



CLAREMONT
MCKENNA
— C O L L E G E —

**Guide to
Student Life
2011–2012**

Introduction

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

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

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President's Letter

Office of the President

August 2011

Welcome to Claremont McKenna College

The purpose of this College is to prepare men and women to join the ranks of educated persons who are prepared to pursue lives of significant engagement and responsibility in the world. Liberal arts colleges provide a superb environment to succeed in achieving this purpose. Faculty who teach here are dedicated to the liberal arts mission of putting teaching first, but basing their teaching on a commitment to research and scholarship. I urge you to pursue your studies with intellectual curiosity and a commitment to thinking deeply about serious matters. If you do so, you will meet the faculty on their own terms and your education will be stimulating and your own personal growth genuinely meaningful.

Your classmates are among the most talented students studying at any college or university in the United States. You have a responsibility and opportunity to learn from one another in a liberal arts college whose focus is on small classes, residential life, a vibrant athletics program, and frequent interactions among students who know one another well. This environment provides you a rare associative opportunity for developing friendships, gaining self understanding, and learning a great deal about human nature.

CMC has developed a unique and vibrant community over the years. You will gain a very great deal from the strong sense of esprit that imbues this special place. Take from it and give much back to it, and leave behind an even more astonishing community for the students who come behind you.

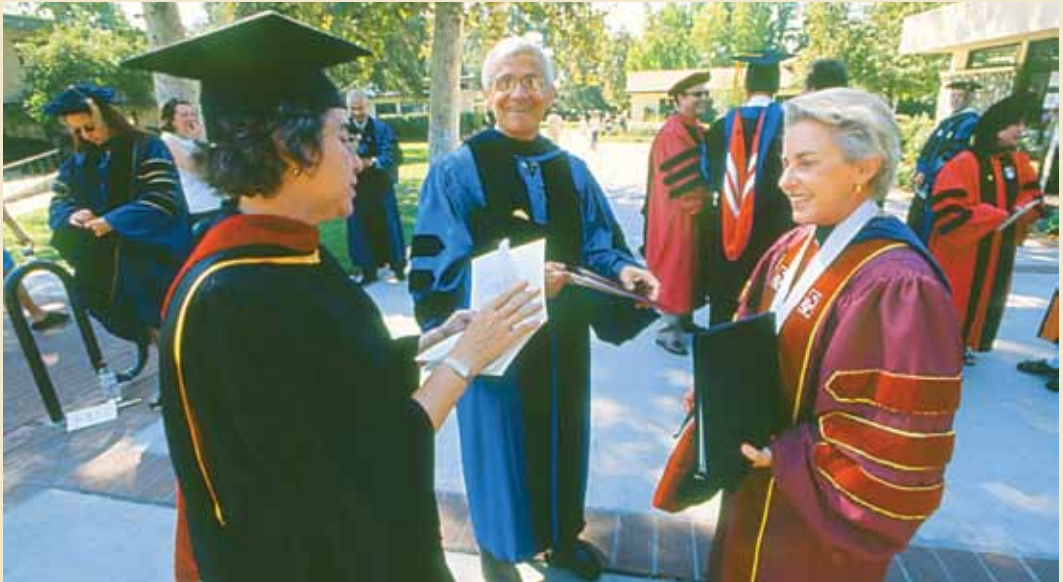


Sincerely,

A handwritten signature in black ink that reads "Pamela B. Gann". The signature is written in a cursive, flowing style.

Pamela B. Gann

President



Campus Life

Dean of Students Office

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



Jefferson Huang
Vice President for Student Affairs



Mary Spellman
Dean of Students



Julia Easley
*Assistant to the Vice President
for Student Affairs and
the Dean of Students*



Jennifer Jimenez Maraña
*Associate Dean of Students and
Dean of First-Year Students*



Eric Vos
*Assistant Dean of Students and
Director of Residential Life*



Jim Nauls
*Assistant Dean of Students
and Director of Student Activities*



Lyn Hughes
Administrative Assistant



Maria Alfaro
Administrative Assistant

Residential Life

Living in the Residence Halls

Resident Assistants (RAs)

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



2011–2012 Resident Assistants

2011–2012 Resident Assistants

QUAD	RESIDENCE HALL	NAME
North	Appleby	Jordan Santo
North	Boswell	Jen Ringoen
North	Green	Kevin Sullivan
North	Wohlford	Greg Zahner
Mid	Beckett	Aravind Swaminathan
Mid	Berger	Mark Munro
Mid	Claremont	Mike Lapadot
Mid	Claremont	Melia Plotkin
Mid	Phillips	Lauren Yeske
South	Auen	Elica Sharifnia
South	Benson	Jason Rehhaut
South	Fawcett	Meagan Biver
South	Marks	Kevin Macpherson
South	Stark	Taylon Johnson
South	Stark	Rishabh Parekh
Apartments	651–681	Rebecca Salzman
Apartments	651–681	Megan Morris
Apartments	651–681	Nick Wright

The Residence Hall License Agreement

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

Housing Costs

Room rates for the 2011–2012 academic year are as follows: \$8,135 for a single room and \$7,235 per person for a double room. All newly-admitted students pay a \$200 residence hall security deposit. If a student withdraws from the College during the academic year and a new resident is assigned to the vacancy, the rental fee will be prorated. Normally if there is no new occupant for the room being vacated, no refund will be made.

Resident Technology Assistants (RTAs)

Resident Technology Assistants are student members of the College's staff, operating under the direction of the Assistant Director of Student Technology Services. The College retains RTAs for each residence hall and the apartments, as well as one lead. RTA responsibilities include providing service—network connections, troubleshooting, etc.—for student computers, helping students navigate the computing world at the College, enforcing College computing policies, and acting as liaisons between the student body and the College computing department.



Micheal Malsed
*Assistant Director of
Student Technology Services*

2011–2012 Resident Technology Assistants

RESIDENCE HALL	NAME
Appleby	Orlan Davies '13
Wohlford	Jeremy Merrill '12
Boswell	Ana Kakkar '14
Green	Nate Levine '14
Phillips	Nathan Hayes Roth '13
Beckett	Brandon Bak '13/ Neal Kemp '13
Berger	Larry Zhong '14
Benson	Philip Chun '14
Claremont	Alex Berman '12
Claremont 2	Katie Punsley '12
Marks	Eli Coon '14
Stark	Parth Padaonkar '13/George Posner '12
Fawcett	Jonathan Hirsch '12
Auen	Chuba Ezekwesili '12
Apartments 1	Erin Franks '12
Apartments 2	Supallav Bakshi-lahiri '12
Off-Campus/RDS	Prashant Fonseka '12
Lead	Inayat Chaudhry '12

Living in the Apartments

The CMC Student Apartments

The CMC Student Apartments provide housing for 142 upperclass students. The Student Apartments offer students an alternative to residence hall living. Apartments have four bedrooms, two bathrooms, and are furnished. Other amenities include dishwashers, full-sized refrigerators, range/oven, central air conditioning, private entrances, parking, barbecues, a basketball court, and laundry facilities. There are also 6 studio apartments for one or two students. The apartments are on campus and CMC rules and regulations apply to students living in the apartments as well as those living in the residence halls.

Students must apply to live in the apartments. Selection is based on class standing, references, and disciplinary records. Apartment costs per resident are as follows: \$8,175 per year for standard and \$8,135 per year for studio.

Living Off Campus

Off-Campus Life

A maximum of 50 students are allowed to live off campus each year. Students wishing to live off campus must go through the Room Draw process and choose the off-campus option at that time. There is a fee

of \$100 per semester for living off campus. Students who decide that they want to live off campus after they have already selected on-campus housing must petition the Assistant Dean of Students/Director of Residential Life in writing. If permission is granted, the penalty for the late decision will be \$100. Note that students already living off campus must still go through the Room Draw process to reselect that option for the following year. They will not be automatically placed on the off-campus list. Once the 50-student number has been reached, no additional students will be permitted to live off campus.

Student Activities

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

Our goal in Student Activities is to act as a resource to student organizations. Student Activities advises student organizations, assists organizations in the planning of campus programs, and encourages students to develop skills necessary to run successful programs.

The Student Activities Office is constantly adding fun and exciting programs to meet the needs and interests of our diverse student body. Stop by Heggblade Center to share ideas or e-mail james.nauls@cmc.edu.

Planning Events

After setting the date, students will need to check on the availability of the facility in which they would like to hold the event. The individuals to contact for facility use are as follows:

FACILITY	CONTACT PERSON	PHONE NUMBER
Marian Miner Cook Athenaeum	Bonnie Snortum	(909) 621-8244
Bauer Center & Academic Classrooms	Jeannie Scalmanini	(909) 607-8319
Collins Hall	Pam Franco	(909) 621-8311
Emett Student Center	Jim Nauls	(909) 621-8114
McKenna Auditorium	Jim Nauls	(909) 621-8114
Residence Hall Lounges	Jim Nauls/Residence Hall RA	(909) 621-8114

All events at which alcoholic beverages are to be served must be approved in advance by the Office of the Dean of Students and an Event Registration form must be signed (see Policy on Alcoholic Beverages in this guide). Advertising must be within the specified qualifications of the Policy on Posting and Publicity and must be approved by the Director of Student Activities in Heggblade Center.

Digital Signage

Claremont McKenna College has digital displays in Collins Dining Hall, where College departments and recognized student organizations may display information for the community to see. See below for the Guidelines for Campus Digital Signs (CDS). Slides are created in PowerPoint and must follow the template which is provided on the CDS webpage. Go to www.cmc.edu/dos/digital_signs.php.

Please note that the guidelines that follow pertain to CDS at Claremont McKenna College only. These guidelines may be different from the guidelines for other forms of publicity on the CMC campus, and they may be different from guidelines for publicity at the other Claremont Colleges and the University Consortium. Those wishing to submit publicity through other forms are advised to consult the guidelines for those forms of publicity separately.

Publicity on the CDS shall be monitored by the CMC Dean of Students Office.

Specific guidelines include:

1. Publicity must come from an official Office or Department of the College, the Claremont University Consortium, or a Club or Organization that is officially recognized by ASCMC.
2. The name and contact information for the person, office, department, or other recognized organization who submits publicity shall be included on the slide, at a font size of 12 or larger.
3. Publicity shall generally be information for groups of people, and not for individuals.
4. Publicity shall conform to the appearance guidelines set forth in this website.

5. All publicity slides shall be in PowerPoint format.
6. Advertisements for sales (i.e., for sale, room for rent, lost and found) are not permitted on the CDS.
7. Event dates must be specific (not “next Thursday”).
8. Events must specify the location where they will take place.
9. Only one slide per event will be included. Multiple slides for the same event may be rejected. If you would like to remove an older slide and submit a new one, please specify that when submitting the new slide.
10. Advertisements for events that reoccur on a regular basis (i.e., every Monday) may be removed after a period of time to make room for other slides and to keep the information fresh.
11. Please submit event information at least 24 hours before events.
12. Any information regarding surveys, interviews, or other research must provide evidence that the instrument has been approved by the CMC Institutional Review Board (IRB).
13. Slides which request donations and/or fundraiser events must be approved by the Development Office before they will be posted.
14. Alcoholic beverages may not be advertised or implied.
15. The length of time that each slide is displayed on the CDS shall be decided by the Dean of Students Office.
16. Slides which contain video or other non-stationary graphics may be refused if file size or software limitations make this difficult.
17. The speakers on the CDS are not active, and accordingly, audio files will not play.
18. Any images or materials that are copyrighted and not in the free domain shall be removed.

Any messages with questionable content shall be reviewed by the Dean of Students, the Dean of the Faculty, or the Office of Human Resources.

If you have any questions about this system, please contact someone in the Dean of Students Office at (909) 621-8114, or by visiting the Heggblade Center.

McKenna Auditorium

McKenna Auditorium is available for student functions. Scheduling of the Auditorium, and information regarding fees for its use may be arranged through the Office of the Dean of Students, (909) 621-8114, Heggblade Center. *Campus Safety and cleanup fees will be charged for all events.* Off-campus groups may occasionally use the facility. Please contact Jeannie Scalmanini at (909) 607-8319 for details. The Auditorium’s capacity is approximately 600 persons. A McKenna student assistant will assist organizations with opening the facility, set up, and lock up of the facility. All organizations sponsoring events in the Auditorium are required to schedule the event at least two weeks prior to the event.

Transportation

Bike Shop: Biking is an excellent “green” option for getting around town. At the Bike Shop, located in the basement of Wohlford Hall, student staff will loan out bikes, diagnose problems, and make simple repairs.

Bus to Montclair Plaza/Target: This resource is provided compliments of International Place. Go to www.cmc.edu/iplace/main/pdf/IPlace_Bus_Schedule_and_Street_Map_Guide.pdf. The first row provides bus information to/from Montclair Plaza and Target.

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

Yellow Cab: If you require cab service somewhere, here is information for a local cab company: www.taxiyellowcabsgv.com.

Metrolink is Southern California’s Commuter Train Service. There is a Metrolink station in Claremont on First Street, close to the Village. For more information on Metrolink, go to www.metrolinktrains.com.

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

1. Go to www.zipcar.com/universities
2. Under “is zipcar already at your campus?” type in “Claremont McKenna College”
3. Click on “Claremont McKenna College students”

Associated Students of Claremont McKenna College (ASCMC)

ASCMC, Inc. is the official student governing organization of the Claremont McKenna College student body. Its central purposes are to provide services to the students of CMC and to represent the students of the College to those individuals and organizations with which students interact. Registered as a nonprofit corporation with the State of California, ASCMC is run by a Board of Directors directed by the President, with the aid of the Vice President who oversees the Student Senate. Other elected members of the Board include the Social Affairs Council Chairperson, Dormitory Affairs Council Chairperson, Student Life Council Chairperson, Clubs and Organizations Chairperson, and Class Presidents. Appointed positions on the Board of Directors include the Chief Financial Officer, Senate President Pro-Tempore, Executive Secretary and Presidential Advisors.

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

Two Senators are elected by each dormitory at the beginning of each semester to act as a liaison between members of the dormitory and the Corporation. Additionally, any student can become a Senator after attending three consecutive meetings. There are several standing committees maintained by Senate. Contact Aditya Pai at apai13@cmc.edu.



2011–2012 ASCMC Officers

Social Affairs Council (SAC) is empowered to organize social functions on the campus and encourage social interaction at CMC and among the five colleges. The Council is composed of dormitory Vice Presidents, and assists the Council Chair in organizing events. Contact Will Brown at *wbrown12@cmc.edu*.

Dormitory Affairs Council (DAC) focuses on dormitory activities. The chairperson presides over the body whose members are the Dormitory Presidents. The DAC often collaborates with the SAC in hosting events. Contact Clare Riva at *criva13@cmc.edu*.

Student Life Council (SLC) is responsible for coordinating and promoting non-alcoholic activities both on- and off-campus. Its membership includes two members from the SAC, DAC, Student Senate, Associate Members, and volunteers (who do not have a vote). Associate Membership can be bestowed by voting members of the SLC. Contact Burk Zanft at *bzanft14@cmc.edu*.

The ASCMC office number is (909) 607-6005. ASCMC is always searching for students interested in participating in the governance of the student body. Students interested in elected offices, appointed positions, or in volunteer activities are encouraged to contact any ASCMC official.

ASCMC Officers 2011–2012

TITLE	NAME
President	Jessica Mao '12
Vice President	Aditya Pai '13
Class of 2012 President	Mary Doyle '12
Class of 2013 President	Connor Barclay '13
Class of 2014 President	Gavin Landgraf '14
Student Activities Chair	Will Brown '12
Dormitory Activities Chair	Clare Riva '13
Student Life Chair	Burk Zanft '14
Chief Financial Officer	Lacey McLean '12
Campus Organizations Chair	Edward La Cava '12
Executive Secretary	Alexandra Cooke '14

ASCMC Advisory Council 2011–2012

TITLE	NAME
Presidential Advisor	Catye Cantrall '12
Presidential Advisor	Mike Lapadot '12
Webmaster	Neal Kemp '13
Financial Advisor	Drew Oetting '12
Senate President Pro-Tempore	Miles Lifson '13
Residential Assistant Liaison	Taylon Johnson '12
CMC Forum Editor-in-Chief	Heath Hyatt '12
Student Security Director	Eddie Mills '12

Athletics and Intramurals

The Claremont Colleges offer some of the best athletics facilities in the area. CMC's recreational facilities are available for general student use and are scheduled around intercollegiate and PE activities. Ducey Gymnasium houses basketball and volleyball courts, a "traversing" rock-climbing wall, weight and fitness rooms, and all athletics support facilities. The football field and track are directly behind the gym. CMC also has excellent baseball, softball, and soccer fields. The new Bizantz Family Tennis Center with 12 lit courts is located at the corner of Sixth Street and Brooks Avenue. The weight room is equipped with selectorized, plate-loaded machines and free weights for recreational and athletics use. The fitness center has cardiovascular and a selectorized weight-lifting circuit from Life Fitness and is available for general use. The Axelrood pool is available for fitness and competition activities and is available for general lap swimming daily at lunch. The Scripps College pool is available for general recreation. All pools have posted hours that vary by season.



Mike Sutton
Director of Athletics



CMS Recreational Sports

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

CMS Intramural Sports

CMS Intramural Sport programs connect students to the campus community and each other by creating memories through diverse sporting and recreational events that promote fair play, sportsmanship, relationships, and lifelong activity in a safe environment. Intramural Sports offer more than 30 leagues, tournaments, meets, and special events with more than 1000 participants each year. To help provide a better overview of the program, consider the following facts:

- Participants can register an entire team or sign up as a free-agent for league events.
- Most leagues are divided up into a variety of divisions and classifications. Divisions allow for competition against a particular group (e.g., Residence Halls) and classifications allow for competition at different skill levels (e.g., Competitive or Recreational).
- Most league and tournament events are officiated.
- The Intramural Sports Program employs more than 30 student employees each year in positions such as officials, general managers, site supervisors, and program coordinators.

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

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

Clubs and Organizations

The Claremont Colleges attempts to serve the special interests of all students through a large network of clubs and organizations. The Club Fair is held at the beginning of each semester to allow students to explore the clubs and organizations in which they may have an interest. A list of student organizations at The Claremont Colleges and other information can be found at www.ascmc.org/campus-organizations. Students interested in learning more about these organizations can attend the Club Fair, contact the listed club representative, or contact Edward La Cava, the ASCMC Campus Organizations Chair at elacava12@cmc.edu.

Community Service

Community Service opportunities for both individuals and groups are abundantly available. Students may get involved in a onetime project or have opportunities to become involved on an ongoing basis. Community Service Coordinators are available to help students identify projects or activities with which to become involved.

Marian Miner Cook Athenaeum

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



The Athenaeum Team (L-R): Bonnie Snortum (Director), David Edwards (Manager), and Lydia Aguiar (Administrative Assistant).

Student Services

Campus Dining

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

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

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



Pam Franco
Manager of Collins Hall

Campus Safety

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

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

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

- Report all crimes and suspicious activity/persons immediately [(909) 607-2000]. Prompt reporting may assist in the apprehension and prevention of future crimes.
- Keep your dorm/residential/office door(s) locked and don't prop exterior doors.
- Request escort service when traveling alone on campus at night.
- Participate in crime prevention programs.

All students, faculty, and staff must register their cars and motorcycles with Campus Safety every academic year. Vehicle registration is available for students at fall student services registration; everyone (including students who are not freshmen) can register vehicles at Campus Safety anytime. Temporary parking permits are required for visitors and are available at the Campus Safety Office.

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

Career Services

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

- Individual career counseling by major
- Graduate & professional school information

- CMConnect
 - Work study and non-work study postings
 - Information Sessions
 - Industry Nights
 - On-Campus Recruiting (full-time and internships)
- Sponsored Internships
- Electronic Resources
 - InterviewStream** (video mock interviewing program)
 - Going Global** (international and domestic job search and country information database)
 - Vault** (the preeminent research tool for job seekers)
 - Skype** (off-site/distance interviews)
- Special event series
- “On-demand” workshop series
- Personality, skills, interest inventory assessments (Myers Briggs, Strong Interest Inventory, CareerLeader)
- Career Library, computers, and a welcoming student lounge



Career Services Center Staff

(top row left to right): Charlene Kile—Recruiting Coordinator; Jason Jeffrey—Assistant Director of Career Services and Coordinator of Sponsored Internships; Sandra Aguirre—Administrative Assistant; (bottom row left to right): Young Kwak—Associate Director of Career Services; Diana Seder—Director of Career Services; Michelle Chamberlain—Director of External Relations, Robert Day School of Economics and Finance.

Cultural Resources

Chicano/Latino Student Affairs Center

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

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

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



Maria Torres
Dean of Students
Chicano/Latino Student Affairs

International Place of The Claremont Colleges

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

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

Staff includes Donald Delgado, Director; and Jessica Alampay, Assistant Director. Visit I-Place at 390 E. Ninth Street or at iplace.claremont.edu. To contact I-Place please call (909) 621-8344.



Donald Delgado
Director
International Place

Office of Black Student Affairs (OBSA)

The Office of Black Student Affairs addresses the educational needs of students of African descent. The office, through its cultural programs and academic services, seeks to create a supportive environment for students that will help them attain their undergraduate and graduate degrees. OBSA also hopes to help students develop emotional autonomy, coping skills, feelings of self-worth and independence, a positive ethnic identity, mature relationships with peers, appropriate educational plans, mature career paths, and a responsible lifestyle.

OBSA is committed to diversity and all of its programs and services are open to all students of The Claremont Colleges. It sponsors numerous activities, which include the New Student Retreat, Black History Month programs, leadership training, cross-cultural programs, speakers series, poetry readings, and other programs to enhance students' interpersonal skills.



Hughes Suffren
Dean of Students
OBSA

The staff of the Office of Black Student Affairs includes Hughes Suffren, Dean of Students and Kim Gadlin, Coordinator of Student Leadership Programs. The Office of Black Student Affairs is located at 139 E. Seventh Street and can be reached at (909) 607-3669 or visit the website at www.cuc.claremont.edu/obsa.

McAlister Center for Religious Activities— Office of the Chaplains

The Interfaith Office of the Chaplains guides and nurtures students in the explorations, observances, and questions of religious and spiritual life. The chaplains assist students in making contact with members of their own community of belief, coordinate and oversee a wide variety of worship services, activities, programs, interfaith events and pastoral counseling. Among the faiths participating at McAlister are the Buddhist, Catholic, Christian Science, Hindu, Jewish, Latter-Day Saints, Muslim, PAGAN, Protestant, Unitarian, Zen, and other communities. At McAlister Center for Religious Activities, located adjacent to Honnold/Mudd Library, is a chapel, fireside lounge, library and the Chaplains' offices.

Worship Services at McAlister Center are as follows:

Catholic Masses - 9:30 a.m. & 5:00 p.m. Sundays: in Lounge

Jewish Services - 5:30 p.m. Fridays followed by Shabbat Dinner

Protestant Services - 11:00 a.m. Sundays: in Lounge

Jumu'ab Prayers - 1:15 p.m., Fridays: in Chapel



Father Joseph Fenton
Chaplain



Rabbi Daveen Litwin
Chaplain

Queer Resource Center

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



Adriana di Bartolo
Director
Queer Resource Center

Women's Center of The Claremont Colleges

Located on the second floor of the Grove House at Pitzer College, this center houses information and referral services and a library. It also offers occasional classes.

Emett Student Center

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

The Hub

The Hub offers a short-order grill (hamburgers, milkshakes, salad bar, etc.), snack bar area, pool tables, and dining room. Scheduling is handled by Pam Franco, Manager of Collins Hall, at (909) 621-8311 or by the Director of Student Activities at (909) 621-8114. Entertainment sponsored by the Social Affairs Committee (SAC) of ASCMC is provided throughout the academic year. Watch for notices of upcoming events. Alcoholic beverages are not permitted on the premises of the Hub unless written permission has been granted by the Dean of Students Office.

The Hub Store

The Hub Store offers snack foods, and general items useful to students, all at a modest cost. Hours generally correspond with those of The Hub.

Facilities and Campus Services

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



Brian Worley
*Director of Facilities
and Campus Services*



Jose Huezco
*Associate Director of Facilities
and Campus Services*



Marsha Tudor
*Associate Director of Facilities
and Campus Services*



Jeannie Scalmanini
Facilities Coordinator



Kace Kush
Access Systems Manager



Melissa Simmons
*Mailroom Supervisor/
Administrative Coordinator*



Connie Castro
Administrative Assistant

Lost and Found

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

Mail

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

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

Packages may be picked up and stamps purchased at the Story House mailroom window during posted hours. In order to receive a package, students must present the white package slip that was placed in their mailbox notifying them that they have a package. A picture ID may also be requested. C.O.D. packages are not accepted.

Mailboxes are accessible in the mailroom lobby with a card key 24 hours a day, except during breaks in the academic year. A United States Post Office, located at 140 Harvard Avenue in Claremont, is available for additional postal services.

Financial Aid

The Financial Aid Office, a part of the Admission Office, is located in Kravis Center, 890 Columbia Avenue. The Financial Aid Office offers grants and loans and coordinates scholarships and part-time employment. Financial counseling is provided to help students and their families through the process of financing their education. Students requiring additional assistance handling current or future educational expenses should not hesitate to contact the Financial Aid Office at finaid@cmc.edu. Students not currently receiving aid who would like to discuss options are also encouraged to contact the Financial Aid Office.

Financial aid awards are reviewed annually and are determined using information provided on the student's Free Application for Federal Student Aid (FAFSA) and CSS/Financial PROFILE. See www.cmc.edu/finaid for this year's application deadlines. Students are responsible for completing these applications each year by the posted dates.

The Financial Aid Office communicates with students through their CMC e-mail address and through the web portal NetPartner. Students are able to monitor the status of their financial aid application and necessary documents, as well as accept their awards via NetPartner. Students may contact the Financial Aid Office with questions or to schedule an appointment at (909) 621-8356 or finaid@cmc.edu. Drop-in appointments may also be available.



Financial Aid Office staff from left: Catherine Mayfield (Financial Aid Office Advisor & Work-Study Coordinator), Georgette DeVeres (Associate Vice President of Admission and Financial Aid), Germaine Grabam (Associate Director of Financial Aid for Systems and Operations), Devon Lopez (Financial Aid Specialist), Abby Parsons (Senior Associate Director of Financial Aid).

Health and Wellness

Student Health Service

The Student Health Service, located at 757 College Way, in front of Honnold Library, (909) 621-8222, is the family practice primary health care center for all students of The Claremont Colleges. Health care is available during the academic year except for winter and spring breaks. The Center is staffed by doctors, nurse practitioners, and nurses and is open Monday – Friday, 8:30 a.m. – 5:00 p.m. with extended hours on Wednesday until 7:00 p.m. Appointments begin at 8:30 a.m. and may be scheduled by telephone starting at 8:00 a.m. A \$10 charge will be assessed for any missed appointments not cancelled two hours in advance. Walk-in students are seen Monday – Friday, 8:30 – 10:30 a.m. and 1:00 – 3:00 p.m. Walk-in patients are triaged to appropriate care and are charged \$10 if seen by a physician or nurse practitioner. There is no charge for regular scheduled appointments or urgent care. Urgent care is available for serious illness or trauma as determined by the triage nurse (e.g., bleeding, possible fracture). There are fees for supplies, lab tests, medications, etc., as needed. Charges do not have to be paid at the time of service. All students are required to have a health history, physical exam, and immunization record on file at Student Health Service. These forms are required for initial admission to CMC as a freshman or transfer student. All students' records are confidential. Medical records are not made available to anyone without the student's permission. If an urgent medical problem occurs after the Student Health Center is closed for the day, students should request the assistance of the Resident Assistant on call. If further information is needed, Student Health Service staff is available for telephone consultation by calling Campus Safety at (909) 607-2000. Emergency health services and other special services are available to students at two nearby hospitals: Pomona Valley Hospital Medical Center, (909) 865-9500, and San Antonio Community Hospital, (909) 985-2811, both within five miles of campus, or the Urgent Medical Care Center at 8891-A Central Avenue in Montclair [(909) 865-9977, open 8:00 a.m. – 8:00 p.m., Monday – Friday, and 9:00 a.m. – 5:00 p.m., Saturday, Sunday, and holidays]. For further information please see our website www.cuc.claremont.edu/sbs.

Monsour Counseling & Psychological Services

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

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

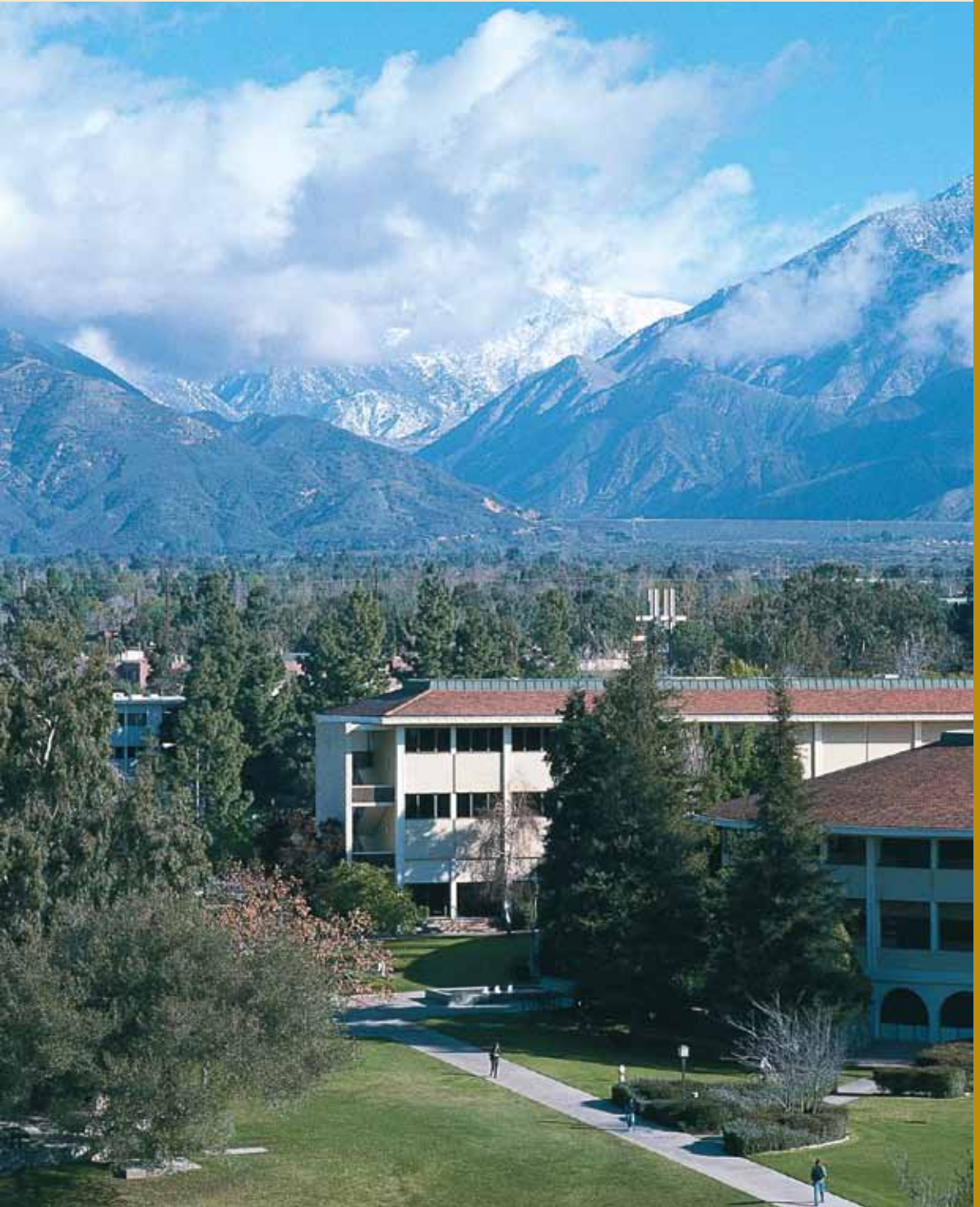
Health Education Outreach

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

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

Notary Public

Notary Public services are available at no charge for CMC students, faculty, and staff. Kathy McNevin [(909) 607-2274, Claremont Boulevard Office 215] is commissioned by the State of California to notarize documents. **Please call ahead to schedule an appointment.** Two forms of identification are required (valid driver's license, passport, CMC ID, military ID, etc.). Hours are Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m.



Nonacademic Policies

Basic Rule of Conduct

Students are expected to conduct themselves in accordance with the Basic Rule of Conduct at all times. The Basic Rule text follows while CMC's judicial procedures are available on the CMC website or in a separate publication available from the Dean of Students.

The Basic Rule of Conduct

To maintain an environment which promotes its educational mission, the College expects its students to respect the persons and property of others, including members of the College community, the educational and administrative process of the College, and the activities of members of the College community conducted in accordance with this rule.

The term "Members of the College Community" means members of the Board of Trustees, academic and nonacademic personnel, administrative personnel, and students of the College, including any such persons when on the campus or at a college function (including off-campus functions and programs) of any of the Claremont Colleges or the Claremont University Center, or other persons on the College campus or at a College function.

The following sections outline kinds of behavior which violate the "Basic Rule of Conduct."

1. Actions which cause the personal injury or death of another, or which threaten or endanger the personal safety or well-being of others. Such actions include, but are not limited to:
 - a. Participating in a riot or major disturbance.
 - b. Engaging in disorderly conduct.
 - c. Unlawfully using or threatening to use weapons or objects which can be used as weapons.
 - d. Unlawfully possessing or using explosives (including fireworks) or dangerous chemicals (unless authorized for an academic purpose).
 - e. Possessing or storing on campus firearms or ammunition.
 - f. Physically abusing, threatening to abuse, or intimidating another person.
 - g. Violating the Claremont McKenna College policy on sexual offenses.
2. Actions which damage or misuse property. Such actions include, but are not limited to:
 - a. Stealing, borrowing without authorization or knowingly possessing stolen property.
 - b. Abusing, mishandling or misappropriating property, equipment, materials, or accounts.
 - c. Damaging or destroying property without legal justification.
 - d. Entering, using or occupying College property without authorization.
 - e. Unauthorized access to computers, computer systems, and computer data.
 - f. Unauthorized altering of computer data.
3. Actions which violate or misrepresent agreements, contracts, documents, or relationships relating to the College and/or its activities. Such actions include, but are not limited to:
 - a. Providing false information on College forms and documents, or to College personnel.
 - b. Forging, altering or misusing College documents.
 - c. Falsely representing any person or organization as an agent or employee of the College.
 - d. Using the College name (including the shortened variants "Claremont McKenna," "McKenna" and/or "CMC") or seal except when authorized by the Board of Trustees, the President, the Dean of Students, or the General Secretary of the College.
4. Actions which hinder the College Judiciary Board or the Administrative Hearing Officer in the performance of their duties. Such actions include, but are not limited to:

- a. Engaging in conduct which violates the instructions or procedural rules of the Board, or the Administrative Hearing Officer, or its effective adherence to the CMC Judicial Procedures.
 - b. Interrupting, or obstructing the Hearing or preventing deliberations of the Board or the Administrative Hearing Officer.
5. Actions which violate the Policy on Demonstrations at the Claremont Colleges.
 6. Actions which violate the Claremont McKenna College Harassment Policy.
 7. Actions which violate the Claremont McKenna College Policy on Alcoholic Beverages.
 8. Actions which constitute alcohol or substance abuse. Such actions include, but are not limited to:
Violations of federal or state laws governing the possession, sale and consumption of regulated substances.
 9. Actions which violate an order of the President, notice of which has been given prior to such violation. Such an order, issued in unusual or emergency situations, will be given reasonable wide publicity and will have specified starting and expiration times. An order of the President which would subject a person violating it to possible suspension will so plainly state in the text of the order.
 10. Actions which violate College administrative regulations (such as quiet hours, key policies, traffic and parking rules, residence hall rules and anti-litter rules).
 11. Actions which assist, urge, encourage or solicit another person to violate College rules.
 12. Actions which violate the Contempt Rule.
 13. Actions which violate any other provisions of the CMC Guide to Nonacademic Policies not above designated, if any.

Summary Suspension

Each College President or his or her designated representative after due warning to the person(s) involved, and subject to later review by the duly designated judicial body of the College concerned, has the power on his or her own campus to suspend students of any of the Claremont Colleges who are engaged in actions which endanger the safety and/or property of Members of the Claremont Colleges, which cause damage to the property of the Colleges or which result in disruption or obstruction of the operation of the Colleges. In the absence of the President or his or her designated representative, this power shall be exercised by the chairperson of the Council of the Claremont Colleges, in his or her absence, by the chairperson designate.

Any student who is so suspended shall be given prompt notice of charges and a Hearing [before the duly designated judicial body of the concerned college] within ten (10) days of the imposition of the suspension. Such suspension shall be deemed a “Summary Suspension” and subject to the provisions of APPENDIX C., XVII (see the Judicial Procedures for more information).

Penalties

The maximum penalty for conduct which violates the “Basic Rule of Conduct” is Expulsion. Penalties for less serious violations may include Warnings, Fines, Restitution, Work Hours, Counseling, Removal of Activities or Privileges for a Specific Period, Involuntary Removal of Offending Cause, Involuntary Relocation, Suspension of On-Campus Privileges, Conduct Probation, Disciplinary Probation, and Suspension. Unless the President directs otherwise, penalties shall be supervised by the Dean of Students.

Approved by the CMC Board of Trustees on the recommendation of the ASCMC Senate (March, 1998)

Residence Hall Policies

Appliances

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

Air Conditioners

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

Halogen Light Policy

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

Refrigerators

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

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

Washing Machines and Clothes Dryers

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

Broken Glass

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

Damage Policy

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

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

During the check-in process, each student is asked to carefully inspect his or her room for damages. Students must complete a Room Condition and Inventory report online, citing any preexisting conditions, before September 2. The Resident Assistant will evaluate the completed form for accuracy, and will sign indicating that the information is correct. The College reserves the right to reject any form which is not submitted within 24 hours of occupancy. Every resident is expected to maintain his or her room and the public areas of the residence hall in a clean and undamaged condition. When the room is vacated at the end of the year, Facilities and Campus Services will videotape the condition of each room and the common areas of every residence hall. Information provided by the videotape will be compared to the Room Condition and Inventory form. Any damages will be charged to the resident(s) of that room.

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

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

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

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

Appeals

Each student will receive a Dorm Damage statement approximately three times per semester. Students may appeal charges by the appeal date on the statement. To appeal, students must complete an appeal form in the Dean of Students Office, indicating which charge(s) they are appealing, the reason for the appeal, and the person(s) who should be charged. A copy of the student's dorm damage statement must be attached to the appeal form. Charges for which appeals are granted will be reassessed to the appropriate individual or group. Failure to appeal within the filing period absolves the College from considering the appeal.

Security Deposit

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

Elevators

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

Fire Safety Equipment

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

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

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

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

Your assistance in maintaining the fire sprinkler system is appreciated.

Furniture

During the first 30 days of each semester, requests to have room furniture added, removed, or re-configured will be handled on a first-come, first-serve basis. Due to lack of storage space, only beds and desk chairs will be removed. A student will be held responsible for any additional furniture requested and delivered to the student's room, including patio chairs. The first bed height change request is free. Students will be charged \$24 for each additional bed height change requested. Bed rails are available upon request. Students must submit their requests using the online work order link available on the student gateway web page. Requests will be handled within seven days.

Lounge furniture is provided for the use of all residents of the building and is expected to remain in the lounge. Furniture may not be left in bathrooms and hallways. Any lounge furniture found in individual student rooms will be removed and a fee will be assessed. Continued violations of this policy may result in a fine and/or disciplinary action.

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

Guests

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

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

Housekeeping

Approximately every two weeks building attendants will enter student residence hall rooms to do basic cleaning. The staff will not pick up items strewn around the room, nor make beds, but the furniture will be dusted and the floor will be vacuumed if clear of personal items. Excessively messy rooms may result in a special cleaning charge.

Keys

Lost room metal keys or card keys and/or mailbox keys must be reported immediately to Facilities and Campus Services at Story House. There is a minimum charge of \$150 to re-key a room and \$15 to re-key a mailbox. Lost card keys must be replaced at the Claremont Card Center. Lost or nonreturned temporary key cards will result in a charge of \$10. Room keys must be turned in at the end of each semester. Failure to do so will result in immediate re-keying and assessment of the charges listed above. Students may keep their mailbox keys until they graduate or permanently leave the College. Students are prohibited from duplicating or possessing unauthorized duplicates of College keys. Unauthorized possession of any College master key will result in College judiciary action and a fine of \$250.

Laundry

Washing machines and dryers are located in all residence halls and at the student apartments. The washing machines cost 75¢ per load, and drying is also 75¢ per load. Some locations require Claremont Cash. Students must provide their own irons and ironing boards. There are also several laundries and dry cleaners within walking distance of the College, including one at The Connection in Honnold Library.

Linen

Upon request, one set of bed linen will be provided to each student living in the residence halls. The linen is yours to keep. Laundering the linen is the student's responsibility.

Lock-outs

At times, students may lock themselves out of their rooms. Campus Safety is open 24 hours a day, 7 days a week to unlock doors, but there is a fee. RAs may at times be available for lock-out services. Early in the year, RAs may do this as a courtesy, but repeated lock-outs will incur fees.

Lofts

All CMC residence halls have “loft-able” furniture. Lofting is free of charge during the first 30 days of the fall semester. Students wishing to use their own lofts need to make sure they are free standing and no longer than 7 by 7 feet. Students will be asked to remove any lofts that are determined to be unsafe. Whether using College-supplied lofts or homemade lofts, students assume all responsibility for injuries or other damages resulting from their use. If students have concerns about the safety of their lofts, it is their responsibility to notify Facilities and Campus Services as soon as possible.

Meal Plans

All students living in the residence halls are required to participate in the College meal plan. Students may choose any of the following meal plan options: sixteen meals per week, \$6,390; fourteen meals per week, \$6,130; twelve meals per week, \$5,860; or eight meals per week, \$5,450. Each plan also comes with “Board Plus dollars” for use at any facility at The Claremont Colleges that is equipped with a card reader.

Noise Policy (Quiet Hours)

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

The quiet hours are as follows:

Sunday – Thursday: Midnight – 8:00 am

Friday – Saturday: 2:00 am – 10:00 am

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

Open Flames

Due to the danger presented by open flames, candles or any other flame may not be used on the CMC campus unless they are used as part of a campus event and approved by the Director of Student Activities. Barbecue areas are provided near certain residence halls. No grills of any kind (gas, electric, charcoal, etc.) may be used outside of these designated areas. Any grills brought to campus must be stored in the designated barbecue area, and may not be stored in hallways, on balconies, or in a residence hall room.

Pets

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

Roofs, Ledges, and Balconies

Residents are not allowed on the roof, ledges, or balconies of any residence hall. Violations may result in expulsion from the residence hall, a \$200 fine, and/or judicial action.

Room Assignments and Changes

New students will be assigned rooms and roommates with similar habits and priorities. The success of any roommate situation depends largely on likes and dislikes regarding music, sleep, cleanliness, borrowing and lending, and study habits. New students experiencing difficulties with their roommates are encouraged to try to work out the problems themselves and if necessary, to ask the Resident Assistant to mediate the conflict. If the Resident Assistant is unable to resolve the conflict, the student may wish to contact the Director of Residential Life. Room changes will be granted only in emergency situations.

Room Decoration and Modification

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

Room Draw

During Room Draw which is conducted in the spring semester, returning students select rooms for the following academic year. A random lottery number is computer generated for each student according to his or her class year. Those with the lowest numbers will select first in each class beginning with seniors, juniors, and then sophomores. A student who is not on the campus for the Room Draw process should assign a proxy who will be given the responsibility for selecting a room for him or her. All returning students must go through Room Draw, including those who wish to live off campus the following year. Off-campus living is a Room Draw option and only a limited number of students can choose that option. Any students already living off campus must still attend Room Draw if they wish to reselect that option for the following year.

Room changes will not be made for returning students who have chosen their room during Room Draw except in situations determined to be exceptional by the Assistant Dean/Director of Residential Life.

Screens

Screens may not be removed from residence hall windows. A fee will be charged to reinstall, repair, or replace screens.

Search of Rooms

A search of a student room by College staff may be authorized only by the Dean of Students Office. Such authorization will be issued in writing indicating the reason for the search and the objects or information sought. Except in emergency circumstances, an occupied residence hall room will not be searched without prior notification of the resident student(s) and his or her presence at the time of the search. If the search is conducted without the student being present, the student will receive notification that the search did occur and the reason for it.

The College cannot prevent nor prohibit the search of student rooms on College premises by law enforcement officers acting in the performance of their duties.

Student rooms will be entered for routine maintenance and cleaning purposes and may be entered without prior notice for emergency or safety reasons.

The College is not liable for the loss of, or damage to, personal property for any cause not arising directly from the negligent acts of College employees acting within the scope of their duties. *Private insurance is advised.*

Security

Residence halls are locked at all times. Each hall in the middle and south quad is equipped with a security system that allows access with a key card. Every CMC student will receive a key card. Key cards also serve as a student's I.D. card, meal card, library card, and access to the fitness center. Any student who loses a key card must report the loss immediately to the Claremont Card Center located in the Honnold Mudd library. A new card will be issued and a charge of \$10 will be assessed. Failure to return a room key by the designated date at winter break and summer vacation (when the residence halls are closed) will result in an automatic re-key of the room and will be billed to the student's account. It is the responsibility of every student to ensure that the residence halls are kept securely locked. After entering or leaving the residence hall it is wise to check to make sure the door re-latches. Students may be fined \$200 for propping doors.

Single Occupants in Double Rooms

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

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

Smoking Policy

Smoking is only permitted in a student's room if no other students are bothered. If the smoke bothers another student, the smoker must cease immediately and the building will be designated a nonsmoking building. Smoking is not permitted in common areas or any substance-free communities, i.e., Claremont Hall and Stark Hall.

Storage

Storage space during the academic year is limited. Boxes, suitcase, and other items not needed during the academic year may be kept in student rooms or stored in designated areas in each dorm.

Summer Storage

There are no facilities on campus for storage of student possessions during the summer. Students must either take their belongings home or make arrangements for storage through a local storage facility. An alternative to taking items home or using an off-campus facility is to contract with a storage pod company. A storage pod company will bring a storage pod to campus for you to fill, store it for the summer, and return it to campus when you return. If you decide to contract with a storage pod company, please make sure they are aware of the following regulations:

Storage pods may **not** be placed on sidewalks. They may only be placed in **parking spaces** and **only in the following lots**:

- North Quad Lot – Ninth Street between Heggblade Center and Mills Avenue
- Sixth and Mills Lot – southeast corner of Sixth Street and Mills Avenue
- Bisantz Tennis Center Lot – south side of Sixth Street, east side of Brooks Avenue

Residents of the Student Apartments should speak with Jim Nauls. Storage pods may **not** be placed in the interior of the campus or in either of the Bauer lots. Storage pods should **not** be placed on public property/access on the exterior of the campus. All storage pods must be removed from campus by the Monday after Commencement for summer storage and by the first weekend of fall semester for delivery.

Substance Free Residence Hall Policy

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

Winter Break Housing

Residence halls are closed during Winter Break except for student-athletes who are required to return to campus early. Athletes must work with their coaches to make sure that they go through the necessary procedures to arrange for Winter Break housing. International students who cannot return home during the Winter Break may contact International Place about possible hosts in the local area.

General Policies

Alcoholic Beverages Policy

California State Law makes it a misdemeanor for a person of any age to sell or give alcoholic beverages to persons under the age of 21 years. It is also a misdemeanor for anyone under the age of 21 years to purchase or possess alcoholic beverages. Furthermore, California court decisions have held institutions liable for damages ensuing from consumption of alcohol at sponsored events. College policy does not abrogate the personal responsibility of College members for their illegal actions or legal liability.

The irresponsible consumption of alcohol can result in antisocial behavior, personal injury, driving under the influence, damage to property, and alcohol addiction. Actions which encourage the irresponsible consumption of alcoholic beverages or produce the behavior noted above will not be permitted at CMC and are subject to judicial action.

The College expects students who choose to consume alcohol to do so in a responsible manner. Persons serving or consuming alcohol on the campus must comply with the following College guidelines.

1. The purchase, possession, or consumption of any alcoholic beverages (including beer, wine, and liquor) by any person under the age of 21 is prohibited.
2. Alcoholic beverages may be served and consumed only at private events limited to members of the College community and their invited guests. Alcoholic beverages may not be served or consumed at events open to the public, such as intercollegiate athletic contests, or outside the confines of a registered and fenced party area.
3. When alcoholic beverages are to be served at any event sponsored by a student group, the Office of the Dean of Students must be notified at least 48 hours in advance.
 - a. Two students, aged 21 or older, who are members of the sponsoring organization must assume responsibility for compliance with College policy on alcoholic beverages. The two upperclass students assuming responsibility must also be present throughout the duration of the event and must insure that students are being carded at the point of distribution.
 - b. For events held in locations other than residence halls, special arrangements must be approved by the Office of the Dean of Students.
 - c. The Dean of Students will review the adequacy of security for any proposed event.
4. The sale of alcoholic beverages is prohibited.
5. Advertising of alcoholic beverages is prohibited.
6. Nonalcoholic beverages and food must be provided at events where alcoholic beverages are served.
7. Student body fees mandatorily collected by the College may not be used to purchase alcoholic beverages.

Official action shall be taken against individuals and organizations involved in the failure to comply with the Policy on Alcoholic Beverages. Failure to comply will be considered grounds for serious disciplinary action.

Facts about Alcohol:

1. The average glass of wine or can of beer contains almost the same amount of alcohol.
2. The alcohol in one of these drinks can be burned up (oxidized) by the body in approximately one hour.
3. If a person drinks slowly and at the rate of one drink per hour, there is less likelihood of intoxication. A faster rate of consumption will produce buildup of alcohol in the blood; the result is intoxication.
4. Eating before drinking or preferably while drinking will slow down the rate at which alcohol is absorbed into the bloodstream.
5. Diluting alcohol with another liquid such as water slows down the absorption, but mixing with carbonated beverages increases the rate of absorption.
6. Nothing will accelerate the sobering-up process. The body oxidizes alcohol at a fairly constant rate. You can give a drunk person gallons of coffee, for example, and the result will not be sobriety, but a wide-awake drunk.
7. Alcohol is a depressant, not a stimulant. It depresses the central nervous system. The relaxed “high” people often feel from drinking results from the alcohol depressing upper levels of the brain that store learned behavior such as judgment and self-control. Higher levels of alcohol depress deeper levels of the brain producing increased impairment.

Automobile, Bicycle, Moped, and Other Vehicle Regulations

This is a partial list of the basic rules of the campus concerning the use of automobiles, bicycles, and mopeds at The Claremont Colleges. A copy of the parking regulations can be obtained at the Campus Safety Office or viewed online at www.cuc.claremont.edu/cs/index.asp. For further information, please contact Campus Safety at (909) 607-2000.

A. Registration

1. Vehicle registration is available to returning students and transfer students. **Freshmen may not have a car on campus.**
2. Any time a motor vehicle is brought on campus, it must be registered with Campus Safety within three working days. The registration fee is \$50 per semester for on-campus students and off-campus undergraduate students. All registration fees are billed to your student account. Vehicles can be registered online at cheetabweb.cuc.claremont.edu/cs/vehcite/login.asp. **Your vehicle is not officially registered until you pick up the parking permit or renewal sticker at Student Services Registration or at the Campus Safety Office.** The Campus Safety Office is open 24 hours a day.
3. Failure to register a vehicle will warrant a fine/penalty in addition to the registration fee.
4. Students who move off campus or sell their vehicles should notify Campus Safety immediately because the registration amount is automatically billed for second semester.

B. Operation and Parking

1. Driving automobiles, motorcycles, mopeds, or other electric- or gas-motorized vehicles (including golf carts) on the campus grounds is not permitted unless authorized by the Dean of Students. Violations of this rule result in a fine/penalty.
2. The speed limit on campus streets is 25 mph unless otherwise posted. The speed limit in parking lots is 10 mph.
3. At or near the entrance of every lot on campus is a sign designating the lot assignment (e.g., staff/faculty, student, visitor, etc.). CMC students may only park in CMC student lots and CMC general parking lots. The parking decals issued by Campus Safety indicate by letter designation

(see below) in which lot a vehicle may be parked. If the parking decal letter does not correspond to the lot designation, the vehicle will be cited.

Decal Lot Designation

A	Faculty and Staff of all Claremont Colleges
CGU	Claremont Graduate University
CMC	Claremont McKenna College
HMC	Harvey Mudd College
POM	Pomona College
PTZ	Pitzer College
SCR	Scripps College

Parking is prohibited on Claremont city streets (including Claremont Blvd.) from 2:00 a.m. to 6:00 a.m. Students returning to the campus late at night or early in the morning may request permission to park overnight in places on campus not designated for overnight parking by calling Campus Safety at (909) 607-2000 at the time of arrival. Students are not permitted to park in Staff/Faculty lots or other designated faculty and staff spaces between 7:30 a.m. and 5:30 p.m., Monday through Friday.

4. Visitors staying overnight must obtain a Temporary Parking Permit free of charge from Campus Safety.
5. Enforcement of “Rules and Regulations Governing the Use of Motor Vehicles on College Owned Property” is the responsibility of the Department of Campus Safety. The Claremont Police Department and The Los Angeles County Fire Department are authorized to write citations and tow vehicles which are in violation of state and local traffic laws on the campus; this includes but is not limited to red zones/fire lanes and handicapped parking areas.

C. Bicycle Regulations

1. All bicycles on campus must be licensed. State of California Bicycle Licenses can be obtained at Claremont City Hall or at Campus Safety. Please contact Claremont City Hall or Campus Safety for the current fees for the bicycle licenses and renewals.
2. Bicycle riders must obey the same traffic laws as operators of motor vehicles.
3. Bicycles may not be ridden at night without a headlight on the front and a visible red reflector on the rear of the bicycle. In addition, bicycles must be equipped with reflectors visible from the side of the bicycle, red for the rear of the bicycle and yellow for the front.
4. Bicycles must be stored in residence hall rooms or in bike racks located near the residence halls. Bicycles must not be stored in hallways, stairwells, lounges or balconies. The Building Code and Fire Code prohibit bicycles and other obstructions on balconies and in hallways, and the College is obligated to comply with these regulations. Bicycles stored in unauthorized areas will be removed at the owners’ expense. Bicycles should be secured using a “U”-type lock in appropriate bike racks and should not be locked to handrails or furniture.

D. Mopeds

1. Mopeds are categorized as motorcycles under Claremont College Regulations and should be registered as such.
2. Mopeds may not be stored inside a building at any time.
3. Mopeds, motorcycles, and automobiles may not be driven on the campus at any time without permission from the Dean of Students.

E. Persons visiting California who are between 18 and 22

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

F. Visitors who are minors (under 18 years old)

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

Checking E-mail

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

Computing Usage Policy

Claremont McKenna College's Information Technology Services department has certain rules guiding the use of its resources. These policies apply to all members of the College Community, as defined in the College's Basic Rule of Conduct and the Claremont Colleges Proper Use Policy.

The following sections outline the kinds of behavior that violate the College's Computing Policy.

1. Actions that constitute abuse of network, internet, or e-mail resources:
 - a. Engaging in behavior that impedes normal use of network, internet, or e-mail resources.
 - b. Attempting to gain unauthorized access to resources or information.
 - c. Using College resources in violation of federal, state, or local law.
 - d. Running servers that in anyway utilize College resources.
 - e. Using College resources for commercial purposes.
 - f. Presenting a misleading or false electronic identity.
 - g. Using College computing resources in order to circumvent or violate copyright law.
 - h. Deploying computing resources in a manner that violates the College Policy on Harassment and Free Speech.
 - i. Using computing resources to violate the College's Basic Rule of Conduct.
2. Actions that constitute abuse of College computer labs, equipment, or physical resources:
 - a. Engaging in behavior that impedes normal use of labs or equipment.
 - b. Use of tobacco products within labs.
 - c. Bringing alcohol into labs.
 - d. Failing to abide by posted lab policies or the instructions of Information Technology Services employees.
 - e. Using labs, equipment, or physical resources in a manner that violates federal, state, or local law.
 - f. Attempting to tamper with, misuse, or illegitimately access equipment, hardware, or software.
 - g. Using College equipment, software, or resources to circumvent or violate copyright law.
 - h. Leaving restricted accounts unattended or distributing secure logon information.
 - i. Behavior that violates applicable sections of the College's Basic Rule of Conduct.
3. As identified in the College's Basic Rule of Conduct (item 3-d), use of the College's registered names, seal, or other names or marks is not allowed in any format (including electronic formats) unless authorized by the Board of Trustees, the President, the Dean of Students, or the General Secretary of the College.

Information Technology Services reserves the right to summarily disable, pending investigation, accounts, access, or resources suspected of being used to break the College's Computing Policy and the Claremont Colleges Proper Use Policy. The College will pursue Computing Policy violations through the appropriate channels, including, but not limited to, bringing formal charges before the Judicial Board.

Claremont Colleges' Computing Policy

The Claremont Colleges' connection to the Internet is managed by CINE (the Claremont Intercollegiate Network Effort). Use of these services is governed by "General Guidelines for Appropriate Use of the Campus Computing and Network Resources" approved by the Council of Presidents in 1995; copies are available on your college's website. All faculty, staff, and students are urged to familiarize themselves with this document. Some of its key provisions, along with other important information, are described below.

The computer resources of any of The Claremont Colleges may not be used for commercial purposes. Faculty or staff who have questions about the legitimacy of a particular use should discuss this with the appropriate individuals on their campus. Campus computer resources—including individual desktop machines—may not be used to collect, store, or distribute information in violation of federal, state, or local laws. Since the laws about such matters as copyright, pornography, etc., are evolving, it is not possible to give definitive guidelines in all cases at this time. Caution and common sense usually are adequate guides but, if you are in doubt, you should seek advice before proceeding.

Your documents, files, and electronic mail messages stored on a networked computer or server are normally accessible only to you; they are protected from unauthorized "prying eyes." However, systems managers at CINE have the ability to monitor traffic and directly view any file as it moves across the network, and they must occasionally do so to manage campus network resources.

Network maintenance may require that staff members run programs to scan all files on the network. Sometimes, as in the case of a suspected computer virus, even your local hard drive could be scanned by a campus IT staff. These measures are equivalent to accessing offices or dormitory rooms in the event of building maintenance problems or emergencies, and are implemented differently on each campus. They are rare, but necessary compromises to the privacy of your files when you work on a network.

From time to time, monitoring activities on the Claremont network may lead systems managers to identify individuals whose activities downgrade the performance of the network or appear to violate the General Guidelines for Appropriate Use of Campus Computing and Network Resources. In such instances, you may be asked by a staff member of the CINE staff or your own college's information technology staff to cease this activity. If the activity continues, or if illegal activities are detected, appropriate college authorities may be notified.

Demonstrations and Response Policy

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

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

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

- Nonpeaceful actions are those which endanger or injure, or threaten to endanger or injure any person or property. Disruptive actions are those in which there is a deliberate disruption or an impedance of access to regular activities of the College or of the College community, including those which restrict free movement on the campus.
- If people in a given area are told by a member of the College community that their collective actions are judged nonpeaceful or disruptive at that time, individuals remaining or subsequently joining those in the area specified may be charged by the member of the community with a violation of this policy.

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

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

Response

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

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

Claremont Colleges' Policy on Demonstrations

Each College President or his or her designated representative after due warning to the person(s) involved, and subject to later review by the duly designated judicial body of the College concerned, has the power on his or her own campus to suspend students of any of The Claremont Colleges who are engaged in actions which endanger the safety of members of any of The Claremont Colleges, which cause damage to the property of any of the Colleges or which result in disruption or obstruction of the operation of any of the Colleges. In the absence of the President or his or her designated representative, this power shall be exercised by the chairperson of the Council of The Claremont Colleges, in his or her absence, by the chairperson designate.

Any student who is so suspended shall be given prompt notice of charges and a Hearing [before the duly designated judicial body of the concerned College] within ten (10) days of the imposition of the suspension.

Drug Policy

The Drug Policy attempts to reconcile individual freedom and the community interest. To make reconciliation possible, every member of the community must accept the responsibility to refrain from any action that might be harmful to others.

Alleged violations of the drug policy will be referred to the Judiciary Board. Students found guilty of violating the Policy or the laws pertaining to controlled substances may face suspension or expulsion from the College. The illegal provision or distribution of any quantity of any drug for any reason is unacceptable at CMC. Individual possession or use of such drugs is also illegal and unacceptable. CMC will hold individuals accountable for any and all of these illegal activities. Moreover, the Omnibus Drug Initiative Act of 1988 gives courts the authority to suspend eligibility for Federal student aid when sentencing for an individual convicted of possession or distribution of a controlled substance.

CMC is concerned about the harm done to students who use and abuse drugs. Of particular concern are cocaine, LSD and other hallucinogens, PCP, heroin, "designer drugs," and others that can cause immediate and serious physical harm. Confidential help for students using or abusing drugs is available at Monsour Counseling & Psychological Services and at Student Health Service.

CMC has a legal obligation to cooperate with law enforcement officials, including enforcement of state and federal laws regarding drugs. The assistance of law enforcement agencies will be requested in cases involving serious threat or injury.

To effectively reduce and control drug abuse at CMC all members of the community must cooperate. CMC has a strong support structure for students concerned about or involved in the abuse of drugs. This structure includes RAs, deans, sponsors, faculty members, counselors, chaplains and many others.

The following sections of the California State Health & Safety Code are included for students' information:

Marijuana possession

Sec. 11357

Every person who possesses any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period of not less than one year or more than 10 years.

Marijuana cultivation

Sec. 11358

Every person who plants, cultivates, harvests, dries or processes any marijuana or any part thereof, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of not less than one year or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than one year in the state prison.

Possession for sale of marijuana

Sec. 11359

Every person who possesses for sale any marijuana, except as otherwise provided by law, shall be punished by imprisonment in the state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than two years in the state prison.

Transportation of marijuana

Sec. 11360

Every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away, or attempts to import into this state or transport any marijuana shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than three years in the state prison.

Possession of drug paraphernalia

Sec. 11364

It is unlawful to possess an opium pipe or any device, contrivance, instrument or paraphernalia used for unlawfully injecting or smoking (1) a controlled substance (as specified) or (2) a controlled substance which is a narcotic drug (as specified).

Unauthorized possession of controlled substances

Sec. 11350

Except as otherwise provided ... every person who possesses (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than two years in the state prison.

Sec. 11377

Except as otherwise provided ... every person who possesses any controlled substance (as classified) ... unless upon the prescription of a physician, dentist, podiatrist or veterinarian licensed to practice in this state, shall be punished by imprisonment in the county jail for a period of not more than one year or the state prison for a period not less than one year nor more than 10 years.

Possession for sale of controlled substances**Sec. 11351**

Except as otherwise provided ... every person who possesses for sale (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, shall be punished by imprisonment in the state prison for a period of not less than five years or more than 15 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than 2½ years in the state prison.

Sec. 11378

Except as otherwise provided ... every person who possesses for sale any controlled substance (as classified) shall be punished by imprisonment in the state prison for a period of not less than two years or more than 10 years and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for not less than two years in the state prison.

Transportation of controlled substances**Sec. 11352**

Except as otherwise provided ... every person who transports, imports into this state, sells, furnishes, administers, or gives away, or offers to transport, import into this state, sell, furnish, administer, or give away or attempts to import into this state, or transport (1) any controlled substance (as classified) or (2) any controlled substance (as classified) which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than three years in the state prison.

Sec. 11379

Except as otherwise provided ... every person who transports, imports into this state, sells, manufactures, compounds, furnishes, administers, or gives away, or offers to transport, import into this state, sell, manufacture, compound, furnish, administer, or give away or attempts to import into this state, or transport any controlled substance (as specified) unless upon the prescription of a physician, dentist, podiatrist, or veterinarian licensed to practice in this state, shall be punished by imprisonment in the state prison for a period of five years to life and shall not be eligible for release upon completion of sentence or on parole or any other basis until he has been imprisoned for a period of not less than three years.

Possession with intent to manufacture methamphetamine (PCP)**Sec. 11383**

Any person who possesses both methylamimine and phenyl-2-propanone (phenylacetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for not less than one year nor more than five years.

I.D. Cards

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

Insurance

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

Missing Person Notification Policy

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

Confidential Contact

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

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

Investigation

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

The College will initiate an investigation into any report of a missing person as soon as this information is received by the College or the Department of Campus Safety. If a student is determined to have been missing for twenty-four (24) hours, the College and/or Department of Campus Safety will notify the appropriate law enforcement agency and initiate the notification procedures as set forth in this policy.

Notification Procedures

A student’s missing person contact will be notified by a member of the Dean of Students Office no later than twenty-four (24) hours after the time that the student is determined to be missing. If the student is under the age of 18 and not emancipated, the student’s parents or legal guardian, in addition to the student’s missing person contact, are required to be contacted. Appropriate law enforcement agencies will also be notified.

Policy on Explosives, Firearms, and Other Weapons

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

Posting/Publicity Policy

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

1. Alcoholic Beverages cannot be advertised implicitly or explicitly.
2. Posters and like material can be no larger than 8½ by 11 inches and can be mounted only on bulletin boards. Nothing is to be posted on painted surfaces, as removing the paper also removes the paint.

3. In all cases, the person or group responsible for the publicity must be identified on each piece of publicity.
4. Publicity in the form of chalking is not allowed anywhere on the CMC campus. Chalked messages will be removed and the responsible individual or organization will be liable for the removal or damages.
5. The second floor railing on the south side of Appleby Hall may be used for posters and banners that are larger than 8½ by 11 inches advertising events provided that they are:
 - a. approved by the Director of Student Activities,
 - b. fastened to the railing with masking tape only, and
 - c. promptly removed after the event (all tape must also be removed).
6. Posters for candidates running for student body offices are subject to the policies governing advertising, and candidates may put one banner larger than 8½ by 11 inches on the second floor railing of Appleby Hall, provided it is no longer than three feet in length and approved by the Director of Student Activities.

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

Procedures for Responding to Sexual Assault Cases on Campus

1. Policy

It is the policy of Claremont McKenna College to ensure, to the fullest extent possible, that any student, faculty or staff member who is the victim of sexual assault committed on the campus shall receive treatment, support, and information. “Sexual assault” is defined by the Education Code Section 94385 as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

“Assault” is defined by California Penal Code 240 as an unlawful attempt to apply physical force to the person of another, where at the time of the attempt the person making the attempt had the present ability to apply such force and had the intent to commit an act, the direct and natural probable consequences of which if successfully completed would be the application of physical force upon the person of another. Sexual assault is an assault committed with the specific intent to commit rape, forced sodomy, forced oral copulation, rape by a foreign object, or sexual battery.

“Sexual battery” is defined by California Civil Code Section 1708.5 as committed when a person acts 1) with the intent to cause a harmful or offensive contact with an intimate part of another, or 2) with the intent to cause a harmful or offensive contact with another by use of his or her intimate part, and a sexually offensive contact with that person directly or indirectly results; or a person acts to cause an imminent apprehension of the acts described in category 1 or 2 of this paragraph. “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, or the breast of a female. “Offensive contact” means contact that offends a reasonable sense of personal dignity.

“Sexual battery” is also defined by California Penal Code Section 243.5 as committed when any person touches, against the will of the person touched and for the purposes of sexual arousal, sexual gratification or sexual abuse, an intimate part of another person while that person is unlawfully restrained by the accused or an accomplice. “Touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. “Intimate part” means the sexual organ, anus, groin or buttocks of any person and the breast of a female.

Implicit in sexual assault is a lack of consent. “Consent” is defined as explicit agreement that an individual is willing to engage in an activity. However, if at any point, an individual indicates in a verbal or nonverbal manner that he or she does not want sexual contact to go any further, then any further interaction takes place without consent. An individual has the right to say that sexual contact should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are prevented from resisting because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.

Claremont McKenna College will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. We have an obligation to address the needs of the sexual assault victim as well as a responsibility to protect the other members of the campus community from potential sexual assaults. Referrals for treatment will be made and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim will be maintained.

Claremont McKenna College will make the College community aware of any rapes or other sexual assaults by strangers on campus, and will judge the need of reporting acquaintance rapes to the community on a case-by-case basis. We are legally obligated to report to the federal government the number of sexual assaults that occur on campus each year. In the case of a stranger rape, the location of the incident will be made known in order to determine if the area itself is hazardous and needs attention by Physical Plant or increased security patrols. If, for reasons of safety, the campus community is to be notified of the occurrence of the assault, the victim will be informed prior to such notification. Members of the CMC community will be notified of assaults or rapes that occur on other Claremont Colleges campuses if that information is received by the Dean of Students or the Director of Human Resources.

2. General

Steps to follow in responding to notification of a sexual assault reported within 72 hours.

Step 1. Arrange for Treatment

Because sexual assault may involve physical trauma and is a crime, the campus individual first notified of the sexual assault should strongly encourage the victim to seek treatment. There are several options for treatment.

- Option 1 Pomona Valley Hospital Medical Center
Sexual Assault Response Team (SART)**
1798 North Garey Avenue, Pomona, CA 91768
(909) 623-8715

A victim will be examined and treated for any physical injury or sexually transmitted disease at the hospital. The Sexual Assault Response Team can also perform the forensic exam and evidence collection that may assist in the prosecution of the assailant if the victim chooses.

If the victim is willing to go to the hospital, the campus individual first notified will assist with the arrangements for transportation. The victim who goes to a hospital will be informed that he or she can have a friend accompany him or her to the hospital. If the victim is a male, he will be advised not to shower or change clothes. He should bring a fresh change of clothes with him. If he has already changed clothes, he will be advised to put the clothes he was wearing at the time of the assault in a bag and bring them to the hospital. If the victim is a female, she will be advised not to shower, douche, or change clothes. She should bring a fresh change of clothes with her. If she has already changed clothes, she will be advised to put the clothes she was wearing at the time of the assault in a bag and bring them to the hospital.

Option 2 Use Other Community Resources

Student Health Service has health care providers that can provide emergency contraception within 72 hours, STD testing and treatment, as well as follow-up care. SHS does not perform forensic exams or evidence collection; this service is provided by the SART at Pomona Valley Medical Center. (See OPTION 1.) All contacts at SHS remain private and confidential.

Student Health Service

757 College Way

Monday, Tuesday, Thursday, Friday 8:30 a.m. – 5:00 p.m.

Wednesday 8:30 a.m. – 7:00 p.m.

24-hour telephone consultation through Campus Safety.

Step 2. Contact the College Representative

The victim or the campus individual first notified will contact the Dean of Students or the Director of Human Resources (hereafter referred to as the College Representative).

Jefferson Huang

Vice President for Student Affairs

Heggblade Center

(909) 621-8114

Andrea Gale

Director of Human Resources

Claremont Boulevard Offices

(909) 621-8490

One of these individuals will provide ongoing case management, either directly or as a consultant, depending on the wishes of the victim. The College Representatives will serve as backups for each other. In the event the College Representatives cannot be contacted, call Campus Safety (909) 621-8170.

Step 3. Notification of Others that an Assault has Occurred

The College Representative will notify the President and Campus Safety Director that a sexual assault has occurred. The name of the victim of the assault will not be released unless the release is essential to the health and safety of the individual assaulted. The President is the only person who may authorize an exception to the rule of complete confidentiality regarding the name of the victim.

Step 4. Referral for Support

Verbal and written information about sources of support on campus and in the community will be provided to the victim directly by the College Representative or through the campus individual first notified of the assault. Referrals to the following will be included:

Student Health Service	(909) 621-8222
Monsour Counseling & Psychological Services	(909) 621-8202
Project Sister Rape Crisis Hotline	(909) 626-4357

Hospitals:

Pomona Valley	(909) 865-9500
San Antonio Community	(909) 985-2811

Step 5.

The College Representative will provide to the victim directly, or indirectly through the campus individual first notified, information about criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees and/or students. Sexual assault is a violation of the CMC Basic Rule of Conduct.

Step 6.

The College Representative will provide to the victim information about the status of any disciplinary hearings connected with the assault, and the results of any such actions if the alleged perpetrator is a member of the college community.

Step 7.

The College Representative, with the consent of the victim, will provide ongoing follow-up to the case, as soon as possible after the assault, regularly and then on an as-needed basis, as long as the victim is a student or employee of the College. The follow-up will consist of ensuring that the victim has access to the support services he or she needs. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

Steps to follow in responding to notification of a sexual assault reported after 72 hours.

Step 1.

The campus individual first notified, with the consent of the victim, will notify or assist the victim in notifying the Rape Crisis Hotline (909) 626-4357 or one of the following numbers to arrange for a meeting between the victim and a counselor.

Student Health Service	(909) 621-8222
Monsour Counseling & Psychological Services	(909) 621-8202
Project Sister	(909) 626-4357

Step 2.

The campus individual first notified will report the occurrence of an assault to the Director of Campus Safety. The name of the victim of the assault will not be released unless the release is essential to the health and safety of the individual assaulted or that of other members of the campus community. The President of the College is the only person authorized to make an exception to the rule of complete confidentiality regarding the name of the victim.

Step 3.

The campus individual first notified will contact the Dean of Students or the Director of Human Resources (hereafter referred to as the College Representative).

Jefferson Huang

Vice President for Student Affairs
Heggblade Center, (909) 621-8114

Andrea Gale

Director of Human Resources
Claremont Boulevard Offices, (909) 621-8490

The College Representatives will serve as backups for each other. The College Representative, either directly or acting as a consultant to the campus individual first notified, will assess the situation and make known the following referrals:

Student Health Service	(909) 621-8222
Monsour Counseling & Psychological Services	(909) 621-8202
Project Sister Rape Crisis Hotline	(909) 626-4357

Step 4.

The College Representative will provide information about the status of any disciplinary hearings connected with the assault and the results of any such actions to the victim, if the alleged perpetrator is a member of the College community.

Step 5.

The College Representative will provide directly to the victim or indirectly through the campus individual first notified information about criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees and/or students. Sexual assault is a violation of the CMC Basic Rule of Conduct.

Step 6.

Other administrative notifications about the occurrence of an assault will be made on a case-by-case basis.

Step 7.

With the consent of the victim, the case manager will provide follow-up on a case-by-case basis. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

Claremont Colleges' Intercampus Sexual Assault Policy Statement: Definitions and Procedures for Students

Sexual conduct which takes place on the campuses of The Claremont Colleges, or which involves a student, faculty member, or staff member, must be consensual. Sexual offenses will not be tolerated. It is common to all of The Claremont Colleges that a state of intoxication is not a justification for any conduct violation.

The definitions, rights, and obligations outlined herein pertain to this statement only, and are not intended to diminish, modify, or abrogate definitions, rights or obligations set forth in the sexual assault policies of the individual colleges in Claremont.

Definitions

1. “Sexual Assault” is defined by the California Education Code, Section 94385, as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
2. Implicit in sexual assault is a lack of consent. “Consent” is defined as agreement that an individual is willing to engage in an activity. At any point, an individual may indicate in a verbal or nonverbal manner that he or she does not want sexual contact to go any further. An individual has the right to say that sexual conduct should stop at any time regardless of how much sexual contact has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are unable to give consent because of alcohol, controlled substances, or unconsciousness is sexual interaction without consent.
3. In this policy statement the phrase “Dean of Students” will refer to the Dean of Students or a Designee.

Reporting Procedures

1. Charges which involve sexual assault must be filed within twelve months of an alleged incident.
2. Students who suspect that a violation of this sexual offense statement may have occurred should contact a member of the Dean of Students staff at the college where they are enrolled.
3. Students are strongly encouraged to report suspected violations as soon as possible after they have occurred. If alleged criminal conduct is involved, students are strongly encouraged to file charges with local law enforcement officials. Students who wish to file a formal complaint may request assistance from their Dean of Students.
4. Students who wish to file criminal charges should not shower, change clothes, or douche in order to preserve evidence. The Pomona Valley Hospital Medical Center Emergency Room is equipped with rape kits for the collection of physical evidence. While not required, physical evidence can strengthen a case in both criminal and campus disciplinary proceedings.
5. The Dean of Students will provide victims with information about criminal prosecution, civil prosecution, college disciplinary procedures, and informal resolution options. Information about possible changes in academic or living arrangements may also be obtained from the dean.
6. Students who wish to have possible misconduct reviewed by a college judiciary board must prepare a written complaint. Assistance in preparing a complaint may be obtained from the Dean of Students. Discussions with a dean will be treated confidentially, insofar as the law allows. The Claremont Colleges have an obligation to report statistics on rape or sexual assault committed on campus.

Intercampus Procedures

1. The Dean of Students at the college where the complainant is enrolled will arrange an appointment in a timely manner with the Dean of Students at the college where the accused is enrolled.
2. The Dean of Students at the institution where an accused student is enrolled will investigate alleged misconduct with all due haste.

3. The Dean of Students will notify the President if the accused is a college employee. The College where the accused is employed will investigate, and if warranted, pursue disciplinary action in accordance with institutional procedures, and the remedy imposed will be commensurate with the violation.
4. Different procedures exist for the review of student, faculty, or staff conduct. The Dean of Students will explain which procedures apply. Informal resolution may be an option with the consent of both the complainant and respondent.
5. A case will be referred to the appropriate hearing body if informal resolution is pursued and a mutually satisfactory conclusion is not reached, or if the conditions of informal resolution are not honored.

Hearing Procedures

1. Members of The Claremont Colleges community who are charged with sexual offenses are subject to the jurisdiction of the institution where they are enrolled or employed.
2. Students (both complainants and respondents) who are parties to college judiciary hearings are entitled to be accompanied by advisors. Advisors may be students, faculty members, or staff members. The number of advisors present at any hearing may not exceed the number allowed by the procedures of the college where the case is being heard. Legal counsel will be allowed to serve as advisors only if the campus procedures where the case is heard so allow.
3. The hearing officer will report the disposition of the case to the respondent, the complainant, and other appropriate college officials no later than three days following the completion of the hearing.

Evidence

Information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant in a disciplinary hearing. The manner in which a complainant was dressed will not be admitted.

Sanctions

Members of the Claremont community found guilty of violating college policies on sexual assault may be subject to penalties up to and including: expulsion for students; and termination for employees.

Educational Programs

The Claremont Colleges provide ongoing educational programs for students, faculty, and staff in order to promote awareness about rape, sexual harassment, and other sexual offenses. These programs are designed to heighten community awareness and prevent sexual offenses. Programs may vary from college to college. In order to promote a safe campus environment, individuals who may be in violation of college policies on sexual offenses should be informed about their conduct. They may not be aware that their behavior is sexually offensive, threatening or hurtful. Education may remedy their behavior.

Campus and Community Resources

Resources that provide assistance to survivors of sexual offenses are available on each campus, through the Central Services, and from the community. They include:

Student Health Service	(909) 621-8222
Campus Safety	(909) 621-8170 or (909) 607-2000
Claremont Police Department	(909) 626-1296
Dean of Students Staff	(909) 621-8114
Los Angeles Rape Hotline	(310) 392-8381
Monsour Counseling & Psychological Services	(909) 621-8202
Project Sister	(909) 623-8389

Procedures for Student, Staff, and Faculty Grievances Arising from Actions of Staff Members

See Dean of Students website for procedures on grievances at www.cmc.edu/dos/policies.php.

Recycling

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

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

Safety

Most residence hall thefts can be avoided if students lock their rooms even when leaving for only a short time. Guests should be escorted at all times in the residence halls. Individuals who have no legitimate purpose in the residence hall should be escorted to the door and asked to leave. Students should immediately notify Campus Safety and the Resident Assistant after a theft has occurred or if they see any suspicious individuals. All students should exercise caution when walking alone on the campus or in the community. Care should be taken to avoid dark areas and, if at all possible, students should avoid walking alone at night. The CMC Escort Service [(909) 607-4080] is available evenings during the academic year to accompany students to their destinations. The "blue light" telephones also make the campus a safer place. Tampering with these telephones will not be tolerated; a fine of \$200 and/or disciplinary action will follow.

Safety Whistles

Every student is provided with a whistle upon entry to the College and encouraged to carry it with them. The whistle easily attaches to a key chain. Use of whistles for any reason except an emergency will result in disciplinary action. Please see a Resident Assistant if you are in need of a replacement whistle.

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

Claremont McKenna College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices, nor in the recruitment, training, promotion, financial support, or compensation of its faculty, students, or staff. The College's specific policies dealing with discrimination and harassment, and its policies as an equal-opportunity employer, may be obtained from the Dean of Admission, the Dean of Students, the Dean of the Faculty, or the Human Resources Director. Those policies are set forth in the College's Guide to Student Life, its Faculty Handbook, and its Staff Handbook. The College complies with all applicable state and federal laws, including, but not limited to:

The College complies with the requirements of Title IX of the Higher Education Amendments of 1972. Inquiries concerning the application of Title IX to this institution should be referred to the Dean of Students or the Director of Human Resources.

The College complies with the requirements of Title VII of the Civil Rights Act of 1964. Inquiries concerning the application of Title VII to this institution should be referred to the Director of Human Resources.

The College complies with the requirements of the California Fair Employment and Housing Act ("FEHA"). Inquiries concerning the application of FEHA to this institution should be referred to the Director of Human Resources.

The College complies with the California Unruh Civil Rights Act. Inquiries concerning the application of the Unruh Act to this institution should be referred to the Dean of Students.

The College complies with the Family Educational Rights and Privacy Act of 1974. Inquiries concerning the application of the Family Educational Rights and Privacy Act to this institution should be referred to the Registrar's office.

The College complies with Section 504 of the Rehabilitation Act of 1973. Inquiries concerning the application of Section 504 to this institution should be referred to the Director of Human Resources.

The College complies with the Americans with Disabilities Act (the "ADA"). Inquiries concerning the application of the ADA to this institution should be referred to the Dean of Students or to the Director of Human Resources.

The College complies with the Age Discrimination in Employment Act of 1967, as amended by the Older Worker's Benefit Protection Act ("ADEA"). Inquiries concerning the application of the ADEA to the institution should be referred to the Director of Human Resources.

The College complies with any other applicable federal, state, or local law addressing non-discrimination and/or equal employment opportunity.

Statement on Harassment, Free Speech, and Academic Freedom

While it is the policy of the College to maintain an environment free of unlawful harassment, the College is also an institution of higher learning with a profound commitment to the free expression and testing of ideas—whether or not those ideas are controversial or unpopular—for such freedoms are essential to the search for truth, the central purpose of any institution of higher learning. The College's commitment to freedom of speech generally, and to the particular ideals associated with academic freedom, requires that the advocacy of ideas in instruction, by both faculty and students, be protected, and requires the College to protect the rights of its faculty and students to pursue controversial, provocative, and unpopular topics and ideas in their teaching, learning, and research. Moreover, rights of free speech and expression are not only at the core of the College's mission, they are also protected by state and federal law, which limit when offensive speech or expressive conduct may be punished.

Nevertheless, it must be recognized that some forms of expression are not legally protected and do not play any meaningful role in the exchange of ideas. Such forms of expression may, indeed, inhibit that exchange, thereby denying some individuals full participation in the life of the academic community. Speech or other expressive activity can and will be grounds for discipline when it (1) materially or substantially disrupts class work or involves substantial disorder to College activities, (2) invades the legal rights of others, (3) amounts to "fighting words," (4) is likely to provoke imminent lawless action, (5) constitutes defamation or obscenity, or (6) rises to the level of unlawful harassment. Labeling such improper activity as "speech" does not make it permissible, either under the policies of the College or under the law.

Equal Employment Opportunity

In addition to its commitment to a harassment-free educational and working environment, the College is an equal opportunity employer. The College is committed to a policy of equal employment opportunities for all applicants and employees and complies with all applicable state and federal laws on the matter. The College does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition or medical leave, marital status, sexual orientation, or any other category protected by law. The College also prohibits the harassment of any employee on any of these bases. The College also makes reasonable accommodations for disabled employees. These policies apply to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

It is the responsibility of every manager and employee to follow this policy conscientiously. Employees with questions regarding these policies should discuss them with the Director of Human Resources or their supervisor.

CMC Policy on Unlawful Harassment

I. Policy Statement

It is the policy of Claremont McKenna College to maintain an environment for students, faculty, and staff that is free of sexual, racial and other unlawful harassment. All members of the college community should be aware that the College is concerned about such harassment, and is prepared to take prompt remedial action to prevent and correct such behavior. Individuals who engage in sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as other unlawful harassment based on such factors as race, color, religion, national origin, sexual orientation, family care leave status, or veteran status, will be subject to discipline, up to and including expulsion or termination. Retaliation against a person who properly reports, complains about, or participates in the investigation of such harassment is likewise prohibited.

II. Unlawful Harassment Defined

Unlawful Harassment in General

Unlawful harassment is conduct that creates an intimidating, offensive, or hostile working or academic environment, or that interferes with work or academic performance based on a person's protected status, including race, color, national origin, ancestry, sex (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identification, age, religious creed, physical and/or mental disability, medical condition, marital status, or other status protected by anti-discrimination and anti-harassment statutes, such as Titles VII or IX of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the California Fair Employment and Housing Act. Such harassment can be physical, verbal, or visual. Harassment can be committed by employers, co-workers, fellow students, and third parties. Generally, statements and/or conduct legitimately and reasonably related to the College's mission of education do not constitute harassment.

Sexual Harassment

One form of unlawful harassment is sexual harassment. Sexual harassment may be either "quid pro quo" harassment, that is sexual advances or requests for sexual favors where submission is made an explicit or implicit term or condition of an individual's employment or education or where submission or rejection is used as the basis for making employment or educational decisions affecting an individual; or "environmental" harassment, where the individual is subjected to a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere with an individual's work or education, or to affect adversely an individual's living conditions. Occasional compliments that are generally accepted as not offensive or other generally accepted social behavior, on the other hand, do not constitute sexual harassment.

Examples of sexual harassment may include such conduct as:

1. Physical assault or other unwelcome touching;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendations;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity, an element of which may be repeated requests for private meetings without an academic purpose;
5. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body, whether or not intended to be complimentary; (3) remarks about sexual activity or speculations about previous sexual experience; or (4) other comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes;

6. Visual displays of suggestive, erotic or degrading sexually-oriented images;
7. Letters, notes or electronic mail containing comments, words or images as described in (5) above.

Other Conduct Prohibited by this Policy

Retaliation against Complainants. It is a violation of this Policy to retaliate against a complainant for filing a charge of harassment. A complaint of retaliation may be pursued using the steps followed for a complaint of harassment.

False Reports. To file a knowingly false or malicious complaint of harassment or of retaliation is also a violation of this policy. A complaint against such conduct may be pursued using the steps followed for a complaint of harassment. A complaint under this provision shall not constitute prohibited retaliation.

Reporting Unlawful Discrimination or Harassment

Individuals who believe they are victims of, or witnesses to, unlawful discrimination or harassment (collectively “Unlawful Discrimination”) are urged to report such incidents as soon as possible to their supervisor, academic instructors, or one of the College officials designated at the end of this Section. CMC emphasizes that under no circumstances is an individual required to report Unlawful Discrimination to a supervisor or academic instructor who is accused of committing the Unlawful Discrimination. Any employee (including any faculty member) who receives a complaint of Unlawful Discrimination, is a witness to Unlawful Discrimination, or who otherwise learns of an occurrence of Unlawful Discrimination from a reliable source has the responsibility to report that occurrence immediately to any of the individuals listed below, even if the victim declines to report it.

The College will investigate every reported complaint of Unlawful Discrimination and will take appropriate action, based on the circumstances of the case, consistent with its policies and procedures then in force. Throughout the complaint and investigation process, the College will attempt to maintain confidentiality to the extent reasonably possible. Disciplinary sanctions for Unlawful Discrimination may include any of the following: required counseling, a verbal or written reprimand, a verbal or written warning, immediate suspension or termination of a third party contract/agreement, or immediate suspension or termination of employment/enrollment.

For more information or to report a suspected incident of Unlawful Discrimination you may contact any of the individuals listed below:

Vice President for Student Affairs, (909) 621-8114.

Vice President and Dean of the Faculty, (909) 621-8117.

Director of Human Resources, (909) 621-8490.

Vice President for Business and Administration, Treasurer, and Affirmative Action Officer, (909) 621-8116.

State Enforcement Procedures

In addition to the College’s internal remedies, external remedies are available for employees and students through the California Department of Fair Employment and Housing at 1055 W. 7th St. Ste. 1400, Los Angeles, CA 90017, telephone: (213) 439-6799; the United States Equal Employment Opportunity Commission at Roybal Federal Building, 255 East Temple St., 4th Floor, Los Angeles, CA 90012, telephone: (213) 894-1000; and the United States Office for Civil Rights at U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100, telephone: (800-421-3481).

Student Records Policy (FERPA Statement)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is the Federal law which requires educational institutions to establish a written policy with regard to the privacy rights of students and to make that statement available. Claremont McKenna College maintains the confidentiality of education records in accordance with the provisions of FERPA. CMC’s student records policy and procedures are available at: www.cmc.edu/registrar/acpolicy/2010-2011/records.php.

Emergency Procedures

Bomb (includes threats)

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

For bomb threats:

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

For suspected bomb:

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

Civil Disturbance

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

Criminal Incident (Active Violence)

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

Earthquake

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

Fire

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

Fire Alarm Systems

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

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

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

Hazardous Material Release

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

Severe Weather

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

Threat of Violence

All threats of violence are taken seriously at CMC. Report all threats to Campus Safety at (909) 607-2000 or ext. 72000.

Lockdown (Outside Threat)

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

Medical

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

Important Dates

Academic Calendar

Fall 2011 Semester

Tuesday	August 30	First semester classes begin
Monday	September 12	Last day to add
Wednesday	October 5	Low grade reports due to Registrar
Monday & Tuesday	October 17 & 18	Fall Break
Thursday	October 20	Last day to drop
Thursday & Friday	November 24 & 25	Thanksgiving Recess
Monday – Friday	Nov. 14 – Dec. 2	Pre-enrollment and Advising
Friday	December 9	Last day of classes
Monday	December 12	Final examinations begin
Friday	December 16	Final examinations end

Spring 2012 Semester

Monday	January 16	Martin Luther King Jr. Holiday (observed)
Tuesday	January 17	Second semester classes begin
Monday	January 30	Last day to add
Wednesday	February 29	Low grade reports due to Registrar
Thursday	March 8	Last day to drop
Monday – Friday	March 12 – 16	Spring Break
Friday	March 30	Cesar Chavez Holiday (observed)
Monday – Friday	April 9 – 27	Pre-enrollment and Advising
Wednesday	May 2	Last day of classes
Thursday & Friday	May 3 & 4	Reading days
Friday	May 4	Noon - senior grades due to Registrar
Monday	May 7	Final examinations begin
Friday	May 11	Final examinations end
Saturday	May 12	Commencement

Other Dates of Interest

Sep. 15 – Oct. 15	National Hispanic-Latino Heritage Month
October 16–22	National Collegiate Alcohol Awareness Week
November 1–30	National American Indian Heritage Month
February 1–29	Black History Month
March 1–31	National Women's History Month
May 1–31	Asian Pacific American Heritage Month
June 1–30	LGBT Pride Month

Important Phone Numbers

Administrative Offices

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

Campus Safety/Emergencies

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

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

Counseling/Social Services

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

Food Service

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

Hospitals and Medical Facilities

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

Local Transportation

Claremont Dial-A-Ride (\$1.25)	(909) 623-0183
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Telephones

The Claremont Colleges Switchboard/Campus Directory Assistance	(909) 621-8000
CMC Phone Repair	www.cuc.claremont.edu/pbone

All campus extensions may be dialed directly from off campus. Extensions that begin with “1” have a prefix of “621” and extensions that begin with a “7” have a prefix of “607.” The area code for The Claremont Colleges is (909). To request extension information while off campus; contact our switchboard at (909) 621-8000. The campus switchboard is staffed Monday through Friday, 8:00 a.m. – 8:00 p.m., Saturday, 9:00 a.m. – 4:00 p.m., and Sunday, 10:00 a.m. – 4:00 p.m.

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Claremont McKenna College does not discriminate on any illegal basis in the administration of its admission, educational, or employment policies and practices. The specific policies dealing with harassment and discrimination may be obtained from the Director of Human Resources.

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

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

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

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



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