

## I. WELCOME

Dear Student,

It is our purpose in Student Life to help you embrace the life of the Christendom College Community.

In the pages of this handbook you will find information to help you become part of this life. In it you will also find the regulations that govern the life of the community—but do not think of these regulations as burdens. Think of them, rather, as guidelines that will help you to live the Christian life described by St. Paul in the Third Chapter of his Epistle to the Colossians:

*Set your minds on things that are above, not on things that are on earth...When Christ who is our life appears, then you also will appear with Him in glory. Put to death therefore what is earthly to you: immorality, impurity, passion, evil desire, and covetousness, which is idolatry...Now put them all away: anger, wrath, malice, slander, and foul talk from your mouth. Do not lie to one another...*

*Put on then, as God's chosen ones, holy and beloved, compassion, kindness, lowliness, meekness, and patience, forbearing one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all things put on love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which indeed you were called in the one body. And be thankful...and whatever you do, in words or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.*

Welcome to Christendom College, 2011-2012 academic year. Student Life's doors are always open to help you in your journey toward wisdom and holiness.

Mr. Jesse A. Dorman  
Dean of Student Life

Miss Amanda E. Graf  
Director of Residence Life

## II. NOTICE TO STUDENTS AND PARENTS

- A. A student with curfew wanting to be off campus overnight (for instance, to attend a seminar or special event out of town, to visit a friend's house over a weekend) must tell Student Life where he intends to go and when he will return. Student Life may deny permission. The College obviously cannot ensure the welfare of students who leave the campus, even with Student Life's permission.
- B. Although the College does have general liability insurance coverage, for obvious financial reasons the College does not provide medical insurance for injury to any students, their families or their friends, which occur at the College or off campus at a College-related event. Students who participate in athletic events at the college, whether intramural or intercollegiate, do so entirely at their own risk.

The College does not provide student medical insurance for illness during periods of enrollment at the College. The College requires families/guardians either to keep their son or daughter on their own medical plan while they are enrolled at the College, or to purchase a student health insurance plan through the College.

- C. A student who is expelled or suspended may have to leave campus immediately. Where the circumstances permit enough time, the Dean of Student Life may contact the parent(s) or guardian(s) of a student under 21 years of age.
- D. Upon rare occasions, students may experience mental health situations that require professional attention. The College does not offer counseling; instead, it does maintain a list of qualified mental health professionals to which referrals are made in cases of need. Please be aware that the laws of Virginia consider all counseling conversations to be protected under confidentiality, thus prohibiting counselors, whether pastoral or professional, from divulging information to third parties.

In the event of behavior which may stem from serious medical, mental health illness or situations and which renders the student unable to effectively pursue studies at the College, or which presents a danger to the student or other persons, or which seriously distracts other students or disrupts the orderly functioning of the College, the student may be subject to a required evaluation by a qualified mental health professional or may be required to withdrawal from the College.

- E. Students are required to adhere to all published break arrival and departure times and arrange travel to coincide with these published times. Only under very unusual circumstances, and only with the permission of the Student Life, will new students be allowed to arrive late for their orientation. Normally a new student who misses the first week of classes will not be allowed to register for that semester's courses. Moreover, students or their parents/guardian should be certain to make travel arrangements that coincide with the student's finals as announced in the Academic Calendar. Examinations will not be rescheduled for those who schedule early departures during finals week.

## III. CHRISTENDOM COLLEGE MISSION STATEMENT

Christendom College is a Catholic coeducational college institutionally committed to the Magisterium of the Roman Catholic Church.

The College provides a Catholic liberal arts education, including an integrated core curriculum grounded in natural and revealed truth, the purpose of which at both the undergraduate and graduate levels is to form the whole person for a life spent in the pursuit of truth and wisdom. Intrinsic to such an education is the formation of moral character and the fostering of the spiritual life. This education prepares students for their role as faithful, informed, and articulate members of Christ's Church and society.

The particular mission of Christendom College, both at the undergraduate and graduate levels, is "to restore all things in Christ," by forming men and women to contribute to the Christian renovation of the temporal order. This mission gives Christendom College its name.

## IV. SAFETY AND SECURITY

### A. EMERGENCIES

In case of an emergency, students should first contact emergency services by calling 911

In authentic emergency situations, after calling emergency services and as the situation permits, the student should contact the RA on duty, another RA or the Security Guard.

From 8pm-7am the Security Guard can be reached by calling (540) 660-5823.

### B. FIRE SAFETY EQUIPMENT

Students are to notify the Operations Department immediately of any problems with the fire safety equipment (annunciator panels, smoke detectors, fire extinguishers, etc.) in the residence halls. Under no circumstances shall students tamper with or disconnect fire safety equipment. Such action shall be deemed a serious disciplinary offense. All reasonable efforts must be made to minimize false alarms in the residence halls.

### Residence Halls:

Residents are cautioned that the State Fire Code requires that fire doors leading to the stairways must be kept closed at all times. Flags, draperies, or similar material may not be hung from the ceiling or walls if not properly marked as being flame retardant material. In addition, posters and other items may not take up more than 1/3 of any wall space in the room. Students are to adhere to additional information provided by the College regarding Fire Code compliance.

### C. FIRE SAFETY PROCEDURES

1. Under the fire code regulations, the fire department will be dispatched immediately once an alarm is activated. Typically, we do not have the opportunity to contact our security company to inform them of a false alarm.
2. When the alarm sounds or if there is evidence of a fire, evacuate the building immediately.
3. As you evacuate, check doors for heat before you open them. If a door is warm or hot, do not open it.
5. Below are the evacuation locations:
  - Men's Residence Halls = The lawn immediately south of the main entrance and the college entrance sign
  - Men's Houses = The large lawn between Padre Pio Hall and St. Augustine Hall
  - Guardian Angel Apartments = The field north of the Guardian Angel parking lot
  - Women's Residence Halls = The grass area near the south entrance to the College on the women's side of campus (a.k.a. Campion Field)
  - Women's House = The large lawn between Padre Pio Hall and St. Augustine Hall

In case of bad weather, all evacuated persons should assemble in the **Chapel Crypt**. All residents must check in with their RA on their floor. Do not reenter a burning building.

6. We ask that the RAs be the contact for the Rescue Squad. One RA or designated person should remain available to the Rescue Squad.
7. The rescue squad will notify you when it is safe to return to the building. If the building is not safe to return to, alternate housing will be arranged by the College.

### D. Inclement Weather

Each Resident of Christendom College, as an adult, is responsible for his/her own safety and well being in the event of severe weather. Students are advised to take caution in the event there is bad weather and use discretion in their decisions regarding their safety.

#### 1. Tornado

In the event of tornados, students should stay calm, not panic, and seek shelter immediately.

- Avoid rooms with windows or patio sections as high winds can easily shatter glass and create dangerous flying debris. Seek shelter in the basement of your residence hall or house.
- If you do not have a basement, take shelter in a bathroom, closet or stairwell without windows located nearest to the center of the hall or house.
- In any situation, you can use a blanket as a protective cover.

If you find yourself outside:

- Find the lowest point possible. Lie face down in a ditch, ravine, or low area and cover your head to protect yourself from flying objects.

#### 2. Winter Weather

In situations of inclement weather, students are encouraged to take extra safety precautions and remain indoors when prudent (i.e. refraining from taking unclear paths, paths covered with ice, etc.)

### E. SECURITY OFFICER

Christendom College has security officers who are present on campus at night for the safety of the College community. The security officer has the authority and direct support of the College to protect students and enforce rules during the nighttime hours. The security officer can and will issue tickets for driving on campus in such a manner as to endanger any student or other person, blocking emergency entrances, dumpsters or endangering school or other people's personal property. The officer makes security check rounds to all buildings during the night and should be contacted in case of emergency. The telephone number to reach him/her is (540) 660-5823.

As an agent of the College, students are to respect the position of the Security Officer. Any actions toward the Security Officer that are deemed dishonest or against the College's code of conduct are seen as a conduct violation.

Questions about the Security Officer can be directed to the Operations Department or Student Life.

## V. COLLEGE SERVICES

### A. ACADEMIC SUPPORT SERVICES

#### 1. Advising

Each student has a faculty advisor to assist in scheduling his or her courses each semester and to advise the student in academic matters. For upper division students who have selected a major, the advisor is the major department chairman or his delegate; the Registrar assigns lower-division students an advisor for the period until their selection of a major. See "Academic Policies" in the College Bulletin.

#### 2. Audio-Visual Services

**Audio-Visual Coordinator:** Niall O'Donnell  
Regina Coeli (top floor)  
[nodonnell@christendom.edu](mailto:nodonnell@christendom.edu)  
Phone: (540) 636-2900 ext. 1217  
Cell: 540-692-0186

The Audio Visual Department coordinates and manages the setting up of sound and video equipment for all major events and instructional settings. Requests should be made via email/phone or in person. The A/V Department is available to assist the Student Activities Council when needed. **Audio/Visual requests must be made one week prior to event.**

### 3. Bookstore

**Manager:** Mark Egger  
St. Lawrence Commons, Lower Level  
[blacklionbooks@gmail.com](mailto:blacklionbooks@gmail.com)  
Fax: 540-635-6217  
Phone: (540) 636-2900 ext. 1330

The bookstore sells all required books for classes as well as other books and merchandise. Any book in print can be special ordered at no additional cost. Payment can be made by cash, check, or Visa, MasterCard or Discover Card. Checks should be made out to "Crusader Books", not Christendom College.

### 4. Computer Services

Mr. Douglas Briggs, Director of Computer Services  
Regina Coeli, Third Floor  
[dbriggs@christendom.edu](mailto:dbriggs@christendom.edu)  
Phone: (540) 636-2900 ext. 1301

Mr. Craig Spiering, Computer Services Assistant Manager  
St. John the Evangelist Library, Classroom Level  
[cspiering@christendom.edu](mailto:cspiering@christendom.edu)  
Phone: (540) 636-2900 ext. 1302

The College has a number of personal computers available for general student use in the Computer Lab rooms on the classroom level of the St. John the Evangelist Library, all of which may be used for internet access. Their primary use is for word processing (in the preparation of term papers, senior theses, etc.), but there are other programs (spreadsheet, database, graphics, etc.) available on these computers for which students may also have need from time to time.

Laptop users may connect to the College network (and avail themselves of many networked resources) at numerous access points throughout the St. John the Evangelist Library, including at the Information Commons on the main level and at study carrels on the main and gallery levels. Wireless network access is available on the main and upper levels of the Library, as well as in the John Paul II Student Center.

Training in the use of the college computers is conducted under the supervision of Mr. Craig Spiering, the Computer Services Assistant Manager, usually by a member of the computer staff, throughout each semester. The student computer staff reports to Mr. Spiering and is responsible for assisting users of the student computers. The staff members' names and duty hours are posted in the lab rooms. Lab support is available during weekday business hours (9am – 5pm) with Mr. Spiering, and with the student staff during all other open hours.

Kindly observe the following guidelines regarding student use of campus computer equipment:

- Please do not ask to use any computers in faculty and staff offices. Additional computers for access to Library resources are available throughout the St. John the Evangelist Library, and are governed by policies enunciated by the Library staff.
- Food and/or drink are not permitted in the Computer Lab rooms.
- No computers connected to the College network may be used as servers for illegally sharing materials protected by copyright law.
- Any tampering with computer hardware, software and network resources of the College will entail loss of computer privileges and may incur disciplinary and/or legal action.

### 5. Faculty Accessibility

The faculty of Christendom College welcome personal friendships with students. All faculty should be readily available to their students for consultation on academic matters. All full-time faculty keep at least five hours per week of scheduled office hours, and part-time faculty keep at least two hours per week of office hours. Scheduled faculty office hours are posted by the Registrar each semester and are announced on the professor's syllabus. Outside of office hours, Christendom faculty members are also generally available during the weekday lunch hour or by appointment.

### 6. Library

**Director of the Library:** Mr. Andrew Armstrong  
St. John the Evangelist Library  
[armstrong@christendom.edu](mailto:armstrong@christendom.edu)  
Phone: (540)636-2900 ext. 1231

The St. John the Evangelist Library of Christendom College exists to provide students, faculty, and other members of the college community with the resources needed for academic and personal research and reading. Reference assistance is available at the Reference Desk during posted hours. At other times help is available at the Circulation Desk, as well as at the Reference Librarian's office (SJEL 206) and the Director's Office—located on the third floor of the library (SJEL 306).

Completed in October 2004, the Library building is a multipurpose facility with three levels. The Lower Level provides for temporary classrooms, two computer labs, a media/language lab, and study space in a large multi-purpose room. The Main Level is accessed through the library's Rotunda and houses the reference and periodical collections and the start of the general circulating collection. The collection continues on the third floor Gallery Level, which is also home to the College's Special Collections, Senior Study Room, Faculty Study and Board Room. Access to the Board Room, library offices and other marked locations is restricted to authorized personnel only.

The Christendom ID Card serves as the library card. The card must be presented for all library transactions, and must be left at the desk when using permanent and semester reserve materials. Semester reserve materials may not be taken out of the library unless designated for "Overnight" use.

Electronic resources are available at the computers in the Library's Information Commons on the Main Level as well as from any wireless network points on campus. Searching and retrieval of information from these sources is available to all library patrons. The Internet is also available to students in the campus Computer Labs on the Lower Level of the library and throughout the campus. These resources are also available wirelessly anywhere in campus with wireless access. Scheduled orientations, research instruction sessions, and other specialized workshops will be held each semester to train patrons to use the resources of the library, including all print and electronic resources.

Students may check out library books for two weeks, and renew them for additional two-week periods if no one else has placed a hold for that book. The fine for books returned late is \$.10 per book per day, with a three-day grace period. The fine for abandoning a book on campus is \$5.00. All library materials must be checked out at the Circulation Desk on the Main Level.

Christendom students have access to the specialized theological and philosophical resources of the St. Paul Library of the Notre Dame Graduate School of Christendom College (Alexandria, Virginia, campus), subject to the rules and regulations of said library. The computer catalog of this library is integrated with the catalog of the St. John the Evangelist Library. See desk attendant for access to these resources.

Materials may be renewed once in person, online (from the library catalog, click My Library Info and log in), via phone (x1233) or by e-mail (ill@christendom.edu, "Subject: Renewal"), without the materials being present at the time of renewal; for phone or email renewals please tell the assistant clearly your name and the title and author, or the bar-code number for the each of the items being renewed. No materials may be checked out or renewed if the patron has overdue materials. If a student requires a book that is checked out to someone else, he may place the book on hold at the Circulation Desk, or by requesting a hold from the computer catalog. When the book is returned to the library, he will be notified, and the book will be held for him in the library for three days.

All library property, including books, should be treated with care and respect. Students should be considerate of the needs of others by returning all library materials promptly. No library materials may be removed from the library without being checked out.

To remove library materials without checking them out is tantamount to theft. The theft of library materials removes valuable resources from the collection thereby denying access to others—both now and in the future. Many valuable books in the College collection can never be replaced should they be damaged, lost or stolen.

Books on Permanent or Semester Reserve, reference works, bound or unbound periodicals, maps and Special Collection items may not be checked out at any time, but are for in-library use only.

The loan period for Semester Reserve materials is set by the instructor of each class. Materials on overnight reserve are due at 10:00 am the following day. The student will yield his student ID to desk attendant while the item is in use, and the ID will be returned upon return of the item. The fine for overdue semester reserve books is 25 cents per hour with a maximum of \$2.50 for each book. The same rules apply for internet cables, headphones, and other items held on reserve at the Circulation Desk.

The student who checks out an item is responsible if it is lost or damaged. The cost for lost or damaged items is the cost of replacement or repair, plus a \$10 processing fee.

No food, drink, or smoking is permitted in the library, including the restrooms, classrooms or computer labs. Please see library Rules & Regulations for complete details. Those wishing to smoke must go outside and use designated smoker stations to dispense of refuse. Beverages are allowed in the library ONLY in spill-proof sports bottles.

Everyone is to enter/exit only from the main entrance on the Main Level and the East entrance of the Lower level, except in emergencies. The East entrance closes at 9:00 pm each night.

No personal belongings are to be left in the library overnight. Study carrels and tables will be cleared periodically throughout the day in order to provide adequate study space for all. Unattended library materials will be checked in and re-shelved, and personal items will be placed in the Lost & Found at the Circulation Desk and kept there no longer than two (2) weeks. (Thereafter, the items will be disposed of at the discretion of the Library staff.)

All areas of the Main and Gallery Levels are for serious, quiet study. Students wanting to work in small groups may use the small study rooms on these levels. Classrooms on the Lower Level may be used for larger study groups when not being used for classes or reserved for other purposes. Students should be quiet at all times and obey the instructions of the library and computer lab staff.

The hours for the library are:

St. John the Evangelist Library & Computer Center Hours

Mon-Thu: 8:00 am – 12:00 Midnight

Fri: 8:00 am – 8:00 pm

Sat: 1:00 pm – 8:00 pm

Sun: 1:00 pm – 12:00 Midnight

Summer and Semester Breaks:

Mon-Fri: 9:00 am – 5:00 pm

Sat-Sun: Closed

The library is able to borrow books from other libraries via Interlibrary Loan (ILL). Requests for materials via ILL must be made using the ILLiad system, available from the Library Web Page on the Internet (via user ID and password log on) or through the Campus Intranet. See the library staff or the circulation desk attendant for information.

Students enrolled at Christendom College are permitted to borrow books from the libraries of Lord Fairfax Community College (Middletown, Virginia), Samuels Public Library (Front Royal, Virginia), and Shenandoah University (Winchester, Virginia). Such bor-

rowing is governed by the rules and penalties of each institution. Christendom students will be expected to observe all rules of the libraries with which Christendom College has a cooperative agreement.

The Student Activities Council maintains a collection of feature films in the library for use by students in their leisure time. These films are subject to Student Life movie policies. In addition, the check out procedure for the films will be consistent with the rules for checking out other library material. The library houses many other videos of more instructional value in the Media Lab on the Lower Level. This room may be reserved for individual or group use as well.

The use of the small study areas in the Main and Gallery levels is primarily "first come, first serve" (see the Library's Room Use Policy for further details.) Study Room 1 (Room 208) is permanently reserved by the Writing Center during their regularly posted hours. At other times it is available to all. The Faculty Study is permanently reserved for the use of the faculty, and the Senior Study is permanently reserved for members of the senior class.

An elevator is available primarily to assist those with disabilities. All others are encouraged to use the stairways, since elevators are very high maintenance. The Main (East) stairway connects all levels, while the West stairway connects the Main and Gallery Levels only, and its use below the Main Level is for emergency purposes only.

## 7. Registrar

### Registrar:

Mr. Walter Janaro  
Regina Coeli, Room 107  
[walter@christendom.edu](mailto:walter@christendom.edu)  
Phone: (540) 636-2900 ext. 1201

The Registrar manages the academic records and registration process for the college.

**Adding and Dropping of Courses:** Once registration is complete, students may add courses for sound academic reasons with the permission of the faculty advisor until the end of the "add period" as posted by the Registrar (usually Friday of the second week of classes). A course may be dropped during the "drop period" as posted by the Registrar (usually until Friday of the fourth week of classes). Any courses dropped during this period will not appear on the student's transcript. A student must obtain the permission of the Academic Dean in order to add or drop courses that result in a deviation from the standard full-time course load or the required curriculum. The Add/Drop procedure is as follows:

- a) Obtain an Add/Drop form from the Registrar's Office.
- b) Fill out the form properly and secure your advisor's signature (and Academic Dean's signature if necessary).
- c) Deposit the form in the box outside the Registrar's office.
- d) At the end of both the "add" and the "drop" periods, individual class schedules will be printed, reflective of each student's computer registration file. Any courses not officially dropped by the end of the "drop" period must be taken for credit.

## 8. Writing Center

### Director:

Dr. Lisa Marciano  
Madonna Hall #1  
Phone: (540) 636-2900 ext. 1306

Under the guidance of the Center Director, peer tutors advise students on research techniques, outlining, documentation principles and syntactical questions. The Writing Center tutors will also critique student papers free of charge. The Writing Center, located in the library, is open Sunday through Thursday, 6 p.m. to midnight.

## B. FACILITIES AND OPERATIONS

### 1. Classrooms

Classrooms are available for student study when they are not being used for classes. No food or drink is permitted (with the exception of bottled water) in classrooms. Also, furniture in the classrooms and lounge areas is not to be removed for any reason.

### 2. Maintenance Shop and Water Waste Treatment Plant

No one is allowed in these areas without the express permission of the Maintenance and Grounds staff, or the VP for Operations.

### 3. Music Room

In the converted garage of St. Augustine Hall there is a music room specially equipped for the practice of music. The room is reserved for student musicians only. Students wishing to use the music room must reserve a time with Dr. Kurt Poterack, whose office is located in the Chapel Crypt. In the interest of promoting an ordered use of the St. Augustine Piano Room, which is the main music facility on campus, the following rules have been established:

1. Things which may and may not be stored in the room:
  - No instruments are to be left in the room except one drum set, one guitar amp, and one bass amp.
  - Guitars or electric basses may not be stored in the room. They must be transported to and from like any other small-to-medium-sized instrument.
  - Cables or other accessories must be stored in a box in the room (e.g. crate), but are not to be left strewn about the floor.
  - No vocal mics or mic stands are to be stored in the room.
  - No extra keyboards are to be stored in the room.

- A handful of other large instruments (cello, string bass, tuba, etc.) may be left in the room with pre-approval from Dr. Poterack.
  - Sheet music may be stored in the bookshelves in the room.
2. Every instrument, amplifier, piece of music, and music-related piece of equipment must be marked clearly with the owner's name.
  3. The Music Program reserves the right to remove anything not conforming to the above specifications (points #1 and #2). The student should be aware that return cannot be guaranteed.
  4. If a student has signed up for a time and finds that he is not using the time, he is to inform Dr. Poterack so that the schedule can be updated.
  5. Open hours of the St. Augustine Piano room are: 8 AM - 11 PM. However, loud instruments, such as electric guitars and drums, are not permitted after 8 PM.
  6. The christendom.edu email system will be the primary means of notification for any business relating to the St. Augustine Piano Room. *You are required to take care of any necessary email maintenance so that you can be contacted via this means of communication.*
  7. No food or drink is allowed in the room.
  8. Since the St. Augustine Piano Room is used as a classroom, all desks and furniture that are moved must be put back in place.
  9. The code to the room is not to be given out to anyone except by Dr. Poterack. Authorized students will be held accountable for any guests that they allow in the room.
  10. Every *single* person who uses the room must sign a form indicating that they accept and understand the above rules. One person may not sign on behalf of a group of musicians.
  11. *The violation of any of the above rules could result in suspension* from the use of the room at Dr. Poterack's discretion, and he reserves the right to amend this document and redistribute it via email without an additional signature.

#### 4. The Christendom Woods and Trails

##### Wildlife on Campus

Christendom College is located in the Shenandoah Valley, outside of the Town of Front Royal, VA along the Shenandoah River. This location while beautiful and enjoyable for the College community is rural. Students should understand and be aware of the wildlife that live in the woods of the Shenandoah Valley. Students may occasionally encounter wildlife such as deer, groundhogs, skunks, bears and snakes. This likelihood is increased when enjoying the wooded trails. Students should utilize common sense if they encounter wildlife and should notify Student Life or Operations immediately if they feel a need to report animal behavior. Further, as is the case with any emergency situation, should an injury occur, the student should immediately seek medical assistance (by getting a ride to a doctor or by contacting local EMS via 911) and only then notify a College staff member.

##### *The Christendom Trails*

A system of walking, hiking, and jogging paths through the nearly seventy acres of woodland on campus, leads to picnic areas, a Grotto of Our Lady, river overlooks, and to the banks of the Shenandoah River. The trails and woods provide opportunities for the quiet enjoyment of nature, outdoor exercise, prayer, study, and meditation. So that generations of Christendom students to come may enjoy the natural beauty of the Christendom Trails and woods unspoiled, certain simple rules of behavior are to be observed:

- a) Motor vehicles are not to be taken on the trails, unless specifically authorized by the VP for Operations for maintenance purposes.
- b) Students are not to litter the trail or woods by leaving behind cans, bottles, papers or other refuse.
- c) Trees are not to be cut by students without specific authorization by the VP for Operations.
- d) Campfires, or any other fires, must be approved in advance each time by the Dean of Student Life or the VP for Operations. Fallen dead wood may be gathered for firewood, but standing trees, whether dead or alive, are not to be cut without authorization.
- e) Picnic tables or benches provided by the College are not to be moved from their locations without authorization from the VP for Operations.
- f) Swimming in the Shenandoah River is discouraged. Swimmers do so at their own risk.
- g) Hunting or target practice is forbidden everywhere on campus.

### C. FINANCIAL SERVICES

#### 1. Banking

Wachovia Bank of Front Royal offers free checking accounts to college students. Students, especially work-study students, are encouraged to open checking and/or savings accounts with the Wachovia Bank of Front Royal and to handle their financial affairs independently there.

#### 2. Bursar

Students who do not set up local accounts may have their personal checks cashed by the Student Bursar. However, these services are limited to the availability of funds on hand with the Bursar. The times of this service are posted at the beginning of each semester, and the Bursar is located in the Student Activities Office, located in the Student Center.

#### 3. Financial Aid/Student Billing

**Financial Aid Officer:**

Ms. Alisa Polk  
Regina Coeli Building, 106  
[apolk@christendom.edu](mailto:apolk@christendom.edu)

Phone: 800 877-5456  
(540) 636-2900 ext. 1214  
Miss Bonnie Williams  
Regina Coeli Building, 106  
[bwilliams@christendom.edu](mailto:bwilliams@christendom.edu)  
Phone: 800 877-5456  
(540) 636-2900 ext. 1303

**Student Billing Officer:**

See current Christendom College Bulletin for additional information.

Report cards are not issued nor transcripts sent for students who are not in good standing with the Student Billing Office; similarly, students are not permitted to register unless they are in good standing with the Student Billing Office from previous semesters. This means that all money owed to the College or any of its subdivisions, however small the amount, must have been paid. It is the responsibility of withdrawing and graduating students to clear themselves with the Student Billing Office before they leave so that they are in good standing to receive grades and/or degrees, and to have transcripts and other records sent wherever they desire.

**4. Insurance**

Although the College does have general liability insurance coverage, for obvious financial reasons the College does not provide medical insurance for injury to any students, their families or their friends, which occur at the College or off campus at a College-related event. Students who participate in athletic events at the college, whether intramural or intercollegiate, do so entirely at their own risk.

Nor does the College provide student medical insurance for illness during periods of enrollment at the College. *While the student is enrolled at the College, the College requires the parent(s) or guardian(s) to keep their student on their family medical plan, a different student health insurance plan of their choice or to purchase a student insurance plan through the College. Students and/or their parents or guardians are entirely responsible for selecting health insurance coverage that is appropriate to the student's financial and medical needs.*

**D. FOOD SERVICE**

**Chef:** Mr. Dennis Paranzino  
St. Lawrence Commons  
Phone: (540) 636-2900 ext. 1309

**VP for Operations:** Mr. Mike Foeckler  
Regina Coeli, Second Floor  
[mfoeckler@christendom.edu](mailto:mfoeckler@christendom.edu)  
Phone: (540) 636-2900 ext. 1300

All resident students take their meals in the College dining room. Non-resident students who wish to take certain meals at the College may pay for a block of meals by contacting the VP for Operations. Any student who has a visitor who eats in the College dining hall is responsible for paying for the guest's meals. Similarly, students who are enrolled in the Rome semester and are visiting the Front Royal campus either before or after their Rome stay must also pay for their meals.

Students not able to take their meal in the dining room due to sickness should have a fellow student request a meal-to-go from the kitchen. Students are not allowed in the kitchen or food preparation areas unless they have been assigned tasks there. Food-related equipment is not to be removed from the kitchen or dining room. (This includes, among other things, trays, glasses, and silverware.) Students wishing to eat outdoors or at another location outside the dining room are asked to please return dishes, silverware and glassware to the dish room.

Polite, mannerly behavior is expected of all students in the dining room. Rowdiness, the wasting of food, and discourteous or rude behavior, such as food fights, are not tolerated. Students are responsible for clearing away their eating space and carrying their dishes to the dishwashing area in a timely manner and for cleaning any spills or messes they make.

**1. Cost List**

The cost for individual meals is as follows:

<b>Students:</b>	<b>Guests:</b>
Breakfast — \$4.00	Breakfast — \$5.00
Lunch — \$6.00	Lunch — \$7.00
Brunch — \$6.00	Brunch — \$7.00
Dinner — \$7.00	Dinner — \$8.00

**2. Hours of Operation**

Students must appear promptly for all meals. They are not guaranteed any food if they come late, nor will they be fed at odd hours if they miss a meal. The hours for meals are as follows:

<b>Class days:</b>	<b>Saturdays &amp; Sundays:</b>
Breakfast — 7:45-8:30 am	Brunch — 11:30 am-12:30 pm <b>Saturday Only</b>
	Brunch— 11:15 am-12:30 pm <b>Sunday Only</b>
Continental Breakfast – 8:30-10:00 am	Dinner — 5:00-5:30 pm
Lunch — 11:45 am-12:45 pm	
Dinner — 5:15-6:00 pm	

Occasional changes in this schedule will be announced in advance.

The campus food service is officially closed during major college vacations, e.g., Fall, Thanksgiving, Christmas, Easter, and Spring Breaks.

**3. Special Dietary Needs**

The College retains a professional dietician registered with the American Dietetic Association to work with students who may have medical dietary needs. A student who believes that he/she has a medical dietary need and thus seeks to be excused from the College's meal plan must obtain from the VP for Operations a *Student Medical Dietary Requirement Form*. This form, which details the student's medical condi-

tion and the necessary dietary requirements of that condition, must be signed by a parent (or guardian) and a medical doctor. The completed form must then be returned to the VP for Operations.

At no cost to the student, the dietician will evaluate the student's dietary needs and determine whether that student's needs can or cannot be met by the College's menu, or a variation thereof. If, in the dietician's judgment, the College can accommodate the needs of the student, then that student will not be excused from the meal plan. Any student exempted from the meal plan is required to live in one of the College houses, each of which has a kitchen. In order to qualify for this service, students must notify the VP for Operations prior to the beginning of the semester in which the service is needed.

## VI. STUDENT LIFE

### Student Life Mission Statement

The Student Life Office assists students in fostering their relationship with Christ and developing the habits of Christian living best learned through life in a community. The department promotes these habits by establishing and implementing certain guiding principles of Christian behavior by providing wholesome communal activities. These activities give students an experience and taste for the fine arts, provide opportunities to serve through local and international outreach programs, and encourages students to work diligently to cultivate leadership skills through the residence assistant program.

### A. PERSONNEL

**Dean of Student Life:** Mr. Jesse A. Dorman  
John Paul the Great Student Center #105  
[jdorman@christendom.edu](mailto:jdorman@christendom.edu)  
Phone: (540) 636-2900 ext. 1600

The Dean of Student Life is responsible for the advancing of student life on campus and for setting and carrying out the disciplinary policy as found in the Student Handbook. The Dean of Students oversees all aspects of student life including all programs and services connected with life on campus.

**Director of Residence Life:** Miss Amanda E. Graf  
John Paul the Great Student Center #103  
[tspitz@christendom.edu](mailto:tspitz@christendom.edu)  
Phone: (540) 636-2900 ext. 1600

Director of Residence Life is responsible for assisting the Dean in the area of Student Life, chiefly by developing and leading programs designed to serve the student body as a whole, assisting with carrying out disciplinary policy as well as managing the residential communities and the Resident Assistants.

**Residence Director:** Mr. James Hannon  
John Paul the Great Student Center #SL Shared Office  
[jhannon@christendom.edu](mailto:jhannon@christendom.edu)  
Phone: (540) 636-2900 ext. 1600

**Career Development Officer** Mr. Michael Mochel  
John Paul the Great Student Center  
[mmochel@christendom.edu](mailto:mmochel@christendom.edu)  
Phone: (540) 636-2900 ext. 1294

### Athletics

**Athletic Director:** Mr. Chris Vander Woude  
Crusader Gymnasium  
[cvanderwoude@christendom.edu](mailto:cvanderwoude@christendom.edu)  
Phone: (540) 636-2900 ext. 1270

The Athletic Department's task is to provide for the physical education of the students through organized athletic programs and recreational facilities. The department schedules athletic events as well as coordinates with coaches, officials and support personnel. Furthermore, the athletic program assists students in the formation of their moral character by emphasizing the value of sportsmanship, high ethical values, competitive spirit, self-discipline, and self-esteem.

### Health Services

**Nurse:** Jean Munson, RN  
St. Lawrence Commons #9  
Phone: (540) 636-2900 ext. 1275

A registered nurse is available to help all students maintain good health. Services offered include assessment of illness or injury with advice on treatment, provision of some over-the-counter remedies, health information, and when necessary, referral to local medical services.

The nurse's office is located in room #9 in the lower level of St. Lawrence Commons. Office hours are held regularly while school is in session and no appointment is needed. At other times the nurse can be reached by voice mail at the above phone number. When possible the nurse will set up appointments outside of office hours or make residence hall visitations when requested.

When a student becomes ill, he should also seek the support of a resident assistant as soon as possible, even if the illness does not appear serious, so that the student may be properly helped. For assistance in setting up doctor appointments as well as transportation students should follow these guidelines:

- 1) Ill student should look to friends for a ride.

- 2) Ill student should notify RA of situation
  - 3) Drivers should not be expected to leave Front Royal
  - 4) Ill student must reimburse driver \$0.35 a mile
  - 5) Driver should bring a friend so driver can leave and come back if needed
- There are First Aid Kits in the residence halls. In the event of hospitalization the Dean of Student Life should be notified immediately.  
Places for students to receive medical treatment in Front Royal are:

**Front Royal Family Practice**  
140 West 11th St.  
(next to Warren Memorial Hospital 5mi. from campus)  
Front Royal, VA 22630  
(540) 631-3737; call for appointments Mon-Fri.  
8 a.m. - 5 p.m. & on Sat 8 a.m. - 11 a.m.

**Skyline Family Practice**  
841 North Shenandoah Ave.  
Front Royal, Va 22630  
Phone: 540-636-7000  
Fax: 540-636-7029

**Valley Health Urgent Care**  
120 North Commerce Ave, Suite 102, Front Royal VA 22630  
(540) 635-0770; no appointment necessary  
Monday-Friday 11 am - 7 pm  
Saturday-Sunday 9 am - 5 pm

**Warren Memorial Hospital Emergency Dept.**  
1000 N. Shenandoah Ave.  
Front Royal, VA 22630  
(540) 636-0300

For emergency situations call, as always, "911"

*It is advisable to check with your own insurance company as to which of the above options is best for you. As students are responsible for payment of any bills charged for visits to the MD or the hospital, they should bring health insurance information with them.*

#### Religious Life

##### Chaplain:

Rev. Donald Planty  
Head Chaplain  
Padre Pio Hall  
[padreplanty@christendom.edu](mailto:padreplanty@christendom.edu)  
Phone: (540) 622-6128

\*\*Please contact the chaplain ordinarily via email.\*\*

"Pastoral ministry is that activity of the University which offers the members of the university community an opportunity to integrate religious and moral principles with their academic study and non-academic activities, thus integrating faith with life. It is part of the mission of the Church within the University, and is also a constitutive element of a Catholic University itself, both in its structure and in its life. . . . All members of the university community are to be invited to assist the work of pastoral ministry, and to collaborate in its activities." –Pope John Paul II's Apostolic Constitution *Ex Corde Ecclesiae* On Catholic Universities, 38; General Norms 6§2

From the beginning, the Church has faithfully carried on the three-fold mission of Christ to proclaim the truth of salvation through faith in the Lord Jesus, to celebrate the beauty of the faith in the grace of the sacred liturgy and of the sacraments, and to live the goodness of the faith in charity. The Chaplaincy at Christendom College, through a variety of activities, integrates the truths of the faith learned in the classroom with the life of the Spirit celebrated in the sacred liturgy and lived in charity.

Changes and extraordinary events occur due to the liturgical seasons and College breaks. Please refer to the College website's Spiritual Life menu for the latest news and events.

#### A) THE CELEBRATION OF THE CHRISTIAN MYSTERY & PRAYER:

The regular liturgical schedule is as follows:

##### 1) THE HOLY SACRIFICE OF THE MASS

Sunday	10:00 AM–Latin– <i>Ordinary Form</i>	
Monday	7:30 AM–English	11:30 AM–English
Tuesday	7:30 AM–Latin– <i>Ordinary Form</i>	11:30 AM–Latin– <i>Ordinary Form</i>
Wednesday	7:30 AM–English	11:30 AM–English
Thursday	7:30 AM–Latin– <i>Extraordinary Form</i>	11:30 AM–Latin– <i>Ordinary Form</i>
Friday	7:30 AM–English	11:30 AM–English
Saturday	7:30 AM–English	11:30 AM–English

## THE SACRAMENT OF PENANCE & RECONCILIATION

Monday-Friday	11:00-11:30 A.M., 6:00 -6:30 P.M.	<i>...or by appointment</i>
Saturday	10:30-11:30 A.M.	<i>...or with a chaplain</i>
Sunday	9:15-9:45 a.m.	<i>according to mutual convenience...</i>

## ADORATION OF THE MOST BLESSED SACRAMENT

Monday-Friday 8:00-11:20 A.M. (Benediction at 11:20 A.M.)

CHRIST THE KING CHAPEL IS OPEN FROM 6:30 A.M.–MIDNIGHT DAILY.

Annual retreats, special devotions, and other opportunities for prayer are offered regularly. Please see the website for the latest events. The chaplains are available for individual spiritual direction, for pastoral counseling, and for marriage preparation.

### B) FORMATION IN THE FAITH:

A number of opportunities for formation in the faith are offered by the Chaplaincy, including regular Tuesday Talks, "Faith-Filled Fun Field Trips, and the Formation Series with its Guest Speakers. Please refer to the website for the latest event information.

### C) CHARITY & CHRISTIAN COMMUNITY:

The College promotes active charity and fosters community through regular local outreach to the needy, annual mission trips, pro-life activities (such as the weekly Shield of Roses) and evangelization activities (such as the Legion of Mary). Please refer to the website for the latest event information.

**PLEASE NOTE: STUDENTS WHO WISH TO ADVERTISE ON CAMPUS FOR ANY RELIGIOUS ACTIVITY OR ORGANIZATION MUST HAVE PRIOR APPROVAL FROM THE CHAPLAIN AND FROM THE DEAN OF STUDENT LIFE.**

### Resident Assistant Mission Statement

Resident Assistants (RAs) are an integral part of Student Life. RAs are assigned to a specific residence hall, floor or house. Their primary responsibility is to act as a facilitator for this community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. The RA articulates for students the philosophy and policies of student life and the College. RAs represent Student Life and act as role models for students.

### Special Programs

**Coordinator:** Mr. J. Michael Brown  
Madonna Hall # 15  
[mbrown@christendom.edu](mailto:mbrown@christendom.edu)  
Phone: (540) 636-2900 ext. 1322

The Special Programs Coordinator is responsible for planning the Mission trips, student retreats, and other community outreach programs. Mission trip destinations have included Brazil, Dominican Republic, Tijuana, Mexico, Honduras, and various places in the U.S.

### Student Activities/Alumni

**Director:** Miss Caitlin Bowers  
John Paul the Great Student Center #106  
E-mail TBA  
Phone: (540) 636-2900 ext. 1363

The Student Activities oversees the Student Activities Council and all other student organizations as outlined in the Student Handbook.

## B. EXTRACURRICULAR ACTIVITIES

Student involvement in the life of the College is encouraged, indeed, highly desired, since students are the largest component of the Christendom community. Several channels exist to encourage and direct student participation in campus life. These are:

- 1) Athletics
- 2) Student Activities Council which directs the social, cultural, athletic, and religious activities of the students;
- 3) Student/President Advisory Council
- 4) Dean's Council
- 5) Student Food Service Council which makes input to the Food Service Manager.
- 6) Student Organizations and Clubs.

### 1. Athletics

As a member of the United States Collegiate Athletic Association (USCAA), Christendom fields intercollegiate teams in both men's and women's soccer and basketball as well as women's volleyball and men's baseball. Men's rugby exists as a club sport. Intramural sports include dodgeball, basketball, volleyball, racquetball, wallyball, wiffleball, handball, indoor soccer and tennis.

### 2. Student Activities Council

The Christendom College Student Activities Council exists and meets weekly for the purpose of planning and executing various social, cultural, recreational, religious, and athletic activities for the benefit of the student body. SAC is not an organization to represent the students to College administrators, nor is it a forum to redress student grievances; this should be done directly through appropriate channels (see, "Grievances").

*All Student Activity Council and Student Life sponsored events are for the immediate Christendom community, meaning the current faculty,*

staff and students. Guests of the College are welcome at events which have been designated and advertised as being open to the broader community. Exceptions or questions regarding this policy can be referred to the Director of Student Activities.

SAC operates under a set of by-laws. Changes in by-laws are subject to the approval of the Student Activities Director and the Dean, who retain final approval authority over Student Council decisions. The Office of Student Life reserves the right to set the music policy for all SAC-sponsored activities. Final authority rests with the Dean in consultation with the Student Activities Director; however, student input is warmly encouraged.

There are twenty five members of the SAC, who each serve a term that lasts the entire academic year. (Exception is made for Juniors who attend Rome semester.) Membership includes the President, Vice President, Secretary, Treasurer, Social Affairs Director, Cultural Affairs Director, Religious Affairs Director, Athletic Affairs Director, Advertising Director, Volunteer Coordinator and one president for each of the four classes. Presidents of each class (except for the Freshmen class) are elected at the end of the previous spring semester. The Freshmen class president is elected at the beginning of the new academic year. The Office of Student Life, in conjunction with the Director of Student Activities and the Student Body President, appoints the remaining positions. No student may serve as a member of SAC if they are on academic probation. At the discretion of the Dean of Students, a student may be disqualified for running for SAC if there is a history of disciplinary problems as well.

At the discretion of the SAC President, heads of student organizations as well as individual students may attend student council meetings. The President of the Student Council, in consultation with the Student Activities Director, has the prerogative to dismiss any person other than a member of the council, if he judges this individual's presence or conduct to impede the proceedings of the Student Activities Council.

At the beginning of each semester, a budget committee comprised of the SAC President, Treasurer, and the four class presidents meets with the Student Activities Director to draft a proposed budget to be voted on by the entire council. A council majority must approve any substantial non-budgeted expenditure request, usually after at least a one week advance notice. Only in rare and urgent cases may the Student Council President (in consultation with the Director) approve an unbudgeted expenditure.

#### SAC Positions

The *SAC President* calls and presides over all meetings. The President's duties include solving between-meeting problems, overseeing the other council members in their duties, and scheduling and organizing class presidential elections. The President is an ex-officio member of all SAC Standing Committees, which include the Student/Presidential Advisory Council and the Student Food Service Advisory Committee.

The *Vice President* assists the President in their duties and presides over meetings in their absence.

The *Secretary* is responsible for taking minutes of every SAC meeting and provides notes of each meeting to its members.

The *Treasurer* is responsible for the management of funds allotted to those student clubs and/or organizations that have asked for SAC's financial assistance. In addition they are responsible for the SAC's financial record keeping.

The *Social Affairs Director* oversees the planning and execution of any student social activities on campus (parties, dances, etc.) not assigned to other members. They may appoint a committee of students to work on an event directly under them, or oversee the efforts of a particular class president and class members.

The *Cultural Affairs Director* is responsible for the planning and execution of all SAC cultural activities on or off campus. This includes events such as: movie nights, music appreciation events, group trips to venues of performing arts, regional day trips and excursions, visits to museums and other cultural exhibitions.

The *Religious Affairs Director* works in conjunction with the chaplains and sacristans to plan and organize many of the religious activities on campus. These include processions and events honoring special feast days in the liturgical year.

The *Athletic Affairs Director* is responsible for organizing all athletic events on campus that are initiated by the SAC.

The *Advertising Director* is responsible for promoting weekly SAC events through posters, fliers, and other advertising mediums.

The *Technology Director* is responsible for the set-up, take-down, maintenance, and safety of SAC electronic equipment, especially the SAC laptop and sound system.

The *Volunteer Coordinator* works in conjunction with SAC officers to recruit and track volunteers for all major SAC events.

Other student activities are encouraged. However, proposed student activities that require the use of SAC monies or equipment must be approved and scheduled by the SAC in conjunction with the Director and the Dean.

#### Class Officers

Class officers (with the exception of the class president and the senior class vice president) are not members of the Student Activities Council. They are, however, elected to assist the Class President in carrying out the duties assigned to the class by the SAC. Class officers include: President, Vice President, and Secretary and/or Treasurer. The *Class President* attends all SAC meetings and presides over regularly scheduled class meetings. They also appoint committees to plan and organize class activities. After every SAC-assigned event, the President is responsible for submitting a written report of the event to SAC. In addition, the President sets up elections for class officers in conjunction with the SAC President. Class presidents are expected to meet regularly with the members of their classes for the purpose of eliciting ideas and encouraging general class-wide support for their activities and fund-raisers.

The *Class Vice President* presides over class meetings in the absence of the President. They also assist the President in carrying out their duties.

The *Class Secretary* takes and publicizes (to their class members) the minutes of all class meetings. They are also responsible for announcing all SAC-assigned class activities to the student body, faculty, and staff.

The *Class Treasurer* disburses monies received from the SAC for an assigned event. They must collect all receipts and excess monies and give them to the President who will return them to SAC with a written report of the SAC event. The Treasurer is also responsible for all monies that are acquired through fundraisers.

The positions of Secretary and Treasurer may be combined at the discretion of the class.

### **3. Student/President Advisory Council**

The Student/President Advisory Council exists to serve as an open channel of communication between members of the student body and the President of the College. The Student/President Advisory Council usually meets with the President at least once each semester for the purpose of discussing, in an informal setting, matters touching upon college life. The Student/President Advisory Council may be convened at any time, independent of the President of the College, for the purpose of discussing matters and issues among themselves prior to meeting with the President.

Membership of the Student Advisory Council consists of the Student Activities Council president, each of the four class presidents, the male Head Resident Assistant, the female Head Resident Assistant, two other SAC members, and two other students to be appointed by the Dean. The Stu-

dent Activities Director, although not a member of the advisory council, will assist the Council in its formation and performance. The Chairman of the Student/President Advisory Council shall be elected from among the membership of the Advisory Council by its members, and will be responsible for convening meetings of the Council as well as serving as the contact person to the President. Both the President of the College and the Chairman of the Student/President Advisory Council have the authority to request a meeting between the President and the Council.

#### **4. Dean's Council**

The Dean's Council exists to serve as an open channel of communication between members of the student body and the Dean of Students. This Council will meet on a monthly basis and is meant as a forum for dialogue between the students and the Dean of Students. It is not merely meant as a depository for complaints but an opportunity for students and the Dean to gain a better understanding of issues facing students and Student Life. Membership will be made up of representatives from SAC, the student body at large and the RA staff. Students will be asked to commit to a minimum of a semester in representing their peers on this Council. The Dean of Students will report any findings or recommendations emerging from the Council to the appropriate College officials.

#### **5. Student Food Service Council**

The Student Food Service Council, consisting of the Student Council President and the four class presidents meet with the Food Service Manager twice per semester to enhance communication between student body and the food services provided to the College community. The Student Activities Director is responsible for calling the meetings. Students with comments or suggestions regarding food service are encouraged to communicate them to their class presidents at any time.

#### **6. Student Organizations**

Certain structures also exist to organize student activity and involvement in the life of Christendom College.

Additionally, there are numerous co-curricular student activities on campus, each of which plans and funds its own activities with the help of a faculty or staff advisor. **This is not an exhaustive list of clubs on campus:**

##### **a) The Christendom Players**

Under the direction of Christendom College English Professor Dr. Patrick Keats, the Players put on a variety of plays and musicals – one in the fall and one in the spring. All students are invited to audition for the plays and others are encouraged to use their talents in helping with set design, make-up, costumes, and music.

##### **b) Shield of Roses**

Following 7:30am Mass on Saturday, students travel to Washington, DC, to pray in front of a Planned Parenthood abortion clinic. Once a semester, the Shield of Roses leaders organize a "Mega Shield" event where they try and encourage the entire student body to take part in the prayerful protest.

##### **c) Legion of Mary**

The Legion of Mary is a world-wide organization of the lay apostolate. Students in the Legion seek to take the light of faith they receive at Christendom to the wider world. They do so by accepting a routine of prayer and apostolic works— at least two hours a week— thus deepening their faith while bringing it to others. Works include door-to-door evangelization, comforting of the sick and dying in nursing homes, and visitation of inmates at a local prison.

##### **d) Chester-Belloc Debate Society**

The Debate Society exists to provide students with the opportunity to sharpen their intellectual wit and provide practice in extemporaneous speaking. The Debate Society meets numerous times throughout each semester and all members of the student body are invited to participate.

##### **e) Schola Gregoriana**

The Schola Gregoriana assists in the College community's worship in the Holy Sacrifice of the Mass by chanting the traditional propers. This all-male group thus beautifies the weekly Sunday Mass, helping to elevate the hearts of the Faithful to interior participation in the Holy Sacrifice. The group also chants the propers for the high feasts celebrated during the school year as well as at the graduation Mass.

##### **f) Choir**

Men's and women's choir which sings for Sunday and feast day Masses on campus. The choir sings sacred polyphony by such noted masters as Palestrina, Victoria, and Josquin des Prez. Occasionally the group gives performances off campus.

##### **g) The Rambler**

The student journal dedicated to training the next generation of Catholic journalists and intellectuals to engage the world through the media. "Rambler" journalists gain invaluable experience reporting and writing about the news, arts and culture, and faith and reason from the perspective of their liberal arts education. As a member of the Collegiate Network (CN), "The Rambler" offers a unique chance to make contacts and pursue journalistic excellence through CN conferences, news internships, and other valuable opportunities such as the CN's Geo-Strategic Journalism Course held in Prague.

##### **h) Holy Rood Guild**

This group of women students cares for the vestments and altar linens used in the Chapel, and coordinates displays and decorations for religious celebrations.

##### **i) The Film Club**

The Film Club is a group of dedicated amateur filmmakers interested in producing films of high quality and good content while building up the Christendom community. The Film Club hosts a Film Fest at the end of every academic year. This event provides a forum for all student filmmakers to display their work.

##### **j) Outreach**

Outreach is a club for those interested in performing some of the corporal works of mercy. Students volunteer at the local crisis pregnancy center and Habitat for Humanity. They also participate in the local Meals on Wheels program and help out at the local parish's soup kitchen. On Sundays, students go to an area nursing home to visit with the elderly and sometimes put on small concerts for their enjoyment.

##### **k) Shogi Club**

The Shogi Club is made up of students who are interested in meeting on a weekly basis and playing this Japanese chess game.

##### **l) Students for Life**

Students for Life is different from the Shield of Roses pro-life group in that it focuses on more activism, particularly, political activism with regards to the sanctity of human life issues. They meet twice a month throughout the school year and normally focus on one big project a semester, for example, a literature drop prior to an election.

##### **m) Contra-Dance Club**

Students meet on Thursday evenings to enjoy each other's company contra-dancing. Contra-dance is a type of English country dance, where someone "calls" out the various dances.

#### **n) Swing/Ballroom Dance Club**

Students interested in improving their dance moves meet on Sunday nights to swing dance and to learn such dances as the foxtrot, the rumba, the waltz, and the tango. Students who are talented in these dances offer personalized instruction to those who are interested.

#### **o) Christendom College Republicans**

College Republicans is designed for students interested in entering the world of politics and involving themselves in the Republican Party. The College Republicans hold monthly meetings and regularly host and attend events concerning the Republican Party and conservative politicians as well as assisting candidates in their campaigns.

## **VII. STUDENT CODE OF CONDUCT**

\*\*\*PLEASE NOTE THE OFFICIAL CODE OF CONDUCT IS POSTED ON THE COLLEGE'S WEBSITE. SOME ITEMS WERE NOT AVAILABLE AT THE TIME OF PRINTING FOR THE PRINTED VERSION OF THE HANDBOOK.\*\*\*

### **A. COMMUNITY STANDARDS**

Every community requires rules in order to establish order and provide for the well-being of all those in the community. At Christendom College, such rules have an even more noble purpose, since we are trying to create a specifically Christian community, focused on the development of each student in their mind, body and soul and inspire them to learn and live the Gospel by fulfilling the two greatest commandments: to love the Lord with all your heart and soul and mind, and to love your neighbor as yourself.

The rules of a college serve its educational mission. Education and the rules related to it aim to help our students grow to be independent, responsible people. These rules and the habits they encourage facilitate the purpose for which each student is here: to study natural and revealed truth, and to cultivate a lifelong love of God, of the things of the church, and an appreciation of and enjoyment in things of the intellect.

It would be inconsistent to seek high and serious things in class and the chapel and live outside of class with unruly appetites. As a minimum, Christians do not lie, cheat, or steal; they strive to keep their tongues from evil, and their lips from speaking guile — in other words, they do not engage in gossip, backbiting, detraction. They forgive one another when offense has been given. They do not harbor ill-will, but confront one another or a problem with gentleness and truth, willing to see the log in their own eye before criticizing the speck in their brother's. They practice all virtues, and enjoy all things in moderation. Rules do not replace mutual trust, respect and charity. However, rules, which are clearly stated help to establish boundaries, foster good habits, and lay a framework for social order. In the last analysis, these rules and the discipline they encourage make possible the joy of living in a Christian community.

When these rules are violated, the College has the right to dismiss a student at any time. Also, since misconduct off campus harms the reputation of the College, interferes with the community of learning, and evidences that a student is not serious about one's studies, the College considers such behavior as additionally subject to disciplinary action.

The Administration of the College determines how these rules are applied in each case and imposes sanctions for violations of the rules.

### **B. DISCIPLINARY POLICY**

The rules for student behavior as stated in this Handbook are meant to provide for the common good of the College community and for the well-being of each of its members. Some rules directly reflect our moral norms. Other rules exist in order to facilitate our common life, and are necessary for the personal safety and security of individuals, individual and College property, and in general for the proper operation of The College. The rules are not intended to be merely external "fences" to student behavior; rather, all students of the College have a common stake in understanding and in personally appropriating these rules. Violations of law or other improper conduct, which adversely affects the College community's pursuit of its proper educational function, will result in disciplinary sanctions.

**Actions, which gravely disrupt the community, will normally entail serious disciplinary action, such as suspension or expulsion. The following are examples of such acts, but not an exhaustive list:**

- 1. Any act of physical or emotional violence or harm caused to another**
- 2. Any disrespect for or failure to follow the directives of college officials**
- 3. The use or possession of illegal drugs, whether on or off campus**
- 4. Providing unauthorized alcohol on campus**
- 5. Any theft, unauthorized possession or damage to property**
- 6. Unapproved or unauthorized entry into the residence halls of the opposite sex**
- 7. Actions that cause grave scandal**
- 8. False Testimony, collusion or covering up violations to avoid responsibility.**

### **C. DISCIPLINARY PROCEDURES**

#### **1. RAs**

The Resident Assistants, as student leaders, are primarily responsible for facilitating community and enhancing the social, educational, spiritual, intellectual, physical, vocational, cultural, and environmental development of each of their residents. As a part of facilitating a strong community the RA articulates for students the philosophy and policies of Student Life and the College. As a practice of these principles of positive personal formation, the RAs are responsible for assisting in the areas of student behavior and personal conduct. The RAs receive special training and follow certain procedures for the enforcement of rules, operating under the supervision of the Deans of Student Life.

#### **2. Student Review Committee**

As necessary, the Student Review Committee meets to evaluate the overall progress of students at the College. The Committee usually consists of some faculty members, the Dean and the Director of Residence Life of Student Life. By evaluating the progress of students, the Committee's purpose is to help students realize their full potential in all areas of student life. In some cases, a student may be called in before the Committee to discuss the student's development and involvement within the College Community.

#### **3. Disciplinary Records**

Records of disciplinary actions and decisions are kept on file by the Dean of Student Life. These records are expurgated 5 years after the

student's graduation from the College except for expulsion, which remains on permanent record as noted above. However, disciplinary sanctions, including expulsion, will not be noted on the student's academic record. A student is allowed to review his or her disciplinary file, with advance permission (a minimum of 60 hours) from the Dean. If a student requests to review his disciplinary file, the Dean will review the file and delete all references to the names of other students, so that their privacy will be protected.

#### 4. Grievances - Christendom College Student Grievance Policy

Christendom College seeks to maintain effective and supportive relationships between students and faculty/staff members within the College. However, when a student believes he or she has been treated unjustly, in a way that violates his personal rights or is in opposition to College policies, the student may file the grievance with the College and expect appropriate resolution.

Students are encouraged to make efforts to resolve misunderstandings and conflicts with College staff or faculty members before serious problems develop. Students are encouraged where possible to seek resolution through informal means as a first-approach to resolving the issue at hand. If normal channels of communication breakdown and/or a situation does not permit or lend itself (e.g. sexual harassment) to informal resolution or does not seem to be resolving itself, students may seek recourse through the formal grievance process.

If a student is unsure as to whether or not he should file a formal grievance, he is encouraged to meet with the Dean of Students, the Executive Vice President, or the Vice President of Academic Affairs to consult, ask questions, and seek advice. Meetings of this nature do not initiate the formal grievance process.

Students who wish to file a grievance must begin by submitting a "Student Grievance Form" with their attached grievance letter. These forms are available at each of the following College officials' offices: Dean of Students, Executive Vice President, and Vice President of Academic Affairs. Completed grievances should be returned to the appropriate office related to the specific nature of the individual grievance. These officials will serve as clearing-houses for any submitted grievances. Therefore, they will either respond to the grievance themselves, or designate a more suitable administrator to respond.

- All complaints that are academic in nature should be directed to the office of the **Vice President of Academic Affairs**.
- All grievances regarding financial matters and policies or student employment should be directed to the office of the **Executive Vice President**.
- All complaints not of an academic, financial, student employment, or College administrative policy nature should be directed to the office of the **Dean of Students**.

If a student wishes to file a grievance against any of the three College officials that serve as clearing-houses for the submitted grievances, the student should submit the grievance to the office of the President who will appoint appropriate College officials as a committee to investigate and resolve the grievance. Any appeals of this committee's action may be appealed to the President.

Completed grievances should include the "Student Grievance Form" and a separate hand-written or typed grievance. All grievances should be written as a personal letter to the appropriate College official and signed by the grieving student. The letter should include the following:

- *Description of situation and any facts crucial to fully understanding the issue*
- *Explanation of previous steps you have already taken to resolve the problem*
- *Names of individuals you believe are responsible and why*
- *Date situation occurred*
- *Any individuals who witnessed or have knowledge of the incident/event/issue*

All grievances must be filed within eight business days after the incident/event/issue causing the grievance occurred. After filing a grievance, you will be contacted within ten business days with an initial response; although, often progress will be made sooner than the ten-day time frame. During the entire grievance process every effort will be made to respect confidentiality.

The Vice President of Academic Affairs, Executive Vice President, Dean of Students or their designee will investigate the grievance, and communicate with the appropriate students, staff, or faculty to address the problem, as is warranted. Resolution of the grievance will occur once the final response or outcome is determined. The student filing the grievance will be notified of the action or non-action that will be taken in response to the grievance.

If the determined resolution is not perceived to be sufficient by the student, the student may appeal to the Grievance Appeal Committee, by submitting a letter of appeal to the committee to the office of the President. This committee is made up of members chosen by, but not including, the President of the College. The committee will make a decision to hear or decline the letter of appeal. In the case that the appeal committee declines the letter of appeal, the previous resolution decision remains in effect. If the Appeal Committee accepts the letter of appeal, the student will have his case heard and subsequently the committee will determine whether a new resolution will take place or that the resolution will remain as decided by the prior College official. The decision of the Appeal Committee is final.

Please note that the above mentioned procedures are for the allowance of student grievances when a student feels he or she is personally afflicted by significant and/or pervasive treatment and seeks fair resolution. Complaints about College policies, simply in their nature, definition, or enforcement, are not to be addressed through this process. Rather, students should initiate contact with the Office of Student Life. Likewise, student conduct issues should be brought to Student Life's attention by submitting an "Incident Report," available at the Student Life Office. An "Incident Report" initiates the "Student Conduct process," a process separate from that of formal grievances. Students should refer to the Student Handbook for the description of this process. Lastly, a student's appeal of a course grade is handled according to a distinct policy described in the Faculty Handbook (link to Faculty Handbook 15.1) and does not fall under the College-wide Grievance Procedures. In those cases in which a student has filed a written appeal of a course grade with the Vice President for Academic Affairs, the appeal is reviewed by the Department Chairman (or by the Vice President for Academic Affairs when the grade was issued by the Chairman) who, after gathering relevant information, adjudicates the student's appeal. The

Department Chairman has the power to issue a new grade if the appeal is upheld.

## 5. Disciplinary Conduct Process

This section describes the general process under the student conduct code for enforcing the college's rules, regulations, procedures, policies and standards of conduct. The specific procedures to be used at each step of the process are described in the following sections:

- A. **Report or Formal Complaint:** Any student, faculty or staff member of Christendom College may file a report or complaint concerning a possible violation(s) of the Student Code of Conduct. The Code of Conduct is located in the *Christendom College Student Handbook*, Sect. VII. Reports or complaints must be made in writing and should be submitted to the Student Life Office as soon as practicable following the discovery of the alleged violation(s). These complaints can be in the form of an incident report, quick memo, e-mail or hard copy.  
A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. If so, simultaneous prosecutions may result. The Student(s) should be aware that student status does not insulate them from awareness of and compliance with other laws.
- B. **Investigation:** The student(s) who has allegedly violated the Student Code of Conduct may be asked to meet with the Dean of Student Life or Director of Residence Life at the earliest possible opportunity. When an investigation is initiated, student(s) will be questioned regarding the incident under consideration. This is not a conduct meeting, but solely an information gathering effort. The student will be notified of their meeting with the Dean or Director of Residence Life via their Christendom College e-mail account.
- C. **Conduct Conference:** The Dean or Director of Residence Life will inform the student(s) of the situation and the student(s) will be asked to provide his/her own explanation of the alleged violation. The student(s) will then have the opportunity to indicate what, if anything, the student is responsible for violating. Failure of the accused student(s) to respond to the initiation of charges shall in no way prevent the college from issuing a sanction in the absence of the accused student(s) or in the failure to respond to the accusations.
- D. **Sanctioning:** Upon the conclusion of the investigation and the subsequent Conduct Conference, the charged student(s) will be notified of the Dean's (or Director of Residence Life's) decision, and if applicable any sanctions imposed. The sanction must be completed within the time frame assigned by the Dean or Director of Residence Life. Failure to fulfill the sanction may result in additional consequences or sanctions.

## 6. Arrest Policy

When the Office of Student Life is informed of the arrest of a student(s), the College will send an e-mail to the student(s) requiring that he/she meet with the Dean or Director of Residence Life. During this conduct meeting, the facts involved in the student's arrest, the student's obligation to keep the College informed of the progress of the criminal charge(s), and the student's obligation to advise the College of the final disposition of the criminal charge(s) will be discussed with the student. The College reserves the right to take action regarding a student's behavior at any point in time, regardless of the status of legal proceedings.

## D. DISCIPLINARY SANCTIONS

The following sanctions, depending upon the severity of the offense and the student's disciplinary record, may be imposed upon students, subject to the College's disciplinary procedures:

### 1. Reprimand

The student is notified either orally or in writing that one's behavior has been unacceptable and further misconduct will result in additional disciplinary action which will take into account this misconduct and reprimand.

### 2. Fines

The student is required to pay the Student Life Office a specified amount within two weeks.

### 3. Individual Service Hours

For certain student conduct violations, Service Hours may be assigned as restitution for the action.

If a student receives Service Hours, they may be completed as specifically directed by the Deans of Student Life (in which case the student will be specifically notified of), or they may be completed through various Service Hour opportunities arranged by the College. The length of duty will be determined according to the offense. Most students who receive Service Hour assignments will typically fulfill them on Saturday mornings from 7:00 – 9:00 am until all hours are completed. Service Hours are typically assigned to different offices or events related to the College which provides the student with an opportunity to serve their College while fulfilling the requirement. When service hours are assigned, they must be completed in a satisfactory manner and attendance is required. Missing Service Hours without notification or failure to complete them will result in a significant fine and reassignment of tasks.

### 4. Loss of Use of Automobile

The use of a private automobile by a student at Christendom College is a privilege that may be revoked for a period of time at the discretion of The Student Life Office.

### 5. Campusment

A student is confined to one's room or to campus for a specified time. Off-campus students are prevented from coming on to campus except to attend class.

### 6. Disciplinary Probation

A period of review and observation during which a student has been officially notified by the College that his/her conduct, although not serious enough to warrant Suspension, was very inappropriate. Further violations of College rules, standards or policies (even after the expiration of a particular probationary period) could result in more severe sanctions.

### 7. College Restriction

College Restriction indicates that the student's "good standing" status with the College is in jeopardy and that further violations may result in Suspension or Expulsion. The student is prohibited from attending class or entering the College campus for a specified time.

The student is responsible for making up any missed work. No professor should feel obligated to assist the student in making up the missed work since the student merited this sanction.

#### 8. Suspension

Suspension is the separation from the College involving denial of all student privileges. Conditions for readmission may include, but are not limited to, disciplinary probation for a specified length of time; requirement to live off campus; and written statement from an accredited mental health professional or medical doctor verifying the capability of the student to function successfully at the College. Readmission is at the sole discretion of the College and is not guaranteed. Students separated from the College by Suspension may not enter College premises without securing prior approval from the Dean of Students. If a student is suspended on disciplinary grounds, the student forfeits all payments made for the semester during which one is expelled, and loses all credit for that semester.

#### 9. Expulsion

In cases where the potential sanction might include an expulsion, a student may request to have the case heard by a **Disciplinary Committee**. The decision to use a Disciplinary Committee resides solely with the Dean of Students. Proceeding with the Disciplinary Committee should not be construed as limiting or delaying the college's right to take immediate action against any student if such action is deemed appropriate by the college. If a student is expelled on disciplinary grounds, the student forfeits all payments made for the semester during which one is expelled, and loses all credit for that semester.

#### 10. Other

Other similar sanctions such as referral to professional counseling, restitution, or restriction of specific privileges may be imposed, along with or in addition to other sanctions, by either the Dean or the Disciplinary Committee, whichever has jurisdiction.

## VIII. COLLEGE POLICIES AND NOTIFICATIONS

### A. ACADEMIC POLICIES

#### 1. General Academic Policies

Academic Policies which include a description of students' academic responsibilities and rights are included in the College Bulletin. Students are encouraged to read the relevant sections of the College Bulletin carefully and to seek clarification from the Academic Dean or Vice President for Academic Affairs when they have questions about academic policies.

#### 2. Academic Probation

A student with a semester grade point average below 1.700 is on *Academic Probation* for the following semester. In order to help him work at a satisfactory academic level, a student on probation may be placed in a special program under the supervision of the Academic Dean, involving certain restrictions, enforced study times, and academic counseling. For a more detailed explanation of Academic Warning and Probation, consult the College Bulletin.

#### 3. Class Attendance

Since the interaction of students and professor in the classroom is an essential feature of the educational program at Christendom College, all students are expected to attend all classes. If a student must miss a class, he must, if possible, contact the professor in advance, or provide an explanation of the absence before the next class meeting. Under no circumstances may a student miss a test without a grave reason, and professors are under no obligation to make up tests for students who have missed classes. Specific requirements appear in course syllabi; minimally: **A student who misses a total of four (4) weeks of classes (12 MWF classes, 8 TuTh classes, or 4 weekly classes) will receive an F for the course, unless an Incomplete is granted under the usual conditions or the student withdraws from the College.** Students must clearly understand the nature of this minimal attendance requirement: it covers cases of forced extended absences, primarily due to illness, and states that a student simply cannot be passed in a course in which he or she has missed four weeks, regardless of the fact that the absences were not the student's fault. Students must understand that this is a minimal College requirement: each professor will have a specific course attendance requirement with penalties for unexcused absences that normally will result in a failing grade in the course for students with far fewer than four weeks of unexcused absences.

#### 4. Student Complaints and Grievances

Christendom's Catholic and liberal arts values and the closeness of the Christendom community encourages the resolution of student complaints and issues with faculty, staff, or administration by dialogue based on mutual respect and understanding. The officers of the College are eager to assist students in engaging in constructive dialogue. However, it is recognized that a student might still be dissatisfied after sincere efforts at dialogue. In those cases the College provides for a written grievance procedure. A student who wishes to file a written grievance should contact the Dean of Student Life for issues concerning student life matters, the Vice President for Academic Affairs for academic issues, including grades, the Executive Vice President for administrative or staff issues, and the President if the issue is directly with any of the three above named College officers. These officers will explain in detail the College Grievance Procedures.

#### 5. Student Intellectual Property Rights

Any intellectual property produced by a student at Christendom College, excluding tests, exams, and quizzes, to fulfill in whole or part the requirements of a course in which the student is registered will be owned by the student. The College does not claim ownership of such intellectual property. However, the College may enter into a written contract with a student for the creation of a work using College or external resources in which the College or the external source retains ownership of the copyright of the work. In all cases, copyright ownership shall be specified in the written contract. For more information on Intellectual Property and Students' Intellectual Property Rights, contact the Vice President for Academic Affairs.

#### 6. Cheating

*Cheating* is defined as the use of books, notes, or assistance from other students, or the giving of such assistance, to fulfill requirements—during tests, quizzes, or exams, or by collaboration in the writing of papers or other course-related

work—unless specifically authorized by the professor. Any student discovered cheating will receive an automatic zero for the test or assignment on which he has cheated and will be reported to the Academic Dean. Serious cheating or plagiarism will result in a grade of F in the course, and may result in dismissal from the College. A student who knowingly aids or cooperates with a student in cheating may be subject to similar punishment. Consult the College Bulletin for further explanations.

#### 7. **Plagiarism**

*Plagiarism* is defined as copying verbatim from another person's writing and inserting it into a paper without quotation marks and a bibliographic citation, or paraphrasing information or presenting ideas or a line of argumentation without indicating one's indebtedness in the text and without documentation by a note and bibliographic citation, thus dishonestly presenting another's work, words, organizational structures, or ideas as the student's own. Use of a paper written for one course to fulfill a similar assignment in another course is "self-plagiarism" and likewise unacceptable. Any student discovered plagiarizing will receive an automatic zero for the assignment on which he has plagiarized and will be reported to the Academic Dean. Serious plagiarism will result in a grade of F in the course, and may result in dismissal from the College. A student who knowingly aids or cooperates with a student in plagiarizing may be subject to similar punishment. If the final draft of a senior thesis is discovered to contain plagiarized material, the offending student will receive an F for the senior thesis course and will be unable to graduate from Christendom with a B.A. degree. Consult the College Bulletin for further explanations.

## **B. STUDENT LIFE POLICIES**

### **1. Alcoholic Beverage Policy**

Alcohol may not be used or possessed on campus without authorization, and any case of misuse of alcohol whether on or off campus will be subject to serious disciplinary action by the College. All first-time violations of the alcohol policy will normally entail a restriction given by the College. Repeat violations will normally entail a lengthy suspension from the College. The College strongly disapproves of off campus use of alcohol by those under legal age, and of abuse of alcohol by anyone of any age because it violates both the moral and civil law. Any activities or drinking games which encourage the rapid consumption of alcohol or promote the abuse of alcohol will be dealt with severely, including College Restriction.

Additionally, the following actions also violate the alcoholic beverage policy and thus will be subject to some form of disciplinary action:

1. Providing alcohol to underage persons.
2. Possession of bulk container(s), e.g. kegs, of alcoholic beverages.
3. Possessing or displaying empty alcoholic beverage containers in residence hall rooms.
4. Intoxication
5. Violating state, local, and federal law applicable to alcoholic beverages. Please note that in the state of Virginia there is a minimum fine for all DUI convictions, starting with a \$250 penalty for the first offense. The first time offender will also have his/her license suspended for a year. Anyone under 21 who is caught with a blood alcohol level of at least .02 will have their license suspended for a week. And if a person behind the wheel is drunk while a person 17 years of age or younger is in the car, the driver automatically faces five days in jail.

All College events that involve alcohol must be cleared by Dean of Students (or designee) for compliance with College guidelines and Virginia state laws. Guidelines for events that include alcohol are available in the Student Life Office.

At certain school-sponsored events, a limited number of alcoholic beverages may be served to students of legal age. Alcoholic beverages will not be served to underage students.

### **2. Animals/Pets**

Students may not keep any type of pet at any time anywhere on campus, whether housed in a residence hall or kept outdoors.

### **3. Dances/Music**

Christendom College seeks to build a culture of dance founded upon the Christian understanding of the relation between man and woman. We recognize that certain prevalent trends in dance and music are at odds with this understanding. Dances at Christendom College, then, should look and sound different than most dances today. As a result, the music we listen to at dances as well as at other college sponsored events should be that which:

- a) Can be shared by the campus community
- b) Channels emotions proper to Christian dignity
- c) Is appropriately danceable
- d) Avoids blasphemous, profane, lewd, or otherwise unacceptable language or themes

### **4. Dress Code**

Properly dignified and modest attire at Christendom College is not only a trait of a Christian people; it is essential to College morale, to respect for oneself and others. Since your primary vocation here is to be a student, it follows, then, that your attire, whether in class or relaxing, should equal the dignity of that pursuit.

Collegiate study is professional work; therefore, a Professional Dress Code is in force for all classes, Community Masses (i.e., Masses at 11:30 a.m. M-F and all Masses on Sundays), Sunday brunch and noon meals on class days. Even if a student does not have a class on a particular class day, he is required to be in dress code during lunch M-F. Students may be asked to change or may receive a fine if their attire at class, Mass, or meal does not comply with the code.

The Resident Assistants, under the supervision of Student Life, assist with maintaining the College standards of dress and attire. To help define "professional looking," some guidelines are listed below and Student Life will present additional guidance at the beginning of each year. These guidelines are divided into four parts according to whether the dress code requirements are for a) General, b) For Men; c) For Women; d) Specifically Related to Class Dress and Sunday Dress Code For All.

#### **College Dress Code**

##### **a) General:**

- Shirts and footwear are required in all buildings.
- Cleated shoes may not be worn in any buildings.
- Hats are not to be worn inside any building or classroom. The only exceptions to this are within the residence halls, the gym and the Student Center.
- The wearing of jewelry that requires the puncturing of any visible part of the body other than the ear lobe is not allowed. Additionally, the wearing of earrings by male students is not permitted at any time.

### **Professional Dress**

#### **b) For Men :**

The Professional Dress Code requires dress slacks, dress shirt, tie, dress socks, and dress shoes.

Here are some guidelines to clarify the above dress code:

- All shirt tails must be tucked in.
- Cargo-type pants or pants with back patch pockets are not considered "Professional Dress Code" appropriate.
- Ties must be worn properly, i.e. not pulled away from the neck or shirt unbuttoned.
- Dress socks must be worn.
- Belts or suspenders are required.

For Sunday Mass and Brunch, as well as for other select events such as Major Speaker Dinners, men have the additional requirement of wearing either a suit or a sports jacket. This is called "Sunday Dress Code."

#### **c) For Women**

The Professional Dress Code requires a business dress, or a dress skirt/dress pants and dress shirt (preferably button down with collar), and dress shoes.

Here are some guidelines to clarify the above dress code:

- The neck of all dresses/blouses must not be lower than four fingers from the top of the sternum.
- All skirts/dresses are to be no shorter than the crease of the back of the knee.
- If a skirt/dress has a slit in the front or side, the slit shall not be more than one-two inches above the knee cap. If the slit is in the back, it shall be no higher than three-four inches, measured from the crease of the knee.
- No form-fitting dresses, skirts, tops, shorts, or pants are allowed at any time.
- A shirt should not be form-fitting or so tight that it clings to the body.
- Shirts and blouses should be long enough so as not to bare the midriff.
- The straps of a dress or shirt must be at least one inch wide at the top of the shoulder.

#### **d) Specifically Related to Class Dress for All**

- Sweatshirts, hooded sweaters and similar garments are not permitted.
- Athletic t-Shirts of any sort are not permitted.
- Sleeveless, professional shirts are allowed, but tank tops are not allowed.
- Acceptable pants are linen, wool, rayon, or cotton.
- Cargo-type pants, pants with back patch pockets, Capri's and stretch-style pants or similar are not considered "appropriate." Stretch-style dress tights or similar are permitted so long as they are worn with an appropriate skirt/dress.
- Flip-flops, Birkenstock, fishermen, and sporty style sandals, clogs, tennis shoes, canvas shoes, and similar are not appropriate. Only dress shoes are permitted.

#### **e) Specifically Related to Sunday Dress for All**

For Sunday Mass and Brunch, as well as for other select events such as Major Speaker Dinners, all students must wear "Sunday Dress Code" attire. Sunday Dress specifically requires that students wear the best possible of the above out of propriety and respect for events in which Sunday Dress is required. Students are further reminded that this attire includes a jacket or suit for men and a dress or dress skirt for women. Pants are **not** considered "Sunday Dress Code" appropriate for women.

### **Other Items**

At all times, dress must be modest (i.e. not tight nor too loose, not low cut in back or front, not too short, no spaghetti straps, strapless, or halter tops, etc.) and respectful. All shorts must be long enough so that the wearer's fingertips do not go past the bottom of the shorts. Women's swimwear must be modest one-piece. Clothing must be worn over the swimsuit when walking to and from the river.

### **Dress Code for Formals**

Christmas and Spring Formal have their own specific dress guidelines which are sent out via e-mail prior to each event. These guidelines are the requirements for those events. Failure to comply with these guidelines may result in sanctions or the need to change one's outfit.

1. All students and their guests are expected to be in Sunday dress code at minimum for Christmas and Spring Formal.
2. Men are expected to wear appropriate, formal/Sunday dress attire.
3. As is standard, dresses should at least come to the crease of the back of the knee. Strapless dresses or dresses with spaghetti-style straps are not permitted. Straps should be at least one inch in width. Clear straps of any kind are not permitted.
4. Tight, form-fitting dresses are not permitted.
5. With respect to slits:
  - a. In front: slits must not more than one-two inches above the knee
  - b. In back: slits must not be higher than three-four inches above the knee
  - c. On the side: slits must not be higher than one inch above the knee
6. Dresses with plunging necklines (necklines should not be lower than three inches or four fingers from the top of the sternum), low backs (below standard bra line are not permitted) or cut-outs below standard bra line are not permitted.

**All dresses must be approved in advance of the dance.**

If a **woman** wears attire that is deemed inappropriate or a **man** wears attire that is deemed inappropriate, he/she will be told to leave the dance to change their attire.

The specifications for dress code set out in this section are meant as guidelines and not as exhaustive rules. Note that the code calls for “dignified attire” and “professional dress.” Simple adherence to the letter of the law, or pushing the limits of what is acceptable, may result in a judgment by the administration that what seems technically correct does not in fact comply with the spirit of the rules. Again, the RAs, under the authority of the Dean of Student Life and Director of Residence Life, will be the judges of whether an outfit is acceptable dress on whatever occasion. If you have any questions about this dress code, please contact us prior to your arrival.

#### 5. **Drugs**

The possession or use of an illegal drug, such as marijuana, is strictly forbidden. Any student who violates the drug policy will normally be expelled from the College, irrespective of whether the violation occurred on or off campus.

#### 6. **Fan/Spectator/Audience/Participant Conduct**

Unacceptable behavior in/at a College sponsored or recognized event such as athletic contests, intramurals, student activities council sponsored event, etc is not permitted. Unacceptable behavior includes taunting, intimidating, or harassing behavior directed at participants, officials or fans. Such behavior could result in ejection from the event as well as further restriction from attending similar or other college events for a specified period of time or for a specified number of events.

#### 7. **Overnight Visitors/Guests**

All students are required to register any overnight guests (this does NOT apply to official guests of the Admissions Office) with Student Life. Overnight Guest Notification Forms can be found outside of the Student Life Office (and online) and should be submitted to Student Life at least 48 hours in advance. Hosts will be charged \$10 per day for unregistered guests.

- All guests must be hosted by a resident student who will act as their host.
- Guests must pay for any meals taken in St. Lawrence Commons.
- Guests must be between the ages of 16 and 30 in order to stay in the Residence Halls.
- Guests are not permitted to stay in any residence hall for more than 4 days and 3 nights, for a maximum of 7 days a semester.
- There is a maximum of two guests permitted per residence room.
- Guests are not permitted to stay overnight in common areas.

Student hosts are responsible for their guests' actions while on College property or at College-sponsored events. Guests must stay in the room of their host and are not permitted to sleep in common rooms or common spaces. Parents are not allowed to stay in the residence halls. Infants and children under 16 are never allowed to stay overnight or for extended lengths of time in the residence halls. Admission guests need to stay with their assigned hosts. Any student, who has a guest beyond the approved period of time, as well as the guest, may be subject to disciplinary action. Continual or repeated visitors are not permitted.

#### **Rome Students – Overnight and Meal Policy**

Prior to or following the Rome semester, Rome students may not stay in the residence halls more than 3 days and 2 nights without receiving permission from Student Life. Rome students are not permitted to use College dining facilities prior to or after their return from Rome if they do not pay for each individual meal. Rome students found in violation of this policy are subject to disciplinary action.

#### **Off-Campus Students**

Off-campus Students may not stay in the residence halls without advanced notification (48 hr minimum) to Student Life via the Overnight Guest Notification Form. Off-campus students must be hosted by an on-campus student and may not stay in common areas. Off-campus students may stay a maximum of 8 nights on campus per semester. Off-campus students are not permitted to use the residence halls for extended periods of time.

#### **Campus Visitors/Guests and Meals**

All campus guests and visitors (who are NOT visiting as official Admissions Guests), including off-campus students, are required to pay for all meals taken in Campus dining facilities at the time of the meal. Whenever possible, the hosting student should notify the kitchen in advance if they are expecting guests who are taking meals. Students should expect to be charged for their guests who do not pay for meals. Students not on the College meal plan are expected to pay prior to taking meals in the Campus dining facilities unless it is during an event noted as being open to the broader community or events required for all students (e.g. Major Speakers).

#### **Guests at College Events**

While Christendom College has many events open to guests and visitors, most events are for the immediate Christendom College Community (meaning current students, faculty, and staff only). In line with what is appropriate etiquette, students are required to seek the permission of the event organizer (often SAC, Student Life, their class professor, Academics, etc.) before bringing a visitor or guest to College events. This is out of respect for the event organizer(s) and for the comfort and safety of all guests and attendees at College events.

As a general rule, students should seek prior approval before extending any invitations to College events to persons outside of the College Community.

#### 8. **Identification Cards**

Student identification cards are issued to new students at the beginning of the school year from the library and are used as library cards.

#### 9. **Lost And Found**

There are lost and found boxes located in the Student Center and the Library to assist students with misplaced items. However, the College is not liable for students' personal property. Each student is responsible for keeping track of their own personal possessions.

#### 10. **Mail/Mailrooms**

All students receive their mail at the College address: Christendom College, 134 Christendom Drive, Front Royal, Virginia 22630. Mail is distributed in the students' mailboxes, which are located in the John Paul II Student Center, each day. Student packages may be picked up outside the Student Life office. All faculty and staff mailboxes are located in the Regina Coeli mailroom. Students may mail letters by placing them in the U. S. Postal Service box outside the Student Center.

#### 11. **Responsible Communication**

### Official Form of Communication

Students should understand that consistent and responsible communication is an important part of adult life and life after College. As a way to promote and utilize consistent communication on campus and in preparation for responsible communication as an adult, students should know that the Christendom email system is the official form of communication from Student Life to all students faculty and staff. Further, other College offices use only the Christendom email information to relay information to students. Through the official email system, students will receive important information about safety and security, personal emails from Student Life and other College offices, event and campus updates and other important information. Thus, students are responsible for maintaining this form of communication and all information sent to them via the Christendom email system. Student Life strongly encourages all students to activate their Christendom.edu email account and to further monitor that account's sustainability. Students may contact support@christendom.edu via a personal email account or call Computer Services for further instructions on how to set up, maintain and troubleshoot their christendom.edu email account. Failure to use this account or maintain it properly is not an acceptable reason for missing important information.

### Appropriate Forms of Communication

A student should be mindful that in every form of communication he is to "put away all malice and all guile and insincerity and envy and all slander" (Eph. 4:25; 1 Pet. 2:1). A student may freely disseminate one's views in writing to other members of the Christendom College community subject to the following guidelines:

- a) Calumny, detraction, backbiting, false rumors, and dissimulation, or the like are to be avoided. Students are also culpable for perpetuating errors, in particular those that touch upon the reputations of others, if proper attention has not been given to the ascertaining of facts.
- b) There may be no anonymous communications; all materials disseminated on campus must be signed by the author's/editor's real name.
- c) Blasphemous, profane, lewd, or otherwise unacceptable language and images must be avoided.
- d) Dissemination must be limited to the Christendom College community.
- e) Official bulletin boards, mail boxes, or school computer screens are not to be used without the authorization of Student Life.
- f) The copying of such communications is not to be done at College expense.
- g) All publicly posted flyers/notices must be approved or authorized by Student Life. Failure to secure this will result in sanctions or restrictions.
- h) Due to the College's non-profit status, official endorsement of political parties or candidates is not permitted.
- i) Students should note that social media (e.g. facebook, twitter, myspace, etc.) are often shared and therefore are considered public communication. Students may be held responsible for these communications. Please exercise caution with your personal information and those you share it with.
- k) Harassment of any kind will not be tolerated.

Disciplinary action may be taken for irresponsible communication.

## **12. Romantic Displays of Affection**

Romantic displays of affection are intrinsically courtship and engagement behavior, which is by nature private. On our small campus, such expressions in the public sphere tend to disrupt community and are difficult to govern. Hence, the College prohibits all romantic displays of affection on campus between male and female students.

## **13. Smoking Restrictions on Campus**

Smoking is not allowed in or immediately in front of the doorways of any building on campus. These restrictions are based on courtesy toward non-smokers and on fire safety. Smokers are expected not to litter the grounds with cigarette butts, but to use only proper containers for disposal. Smoking is not permitted in the front entrance way and in the front parking area of the St. Lawrence Commons at any time out of respect for passers-by who cannot be around smoke.

## **14. Stewardship**

Christendom College students are expected to be good stewards of the college property, which includes buildings, furniture, landscape, porches, and trails. Litter diminishes the beauty of the campus and reflects poorly on our community and therefore, students are responsible for removing any personal trash and are encouraged to clean up after one another.

## **15. Unlawful Entry/Unlawful Use**

Students may not access any building without authorization from the College staff person supervising that space. Further, students may not enter a locked space without authorization, even if the student has access to keys. Students may not remove items from College buildings or permanent locations without the expressed permission of the College staff member who supervises that space. Breaking and entering into school property, unapproved use of school property, misuse of any College keys, or removal of College property from any building(s) or permanent locations may result in severe disciplinary action including the possibility of suspension from the college.

## **16. Weapons**

Students may not keep any guns or weapons on campus at any time, this includes the storing of weapons in vehicles. This includes but is not limited to: swords, knives (longer than 4"), guns, stun guns, paintball, pellet, BB, nunchucks, airsoft guns, etc.

## **17. Safety Equipment and Other Hazards**

Students may not tamper with any safety equipment that contributes to providing a safe environment or engage in activities which may jeopardize the safety of themselves or other persons. This includes but is not limited to damage to or tampering with smoke detectors, fire extinguishers, locks or locking mechanisms, other equipment or pranks that may injure persons or damage equipment that contributes to a safe environment.

## **18. Mandatory Events**

There are a few College events such as presidential addresses, major speakers etc, which are mandatory for all students. These events, though few, reflect the College's commitment to gathering everyone together for an event that is beneficial for the entire community. Failure to attend such events will result in sanctions such as service hours or loss of privileges. It is each student's responsibility to check in with their respective RA to confirm their attendance, not vice versa. On Campus students should check in with their assigned Residence Hall RA and off-campus students should check-in with the Head RA of their gender. Also, RAs may hold manda-

tory wing/hall meetings which if not attended will incur a fine.

## C. RESIDENTIAL LIFE POLICIES

### 1. Breaks

Residence halls are closed during holiday breaks, semester breaks and during Fall and Spring Breaks. All students are therefore required to vacate campus during these times and do so by the set residence hall closing deadline. Curfew is in effect the night before a break and the night before the first day back to classes following a break.

The College does not permit late departures or early arrivals for any break.

If a student arrives before the scheduled beginning of the academic year or stays after the announced closing of school at semester's end, without permission from Student Life, a minimum fee of \$100.00 will be charged to the student for each day he stays on campus without permission. Further, if students stay late or arrive early before or after break periods (such as break, Christmas break, etc.) the student is subject to a minimum fee of \$100.00 per day.

Only for the holiday breaks of Thanksgiving and Easter, the College will allow students with a valid need to stay on-campus. If a student has a need to be on campus for Thanksgiving or Easter break, they must first register by the deadline advertised, pay a \$20 fee and adhere to the special Thanksgiving and Easter break policies and requests before granted approval to stay on campus. Approval is not guaranteed.

### 2. Candles and Incense

For fire safety reasons, students may not possess or burn candles, incense, wax, or any sort of burning device in the residence halls. Violations of the smoking or candle/burning policy will normally result in a significant fine (with the minimum being \$25).

### 3. Check In/Check Out

When students check into their rooms, they must complete and sign the room condition report (RCR) that indicates the condition of the room and its furnishings. Students should see all postings and College emails regarding break closings for the most accurate information on hall closings.

Before vacating their rooms, all students must: (a) remove all personal belongings, (b) properly dispose of trash, (c) return the room/area to its original state of cleanliness and (d) return all College keys. Charges will be assessed for improper checkout, damage, missing or extra furniture, and any excessive cleaning needed after the room has been vacated. Students are also responsible for the cleanliness and care of the common lounges, bathrooms, etc. Fines may be assessed to a floor or wing where there is excessive damage or cleaning needed.

#### Cost list

We believe that it is important that all students know what it costs us to repair or replace damaged property. Following is a sampling of the cost list. This list will be used to bill students for damage:

room not clean - \$100 minimum  
non college issued furniture left in room - \$100 minimum  
college lounge furniture left in room - \$100 minimum  
missing screen - \$50  
broken window - \$200  
burn or tear in carpet - \$50 minimum  
small hole in wall - \$50 minimum  
small paper tears or paint chips-\$25 minimum  
5" hole in wall - \$100 minimum  
failure to check out by specified time - \$100 minimum

### 4. College Furniture

College furniture may not be removed from lounges or rooms. Resident students are financially responsible for the damage, loss or theft of residence hall furniture.

### 5. Common Areas

It is the responsibility of each individual to remove personal items from common areas such as bathrooms, hallways and lounges. If items are left out, the housekeeping staff will not be able to properly clean the area. The RA will remove items left out for an extended period of time. Please help to discourage damages to rooms or common areas, and identify individuals responsible to your RA. Each residence hall resident is responsible for keeping the outside area immediately around the entrances and porches clean and free of cigarette butts and other debris. Students, guests and visitors are not permitted to sleep in the Common Areas out of respect for other residents who may need to use or access that space.

### 6. Cooking In Residence Halls

Cooking is permitted only in the campus house residence halls that have full-size kitchens. Students who wish to utilize the kitchen of a campus house must do so with advanced (24 hours) notice and only with the expressed permission of the RA who supervises that house. Students are required to bring in all items and ingredients they need to use during cooking and must clean up immediately after completing their cooking. Students may only cook during hours that are set forth by the RA of each campus house.

### 7. Curfew

The curfew at Christendom is designed to assist students in the development of regular habits of living, to foster effective study patterns, and to give a balanced structure and rhythm to student life on campus. Students are subject to the following curfews: Sunday-Thursday: 12:00 AM; Friday, Saturday, and the eve of holidays: 1:00 AM. To be in for curfew means that a student is within one's residence hall at curfew time and makes himself visible to the RA doing curfew checks and remains in the residence halls until 6:00 a.m. *It is the student's responsibility to check in at curfew, be in their room, or if late, find the RA on duty. It is **not** the RA's responsibility to find missing students.* Juniors (with a declared major), Seniors, and students age 21 and over are not subject to curfew. Curfew is in effect over the entire academic year including the nights before all College breaks begin and over Graduation Weekend.

#### Campus Curfew Boundaries for All Students

Once curfew begins, all students are asked to remain on their own side of campus and not loiter unnecessarily on opposite side of

campus.

Male students under curfew are asked to stay on the north side of campus, specifically not going beyond the quad area immediately between St. Joseph, St. Benedict and St. Francis Residence Halls. Students should not be in the faculty/staff parking lot or be near the buildings on the north side of campus.

Female students under curfew are asked to stay on the south side of campus, specifically not going beyond the grass areas surrounding the women's halls.

Students are not permitted to be in the St. Catherine's glade area after curfew.

All students under curfew should not unnecessarily be on the College roads or the paths that extend into parking areas or beyond the areas immediately surrounding the residence halls.

#### **8. Curfew Extensions**

At the discretion of the RA on duty, curfew extensions may be granted to freshmen and sophomores. Extensions of curfew may be granted by the RA on duty in a residence hall to students who request them. Such extensions are not automatic, and are granted only for good reasons, and only to those students who have shown themselves to be responsible and mature. Students must ask for such extensions before 10 pm.

#### **9. Damages**

Holes in walls and/or non-authorized writing or painting on the walls and ceilings will, in most cases, necessitate the repainting of the entire room. Occupants of the room will be charged accordingly and additional sanctions may be levied. Students must complete a damage responsibility form when damage occurs in the room. Failure to complete a damage responsibility form will result in a \$50 fine per person in addition to the costs associated with the repairs. Damage that occurs in your room must be reported within one week to the RA in order to avoid additional charges.

#### **10. Dart Boards**

Dartboards are not allowed in residence halls, due to the frequency and severity of damage caused by darts sticking in doors and walls.

#### **11. Electrical Appliances**

The use of electrical appliances is extremely limited in the residence halls for fire and safety purposes. Assume that you cannot have an appliance on campus unless it is specifically on the 'approved appliance list' available through Student Life. Students may have small refrigerators that do not exceed 4.4 cubic feet. All coffee pots and hair appliances such as straightening and curling irons must have automatic shut-off features. George Foreman grills, toasters, toaster ovens, hot plates or other open coil appliances, irons, personal microwaves and personal space heaters are not permitted in the residence halls. An iron and ironing board are located on each residence floor/wing for community use. For fire safety reasons, no other appliances are allowed in the residence halls unless permission is given by the Student Life.

#### **12. Inter-Visitation**

Recognition of and respect for the differences between the sexes are vital to good order in our community and to the maintenance of Christian moral living. For this reason men's and women's residence halls are separate, and men and women are required to respect the privacy and integrity of each other's residence facility. Therefore no members of the opposite sex are permitted in residence halls at any time; nor are they permitted to stand in or around the open windows or doorways of residence hall rooms. *As an exception to this rule, members of the opposite sex are allowed in St. Joseph Classroom until 10 pm.* Both visitors and residents of the room are subject to serious disciplinary action in case of violation of this rule. "Dorm raids" on the residence halls of the opposite sex are no exception to this policy. Students may not be on the opposite sex's side of campus after curfew; this is the policy even for those students not subject to curfew. Students may only enter the residence of the opposite sex during scheduled open houses or with the expressed permission of Student Life. Parents and siblings of the opposite sex are discouraged from entering the residence halls except during approved times.

#### **13. Ironing**

Ironing is allowed in authorized areas only-not in residence hall rooms.

#### **14. Residence Hall Room Keys**

*For security of personal belongings, all students are strongly encouraged to obtain a key to their room from the Operations and Special Services department upon moving into their residence hall.* Any student wanting a key to his or her residence hall room must pay a \$25 deposit to the business office. The business office will issue a receipt to the student. The receipt must be turned into special services to receive a key. At the end of the year, the key should be returned to special services who will give the receipt back to the student. The student must then turn the receipt to the business office which will refund the \$25 deposit.

#### **15. Laundry**

The laundry rooms in the basements of Campion Hall, St. Catherine and Blessed Margaret are for the exclusive use of the women residents only, while the laundry rooms in the basements of St. Benedict, St. Joseph and St. Francis are for the exclusive use of the men residents only. Students are asked not to leave clothes in the laundry rooms, and to report promptly any malfunctions of the machines to a Resident Assistant. Laundry policies and procedures for the laundry machines and cards will be distributed to all students at the beginning of the year.

#### **16. Maintenance/Housekeeping**

Students are required to be good stewards of College property. Regarding maintenance and house keeping in residence halls, students are required to maintain a clean room.

All residence hall maintenance/housekeeping problems should be reported promptly to an RA. Students are asked to be careful and considerate in their use of residence hall facilities, and to be conservative in their use of energy. Heaters and air-conditioners are to be used only when the room is occupied, and when the windows are closed.

#### **17. Media Entertainment**

As with all aspects of culture, the technological ingenuity of man shines brightest when it magnifies the grandeur of God, is placed at the service of the common good, and is ordered toward the perfection of the person. In order that a strong sense of community is encour-

aged, the College seeks to instill a healthy detachment from contemporary media such as movies, video, and computer games. Students who spend an inordinate amount of time and energy on such entertainment will be subject to correction. It is further recommended that students exercise prudence and caution when placing comments/photographs or personal information on personal networking sites (such as facebook, myspace, etc.) Students are reminded that on the internet there is no such thing as complete privacy and these sites are often open for many to view or share.

### Movies

The College encourages the watching of movies that are worthwhile and avoiding those that are offensive to Catholic morals and values. The College therefore has set up the following guidelines for the proper viewing of movies.

- a) Movies that are most worth watching:
  - a. The Vatican List (with Schindler's List, 8 ½ as exceptions).
  - b. The USCCB 10 best movies of the year list from 1960's to present unless rated AIII or AIV/L by the United States Conference Catholic Bishops for sexual reasons.
  - c. Recommended films list that can be found at <http://decentfilms.com>.
- b) Movies that ought to be avoided:
  - a. Any movie labeled O (morally offensive) by the USCCB.
  - b. Any movie rated AIII or AIV/L by the USCCB for nudity, sexual scenes, violence for its own sake, or excessive profanity.
  - c. Any movie receiving PG-13, R, or NC-17 rating by the MPAA for nudity, sexual scenes, violence for its own sake, and excessive profanity.
- c) Movie approval
  - a. Students do not need advance approval for movies, but upon request, should be able to produce the USCCB (<http://www.usccb.org/movies/>) rating and review.
  - b. Students who fail to produce the rating or review or who watch films that are inappropriate are in violation of the policy.
  - c. Students are directed to use reliable movie review guides such as <http://www.nccbuscc.org/movies>, <http://decentfilms.com>, or <http://www.screenit.com> to make informed decisions about the films they choose to watch.
  - d. **Any movies labeled O (morally offensive) are prohibited from being watched.**

## 18. Overnight Extensions

A student who is subject to curfew and who desires to be off campus overnight must notify Student Life in writing where the student intends to go and when the student will return by 3:00 p.m. on the day the student decides to leave campus. Student Life retains the right to deny permission. The overnight permission form must be turned in to Student Life by 3pm on Friday for a weekend overnight extension and by 5:00 p.m. the day of an event for weekday permission. The College does not ensure the welfare of students who leave campus, even with Student Life's permission. When overnight permission is granted, it must be used unless notification is given to the RA on duty. An overnight extension may not be used as a means to come back to your room after curfew.

## 19. Quiet Hours

Residence Halls are intended to support the academic and community life of the student in the residential setting. While there may be study or conversation groups, RA sponsored events, and games in the residence halls, respect should be maintained for those engaging in quiet study or sleep. Thus, reasonable quiet should be maintained in the residence halls at all hours of the day especially during Quiet Hours (**8 PM - 9 AM, Sun.-Thurs.;** **10 PM-9 AM, Fri. and Sat.**)

Music must not be played so loudly as to be heard outside residence hall rooms. No music may be played in the residence halls without the use of headphones, unless all members of the room wish to listen as a group. If even one student desires quiet, this desire must be respected. Public amplified or projected playing of music outside of campus buildings is not permitted without the permission of the Student Life Office.

## 20. Room Changes

The Director of Residence Life or the Residence Director must approve all room changes in advance of a move occurring. Students wishing to change rooms should fill-out a Room Change Request form available in Student Life. There is a housing freeze for the first two and last two weeks of each semester where room change requests may not be submitted and room changes may not occur. Students may not change rooms without submitting a request in writing and receiving subsequent approval via the Director of Residence Life or the Residence Director. No room changes will be granted during the summer, between semesters or after Thanksgiving break in the fall semester.

## 21. Room Inspections

Students are responsible for keeping their own living area neat and for cooperating with their roommates in the cleaning of the common areas of the room. Rooms will be inspected each week but are subject to inspection anytime. Students should have regard for sanitation, basic cleanliness, and College property. Keep in mind that our residence halls must serve students both now and in the future.

## 22. Smoking Policy in Residence Halls

Smoking is not allowed at any time in residence halls, any off-limit locations or within fifty feet of doors. Cigarette receptacles are provided on porches for those students who want to smoke. Students who are smoking are asked to stay at least 25 feet away from all building entry ways out of respect for those persons who are entering and exiting the building. Violations of the smoking policy will normally result in a significant fine (with the minimum being \$100).

## 23. Special Housing Requests

Requests for special housing or special needs must be made using the Special Housing Request form available in the Student Life Office. All requests for accommodations must be made in the time frame listed on the form for consideration.

The College believes that the importance of our community is a critical aspect of the College's mission and therefore all students are expected to live on campus. Exceptions to this policy will be rare and will be granted under three main circumstances: (a) extreme health or personal reasons; (b) the student's parents live within the Front Royal area; (c) or the College makes the determination that it has more students than beds for the upcoming semester and the Dean of Students determines that additional students will be ap-

proved. Students who wish to be considered for this rare exception should complete the off-campus request form for the Dean of Student Life well in advance of their desired move off-campus.

#### **24. Storage**

There is no storage on-campus of any kind. Students may not keep personal belongings of any kind on campus between summers (unless they are a summer employee of the College with expressed permission to store items). If students need storage for personal belongings outside of their room during the academic year or between summers, local storage facilities should be rented and used by the student. Students should expect that the unauthorized storage of any personal items may result in those items being removed without the student's prior notification. Removed items will not be replaced or returned and the student may be subject to additional fines.

#### **25. Telephones**

The College telephone number is (540) 636-2900. Each residence hall has an appropriate number of telephones with separate numbers for student use (see list of phone numbers at end of Handbook).

Calls for students that come to the central switchboard will result in messages being left in the student's mail box. To make long distance calls, students are expected to use their own cell phones, calling cards or to call collect. Students are not permitted to use College phones (except those in the residence halls) for personal reasons at any time.

#### **26. Television**

The watching of television is not allowed in residence hall rooms. A television connected to a satellite system is located in the gym and the John Paul II Student Center for student use.

#### **27. Wall Hangings**

No tacks, ordinary nails, tape, or self-sticking hangers are to be used to hang things on the walls. Student Life permits the use of "3M Command Adhesive" products. Even with the use of 3M Command Adhesive products, the student assumes any risk associated with product use, is responsible for making sure the product is properly used and is responsible for proper removal and any damages caused by the product. Some residence halls provide residents with wooden trim around the perimeter of the room called "poster strips" for the purpose of attaching wall hangings so that students do not need to adhere items directly to the wall. No penetrations shall be made in the drywall for any reason in the residence halls.

Students are expected to exercise Christian discretion in their choice of music, posters, publications, and in all other forms of cultural expression. Any such item judged to be offensive by the Dean of Student Life, Director of Residence Life or the RAs must be removed from campus.

#### **28. Use of Outdoor Amenities**

If at any time a student desires to use a College outdoor amenity such as a bonfire pit or grill or other such item, for safety reasons, the student is asked to notify and receive direction from one of the Head RAs or a professional member of Student Life.

### **D. TRANSPORTATION**

#### **1. Local Transportation**

Students are responsible for arranging for their own transportation to/from the local town of Front Royal or other locations for personal needs that are not met by the College's Routine Town Runs. The College does not provide transportation on a routine basis for personal errands or appointments. If students need transportation, they may contact the College's Special Services Department to arrange a ride for a fee. This service is based on availability and advanced notice (at least 48 hours in advance)

As adults, students are expected to consider public forms of transportation for errands and appointments if they do not have their own form of transportation and cannot arrange transportation through Special Services or a friend. The town of Front Royal has two local cab companies which can be contacted by the student if they are in need of transportation to/from a doctor's appointment or other personal errand.

##### **Elwood's Cab Company**

10 Kidd Lane  
Front Royal, VA 22630-3333  
(540) 631-1306

##### **Yellow Cab**

1156 Mountain Rd  
Front Royal, VA 22630  
540-622-6060

#### **2. Airport Transportation**

Students are responsible for making their own travel arrangements at the beginning and end of each semester, as well as at scheduled major breaks during the school year. The College will provide van service to and from Dulles International Airport and the Vienna/Fairfax-GMU Metro Station (Orange Line) for those students proceeding on to Baltimore-Washington International and Reagan National Airports. Students wanting to utilize this service must not schedule departure flights earlier than 11:00AM, due to travel distance and traffic to the airport and Metro, and airport security measures that require passengers to arrive a minimum of one-hour prior to their departure. In addition, students must not schedule return flights later than 7PM. Delays that result in students' arriving outside of this time window will be considered "acts beyond their control" and will not prevent that student from receiving transportation as long as their original plans were within the proper window. Students must give proper notice of their schedules to the Transportation Department as per the Transportation Department memorandums that are published prior to all breaks. There is a \$30.00 one-way charge per student for this service. This fee pays for the hourly wage of the driver as well as fuel and maintenance costs incurred. All van runs will be pre-paid. Refunds are available provided that the Transportation Department is notified 24 hours in advance of the scheduled transportation. Transportation request forms are available in the mailroom or in the office of the Transportation Manager. Transportation is not provided for students going to or from the Rome Program. Students will not schedule stand-by flights and expect College transportation – all flights must be pre-scheduled flights so as to allow for a fixed transportation schedule. Every possible effort will be made to avoid a wait for students at the airport, however due to the size of the Christendom College vehicle fleet and the small available pool of drivers, students may have to wait up to three hours for transportation. In situations where students will be waiting, the Transportation Department will advise that student of the delay so they can make appropriate plans.

\* Please note there are NO van runs to Baltimore-Washington International or Reagan National Airports. Students using these airports must arrange metro rail travel (at their own planning and expense) to the Vienna/Fairfax-GMU Metro Rail stop on the Orange Line for pickup by College

drivers.

## 2. Town Transportation

The College provides students with transportation to and from Front Royal. All van runs are at 4:00 PM Monday through Friday and return by 5:15 PM. The pick-up locations are the parking lot in front of St. Joseph's Dormitory and the parking lot in front of Campion Dormitory. This service is provided at no cost.

## E. VEHICLE REGULATIONS

### 1. Personal Vehicles

Students are not permitted to service their vehicles (e.g. change oil, wash cars, etc.) on college property.

### 2. Use of College Vehicles

Students are not permitted to use College vehicles, machinery, tools, hoses, etc., without the express permission of the Director of Operations or his representatives. Students not listed on the College's insurance will not be permitted to operate a College vehicle. All students requesting to be added to the College insurance in order to operate College vehicles must attend the training course provided at the beginning of each semester. Drivers and passengers of College vehicles are required, in accordance with the laws of the Commonwealth of Virginia, to fasten their seat belts at all times, for their own safety. Smoking is not allowed in any of the College vehicles.

### Parking Policies

Christendom College is a walking campus and vehicles are not necessary for transportation around campus. Thus the privilege of having a vehicle on campus and parking as a whole is viewed simply as a place to put your vehicle until you need the vehicle for personal off-campus use. We appreciate your cooperation as we strive to maintain the privilege that all students be allowed to bring vehicles to the campus for use outside of the academic/business day. Thank you in advance for your cooperation. Questions concerning the regulations listed below should be directed to Student Life.

#### **All operators of motors vehicles, whether they are resident or non-resident students, or students driving their own vehicle or that of a friend must adhere to the following policies:**

- All vehicles must be registered with Student Life within the first two weeks of the school year and an annual \$25.00 registration fee must be paid. The student will receive a parking decal which states the lot where the student should park.
- Failure to register vehicles within the first two weeks of the semester will result in a \$50.00 fine per week in addition to other possible sanctions.
- All vehicles must display a Christendom College parking decal after registration & payment.
- The Parking Decal is to be placed on the back rear-view window, driver's side, of the registered automobile.
- Students are only permitted to park in their assigned lot.
- Drivers and owners of a vehicle must adhere to all posted signs and written policies regarding parking, including no parking areas, reserved spaces, limited time parking, handicapped spaces, etc. Parking will be strictly enforced in all areas so as to ensure safe and easy access for emergency and delivery vehicles.
- Vehicles are not permitted to drive up to or around any area of the St. John the Evangelist library.
- Vehicles may not park in any undesignated parking area for any reason; parking in undesignated and/or specially assigned spaces will result in a ticket and the ticket may be increased or further action taken at the discretion of the Dean and/or Director of Residence Life of Student Life.
- Parking in any of the restricted areas will result in a minimum fine of \$10.00. All violations will be recorded.
- If a vehicle is ticketed *two* times within one semester, each additional violation will be a minimum fine of \$50.
- Parking fines are to be paid within thirty days of the assessed fine. Failure to pay within thirty days may result in additional fines and/or further conduct consequences.
- Major or excessive violation of parking policies and/or reckless driving on campus will result in the loss of on-campus parking and/or driving privileges and the vehicle being towed or immobilized (at owners expense) at the discretion of the Dean and/or Director of Residence Life of Student Life.
- Policies are in effect all class days, exam days, closed campus days, event days and days the College is open for business. If in doubt, always check with Student Life. Once a ticket is given, the student is responsible for the consequences. Ignorance of the rules will not be accepted.
- Frequent offenders of parking policies may be subject to judicial conduct meetings with Dean or Director of Residence Life of Student Life.
- The College is not responsible for damage, theft, or vandalism to vehicles while parked on College grounds.
- There is to be no parking at anytime in front of the refuse dumpsters on College grounds.
- Vehicles may not be left on campus for summer break.

#### **Lot Specifications:**

##### **Parking Lot A: Student Center Lot**

The spaces specifically noted to be reserved for faculty, staff, visitors or College use are reserved at all times, 24 hours a day. This *includes* all regular class days, weekends, exam weeks, days the college is closed, and days the college is open with no classes.

This lot (with the exception of the specifically reserved spaces) is reserved for **Junior and Senior on-campus male students and campus-apartment male students (this does not include students in campus houses)**. All junior and senior male students and residents living in campus apartments are allowed to register their vehicles to park in lot A during the first week of school. After the first week of school, registration for lot A is open to **on-campus sophomore male students and campus-house residents** on a first come, first serve basis.

##### **Parking Lot B: Faculty and Staff Parking Lot**

This is the main faculty/staff parking lot and **is reserved for faculty and staff only** (this lot is opposite St. Thomas Aquinas Hall, including the spaces in front of the men's residence halls and Regina Coeli). *Students are restricted from parking in this lot starting **Sunday night at 12:00***

**a.m. and continuing for Monday through Friday, 7a.m. to 6p.m.** (deemed “academic/business hours”). This *includes* all regular class days, exam weeks, days the college is closed (national holidays/holydays, etc.), and days the college is open with no classes.

#### **Parking Lot C: Women’s Residence Hall Parking**

All **on-campus senior, junior and sophomore women** are permitted to park in any of the spaces around St. Campion Hall, St. Catherine’s Hall or Blessed Margaret Hall that are not specifically reserved or restricted.

#### **Parking Lot D: The Gym Lot**

This lot is for **all freshmen and off-campus students**. Additionally, it is used as an overflow lot for sophomore men, visitors, faculty and staff.

#### **Area in front of St. Francis Residence Hall**

Parking is not allowed in this area at anytime.

#### **St. Lawrence Commons and St. Lawrence Commons Drive**

Students are not permitted to park in the upper level area of St. Lawrence Commons **Monday-Friday, 7am-6:00 p.m.**

The parking spaces in the lower level area of St. Lawrence are reserved solely for **designated faculty and staff**.

Parking along the road leading to St. Lawrence Commons is not permitted for students at anytime.

For specified College events held on campus (i.e. Homecoming, special feast days, Mass, and College sponsored events) parking along the Commons driveway is permitted **for visitors and alumni guests only**. Students are to remain parked in their assigned lots during these times.

#### **\*ALL parking policies are in effect for the entire year.\***

The owner of a vehicle is ultimately responsible for the payment of all fines levied on his/her vehicle. *The College reserves the right to make amendments to parking policies, which includes requiring that vehicles be moved for college functions, at anytime.* Students will be notified of such an event. Transcripts and/or final grades will not be released and class schedules will not be given out to those students with unpaid fines.

#### **Summary of Student Parking Areas**

##### Men

- **Lot A**-The Student/Visitor lot located next to the tennis courts
- *Lot A is for senior and junior on-campus men, campus-apartment residents, approved sophomore men and approved campus house residents only.*
- **Lot D**-The Gym Lot
- *Lot D is for remaining sophomore men, all freshmen and all off-campus students*
- The small lot behind Padre Pio Hall can be used by any male students as an overflow lot when needed

##### Women

- **Lot C**- which includes:
- Campion’s front lot
- The small lot between Campion and St. Catherine’s
- The lot across from Blessed Margaret by the athletic field
- The lot behind Blessed Margaret facing St. Catherine’s lawn
- *Lot C is for senior, junior and sophomore women only.*
- Freshmen Women are to park in lot D
- **Lot D**: The Gym Lot
- *Lot D is for all freshmen and off-campus students*

##### Off-Campus Students

Off campus students attending classes at the College but residing off college property may park in the following areas:

- **Lot D** - The Gym Lot
- *Off-campus students may not park in other lots.*

##### Campus Apartment and Campus House Students (Pius, Augustine, Theresa & Guardian Angel)

- Campus Apartment (Guardian Angel Apts.) residents may park in the drive for the apartments AND may also apply to park in Lot A during the first week of the academic year when junior and senior men apply for parking Lot A.
- Campus-House (St. Pius, St. Augustine and St. Theresa) residents may park in the driveways of their respective houses AND may also apply to park in Lot A *after* the period when junior and senior on-campus men and campus-apartment residents receive their lot A spots. Lot A parking is given to this group on a first come, first serve basis at the same time that sophomore men may apply for lot A.

#### **Overflow Parking**

If at any time, a space in the student’s assigned lot is not available, the student is then required to move their vehicle to lot D which functions as overflow parking for all of campus.

Students are expected to park their vehicle in an actual parking space in an actual parking lot. Parking in a non-space, be it in a lot or outside of a lot, is not permitted.

***Parking enforcement will begin September 1, 2011.***

## **IX. STUDENT PRIVACY POLICY**

Christendom College is an educational institution which provides students with an assurance that the integrity and privacy of their educational records will be protected at all times. Christendom College is a private, federally-independent school; and therefore it is not legally bound by the Family Educational Rights and Privacy Act (FERPA) for educational institution practices. However, the College is committed to respecting the confidentiality of all students and their educational records. The standards of the College were established with similar ideals as those written in FERPA; most importantly, the College takes responsibility for maintaining the confidentiality of all personal, financial, and educational student documents. Christendom College takes care in ensuring the security of such records and information.

Christendom College respects the maturity and independence of all students enrolled in the College, and therefore the administration and faculty support a student-first mentality. Students are the primary correspondents with the College for all financial, Student Life, and academic communication and may attain full access to their educational records. However, Christendom College also believes the years of study in an undergraduate institution are a transitional period from youth to mature adulthood and admits access of records to parents or legal guardians who claim a student as their dependent. This is done to cultivate a three-fold relationship among the College administration, the student, and the student's parents in order that students may better develop themselves while attending Christendom College.

### **Creation, Disposal, and Permanence of Educational Records**

Christendom College adheres to the following policies concerning all student records:

Only such records as are demonstrably and substantially relevant to the educational purposes of the College shall be generated or maintained.

Permanent retention of student records is limited to those records which are of long-range value to the individual or the College. All non-permanent student records shall be maintained for the minimum period of time required to serve the basic official function of the individual or department generating or maintaining them. Such records, other than transcripts, will be maintained by the College for five years following graduation or last date of attendance.

If students would like to amend or raise concerns regarding their educational records, they should contact the office which maintains or generates the files they are seeking to redress for information on the proper procedures to follow.

### **Student Access to Educational Records**

Students have supervised access to records in their academic and Student Life files. Academic files are kept by the Registrar and will routinely contain the student's course and grade transcript, copies of report cards, curriculum and transfer worksheets, transfer transcripts, and copies of correspondence pertaining to academic actions. Student Life files are kept by Student Life and will routinely contain housing information, medical questionnaires, Rome applications and correspondence pertaining to disciplinary actions. All student financial records are kept and maintained by the Student Billing Office.

In the case of dependents, as defined by the Internal Revenue Service, parents and legal guardians have similar access to student educational records. Proof that the student is claimed as a dependent is necessary in order to disclose a student's educational records to these parties. The actual procedures can be referenced on page 4 of this document.

Access to the student academic files is permitted to the President of the College, Executive Vice President, Vice President for Academic Affairs, Academic Dean, and any other administrative officials whom the Registrar determines to have a legitimate educational interest. Access to the Student Life files is permitted to the President, Executive Vice President, and any other administrative officials whom the Dean of Student Life determines to have a legitimate educational interest.

Transcripts of courses and grades, academic dismissals, and disciplinary expulsions are matters of permanent record. Academic transcripts contain semesters of attendance, records of course credit and grades, grade point averages, and notices of academic honors or academic warnings or dismissals. Notices of disciplinary expulsion are not contained on the academic transcript. Academic, Financial and Student Life files are released to external constituencies other than the parent or guardian who claim the student as a dependent only with the written permission of the student.

Academic, Student Life, and financial documents may be shared among faculty and staff of separate departments when there is a legitimate educational or service need to know and when done while maintaining the confidentiality of the student. This policy is not meant to supersede other departmental or College policies that limit the sharing the student information within even tighter parameters.

### **Transcripts**

An *official transcript* is one that has been received directly from the sending institution. It should bear the college seal, date, and appropriate signature. Transcripts presented that do not meet these requirements will routinely be rejected for any official use.

Academic transcripts will be released **only with the written permission** of the student. The normal processing time for a transcript request is within 7 days of receiving permission in writing and any required service charge. A processing time greater than 7 days is possible during peak times for the registrar (August registration and May graduation). All transcripts are sent by first-class mail. Only unofficial transcripts will be released directly to the student. No student's transcript will be released if the student is not in good financial standing with the College.

### **Disciplinary Records**

Records of disciplinary actions and decisions are maintained by the Dean of Student Life. These records are expurgated 5 years after the student's graduation from the College except for expulsion, which remains on permanent record as noted above. However, disciplinary sanctions, including expulsion, will not be noted on the student's academic record. A student is allowed to review his or her disciplinary file, with advance permission (a minimum of 3 business days) from the Dean of Students. If a student requests to review his disciplinary file, the Dean will review the file and delete or hide all references to the names of other students, so that their privacy will be protected.

### Financial Records

The student, as well as those persons who will assist the student in paying tuition, have access to the student's financial records. The student and the parents or legal guardians who claim the student as a dependent are admitted full access to all financial records. Dependency for financial records is proven either through the submission of the appropriate tax forms or the submission of those financial aid forms required to receive financial aid from the College. Students are considered dependent unless they seek and attain independent status from the College.

### Directory Information

The items listed below are designated as public or "Directory Information" and may be released for any purpose at the discretion of the College without notifying the student. Students are to be assured that this information is not frequently given out, and it is never disclosed for commercial purposes. Normally this information is disclosed for internal purposes for those with a legitimate educational interest; however, for rare and valid reasons it can be disclosed externally.

- Name
- Campus Address
- Dates of Attendance
- Class
- Previous Institutions Attended
- Major Field of Study
- Awards
- Honors
- Degrees Conferred (Including Dates)
- Pictures of the Individual

Any students wishing that their directory information not be disclosed must submit a request through the Registrar's Office. All requests must be submitted within the first week of classes. Students who do not submit a request for non-disclosure give their implied consent that the College may release any of their directory information without seeking prior permission. The College cannot take responsibility for any unwanted consequences incurred through a student's denial of disclosure. It is in the student's best interest to carefully weigh the advantages and the disadvantages of the decision before denying disclosure of their directory information.

### Procedures for Disclosing Information

Every student enrolled in Christendom College is required to annually update their Educational Record Disclosure [ERD] file in the student portal. This portal is a database that contains each student's information regarding his privacy rights and approval for disclosure to certain parties.

Students are required to update their ERD file each year. The process of entering the information on the Student Portal will not begin until Spring 2012 to ensure the effective implementation of this process. Beginning Fall 2012, students will be able to submit their information upon official acceptance to the College. All information is to be electronically entered through the College web page student portal prior to the student's arrival at the College. Every year after the first year, students are asked to update their file before returning to campus for each fall semester. Failure to comply with this process will result in consequences that are detrimental for the student.

The portal will ask for the following information:

- **Primary address to which the student wishes the College to send all educational records.** If student wishes that all educational records be sent to a different address than all financial documents, this may be noted during this process as well. This is the address to which all academic and Student Life correspondence will be sent, including a freshman year mid-semester grade report, all grade reports, transcripts, etc.
- **Names of individuals that claim the student as a dependent.**
- **Names of individuals to which the student wishes to give full disclosure of their educational records and relation to the student.** (*Names of persons other than those who claim him as a dependent*)
- **Notice that a student does not want a guardian who claims him as a dependent to receive any educational records.** The student must provide a court order or similar legal documentation to provide reason for the denial. The student must also provide this information to deny access to financial records. However, if the guardian claiming the student as his dependent is paying the student's tuition in whole or in part, he may receive access to the student's financial records even if the student denies him access to all non-financial educational records.

It is mandatory that all students participate in this process annually in order that the student maintains full responsibility for disclosure of their personal educational records and financial records. It is in the student's best interest to continually update his ERD file and promptly address any concerns with the College about disclosing educational records. Returning students must update their ERD in order to receive their next semester course schedule. All incoming students must submit their ERD the summer prior to enrollment in order to receive their first-semester course schedule.

No part of this process is meant to inhibit students from disclosing information to parties to whom they wish to permit full or partial disclosure. The procedures detailed in this policy are meant to support each student in doing so while maintaining full confidentiality of all educational records. The College acknowledges that it is the student's right and responsibility to make such decisions and to communicate his decision properly through the defined procedures of the College.

## X. APPENDICIES

### A. ACADEMIC CALENDAR 2011-2012

#### Fall Semester 2011

August 19	New Students Arrive *First meal for Freshmen will be dinner, Aug. 19 *Transportation Shuttle Service Will Arrive at Dulles at the Following Times: 10 a.m., 3 p.m., & 7 p.m. <b>New Student Orientation</b>
August 20	<b>Returning Students Arrive (no earlier please)</b>
August 21	<b>Holy Mass and Convocation</b> *First meal for returning students will be brunch, Aug. 21 *Transportation Shuttle Service Will Arrive at Dulles at the Following Times: 10 a.m., 3 p.m., & 7 p.m.
August 22	Registration, tuition & fee payment
August 23	<b>Classes Begin</b>
August 28	<b>Holy Mass and Opening Convocation (Sun.)</b>
September 2	<b>Last Day to Add Classes (Fri.)</b>
September 5	<b>Labor Day (Mon.): Classes in Session/College Business Office Closed</b>
September 16	<b>Last Day to Drop Classes (Fri.)</b>
September 23-25	<b>Parents' Weekend (Fri.-Sun.)</b>
October 15-23	<b>Fall Break</b> *Campus is closed to <i>all</i> students during break. *Begins after classes on Friday, October 14. *Last meal is dinner, Friday, October 14. *Students must be off campus by 12 p.m. (Noon), Saturday, October 15. *Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Break Departure: Friday, 10 a.m., 3 p.m., 7 p.m. Saturday, 10 a.m., 1 p.m. *Students may begin returning <i>no earlier</i> than 9 a.m. Sunday, October 23. *First meal after break is dinner on Sunday, October 23. *Travelers Mass available at 8:00 p.m., Sunday, October 23. – Chapel of Christ the King *Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Return from Break: Sunday, 10 a.m., 3 p.m., 7 p.m. *Classes resume Monday, October 24.
November 1	<b>All Saints Day (Tues.) No Classes/College Business Office Closed</b>
November 2	<b>Senior Thesis Draft Due (Wed.)</b>
November 8-11	<b>Spring Semester Registration (Tues.-Fri.)</b>
November 23-27	<b>Thanksgiving Break (Wed.-Sun.)</b> <u>*Campus is only open during break for resident students who register 2 wks in advance with Student Life.</u> Note: meals <i>not</i> provided, students opting to stay on campus must register with Student Life prior to break. *Begins after night classes on Tuesday, November 22. *Last meal is dinner, Tuesday, November 22. *Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Break Departure: Wednesday, 10 a.m., 3 p.m., 7 p.m. *First meal after break is dinner, Sunday, November 27. *Travelers Mass available at 8:00 p.m., Sunday, November 27. – Chapel of Christ the King *Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Return from Break: Sunday, 10 a.m., 3 p.m., 7 p.m. *Classes resume, Monday, November 28.
November 30	<b>Senior Theses Due (Wed.)</b>
December 7	<b>Last Day of Classes</b>
December 8	<b>Feast of the Immaculate Conception (Thurs.) No Classes/College Business Office Closed</b>
December 9-15	<b>Final Examinations (Fri.-Thurs.)</b> *Campus is closed to <i>all</i> students during break. *Break starts after a student's last examination. *Last meal is breakfast, Friday, December 16.

\*Travelers Mass available at 7:30 a.m., Friday, December 16 – Chapel of Christ the King

\*ALL students must be off campus by noon on Friday, December 16. \*

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Break Departure:

Wednesday, 7 p.m.

Thursday, 10 a.m., 3 p.m., 7 p.m.

Friday, 10 a.m., 1 p.m.

### **Spring Semester 2012**

**January 15 Resident Students return to Campus (Sun.)**

\*Students may begin returning *no earlier* than 9:00 a.m., Sunday, January 15.

\*First meal is dinner, Sunday, January, 15.

\*Travelers Mass at 8:00 p.m., Sunday, January 15 – Chapel of Christ the King

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Return from Break:

Sunday, 10 a.m., 3 p.m., 7 p.m.

Monday, 10 a.m., 3 p.m., 7 p.m.

**January 16 Registration, Tuition & Fee Payment (Mon.)**

**Orientation for New Students**

**January 17 Classes Begin (Tues.)**

**January 23 March for Life, Washington D.C. (Mon.) No Classes, Required Trip**

**January 27 Last Day to Add Classes (Fri.)**

**February 10 Last Day to Drop Classes (Fri.)**

**March 3-11 Spring Break**

\*Campus is closed to *all* students during break.

\*Begins after classes on Friday, March 2.

\*Last meal is dinner, Friday, March 2.

\*Students must be off campus by 12 p.m. (Noon), Saturday, March 3.

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Break Departure:

Friday, 10 a.m., 3 p.m., 7 p.m.

Saturday, 10 a.m., 1 p.m.

\*Students may begin returning *no earlier* than Sunday, March 11.

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Return from Break:

Sunday, 10 a.m., 3 p.m., 7 p.m.

\*First meal is dinner, Sunday, March 11.

\*Travelers Mass available at 8:00 p.m., Sunday, March 11 – Chapel of Christ the King

\*Classes resume Monday, March 12.

**March 28 Senior Theses Draft Due (Wed.)**

**April 5-9 Easter Break (Thurs.-Mon.)**

\*Campus is only open during break for resident students who register 2 wks in advance with Student Life.

Note: meals *not* provided, students opting to stay on campus must register with Student Life prior to break.

\*Last meal is dinner, Wednesday, April 4.

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Break Departure:

Thursday, 10 a.m., 3 p.m., 7 p.m.

\*First meal is dinner, Monday, April 9.

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Return from Break:

Monday, 10 a.m., 3 p.m., 7 p.m.

\*Classes resume Tuesday, April 10.

**April 10-13 Fall Semester Registration (Tues.-Fri.)**

**April 25 Senior Theses Due (Wed.)**

**May 2 Last Day of Classes (Wed.)**

**May 3 Study Day (Thurs.)**

**May 4-10 Final Examinations (Fri.-Thurs.)**

\*The last meal is dinner on the last exam day, Thursday, May 10.

**May 11-12 Commencement Exercises (Fri.-Sat.)**

**May 13 Campus Closes for the Summer**

There will be a regular College Mass on Sunday, May 13<sup>th</sup> at 10 a.m.

\*All students must be off-campus by 5pm on Sunday, May 13.

\*Transportation Shuttle Services Will Arrive at Dulles at the Following Times for Summer Departure:

Friday, 10 a.m., 3 p.m.

*\*Transportation arrangements must be made in accordance with all closing and opening dates listed above and with the policies listed below.\**

For return flights to the College after the summer, students may arrive the Friday before registration. For Fall, Thanksgiving, Spring, and Easter Breaks, students may schedule departures that leave no later than 24 hours after the last class before the break. Students will schedule return flights for these breaks that arrive no earlier than 24 hours before the first class begins after the break. For the winter break, students may schedule departure flights no later than 24 hours after the last final of the fall semester. Students will return no earlier than 24 hours before the registration for the spring semester. For end of the year departures in May, students may begin scheduling departures the Wednesday of Commencement Week and must leave no later than the Sunday after Commencement by 5:00 PM.

## **B. DIRECTORY**

### **1. Some Key College Officials**

President:	<i>Dr. Timothy T. O'Donnell</i>
Executive Vice President:	<i>Mr. Mark C. McShurley</i>
<b>Academic Affairs:</b>	
Vice President:	<i>Dr. Steven C. Snyder</i>
Academic Dean:	<i>Dr. Patrick Keats</i>
Vice President of Development	<i>Mr. John Ciskanik</i>
Director of Operations:	<i>Mr. Michael Foeckler</i>
Director of Admissions:	<i>Mr. Tom McFadden</i>
<b>Student Life:</b>	
Dean of Student Life:	<i>Mr. Jesse Dorman</i>
Director of Residence Life	<i>Miss Amanda Graf</i>
Residence Director	<i>Mr. James Hannon</i>
Career Development Officer	<i>Mr. Michael Mochel</i>
Athletic Director:	<i>Mr. Chris Vander Woude</i>
Student Activities/Alumni Director:	<i>Miss Caitlin Bowers</i>
<b>Religious Affairs:</b>	
Chaplains:	<i>Rev. Donald Planty</i>
Student Billing Officer:	<i>Miss Bonnie Williams</i>
Student Financial Aid:	<i>Ms. Alisa Polk</i>
Registrar:	<i>Mr. Walter Janaro</i>

### **2. Residence Hall Phone Numbers**

Blessed Margaret 1st Floor	622-6481
Blessed Margaret 2nd Floor	622-6498
Campion Basement	622-6499 or 622-6041
Campion Lobby	622-2753 or 622-6042
Campion 2nd Floor	622-2857 or 622-6043
St. Augustine Hall	622-6350
St. Catherine Basement	636-1842
St. Catherine 1st Floor	636-1609 or 636-1676
	635-5672 or 635-1261
St. Catherine 2nd Floor	636-1692 or 636-1962
St. Benedict Basement	622-2818
St. Benedict 1st Floor	622-2675
St. Benedict 2nd Floor	622-6074
St. Francis 1st Floor	622-6030
St. Francis 2nd Floor	622-6032
St. Joseph 1st Floor	622-6031
St. Joseph 2nd Floor	622-6029
St. Pius X Hall	622-6129
St. Teresa Hall	622-6130
Guardian Angel Apartments	
Apartment #1	635-3349
Apartment #2	635-2608
Apartment #3	635-3578
Apartment #4	635-4934

### **3. R.A.s**

<b>RA:</b>	
Campion 1st floor	382/361

Campion 2nd floor	379/362
St. Catherine	388/378
St. Benedict	380/383/218
St. Francis	1381
St. Joseph	1371
Blessed Margaret	1360
St. Pius	622-6129
St. Theresa	622-6130
St. Augustine	622-6350
Guardian Angel Apartments	635-3578

#### 4. Front Royal Directory

Anthony's Pizza	636-2000
Apple Valley Dental Group	635-2493
Berman Family Chiropractic	636-2493
Bowling Green Country Club	635-2095
Buddy Barber Shop	635-3040
Cavalier Services	551-9952
Cedar Creek Station	459-1310
Domino's Pizza	635-4171
Donohoe's Florist	635-2815
Elwood's Cab Company	631-1306
Faithful and True Religious Catholic Shop	636-3800
Food Lion	622-2704
Fretwells Restaurant	622-6066
Front Royal Family Practice	631-3700
Fussell Florist	635-4193
Grapevine Restaurant	636-6615
Human Life International	635-7884
J's Gourmet	636-9293
K-Mart, Big	636-6181
L Dees Pancake House	635-3791
Main Street Mill Restaurant	636-3123
Martin's Grocery Store	636-1100
Notre Dame Graduate School	703-658-4304
Nu-Look Cleaners	635-8910
Papa John's Pizza	636-3031
Pizza Hut	636-2967
Rivendell Club	635-2901
Royal Cinemas	622-9997
Royal Oak Bookshop	635-7070
Royal Oak Bowling Alley	636-3113
Royal Palace Cleaners	635-2334
St. John's Catholic Church, Front Royal	635-3780
Samuel's Public Library	635-3153
Seton Home School	636-9990
Sherando Towne Center (Quick Care)	868-0920
Shore Stop (Jiffy's)	635-6988
Skyline Family Practice	636-7000
Valley Health Urgent Care	635-0770
Villa Giuseppe Restaurant	636-8999
Wachovia Bank	636-2942
Warren Memorial Hospital	636-0300
Winchester Medical Center	536-8000
Winchester Orthopedic Associates Ltd.	667-6589
Winchester Urgent Care	635-0084
Yellow Cab	622-6060

