVERSITY CAMPUS SECURITY

(305) 899-3333

MIAMI-DADE COUNTY EMERGENCY 9-111

MIAMI SHORES POLICE DEPARTMENT

(305) 759-2468

The primary responsibility of Public Safety is to help protect persons and property. Crime prevention and awareness is not the sole responsibility of the Public Safety. It is a joint venture with the community that it serves. The Public Safety Department provides security information, assistance, and service to aid campus occupants in the protection process.

No person or location is 100 percent safe. By utilizing stationary and patrolling officers, Public Safety observes and detects crimes and threats on the campus. The security personnel of the Public Safety Department patrol all parking areas and provide roadside assistance such as unlocking vehicle doors and jumpstarting dead batteries. Additionally, Public Safety can escort individuals upon request.

The security personnel of the Public Safety Department are not police officers and are not empowered as such. Public Safety's function is primarily informational and advisory rather than regulatory. The primary protective means restricting campus access and use to only those authorized persons for reasonable and safe purposes. Public Safety and Maintenance coordinate the inspection and maintenance of locks, doors, windows, lights and alarms on campus.

Barry University Public Safety is online. Visit us on the web for information on:

- Parking and traffic regulations
- Parking decals
- Crime prevention
- Personal safety
- Jeanne Cleary Act
- Silent Witness: A confidential and anonymous way of reporting criminal activity information on campus to Public Safety.
- RAD: Rape Aggression Defense System, a comprehensive course of self defense for women.

SECURITY TIPS

- Always take steps to protect yourself. Using common sense is often your best protection.
- Don't carry large amounts of cash. A front pocket is safer for a wallet than a back one.



- Go with someone. There is safety in numbers.
- Stay away from isolated areas.
- Try to stay near well-lighted areas.
- Don't take risks. You can never tell if a robber is armed. No amount of money is worth taking chances with your life.
- Protect your personal property. Lock your door every time you leave. Make a list of your valuables including serial numbers.
- Don't leave your belongings unattended.
- Lock your vehicle. Put valuables in the trunk.
- Lock your bicycle. Register your bike with campus security.
- Report any suspicious activity to Public Safety immediately. Try to give a description that includes approximate age, height, and weight and details on hair, clothing, jewelry, scars, tattoos-anything that is noticeable.

A safe campus is everyone's responsibility. Do your part to protect yourself and others.

If a crime is seen as a continuous threat (as defined by the vice president for Student Services and the director of Public Safety) to the Barry University community, then students, faculty, and staff will be notified in writing via mail (including electronic mail) and flyers will be posted of the incident(s).

LOCKERS

Lockers, located on the second floor of Thompson Hall, may be rented from the Career & Counseling Center, Thompson Hall 208. There is a \$5.00 charge for a semester. Additional lockers can be found in the Library and can be rented through the Office of Commuter Affairs, Thompson 107, for \$5.00 a semester.

LOST AND FOUND

Found articles should be turned in to Public Safety, Thompson Hall 119. Persons looking for lost articles may inquire at that office also.

EMERGENCY PREPAREDNESS PLANS

FIRE DRILLS

The safety of those living in university housing must begin with a conscientious awareness of emergency fire drill procedure and proper usage of the fire detection and alarm devices in each hall. Protection of life and personal possessions is dependent on the responsible actions of all persons. Abuse or tampering with fire detection or alarm devices will not be tolerated.

During the academic year students will be informed of the emergency evacuation of the university housing units through regularly scheduled unannounced drills. Alarm systems will be tested periodically to ensure proper functioning. Malfunctioning of fire alarms should be reported immediately to a member of the residential life staff.

SEVERE WEATHER WATCH

In the event of any emergency situation caused by severe local weather conditions, the university will assume responsibility for the safety and protection of the resident students who choose to remain on campus. In the absence of the vice president for Student Services, an associate vice president will assume responsibility.

Just prior to and during an actual storm, the students remaining on campus will be housed in Thompson Hall and the university Library. Students who choose to remain on the campus are obligated to follow all directions and instructions issued by the vice president for Student Services or his designate.

ACADEMIC INFORMATION

While the full benefit of a college education comes from participation in the whole of campus life, the program of studies is of paramount importance in educational development. Barry's intellectual life is designed to inspire creativity as well as facilitate problem-solving. For academic policies see the university catalog.

HONORS

In order to qualify for graduation with distinction, a student must have taken a minimum of 56 credit hours at Barry carrying letter grades of A, B, C, or D, and must have maintained a grade point average of 3.50 or above. Only courses taken at Barry are computed in determining honors. The GPA will be rounded using the third decimal place.

For distinction, CUM LAUDE, a grade point average of 3.50 is required; for MAGNA CUM LAUDE, 3.70; and for SUMMA CUM LAUDE, 3.90.

GOOD STANDING-PROBATION-SUSPENSION

A student is in good academic standing if the cumulative grade point average (GPA) is 2.00 or above.

A student is on academic probation if the cumulative grade point average (GPA) falls below 2.00. The appropriate academic dean may require a student on probation to register for a limited course load.

A student will be suspended who:

- receives less than a cumulative 1.00 GPA after the second or subsequent semesters at Barry University.
- has completed fewer than 60 credits and receives a cumulative GPA below 2.00 for 3 consecutive semesters.
- has completed more than 60 credits and receives a cumulative GPA below 2.00 for 2 consecutive semesters.

A student who has been suspended for academic reasons generally may not petition the Dean of Admission for readmission until one year has lapsed. The Admissions Office must have the approval of the appropriate academic dean to readmit a student who has been suspended.

REPEAT COURSES

A student may repeat a course to improve the cumulative grade point average.

If a student has an F and repeats the course and receives an A, only the A counts. Quality points and credits attempted and earned for the second attempt are counted in lieu of those earned for the initial attempt. Though both attempts remain part of the student's permanent record, the cumulative grade point average will reflect only the grade earned on the second attempt. The credit/no credit option cannot be exercised during the second attempt to remove a previous letter grade.

SPECIAL TOPICS

Contents of special topic classes will be determined by the individual departments as requested by faculty and/or students to fill specified needs or interests.

OFF-CAMPUS ENROLLMENT

Barry University students who wish to take courses at another college or university for the purpose of transferring the credits back to Barry must obtain prior written approval from the appropriate academic dean. Students who have attained junior status may not transfer credits from a community or a junior college. Once a student is enrolled as a degree-seeking student at Barry, no more than six (6) credits may be transferred toward a Barry degree. Courses taken through consortia are resident credits and are not counted as transfer credits. Only credits are transferred, not grades or



Barry University – where you belong





Student Life

*Members of the campus community
must act out of mutual respect
to establish an atmosphere of trust.*

*Therefore, Barry University
expects its members to treat one
another with sensitivity, consideration,
understanding, tolerance and
an active concern for the
welfare of others.*

ENROLLMENT IN BARRY UNIVERSITY PRESUMES AN OBLIGATION ON THE PART OF THE STUDENT TO ACT AT ALL TIMES IN A MANNER COMPATIBLE WITH THE UNIVERSITY'S PURPOSE, PROCESSES AND FUNCTIONS. STUDENTS ARE EXPECTED TO UPHOLD STANDARDS OF PERSONAL AND ACADEMIC INTEGRITY AND BEHAVIOR. FURTHER, STUDENTS ARE EXPECTED TO RESPECT THE RIGHTS AND PRIVILEGES OF ALL MEMBERS OF THE BARRY UNIVERSITY COMMUNITY.

IF THE BEHAVIOR OR CONDUCT OF A STUDENT INFRINGES ON OTHER MEMBERS OF THE COMMUNITY OR NEGATIVELY IMPACTS THE INSTITUTION, BARRY UNIVERSITY RESERVES THE RIGHT TO ADDRESS THE BEHAVIOR THROUGH THE DISCIPLINE PROCESS OUTLINED IN THIS PUBLICATION.

THE UNIVERSITY, THROUGH THE DIVISION OF STUDENT SERVICES, HAS ESTABLISHED THE STUDENT CODE OF CONDUCT. EACH STUDENT IS REQUIRED TO ABIDE BY THIS CODE. THE STUDENT CODE OF CONDUCT IS DESIGNED TO ASSIST IN BUILDING AN INTEGRATED, VIBRANT COMMUNITY THAT FOSTERS THE PERSONAL DEVELOPMENT OF EVERY BARRY UNIVERSITY STUDENT.

grade point averages.

WITHDRAWAL

Students withdrawing from the university must do so officially by submitting a written notice of withdrawal to the office of the dean of their respective schools. The effective date of withdrawal will be the date on which the notice is received by the dean. Students withdrawing from course(s) must do so officially by obtaining the withdrawal form from either their advisor or the Office of the Registrar. The withdrawal form must be signed by the advisor and brought to the Office of the Registrar for final processing. An unauthorized withdrawal results in failures in course(s).

STUDIES ABROAD

Recognizing the value of educational experiences in other cultures, Barry University encourages students to study abroad. Dr. Lillian Schanfield, School of Arts & Sciences, provides information for individuals wishing to study in another country. School of Business students interested in studying abroad should see Mr. Orlando Barreto instead. In recent years, individual Barry students have studied in Madrid, Edinburgh, London, Rome, Mexico, Ecuador, and other Latin American and European cities.

ROTC

Barry University students may enroll in ROTC courses through cross-registration with the University of Miami. Eligibility for registration is determined by the ROTC department at the university, in accordance with appropriate Armed Service Regulations. Academic credit is awarded by Barry although an administrative fee may be charged by the ROTC department at the University of Miami. Uniforms, textbooks, and equipment essential to the ROTC program are furnished by the U.S. Government.

MARINE OFFICERS PROGRAMS

Qualified students may apply for an officer program leading to a commission as second lieutenant in the United States Marine Corps. Commissions are offered in both ground and aviation components. The platoon leader course (PLC) is offered to freshmen, sophomores, and juniors who attend pre-commissioning training during the summer. Financial assistance and flight indoctrination programs are available. Qualified seniors attend twelve weeks of training in the officer candidate course (OCC) after graduation.

INTERDISCIPLINARY OPPORTUNITIES

A number of courses and programs at Barry University provide for an interdisciplinary approach to education. Examples include majors in international studies, liberal studies and pre-law, and course concentrations in humanities, peace studies and women's studies.

SUMMER SESSIONS

Two six-week summer sessions are held every year, usually from the middle of May to the middle of June, and from the middle of June until the end of July. Requirements for admission to the summer session are the same as for the regular academic year. Students matriculated at another college must have written permission from their dean to take specific courses at Barry. No other academic credentials are needed to guest students.

GUEST STUDENTS

A student enrolled in a graduate program elsewhere, desiring to earn graduate credits at Barry University for the purpose of transferring them to the degree-granting institution, must submit to the admissions office an application form and a letter from the dean of the graduate school in which the student is enrolled for a degree, stating that he/she is in good standing and has permission to transfer credit. If possible, the letter should indicate specific courses to be accepted. Applicants in this category holding a bachelor's degree are permitted to enroll for a maximum of six graduate credits; those holding a master's or a doctorate degree are permitted an unlimited number of graduate courses.

Inquiries, applications, and all credentials in support of applications should be addressed to the attention of the Office of Graduate Admissions. The catalog, containing additional information on the various programs, admission procedures, and other requirements, may be obtained by



request at the admissions office, Barry University.

Respect for Oneself

The university values all of its students and is deeply concerned with their total development. Therefore it is appropriate to set expectations for personal integrity. These expectations encourage students to appreciate their own talents, take themselves and their academic pursuits seriously and enhance the quality of their lives. The university will routinely respond to students engaging in self-destructive behaviors—behaviors which might impede individuals' abilities to enjoy the privileges of education and to fulfill their obligations as an educational leader.

Respect for Others

One value of learning lies in understanding what knowledge can contribute to the community. It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. Members of the campus community must act out of mutual respect to establish an atmosphere of trust. Therefore, Barry University expects its members to treat one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others. The university is particularly concerned that its members show respect for others regardless of race, creed, gender, disability, sexual orientation or nationality. All forms of harassing or offensive behaviors must be avoided.

Respect for Property

The university expects the responsible use of all property, including such tangible goods as buildings, library materials, equipment and green space. Respect for property also involves helping to foster a well maintained environment, a sense of security, tranquility and accomplishment. This principle requires students to respect both personal and institutional property, both inside and outside the university community.

Respect for Authority

Authority derives legitimacy from the commitment to act on behalf of the common good. At Barry University that authority especially resides in the officers of the university, its faculty, administration and staff – each of whom has been charged with responsibilities essential to the orderly operation of the university. These individuals serve as leaders and model by example the university's expectation for all its members. In this respect they help to define the atmosphere which supports and fosters the university's common mission.

Honesty

Barry University's mission reflects a commitment to the development of the whole person. The university expects students to live by policies of the university community and to follow local, state and federal laws. While at the university, students are expected to demonstrate the personal char-

acteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

Conduct Expectations

Barry University students enroll voluntarily in a private, Catholic educational institution. Students who find their personal values incompatible with those of the university's, and/or are unable to respect the university's values, may wish to pursue their education at an institution which is more in line with their own personal values. Likewise, the university may ask students whose behavior is incompatible with the mission of, and principles held by, the university to leave the institution.

Students are expected to act responsibly and to avoid conduct detrimental in its effect upon themselves, their fellow students and the university, both on-and-off-campus. Students are expected to know and abide by all university rules, regulations, policies and standards, and by local, state and federal laws. Students are expected to uphold both the mission of the university and the Student Code of Conduct in action and deed while they attend Barry University. Ignorance of university rules and regulations will not be considered as an excuse for violations.

STUDENT CODE OF CONDUCT

The following are examples of misconduct for which students and/or student organizations are subject to disciplinary action by the university. This list does not contain major university policies (found in other sections of this handbook) and should not be considered inclusive.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the university.
2. Theft of and/or damage to property of the university, of a member of the university community or of a visitor to the university.
3. Unauthorized entry to, or use of, university facilities, which are locked, closed to student activities or otherwise restricted as to use.
4. Tampering with fire equipment, exit lights, fire alarms, or any other Safety equipment or structures.
5. Disorderly, lewd, indecent, or obscene conduct or expression on university owned property, or at university sponsored or supervised activities.
6. Abusive behavior - Any action or situation which produces mental or physical discomfort for any member of



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Policies and Procedures

This document is to be interpreted in accordance with the stated nature, purpose, and objectives of the university. Barry University students are responsible for the contents of the University Catalog and Student Handbook.

THIS SECTION OF THE STUDENT HANDBOOK ATTEMPTS TO COLLECT IN ONE PLACE, POLICIES AND PROCEDURES THAT PERTAIN TO STUDENTS ENROLLED IN BARRY UNIVERSITY. ALONG WITH THE PUBLICATIONS DEALING WITH UNIVERSITY HOUSING REGULATIONS AND POLICIES, THIS HANDBOOK PROVIDES A SUMMARY OF ACADEMIC AND SOCIAL POLICIES AND REGULATIONS.

STUDENTS ARE REQUIRED TO CHECK THEIR CAMPUS MAILBOXES AND/OR BARRY E-MAIL ACCOUNTS ON A REGULAR BASIS, AS THESE ARE THE PRIMARY MODES OF COMMUNICATION BETWEEN THE UNIVERSITY AND ITS STUDENTS.

ALTHOUGH EVERY EFFORT HAS BEEN MADE TO INSURE THE COMPLETENESS OF THE BOOKLET, SOME AREAS MAY HAVE BEEN OMITTED. OMISSION OF PUBLICATION OF THESE POLICIES SHOULD NOT BE INTERPRETED AS A BASIS FOR NON-COMPLIANCE AS LONG AS PROPER PUBLICATION IS ATTEMPTED THROUGH CAMPUS BULLETIN BOARDS AND OTHER FACILITIES.

- injury. This behavior includes but is not limited to:
- a. Sexual Harassment - inappropriate or unwelcome sexual attention to coerced sexual relations or sexual assault (also see policy on sexual offenses).
 - b. Verbal Harassment - statements incorporating abusive, obscene or threatening language.
 - c. Physical Harassment - use of, or threatened use of, physical force or violence.
 - d. Stalking - willfully, maliciously, and repeatedly following or harassing another person.
 - e. Any harassment on the basis of race, ethnicity, gender, disability, religion, or sexual orientation.
7. Violating the visitation policy as outlined under "Residence Life Policies and Procedures."
 8. Incurring financial obligations on behalf of a person, organization, or the university without consent or authority.
 9. Disregarding the legitimate request of a university official (including RAs and Public Safety officers), to include failure to follow directions or obstructing assigned responsibilities of appropriate officials.
 10. Forging, altering, possessing, duplicating, or using documents, keys, records, or identifications without consent or authorization.
 11. Failing to comply with a judicial sanction, to include violation of specific probationary statutes.
 12. Purporting to or representing another person, an organization, or the university improperly without consent or authority.
 13. Lying or perjuring self to university official to include the judicial board/administrator.
 14. Being present during the commitment, or have knowledge of, a violation of the university student conduct code constitutes permission or condoning of the act."
 15. Violating terms of the housing agreement.
 16. Failing to take an active role in assuring proper behavior of one's guests, not limited to university housings.
 17. Refusing to properly evacuate a university facility or moving from specified university grounds during a fire alarm or emergency situation.
 18. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages and/or other drugs in violation of the State of Florida Law or university policy.
 19. Violating the university smoking tobacco use policy in specified facilities.
 20. Soliciting/selling for personal or organizational profit without proper consent of university officials.
 21. Violating motor vehicle policies of the university.
 22. Disruption of the normal activities of the institution, including physical violence or abuse of any person or conduct which threatens or endangers the health or safe-

ty of persons, the deliberate interference with academic freedom and freedom of speech, and forcible interference with the freedom of movement of any member or guest of the university.

23. Possession of weapons, which include firearms (or replicas), bb guns, sling shot devices, grenades, knives, explosives, flammable materials or any other instrument which may be used to cause injury to body or damage to property.
24. Violations of university's policies or regulations governing student behavior and life of the campus and failure to inform personal guest of said policies and/or regulations.
25. Any violation of federal, state or local law if such directly affect the university's pursuit of its proper education purposes.
26. Misuse of controlled and/or harmful drugs including alcohol.
27. Failure to comply with directions of university officials acting in the performance of their duties. This shall include failure to give identity or to show university identification card.
28. Violation of university computer policies.
29. Violation of other published university policies, rules or regulations.

MAJOR POLICY STATEMENTS

THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

Barry University exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Procedures for achieving these purposes may vary from school to school, but the minimal standards of academic freedom of students outlined below are essential to this community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all mem-

bers of the Barry University academic community.

This document is to be interpreted in accordance with the stated nature, purpose, and objectives of the university. Barry University students are responsible for the contents of the university Catalog and Student Handbook.

STUDENT RESPONSIBILITIES

The relationship between the student and the university is one of contract. The terms of the contract are stated in the institution's catalog (bulletin), Student Handbook and other publications. Under the terms of this contract, the students have certain rights. They also have certain academic responsibilities.

It is the responsibility of students to:

1. Be aware of the educational objectives of the institution and to observe them.
2. Comprehend the institution's criteria for evaluating student success in all academic programs.
3. Measure up to the institution's standards for academic progress and continuance in programs for graduation. The institution is under no obligation to grant a degree or keep the student if the student fails to maintain satisfactory academic progress.
4. Understand all the degree requirements for graduation that were published at the time the student began his /her program.
5. Complete all the requirements to earn a degree.
6. Learn all their rights.
 - a. statutory rights - laws passed by congress.
 - b. privacy rights - information in student records and protection from improper disclosures.
 - c. consumer rights - the right to get what is paid for and advertised by the institution.
 - d. civil or federal rights - rights secured under the federal constitution or federal civil rights law. (freedom of expression, assembly).
7. To make their own academic decisions. Advising is an implied contract between the student and the institution. Advisors are the agents of the university and students may rely on the advisor's information. The advisor is there to inform; the students make the decision.
8. Conduct their academic affairs in a forthright and honest manner. If students are suspected of classroom cheating, plagiarism, falsification of university records, or otherwise is representing their work, they will be subject to procedural due process.
9. Take appropriate action when informed of grade deficiencies. The students should seek information from the professor, or withdraw from the course.
10. Know their full due process guarantees and understand the appeals procedures.

I. Freedom of Access

Barry University is open to all students who are qualified according to its published admission standards. No student is barred on the basis of race, sex, color, or national origin.

Except for published limitations, the facilities and services of the university are open to all of its enrolled students. Barry University will use its influence to secure for all students' equal access to public facilities in the local community.

II. Academic Freedom of Students

Barry University students have a right to quality instruction and/or educational experiences in each course of study, to overview of the course, and to the teaching strategies to be used by the instructor. The following rights are guaranteed:

A. Attendance: Students have the right to the presence of the instructor according to the course schedule published by the instructor at the beginning of each course. Students are responsible for taking full advantage of the opportunities and conditions provided in the classroom.

B. Protection of Freedom of Expression: Barry University instructors should encourage free discussion, inquiry, and expression. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

C. Protection Against Improper Academic Evaluation: Student performance should be evaluated solely on an academic basis, not on the basis of student opinion and/or conduct unrelated to academic standards. Grading should be based upon stated academic requirements that shall be clearly specified by the instructor at the beginning of each course of study. Students have protection through orderly procedures as stated in the university Catalog, against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

D. Protection Against Improper Disclosure: Information on student views, beliefs, and political association which instructors may acquire in the course of their work as teachers, advisors, and counselors is considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge of the student.

III. Learning Environment

All students are expected to support the university's commitment to provide an effective learning environment. Any behaviors and/or events determined to be detrimental to success in any Barry University related academic pursuit, at a location where the Barry University learning process takes place, are prohibited. This includes, but is not limited to, bringing unauthorized visitors, e.g., children, friends, or other family members to classrooms; and usage of cell phones, pagers, radios or radio headsets, especially in campus libraries, classroom, laboratories, computer labs, or any location where the Barry University learning process takes place.

IV. Student Records

To minimize the risk of improper disclosure, academic and non-academic records are maintained separately in a physically secure area, and access to each is regulated by explicit policies and procedures as outlined.

1974 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

I. Introduction

Section 438 of the General Education Provisions Act, Title IV of Public Law 90-247, as amended, became effective November 19, 1974, including amendments effective January 1, 1975. Under the Act, educational institutions are subject to loss of certain federal funding if they permit release of "personally identifiable records or files for personal information contained therein" except with the student's written consent or in certain other instances indicated in the Act or if they do not permit an attending student to inspect "any and all official records, files and data directly related to" that student.

The secretary of education has issued regulations in implementation of the Act which have been taken into account in formulating the following statement of university policy. Recommendations for the revision of the university guidelines may be sent to the Vice President for Student Service, Thompson Hall 104.

II. Purpose

The purpose of these policies and procedures is to assure students at Barry University access to any and all records maintained by the university which are defined as "education records" and to insure the privacy of students by restricting the disclosure of information from education records only to those persons authorized under the Act. Members of the university community, administration, faculty and staff have a moral obligation to respect the rights of students to good reputation and to privacy by holding in confidence information acquired in the course of their work.

III. Notification to Students

Students will be notified annually of their rights of access

to all education records kept by Barry University, by publication of a summary of these policies and procedures in the course schedule and such other means as are appropriate. Copies of this policy will be made available to any student upon request at the office of the vice president for Student Services, Thompson Hall 104.

Questions concerning the Family Educational Rights and Privacy Act should be referred to the office of the vice president for Student Services. Students also have the right to file complaints with the Department of Education.

IV. Definitions

- A. A student is defined as any individual who is attending or has attended Barry University as a student of record. Students on leave of absence are included, but not persons who have applied for admission but who have never attended the university.
- B. The student records maintained by the university are classified as follows:
 1. Official academic records are maintained in the Office of the Registrar. Included are admission applications and associated documentation, the registration forms for each semester in residence; the records of grades and credits received in courses at this institution or accepted here from other institutions; and other documents directly relating to the student's academic progress and status.
 2. The student records maintained in departmental offices are under the authority of the respective deans, and access to them by the student or others is not permitted without the dean's authorization.
- C. Disciplinary records are maintained under the authority of the vice president of student services. They include information about disposition of charges of infractions against university codes of conduct and discipline.
- D. Student financial aid and employment related records are maintained under the authority of the director of financial aid. They are confined to applications for financial aid and employment and supporting letters of reference; notices of action on such applications; and evaluations of employment performance.
- E. Medical, psychological, and counseling records are maintained under the authority of the vice president for Student Services.
- F. Employment records of students who are university employees but whose employment is in no way related to their academic status and is not a part of student financial aid are maintained by the director of Human Resources, but are not subject to the provisions of these guidelines.
- G. The student records maintained at the student's request by the career & counseling center are treated separately below.
- H. No record shall be kept of the political views of students or of student membership in any organization other than

academic, honorary, professional, and social organizations directly related to campus life.

- I. Records maintained by student organizations are not considered institutional records, but such organizations are expected to protect students from unwarranted invasions of privacy and to permit them to have access to their records.
- J. Records maintained by individual faculty members or by other instructional, supervisory, or administrative personnel for their own use are not considered university records for the purposes of the act or of these guidelines, provided they are in the sole possession of the maker of the records and are not revealed to any other person except a substitute.

V. Access to Records

A student's access to his/her official academic record, disciplinary record, and financial aid record is guaranteed subject only to reasonable administrative decision as to time, place, and supervision (1979, III, A) with the following exceptions:

1. Any and all documents written or solicited prior to January 1, 1975, on the presumption that they were intended to remain confidential and privileged;
2. Any and all documents to which access has been waived by the student;
3. Any and all medical, psychiatric, or counseling center records maintained for the exclusive use of professionals and paraprofessionals. Records of this character, however, may be personally reviewed by a physician or other appropriate professional of the student's choice;
4. Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid;
5. Records of Barry University which contain information relating only to a person after the person is no longer a student at Barry University e.g., information gathered on the accomplishments of alumni.

Since documents written or solicited after January 1, 1975 may be kept confidential only if the student has waived access thereto in writing, a form of waiver shall be provided for the voluntary use of applicants in their request for recommendations. Any recommendation submitted under condition of confidentiality but without written waiver of access by the applicant shall be returned to the sender.

The placement records maintained by the Center for Counseling and Psychological Services may be inspected by the subject of the file, with the exception of recommendations or evaluations which have been received with the student's written waiver of access.

Student inspection of records is granted only upon

written request, presented in person with appropriate identification, and must be made in the presence of designated personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than forty-five days after the date of request. No documents or files may be altered or removed once a request has been filed.

A student may receive a copy of any and all records to which he/she has lawful access, upon payment of the announced fee except when a hold has been placed on his/her record pending the payment of debts owed the university or when he/she requests a copy of a transcript, the original of which is held elsewhere.

VI. Challenge Hearings

A. Amendment of Records

A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the university official who maintains the records amend them.

The university will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the university for further determination or confirmation.

If the university decides to refuse to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing.

B. Hearing Procedures

Should the request for a change be denied, the student may within thirty days appeal the decision to the vice president for Academic Affairs and ask for a hearing. The vice president for Academic Affairs shall designate a hearing committee which will include one administrator other than the one who has denied the request, two faculty members, and two students. The decision of the hearing committee shall be final, except that final appeal to the president of the university remains open.

The challenge to be considered in such hearings may extend only to the material in the respective university file, e.g., it may extend to the correct recording of a grade but not to the appropriateness of the grade.

Students, dissatisfied with the results of a hearing may place a statement in the education record in question commenting upon the information therein, and/or setting forth any reason for disagreement with the institutional decision not to correct or amend the record. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

VII. Center for Counseling and Psychological Services

A. The placement file of a student maintained in the Center for Counseling and Psychological Services is assembled at the initiative of the student. The extent of disclosure to prospective employers, graduate schools, organizations awarding fellowships, and the like shall be made clear and agreed to by the student when he/she requests that the file be assembled.

The student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality, but the waiver must be made by the student without pressure or coercion. Any evaluation received under such condition of confidentiality without the student's waiver of access or without the student's knowledge shall not be incorporated in the file but shall be returned to the sender.

VIII. Addition to Records

- A. No entry may be made on a student's official records and no document or entry may be placed in such records without written notice to the student by the responsible administrative officials mentioned above.
- B. Notification of grades, written communication to a student or school or departmental evaluation, and announcement of honors, however, constitute adequate notice. A document or entry supplied by or at the request of the student may be placed in the student's record without additional notice to him/her.

IX. Release of Information

A. Below are the policy statements and guidelines used by Barry University with regard to release of information.

1. University officials who have a legitimate educational interest shall have access to academic records. Such officials include faculty, administration, clerical and professional employees and other persons who manage student record information insofar as they act in the student's educational interest and within the limitations of their need to know. Access is also granted to school officials for research purposes so long as anonymity is preserved.

2. At its discretion, Barry University may provide directory information in accordance with the provisions of the Act to include: student name, local and home addresses, postal box, telephone number, electronic mail address, photo, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The policy that such information will be made generally available will be communicated to students through the publication of these guidelines. An individual student may

request that such directory information not be disclosed by notifying the registrar, in writing, when registering or no later than the first day of class of the semester or term. Requests for non-disclosure will be honored by the institution for only one academic year (July 1 - June 30); therefore, authorization to withhold directory information must be filed annually in the Office of the Registrar.

3. A transcript of a student's official academic record contains information about academic attainment and status exclusively. Only the registrar is authorized to issue transcripts or to certify in any way the official academic record of a student. An official transcript is issued only when requested in writing by the student.

Copies of transcripts may be issued, upon request, without such authorization only to parents of a student who is financially dependent upon them. Payment of a student's bill to the university by the parents will be taken as evidence of financial dependence unless the student informs the registrar in writing to the contrary. Copies may also be issued, with the written consent of the student as indicated on his/her registration form or application for financial aid, to persons or agencies financially responsible for a student's tuition, such as the ordinary of a diocese, the superior or a religious institute, a governmental agency, or a scholarship fund.

4. Information from disciplinary records, as defined above, shall not be made available to persons, on or off campus, except to superiors of vice president for Student Services within the university administration, and/or to be used in the university's judicial process without the expressed consent of the student involved.

The university will retain disciplinary records for one year after graduation. Records may also be maintained for an indefinite period of time if a student (1) is expelled for disciplinary reasons; (2) withdraws from the university prior to resolution of a pending disciplinary matter; or (3) has a Hold Flag activated on his/her university academic record or account. The university may disclose the final results of a disciplinary proceeding against a student found in violation of a university policy, rule, regulation or standard of conduct involving any crime of violence or a non-forcible sex offense. The university will only release the name of the student found in violation, the violation committed and any sanctions imposed on the student.

5. Information from financial aid and employment records as defined above shall not be made available to anyone without the prior expressed written consent of the student involved except to confirm employment or to supply appropriate references to subsequent employers upon request of the student. Any and all financial data and income tax forms submitted in confidence by the student's parents shall not be released without their prior expressed written consent.



6. Medical, psychological, and counseling records, as defined in Section IV (E) are governed by the strictest canons of professional conduct and confidentiality. Information from these records shall not be made available to anyone other than the persons providing the medical, psychological, and counseling treatment except that they can be reviewed by a physician or other appropriate professionals of the student's choice.

Persons from outside the academic community shall not be permitted personal access to a student's records or greater information than provided herein or in the Act without the prior express written consent of the student or unless subpoena or other legal process is served on the university. Following such service, the university shall immediately notify the student affected. In addition, the university will comply with such process only upon the advice of counsel. To fully protect the confidentiality of student records, counsel for the university will be asked not merely to advise a prudent course, but to use every reasonable legal method to test the validity of and to resist such subpoena or other process. Personal information shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student. All persons desiring access to the records of a student shall be required to sign a written form which shall be kept permanently with the file of the student, but only for inspection by the student, indicating specifically the legitimate educational or other interest that said person has in seeking this information.

Information

1. As noted above, the Office of Student Services will maintain general information concerning the federal law and the university policy as contained in these guidelines. It will make available a file containing the Act and the regulations of the secretary of education, and will refer students desirous of examining their records to the office of the appropriate administrative official.

X. Appendix

A. At the present time the following are the administrative officials concerned:

Dean, Enrollment Services	Marcia Nance
Director, Center for Counseling and Psychological Services	Anastasia Maguire, O.P.
Registrar	Debra Weyman
Vice President, Academic Affairs	J. Patrick Lee, Ph.D.
Vice President, Student Services	Michael J. Griffin, Ed.D.

B. For currently enrolled students, responsibility for academic records rests with the dean of the school in which the student is enrolled.

School of Adult and Continuing Education	Carol-Rae Green Sodano, Ph.D.
School of Arts and Sciences	Linda Peterson, Ph.D., Jack Scarborough, Ph.D.
School of Business	Sr. Evelyn Piche, OP., Ph.D.
School of Education	
School of Human Performance and Leisure Sciences	G. Jean Cerra, Ph.D.
School of Natural and Health Sciences	Sr. John Karen Frei, OP, Ph.D.
School of Nursing	Pegge L. Bell, Ph.D., R.N., A.P.N.
School of Graduate Medical Sciences	Chester Evans, D.P.M.
School of Social Work	Stephen Holloway, Ph.D.

C. The fee for a transcript is \$5.00; the fee for other records is 10 cents per page. These fees are subject to change.

D. In accordance with the Act, the following may have access to student records:

1. Other school officials, including teachers within the educational institution or local educational agency who have been determined by such agency or institution to have legitimate educational interests;
2. Officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the

student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;

3. Subject to the conditions set forth in 99.37, authorized representatives of a) the comptroller general of the United States, b) the secretary, c) the commissioner, the director of the National Institute of Education, or the assistant secretary for education, or d) state educational authorities;

4. In connection with a student's application of, or receipt of, financial aid;

5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974; nothing in this paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access thereunder;

6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;

7. Accrediting organizations in order to carry out their accrediting functions;

8. Parents of a dependent student, as defined in section 152 of the internal revenue code of 1954; or

9. In compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

IV. Student Services

In order to assist and support the student's academic growth and personal development, Barry University provides the following services:

A. **Academic Advising and Counseling:** An academic advisory system is provided for planning programs and schedules, reviewing progress, advice on graduate and professional schools, and assistance in obtaining admission to such schools when appropriate. This service also includes assisting students experiencing academic difficulty by providing guidance in assessing the nature of their problems and in developing skills necessary for success in their college programs.

B. **Personal Counseling:** Personal counseling services are available to students having vocational, psychological, or

spiritual problems. A referral service is also available for those requiring evaluation.

C. **Health Service:** The university health service provides first aid services, health education and information.

D. **Financial Aid:** The campus financial aid office provides information on, and procedures for, the acquisition of educational scholarships, loans, and other programs of student aid.

E. **Placement Service:** The campus student placement service assists students in locating employment opportunities, provides information on career opportunities, and maintains placement records for students who request this service. Students are responsible for securing the assistance provided by these services whenever a need appears or when a counselor or faculty member recommends them.

V. Student Participation in Institutional Government

As constituents of the Barry University academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body.

To give effect to this principle, students should have representation on those university committees which specifically address student life and/or student academic issues, e.g. Student Services Departmental Advisory Committees, judicial committee, honors committee, and school curriculum committees.

VI. Off-Campus Freedom of Students

A. **Exercise of Rights of Citizenship:** Barry University students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, the rights of petition that other citizens enjoy, and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Faculty members and administrative officials shall insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of rights of citizenship both on and off campus.

B. **Institutional Authority and Civil Penalties:** Activities of students may upon occasion result in violation of law. In such cases, institutional officials are prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall never be used merely to duplicate the function of general laws. Only where the institution's interests

as an academic community are distinctly and clearly involved shall the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his off-campus activity, shall be subject to no greater penalty than is normally imposed. Institutional action shall always be independent of community pressure.

VII. Student Services: Life and Welfare

A. Student Government: The role of the Student Government Association is set forth in the constitution and by-laws of the Association, and the actions of student government within their jurisdiction may be reviewed only through orderly and prescribed procedures.

B. Freedom of Association: Students bring to the campus a variety of interests. They are free to organize and join associations to promote their common interests.

1. The membership, policies and actions of a student organization shall be determined by vote of only those students who hold bona fide membership in that Barry University organization.

2. Affiliation with an extramural organization shall not, of itself, disqualify a student organization from institutional recognition provided the organization is not in conflict with the purpose of the university.

3. Each student organization must have at least one campus advisor, who is an employee of the university, chosen by the students. The advisor may counsel in the exercise of responsibility but shall not have the authority to control the organization.

4. Student organizations are required to submit a constitution and by-laws, criteria for membership, and a current list of officers to the director of student activities as a condition of institutional recognition. They are also required to submit a membership roster. Complete requirements for student organizations are listed in the Student Activities Manual.

5. Campus organizations, including those affiliated with an extramural organization, shall be open to all students interested in the objectives of the organization and who meet the criteria for membership. No student may be denied membership because of race, sex, creed, or national origin.

C. Freedom of Inquiry and Expression:

1. Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak

only for themselves and not for the university.

2. With the approval of the Office of Student Services, student may invite and hear qualified and responsible speaker(s) of their choosing. Routine procedures required in relation to guest speakers on campus shall be designated only to insure orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. Sponsorship of guest speakers does not imply advocacy or endorsement of the views expressed, either by the sponsoring group or the institution.

D. Student Publications and Media

Student publications, the student press and student media are valuable aides in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are media for bringing student concerns to the attention of the faculty and the administration and for the formulating student opinion on various issues on the campus and in the world at large.

Barry University, as publisher and manager bears the legal responsibility of the contents of the student publications and programs broadcast in student media. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications and media to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Barry University academic community.

The delegated editorial freedom of student editors and managers entails corollary responsibilities to be governed by the mission of the university and by the canons of responsible journalism and programming, such as the avoidance of libel, indecent, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

1. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.

2. All university published and financed student publications and media shall explicitly state on the editorial page and on the air that the opinions therein expressed are not necessarily those of Barry University or of the student body.

JUDICIAL POLICIES

The university, through the vice president for Student Services, has the duty and corollary disciplinary power to protect its educational purpose and objectives through setting standards of conduct.

Judicial processes and procedures are substantially secondary to the use of example, guidance, counseling, mediation, and admonition in the development of responsible student conduct. However, when these preferred means fail to resolve problems of student conduct, procedural safeguards allow for proper action while protecting the student from unfair imposition of serious penalties.

The judicial process is not a criminal process; however, basic fairness will be protected.

JUDICIAL PROCESS

The university has the duty of corollary disciplinary power to protect its educational purpose through setting standards of scholarship and student conduct and through regulating the use of its facilities. In exceptional circumstances, when the preferred means to resolve the problems of student conduct fail, procedural safeguards allow proper action while protecting the student from an unfair imposition of serious penalties.

The campus judicial process permits any member of the university community (student, faculty, administrator or staff) to register a complaint against a student/student organization (undergraduate and graduate) with the Judicial Coordinator. If the complaint warrants adjudication, the Judicial Coordinator (a member of student services staff) will send for the accused student/student organization* and discuss options available for adjudication. Any judicial case can be heard by either the appointed student service administrator or the university judicial board. Pending action on the complaint, the status of an accused student is not altered except when the student's safety and well being, that of another individual, or that of the university community, is judged to be in jeopardy.

*An organization may be held responsible for violating the Student Code of Conduct when: (a) one or more officers or authorized representatives, acting in the scope of their organizational duties, commit a violation; (b) one or more of its members commit a violation after an action that constitutes a violation was approved by a vote of the organization or was part of a committee assignment of the organization; (c) a violation is committed at an activity funded by the organization; (d) a violation occurred as a result of an event sponsored by the organization; or, (e) an organization fails to satisfactorily complete the terms of any disciplinary sanction resulting from being found responsible for a violation of the Student Code of Conduct.

A. JUDICIAL COORDINATOR

The Judicial Coordinator will discuss with the accused student the charge(s), student rights and the options available for adjudication; i.e., either judicial board or the appointed student services administrator. Furthermore, the Judicial Coordinator will be responsible for maintaining documentation and coordinating the implementation of administrative procedures.

Confidentiality will be upheld and the Judicial Coordinator will be responsible for maintaining documentation of judicial proceedings. All disciplinary records will be retained for one year after graduation or for an indefinite period of time if one or more of the following conditions are present: (a) a student is expelled for disciplinary reasons, (b) withdraws from the university prior to resolution of a pending disciplinary matter, or (c) has a Hold Flag activated on his/her university academic record or account.

B. HEARING PROCEDURES

The following hearing procedures satisfy the requirements of procedural fairness in situations requiring a high degree of formality.

1. The student should be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity, and in sufficient time (at least 48 hours), to insure opportunity to prepare for the hearing.
2. Students appearing before the judicial board or student services administrator have the right to be assisted by a campus advisor (a Barry University enrolled student or current employee) of his/her choice. The advisor may not participate in the hearing.
3. The burden of proof ("more likely than not") rests with the individual(s) bringing the charge (complainant).
4. The student should be given an opportunity to speak in his/her behalf. He/she should have an opportunity to hear and question those who speak against him/her. In no case should the judicial board/administrator consider statements against him/her unless he/she has been advised of their content and of the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
5. All matters upon which the decision is based must be presented at the hearing.
6. A record of the hearing will be maintained with the judicial coordinator.
7. The decision of the judicial process is final, subject only to the student's right of appeal to the vice president for student services.
8. In matters which involve concurrent jurisdictions and when behavioral circumstances warrant, the university may proceed according to its procedures, even though civil/criminal processes have yet to begin or are already in

process.

9. If a student is charged with a felony or other criminal offense, the university shall also retain the option to suspend such a student until criminal courts have reached a judgement.

C. PROCEDURE FOR APPEAL

The request to appeal a decision of the administrator or the judicial board must be made in writing to the vice president for Student Services within 48 hours (excluding Saturday and Sunday) of the conclusion of a judicial hearing. Furthermore, the appeal must be based upon questions of improper procedure and/or new evidence uncovered post hearing and/or claims of excessively harsh sanctions. Appeals presented after the 48-hour deadline will not be heard. The vice president for Student Services will not rehear the case and/or the facts used to determine responsibility. Decisions of the judicial board and/or judicial administrator remain in effect until such time, if and when, an appeal is granted. All parties involved will be informed of the disposition of appeals.

D. HEARING OPTIONS

1. Appointed Student Services Administrator Jurisdiction
The appointed student services administrator is responsible for hearing:

- a. Cases where the student has chosen to be heard by the appointed student services administrator rather than the judicial board.
- b. Cases involving the violation of university policies which may relate to local, state, or federal law.

2. Judicial Board Jurisdiction

The judicial board is responsible for hearing:

- a. Cases where the student has chosen to be heard by the judicial board rather than the appointed student services administrator.
- b. Cases involving the violation of university policies which may relate to local, state or federal law.

E. PROCEDURES FOR THE JUDICIAL BOARD

1. The university's judicial board shall consist of the following members:
 - a. The committee will have three (3) undergraduate or graduate student members, three (3) faculty members and one student services staff member chosen by the vice president of Student Services.
 - b. Members will be chosen annually, no later than 1 October.
 - c. The student services staff member will serve as the chair of the judicial board and will vote only in the case of a tie.
2. The judicial board must hear a case within seven (7) days (excluding Saturday and Sunday) after notification of the case has been received by the judicial board chair, unless

extenuating circumstances make this impossible.

3. Full committee membership is required for a hearing.
4. Any member may remove himself/herself from a case if a conflict of interest exists.
5. All decisions of the committee will be made by majority vote.
6. A judicial hearing is closed to the public. All matters that are discussed and decisions that are made will be confidential and committee members must maintain strict confidentiality of the hearing proceedings.
7. In cases that require penalties, the judicial board will decide what sanctions are appropriate and necessary and has the power to impose them.
8. Any student who elects to appear before the judicial board is bound by its decision, subject only to the student's right of appeal to the vice president for Student Services.
9. A record of the hearing will be maintained in the judicial coordinator's office.
10. If an accused student does not appear for the hearing and does not, in the opinion of the committee, give adequate reasons, the committee may treat the case in the manner it believes fair and just. Decisions may be made in absentia.

F. PROCEDURES FOR STUDENT SERVICES JUDICIAL ADMINISTRATOR

1. The appointed student services judicial administrator must hear a case within seven (7) days (excluding Saturday and Sunday) after notification of the case from the judicial coordinator, unless extenuating circumstances make this impossible.
2. The appointed student services judicial administrator will convene and conduct the hearing.
3. The hearing is closed to the public. All matters that are discussed and decisions that are made will be confidential and strict confidentiality of the hearing's proceedings will be maintained.
4. In cases that require penalties, the appointed student services judicial administrator will decide what sanctions are appropriate and necessary and have the power to impose them.
5. Any student who elects to appear before the appointed student services judicial administrator is bound by his/her decision, subject only to the student's right of appeal to the vice president for Student Services.
6. A record of the hearing will be maintained in the judicial coordinator's office.
7. If a accused student does not appear for the hearing and does not, in the opinion of the appointed student services judicial administrator, give adequate reasons, the appointed student services judicial administrator may treat the case in a manner he/she believes fair and just. Decisions may be made in absentia.

G. SANCTIONS

1. The following sanctions may be imposed upon any student or student organization found to have violated the Student Conduct Code or any other university policy:
 - a. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Behavioral Contract** - A set of appropriate actions imposed to provide an educational experience as well as disciplinary guidelines for an extended period.
 - c. **Probation** - This status indicates that the student's behavior has raised serious question concerning the student's status as a member of the university community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from the university. The student may not represent the university or hold office during the period of probation.
 - d. **Loss of Privileges** - Denial of specified privileges for a designated period of time, including but not limited to restrictions from or limited access to specified areas of campus.
 - e. **Fines** - Previously established and published fines may be imposed.
 - f. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. **Discretionary Sanctions** - Work assignments, service to the university/community or other related discretionary assignments.
 - h. **Residence Hall Suspension** - Separation of the student from university housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. **Residence Hall Expulsion** - Permanent separation of the student from university housing.
 - j. **University Suspension** - Separation of the student from the university for a definite period of time, after which the student is eligible to return. Readmission, however, is not automatic; students must show persuasive evidence of ability and desire to do satisfactory work and to behave responsibly at the University. Readmission to institution is at the sole discretion of Barry University. Conditions for readmission may be specified. The student is not allowed to visit campus during the suspension.
 - k. **Indefinite Suspension** - Indefinite suspension requires petitioning on the part of the student when specific conditions must be met before the student is eligible for readmission.
 - l. **University Expulsion** - Permanent separation of the student from the university. The student is barred from vis-

iting the campus.

2. **Deactivation** - loss of all privileges, including university recognition, for a specific period of time.
3. More than one of the sanctions listed above may be imposed for any single violation.
4. Other than university expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record and kept in the judicial coordinator's office.

DISCIPLINARY STANDINGS

A student's status with regard to discipline is regulated by the following definitions:

A. GOOD STANDING

The status of good standing indicates that a student has been duly enrolled in the university and is eligible to participate in all activities of the university. A student is presumed to be in good standing unless the student forfeits that status by established misconduct.

B. WARNING

This status indicates that a student has been through the judicial process due to the seriousness of his/her conduct and has been cautioned that further behavior of the same or sim-



ilar type will be cause for further disciplinary action by the university.

C. DISCIPLINARY PROBATION

This status indicates that the student's behavior has raised serious questions concerning the student's status as a member of the university community. The student will be given a stated period during which his/her conduct will establish whether he/she is to be returned to good standing by having met definite requirements in behavior or whether he/she is to be suspended or dismissed from the university. The sanction of disciplinary probation may be imposed on a student by the judicial process, the Dean of Students or his designee. The student may not represent the university or hold office during the period of probation. Other conditions typically include, but are not limited to:

1. Exclusion from all or designated co-curricular activities.
2. Exclusion from the use of specified university facilities.
3. The performance of community service projects.
4. Exclusion from sponsorship of or participation in educational and/or athletic programs.
5. The re-assignment of resident to another residence unit for the period of probation.

Parents of students placed on disciplinary probation may be so notified by the Dean of Student or the chairperson of the judicial board if the student is a minor. A statement of offense, and decision will be placed in the student's file in the judicial coordinator's office.

If while on disciplinary probation a student is found responsible for a further infraction of university policies/regulations, the student will be subject to the possibility of suspension/expulsion from the university and/or university housing.

D. SUMMARY DISCIPLINARY DISMISSAL

The immediate separation of a student from the university or university facilities as authorized by the Dean of Students, or his designated representative, takes place when the continued presence of a person constitutes a danger to the health, safety, or welfare of the university community or university property. At the time a student is summarily dismissed, the individual affected shall be informed of a right to a hearing without undue delay. The student shall remain dismissed until the hearing determines his/her status.

E. SUSPENSION

The status of suspension indicates an involuntary separation of the student from university housing and/or the university for a stated time due to serious or repeated violations of the rules or for undesirable conduct on the part of the student. The judicial process or the Dean of Students may impose this penalty.

1. Parents of a student who is suspended may be so notified by the Dean of Students or his designee if student is a minor.
2. Statement of offense, and decision will be placed in the student's file in the judicial coordinator's office.

F. INDEFINITE SUSPENSION

Indefinite suspension requires petitioning on the part of the student when specific conditions must be met before the student is eligible for readmission.

G. EXPULSION

This status, the most serious disciplinary action taken by the university, indicates the immediate, involuntary and permanent separation of a student from the university because of established gross misconduct on the part of a student.

1. After notice of expulsion, a student must leave the campus immediately.
2. The expelled student does not have the privilege to apply for readmission to Barry.
3. The Dean of Students may notify the parents of an expelled student of the university's decision if the student is a minor.
4. Statement of offense, and decision will be placed in the student's file in the judicial coordinator's office.
5. A student's transcript will include documentation of expulsion.

A student dismissed for disciplinary reasons at any time shall not be entitled to any claim or refund.

DISCIPLINARY RECORDS

The university will retain disciplinary records for one year after graduation. Records may also be maintained for an indefinite period of time if a student: (1) is expelled for disciplinary reasons, (2) withdraws from the university prior to the resolution of a pending disciplinary matter; or (3) has a Hold Flag activated on his/her university academic record or account. The university may disclose the final results of a disciplinary proceeding against a student found in violation of a university policy, rule, regulation or standard of conduct involving any crime of violence or a nonforcible sex offense. The university will only release the name of the student found in violation, the violation committee and any sanctions imposed on the student.

PARENTAL/LEGAL GUARDIAN NOTIFICATION POLICY ALCOHOL OR DRUG POSSESSION VIOLATIONS*

In cooperation with a national effort to eliminate high-risk and illegal drinking and substance abuse on today's college campuses, alcohol and other drug violations committed by Barry University's students under the age of 21 will be reported to their parents or legal guardians. The specific policy is as follows:

In the event that a financially dependent student under 21

years of age is found to be in violation of any aspect of the Barry University Alcohol and Other Drug Policy, the office of Dean of Students or designee will provide the individual's parent(s) or legal guardian(s) with writing and/or verbal notification of the infraction(s).

As part of Barry University's overall alcohol/other drug education, prevention and early intervention program, this policy encourages parental partnerships that support students' academic success and personal development. It also reflects the university's commitment to promoting a caring, spiritual and principled learning community that serves the common good.

* A revision incorporated into the Higher Education Reauthorization Act of 1998 allows for parents and legal guardians to be informed of alcohol/drug policy violations committed by college students under 21 years of age. Section 444 of the General Provision Act (20 U.S.C. 1232g) had been amended by adding the following:

(1) IN GENERAL - Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education record, if;

(A) the student is under the age of 21; and

(B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

(2) STATE LAW REGARDING DISCLOSURE - Nothing in paragraph (1) shall be construed to supersede any provision of State law that prohibits an institution of higher education from making the disclosure described in subsection (a).

STUDENT GRIEVANCE PROCEDURES

Rationale

As members of the Barry University learning community, all students have the right to pursue their intellectual and personal goals free from interference or conflict that undermines their basic freedoms. If the University is to truly succeed in upholding its mission of promoting responsible citizenship, equal treatment and education for the common good, all students must be afforded the opportunity to identify, register and seek resolution of grievances in a manner that is prompt, fair and just.

Scope and Definition of Complaints/Grievances

While most campus encounters are positive and friendly, it is a fact that disputes, disagreements and conflict are inevitable when there is misunderstanding, injustice or differing needs and interests. These conflicts can be related to academic problems, mistreatment by another, wrongful assessment of fees, records errors, or discrimination of any kind. Such matters, when left unresolved, can create a level of concern, hardship or dissatisfaction sufficient enough to require assistance in seeking corrective action. In the interest of ensuring that students are supported by the University, an established protocol for filing and resolving grievances is available and described in the next section.

Procedures for Students Seeking to File a Grievance

Before proceeding, three important points must be made about the grievance process. First, this Grievance Policy is *not* applicable to complaints covered by other already-existing University policies and/or procedures. These include, but are not limited to, grade appeals, sexual misconduct, judicial action, etc. When necessary and appropriate, the Dean of Students will assist students in identifying the applicable University policies and procedures for reporting and resolving such matters. Secondly, at any point in the process described hereunder, a student filing a grievance will always have the option to withdraw the complaint. Furthermore, no student will be sanctioned or otherwise reprimanded for registering a grievance so long as it is done in good faith. And thirdly, the University strictly prohibits any member of the community from harassing or retaliating against any student who files a grievance under this policy.

If any student feels the need to file a grievance, he or she must report such incident to the Dean of Students. Every effort will be made to protect the privacy of any parties involved. After an informal discussion, if the student wishes to file a formal grievance, the student may submit same in writing to the Dean of Students. However, before filing a formal charge, the complaining party must first make a good faith effort to meet and confer with the party against whom he or she has a complaint in an effort to resolve the matter.

Remedies

Upon receipt of a written formal complaint by a student, the Dean of Students shall refer the complaint for investigation to the office of the vice president of the appropriate division. The vice president will designate a member of the division to investigate and determine whether the grievance has merit as alleged. If it is determined that such grievance has sufficient support, the persons or departments that are responsible for such violation will be dealt with in an appropriate manner by the supervisors or directors of such persons or programs, in accordance with applicable provisions, if any, of contracts, employment regulations, manuals, handbooks, or the like.

The designated investigator will provide the student with written notice of the final disposition within ten (10) working days from the date on which the formal grievance was filed. If the investigation exceeds ten (10) working days, the student will be notified in writing of the delay and advised of the anticipated date on which the final disposition letter will be delivered.

Appeals

If for any reason the student disagrees with the final disposition, s/he may submit a written appeal to the appropriate vice president within 48 hours of receiving the investigating officer's written notification of the disposition. The vice president will provide a written response to the student within five (5) working days.

Use of Outside Remedies

If, prior to filing a formal complaint or while such complaint proceedings are in progress as provided in the general policy, a grievant seeks resolution of his/her grievance in any other forum, be it administrative or judicial, the University shall have the right, in its sole discretion, to terminate any further consideration of the complaint without further notice to the complainant.

ACADEMIC DISHONESTY POLICY

- 2.10.1 Cheating and Plagiarism: Definitions
- 2.10.1.1 Cheating is defined as the attempt, successful or not, to give or obtain aid and/or information by illicit means in meeting any academic requirements, including examinations. Cheating includes falsifying reports and documents.
- 2.10.1.2 Plagiarism is defined as the use, without proper acknowledgment, of the ideas, phrases, sentences, or larger units of discourse from another writer or speaker. Plagiarism includes the unauthorized copying of software and the violation of copyright laws.
- 2.10.2 An Incident of Cheating or Plagiarism
An incident upon which a faculty member may take action will be an event which the faculty member witnesses or has written evidence to support. A faculty member must observe this evidence directly and may not take action solely on the report of another party.
- 2.10.3 Procedures for Handling Cheating and Plagiarism
Any faculty member discovering a case of suspected cheating or plagiarism shall make a responsible effort to confront the student with the evidence within five working days.
- 2.10.3.1 If the student can explain the incident to the sat-

isfaction of the faculty member, no further action is warranted.

- 2.10.3.2 If the student denies cheating and the faculty member continues to believe cheating has occurred, the faculty member will send an Academic Dishonesty Form to the faculty members' dean. This form is available in all deans offices.
 - a. The dean will hold a hearing in which the faculty member will present the evidence against the student. The dean will decide who, in addition to the above, may be present at the hearing.
 - b. The dean will determine whether or not the evidence indicates that cheating/plagiarism has taken place.
- 2.10.3.3 If the student has admitted or has been found guilty of cheating or plagiarism, the following records will be kept:
 - a. The faculty member will send an Academic Dishonesty Form to the student's dean and advisor. The dean will inform the student in writing that these forms have been sent.
 - b. The faculty member's dean shall place on file the records of the incident to be kept in the office of the vice president for Academic Affairs. This record shall be destroyed upon graduation or other forms of separation from the university if no further incidents of cheating or plagiarism occur.
 - c. If the records in the office of the vice president for Academic Affairs indicate that the student has committed two offenses both incidents become part of the student's permanent academic record.
- 2.10.3.4 The faculty member shall decide how the student will be graded for the course in which cheating or plagiarism occurred. Typical penalties include:
 - a. The student may be required to resubmit the assignment or take a new examination.
 - b. The student may receive a failing grade on the assignment or examination in question.
 - c. The student may receive a failing grade for the course.
- 2.10.3.5 For a second or subsequent offense, the student shall be subject to suspension or dismissal from the university by the vice president for Academic Affairs.
- 2.10.3.6 The student may appeal any of the above decisions in writing to the vice president for Academic Affairs within 30 working days.
- 2.10.5 Responsibilities of Students
- 2.10.5.1 Students are responsible for knowing the policies regarding cheating and plagiarism and the penalties for such behavior. Failure of an individual faculty member to remind the student as to what

constitutes cheating and plagiarism does not relieve the student of this responsibility.

- 2.10.5.2 Students must take care not to provide opportunities for others to cheat.
- 2.10.5.3 Students must inform the faculty member if cheating or plagiarism is taking place. Approved 6/94.

PROCEDURE FOR GRADE APPEALS

- 2.11.6.1 There will be a standing university committee, the purpose of which is to address requests for revision of academic grade(s) after preliminary means of appeal have been exhausted.
- 2.11.6.2 The standing committee known as the Committee on Grades will consist of three faculty members and two students, one undergraduate and one graduate. The committee members will be proposed annually by the Academic Affairs council and be approved by the vice president for Academic Affairs. One of the faculty members on the committee will be named chair by the vice president for Academic Affairs. An alternate faculty and student member will also be appointed following the above procedure, and will serve in case of illness or in case a member is party to an appeal. The committee will establish its internal decision-making procedure which will be made public. The committee is free to seek the advice of others when it feels it lacks the expertise in a particular academic area.
- 2.11.6.3 The faculty member responsible for the course is the only person who may make a grade change. When a student appeals a grade, the student will provide the faculty member with a copy of all petitions.
- 2.11.6.4 A challenge to a grade received in a course, comprehensive examination, thesis, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus.
- 2.11.6.5 The following procedures are applicable in all schools and divisions with regard to challenges to grades. A student wishing to challenge a grade will proceed in the following manner:
 - a. If the student's school or division has a grade appeal procedure, such procedure will be followed and all such remedies must be exhausted prior to filing a petition. In the event that the grievance is not settled at the school or division level, the student may file the Grade Appeal Form with the

chair of the committee on grades, whereupon the procedure set forth in 2.11.6.5.c, will apply. The student must file the form no later than five working days after the final decision of the student's school or division.

b. If the student's school or division has no grade appeal procedure, the following will apply:

(1) If the grade challenged is in a course, the student will first discuss the matter with the faculty member teaching the course in an effort to resolve the grievance informally. If the grievance is not settled, the student may then file the Grade Appeal Form with the chair of the department who will seek an informal reconciliation. The form must be filed no later than 120 calendar days after the date on which the grade was due in the registrar's office.

(2) If the grade is received in a comprehensive examination or on a thesis, the student may file the Grade Appeal Form with the chair of the department who will seek an informal reconciliation. The form must be filed no later than five working days after the grade is received. If reconciliation is not achieved at the department level, the student may file the Grade Appeal Form with the dean of the school or division. The form must be filed no later than five working days after receiving the department chair's decision in the case. The dean will make an informal investigation, hearing both the student and the faculty member, and attempt an informal reconciliation. The dean will render a decision within thirty calendar days and inform the student and faculty member in writing.

c. If the student wishes to appeal the decision of the dean, he or she may file the Grade Appeal Form with the chair of the committee on grades. The form must be filed no later than five working days after the student is notified of the dean's decision. The committee on grades will make a formal investigation, hearing both the student and faculty member. The committee will reach a decision within thirty calendar days and notify the student, the faculty member, and the vice president for Academic Affairs in writing. The decision will be either that the grade will stand, or that the faculty member will change the grade as recommended by the committee. If the faculty member disagrees with the recommended change, he or she will promptly inform the committee chair of that decision. The committee chair will

then notify the Registrar, through the vice president for Academic Affairs, that the grade will not affect the student's grade point average, cause the course to be repeated, or prevent continuation in the university.

d. The student and/or the faculty member may appeal the decision of the committee on grades by sending the Grade Appeal Form to the vice president for Academic Affairs no later than five working days after notification of the committee's decision. The decision of the vice president is the final university appeal. The vice president will make a decision within thirty calendar days and inform the student and faculty member in writing. In instances where the vice president recommends a grade change and the faculty member does not follow the recommendation, the vice president will inform the registrar that the grade will not affect the student's grade point average, cause the course to be repeated, or prevent continuation in the university.

ALCOHOL POLICY

DISPENSING AND SALE OF ALCOHOL

I. Introduction:

Barry University supports all federal, state and local laws relating to the use of alcoholic beverages. The university strictly enforces these laws. The only alcoholic beverages allowed at student functions are beer and wine.

II. Legal Age:

The legal age to purchase, possess, and consume alcoholic beverages in Florida is 21.

III. Alcoholic Beverages on university Property:

The possession, consumption, distribution or sale of alcoholic beverages by students is prohibited without permission. The director of student activities grants permission to groups and/or organizations to have alcohol served at events. All requests must be in writing to the director 10 working days prior to the event.

IV. Alcoholic Beverages Served at University Functions:

If a recognized student organization holds a function where students are present and alcohol has been requested, the following rules and regulations must be observed:

A. Any group or organization wishing to sell and/or serve alcohol must submit the following information to the director of student activities 10 working days prior to the event:

1. Name of organization
2. Contact person
3. Rationale for serving alcohol

4. Number of persons expected to attend the event.
5. Number and names of staff people assigned to the event.

Failure to provide this information will deny the organization from serving alcoholic beverages.

- B. If permission has been granted, the director of student activities will set up a meeting to review all rules and regulations with the organization as well as go through an event checklist. At that time the organization will be informed of any added expenses that will have to be incurred to insure a safe and smooth running event. Such expenses are: added security, compensating the bartenders and/or supervisors.
- C. The director of Student Activities reserves the right to refuse the serving of alcohol at any event.
- D. There will be no functions where alcoholic beverages are the main focal point of the event. Any advertising for the function may not include specific references to the fact that alcoholic beverages will be served.
- E. Drinking games or any activity that contributes to alcohol overindulgence or abuse are strictly prohibited.
- F. Two forms of identification (university I.D. and other official picture I.D.) must be presented at any student function before a student may receive or consume alcoholic beverages. Student activities staff or a designee will check student identification as published in the Official I.D. Checking Guide.
- G. Guests must be accompanied by their host and be required to show official I.D. in order to receive or consume alcoholic beverages.
- H. No visibly intoxicated person shall be served alcohol at any function.
- I. If a function lasts more than two hours, the serving of alcoholic beverages will stop at least 30 minutes before the end of the scheduled event.
- J. A uniformed police officer (Miami Shores or MiamiDade) must be present at all events where alcohol is served.
- K. No bottles, coolers, bags, or other containers are permitted into any function. No person may bring alcoholic beverages into any event.
- L. No alcoholic beverages may be sold or served after 1:00 am.
- M. All alcoholic beverages are bought and served by student activities staff.
- N. No alcoholic beverages may be removed from any sanctioned event.
- #### V. Enforcement:
- A. The adherence to these policies on alcohol shall be the individual and personal responsibility for each member of the student body of the university.
- B. Advisers or advisory boards of all student organizations

must be familiar with the alcohol policy and the sanctions for noncompliance.

- C. Any student or student organization who violates the alcohol policy will be brought before the judicial system of the university.
- D. Individuals found using a fraudulent I.D. will have the I.D. confiscated, be required to attend an educational program and receive a letter of warning. In addition the individual responsible may be brought before the judicial system of the university.

* The Office of Student Activities office reserves the right to amend these policies at any time.

COMPUTER USAGE POLICIES

The computing facilities are provided for the use of registered students. All computer users are responsible for using the facilities in an effective, efficient, ethical and lawful manner. The university views the use of computer facilities as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege.

The following conditions apply to all users of the academic computing facilities. Violations of any of the conditions are considered unethical and possibly unlawful. An individual's computer use privileges may be suspended immediately upon the discovery of a possible violation of these policies.

1. Computer users agree to use facilities and accounts for university related activities only.

Accounts are considered the property of Barry University. The Division of Information Technology must approve all access to central computer systems, including the issuing of passwords. Authorization for the use of the accounts is given for specific academic purposes. Attempts to use accounts without authorization or to use accounts for other than their intended purposes are all violations of this rule. Loopholes in computer security systems or knowledge of a special password should not be used to damage computer systems, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given. Any attempt to overcome the security systems of any Barry University machine is strictly prohibited. The Division of Information Technology reserves the right to disable an account if any misuse is determined.

Computer equipment and accounts are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-university related activities such as running a word processing service. Game playing is not allowed on the system during the academic semester if the machine is otherwise need-

ed for legitimate academic use.

2. An account assigned to an individual, by the Division of Information Technology, must not be used by others without explicit permission from the instructor or administrator requesting the account and by the computer center assigning the account. The individual is responsible for proper password protection.
3. Programs and files are considered confidential unless they have explicitly been made available to other authorized individuals. Personnel from the Division of Information Technology may access files when necessary for the maintenance of central computer systems.

When performing maintenance, every effort is made to insure the privacy of a user's files. However, if violations are discovered, they will be reported immediately to the appropriate vice president.

4. Electronic communications facilities, such as MAIL are for the university related activities only. Fraudulent, harassing or obscene messages and/or materials are not to be sent or stored.
5. Computer users agree to respect the integrity of the system. No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any university computer system.
6. Users shall not intentionally develop or use programs for the purpose of harassing other users of the facility, breaking into the system, or damaging system components.
7. Computer users agree to the proprietary rights of software.

Computer software protected by copyright is not to be copied from, into, or by using campus computing facilities, except as permitted by law or by the contract with the owner of the copyright. In addition all Barry University computer users are required to abide by the guidelines of the university's Computer Software Policy.

The administrative staff or supervising department chairperson will judge an offense as either major or minor. A first minor offense will normally be dealt with by the Information Technology administrative staff or supervising department chairperson after consultation with the instructor or administrator requesting the account. Additional offenses will be regarded as major offenses.

Violations of these policies will be dealt with in the same manner as violations of other university policies and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available including the loss of computer use privileges, dismissal from the university, and legal action. Violations of some of the policies may constitute a criminal offense.

As with all matters of law and ethics, ignorance of the rules does not excuse violations.

POLICY ON HAZING

Hazing is defined as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her, or which may in any fashion compromise his/her inherent dignity as a person.

Hazing is inherently in conflict with the mission of Barry University and therefore will not be tolerated. Every effort will be made to insure that students will not encounter the humility and danger of hazing (Approved - ECA 2/96).

USE OF UNIVERSITY FACILITIES

In order to ensure scheduling of university facilities in an organized manner and to ensure compliance with university policies, it is necessary to maintain a comprehensive reservation procedure for all programs and events. The Office of Student Activities, located in Landon Student Union, processes all of the registered student organization requests for the use of university facilities. All other requests for university facilities must be processed through Facilities Management – Conference and Event Services Department.

Landon Student Union Usage Policy

Landon Student Union serves as the primary facility for students to meet and gather on campus. Specific space within Landon Student Union can be reserved for student-oriented functions on a first, come, first serve basis. Reservations for the Student Events Room, Sports Grill, Landon Atriums, Landon Plaza, Third Floor Conference Rooms, and Landon Union grounds must be made through the Office of the Student Union on a Barry University Reservation Form.

Priority Reservations

Due to the high demand for the Landon Student Union, the following priority reservation system is utilized to ensure equitable and efficient use of space by interested groups.

- Activities Sponsored by the Campus Activities Board
- Activities Sponsored by Registered Student Organizations
- Special Events by University Entities
- Activities Sponsored by Academic Departments, Student Services Departments or Administrative Units
- Activities Sponsored by Non-University Entities

For more information, guidelines and reservation procedures please contact the Office of Student Activities.

POSTING AND PUBLICITY POLICY

The university has designed suitable areas in most buildings for the purpose of providing a place to post notices. The purpose of this set of procedures is to outline guidelines for the general posting and distribution of publicity material(s) as well as provide guidelines for the use of designated places on campus for the posting of said material(s).

Guidelines

Publicity materials should not be posted or distributed until appropriate approval has been received. All announcements shall indicate the name of the individual or group sponsoring the notice and receive approval from the appropriate building manager. The sponsoring individual or group is responsible for removing the publicity material.

Publicity material(s) shall be posted only on bulletin boards or other approved areas designated in this policy. Under no circumstances shall any publicity material be placed, written, or painted upon any surface (interior or exterior) including, but not limited to trees or shrubs, cars, poles, signs, doors, windows, walls, sidewalks or other campus structures.

The primary advertising message may not promote alcohol or other drugs. Phrases or pictures promoting these substances must be avoided. Material must not contain statements or pictures that would reasonably be perceived as offensive or insensitive to any group on the basis of religion, ethnicity, age, disability, gender or sexual orientation. Announcements failing to meet these requirements will be removed without notice.

The distribution of any publicity material(s) shall be consistent with the orderly conduct of the university's affairs, the maintenance of university property, and the free flow of traffic and persons. Efforts must be made to avoid litter. Distribution by means of personal solicitation, accosting individuals, hawking or shouting is strictly prohibited.

Violations of this policy constitute violations of university policy and will be addressed through appropriate disciplinary channels.

Designed Locations and Procedures

Landon Student Union

Only registered student organizations, academic units, university departments and approved non-university entities may publicize in Landon Student Union. Priority is given to registered student organizations.

All flyers intended for Landon Student Union must be approved by the Office of Student Activities and stamped for posting. Allow 24 hours for approval of all flyers. The stamp will have a date of expiration fourteen (14) days from when it is posted. The Student Activities staff will be responsible for posting and removal of all flyers in Landon Student Union. As many as six (6) flyers per event may be posted in Landon Student Union at any given time.

All publicity material(s) other than flyers (i.e., posters, table tents, floor signs, banners, wall murals, message boards, televisions, displays, etc.) must receive written approval from the director of Student Activities prior to posting in Landon Student Union.

Residence Halls

The Office of Residential Life must approve all publicity material(s) intended for the Residence Halls.

Academic Buildings

Designated areas of academic buildings are available for posting of publicity material(s). All publicity material(s) intended for academic buildings must be approved by the appropriate building manager(s).

For more information, guidelines, and publicity procedures please contact the Office of Student Activities.

STUDENT RIGHT TO KNOW ACT

Barry University is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, part of the Higher Education Act of 1965.

CONTRACTS

The unauthorized use of the Barry University name,

which is the property of the university, by any student or student organization is grounds for disciplinary action. All contracts for student activities require the signature of the director of student activities and the vice president for Business Affairs.

DRESS

While on campus, Barry University students are expected to exercise mature judgment and personal responsibility in dress. Choice of dress should be appropriate to the nature of the occasion, to the circumstance and/or the time. When working, student employees of the university are responsible to their supervisors for dress standards.

PARKING

The laws which govern the operation of vehicles in the state of Florida apply to all students at Barry University. Parking on the Barry University campus is a privilege, not a right, and is available to persons driving on campus solely under the rules and regulations prescribed within. Parking and traffic regulations are provided in Public Safety, TH 119. All vehicles, motorcycles or scooters driven to the campus must be registered with Public Safety. Traffic and park-



ing regulations are distributed when parking decals for the academic year are issued (usually in September or January).

In order to register a vehicle, the following items are required:

- 1) Current class schedule
- 2) Vehicle registration, and
- 3) Valid university ID card.

Bicycles are permitted and must be kept in the racks provided throughout the campus. Students are urged to register their bicycles with the Miami Shores Police Department.

The university assumes no responsibility for damages to or theft of cars or bikes. Any occurrence of damage or theft should be reported to the university public safety office and the Miami Shores Police Department.

PEDDLING/SOLICITATION POLICY

The university has established the following policy and procedures to ensure that soliciting activities are conducted in accordance with university policy and state law.

Definition of Solicitation

Solicitation is defined as contact for the purpose of:

- Soliciting funds or sales or demonstrations that result in sales;
- Distributing advertising or other material;
- Compiling data for surveys, programs or other purposes;
- Recruitment of members or support for an organization or cause;
- Providing educational information sessions (exclusive of formal Barry University academic classes).

Solicitation activities may not disrupt or interfere with the educational, administrative or operational activities of the university. Events, which are in violation of local, state, or federal law, Board of Trustees policy, or rules, regulations, and guidelines of the university, are prohibited.

An event that places an undue burden on campus facilities, interferes with the use of campus facilities by other persons, disrupts normal operations, infringes on the protected rights of others, and/or has as a principal goal to incite a riot or to disrupt other activities, may be denied the privilege of using the university facilities (or grounds) for solicitation and/or face disciplinary action.

For more information, guidelines and procedures to solicit on Barry University's campus please contact the Office of Student Activities.

SMOKING

In accordance with the Florida Clean Indoor Air Act, no

public area or work area controlled by Barry University shall be a smoking area, including, but not limited to, private offices, classrooms, academic buildings, meeting rooms, university housing, lobbies, restrooms, stairwells and break rooms.

STUDENT IDENTIFICATION

Students are expected to carry the university identification card at all times. This card is to be used only by the student whose name and picture appear on it. Misuse of the identification card will result in disciplinary action.

When requested by an authorized university official, students are required to produce their identification card.

This card is a student's official university identification; it must be carried at all times for admission to cafeteria, athletic and cultural events, library, student elections, and for the use of university facilities and services.

REFUND POLICY

Total Withdrawal From The University

Students who register but do not attend classes, or who withdraw after attending classes for any reason, will not receive a refund unless they withdraw officially by submitting a written notice of withdrawal to the office of the dean of their respective schools. The effective date of withdrawal will be the date on which the notice is received by the respective dean, and the percentage of refund will be determined by this date.

Tuition, room and board fees will be refunded on this basis: If the student leaves within the first two weeks of the semester, 80% of the full semester charge is refunded; within the first three weeks, 60% is refunded; within the first four weeks, 40% is refunded; within the first five weeks, 20% is refunded. After the fifth week there is no refund. Refundable credit must be claimed within one calendar year. For purposes of determining the percentage of refund, the first week of classes will be considered the start of the semester and upon which refunds will be based.

Withdrawal Policy for Individual Courses

Students who drop individual courses after the period of schedule adjustment and are still enrolled in the university are NOT entitled to any refund.

Changes Made During the Period of Schedule Adjustment

Students dropping courses during the period of schedule adjustment will receive total refund for the course and special course fee, if applicable as long as they remain enrolled

in the university.

Student Dismissal

A student dismissed for academic or disciplinary reasons at any time shall not be entitled to any claim or refund.

Special Course Fees Are Not Refundable

All fees, outside of tuition and room and board, are non-refundable.

POLICY ON AIDS

(Acquired Immune Deficiency Syndrome)

AIDS presents society with a spiritual, ethical and medical crisis. AIDS challenges society in general, and the university in particular, to respond to the AIDS crisis in a way that shows respect, compassion and understanding for those afflicted. The university is also challenged to protect, insofar as is reasonably possible, its students and employees from health risks associated with AIDS. Concern for the individual integrity of members of the Barry community has been a long-standing tradition of the university. This tradition and the university's mission to provide a caring environment serve as a framework for our response to the challenge presented by the AIDS crisis.

AIDS is a serious danger to the public health and welfare. When a person is ill with AIDS, he or she is in the final stages of a disease process caused by a human retro virus, human immunodeficiency virus (HIV). HIV attacks the immune system and over time damages a person's ability to fight other diseases, leaving the affected person vulnerable to a host of other infectious agents. Presently, there is no known cure or effective vaccine.

HIV is transmitted only through the exchange of bodily fluids during sexual contact, from transfusions of unscreened blood products that have been contaminated by the virus, by the shared use of contaminated hypodermic needles, and between an infected mother and her fetus.

HIV cannot be spread by casual contact with an infected person. The types of contact experienced in a classroom or workplace do not place individuals at risk of contracting the virus from infected persons. Considering current authoritative medical opinion, there is no basis for routinely excluding or dismissing employees or students because of AIDS or HIV infection. Since these conditions have been designated as handicaps, it is also against the law to exclude or dismiss someone on the basis of AIDS and HIV infection.

The university has counseling and pastoral guidance available for those with AIDS and HIV infection. If appropriate, counseling may include providing information on the nature of AIDS and HIV infection and the importance of not engaging in behavior that could result in transmission.

Depending on the medical circumstances of each situation, the university may wish to keep apprised of the medical condition of an infected individual after obtaining the individual's informed consent. The right to privacy of all individuals will be respected and protected, and the confidentiality of any required records will be maintained. Because the virus is not transmitted by casual contact, it is neither necessary or appropriate for the protection of a roommate, classmate, or employee to share with them any information regarding a student or employee with an AIDS-related condition.

Resident students shall not be denied the opportunity to live in university housing solely on the basis of a diagnosis of AIDS or HIV infection. Nor will students be moved within or removed from university housing solely on the basis of a diagnosis of HIV infection. Changes in room, or removal from university housing, will be made on a case-by-case examination in which it is determined that one of the following situations exists: 1. The student has communicable opportunistic infections and requires care that cannot reasonably be provided in a university housing setting. 2. The student is demonstrating symptoms, needs or behaviors that are inappropriate in a university housing setting and cannot be reasonably accommodated. 3. The student presents a major risk to himself/herself or the other residents of the university housing unit.

Students, faculty and staff who are performing health care work as part of an allied health program of study will be provided instruction and required to follow departmental or school guidelines concerning AIDS and HIV infection.

Barry University will comply with all federal and state laws and regulations, including those of the United States Public Health Service and the guidelines from the Center for Disease Control, which relate to HIV infection and bear on the health and welfare of persons within the university community. The university will continue to provide educational programs designed to acquaint the campus community with current information about AIDS and how to avoid and minimize the risks of HIV transmission.

Anyone with questions about AIDS and HIV infection may contact health services and the career & counseling center. Materials on AIDS are available from various campus offices as well as the library.

The university's AIDS policy is subject to change as new medical information becomes available and changes in the law are made.

POLICY ON SEXUAL OFFENSES

Barry University is committed to providing the best possible setting for carrying out its educational mission. An essential component of this environment is an atmosphere in which all members of the university community have an

equal opportunity to work, to learn, and to develop. The Division of Student Services, in an effort to educate students and others, provides programs throughout the year that focus on individual responsibilities regarding sexual misconduct and how to avoid, confront, report and eliminate it from the campus environment. The following university policies and guidelines are established for students who seek information and assistance with intervention strategies should they be a victim of or witness to sexual harassment or assault.

SEXUAL HARASSMENT

Sexual harassment is a complex and difficult issue on contemporary college campuses, and can occur in both the learning and working environments. The University, therefore, condemns any conduct by members of the community that results in abuse, harassment, intimidation, or interference with the ability of an individual to pursue his/her educational and personal objectives. Misconduct of this nature is subject to appropriate disciplinary action up to and including dismissal.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite sex or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about obscene or visual material, and physical contact such as patting, pinching, or brushing against another person’s body. It also includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or applicant, particularly when one or more of the following circumstances are present:

...Toleration of the conduct is an explicit or implicit term or condition of employment, admission or academic evaluation.

...Submission to or rejection of such conduct is used as a basis for a personal decision or academic evaluation affecting such individuals.

...The conduct has the purpose or effect of interfering with an individual’s work performance, or creating an intimidating, hostile, or offensive working or learning environment.

Procedures for Reporting

Because the circumstances surrounding sexual harassment are often obscure or ambiguous, anyone who feels that he or she has been a victim of sexual harassment should confer initially with the Dean of Students. If this is not possible or appropriate, the Associate Vice President for Student Services should be contacted. This consultation will be confidential.

Student-on-Student Harassment

If the incident involves student-on-student harassment, the Dean will offer the complainant support, guidance and assistance in processing the details of what occurred and deciding on the appropriate action(s) to take. The range of possible options for attaining a satisfactory outcome will also be reviewed and discussed. These steps may include but are not limited to informal resolution, mediation, or disciplinary action.

Employee-Student Harassment

If the complaint filed is against a University employee, the Dean will assist the student in accordance with the procedures and guidelines outlined in the Barry University Student Grievance Procedure.

The above definitions and procedures are in line with the Equal Employment Opportunity Commission’s regulations on sexual harassment. Barry University, its officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment.

SEXUAL BATTERY

Sexual battery refers to sexual contact without consent. The following behaviors are violations of university policy:

- A. Ignoring verbal pleas or non-verbal cues indicating an unwillingness to either continue to participate in, or begin to engage in any sexual activity.
- B. Engaging in any sexual activity with someone who is physically helpless and/or unable to communicate his/her unwillingness to participate.
- C. Threatening to use or actually using physical force to coerce an unwilling party to submit to any sexual activity.
- D. Engaging in any sexual activity which is not mutually agreeable.

PROCEDURES FOR VICTIMS

If you or someone you know has been a victim of sexual battery the first concern should be one of personal safety. Please notify any official of the university as soon as possible — resident advisor, area coordinator, or staff members of any of the following offices: health services, Public Safety, counseling center, or dean of students. Jackson Memorial Hospital provides a Rape Treatment Center, call 585-7273. The judicial coordinator will assist in notifying the above authorities if the student so chooses.

Individuals who feel that they have been sexually battered are encouraged to file charges with law enforcement authorities. To report an assault you should call Miami Shores police at 759-2468 or Metro Dade police at 595-6263. If an

assault occurred outside Dade county, you must contact the law enforcement agency having jurisdiction in the geographical area where the incident occurred. The judicial coordinator will assist in notifying the above authorities if the student so chooses. Students are also encouraged to file a complaint with the judicial coordinator.

The following guidelines are recommended as procedures to follow:

- Do not shower, wash, douche, or change your clothes.
- Preserve any evidence such as bed sheets, clothing, towels, or other items that may be useful in investigation purposes.
- Seek medical attention immediately.
- Contact the university's Center for Counseling and Psychological Services for assistance with mental and emotional trauma and victim advocacy.

REGISTERING COMPLAINTS AGAINST A UNIVERSITY STUDENT

If a student wants to file a complaint against another university student, a detailed outline of the procedure to follow exists under the heading judicial systems of this publication. The university provides options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

SANCTIONS

Upon the determination that a student has violated this policy the following sanctions may be imposed but are not limited to: probation, suspension, or expulsion. Upon determination that a university employee has violated this policy, actions that can be taken are illustrated in the appropriate university handbook (i.e., Faculty, Administrative, or Staff). (approved ECA 6/3/98)

POLICY ON ALCOHOL AND OTHER DRUGS

The abuse of alcohol and the use of illegal drugs by members of the Barry University community are incompatible with the goals of the institution. The university does acknowledge the problem of substance abuse in our society and perceives this problem as a serious threat to employees and students. The university does hold its students and employees responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. It is the intent of the university to establish and maintain a drug-free workplace. It is the university's further intent to comply in every respect with the Drug-Free Schools and Communities Act

Amendment of 1989 (Public Law 101-226) as presently constituted to be amended in the future.

Policy

Barry University condemns the possession, use or distribution of illicit drugs and the abuse of alcohol and drugs/substances, whether prescriptive or non-prescriptive. Any student or employee found to be in the possession of, using, selling, trading, or offering for sale illicit drugs or alcohol on the university's property or as part of the university's activities will be subject to disciplinary action as well as applicable local, state, and federal laws.

As a condition of employment, all employees and students must abide by the terms of this policy. Under federal law, any employee working under, or student receiving funds from a federal grant or contract, must report his/her criminal drug statute conviction for a violation occurring in the university to the Administration not later than five (5) days after such conviction. If said employee/student is receiving federal grant or contract funds, the university is required to give notice of the conviction to the contracting agency within ten(10) days after learning of it. Employees/students convicted must, under the terms of this policy, have sanctions imposed within thirty days of the date the university Administration learns of the conviction.

Health Risks

It is important for all students and employees to be aware of health risks related to drug and alcohol abuse.

Alcohol: Alcohol consumption, even in low amounts, causes a number of changes in behavior and physiology. The physical effects related to alcohol abuse include increased heart rate, loss of muscle control, slurred speech, poor coordination and hangover miseries. The mental effects of alcohol use are impaired judgment, impaired thinking and reasoning processes, poor concentration and loss of inhibitions. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, toxic psychosis, and permanent neurological and organ damage. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

Drug abuse in general causes a lowered resistance to disease. I.V. drug abuse can lead to exposure to the AIDS virus and other diseases. Stimulants can cause individuals to go beyond their physical limits. Heart disease, infections, malnutrition, and death are also attributable to their abuse. Withdrawals from stimulants is accompanied by severe depressions and suicidal ideation; therefore, physical supervision is recommended. Depressant abuse can result in respiratory arrest, convulsions coma and death. Withdrawal

from depressants can be very dangerous is not done under a physician's care.

Cannabis (Marijuana, Hashish): The use of marijuana may impair or reduce short term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens: Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack: Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines: Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin: Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Guidelines for Students

Students who need assistance will be evaluated by one of the professional counselors on campus, and, if necessary, appropriate referrals will be made. Students who are found to be in violation of the university's policy and/or local, state or federal law will be subject to sanctions as stated in the Student Handbook.

Drug Awareness and Education Program

To assist employees and students in understanding and avoiding the perils of drug and alcohol abuse, Barry University has a Drug-Free Awareness Program. The university uses this program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the campus. The Drug-Free Drug-Free Awareness Program includes information about (1) the dangers of drug and alco-

hol abuse in the workplace; (2) the university's Drug and Alcohol Abuse Policy; (3) the availability of treatment and counseling; and (4) the sanctions the university will impose for violations of its Drug and Alcohol Abuse Policy.

Disciplinary Action

The university requires all students to become familiar with materials and/or programs on drugs and alcohol distributed or presented throughout the academic year. When cases involving drugs and alcohol come to the attention of the university, it may take disciplinary action consistent with the legal sanctions for the inappropriate use of drugs and alcohol. First time offenses, including the use of illicit drugs, underage possession or consumption of alcohol, serving alcohol to underage individuals and overconsumption of alcohol shall be adjudicated through the Office of Residential Life for resident students and the university judicial system for non-resident students. These offenses will result in a warning, educational sanctioning, referral to counseling services and/or probation. A pattern of behavior in violation of these policies will be adjudicated through the university judicial system and will result in educational sanctioning, university probation, referral to counseling services or suspension. The university will take serious action, including probation or expulsion, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drugs and alcohol use involve danger to individuals or to the community at large. Cases in which a student falsifies his or her identification with the intent of obtaining alcohol will be adjudicated by the university judicial system.

Federal and State Laws

The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current federal statutes, which are found in Title 21 and 27 of the United States Code.

Barry University adheres to Florida Statutes Chapter 562 which detail the Florida laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.11). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks, or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. Penalties include: (a) a mandatory suspension of license for

90 days for the first conviction; (b) fines of up to \$500.00 for the first offense; (d) imprisonment of not more than six hours.

The Florida statutes, to which Barry University adheres with regard to drug abuse, are found in Florida Statutes Chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal alcohol or drugs will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties.

According to Section 893.11(1) Florida statutes, “it is unlawful for any person to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution.” Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for 3 calendar years and shall not be eligible for parole or release under the control release authority pursuant to s.947.146 or statutory gain-time under s.944.275 prior to serving such minimum sentence.”

Federal penalties and sanctions for the illegal possession of a controlled substance include imprisonment up to 1 year and/or minimum fine of \$1,000 for a first conviction; imprisonment for 15 days to 2 years and a fine of at least \$2,500 but not more than \$250,000 for a second conviction; and imprisonment for 90 days to 3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000 for a first conviction if the mixture or substance exceed 5 grams, for a second conviction if the mixture or substance exceed 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. (21 U.S.C. 844(a). Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment (21 U.S.C. 853(a)(2) and 881 (a)(7); forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance (21U.S.C. 881(a) (4); civil fine of up to \$10,000 (pending adoption of final regulation 21 U.S.C. 844a); denial of Federal benefits, such as student loans, grants, contracts, and

professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses (21 U.S.C. 853a); and, ineligibility to receive or purchase a firearm (18 U.S.C. 922(g)).

Charts detailing Federal penalties for drug trafficking may be found in the Office of the Vice President for Student Services.

Biennial Review

A biennial review of these policies/guidelines will be conducted to ensure their effectiveness, consistent enforcement, and to implement any necessary changes.

POLICY ON MEDICAL LEAVE

The purpose of this policy is to ensure that all Barry students with incipient emotional, mental health or physical needs receive timely assessment and access to service. The policy shall cover all students unless the specific school or department in which the student is enrolled has a more specified or comprehensive policy with respect to mental and physical health and disposition.

When a student experiences serious medical or psychological problems while enrolled as a student in Barry University, he or she may request to take a voluntary medical leave-of-absence. If approved by the Dean of Students, the student will be withdrawn from the university, leave campus, be granted grades of “W” in all enrolled courses (even if the normal deadline for withdrawal without academic penalty has passed), and the student will be obligated to adhere to the readmission requirements outlined below, if he or she desires to return to Barry after the problem has been treated and resolved.

Similarly, the university may require a student to take a medical leave-of-absence if, in the judgment of the Dean of Students or his designee, the student (a) poses a threat to the lives or safety of himself/herself and/or other members of the Barry community, or (b) has a medical or psychological problem which cannot be properly treated in the university setting and requires hospitalization or (c) has evidenced a medical condition or behavior that seriously interferes with the student’s ability to function and/or seriously interferes with the educational pursuits of other members of the Barry Community.

In making the decision to require a student to take a med-

Residence Hall Manual

WELCOME TO UNIVERSITY HOUSING!

LIVING IN A RESIDENCE HALL COMMUNITY REQUIRES CONSIDERABLE COOPERATION, MATURITY, AND, ABOVE ALL, RESPECT FOR OTHERS. WHAT YOU CHOOSE TO DO IN YOUR LIVING, STUDYING, AND RECREATIONAL ENVIRONMENT WILL GREATLY INFLUENCE YOUR TOTAL ACADEMIC EXPERIENCE. A ROOM, APARTMENT OR HOUSE WILL COME TO MEAN MANY THINGS TO EACH STUDENT. MORE THAN JUST A PLACE TO LIVE AND STUDY, IT WILL PROVIDE A PLACE WHERE COLLEGE MEMORIES ARE MADE. LIVING WITH ROOMMATES AND OTHER STUDENTS PROVIDES YOU AN OPPORTUNITY TO LEARN ABOUT OTHERS AS MEMBERS OF THE UNIVERSITY RESIDENTIAL COMMUNITY.

THIS COMMUNITY OFFERS AN ENVIRONMENT THAT CAN CONTRIBUTE NOT ONLY TO ACADEMIC ACHIEVEMENT, BUT TO SOCIAL, RECREATIONAL, AND SPIRITUAL DEVELOPMENT AS WELL. UNIVERSITY RESIDENCE HALLS HAVE MUCH TO OFFER, BUT IT IS THE RESPONSIBILITY OF THE STUDENTS TO MAKE THEIR HOUSING UNIT A PLEASANT AND MEANINGFUL PLACE IN WHICH TO LIVE.

IN THIS MANUAL, YOU WILL FIND DESCRIPTIONS OF EACH RESIDENCE HALL, POLICIES & PROCEDURES, AND SERVICES AVAILABLE TO RESIDENTS. IT IS EACH RESIDENT'S RESPONSIBILITY TO READ THE MANUAL CAREFULLY AND ADHERE TO THE POLICIES WITHIN. PLEASE FEEL FREE TO CONTACT YOUR RESIDENT ASSISTANT, AREA COORDINATOR, OR THE OFFICE OF RESIDENTIAL LIFE WHENEVER YOU HAVE QUESTIONS.

We hope that life in university housing will be an exciting campus experience. You will meet many people from different backgrounds and have many opportunities to get involved in programs and activities that will round out your educational endeavor.

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ical leave, the Dean of Students, or his designee acts out of concern for the student and his or her rights, concern for other students and concern for the university as a whole. The Dean of Students, or his designee, will have to consider whether the university is able to provide the level of care and guidance needed, whether there is a likelihood that the student will pose a threat to himself/herself or others and/or to what extent the student seriously interferes with the rights of the others in the community to carry on their educational pursuits. While on medical leave a student may not return to campus until officially readmitted with the permission of the vice president of Student Services or his/her designee.

For both voluntary and required leaves, the policy on refunds contained in the catalogue will apply.

READMISSION REQUIREMENTS FOR MEDICAL LEAVES

If a student must leave Barry for medical reasons, he or she must take sufficient time away (normally six months to one year) to adequately address the issues that necessitated the leave. During this absence, the university expects the student to undergo professional health-care treatment as the primary method of resolving the problems. Failure to seek ongoing treatment of a kind appropriate to the health problems will raise serious doubt as to the student's readiness to resume student status, and in such cases the university may withhold admission until such time that appropriate treatment has been received.

A student on medical leave, who wishes to return, must initiate a request for readmission by writing a letter to the Dean of Students, or his designee, detailing what has been accomplished during the absence. The student's letter and a supporting letter from an appropriate health-care professional are the basis upon which the vice president for Student Services, or his designee, makes the judgment that the health circumstances causing the student to leave have been adequately addressed and that there is a reasonable assurance that the student will be able to resume his/her studies.

The letter from the health-care professional should address at least the following questions: what were the reasons for the student seeing you, how often did you meet, what gains were made, do you feel the student is able to handle the intellectual, physical and personal demands of being a full-time resident/commuter student, do you feel the student is ready to return to Barry, and are there any special conditions under which the student should be readmitted? The letter should be directed to the vice president of Student Services.

The information gathered is reviewed by the appropriate health-care professionals at Barry and by the Vice President

for Student Services or his designee. The decision to readmit a student from a health leave-of-absence is a provisional judgment which may be reversed if a student fails to be a responsible member of the Barry community. When a student is permitted to return, special conditions or requirements may be outlined at the time, and upon return, the student is expected to meet periodically with the vice president or his/her designee. Similarly, it is advisable for the student, during the first term back, to establish a professional relationship with a member of the health and/or counseling center. Note: The Dean of Students renders a decision for re-admission to the university, not re-admission to individual schools or divisions (majors). This is the prerogative of respective deans. Dialogue regarding re-admission to a particular school or division is the responsibility of the individual students.

THE OFFICE OF RESIDENTIAL LIFE

The Office of Residential Life is located in Landon Union, Room 305 and is open 8:30 AM to 8:00 PM Monday through Friday. In case of emergency, there are staff members on duty 24 hours a day, seven days a week within the residential housing facilities. In case of emergency, you may contact duty personnel via the Base Station in Kolasa Residence Hall (305-981-1200)

RESIDENTIAL LIFE STAFF

Resident Assistants

Resident Assistants (RAs) are live-in student staff members of the Office of Residential Life. Assigned to specific areas of the residence halls, the RAs serve as a peer mentor whose responsibility it is to provide you with information, make referrals to other university departments, and offer social and educational activities. In addition, he or she will mediate conflicts and insure that community standards are respected. Your RA is a great resource for getting the most out of your experiences at Barry University.

Area Coordinators

Area Coordinators (ACs) are graduate staff members who live in the residence halls and serve as liaisons between the RAs and the Office of Residential Life. They supervise the RA staff and serve as a resource for programmatic information. They also interact with residents during judicial matters and provide crisis management when appropriate. Finally, they are responsible for a variety of administrative functions that help insure prompt and effective service to residents.

Desk Assistants

Desk Assistants are responsible for checking in visitors,

disseminating information, checking out equipment, communicating university and residential life policy, monitoring the security of the halls from the reception desks and dealing with students and the general public. The desks in Dalton-Dunspaugh Houses, Weber Hall, and Kolasa Hall are staffed 24-hours, seven-days a week during the academic year.

RESIDENCE HALLS

Benincasa Hall

Named for St. Catherine of Siena, Benincasa opened in fall 2005. Located on NE 115th Street behind the Health and Sports Center, Benincasa is a mirror-image of Kolasa Hall and is comprised of double and single rooms with private bathrooms in each. Benincasa houses male and female upper-class students, is the home of the Honors Program Learning Community and has a lounge on each floor.

Browne Hall

Built in 1985, Browne Hall was named after Sister M. Dorothy Browne, Barry's third president. It houses male and female students in double suites; a bathroom is shared between two rooms. Browne houses predominately upper-class students. Browne is located on the corner of NE 2nd Avenue and 111th Street on the southeast corner of the main campus.

Dalton-Dunspaugh House

Originally known respectively as Regina Caeli and Regina Mundi, Dalton-Dunspaugh House was built through the Dunspaugh Foundation in 1962. Located on the southeastern side of campus along 111th Street, it serves as a co-ed residence hall - a central lobby separates male and female wings. Dalton, the female wing, is composed of suites, which share a bathroom between double rooms. Dunspaugh, the male wing, has a large community bathroom on each floor. Dalton-Dunspaugh is exclusively for new students. A computer lounge sponsored by the Division of Information Technology is located in the lobby area.

Flood Hall

Built in 1987, Flood Hall was named after Sister Trinita Flood, the fourth president of Barry. It houses male and female students in double suites; a bathroom is shared between two rooms. Flood houses predominately upper-class students and is located on the corner of 111th Street and North Miami Avenue on the southwest corner of the main campus.

John and Neta Kolasa Hall

Located on NE 115th Street behind the Health and Sports Center, Kolasa opened in 2002 and is comprised of double

and single rooms with private bathrooms in each. Kolasa houses male and female upper-class students and has a lounge on each floor, two of which offer Division of Information Technology computers and printers for student use.

Reneé Mottram-Doss Hall

Mottram-Doss residence hall was completed in 1990 and is named after Reneé Mottram-Doss, one of Barry's benefactors. It contains 16 five-bedroom/two-bath and three-bedroom/one-bath apartments. Mottram-Doss is located on the southwest side of campus along 111th Street and houses students in all classes - freshman, sophomore, **junior, senior.**

Sage Hall

Built in 1984, Sage Hall is located on the southeastern side of the main campus along 111th Street and was named after Robert F. Sage, one of Barry's benefactors. Sage houses male and female first-year and transfer students in double suites; a bathroom is shared between two rooms.

Weber Hall

Built in 1946 through the generosity of the Edyth Bush Foundation, Weber Hall was named for former Barry President Mother Genevieve Weber. Weber is located interior to Browne, Sage and LaVoie Halls next to Penafort Pool. It houses female, predominantly first-year students. It contains single, double, triple, and quad rooms, with ensuite and community bathrooms.

TIPS FOR SUCCESSFUL COMMUNITY LIVING

Mutual consideration and respect are the building blocks for a successful community. Your housing community is made up of you and all those who live in your residence hall area, from your roommate to your neighbors down the hall. Your community has the potential of offering support for academic excellence, a sense of belonging, self-reliance, and self-understanding. However, the direction your community takes depends largely upon your involvement in it. To be a responsible member of the university community, residents must participate in departmental activities, appropriately express themselves individually or through student groups, participate in judicial proceedings to determine appropriate standards of behavior, and contribute positively to the community by participating in educational and developmental activities. Your interactions with other residents and their interaction with you will determine how your community will evolve.

Roommates

Living successfully with a roommate(s) requires communication, thoughtfulness, flexibility, and consideration towards one another. It requires willingness to communicate

in an honest and tactful manner. Following are some issues that roommates should keep in mind and discuss.

Roommate “Bill of Rights”

Enjoyment of life in the university housing will depend, to a large extent, on the thoughtfulness and consideration that roommates have towards one another. Basic rights of a roommate include:

- The right to sleep without undue disturbance.
- The right to read and study free from undue interference.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to live in a clean environment.
- The right to free access to one’s room and facilities without pressure from a roommate(s).
- The right to privacy.
- The right to set ground rules with one’s roommate(s) for the entertaining of guests within the guidelines set by the university visitation policy.
- The right to amend grievances. Residential Life staff members are available for assistance in conflict resolution.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to respect from roommate(s) and guest of roommate(s).

Communication

The easiest way to solve a problem that may arise is to talk about it. Your roommate may not realize something is bothering you, and silence will only make things worse. Consideration and communication will smooth out problems, large and small, before they become stumbling blocks in your relationship.

Borrowing

Some people love to loan things to anyone. Some don’t mind if a roommate borrows. Some believe in never lending or borrowing. Find out where your roommate stands on this issue and state how you feel about your belongings. Make definite rules such as: “Hair dryer and radio may be borrowed. My car and clothes are off limits.”

Cleaning

Cleanliness and neatness are paramount in making university-housing life a comfortable living environment for all residents. Make definite commitments on cleaning responsibilities and stick to them. If someone forgets an appointment with the vacuum cleaner or toilet, a gentle reminder often helps more than complaints or threats.

Visitation

Consider one another’s dispositions and feelings, and arrange guests around each other’s study times.

Independence

Get to know your roommate(s) and/or suitemates. Learn what interests you share and build on them, but remember, respect one another’s individuality and privacy. Do not depend on your roommate(s) to supply every emotional and social need. Make other friends and get involved in campus activities.

Sleeping & Studying

During the first week of school, decide what your study and sleep schedule will be. If your hours coincide, determine who sets and turns off the alarm. Determine if either of you requires total darkness and quiet to sleep. Also, decide if you are able to study with a radio or TV on or if they should be turned off.

Shared Costs

During the first week of school decide if and how you will share costs on anything, from cleaning supplies to snacks.

STUDENT RESPONSIBILITIES

Each student is responsible for:

- Adhering to rules and regulations.
- Complying with reasonable requests made by university staff, including Resident Assistants and Desk Assistants.
- Monitoring and accepting responsibility for behavior of guests.
- Reporting violations of rules and regulations to appropriate staff.
- Respecting the rights of others.
- Meeting expected room and board payment schedules.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is a student advisory board to the professional staff within the Office of Residential Life. A motivated student organization, the goals of RHA are to lobby for the concerns of the resident student community and to provide opportunities for involvement through leadership and service activities. RHA provides a voice for each resident in their own governance within the regulations and policies established by the university. The involvement and vitality of this resident voice is the responsibility of every student. The quality of living, enforcement of rules and education and social programming in each hall will only be as vital as the interest if the residents living there. All residents are members of RHA. One or two rep-

representatives from each floor/hall shall be elected to represent each area in all RHA meetings and events.

RESIDENCE HALL POLICIES

Air Conditioning

All university housing units are air-conditioned. Some have temperature controls within the unit and a computer centrally controls others. In housing units with individual temperature controls, no air-conditioning unit may be set to a temperature lower than seventy degrees Fahrenheit and all units must remain set on Auto. Doors and windows must remain closed while air-conditioning is on. Vents may not be blocked. The university is not responsible for damages caused to students' belongings due to the improper use of the air-conditioning unit and/or doors/windows being left open while the air-conditioning is in use

Alcohol & Other Drugs

All resident students are expected to abide by the university's Student Code of Conduct and the Alcohol & Other Drugs Policy.

Alcohol consumption and/or possession of alcoholic beverages in public areas, such as hallways, lounges, balconies or courtyards, is strictly prohibited. Beer kegs, party balls and/or large containers of alcohol are strictly prohibited. Alcoholic beverages may not be served, sold or given to any minor in any housing unit or on university property. Pyramids or displays of empty beverage containers, alcohol-related paraphernalia (including, but not limited to, funnels, tubes, kegerators and keg taps,) alcohol-related signs/posters and/or alcohol-related advertising, logos or promotion are prohibited in all university housing units. Possession and/or display of drug paraphernalia (including, but not limited to, hookahs, water pipes and bongs) and/or drug-related signs/posters and/or drug-related artwork, advertising or promotion are prohibited in all university housing units. In those areas with common-area kitchens (Mottram-Doss, houses, and apartments), alcohol may be kept in the common-area only if all residents in the suite/apartment are over 21. Students residing in these accommodations who are of legal drinking age may keep alcohol within their rooms in accordance with university and residence hall policies.

Appliances

Unauthorized electrical equipment, such as, but not limited to, space heaters, toaster ovens, electric frying pans, hot plates, and ceiling fans are prohibited. Cooking is not permitted in student rooms. Barbecuing is not allowed inside residence halls or on porches; residents may utilize stationary barbecue grills provided around the residence halls if they wish to cook-out. The Office of Residential Life reserves

the right to remove any unauthorized or potentially dangerous electrical equipment. Personal refrigerators are permitted but must have a UL label and use no more than 1.5 amps of electricity. Microwaves are permitted but must be no more than 800 watts. In Weber Hall and Dalton-Dunspaugh Houses, only one refrigerator and one microwave per room is permitted. Residents may not plug appliances directly into electrical outlets; surge protectors must be used.

Automobiles

Automobiles must be registered with the Department of Public Safety and must display an official parking decal. Resident students may park only in areas designated for resident student parking. Students who receive an excessive amount of parking and/or university traffic violations may be prohibited from parking in resident student parking and/or on-campus at all.

Bicycles/Skates

The use of skates, roller blades, skateboards, electric scooters and/or bicycles inside the residence halls and all university buildings, including open-air hallways and porticos, is prohibited. Students are allowed to keep bicycles in their rooms as long as they are stored properly and do not block exits.

Deliveries

Any resident requesting any type of delivery, including food, is responsible for meeting the delivery person at the entrance of his/her residence hall at the time of delivery. Desk Assistants will not accept deliveries of any type on behalf of any student.

Dining Hall

Barry University resident-student meal plans are designed with the needs and diversity of the resident student population in mind. Each semester, upon checking into the residence halls, resident students must choose a meal plan from several options. Please refer to Dining Services, listed previously in this Handbook, for detailed descriptions of the meal plans available to resident students.

You cannot change your meal plan once you have submitted your choice at the beginning of each semester. Meal plan weeks begin with breakfast on Fridays and end after dinner on Thursdays. Unused meals do not carry over from week to week. Unused "dining dollars" do not carry over from semester to semester.

Identification

Students are required to present their valid university I.D. cards when entering the Dining Hall. Meal plans and I.D. cards are for the personal use of each student only. No one

else may use your I.D. card to enter the Dining Hall to eat. Students who attempt to enter the Dining Hall without I.D., or who are found attempting to use another student's I.D. may face disciplinary action.

Courtesy

Students are expected to be courteous to fellow patrons and Dining Services personnel.

Self-Busing

All Dining Hall patrons – students, guests, faculty and staff – are required to clear their table and deposit trays, plates, cups and utensils in the proper location before leaving the Dining Hall.

Boxed Meals

In certain situations, meals may be prepared in advance and packed “to go” for students whose individual schedules conflict with scheduled meal times. Students must meet criteria as stipulated by Dining Services policy in order to be eligible for this service. Students may see the Manager of Dining Services in order to discuss requests for boxed meals.



Fire Safety

Providing a safe environment for all resident students is of the utmost importance to the staff of the Office of Residential Life. Fire emergencies pose a great threat to our community and must be handled with due diligence. To that end, the Office of Residential Life expects all residents to adhere strictly to the following policies related to fire safety.

Fires

No fires may be started and/or cultivated on university owned property. This includes, but is not limited to - campfires, bonfires and/or burning trash or other materials. Residents may utilize stationary barbecue grills provided around the residence halls if they wish to cook-out. Fireworks may not be kept within any residence hall unit and/or set off anywhere on university property.

Emergency Exits

Unauthorized use of emergency exits will result in disciplinary action and/or a minimum penalty charge of \$50.00. Tampering with emergency exits, including, but not limited to, propping doors open, hindering locks and/or muffling alarms, is a serious offense and will result in disciplinary action.

Fire Alarms and Drills

Residents must cooperate with staff and participate in fire drills and other emergency procedures including exiting the building and/or going to designated shelters in case of a tornado or hurricane. The setting of false fire alarms and activating fire alarms and/or smoke detectors is prohibited by Florida Statute, Section 806.101, and is a misdemeanor of the first degree.

Fire Safety Equipment

Tampering with fire safety equipment and/or misusing fire safety equipment is prohibited in all residential facilities. Removing, blocking, or interfering with the use of fire safety equipment, including smoke detectors in student rooms, is a third-degree felony under Florida State law and is prohibited in residential facilities. Residents found to have tampered with and/or damaged fire equipment, fire alarms, and/or smoke detectors will be responsible for repair and/or replacement costs. Additionally, fines and/or sanctions will be imposed according to the magnitude of the violation(s).

Hazardous Items

For health and safety reasons, certain items are prohibited in students' rooms, including but not limited to: live Christmas trees, candles, incense, appliances with open coils, and kerosene lamps. Room dividers, hanging objects or materials that restrict open space are prohibited. In addition, fireworks, gasoline, and/or other combustible items are not permitted in any university housing unit. Motorcycles and fuel driven engines are not permitted anywhere inside university housing, open-air hallways, and/or porticos. Residential Life staff reserves the right to confiscate all prohibited and/or hazardous items.

Furniture

Room Furniture

All resident rooms are equipped with the appropriate num-

bers of beds, mattresses, desks, chairs, dressers and window coverings. Residents must bring their own linens and other personal items to make their rooms comfortable for them. Free standing or movable furniture may be arranged within your room. Modifications to the built-in furniture are strictly prohibited. Residents may not substitute, disassemble or provide furnishings for rooms. Waterbeds and lofts are prohibited. Residents may not elevate beds from the floor using cinder blocks and/or any means other than bunk bed units provided by the Office of Residential Life. Students will be fined for removing furniture from residence hall rooms. If the furniture is not returned to the room, the cost of the missing furniture will be added to the amount of the fine.

Public Area Furniture and Decor

Furniture and decor (e.g. rugs, tables, etc...) have been placed in lounges and public areas throughout the university for the use of the university community and may not be removed from those areas. The Office of Residential Life will impose a \$200. fine per piece of furniture and/or décor on any student who removes pieces from their original locations within a residence hall or other university building. Additionally, students may be held responsible for repair and/or replacement costs if university owned property is not returned, or returned damaged, as well as facing disciplinary action for attempted theft.

Games/Hall Sports

For safety reasons, hallways, open air hallways, porticos, and outside areas near residence halls are not to be used for playing games that involve kicking or throwing any balls and/or objects and/or the use of water-guns. Please use the intramural field or areas away from windows to avoid disturbing other residents and/or causing property damage.

Insurance

Health Insurance

Health insurance is required for every resident student. Proof of private insurance or an indication of your desire for the university health insurance must accompany the Required Health Information Form. Resident students will be automatically billed for university health insurance unless they show proof of private insurance prior to the beginning of the term.

Property Insurance

Personal property insurance is each resident's responsibility. The university is not liable for theft of or damage to personal property. Students may obtain information about personal property insurance from the Office of Residential Life.

Keys

Upon checking into university housing, each resident will

be assigned a room key and, in some halls, an entrance door key. These keys are the student's responsibility until checking out of the residence hall facility. Students may not duplicate any university housing key. Residents must report each lost or stolen key to the Office of Residential Life immediately; a loan key may be obtained from the Office of Residential Life following the report of a lost or stolen key. For safety and security reasons, if the original key has not been produced within twenty-four hours, the lock will be changed and \$50.00 will be charged to the resident's account for the cost of the change. Unauthorized and/or duplicate keys returned to Residential Life staff at check out will be replaced and \$50.00 will be charged to the student's account for each key. Possession of any unauthorized keys and the giving of keys to unauthorized persons are matters for serious disciplinary action.

Due to fire safety and other security issues, locks and/or chains may not be added to any door in any university housing unit, including closet doors. Locks may not be tampered with in any way that may interfere with the locking or unlocking of the door.

Lockouts

Residents are given three lockouts per semester. After the third lockout, the student will be charged \$5.00 per lockout.

Noise/Quiet Hours

In accordance with a Miami-Dade County noise ordinance that prohibits noise after 11:00 p.m., residents agree to respect other residents and neighbors, curbing any excessive noise in or around the residence halls. If deemed necessary by Residential Life staff, a resident may be asked to remove stereo and/or other audio equipment from the residence halls. Amplified equipment and electrical instruments are not allowed in any rooms. Speakers are not allowed in windows.

Quiet hours for all university housing units are in effect from 10:00 p.m. - 10:00 a.m. Sunday through Thursday and 1:00 a.m. - 10:00 a.m. Friday and Saturday. They are also in effect at any other time as agreed upon by the residents of individual areas. These agreed upon changes to quiet hours must be posted by the Office of Residential Life. In addition, during final exam week each term, quiet hours are in effect 24 hours a day.

However, please be considerate of your community at all times. The rights of students to sleep and/or study in their own rooms will be upheld at all times; twenty-four hour courtesy hours require any resident student to lower his/her noise level when requested.

Pets

Pets, animals or specimens, with the exception of authorized service animals, are prohibited within university hous-

ing. Fish, in containers no larger than 10 gallons, may be kept in residence facilities. The feeding of stray animals in or around any university housing facility is strictly prohibited. Residents found to be harboring an animal in or around housing facilities will be subject to disciplinary action and/or restitution for extermination fees. Residential Life staff reserves the right to confiscate any pets and/or other animals and to take them to a nearby shelter.

Posting Policy

The Office of Residential Life must approve all signs and/or flyers posted in and/or around university housing facilities. Only the Office of Residential Life may post information on doors in university housing facilities. Students are prohibited from posting non-university related signs and/or advertising in any university housing facility.

Property Offenses & Structural Modifications

Students may not engage in theft, malicious destruction, defacement, damage or misuse of university or private property. This also includes the theft and posting (in university housing facilities) of street and traffic signs. Students may not add satellite dishes or make any other structural modifications to university housing facilities. If any such addition or modifications are made, the university reserves the right to remove and restore the property at the resident student's expense. Students found to be responsible for any of the above offenses may face disciplinary action and/or restitution for the cost of any necessary replacement and/or repair costs.

Railings, Balconies and Roofs

Sitting or standing on balcony railings, climbing on, hanging from, and climbing off balconies, balcony railings and/or roofs are prohibited. Permission must be obtained from the Office of Residential Life to display objects, signs, or articles from balconies, railings, buildings, or roofs.

Room Personalization

Wall Decorations

Decorations should be mounted with "magic mount" (e.g., sticky tack and poster putty) to avoid marring painted surfaces when tape is removed. Tape, nails, tacks and screws are prohibited, as they damage the wall surfaces. The damaging of a surface may result in a room damage charge. Residents may not drill holes or permanently attach any objects to walls, floors, ceilings or doors. Residents may not attach stickers to doors, walls and/or windows and may not wallpaper or paint any area of university housing facilities. Residents may enhance their rooms, but must return them to their original conditions upon departure.

Holiday Decorations

Live Christmas trees, because they burn easily and rapid-

ly, are prohibited in university housing units Only UL approved holiday lights may be utilized within the residence halls. The use of "canned snow is strictly prohibited within university housing facilities.. Nothing may be affixed to front doors with anything other than "magic mount."

Smoking

All university housing facilities are designated as non-smoking areas. This includes students' rooms. In accordance with the Florida Clean Indoor Air Act, Barry University implements this "No Smoking" policy: No public area or work area controlled by the university will be a smoking area, including, but not limited to, private offices, classrooms, academic buildings, meeting rooms, lobbies, restrooms, stairwells, and break rooms.

Social Gathering

Social gatherings, parties, and meetings in individual rooms are subject to all municipal, state, and federal laws, as well as university policies. The number of people in a room at any time including residents of the room (unit) must be limited as follows:

Unit Occupancy	Maximum # occupancy allowed
9/10 person unit	20 people
5/6 person unit	12 people
4 person unit	8 people
2/3 person unit	6 people
1 person unit	3 people

Charging an admission fee to or advertising any party or gathering is strictly prohibited. Residential Life staff reserves the right to disperse a gathering when residents and/or guests are in violation of any university policy, or are causing undue disturbance to the community.

Student Health Services Clearance

Any resident student who is transported to the emergency room from campus must present medical clearance to Student Health Services within twenty-four (24) hours of returning to the residence halls. Failure to comply may result in removal from housing and/or judicial action.

Trash

In an effort to keep the residence halls clean, comfortable and pest-free, the Office of Residential Life has designated an area for each building's trash disposal. All resident students are required to deposit trash into designated trash areas for each residence hall. Students may not deposit trash outside their room doors, in hallways and/or in common area trash cans. Fines will be imposed on students who fail to adhere to the appropriate disposal of trash.

Vandalism

The Office of Residential Life and the Physical Plant work very hard to keep the residence halls in good repair. Vandalism of any type, including, but not limited to, graffiti, structural damage and/or breakage of residence hall furniture and fixtures is strictly prohibited and severely sanctioned via the university judicial system. Students and/or students' guests found responsible for perpetrating vandalism within the residence halls risk immediate termination of student/host housing agreements and/or fines in addition to repair/replacement costs.

Visitation/Overnight Guests

Barry University has open visitation; students may have guest twenty-four hours a day with the consent of the roommate(s). Rooms are private, but this privacy is conditioned by the nature of living in a Catholic community. The philosophy of the university, given its Dominican heritage and tradition, dictates that students will adhere to all norms and values associated with Dominican teaching. Guests may visit resident's rooms only by invitation. Students assume full responsibility for their guests' conduct and their familiarity with the rules and policies of the university. Guests and visitors are welcome provided they, and their resident host, respect the policies of the university. A resident may lose his/her visitation privileges if his/her guest(s) is involved in a violation of university policy.

Registering Guests

The Office of Residential Life requires that all guests register with the front desk staff upon entry into a residence hall. In order to insure adequate security in university housing, both residents and guests must present Barry University or government-issued identification to designated university staff (Resident Assistants, Desk Assistants, etc.) upon request. Refusal to present identification will result in denial of admittance to the residence halls.

Escort Policy

Residents are required to escort their guests at all times. Upon leaving, the visitor must again be escorted to the appropriate exit.

Overnight Guests

Overnight guests of the same gender as those assigned to the room/suite/apartment are allowed on a limited and infrequent basis. The guest's visit should not exceed three consecutive nights and are allowed only with the consent of all those assigned to the room/suite/apartment. Residents must inform their resident assistant when having an overnight guest. Residents are entirely responsible for the actions of their guests. Hosting overnight guests of the opposite gender as those assigned to the room/suite/apartment is prohibited.

Cohabitation

Cohabitation, which is defined as overnight visits with a sexual partner, is incompatible with the Catholic character of the university and with the rights of the roommate(s).

Amendments/Suspension of Visitation

The Office of Residential Life reserves the right to amend visitation policy for individual residents or, if need be, an entire community. In addition, Residential Life staff reserves the right to ask any guest to leave at any time.

Housing a Non-Resident Student

The housing unit is for extended use of currently enrolled students with valid Residence Hall Agreements only. Resident students with valid Residence Hall Agreements may not allow non-resident students to live in their rooms or sub-let their living units. Persons found to be living illegally (without a valid Residence Hall Agreement), will be asked to leave and may face further disciplinary action. Resident students who allow persons to live illegally in any unit of the university housing will face residential life disciplinary action.

Withdrawal/ Termination of Housing Contract

If, for any reason (withdrawal from the university, disciplinary termination, etc...), a resident student's Housing Agreement becomes null and void, the resident will have no more than 48 hours from the time of separation with the Office of Residential Life to remove all personal belongings from the assigned residence hall space. Failure to vacate the premises within the allotted time will result in a Residential Life lockout. Other arrangements will then be made with the Office of Residential Life for the student to collect his/her personal belongings.

VIOLATION OF UNIVERSITY AND/OR RESIDENCE HALL POLICIES

In order to insure the safety and well-being of the entire resident student community, Office of Residential Life staff members are charged with interpreting and enforcing the rules and regulations outlined above as well as in the Code of Conduct. Resident students are expected to cooperate fully with staff members, including but not limited to Area Coordinators, Resident Assistants, and Desk Assistants. The Office of Residential Life is committed to providing appropriate due process when resolving these issues.

A resident involved in illegal activities on campus may face both university discipline and civil or criminal action. It is each student's responsibility to be aware of all federal, state and local laws including, but not limited to those referring to

alcohol, gambling, fireworks, fire alarms, drugs, vandalism and sexual offenses.

Summons

Although all disciplinary matters in the university are handled through the Office of the Dean of Students, the Office of Residential Life reserves the right to summon students to appear in the Office of Residential Life for various reasons, including, but not limited to, alleged violation(s) of university and/or residence hall policy. The Office of Residential Life will then refer a student to the Office of the Dean of Students. Students who do not comply with summons' to appear in the Office of Residential Life and/or who fail to attend scheduled meetings regarding policy violations may face disciplinary (remove previous comma)action for failing to appear as well as for the documented violation(s).

Departmental Sanctions

If found responsible for a violation of any rule, regulation and/or policy stated in the Housing Agreement and/or this manual, residents will be subject to one or more of the following sanctions:

1. A verbal warning.
2. Residence Hall Warning: written warning filed in the Office of Residential Life.
3. Residence Hall Probation: This sanction is usually given for no less than one semester and no more than one year. If found responsible for any other violation(s) while on probation, a resident may receive a stricter sanction.
4. Appropriate service and/or financial compensation.
5. Required participation in community service and/or an educational activity.
6. Reassignment to another room and/or university housing unit.
7. Inability to apply for future housing.
8. Temporary suspension from housing.
9. Termination of housing agreement. When a student's housing agreement is terminated, the student must vacate the housing assignment within forty-eight hours.
10. Other, as appropriate (including a combination of any of the above) or as defined in the university Student Handbook.
11. Fines: The Office of Residential Life reserves the right to fine for violations of departmental policies and procedures. These fines include but are not limited to the following:

* Alcohol	
First offense	(\$50.00)
Second and subsequent offense	(\$100.00)
* Marijuana	(\$100.00)
* Appliance	(\$25.00)

* Candles	(\$25.00)
* Defacing university owned property	(\$50.00)
* Failure to Evacuate during fire alarm	(\$150.00)
* Unauthorized Room Change	(\$100.00)
* Lockout (per lockout, after three)	(\$5.00)
* Pets (per day until removed)	(\$50.00)
* Room/Furniture Modification(\$100.00-\$200.00)	
* Smoking in room	(\$25.00)
* Tampering/ Obstructing Fire Equipment	(\$150.00)
* Trash	(\$50.00)
* Furniture and Décor (Fixtures) moved or misappropriated per piece	(\$200.00)

Failure of a student to comply with or complete sanctions will result in additional sanctions, including, but not limited to automatic termination of his/her Housing Agreement.

Appeals

Residents may appeal a decision rendered by the assistant or associate director of Residential Life by contacting the director of Residential Life. Decisions reached by the director of Residential Life will be appealed to the associate vice president for Student Services. Appeals must be submitted in writing within twenty-four hours of the decisions. After such time, appeals will not be considered. All initial decisions will remain in effect until a disposition of the appeal.

SAFETY AND SECURITY

The university provides security staff and guidelines to assist with each resident's safety. Public Safety can be reached from residence hall rooms by dialing extension 305.981.8300 or 305.899.3333 or *3 from any public pay phone on the campus proper.

The cooperation of each resident is essential and ultimate responsibility for safety and security lies with each student. Irresponsible use of keys and the propping open of locked doors endanger residents' personal safety and property and are subject to severe disciplinary action.

Public Safety has officers on duty twenty-four hours a day, seven days a week. You can always find an officer in the gatehouse located in the south entrance to the campus at NE 111th Street, between Dalton House and Mottram-Doss Hall. The following are simple precautions you can take to protect yourself at all times:

1. Never walk around campus unescorted in the dark.
2. Always keep your door locked.
3. Never leave your door or any entrance door to a housing facility open.
4. Always have your keys with you. Don't lend them to any-

- one and don't leave them lying around.
5. Report any lost or stolen key to the Office of Residential Life immediately.
 6. Have your keys ready to open your car or room.
 7. Avoid dark paths or shortcuts. Walk along lighted paths or sidewalks.
 8. Let your roommate(s) know where you are going and when you'll be returning.
 9. Report any suspicious activities to your RA and/or public safety.
 10. If you are a victim of a crime, report the incident to your RA, Public Safety and/or the Miami Shores Police Department.

HURRICANE PROCEDURES

June through November is hurricane season in Florida. To provide for your safety, the university has developed emergency hurricane procedures. Once a hurricane watch is announced on the campus by the administration, immediate action will be taken. Your safety and the safety of others are dependent upon adherence to the following procedures. Each resident must report to their RA in the designated area of their respective hall. Students who choose to remain on campus must:

1. Check in with RA and follow directions given.
2. Secure their rooms:
 - a. Close windows and open blinds
 - b. Place all valuables in locked closets and drawers.
 - c. Remove as much as possible from floor in case of flooding.
3. Go directly to assigned shelter with the following:
 - a. Blanket and pillow.
 - b. Personal supplies, including prescription medications.
 - c. Important personal documents, such as passport.

If evacuation from university housing is necessary, designated shelters are the university library and Thompson Hall. Resident students who choose to remain on-campus must abide by all security precautions and instructions issued by the Vice President of Student Services or his delegate.

Resident students who choose to leave campus in the event of a hurricane MUST give their RA the name of the person with whom they will be staying and an address and telephone number where they may be reached. This information will be communicated only to parents or guardians. Those leaving campus must remain away until the Office of Public Safety gives the all clear.

RESIDENTIAL LIFE ADMINISTRATIVE POLICIES

Housing Application Process

Admission to the university does not guarantee a university housing assignment. The procedure for securing university housing is as follows:

1. Application and acceptance to the university.
2. Payment of enrollment deposit.
3. Application for university housing completed and submitted to the Office of Residential Life.
4. Payment of housing deposit.

Assignments are processed as completed applications are received. Housing applications will be considered complete and processed only when all information is complete on the form, and they are submitted with the housing deposit.

Students with Disabilities

If you are a student with a documented disability seeking specialized housing, please contact the Office of Disability Services at 305-899-3844 (voice/TTY.) You must be registered with the Office of Disability Services in order to receive accommodations. All accommodations are considered on a case-by-case basis.

Check-in Procedures

University housing opens on an announced date prior to the beginning of each term and no student may move into a university housing unit prior to the stipulated date. Students may not place belongings in a residence hall or other university housing unit prior to the official check-in date. Students who fail to abide by this policy will be charged \$75 per day and a \$100 "Improper Check-in" fine.

Each student must check-in with the Office of Residential Life according to the proscribed procedures in order to sign-in and obtain keys. Your resident assistant will check you into your room and complete a Room Condition Report (RCR).

Access to Student Rooms

Authorized university personnel may enter students' rooms without students' permission for maintenance and housekeeping purposes, fire and safety inspections, inspection for damage, when residential life personnel have reasonable belief that a violation of a university policy or municipal, state or federal law has occurred or is in progress, and for other emergency purposes. Following are procedures for entry when there is reasonable belief that a violation has occurred or is in progress:

1. The resident assistant (RA) detecting the violation will contact and obtain the assistance of another staff member to serve as a witness to the incident.
2. The RA will knock on the door in a manner loud enough to be heard and announce him/herself both by name and title.

3. If there is no response within a reasonable time (30-60 seconds), the RA may use the master key to enter the room.
4. Once in the room, the RA will observe any violation that may have occurred or be in progress and describe the incident on an Incident Report Form.
5. Any materials or equipment used for any illegal purpose will be confiscated and turned over to the appropriate supervisor or the official who will transport the material to the Office of Residential Life.
6. If the student is not present during the entry and any items are removed, a receipt indicating the name of the RA and the item(s) taken will be left in a sealed envelope in a conspicuous place in the room.
7. The RA will indicate to the occupant(s) (if present) that he/she/they will be contacted regarding any action to be taken.

Allotment of Space

The Office of Residential Life reserves the right to move or reassign a resident, assign roommates, and/or consolidate vacancies by requiring residents without roommates to move into other rooms with vacancies. All freshmen students must have a roommate. If necessary, freshmen will be asked to consolidate first; seniors will be asked last. Of those who are in rooms without a full complement of roommates, those who have lived on campus longer will remain in their original room assignments, while others will be required to move.

Room Lottery

Students residing in university housing during the spring semester are given the first opportunity to select a room for the following fall semester in accordance with Room Lottery procedures. Room Lottery is usually held the first week of April; procedures will be disseminated to students by residence hall staff and posted on the student web during each spring semester.

Refunds

Refund policies regarding room and board charges are listed each semester in the Class Schedule published by the Office of the Registrar.

If, for any reason, a student breaks the term of the Housing Agreement, he/she will forfeit the right to receive a refund of the housing deposit.

Room Change

An open "Room Change Period" is offered early in each semester as designated by the Office of Residential Life. During this period, any and all resident students may apply for a change of room assignment. The Office of Residential Life will identify all open spaces and offer them on a first-come first-served basis. Please be aware that room changes

are not automatic - they must be approved by the Office of Residential Life. The Office of Residential Life reserves the right to decline room change requests; not all room change requests will be approved.

When requesting a room change during the open room change period, please adhere to the following procedures:

1. Speak openly with your current roommate about your desire for a room change.
2. Secure a "Room Change Request Form" from the Office of Residential Life.
3. Review open rooms, make a choice and complete the portion of the form that you fill in..
4. Have form approved by the Office of Residential Life.
5. Obtain signatures from your current and intended new roommates (for informational purposes - so they are informed you are making the change. No student is eligible to refuse to allow someone to move out of or into a room.)
6. Return the completed form to the Office of Residential Life and pick up keys to your new room assignment.
7. Move/ check out of your old room assignment and move/check into your new room assignment within 24 hours.

Unauthorized Room Change

Students who make unauthorized room changes during open room change, or at any time during the academic year, may be required to move back into their original room assignment. Additionally, they will be assessed an unauthorized room change fine and subject to university judicial charges.

Vacating Your Room Upon Withdrawal from the University

Students who withdraw from the university before the end of the term for any reason, including academic and medical withdrawals, must vacate their university housing assignment within forty-eight hours of withdrawing from the university. Students who fail to abide by this policy will be charged \$75 per day and assessed a \$100 "Improper Check-out" fine.

Vacating Your Room at the End of the Term

The Residence Hall Agreement covers only the dates indicated on the agreement and no student is permitted to remain in university housing beyond the dates on the agreement. Students who fail to abide by this policy will be charged \$75 per day and assessed a \$100 "Improper Check-out" fine. The university accepts no responsibility for students' security after the designated closing. Exceptions to this policy may be made only for students involved in graduation ceremonies and/or if a written request is approved by the Office of Residential Life in advance (please note that requests are reviewed and students will be notified in writing if requests are approved).

Check-out Procedures

There are two options for check out:

1. Schedule a check-out time with your RA.
 - a) Schedule an appointment with the RA at least twenty-four hours prior to the time you wish to check out.
 - b) Complete a Room condition report and other check-out procedures with the RA at the scheduled time.
2. Express Check-out
 - a) Complete an Express Check-out form.
 - b) Submit form and your keys to one of the twenty-four hour residential life desks located in Dalton-Dunspaugh, Weber Hall, or Kolasa Hall.

In using Express Check-Out, residents waive all rights as they relate to damage that may be assessed and charged to his/her account.

Residents not returning to university housing for the following semester must complete a Housing Release Form in order to be eligible for a refund of the housing deposit. Please be aware that other requirements must also be fulfilled; completing a housing release form does not guarantee a refund of the deposit. Failure to adhere to the above check out procedures will result in loss of deposit, possible disciplinary action, and/or any or all of the following charges:

Key charges (per key not returned)	\$50
Trash left in room (minimum charge)	\$25
Excessive Housekeeping Required (minimum charge) (to be determined by Residential Life and Housekeeping Depts.)	\$50
Improper check out	\$100
Check-out past deadline (per day)	\$75

Charges for cleaning and trash left in any university housing unit will be jointly decided upon by the Housekeeping and Residential Life staffs. The residents of the room, suite, apartment and/or house will share any common area damage or excessive cleaning charges.

Residents agree to pay for damages, lost university property or unnecessary service costs caused to university housing facilities because of their actions. Residents assume a collective responsibility for damages caused to common areas of their apartment/hall unless individual responsibility is claimed or assigned for such damages. Residents are encouraged to provide any knowledge they have regarding damage to avoid collective charges.

The occupants of each room assume responsibility for the care of the room and its furnishings, for removing trash to specific disposal areas, and for maintaining sanitary and safety conditions acceptable to the Office of Residential Life. The Office of Residential Life will maintain an accurate record of the conditions of each room and its furnishing. Each resident will sign a room condition report for the room and its fur-

nishings upon check-in and upon subsequent changes to new rooms. When residents move from a room, damages will be assessed by the Office of Residential Life so as to assess the person(s) responsible, or the remaining person(s) will assume the responsibility. Damages may also be assessed throughout the year when necessary.

VACATIONS AND HOLIDAYS

Christmas

University housing is closed during the Christmas break. It closes immediately after the end of Fall semester final exams and does not reopen until the beginning of the spring semester.

Spring Break

University housing remains open during Spring Break. Students may have guests during spring break provided the established guest policies are followed.

Summer

University housing is available to students who are enrolled in either the Summer I and/or Summer II terms. University housing is closed during the time between Summer Session II and the fall semester.

SERVICES

Cable TV

Each room on campus is equipped with connection to satellite cable service that provides nearly 60 television channels, including several premier channels. Barry University also has its own stations on channels 15 and 16.

Computer Labs

There are computer labs for student use which are open 24/7 throughout the academic year. They are located in Dalton & Dunspaugh Lobby and Kolasa Halls. University networked computers are available in all labs; printers are available in Dalton & Dunspaugh Lab. Students must show student ID at front desk in order to use the labs.

Laundry

Laundry facilities are available within, or conveniently near, each residence hall. Students are asked to use the machines located in their own hall, as this will allay crowded laundry facilities for all residents. Both washers and dryers cost \$1.00 per load and take quarters only. Malfunctioning machines and lost money should be reported to the Office of Residential Life.

Tampering with the laundry equipment is strictly prohibited. Students found tampering with the laundry equipment will be fined \$50 and the cost of repair and may be subject to further disciplinary action.

Network Connectivity

ResNet provides Internet access to all of the residence halls

on campus, offering one independent connection per person in each room. An Ethernet network card is needed to connect to ResNet. Installation of the network card and configuration of the PC to connect to the Internet is the responsibility of the student. Any student residing on campus and connecting to the university network will be required to install the university's anti-virus program, Trend Office Scan, on his or her PC. Any questions about ResNet or computing should be directed to the IT Support Desk, (305) 899-3604.

Telephone

Every room on campus is provided with a telephone line provides free local calling and campus-wide extension dialing. Telephone problems should be reported to the resident assistant for repair requests.

Storage

The university does not provide storage at any time. Students must take possessions home or make other arrangements. There are numerous public storage facilities in the Barry area. These may be found in the local "Yellow Pages," or students may check with the Office of Residential Life to see if any discounts and/or coupons for particular local facilities are available to university students.

Vending Machines

Snack and beverage machines, owned and maintained by a local vending service, are located in or around most residence halls. Lost money or malfunctioning machines should be reported in writing (note location and number of machine) to the associate vice president for Facilities Management in Weber West. Tampering with machines is prohibited and may result in disciplinary action.

Weber Game Room

Located adjacent to the lobby on the first floor of Weber Hall, this multi-purpose room offers billiards and other indoor leisure activities, a big screen television, vending machines, and a lounge area. Admission to the game room and use of equipment requires a Barry University student I.D. card. A host student must accompany any and all guests at all times.

TELEPHONE NUMBERS

From the residence hall phone system all numbers are 305-981-:

Office of Residential Life.....ext. 3875
24-hour desks

Kolasa.....ext. 1200
Kolasa Desk is the designated Base Station for locating a Resident Assistant or other Residential Life on-duty staff member. Simply dial ext. 1200 and a staff member will be dispatched to where you are.

Dalton/Dunspaughext. 8100

Weber.....ext. 8200

Public Safetyext. 8300 or 3333

APPENDIX WHO'S WHO

Chair, Board of TrusteesWilliam Herrernan

Office of the President

PresidentSr. Linda Bevilacqua, OP, Ph.D.

ChancellorSr. Jeanne O'Laughlin, OP, Ph.D.

Mission & MinistrySr. Arlene Scott, OP

Associate Campus Minister.....Fr. Scott O'Brien, OP

Associate Campus MinisterAlex Schlich

Director of Liturgical MusicJohn Wicker

Interim Vice President for,

Academic AffairsLinda Peterson, Ph.D.

Dean, School of Adult and

Continuing Education ..Dr. Carol Rea Green Sodano

Interim Dean, School of Arts and Sciences ...Dr. Martin

Starrett

Dean, School of Arts and Sciences....Martin Sterrett,

Ph.D.

Dean, School of BusinessDr. Jack Scarborough

Dean, School of EducationDr. Terry Piper

Dean, School of Human Performance

and Leisure SciencesDr. G. Jean Cerra

Dean, School of LawJ. Richard Hart

Dean, Enrollment ServicesMarcia Nance

Assistant DeanAngela Scott

Director, Undergraduate AdmissionsHelen Corpuz

Senior Director Graduate Admission.....Dave Fletcher

Assistant Dean/Director,

Financial AidDart Humeston

RegistrarDebra Weyman

Associate Vice President for Research

Dean, School of Natural

& Health Sciences ..Sr. John Karen Frei, OP, Ph.D.

Dean, School of NursingDr. Pegge L. Bell
 Associate Vice President
 Dean, School of Graduate
 Medical SciencesDr. Chester A. Evans
 Associate Vice President for Graduate Studies
 Dean, School of Social Work ...Dr. Stephen Holloway
 Associate Vice Provost and Dean
 for Information TechnologyJohn Beaubrun
 Associate Dean & Director
 Network and Information
 Systems ServiceYvette Brown
 Assistant Dean for Information Technology
 Administration.....Glendon Redway
 Director, University Web Services &
 Internet MarketingMichel Sily
 Director, Desktop Computer
 ServicesViju Koottungal
 Director, IT Support Desk.Darrell Duvall
 Assistant Dean and Director,
 Library ServicesEstrella Iglesias
 Director, Network Infrastructure ServicesTerry Kushi
 Sr.Vice President for Business
 & Finance.Timothy H. Czerniec
 Associate Vice President for FacilitiesFreddy Ulloa
 Director, Conference and Event Services.....Monica Soto
 Assistant Vice President for Human Resources..Jennifer ..
 Boyd-Pugh
 Associate Vice President for
 Human ResourcesSr. Myra Jackson, OP
 Associate Vice President for FinanceSteven Gehret
 Assistant Vice President for Administrative
 Information SystemsTraci Simpson
 Executive Director, Public SafetyStanley Young
 Assistant Director, Public SafetyDawn Roig
 Crime Prevention CoordinatorMiguel de la Paz
 Security Operations CoordinatorLaurie Thomas
 Director, Facilities ManagementAlex MacNamara
 Director, Graphics and Printing..Vincent Woychowski
 Director, Purchasing and
 Accounts PayableNancy Perez
 Director, Student Account Services ...Ronald LaBarrie
 Executive Director,
 Auxiliary Services.Theresa Moorehead
 Executive Director, Dining
 Service & BookstoreJacqueline McGlone
 Vice President for Student

ServicesDr. Michael J. Griffin
 Associate Vice President for
 Student ServicesDr. M. Eileen McDonough
 Associate Vice President for
 Student Services.....Dr. Maria Luisa Alvarez
 Dean of StudentDr. Kenneth Rockensies
 Director, UnionPascal Robert
 Director, Counseling Center & Psychological
 Services.....Sr. Anastasia Maguire.R.S.M.
 Assistant Director/CounselorDr. James Scott
 Personal CounselorDr. Jennifer Hochman
 Personal CounselorJennifer Mathis-Fisher
 Personal CounselorAndy Lugo
 Personal CounselorAlison Morris
 Consulting PsychiatristDr. Peysaf Worthalter
 Director, Career Planning &
 Placement ServicesPaul Luttmann
 Career CounselorAmy Goldrich
 Career CounselorMelissa Orshan
 Director, Commuter AffairsDr. Susana Fernandez
 Director, Disability ServicesLeslie Rouder
 Coordinator, Disability ServicesMarilyn Cepeda
 Staff InterpreterRachelle Loudior
 Coordinator/TranscriberAllison Kowlessar
 Director, Center for Leadership Development,
 Transition and RetentionDana Ponsky
 Associate Director, Center for
 Leadership Development, Transition
 and RetentionTessie Alvarez
 Director, Inter-Cultural Center ..Damaris M. Castillo
 Assistant Director, Inter-cultural Center....Stephen
 Matos
 CoordinatorSuzanne McFarlane
 CoordinatorTBA
 Director, Residential LifeJean Hock
 Associate Director, Residential Life..Christopher Arnold
 Assistant DirectorPatrick Devine
 Administrative Assistant.....Robert Pelaez
 Area CoordinatorLakima Garnett
 Area Coordinator.....Arnitra Gollett
 Area CoordinatorEmily Must
 Director, Student ActivitiesAnwar Cruter
 Assistant Director, Student ActivitiesT.B.A.
 CoordinatorSteven Ervin
 Coordinator.....Sarah Bramblette
 Multicultural CoordinatorTamica Ramos

Director, Student Health Center.....Eileen Hinline
 Nurse PractitionerTBA
 Registered Nurse.Candice Hill
 Coordinator, Volunteer and
 Community Service CenterRafeal Gondim
 Vice President for Institutional
 Advancement.....William Fenton
 Associate Vice President for
 Institutional Advancement ..Sr. Sarah Cavanaugh, OP.
 Assistant Vice President for
 University RelationsMichael Laderman
 Assistant Vice President for
 Alumni RelationsFrank Casale
 Director, Alumni ProgramsRenee Glover-Hodge
 Director, Corporate and
 Community RelationsCaridad MacNamara
 Director, Grant ProgramsGretchen M. Harkins
 Assistant Vice President,
 Development & Major GiftsTom Severino
 Coordinator, Donor RelationsDebra Bonaminio
 Executive Director, Annual Fund.....Joyce Riveira
 Director, Donor Records Alumni ...Judith Palomino
 Director, Benefactor Administration ..Kristi Schmidt

Career Planning.Landon Student Union 105, 899- 4010
 Change of Major.Academic Dean’s Office
 Check Cashing.Campus Book Store, 899-3970
 Class SchedulesAdrian Hall 108, 899-3865
 Commuter AffairsLandon Student Union 108, 899-3089
 Computer AccountsComputer Lab,
 Garner Hall 234, 899-3604
 Continuing Education
 Office.11415 NE 2nd Ave., 899-0195
 Counseling - Personal, Social,
 CareerLandon Student Union 205, 899-3950
 Counseling, ReligiousChapel House, 899-3650
 Criminology Department....Lehman Building 308, 899-3474
 Deans
 Adult and Continuing Education11415 NE 2nd, 899-0195
 Arts and SciencesLehman Building 333, 899-3401
 Business.....Andreas Building 200, 899-3500
 EducationPowers Building 151, 899-3700
 Graduate Medical
 Sciences11600 N.E. 2nd Ave., 899-3249
 Human Performance &
 Leisure SciencesSports Center, 899-3490
 Law School.....(407) 275-2000
 Natural and Health Sciences Adrian Hall 208, 899-3200
 NursingWiegand 133, 899-3800
 Social Work.....Powers Building 112, 899-3900
 Employment Opportunities
 On-CampusFarrell Hall 109, 899-3675
 Off-Campus.....Landon Student Union 105, 899-4010
 English DepartmentLehman Building 304, 899-3410
 Financial Aid OfficeKelley House, 899-3660
 Fine Arts Department..Fine Arts Building 126, 899-3420
 Fire Department10050 NE 2nd Ave., 573-3461
 Food ServicesLandon Student Union, 899-3695
 Foreign LanguagesLehman Building 304, 899-3410
 Gripes and Complaints
Landon Student Union 101,899-49526
 Health ServicesLandon Student Union 104, 899-3750
 History DepartmentO’Laughlin Hall 250, 899-3780
 Honors ProgramLehman Building 336, 899-3363
 Housekeeping Office.....LaVoie Hall 124, 899-3785
 Human Performance and

WHAT’S WHERE

Academic Affairs OfficeLaVoie Hall 110, 899-3020
 Academic AdvisingAcademic Advisor’s Office
 Admissions
 (Graduate & Undergraduate) Kelley House, 899-3100
 Alumni Office.Alumni House, 899-3175
 AthleticsSports Center, 899-3550
 Audio-Visual EquipmentLibrary 423, 899-3765
 Bicycle Registration
 Dept. Miami Shores Police
 10050 NE 2nd Ave.,759-2468
 Books and Supplies
 Book Store,Landon Student Union, 899-3970
 BuccaneerLibrary, 899-3093
 Business Affairs Office ..Weber Hall 124-146, 899-3050
 Calendar of Events....Landon Student Union 103, 899-4900
 Campus MinistryChapel House, 899-3650
 Campus Recreation ..Landon Student Union 201, 899-3063

Leisure Sciences	Sports Center, 899-3490	Podiatric Medicine.....	11600 N.E. 2nd Ave., 899-3249
I.D. Cards	Landon Student Union 103, 899-4900	Police Department,	
Institutional Advancement		Miami Shores	10050 N.E. 2nd Ave., 759-2468
Office	LaVoie Hall 210, 899-3070	Post Office.....	Thompson Hall 125, 899-3690
Insurance		President's Office	LaVoie Hall, 110, 899-3010
Information	Landon Student Union 104, 899-3750	Print Shop	11603 N.E. 2nd Ave., 899-3686
Interdisciplinary		Psychology Department	Library 147, 899-3270
Studies	O'Lauhglin Hall 250, 899-3780	Public Relations Office	LaVoie Hall 213D, 899-3188
International Student		Public Safety	Landon Student Union 100, 899-3335
Services	Landon Student Union 304, 899-3082	Purchasing Office	Farrell Hall, 899-3860
Law School (Barry University of Orlando		Recreational Facilities	Pool Office, 899-3490
School of Law)	407-275-2000	or Sports Center	Health and Sports Center, 899-3550
Learning Center	Garner Hall 113 899-3485	Registration and Records	Adrian Hall 1108, 899-3860
Reading Lab	Garner Hall 113-1	Religious Services	Chapel House, 899-3650
Math Lab	Garner Hall 107	Research Assistance	Library 2nd Floor, 899-3773
Writing Center	Garner Hall 114	Residence Hall Association	981-8383
Library		University Housing	
Audio Visual	Library 423, 899-3765	Information	Landon Student Union 305, 899-3875
Circulation	Front Desk, 899-3760	Security.....	Guard House, 899-3333
Director.....	Library 214, 899-3761	Emergency	* 3 from any campus pay phone
Periodicals.....	Library 3rd floor, 899-3770	Sociology Department ..	Lehman Building 308, 899-3474
Reference	Information Library 206, 899-3772	Student Activities	
Lost and Found	Landon Student Union 100, 899-3335	Office	Landon Student Union 206, 899-3961
Maintenance Office.....	LaVoie Hall 124, 899-3785	Student Services	
Mass Schedule.....	Chapel House, 899-3650	Office	Landon Student Union 300, 899-3085
Mathematics	Garner Hall 222, 899-3285	Student Government	
Money Orders	Thompson Hall 125, 899-3690	Office	Landon Student Union 202, 899-3093
Newspaper Delivery	Miami Herald, 350-2000	Student Organization	
Natural and Health Sciences	Adrian 208, 899-3200	Information	Landon Student Union 206, 899-3960
Nursing	Wiegand 133, 899-3800	Student Teaching	
Parking Decals/		Information	Powers Building 234, 899-3707
Information	Landon Student Union 100, 899-3335	Study Skills Information	Garner Hall 113, 899-3485
Philosophy Department ..	O'Laughlin Hall 213, 899-3469	Switchboard	Dial 0
Physical Education		Testing Services	Landon Student Union 105, 899-4010
Department	Sports Center, 899-3490	Theology Department	O'Laughlin Hall 213, 899-3469
Physical Sciences Department.....	Wiegand 124, 899-3433	Transcripts	Adrian Hall 108, 899-3860
Physician Assistant		Tuition Payments.....	Adrian Hall 112, 899-3585
Program.....	11600 N.E. 2nd Ave., 899-3249	University Relations Office	LaVoie Hall 213D, 899-3185
Placement Office ..	Landon Student Union 105, 899-4010	Use Of:	
Political Science		AV	Library 423, 899-3764
Department	O'Laughlin Hall 250, 899-3780	Classrooms	Adrian Hall 108, 899-3860
		Houndstooth, Buc Stop,	

Thompson LobbyThompson Hall 108, 899-3961
Withdrawal from UniversityAcademic Dean
Weight RoomHealth and Sports Center

