



CABRINI
UNIVERSITY

Student Handbook

2023–24

The contents of the 2023-2024 Student Handbook are subject to change without notification. Students are encouraged to regularly visit this resource.

Compliance with University Policy

Students at Cabrini University must comply with the regulations promulgated in the current editions of the *Cabrini University Catalog*, *Student Handbook*, *Community Standards for Student Conduct*, and other official documents, policies or regulations published by the University as a condition for successful completion of the program of studies at the University.

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1. Cabrini University

Statement of Catholic Identity

Inspired by Saint Frances Xavier Cabrini, we, the University community, participate in her enduring legacy to make the love of Jesus visible in the world. This legacy serves as the foundation of our Catholic identity and our mission, the *Education of the Heart*.

As a Roman Catholic university, we live this legacy together in the shared pursuit of truth, goodness, and beauty. In this effort we join together many traditions, backgrounds, and beliefs. In doing so, the University affirms God's love for all, God's gifts in all, and God's call to serve all.

Our Catholic identity calls us to:

Faith

- invite all members of the community to share and develop their beliefs and faith traditions
- reflect with purpose, pray with passion, and seek wisdom in sacred texts
- celebrate liturgy and the sacramental life in times of joy and sorrow

Reason

- pursue a Cabrinian liberal arts education rooted in the Catholic Intellectual Tradition
- foster an academic environment that promotes spiritual, intellectual, and ethical transformation
- support scholarship to advance the common good

Justice

- act in solidarity with people who are poor, oppressed, and marginalized
- cultivate servant leadership that respects and upholds the dignity of the human person
- advocate for social justice, guided by Catholic Social Teaching

Cabrini University is a vital and distinctive mission of the international network of the Missionary Sisters of the Sacred Heart of Jesus and the Roman Catholic Church.

Adopted by the Board of Trustees, February 1, 2019

Our Cabrinian Heritage

Saint Frances Xavier Cabrini—Our Namesake

Cabrini University is based on the spiritual legacy of Saint Frances Xavier Cabrini, who was born in Sant' Angelo Lodi, Italy in 1850. At the age of 30, she founded a new religious community in the Catholic Church, based on her devotion to the Sacred Heart of Jesus.

In 1899, Pope Leo XIII asked Mother Cabrini to go to the United States to help the Italian immigrants. Mother Cabrini and her sisters developed schools, hospitals and social service agencies in New Jersey, New York, Pennsylvania, Louisiana, Mississippi, Illinois, Colorado, Washington, and California. She did not confine herself to the United States, but led her congregation to work throughout the world. In 1917, Mother Cabrini died. In 1946, she was canonized a saint, and in 1950, she was given the title of "Patroness of Immigrants."

Missionary Sisters of the Sacred Heart of Jesus—Our Religious Sponsors

As the religious sponsors of Cabrini University, the Missionary Sisters of the Sacred Heart of Jesus (MSC) carry on the apostolic work of Saint Frances Xavier Cabrini today. The congregation is global in its mission and outreach with a presence on six continents and 17 countries of the world and a worldwide network of educational, healthcare, spiritual and social service ministries. Cabrini University, a part of the Guadalupe Province, is the only University sponsored by the Missionary Sisters.

Sister Ursula Infante, MSC—Foundress of Cabrini University

The foundress of Cabrini University was Sister Ursula Infante, MSC. She established the University in 1957 as a women's college. However, in the 1970s, the University became coeducational. Building on the educational pedagogy of Saint Frances Cabrini, Sister Ursula stressed the importance of providing an "Education of the Heart," which nurtures the

intellectual and affective dimensions of the students.

Mission of Cabrini University: Education of the Heart

Cabrini University is a Catholic institution of higher education dedicated to academic excellence, leadership development and a commitment to social justice. The University welcomes learners of all faiths, cultures, and backgrounds and prepares them to become engaged citizens of the world.

—Approved by the Board of Trustees, February 2010

Goals of Cabrini University

- To provide an environment consistent with Frances Cabrini's work in a pluralistic society by welcoming all qualified students in the enterprise of intellectual, spiritual, social, and emotional growth
- To provide a Cabrinian "education of the heart" that teaches that intellectual competence cannot be divorced from values or a moral responsibility to the community
- To provide a strong liberal arts education, enabling students to develop as critical thinkers, versed in communication and analytical skills, with the ability to apply knowledge to new and different problems, and with the ability to continue to learn from life
- To provide academic programs that will educate students (a) as highly trained professionals who enter graduate studies and professional fields or (b) who continue their professional development for career advancement and change
- To provide a qualified faculty dedicated to educational excellence and professional development; and to encourage personal and group interchange among students, faculty, and staff
- To provide guidance in order to assist each student in developing a sense of values, a good self-image and responsibility to God, self, and the world
- To provide a broad range of cultural, religious, social and recreational activities in order to carry the educational enterprises beyond classroom instruction
- To foster a community that treasures and respects its religious heritage while it recognizes it is enriched by differences in cultures and religious beliefs
- To develop programs, services and educational delivery systems that are responsive to the different goals and needs of all our students on- and off-campus, day and evening, resident and commuter, traditional and non-traditional, undergraduate and graduate
- To conduct on-going evaluations of all campus programs, instructional and non-instructional, in order to improve their effectiveness and to create new programs consistent with the University's mission and its vision for the future
- To encourage the participation of all University personnel in the total development of the student by their actions, example, and excellence in service
- To promote a spirit of cooperation and collaboration among faculty, students, staff, administrators, advisors, alumni, parents, and Board of Trustees in achieving the goals of the University

Mission and Diversity, Equity, Inclusion and Belonging Framework

Mission is the foundation on which diversity, equity, inclusion and belonging (DEIB) stands. DEIB concretizes and exemplifies the Mission and Core Values of Cabrini University. Values of Respect and Community are required to create and sustain an equitable, Mission-centered, inclusive culture of belonging that upholds the human dignity of all members of the Cabrini family. Vision calls for clear, enthusiastic imagining, focus and direction toward Mission realization. Dedication to Excellence is Inclusive Excellence, an equitable and empowered approach to teaching, learning, working, and leading that builds our capacities to bring our best skills to the task at hand and the best versions of ourselves in the fulfillment of our responsibilities.

Qualities of the Liberally Educated Person

Cabrini University is part of the international network of the Missionary Sisters of the Sacred Heart created by the global vision of Saint Frances Xavier Cabrini.

The apostolic priorities of the Missionary Sisters of the Sacred Heart include working for peace and justice, working against poverty and oppression, promoting personal and interpersonal growth, and increasing compassionate concern for all human beings.

Based upon the mission of the University, Cabrini provides educational programs that recognize and seek to develop skills and values necessary to support and sustain a mature commitment to these objectives.

A. Cognitive Complexity

- Demonstrates analytic reasoning and critical thinking
- Demonstrates creative thinking
- Demonstrates scientific reasoning
- Demonstrates quantitative reasoning

B. Effective Communication

- Demonstrates effective written communication
- Demonstrates effective mediated communication
- Demonstrates effective oral presentation skills
- Demonstrates effective interpersonal communication
- Demonstrates effective small group communication skills

C. Understanding of Self and Beliefs as a Global Citizen

- Demonstrates sense of self
- Demonstrates knowledge of cultural diversity and American pluralism
- Demonstrates ability to interact cross-culturally

D. Propensity for Engaging in Life-Long Learning

- Demonstrates imagination and creativity
- Demonstrates curiosity
- Demonstrates self-direction
- Demonstrates adaptability

E. Responsibility for Social Justice

- Demonstrates relevant knowledge
- Demonstrates relevant values
- Demonstrates relevant skills

F. Expertise in a Specific Area

- Demonstrates relevant knowledge
- Demonstrates relevant values
- Demonstrates relevant skills

Charter of Core Values

Our core values emanate from the life of Saint Frances Xavier Cabrini, the charism of the Missionary Sisters of the Sacred Heart and the Catholic intellectual tradition. In response to Frances Cabrini's desire to provide an "education of the heart"—a Catholic, Cabrinian education, centered in Christ and ever mindful of the dignity and contribution of each person—the members of this University community, through a collective process, have enunciated these values which exist as a standard for our activities and as a hallmark for all future development. Education of the Heart is achieved through the core values of:

Respect

We strive for a reverence of self and others manifested in trust and appreciation. Respect calls for care and compassion in regard to:

- diversity
- our environment
- social justice
- civility in resolving conflict

The University strives to promote the integrity of each person, thus serving the vital and vibrant good of all.

Vision

Inspired by the indomitable spirit of Saint Frances Xavier Cabrini, we strive to promote and foster innovation and creativity. Vision calls for:

- a spiritually-based outlook when seeking solutions
- courage
- a proactive stewardship of all present and future resources

We accept the challenge to live our lives according to the Cabrinian vision and values.

Community

We strive to strengthen community by uniting diverse individuals and their aspirations in shared endeavor. Community calls for:

- common mission
- ethical responsibility
- a sense of belonging
- dialogue in decision making
- enthusiasm for the enterprise
- participation in the celebration of our values and traditions

The Cabrini University community seeks to extend hospitality to all and to create unity while nurturing individual gifts and talents.

Dedication to Excellence

To maximize the potential of the individual and community we strive for the education of the whole person—intellectual, emotional, physical, and spiritual. Dedication to Excellence calls for:

- positive attitude
- commitment to lifelong learning
- personal and professional growth
- pride in accomplishment
- fulfillment of common goals

At the heart of our dedication to excellence is the desire to be our best in the service of our students and all others. Because we are an institution of process and constant development, what we are must always progress toward what we ought to be. It is our hope that in our constant effort to evaluate our growth, that we aim for a point of coincidence in which the values that determine what we are become one with what we ought to be.

University Governance & Administration

The Board of Trustees

The primary responsibility of the Board of Trustees shall be ensuring sound governance of the University in accord with its Catholic Cabrinian traditions including reviewing the University's mission and purpose, institutional policies and academic programs. The Board of Trustees is responsible for the general financial administration of the University including the supervision of its funds.

The Board of Trustees selects and entrusts responsibility to the President for the supervision of the business and implementation of the policies of the University. The Board of Trustees evaluates the performance of the President in accordance with policies and procedures outlined in the University's Bylaws.

The President

The President is the chief executive officer of the University and is authorized by the Board of Trustees to operate the University within an approved budget. The President is responsible to ensure the University fulfills its mission and works toward strategic goals. The President is counseled by the Cabinet (see below) who lead various divisions, academic schools, and departments within the University. The President's performance is reviewed regularly by the Board of Trustees, who solicits feedback from stakeholders within the University's system of shared governance.

The Cabinet

Under the President's leadership and supervision, the Cabinet is comprised of Vice Presidents and Deans within the University. The Cabinet advises the President and provides administrative leadership for the University, ensuring that both the daily operations and the long-term planning of the University are successful.

The Faculty

The Faculty consists of all full-time, regular teaching faculty. The Faculty share responsibility and accountability with the Provost/Senior Vice President for Academic Affairs, the President, and/or the Board of Trustees for governance and administration in the following areas:

- Recommendations for and administration of policies in the areas of curriculum and instruction
- Standards informing academic excellence, integrity, and graduation
- Faculty rank, tenure, and promotion
- Intellectual property
- Faculty development, evaluation, grants, and sabbaticals

2. Academic Programs, Services, and Policies

Academic Calendar

The Academic Calendar includes the start and end of each semester, breaks, holidays, deadlines, final exams, registration and withdrawal periods, Commencement, and other important dates and events. The most up-to-date Academic Calendar is available online at cabrini.edu/academiccalendar.

Office of Academic Affairs

Dean for Academic Affairs	610.902.8311
Dean for Retention and Student Success	610.902.8397
Associate Dean, School of Business, Education, and Professional Studies	610.902.8310
Associate Dean, School of Arts and Sciences	610.902.8213
Registrar	610.902.8181
Director, Holy Spirit Library	610.902.8536

3. Accessibility Resource Center (ARC)

Founder's Hall, Room 99

610.902.1091

ARC@cabrini.edu

www.cabrini.edu/ARC

Accommodations and support services for self-identified students with documented disabilities, www.cabrini.edu/arc

Cabrini University is committed to providing equal opportunities in higher education to academically qualified students with disabilities. The University welcomes the participation of all qualified students with disabilities in its programs, services, and activities. The Accessibility Resource Center's mission is to create an accessible environment where individuals are viewed on the basis of ability, not disability. Support services and appropriate accommodations are available for students with identified and documented physical disabilities, psychological disabilities, learning disabilities, and attention deficit/hyperactivity disorder.

Cabrini University offers the choice of 2 levels of disability support services – services included with tuition and Access Plus fee for service program. Please refer to the ARC website for more information www.cabrini.edu/ARC

The Accessibility Resource Center provides individualized academic support. Classroom and program accommodations such as extended test time, recording lectures, reduced course loads and course substitutions are arranged when appropriate. It is the student's responsibility to contact the Director to request services and accommodations.

Disclosure of a disability is voluntary and does not adversely impact admission decisions. The Accessibility Resource Center Director maintains all information regarding a student's disability on a confidential basis. To be eligible for support services, a student must provide a copy of a current, relevant, and comprehensive evaluation performed by a qualified professional. The evaluation must verify the stated disability and the need for accommodation. Students with disabilities who require accommodations and services should contact the Accessibility Resource Center Director as early as possible.

The grievance procedure for students with disabilities can be found in the Cabrini University Catalog at www.cabrini.edu/Catalog.

4. Americans with Disabilities Act (ADA) Affirmative Action Officer

Grace Hall, Room 160

Director of Human Resources
610.902.8206

Founder's Hall, Room 99

Director, Accessibility Resource Center
610.902.1091

ARC@cabrini.edu

The designated coordinator for University compliance with the Americans with Disabilities Act and the University's affirmative action officer is the Director of Human Resources. Anyone who has a question about discrimination or believes he or she has been the subject of discrimination should contact the Director of Human Resources. Students may contact the ARC Director/Assistant Director about ADA concerns and disability services accommodations.

Grievance Procedure for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and The Americans with Disabilities Act of 1990 (ADA), Cabrini University is committed to providing equal educational opportunity and participation for qualified students with disabilities. In the event that students believe discrimination has occurred on the basis of disability, the University has developed a procedure for addressing grievances. Students who have concerns about disability discrimination under Section 504 and the ADA should take the following steps:

1. A student has the option of using an informal method of resolving his or her concern whenever possible by approaching the person who is the focus of their concern or contacting the Director/Assistant Director of the ARC at 610-902-1091 to discuss the matter and seek resolution.
2. If student prefers, he or she may contact the Affirmative Action officer for Cabrini University directly. The Affirmative Action officer is the Director/Assistant Director of Human Resources at 610-902-8206 in Grace Hall. A student contacting the Affirmative Action officer must do so in writing, explaining the nature of the dispute and the actions taken previously, if any, to resolve the issues. The student will also have the opportunity to present witnesses and other evidence. The Affirmative Action officer may ensure that an adequate, reliable and impartial investigation of the complaint is conducted and may consult with the parties involved to gather additional information and, when indicated, may convene a meeting of appropriate individuals to seek resolution of the dispute. The student will be informed, in writing, of the outcome of this process.
3. If the student is not satisfied, they may appeal the decision by contacting the Dean for Academic Affairs in writing within 30 days of the date of the Affirmative Action Officers response. The appeal must be in writing and include an explanation of the nature of the dispute, the actions previously taken to resolve it, and the response received.

The Dean for Academic Affairs will review relevant information, consult with the appropriate parties when necessary, and render a decision on the student's appeal. The student will be informed in writing of the outcome of the complaint.

4. If the student is not satisfied with the outcome, they may contact the Office of Civil Rights in the Philadelphia area:
U.S. Department of Education
Office of Civil Rights
The Wanamaker Building,
Suite 515 100 Penn Square East
Philadelphia, PA 19107
215-656-8541
1-800-421-3481
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

All grievances will be processed in a timely manner, with final disposition not to exceed 180 days from the time the complaint has been filed in writing with the Affirmative Action officer. Students are encouraged to initiate a grievance

with a reasonable time period and preferably in the same semester in which the matter arose.

Cabrini University guarantees the rights of students to initiate good faith disability discrimination grievances. Retaliation, reprisal or harassment directed against any student because he or she has filed a complaint, or participated in a complaint investigation, is strictly prohibited.

5. Athletics and Recreation

Dixon Center

610.902.8387

www.cabriniathletics.com

For a complete staff directory, see <https://cabriniathletics.com/staff.aspx>

Cabrini University provides a variety of opportunities throughout the year for students interested in participating in an intercollegiate athletic program. The athletic teams, open to men and women, are members of the National Collegiate Athletic Association (NCAA) Division III, the Eastern College Athletic Conference (ECAC), the Atlantic East Conference (AEC) and the Mid-Atlantic Rowing Conference (MARC) (Rowing only). The AEC is a conference of seven member institutions with championship play in 18 sports. (conference sponsors championships in 20 sports)

Men's Athletics

FALL

- Cross Country
- Soccer

WINTER

- Basketball
- Swimming

SPRING

- Baseball
- Golf
- Lacrosse

Women's Athletics

FALL

- Cross Country
- Field Hockey
- Soccer

WINTER

- Basketball
- Swimming

SPRING

- Lacrosse
- Rowing
- Golf
- Softball

Most intercollegiate teams conduct tryouts for interested full-time students. The athletic department has openings annually for work-study and student employees in positions such as managers, statisticians, score-keepers, etc.

Nerney Pavilion-Dixon Center

Front Desk	610-225-3901
Fitness Center	610-225-3923
Pool Deck	610-225-3912

The Nerney Pavilion-Dixon Center, Cabrini's sports and recreation complex, is located on the north side of campus. The Nerney Pavilion-Dixon Center houses a gymnasium with three full-length basketball courts, a 25-yard competitive pool, a fitness center, strength-training area, two dance/aerobic rooms, an indoor track, and locker rooms.

Fitness Center

610.225.3904

Monday–Thursday: 6 a.m.–11 p.m.

Friday: 6 a.m.–9p.m.

Saturday: 9 am – 4p.m.

Sunday 12 – 8 p.m.

***Hours subject to change**

The Fitness Center has 29 pieces of cardiovascular equipment, 19 pieces of strength-training equipment and a SYNRGY90 cable motion station. A variety of Group Exercise programs are offered, including classes like yoga,

Pilates, boot camp, spinning, and Zumba.

The Fitness Center offers free health and wellness programs which can include weekly walks, nutrition and healthy eating, and personal fitness contests.

For further information about the fitness center or group exercise classes, please contact the Fitness Coordinator at 610.902.3952 or visit rec.cabrini.edu.

Intramurals and Recreation

610.902.3909

Cabrini University Athletics and Recreation is happy to work with you to create open play or one-day tournaments for the campus community. Intramural and Recreation programs are designed to allow students a chance to get involved in friendly competition with other students.

Some Open Play/Intramural options could include:

Dodgeball Bowling Cornhole

Outdoor recreational programming allows students to expand their interest and experience in a number of exciting ways. If you have a specific interest or activity you would like to try, please feel free to reach out (ojj722@cabrini.edu) to see what options are available in the area. Some past activities include:

Rock Climbing Horseback Riding Hiking Paddleboarding

Sport Clubs available this year include: Cheerleading and Dance Team

This year will include “concierge”-style or “choose your own adventure” style programming – reach out to discuss your interest, what may be available in the area, and we can determine if it is something we can run. Contact Orlin Jespersen (ojj722@cabrini.edu) for any questions or suggestions of activities you would like to try.

Swimming Pool

610.902.3912

Hours:

Monday-Thursday: 7 a.m.- 6 p.m.

Friday: 7 a.m.- 6 p.m.

Saturday: 9 a.m.- 3 p.m.

Sunday: 12 p.m.- 7 p.m.

***Hours subject to change** (current schedule can be found in hard copy at Dixon Center Front Desk or online at <https://rec.cabrini.edu>)

Cabrini’s twenty-five yard competitive pool has six lanes and a handicap access ramp. The natatorium is staffed by a certified lifeguard at all times. The pool is equipped with kick boards, aqua jogging belts, and resistance equipment for your convenience.

Recreational activities are offered during the semester and include may include swimming lessons, lifeguard training, and movie nights. For more information about these programs, contact the Aquatic Director at 610-225-3913.

- Please note that the pool has limited hours from the middle of September through the end of February. Swim practice times can vary along with pool rental obligations.
- Practice times will make the pool unavailable for recreational swimming during the late afternoon and early evening during this period. Typical closure varies from 1–6 p.m., Monday through Friday.

6. Campus Ministry

Founder's Hall, Third Floor
610.902.8438

Cabrini University's Campus Ministry is an inviting atmosphere where the community can experience a sense of belonging and feel comfortably connected to God, each other, and self.

Embracing Cabrini's Catholic identity, Campus Ministry creates a space for respectful dialogue where persons of all faith traditions—and those still searching—are invited to share their journey.

In the spirit of Mother Cabrini, Campus Ministry fosters the understanding that we can do all things through God who strengthens us.

Campus Ministry provides opportunities for students to meet others with similar interests and works to develop students' faith lives through engagement with the Cabrini University community and local, national, and international service.

7. Campus Store

Widener Center, First Floor
610.902.8526
www.CabriniShop.com

The Cabrini University Campus Store offers standard school supplies, clothing, health and beauty aids, technology products, and most notably - course materials. Students are encouraged to order books online at CabriniShop.com for in-store pick-up, which provides the fastest and simplest procedures at no additional cost. Students may use Cavs Cash (not Flex Dollars) for purchases and may also obtain Campus Store purchase cards in the Cavalier Express Center to charge store purchases (if they have a credit balance on their financial account).

Hours:

Monday-Thursday: 9:30 a.m.- 4 p.m.

Friday: 9:30 a.m.- 3 p.m.

8. Cavalier Express Center

Grace Hall, Room 117
610.902.8188
cavalierexpress@cabrini.edu
www.cabrini.edu/cavalierexpress

The function of the Cavalier Express Center, through the various offices housed there, is to provide efficient and effective services to students as they seek to address their course registration, tuition payments and financial aid needs at the University, as well as transcripts and enrollment verification.

Hours:

Monday - Friday: 8 a.m. – 5 p.m.

Check Cashing (Cavalier Express Center)

Students may cash personal checks (maximum of \$50) at the Cavalier Express Center. Students must present Cabrini ID when cashing checks. Check-cashing hours are Monday – Friday 9 a.m. – 5 p.m.

Student Billing

Bursar

Cavalier Express Center, Grace Hall 117

610.902.8166

billing@cabrini.edu

The Bursar's Office manages all aspects of student billing and the collection of payments. All student balances are due before the start of the term. Payment plans are available through Nelnet Campus Commerce via the following websites:

- To enroll in an **undergraduate or graduate** payment plan, please visit <https://mycollegepaymentplan.com/cabrini/>
- To enroll in a **doctorate** payment plan, please visit <https://mycollegepaymentplan.com/cabrinidoctoral/>

Outstanding balances can prohibit a student's ability to register for class.

Financial Aid

Cavalier Express Center, Grace Hall

610.902.8188

financialaid@cabrini.edu

www.cabrini.edu/FinancialAid

The Financial Aid Office assists students and families with meeting the cost of education. Students are asked to complete a federal aid application called the Free Application for Federal Student Aid (FAFSA). Please fill out at www.fafsa.gov.

The FAFSA application is an annual application process. The FAFSA is available on October 1st. The Financial Aid Office has office hours of 8 a.m. to 5 p.m. Monday through Friday, and "walk-ins" are welcomed. Other times are available by appointment only.

Registrar

Cavalier Express Center, Grace Hall

610.902.8188

registrar@cabrini.edu

www.cabrini.edu/Registrar

The Office of the Registrar coordinates the term master schedule (academic course offerings) and oversees course registration procedures. The office manages the process for transfer credit equivalencies, supervises final grade submission procedures, maintains grade information and the content of student academic transcripts. The Registrar is the custodian of the official academic record for students, and as such, the office verifies the enrollment status of the student population, and oversees the official academic transcript production process. Official Cabrini University academic transcripts bear the signature of the Registrar.

Additional responsibilities include the maintenance and coordination of course catalog data (both historical and current) and student data (both paper-based and in the University's ERP system). Further, the office enforces student record confidentiality policies (FERPA) and various academic policies of the University. Overseeing the processing of graduation applications and degree clearance procedures, including degree audits through the Degree Works system, certification of degree completion, coordination of diploma production, and the creation of the annual academic calendar also are the within the office's responsibilities.

9. Center for Career and Professional Development

Widener Center, Second Floor

610.902.8304

career@cabrini.edu

Career counseling, internship and job opportunities, www.cabrini.edu/career

The Center for Career and Professional Development (CCPD) offers career counseling and professional development to all University students and alumni. The CCPD promotes a holistic approach to professional and personal career development to prepare graduates for their first destination whether it be obtaining major related employment and/or acceptance to graduate/professional schools of choice.

Individual career counseling helps students focus on interests, skills, values, and experiences as they relate to career decision-making. Through innovative workshops and classroom presentations, resume and cover letter writing, interview techniques and job search skills are enhanced. Both on and off-campus recruiting programs afford students and alumni the opportunity to interview with employers and professionals from a vast array of businesses, industries and non-profit organizations. Students and alumni seeking internship or employment opportunities can engage with professional recruiters at career fair and networking events hosted by Cabrini University either on-campus or in a virtual format.

The internship program offered through the Center for Career and Professional Development is an academic course melding professional work experience with classroom objectives and theoretical principles. Students earn academic credit based on the number of hours worked. A one-credit Career Exploration and Planning course (COL 133) is offered each semester, enabling students to learn more about their values, skills, interests and career options.

Handshake, the student and employer career portal, is a robust online resource for all students' career development needs. Students can schedule appointments, upload resumes, register for career events, search for and apply to open positions, research employers, and connect with a growing network of Cabrini peers and alumni. Handshake, and other online career resources can be accessed by visiting www.cabrini.edu/career.

10. Center for Student Success (CSS)

Grace Hall, Room 135

610.902.8373

studentsuccess@cabrini.edu

Provides advising, academic support, and career services for undergraduate and graduate students.

ACADEMIC ADVISING

First-year, first-semester undergraduate students are advised by their COL 101 – College Success Seminar faculty. Once a student formally declares an academic major, an advisor is assigned to you from your academic department.

PROFESSIONAL ADVISORS

Provide additional advising support and one-on-one counseling sessions and workshops to help improve academic skills and study habits. For more information, visit www.cabrini.edu/advising

ACADEMIC ENRICHMENT

Roymans Hall

610.902.8506

academicenrichment@cabrini.edu

www.cabrini.edu/academic-enrichment

Offers assistance to students in challenging subject matter, writing across the disciplines and required mathematics courses through the provision of peer and professional tutoring, workshops and other resources. Our centers and programs include the:

- **Math Resource Center**
- **Subject Area Tutoring Program**
- **Writing Center**

Appointments with a tutor can be made by visiting <https://cabrini.mywconline.com> and selecting the center or program schedule.

FIRST-YEAR EXPERIENCE (FYE) and STUDENT TRANSITIONS

Grace Hall, Room 135

610.902.8373

studentsuccess@cabrini.edu

Living and Learning Community and peer-mentoring programs especially for first-year students, www.cabrini.edu/fye

11. Community Standards for Student Conduct (Code of Conduct)

Dean of Student Engagement

Grace Hall 150

610-902.8407

deanofstudents@cabrini.edu

<https://www.cabrini.edu/about/departments/student-life/handbook-and-code-of-conduct>

Students at Cabrini University must comply with the regulations promulgated in the current editions of the *Cabrini University Catalog*, *Student Handbook*, *Community Standards for Student Conduct*, and other official documents, policies or regulations published by the University as a condition for successful completion of the program of studies at the University.

The basic philosophy of student discipline at Cabrini University is one of education. Throughout the disciplinary process, the University attempts to teach moral and ethical values and in doing so maintain the orderly operation of the University. By encouraging individual responsibility and by fostering a respect for the rights of others, the disciplinary process is intended to result in the protection of the rights of members of the University community and the redirection of a student's behavior into patterns consistent with community standards.

Any Student who commits, aids, or attempts to commit any violation of the Community Standards towards any member of the University community or any other person on University premises or at any University sponsored or supervised events will be subject to disciplinary proceedings.

Purpose of Cabrini's Community Standards

1. Community Standards help motivate good behavior, enhance respect for individual differences, and emphasize a commitment to the common good.
2. Community Standards represent limits and describe examples of behaviors that are unacceptable conduct of students at Cabrini University.
3. Community Standards assist students in learning how to assume public responsibilities beyond the campus and in society.

Responsibilities

As members of the Cabrini University community, students and student organizations are responsible for

reading and ensuring that they understand the policies in this Community Standards document, as well as policies outlined in the Student Handbook and University Catalog, and for behaving in ways that are consistent with the policies contained in each.

Students who are in a situation in which these standards are being violated are expected to make a reasonable, positive effort to remove themselves from the environment. In addition to their personal responsibility for these standards, students are also accountable for the behavior of their guests and ensuring that the guests comply with the community standards and University policies.

Members of student organizations are expected to conduct themselves in accordance with the Community Standards.

If a student organization engages in an alleged act of misconduct, the University may initiate disciplinary proceedings against the organization, as well as against students involved who are members of the organization. An organization and its members and/or guests may be subject to all of the approved sanctions including loss of University recognition for a specified period of time.

Students may also be considered in violation of the community standards for actions occurring off campus. In cases for which local, commonwealth or federal law may apply, students may be subject to civil or criminal liability. In certain cases in which the University's interests as an academic community are affected, University disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of the community standards. Thus, both institutional violations and civil or criminal charges may result from the same situation. University proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

12. Commuter Student Services (see *Center for Student Engagement and Leadership*) **Widener Center, First Floor** **610.902.8755**

13. Counseling and Psychological Services **Infante House** **610.902.8561** counselingcenter@cabrini.edu www.cabrini.edu/Counseling

Counseling and Psychological Services (CAPS) provides a variety of services to help students improve and maintain their mental health and wellbeing. For undergraduate students seeking clinical services, CAPS will provide an initial assessment and treatment recommendations based on the unique needs of each student. These recommendations may include, but are not limited to, time-limited individual counseling, group counseling, workshops, consultation, case management, referral to other campus services that may be beneficial, and/or referral to community providers for specialized or longer-term treatment. CAPS also provides consultation for faculty, staff, and others who have concerns about the mental health of a Cabrini student, crisis intervention, and outreach and prevention services for the campus community.

Counseling services are available to treat a wide variety of concerns including, but not limited to, mental health, wellbeing, family or relational concerns, academic distress, developmental challenges, and improving resilience and coping. Services provided by CAPS are free and confidential. CAPS will not share any information about a student's counseling record without written permission from the student, except in rare circumstances when disclosure is mandated by professional ethics or state law. These circumstances include

situations when there is imminent risk of harm to self or others, child or elder abuse, or in the event of a valid court order.

In circumstances when a student has an acute psychiatric emergency requiring a higher level of care, experiences a severe and persistent psychiatric and/or substance abuse disorder, or requires specialized services not provided by CAPS, staff will provide support and assistance with referral to off-campus services. CAPS maintains lists of off-campus service providers in the local community, including Radnor and the Philadelphia metropolitan area. Payment for off-campus services will be the responsibility of the student.

CAPS provides clinical services from Monday-Friday from 9:00am until 4:00pm during the academic year. During the summer and other academic breaks, CAPS operates on a modified schedule, with hours of operation posted in advance. In order to provide high quality clinical services while adhering to safe Covid-19 mitigation efforts, CAPS will offer in-person and/or telehealth services for routine counseling appointments, based on individual circumstances and current recommendations by CDC and mental health advisory groups. Students with urgent mental health concerns may also request an urgent same-day consultation by contacting the office during normal business hours, and will be scheduled with a counselor as quickly as possible. For both routine and urgent appointment requests, students are asked to call 610-902-8561 or email CAPS at counselingcenter@cabrini.edu so that we may determine the best modality for services for each student depending on their unique circumstances.

CAPS partners with Uwill, the leading student mental health and wellness solution. Uwill offers students an immediate, secure, and convenient way to receive teletherapy counseling services should the need arise. Uwill is private, secure, and confidential. Students should visit the CAPS webpage for information about accessing Uwill at www.cabrini.edu/about/departments/counseling.

When CAPS is closed, students experiencing a psychiatric emergency or other life-threatening mental health event are advised to contact the University's Public Safety Department at 610-902-8111, call 911, or go to the nearest emergency room for immediate evaluation. The National Suicide Prevention Hotline is available 24/7 by calling 1-800-273-8255.

14. Dining Services (Sodexo)

Founder's Hall, First Floor (Adjacent to Dining Hall)

610.902.8505

www.cabrinidining.com

Resident students are required to be on a University meal plan. Guests without a meal plan may purchase meals from the cashier stationed at the entrance to Cavs Corner. Cabrini students on a meal plan may use flex dollars to pay for meals of their guests. Students must present their ID cards when using their meal plan. Failure to present proper ID cards may result in refusal of service. Everyone entering Cavs Corner must swipe their ID card or pay for a meal prior to entering the dining area.

Students who require a special diet for health reasons must provide medical documentation to Cabrini University Accessibility Resource Center (ARC). The ARC will work with Dining Services to identify a dietary plan that meets the needs of the student. As nearly all modified diets can be accommodated, students with special needs remain on the meal plan.

Take out containers are provided for students who do not have time between classes or who need to be away from campus during meal hours. Take out containers are for take-out meals only. Students are not permitted to eat in the dining hall and take meals out.

Commuting students may purchase any meal plan or purchase Cav's Cash. Contact Dining Service at 610.902.8505, Residence Life at 610.902.8410 or visit <https://www.cabrini.edu/about/departments/business->

[office/tuition-and-fees](#) for further details.

Cavs Corner – Dining Hall (Founders Hall, Lower Level)

Monday – Thursday

Breakfast: 7:30-9:45 a.m.
Lunch: 11:30 a.m. – 1:30 p.m.
Casual Lunch: 1:30 – 2:30 p.m.
Dinner: 4:30 – 7:30 p.m.

Friday

Breakfast: 7:30-9:45 a.m.
Lunch: 11:30 a.m. – 1:30 p.m.
Casual Lunch: 1:30 – 2:30 p.m.
Dinner: 4:30- 7:00 p.m.

Saturday and Sunday

Casual Breakfast: 9-11 a.m.
Brunch: 11:30 a.m. – 1 p.m.
Dinner: 4:30 – 7:00 p.m.

Dining Services is always interested in hiring students and offers great wages, free meals, and the ability to work around school schedules. Please visit the Dining Services office located in Cav's Corner for more details.

Only those who have purchased a meal, either by using a meal swipe, flex, Cav's Cash, meal voucher, cash, or credit card may sit in the dining hall.

Dining service policies are published separately and may be obtained from the Dining Services office. Violations of dining regulations may result in disciplinary action. Please note that no food, plates, glasses, or utensils may be taken out of Cavs Corner other than approved "to go" containers.

15. Office of Diversity, Equity, Inclusion, and Belonging (ODEIB)

Widener Center, First Floor

610.902.1061

www.cabrini.edu/about/departments/student-diversity

The Office of Diversity, Equity, Inclusion, and Belonging exists to create a welcoming and inclusive commUNITY and to embed a holistic sense of belonging throughout the university. We do this by addressing the needs of first-generation, BIPOC, LGBTQ+, religiously diverse, and disabled students through programs, activities, trainings, mentoring, faculty and staff development, and student development.

16. Ethics Point

Confidential and Public Reporting

www.ethicspoint.com

[EthicsPoint](#) is a comprehensive and confidential reporting tool to assist those at Cabrini University, including students, to work together to address fraud, abuse, and other misconduct at the University, all while cultivating a positive environment. Those submitting reports can do so using <https://www.cabrini.edu/globalassets/pdfs-website/hr/ethics-point-reporting.pdf>

Situations, events or actions by individuals or groups that you believe carry a negative impact on Cabrini University or the well-being of our community, or are detrimental to morale, productivity, or personal safety are all categories of things that should be reported. Please remember, however, that frivolous or unfounded reports do not help foster a positive workplace. If you are uncertain if a situation violates Cabrini policy, is illegal or constitutes harassment or discrimination, use EthicsPoint to obtain clarification. We would much rather have you ask than let potential problems go unchecked. However, EthicsPoint should not be used for immediate threats to life or property. These types of reports should be directed to 911.

EthicsPoint is designed to maintain your confidentiality and anonymity. The following step-by-step instructions will guide you through the processes available to submit a report:

1. Using either www.ethicspoint.com or 888-235-1730 to make a report. If using a phone line, an intake specialist will assist you with entering your report into the EthicsPoint system.
2. Enter "Cabrini University" as the Organization name on the website

3. Follow the on-screen or intake specialist's instructions to complete a report.
 - a. Choose a report category
 - b. You can remain anonymous.
 - c. Complete the report, providing information about the incident, including:
 - i. Who: Persons engaged in the incident, including titles
 - ii. What: Incidents specifically occurred
 - iii. Where: Location of the incident
 - iv. When: Time and duration of the incident
 - d. Next, you will be asked to create a password. The EthicsPoint system will generate a unique code called a "Report Key." Write them both down and keep them in a safe place. You will need them to follow-up later, or if you ever want to review or amend your report.
4. Follow up: Five to six days business days after you complete your report, you can return to the EthicsPoint system to see if the company has posted any follow-up questions or requests.
 - a. Reconnect with the EthicsPoint system using Internet or Toll-Free Phone.
 - b. Click on (or ask to perform)"Follow-up an existing report."
 - c. Provide your Report Key and Password.
 - d. You can now elect to review report details, respond to questions, and add information.
 - i. To review your report, click "Review Report Details" or ask the intake specialist.
 - ii. You will be told if your company has entered questions about your report. Answer the questions verbally or by typing in the question boxes and click "Submit."
 - e. You can add information to the report verbally or by using the "Submit New Information" box.
 - f. If you have agreed to participate in an EthicsChat*, click "Join a Chat" at the specified time. Type your comments into the field at the bottom of the window and click "Submit."
 - g. You may return regularly to review your report, answer questions, and add information.

Why do we need a system like EthicsPoint?

By creating open channels of communication, we can promote a positive and safe environment for everyone. Also, an effective reporting system will augment our other efforts to foster a culture of integrity and ethical decision-making.

17. Facilities Department

Sullivan House

610.902.8242 (Help Desk)

<https://mmmobilc.cabrini.edu/WorkRequest/Login.aspx> (Facilities Service Request Form)

The Facilities Department is responsible for the upkeep and maintenance of the University's grounds and buildings as well as facility renovation/improvement projects. Areas of responsibility include electrical, plumbing, heating, air-conditioning, carpentry, general repairs, project management, event set-ups, grounds maintenance, and housekeeping.

The department has an online service request system that allows members of the University community to enter a service request ticket directly to the department, where a service coordinator assigns the request to a Facilities representative for action. The online service request form is available at <https://mmmobilc.cabrini.edu/WorkRequest/Login.aspx>

We encourage all Cabrini community members to use the online service request and to include their cell phone number when doing so.

The Department's office hours are Monday through Friday from 7:30 a.m. to 4:00 p.m. On-call service is provided 24 hours a day, seven days a week for emergency-related problems. In case of an emergency, beyond normal business hours (power outage, flood, smell of gas), call the Public Safety Department at 610.902.8111 to activate this service.

18. Hazing Prevention Policy

Introduction

Cabrini University seeks to foster a safe and healthy environment built on mutual respect and trust. At the very basis of the University's mission is the recognition of the essential dignity and worth of each member of the University community. Hazing is a serious violation of these principles. As such, Cabrini University will not tolerate hazing activities by any individuals, groups, teams, or registered/unregistered student organizations. The University encourages all members of its community to be aware of the serious nature of hazing and challenges its members to work together to prevent its occurrence.

Definitions

A. Pennsylvania state definition of hazing (Commonwealth of Pennsylvania, Act 175 of 1986)

1. Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of, or recognized as an organization by, an institution of higher education.
2. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.
3. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding.

B. Cabrini University definition of hazing:

Hazing is absolutely prohibited. The term “hazing” means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of an individual or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by the University.

C. “Individual” refers to Cabrini’s faculty, staff, students, volunteers, coaches, organizations, groups, teams, alumni, and visitors.

D. An “organization” is defined as persons enrolled as students at the University who are associated with each other and have completed the process of being a recognized student organization with the Center for Student Engagement and Leadership or are not a recognized student organization or are not required to register as a student organization including, but not limited to varsity athletic teams, administrative offices, academic departments, musical or theatre groups through a department, etc.

E. For the purposes of this policy, appropriate University Officials for reporting hazing are as follows:

- Primary: Public Safety
- Secondary: Office of Student Life, Dean of Students, Athletics and Recreation, Student Engagement and Leadership
- Allegations regarding faculty/staff: Human Resources

Hazing Policy

Hazing in any form is prohibited. This regulation applies to all members of the University community. This regulation applies to behavior that occurs on or off Cabrini University property. The implied or expressed consent of a student to hazing is not a defense under this policy.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual, and shall include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health and safety of the individual, or a willful destruction or removal of public or private property.

For the purpose of the Community Standards, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. In the case of individuals, sanctions may range from fines, probation, suspension, or expulsion. In the case of organizations, sanctions may range from fines, probation, or suspension of recognition to withdrawal of recognition status. The prohibition against hazing applies to acts conducted on or off campus whenever such acts are deemed by the University to constitute hazing.

This list is not intended to be inclusive of all activities that could be considered hazing.

A. Retaliating in any manner against any individual who reports hazing or who participates in an investigation of a hazing report is prohibited and will be referred to the Dean of Student Engagement and the University’s Chief Compliance Officer.

B. Making an intentionally false accusation of hazing through the University’s procedures is prohibited.

C. Responsibility for any violations of this regulation may be attributed to the perpetrators, the student organization or team, its members, and/or its officers.

- D. Any organization or group may be found responsible for any violations of this regulation upon satisfactory proof that the organization or group did not discourage or did not take reasonable steps to prevent hazing by its members or affiliates.
- E. In addition to this policy, NCAA student athletes shall follow the policies and guidelines set forth by the Athletic Department, NCAA, and the Atlantic East Athletic Conference.
- F. In addition to this policy, all recognized student organizations shall follow the policies and guidelines set forth by the Center for Student Engagement and Leadership.

Rights of those who report

- A. Individuals who are victims of hazing and who truthfully report the activities to Cabrini University Public Safety and/or an appropriate University Official will not be individually charged with a violation of this regulation.
- B. Individuals who have knowledge of a hazing incident but did not participate and truthfully report the activities that occurred will not be individually charged with a violation of this regulation in relation to that particular incident.
- C. An organization or group that seeks assistance in preventing hazing from occurring within the organization, even if past behaviors have included hazing, may not be charged with a violation of this regulation. Any organization that self-reports a hazing behavior to appropriate University officials or the Cabrini University police prior to incident being reported will be given the opportunity to change those behaviors without immediate threat of being charged with a violation of this policy at the sole discretion of the Dean of Students. If evidence is presented thereafter that hazing behaviors have continued within the organization or group, that organization or group may be held responsible for current and past behaviors.
- D. An organization or group that self-reports must identify those individuals responsible for the hazing behaviors to be held individually responsible through the appropriate conduct process.
- E. Any University Official or employee who receives a report of hazing must communicate that report to Cabrini University Public Safety and/or the Dean of Student Engagement as soon as possible.

Reporting

Authority for enforcement of this policy is vested with the Division of Student Life, in conjunction with the Dean of Student Engagement or their designee.

- A. Complaints or reports of activities believed to be hazing will be reported to Cabrini University Public Safety at (610) 902-8111. A person reporting an incident of hazing can seek advisement from a staff member of one of the following appropriate University Offices:
 - a. Dean of Student Engagement - (610) 902-8407 - deanofstudents@Cabrini.edu
 - b. Center for Student Engagement and Leadership – (610) 902-8755 – getinvolved@Cabrini.edu
 - c. Athletics and Recreation – (610) 902-1000 – clc722@Cabrini.edu

Anyone who finds themselves in or encounters an emergency situation should immediately call 911.

- B. Anonymous reports will be accepted only through www.ethicspoint.com “EthicsPoint Reporting System.” Enter “Cabrini” for the Organization Name and then choose either “Athletics” or “Risk and Safety Matters” as your next option. If not Athletics, then choose “Public Safety” as your next option before completing all appropriate information.
- C. When reporting an alleged or potential act of hazing, please include as much detail as possible about the incident, including the following information:
 - a. Date and location of incident
 - b. Description of activities
 - c. Organization involved (if known)

d. Name of and description of students involved

D. Any questions concerning the interpretation or application of this policy should be referred to the Dean of Students.

Safe Harbor

An individual shall not be subject to the Cabrini University Community Standards for Student Conduct for an alleged violation of the Student Code of Conduct if the facts of the case reveal all of the following:

1. A law enforcement officer first became aware of the individual's violation of this chapter because the individual placed a 911 call or contacted campus security, police or emergency services, based on a reasonable belief that another individual was in need of immediate medical attention to prevent death or serious bodily injury.
2. The individual reasonably believed the individual was the first individual to make a 911 call or contact campus security, police or emergency services and report that an individual needed immediate medical attention to prevent death or serious bodily injury.
3. The individual provided the individual's own name to the 911 operator or equivalent campus security officer, police or emergency services personnel.
4. The individual remained with the individual needing medical assistance until a campus security officer, police or emergency services personnel arrived and the need for the individual's presence had ended.

Similarly, an individual needing medical attention shall not be subject to the Cabrini University Community Standards for Student Conduct for an alleged violation of the Student Code of Conduct if another individual against whom probable cause exists to charge a violation of the Student Code of Conduct reported the incident and remained with the individual needing medical attention and the other individual qualifies for a safe harbor under this section.

The safe harbors described under this section shall be limited as follows:

1. This section may not prohibit the initiation of student conduct proceedings if the University learns of the alleged violation prior to and independent of the action of seeking or obtaining emergency assistance as described above.
2. This section shall not interfere with or prevent the investigation, charging or adjudication of an individual for a student conduct violation other than a violation under this section.
3. This section shall not bar the admissibility of evidence in connection with the investigation and adjudication for a student conduct violation other than a violation under this section.
4. This section shall not bar the admissibility of evidence in connection with the investigation and adjudication of a student conduct violation with regard to another respondent who does not independently qualify for a safe harbor under this section.

Requirements for Recognized Student Organizations

All elected or appointed student organization presidents or designee shall educate their respective organization members on an annual basis regarding the applicable University policies concerning hazing. Resources and support for this education will be made available through the Center for Student Engagement and Leadership, Athletics and Recreation, and the Dean of Student Engagement.

Corrective Action and Disciplinary Procedures

- A. Violation of this regulation may result in corrective action under the Community Standards for Student Conduct, Human Resources Policies and Procedures, or other applicable University policies. Visitors refusing to comply will be reported to Cabrini University Public Safety or other authorities, as appropriate.
- B. Violations of this policy are subject to referral to appropriate law enforcement and/or University services, as well as to regional and national affiliated organizations, for action or prosecution, as applicable.
- C. A student or student organization may be subject to Interim Measures, as defined in the Community Standards for Student Conduct.

- D. Violation of this policy by a registered Cabrini University student will result in appropriate sanctioning as noted in the Community Standards for Student Conduct. Such determination of responsibility shall be done through the procedures outlined by the Community Standards for Student Conduct.
- E. Students continuing to act in the name of a suspended or expelled student organization may be in violation of a sanction imposed under this policy and be subject to charges as individuals as outlined in the Community Standards for Student Conduct.

Institutional Reports

Consistent with the Timothy J. Piazza Antihazing Law, Cabrini University shall maintain a [report](#) of all violations of the institution's antihazing policy or Federal or State laws related to hazing that are reported to the institution. The report shall include all of the following:

1. The name of the subject of the report.
2. The date when the subject was charged with a violation of the institution's antihazing policy or Federal or State laws related to hazing.
3. A general description of the violation, any investigation and findings by the institution and, if applicable, penalties.
4. The date on which the matter was resolved.

The report shall not include the personal identifying information of an individual.

Cabrini University shall update the report biannually on January 1 and August 1 and shall post the updated report on its publicly accessible Internet website. Cabrini University shall retain reports for five years.

19. Health Services

Founder's Hall 98

610.902.8400

www.cabrini.edu/HealthServices

All new full-time undergraduate students are required to submit the following prior to August 15 (directions and links can be found at www.cabrini.edu/healthservices)

- Health History Form & Physical Exam Form (Have your physician fill out the Physical Exam portion)
- Updated Immunization Record
- Your insurance card (front and back)
- If you are a transfer student and sent your health records to your previous university, you need not have a new physical. Ask your previous Health Office to send them along with your immunizations. Please email healthservices@cabrini.edu with any questions.

Cabrini University requires all students to be adequately immunized against hepatitis B, measles, mumps, rubella, meningitis and varicella according to Pennsylvania state requirements. Unvaccinated students must complete a waiver form. Students are responsible for completing their health forms prior to campus arrival. All students are expected to be covered by a personal health insurance plan.

Students experiencing true emergencies and/or severe medical issues should be evaluated and treated at a local hospital (e.g., Bryn Mawr, Paoli or Lankenau).

Cabrini Health Services provides professional medical and health management services including:

- Evaluation and treatment of routine illness and minor injuries
- Administration of immunizations, flu shots, allergy injections
- Laboratory services
- Referrals for specialty medical services as necessary
- Management of all student health and medical record

20. Holy Spirit Library

610.902.8537

www.cabrini.edu/Library

The Library staff invites students to use its facilities, resources, and services. Professional librarians are ready to help you navigate the library's print and digital resources. The Library provides wireless access to the campus network and 2 computer labs are available for accessing its collections, the internet, and Microsoft Office applications. Laptops are available for in house use. iPads and Microsoft Surface tablets may be checked out for 1 week with 1 renewal. Library materials can be located using HSL OneSearch - at www.cabrini.edu/library. There you will also find links to digital resources and research tools. Remote access to the Library's digital resources requires a current Cabrini user ID and password.

Supplemental course materials placed on reserve by instructors are available at the Reserve Desk. Black and white printers, a color printer, scanners, and fax are available. (A fee may be charged for fax use.)

Circulation

During the regular academic year, most print materials circulate for 3 weeks. Media (e.g. DVDs, CDs) circulate for 1 week. Reference items and periodicals cannot be checked out.

InterLibrary Loan

Using regional and world-wide networks, Cabrini offers inter-library loan service for students who need materials not held by Holy Spirit Library. Please allow sufficient time for processing the request. Students are responsible for any overdue fines, or replacement costs for lost or damaged items.

Fines

The fine for overdue items from the regular Circulating Collection is .10 per item per day. Overdue DVDs, CDs, and Newbery and Caldecott books accrue a fine of \$1 per day per item. Course reserve materials accrue a fine of \$10 per day. Tablets accrue a fine of \$10 per day and tablet peripherals a fine of \$1 each per day. If a tablet is not returned within 3 days of the due date and fines not reconciled, a block is placed on the student's account.

Fines of \$20 or more prohibit students from borrowing library materials and may prohibit students from registering for classes or requesting transcripts.

Lost or Damaged Material Policy

Library personnel will assess damaged materials on a case-by-case basis to determine if items must be replaced. Students are responsible for fines, replacement, and processing costs for lost and damaged items.

Other Libraries

SEPCHE member libraries offer direct borrowing privileges to the students of all 9 SEPCHE institutions: Arcadia University, Cabrini University, Chestnut Hill College, Gwynedd-Mercy University, Holy Family University, Immaculata University, Neumann University, Rosemont College, and Salus University. The SEPCHE collaboration makes available nearly a million volumes, and several special collections on various subjects. Library hours at SEPCHE schools vary, but librarians are available to assist.

Students with a valid Cabrini University ID may borrow materials in person from all SEPCHE libraries and from neighboring, Eastern University.

21. Information, Technology and Resources (ITR)

610.902.8366

Founder's Hall, Room 108

itrhelp@cabrini.edu
www.cabrini.edu/ITR

For complete information about Cabrini University's policies governing the use of technology at Cabrini University, see the section of this handbook titled "Information Technology and Resources Policies" or visit www.cabrini.edu/ITR.

ITR directs, administers and manages campus computing including: email, passwords, accounts, wired and wireless network and internet, audio/visual, instructional technology, and classroom technology, computing facilities, institutional data, technology student newsletters, and general computing assistance.

Public computer labs are located in the Holy Spirit Library main floor and basement. Computer classrooms are available to students when classes are not scheduled and buildings are open.

Students are required to abide by Cabrini's Acceptable Use Policies, see this section of the handbook at <http://www.cabrini.edu/about/departments/policies/acceptable-use-policy>.

To contact ITR, students are encouraged to submit a ticket to the online tracking system by calling the 24/7 Help Desk at 610-902-8366 or sending an email to the Help Desk at itrhelp@cabrini.edu.

Information Technology and Resources Policies

Cabrini University Communications Systems User Policy

(Includes email, internet, and other electronic systems)

The email system is the property of Cabrini University and subject to acceptable use compliance. The operation of these systems relies upon the proper conduct of University users, who must adhere to Acceptable Use guidelines.

The use of the University's electronic communications systems is a privilege, not a right. The University reserves the right to deny or cancel communications systems at any time.

All users are expected to use these systems in an appropriate and ethical manner. Appropriate use includes use for official instructional, educational, professionally-related business and research purposes consistent with the University's mission and values.

These policies and guidelines outline the responsibilities inherent in authorized access, requiring efficient, ethical and legal utilization of system resources.

Acceptable Use Policies

The following are considered violations of Acceptable Use Policies and are prohibited:

1. Engaging in conduct that obstructs or disrupts institutional activities or the individual pursuit of learning, including, but not limited to:
 - a. Vandalism, defined as any attempt to harm or destroy systems and/or other data contained therein.
This includes, but is not limited to, the uploading or creation of computer viruses and inflicting damage or sabotage on the system.
 - b. Reading/listening to or attempting to read/listen to another user's electronic messages without authorization
 - c. Degrading system performance
 - d. Unauthorized or inappropriate use of an account or electronic file or data
 - e. Threat, harassment (including, but not limited to, sexual harassment), or libel toward any student, employee, or guest
 - f. Sending sexually oriented email messages or sending or receiving sexually oriented images or file transfers other than those with legitimate academic purpose
2. Using the University's electronic systems to conduct any activity not related to the University's operation, including, but not limited to, advertising, soliciting, political lobbying, personal, other business, games,

shareware, personal email messages, and screen savers

3. Involvement in the violation of, or conviction for violation of, federal, state or local statutes or regulations regarding computers, electronic communications, interstate commerce and/or security regulations
This includes, but is not limited to, material protected by copyright, trade secret, obscenity and related laws.

Violations of Acceptable Use Policies may result in the cancellation of the user's account and electronic communications privileges and other disciplinary action up to and including termination of employment (as explained in the *Personnel Policies Manual*) or expulsion (as explained in *Community Standards for Student Conduct*).

Additional ITR Policies

Other ITR Policies can be found on the ITR website by visiting <https://www.cabrini.edu/about/departments/policies>

Frequently Asked ITR Questions

Q: How do I retrieve up my Cabrini accounts including my @cabrini.edu email account?

A: After being confirmed as **enrolled** at Cabrini or **added** to University Human Resource records, an account will be set up for you.

The Cabrini Enrollment or Admissions team will mail or email your Cabrini user ID and email information to you. If you have your university ID number, you may also call the 24/7 Help Desk and request your user ID and a password reset.

Q: To what email address should people send email in order to reach my Cabrini inbox?

A: You may receive mail addressed as either your User ID (abc123@cabrini.edu), as your official email address (firstname.middleinitial.lastname@cabrini.edu). Both of these emails addresses will go to the same Cabrini email inbox.

Q: Why does the University require the use of the official email address?

A: Assigning everyone a permanent email makes it possible for faculty, staff and other students to create reliable address book entries and mailing lists. For example, once a professor creates a course mailing list using the students' official email addresses, that list can be used throughout the term.

The ability to send mail to students will not be disrupted by any changes students might make in their Internet Service Provider or the address to which they forward their mail.

Q: Can I forward my Cabrini email? How?

A: Yes. Instructions for forwarding your email can be found here: <https://support.office.com/en-us/article/forward-email-from-office-365-to-another-email-account-1ed4ee1e-74f8-4f53-a174-86b748ff6a0e>

Q: What if I do not have a computer or I am a commuter?

A: If you do not have a computer and live on or off campus you are still required to have a Cabrini domain and email account. Computer access for receiving your accounts and checking your email is available on-campus in the computer labs, in the numerous classrooms across campus that are equipped with computers, and in the Holy Spirit Library.

22. Mail / Mailroom

**Widener Center, First Floor
610.902.8525**

The mailroom coordinates all package and mail service throughout campus. All outgoing mail/packages are shipped via the United States Post Office and when prepaid labels are provided, packages will be delivered to UPS

and FedEx. Also for your protection we suggest that confidential documents (such as banking information) not be sent to the university mailroom unless absolutely necessary.

Each full-time resident is assigned a key/combination mailbox outside the mailroom and their incoming mail can be picked up at their convenience. Outgoing mail may also be placed in the mail drop box on the ground floor of the Widener Center transient hallway. When a student receives a package or a piece of mail too large to fit in their mailbox, a notification email will be sent to the student. When picking up packages proper identification is required.

- When picking up packages proper identification is required.
- Students should include their Mail Box # on all incoming and outgoing mail/packages.
- Students are encouraged to check their mailboxes at least one time a week.
- If your key or combination is not working, notify Mail Room Manager and/or Mail Room clerk.
- **The mailroom hours:** Monday-Friday: 9:30 a.m. – 3 p.m.

Only cash payments are accepted for postage.

23. Medical Amnesty Policy

The health and safety of students is the primary concern for Cabrini University. The University also supports an environment that encourages students to come to the assistance of one another.

To help foster this environment, certain provisions – known as the Medical Amnesty Policy – have been made to encourage that responsible action is taken when a student is compromised due to consumption of alcohol. If a student seeks medical attention due to his/her level of intoxication, the University will not pursue disciplinary sanctions against the student for violating the alcohol policy.

In lieu of disciplinary sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Dean of Student Engagement or her/his designee who may issue educational requirements such as alcohol education, counseling, and/or alcohol and substance abuse assessment.

Failure to complete educational assignments or treatment recommendations issued under this policy will result in disciplinary action.

The Medical Amnesty Policy does not preclude disciplinary sanctions due to any other violations of the Cabrini University Community Standards (not related to the Alcohol Policy).

Likewise, the Medical Amnesty Policy does not prevent action by Radnor Police or other law-enforcement personnel.

24. President's Office

Mansion, Second Floor

Helen G. Drinan, Interim President	610.902.8201
Claire Clute, Executive Assistant to the President	610.902.8201

25. Public Safety

Maguire House, Public Safety Building

610.902.8111

In extreme emergencies (e.g., fire, explosion, crime in progress), dial 9-911

The mission of the Department of Public Safety is to protect life and property, to perform services as required and to engender a shared responsibility for the protection and safety of the individual and the community. To fulfill this mission, Public Safety Officers patrol campus buildings and grounds 24 hours daily.

The number of Officers on duty varies depending upon the time of day and expected level of activity. All Officers are trained to assist the community in situations ranging from emergency response to general advice on crime prevention. The Public Safety Dispatch Center can be reached at 610.902.8111. Caller communication is

established via a dispatcher and all incoming calls are recorded. When calling the Public Safety Office, speak clearly; giving your name, location and any other essential information. Officers will respond to assist as soon as possible.

The Department is also responsible for managing the University's Identification Card, Shuttle Service, Parking and Traffic Management programs, and for enforcing related policies.

Public Safety Policies

Security Cameras on Campus Policy

In consideration of a person's reasonable expectation of privacy, Cabrini University has security cameras placed in common areas throughout campus including but not limited to hallways, stairwells and lobbies. The primary intent of these cameras is to enhance the safety and security of our campus. The cameras also serve as a deterrence as well as a way to secure evidence that enhances the likelihood of identifying offenders through post-incident investigations of crimes.

Viewing of video surveillance camera footage – either live video footage or recordings – will only be conducted by authorized personnel.

Facts about Security Camera Installation

- Cameras are placed in common areas including but not limited to hallways, stairwells and lobbies
- Cameras are NOT placed in areas where there is an expectation of privacy such as bathrooms or in resident rooms
- All camera access points have been approved by Public Safety

Demonstration Policy

Cabrini University supports the right of students, faculty and staff to freedom of speech, the expression of diverse and divergent points of view and the right to peaceful demonstration. In turn, members of the University community have a corresponding responsibility to promote these freedoms for all, even when the opinions and beliefs of others conflict with their own, and to help maintain a campus environment where members of the Cabrini community can safely pursue their endeavors free from disruption. The following standards are in place to ensure that the appropriate balance between these freedoms and responsibilities is achieved.

Demonstrations: Definitions & Characteristics

For purposes of this policy, "demonstrations" are defined as the presence of one or more persons in a campus location with the intent to express a particular point of view in a manner that attracts attention, including but not limited to protests, rallies, sit-ins, vigils, marches, processions or similar forms of expression. "Peaceful" and "non-disruptive" demonstrations are those conducted in compliance with University policies and procedures, which are not disruptive of academic and educational processes or the normal operations of the University, and do not create conditions which may jeopardize the safety of others and institutional property.

A demonstration is "disruptive" or "unsafe" if it includes any activity or expression that:

- Denies or unreasonably interferes with the rights of other students, faculty or staff of the University, including the rights of others to demonstrate
- Occurs in a way that blocks entrances, exits or passageways from or to any University building or vehicle traffic on or to the campus
- Interferes with the daily business of or scheduled events in campus facilities
- Violates any ordinance or law
- Creates a volume of noise that prevents members of the University community from carrying on their normal activities
- Places the health or safety of any member of the University, visitors and/or invited guests at risk
- Employs force or violence or threatens force or violence against any persons or property
- Occupies rooms or offices without permission
- Occurs outside of the hours of 8:00 a.m. – 10:00 p.m.
- Fails to comply with any other University policy or any other lawful directive, including a directive to cease the event

- Demeans or degrades individuals on the basis of race, ethnicity, religion, gender or sexual orientation, age, physical or mental disability, marital status, veteran status or any other characteristics protected by federal, state or local law.

Sponsors

The right to demonstrate on University property is limited to Cabrini students, faculty, staff and alumni. As Cabrini is a private institution, demonstrations by non-employee associates, subcontractors or individuals/groups unaffiliated with the University may not occur on campus.

Campus demonstrations and/or protests must be sponsored by a recognized University group or organization, or by groups of internal constituents who share a common interest.

Notifications & Approvals

Constituents wishing to demonstrate on-campus must notify and receive approval from the senior level administrator appropriate for their group as follows:

- Student groups must notify the Vice President for Athletics and Student Engagement or designee
- Faculty groups must notify the Dean of their School or the Dean for Academic Affairs
- Staff and/or administrative groups must notify the Director of Human Resources

Written notification of plans to demonstrate on-campus must be provided to the designated senior administrator a minimum of three business days in advance of the activities taking place, and include the following information:

- An explanation of the reason, cause and purpose of the demonstration,
- The projected number of participants
- Proposed location, start and end times between 8:00 a.m. and 10:00 p.m.
- The name and contact information of the primary coordinator of the event
- If applicable, student groups must include the name and contact information for the group's faculty or staff advisor and verification that the advisor has been made aware of the group's intentions

After the designated senior administrator has reviewed the written notification, determined if the time and location are appropriate for the event and taken the steps necessary to ensure adequate safety and campus notifications have been made, s/he will meet with representatives of the group to review the campus demonstration procedures, finalize arrangements and issue final approval.

Under no circumstances will demonstrations be permitted to occur in the following locations:

- Residence Halls
- Faculty, staff or administrative offices
- Laboratories, computer rooms or the Holy Spirit Library
- Areas that contain valuable or sensitive materials, collections, equipment, records protected by law or by existing University policy, such as educational records, student-related or personnel-related records and financial records
- Classrooms, seminar rooms or meeting rooms where classes or private meetings are being held or immediately scheduled to be held
- Emergency facilities, communication equipment and utility areas, or other facilities or service areas vital to the continued functioning of the University

Requirements:

- Students participating in campus demonstrations must abide by the behavioral expectations outlined in the Community Standards for Student Conduct. Faculty and staff must abide by the behavioral expectations outlined in their respective University handbooks. Alumni must abide by the behavioral expectations outlined in the By-Laws of the Cabrini University Alumni Association.
- Demonstrations must be located at a distance from a University ceremony or event that is sufficient enough not to disrupt or impede the normal progress of the program.
- Sound associated with demonstrations must be reasonable and at a volume that will not interfere with classes, residence halls, business hours, programs or events.
- Placards used by participants must be made of poster board or similar material, not of hard substances (e.g., wood or heavy, inflexible plastics). Placards may be carried or worn on the person, but not mounted on carrying posts or nailed to trees and shrubs, or on the outside or inside of buildings.

- Literature or other printed materials cannot be forced upon others or distributed in ways that obstruct the free flow of vehicular or pedestrian traffic. Printed materials may not be scattered on the ground or left unattended on University benches, tables, sidewalks or building hallways and entrances. All trash, signs and printed materials must be collected and placed in appropriate trash or recycling containers by those participating in the demonstration.
- Persons or organizations causing damage to University property during a demonstration will be held financially responsible.

The individual(s) identified as the coordinator(s) of the demonstration is/are responsible for ensuring that all conditions of the demonstration policy are met. Should violations occur, the Director of Public Safety or his designee, in consultation with the senior administrator who approved the event, will issue one warning that the group or individual participants are in violation and ask that the behavior be corrected within 15 minutes of the warning. Should the group or individual participants continue to engage in that or any other violation after the warning period provided to self-correct has been issued, instructions will be issued to terminate the demonstration immediately.

Fire Safety Regulations

The deliberate or malicious reporting of a false alarm of fire; the tampering with or misuse of life safety equipment (e.g., fire alarm systems, fire sprinkler systems, emergency exit door alarms, and firefighting, safety, or electrical equipment); the failure of students to evacuate a building upon the sounding of a fire alarm; or the failure of students to follow the direction(s) of a University official during fire evacuation drills is a violation of the *Community Standards for Student Conduct*.

The *means of egress* (e.g., all room doors, corridors, hallways, stairways, stairway landings, exit doors, exterior areas of exit doors) of all campus buildings shall be continuously maintained free of all obstructions or impediments for its full instant use in the case of fire or other emergency. No postings shall be attached to, or material or equipment stored inside of, exit stairways or exit enclosures.

Repairs or alteration to electrical wiring and fixtures, or gas pipes and fixtures shall only be made by University authorized personnel. Multi-plug adapters or unprotected plug strips are prohibited. Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance, except multi-plug extension cords having built-in circuit breaker protection may serve more than one portable appliance.

The use of all open flamed devices (e.g., burning candles, incense, potpourri burners, alcohol lamps, kerosene lamps and heaters) and equipment with exposed heating elements (e.g., coffee pots, hot plates, grills, toaster ovens, portable electric space heaters, halogen lights) are also prohibited inside residence hall rooms. Portable electric space heaters shall only be used for temporary emergency heating, as authorized by the Facilities Department Director.

Identification Cards

Cabrini University identification cards for residential and commuter students are available through the Department of Public Safety. The first ID card is free. Replacement of a student ID card costs \$25. Students with residence hall or classroom access cards are cautioned to use them with care.

Cabrini ID cards should not be stored near a computer or other electronic device or other card with a magnetic strip (e.g., credit cards, debit cards, etc.). **Do not punch holes in the card as this will deactivate it.**

Students may get their ID cards at the Department of Public Safety at any time. Public Safety is open 24 hours a day, 7 days a week. Please bring your Banner ID Number and picture identification with you for processing.

Students are expected to carry their Cabrini IDs with them at all times on campus, and to identify themselves to Public Safety Officers or other University officials when requested. Failure to provide an ID when requested is a violation of the *Community Standards for Student Conduct*.

Vehicle Regulations

Parking and traffic enforcement is the Department of Public Safety's responsibility. Campus vehicle regulations are available on the University website. Illegally parked vehicles will be ticketed and/or towed or booted according to the published regulations. Although the University has taken all the above measures to provide a safe environment,

safety is the responsibility and concern of everyone.

Vehicle Regulations and General Information

The roadways of the University and its parking spaces fall under the jurisdiction of the Department of Public Safety, which is responsible for the administration and enforcement of regulations designed to facilitate an orderly traffic flow on campus.

These regulations apply to students, faculty, staff, and visitors. Infractions of these regulations are the responsibility of the person who registered the vehicle on campus. The University is not responsible for loss due to theft or damage to a vehicle that occurs on University property.

All temporary parking arrangements on campus are to be scheduled and approved through the Public Safety Department. Student parking permits are only available online at <http://cabrini.thepermitstore.com>.

Vehicle Registration

1. All vehicles operated and parked on University property by students must be registered with the University. All student vehicles must exhibit a valid parking permit to park anywhere on campus, including the Dixon Center parking lot (lot B). Students are expected to purchase their permits by going online to <https://cabrini.thepermitstore.com>. Permits are available 24 hours a day and should be acquired before the beginning of the school year.
2. Parking regulations will be enforced beginning the second full week of classes during the fall, spring and summer semesters.
3. The “registration year” extends from August 15 to May 20 of the following year.
4. Registration stickers must be affixed to the outside of the rear upper left hand side window (driver’s side) of the vehicle.
5. Parking permits may not be shared or transferred.
6. Permits are shipped by The Permit Store, which can be accessed online at <https://cabrini.thepermitstore.com/>.
7. Vehicle registration does not guarantee a parking space on Residential Boulevard, but affords the registrant the opportunity to park in authorized areas where sufficient space is available.
8. If you have a difficult time finding a legal parking space on campus, please call the Public Safety Office at (610.902.8111) so an officer can assist you with finding a legal parking space.
9. All parking appeals must be made online at <https://cabrini.thepermitstore.com>. Appeals cannot be made in person at the Public Safety Office.

Vehicle Registration Fee

Undergraduate resident students must pay a vehicle-registration fee of \$95 for academic-year parking permits or \$55 for one semester (plus \$5.95 shipping and handling)

Undergraduate and graduate commuter students must pay a vehicle registration fee of \$55 for the academic year or \$35 for one semester (plus \$5.95 shipping and handling). Summer-session-only parking permits are \$35.

Commuter students may purchase an additional permit for a vehicle registered to them for \$20 (plus \$5.95 for shipping and handling). Residential students are allowed one permit per year unless the vehicle is sold or scrapped and proof is provided when requesting a second permit.

Traffic Regulations, Violations, and Penalties

- The speed limit on all campus roads and parking lots is 15 m.p.h.
- It is a violation to park an unregistered vehicle on campus or fail to display a valid parking permit properly.
- That portion of Residential Drive opposite the marked parking spaces is a “Tow-Away” Zone.
- It is a violation to park an unregistered vehicle on campus or fail to display a current parking permit properly. Visitors must obtain a temporary parking pass from the Department of Public Safety.

- If you must park in a restricted area while loading or unloading, you should put on your four-way flashers, but under no circumstances be parked in a restricted area for more than 15 minutes. Vehicles are never permitted to park in handicap parking spaces anywhere on campus without proper documentation.
- Please call the Department of Public Safety (610.902.8111) to avoid getting a parking violation.

Access to Campus After Hours

Under normal circumstances, the King of Prussia Road and Eagle Road entrances are closed nightly between midnight and 5am. During that time period all traffic must enter and exit the campus through the Upper Gulph Road entrance.

- Vehicles must display a current Cabrini parking permit to enter campus.
- Vehicles without a permit must stop at the Welcome Center which is staffed by a Public Safety Officer. All occupants must provide a photo ID; the vehicle's driver must provide a valid driver's license and destination information.
- All deliveries and ride share vehicles arriving on campus after hours must be confirmed directly by the student calling the Public Safety Department. The student will need to confirm their student ID number with the dispatcher and let them know that they are expecting a delivery, ride or visitor. Once verification is confirmed and only then will the driver be permitted to enter campus. If the student doesn't call Public Safety prior to the arrival of the delivery, the dispatcher will contact the student directly to obtain the necessary information before the driver is permitted access to campus.
- All visitors without a student escort must be called in ahead of time into Public Safety. Remember to tell any visitors to carry a photo ID and to remember your residence hall information to gain access to the campus.
- All visitors must register their vehicle at the Public Safety Office.
- All visitors must park in the Dixon Center parking lot to avoid a parking ticket.

Parking Restrictions

- Lot B: general and visitor parking, resident and commuter students
- Lot A: faculty, staff, and commuter students only
- Garage: faculty, staff, commuters, and visitors only. Overnight parking is prohibited (Midnight-5am)
- Mansion Courtyard: parking as posted, not open to employees or students. Visitor parking is four hours.
- Short-term visitor parking is 30 minutes.
- West Turnaround Lot: ADA parking for Mansion and Chapel. Mansion guest parking by reservation only. No student parking. No overnight vehicles.
- Maguire House: one handicapped space and one resident space
- Dixon House: one handicapped space
- Infante House: one handicapped space and two visitor spaces for Counseling sessions only.
- McManus House: three resident spaces
- Casey House: three resident spaces
- Sullivan House: three resident spaces
- Woodcrest: 10-minute loading zone

Snow removal: When there is snow in the forecast, all vehicles must be moved from the Houses to Lot B.

Parking Violations, Moving Violations

All violations can be found on the Public Safety Webpage under "[Parking](#)"

Strict Enforcement of Violations of Handicapped Spaces

Handicapped parking is restricted to vehicles with:

- A valid "Handicapped Parking" hang tag permit from the rear-view mirror or

- A valid “Handicapped Parking” license plate, issued by the state in which the vehicle is registered

Any vehicle not displaying valid identification that is parked in or blocks a marked handicapped space anywhere on campus—including the lots adjacent to residence halls—even for a short period of time shall, at a minimum, be subject to the following:

- Issuance of a parking ticket: \$150 fine
- Attachment of an immobilizing book: \$75 fee
- Total cost: \$225

No immobilizing boot will be removed until the owner or person responsible for the vehicle pays in full all fines and fees due or it can be successfully linked to the student’s university account.

If the person responsible for the booted vehicle does not respond to the Public Safety Office within 24 hours of the boot being attached, the vehicle may be towed off campus by a private towing company.

Paying Fines

ALL parking fines must be paid online by going to <https://cabrini.thepermitstore.com>. Violators have 15 days to appeal or pay the fine. After 15 days the right to appeal is forfeited. After 20 days a \$10 late fee will be added. After 30 days an additional \$10 late fee will be added and the fine will be transferred to the violator’s University bill. Fines accumulated by visitors will be assessed to the student the violator is visiting. Unpaid student fines past the deadline may be referred to the Dean of Student Engagement for consideration of additional resolution measures.

Appeals

In order to appeal a traffic violation, the registrant must file an internet appeal to <https://cabrini.thepermitstore.com> within 15 calendar days of the violation. All other questions or suggestions regarding parking should be addressed to parking@cabrini.edu or the Director of Public Safety. Appeals not taken in a timely manner will incur additional processing charges.

Immobilization of Vehicles

When a vehicle is issued a fourth parking ticket, or is parked in or blocks a marked handicapped space/zone, the Department of Public Safety may apply an immobilizing device to the vehicle, along with a ticket that warns the owner not to move the vehicle until the immobilizing device has been removed. Cabrini University reserves the right to immobilize or tow any illegally parked vehicle on campus without previous warning. The following range of penalties is for violations of the vehicle regulations.

Boot

The registrant will be charged \$75 for the removal of the boot. If the registrant has not contacted the Department of Public Safety to have the boot removed within 24 hours, an authorized towing company may tow the vehicle, and the registrant will incur an additional charge for the towing.

Tampering with or removing a boot may also result in criminal charges being filed through Radnor Police. After a second application of a boot, vehicles may be towed immediately for any further violations.

Towing

The violation of University parking regulations by individuals who have accumulated a fourth ticket in the same academic year will result in the application of a boot and the towing of the vehicle if the boot has not been removed within 24 hours. Upon receipt of a fourth ticket for parking regulation violations students could lose parking privileges for the remainder of the year.

The Department of Public Safety reserves the right to immediately tow vehicles which are in dangerous positions or are creating a hazardous condition, as well as any vehicle which, through its reckless operation, has created a danger to the University community.

Vehicles may also be towed immediately from tow-away zones, fire lanes and roadways or driveways that they are blocking. Furthermore, vehicles may also be towed when registrants refuse to identify themselves. All towing and storage costs will be responsibility of the vehicle owner.

Revocation of On-Campus Driving and Parking Privileges

After five violations, a driver may be “banned” and not permitted to park or drive any vehicle on campus for the remainder of the academic year.

Drivers with fewer than five violations may be banned if any one violation is serious enough to warrant immediate suspension of all vehicle privileges. The decision to banish rests with the Director of Public Safety.

Daily Crime Log

A comprehensive crime and fire log is kept of all criminal complaints, reports, incidents on campus. The crime and fire log is public record available for review at the Department of Public Safety.

All incident reports are circulated to appropriate departments (e.g., Athletics and Student Engagement, Residence Life, Facilities, etc.) to be used as a form of communication between the Department of Public Safety and the responsible officials.

Student violations of the *Community Standards for Student Conduct* are referred to the appropriate University official for administrative or other action.

Lost and Found

A box for lost and found items is maintained in the Public Safety Department, located at The Public Safety Building (Maguire House). Unclaimed items are retained for one semester and then discarded.

Shuttle Service

The University provides a free shuttle service to and from the two Radnor train stations and other key locations in the area, including the Lancaster Avenue business district in Wayne and the King of Prussia Mall.

Schedules for the shuttle, area train (SEPTA Paoli / Thorndale Regional Rail Line), and trolley (SEPTA Norristown High-Speed Line) are available in Public Safety, at the shuttle stop, Student Engagement and Leadership, Residence Life, and online at www.cabrini.edu/Shuttle. The shuttle stop is conveniently located out front of the parking garage.

26. Residence Life

Woodcrest Hall

610.902.8410

reslife@cabrini.edu

<https://www.cabrini.edu/about/departments/residence-life>

Residence Life is dedicated to promoting a secure and welcoming living learning community that provides an enjoyable experience, valuing individuals as engaged and socially responsible members of their community. The Residence Life program at Cabrini University is an integral part of the educational experience, intended to provide students with service and to assist them in the development of the Qualities of a Liberally Educated Person.

[Residential Living Policies and Procedures](#) are essential for the safety and success of all students and should be reviewed by all residential students and their guests. Information includes, but is not limited to:

- Residential Expectations and Behavior
- Housing Policies
 - Housing Assignments, Selection, and Placement
 - Housing Cancellation and Eligibility
 - Move-in, Move-out, Hall Closings
 - Holiday and Break Housing
 - Room Changes
 - Room Condition and Common Areas
- Information for Facilities and Maintenance Issues
 - Maintenance Repair and Work Requests
 - Damage Billing and Vandalism
 - Health and Safety Inspections

- Personal Property Insurance
- Community Living Policies
 - Academic Atmosphere / Quiet Hours
 - Policies, Rules, Expectations for Behavior
 - Emergencies
 - Emotional Support Animals, Service Animals, Pets
 - Safety Regulations
 - Meal Plan
 - Residence Hall Security
 - Room Access/Search Policy
 - ID Cards, Keys, Lock-Out Procedures
 - Visitation and Guest Policy

27. Center for Student Engagement and Leadership (SEaL)

Widener Center, First Floor

610.902.8755

getinvolved@cabrini.edu

www.cabrini.edu/getinvolved

The Center for Student Engagement and Leadership (SEaL) promotes student involvement in campus life and enriches the campus learning environment by providing social, cultural and educational programs. In alignment with the Cabrinian philosophy of *Education of the Heart*, the purpose of this Center is to provide opportunities and services which enhance the student experience, promote holistic student development, and encourages students to find the places and spaces on campus where they feel a sense of belonging.

The main areas of campus life that SEaL is responsible for include:

- New Student Orientation
- Registered Student Clubs and Organizations (RSOs)
- Student Government Association (SGA)
- Leadership Development Opportunities
- Campus Activities and the Campus Activities and Programming (CAP) Board
- Commuter Student Engagement

Additional services include, but are not limited to:

- Approval of campus postings
- \$5 Movie Tickets to Regal Cinemas
- Discounted SEPTA passes for transportation to Center City Philadelphia
- Email marketing of campus events

SEaL provides student leadership development opportunities and supports the operation of student organizations including Student Government Association (SGA), Campus Activities and Programming (CAP) Board, and Registered Student Clubs and Organizations (RSOs). The Center is also responsible for managing several campus-wide programs including the Involvement Fair, New Student Orientation, and the annual Cavalier Leadership Recognition Ceremony. SEaL promotes campus activities through fliers on bulletin boards in Founders Hall, Widener Center, and commuter lounge, via email each week through a weekly events newsletter, and on social media.

The SEaL office is located in the Widener Center on the first floor. SEaL staff members are available to meet with student leaders interested in planning or participating in campus activities and/or providing feedback about events or ideas for future events.

Commuter Student Resources

A staff member within the Center for Student Engagement and Leadership serves as the liaison for commuter students. Resources within SEaL for commuter students consist of:

- Commuter Liaisons: One full time staff member and one undergraduate student
- Oversight of the Commuter Lounge
- Programming designed for commuter students

- Management of commuter social media platform (@CabriniCommuters)
- Commuter student locker reservations
- Cabrini Commuter Crew Advisory Board

Commuter Lounge - Holy Spirit Library, Lower Level

The Commuter Lounge exists as a space for commuter students to spend their time studying and socializing between classes. The space is equipped with lockers, a refrigerator, a microwave, a Keurig, a TV, charging station, couches, and tables for students to enjoy. Commuter-specific events are also hosted in the Commuter Lounge.

Commuter Student Lockers

Lockers are available in the Widener Center (upper lobby between Widener and Founder's Hall) and the Commuter Lounge in the lower level of the Library for student use on a first-come, first-served basis.

Students must register their lockers in the Center for Student Engagement and Leadership on the first floor of the Widener Center. Users are expected to provide their own locks, which must be removed by the last day of final exams in May. The University reserves the right to remove any lock when it believes that a locker is being used for an activity in violation of University policy or if personal locks have not been removed by the conclusion of the academic year. Material remaining in lockers beyond the removal date will be discarded.

More information about Commuter Student Resources can be found at: www.cabrini.edu/undergraduate/student-experience/commuting

Campus Posting Policies

The Center for Student Engagement and Leadership (SEaL) assumes responsibility for administering, monitoring, and enforcing guidelines for campus postings from campus departments and student organizations. Approval for posting signs, fliers, banners, etc., must be obtained from SEaL prior to posting. All campus departments and student organizations are asked to participate in the following process:

1. Bring an original copy of the posting to the SEaL Office, 1st Floor Widener Center.
 - a. Duplication or copying of signs/fliers should not be completed until the original has received the approval stamp.
2. The posting will be reviewed by SEaL staff.
3. Items approved for posting will be stamped and a removal date will be indicated on the posting.
4. The department or organization can then make copies and post in approved locations (see list below)
 - a. No more than 20 copies of a flier are encouraged to be posted
5. The department or organization will remove the material at the expiration date listed on the posting. Removal of materials is NOT the responsibility of the SEaL office.
 - a. Recycling is encouraged!

The following regulations apply to posting:

- Approval for fundraising activities will not be granted to any organizations who:
 - are not officially registered with the University
 - serve or support partisan political purposes and/or activities
 - limit participation on the basis of race, national origin, age, gender, sexual orientation, or disability
 - Conflict with the University's mission, core values, or Catholic Identity
- The material to be posted must clearly state the organization and/or sponsor, and any other pertinent information including time, date, location, cost, etc.
- Postings making any reference to alcohol, drugs, sex, or tobacco (either written or pictorial) will be reviewed by the Director of the Center for Student Engagement and Leadership.
 - Appeals can first be made to the Director of the Center for Student Engagement and Leadership and subsequently to the Dean for Student Engagement & Leadership.
- Posting is limited to specific areas in each building.
 - Bulletin boards in the Widener Center 1st floor by the Grill
 - Stairwell bulletin boards in Widener Center
 - Mailbox-area bulletin boards in Widener Center
 - Bulletin boards in Founder's Hall (except those marked for other department use)
 - Bulletin boards on the 1st floor of the Iadarola Center
- Multiple postings in one area will be removed.
- Materials are not permitted to be posted on windows, walls, painted surfaces, doors, lamp posts, trees, trash cans

or on vehicles.

- Groups are responsible for posting their own approved notices and for removing them by the removal date specified at the time of approval.
- Material that has been posted without approval or that has been posted in an unapproved location will be removed and discarded.
 - Posting is not permitted on bulletin boards designated for use by specific academic or campus departments or in enclosed bulletin boards.
- Groups or individuals who fail to follow posting policies and guidelines risk the loss of future posting privileges, as well as disciplinary action.
- Off-campus individuals, activities or groups, and Cabrini students seeking to post material related to off-campus individuals, activities or groups are subject to the same approval processes and posting limitations outlined above for on-campus organizations.

Permission must be obtained in advance from SEaL to:

- Suspend banners from trees or buildings
- Post material at off-campus locations
- Draw with chalk on campus roads and driveways

Posting in the Dixon Center, Library, and Residence Halls require staff approval from those individual departments.

The mailroom will not stuff student mailboxes.

Questions about posting on campus can be directed to the Director for Student Engagement and Leadership.

Registered Student Clubs and Organizations (RSOs)

To ensure the educational integrity of co-curricular activities on campus, the Center for Student Engagement and Leadership (SEaL) has developed guidelines for the student organization registration process. Student clubs and organizations must participate in the registration process in order to receive official institutional authorization.

The benefits of registering a student club or organization include:

- Use of the Cabrini University name on and off-campus
- Solicit membership on campus
- Utilize SEaL resources, including supplies and staff support
- Reserve space on campus for organizational meetings, events, activities, programs
- Conduct events and fundraisers on and off campus
- Request funding from SGA in accordance with budget request guidelines
- Listing as a recognized student organization in all appropriate institutional publications.
- Organization budget account through the Business Office.
- Utilize assistance from SEaL and Institutional Advancement to promote outside Cabrini sponsorships for student organizations events and/or fundraisers.

Registration does not imply that Cabrini endorses the views of the organization as a group. Rather, it implies that the institution accepts the organization's mission as educationally valid and that the organization has complied with the registration procedures.

All Recognized Student Club and Organizations (RSOs) are required to abide by the Club and Organization Manual for registration, club functions and management, fundraising and event planning. The manual can be found online at www.cabrini.edu/about/departments/student-engagement-and-leadership/clubs.

A video tutorial and additional information about the registration process can be found at www.cabrini.edu/Getinvolved.

Please refer to <https://www.cabrini.edu/Getinvolved> for a current list of registered social and academic student organizations at Cabrini University.

Rights of the University regarding RSOs:

The University reserves the right to deny or cancel official student organization registration when, in its judgment, a student organization's stated or actual purpose, goals, and/or activities are in opposition to the mission and core values of the University, including, but not limited to:

- organizations with discriminatory membership practices
- groups that do not disclose their purpose, memberships, or activities
- commercial groups whose purpose and activities are designed as profit-making endeavors for the benefit of their members
- groups that foster hatred or intolerance of others because of their race, nationality, religion, gender, or sexual orientation

The University further reserves the right to:

- regulate time, place, and manner of all on-campus student activities
- prohibit any activity that is deemed to create a clear and present danger to persons or property, or that is contrary to the institution's mission, values and Catholic character
- prohibit the existence of off-campus bank accounts by all student organizations and athletic clubs, including the Student Government Association and Greek Life organizations
- impose disciplinary sanctions on student organizations in accordance with established community standards

Appeals

Groups whose application for registration is denied may appeal to the Dean for Student Engagement and Leadership, whose decision will be final.

Revocation of Registration

Any student organization that has been granted institutional registration and that violates its own statement of purpose and/or constitution, or fails to comply with University policies is liable to revocation of registration or other sanctions consistent with Cabrini's *Community Standards for Student Conduct*.

Complaints may be filed by or with the Director of the Center for Student Engagement and Leadership, who will review the case against the student group and decide for or against revocation of registration. The Dean for Student Engagement and Leadership has the final authority on the revocation of registration of student organizations.

Responsibility for Contracts

No liabilities or expenses may be contracted in the name of the University by any student organizations, recreation club or their respective members or advisors. Contracts initiating actions to procure a service, equipment or program can only be authorized by the Director of the Center for Student Engagement and Leadership, the Associate Director of Athletics, Recreation and Community Engagement (for Recreation/Sport Clubs), or the Dean for Student Engagement and Leadership or his/her designee. Final approval and signature of the Vice President of Finance is required to initiate any contract on behalf of the University.

Organizations Associated with Academic Departments or Courses:

Note: Because the following performance and media organizations are associated with academic departments and courses and are supervised or directed by faculty, they are not subject to the policies and procedures outlined in this handbook for registered student organizations and recreation clubs.

Cabrini University Chorus

All students may become members of the Cabrini University Chorus. Concerts featuring a variety of musical selections are held semi-annually. Auditions are not required and students can participate on a credit or non-credit basis.

Theater

The University Theater produces two productions each year and offers students opportunities to practice all of the theater arts. Students gain experience in directing and acting techniques, musical direction, set, make-up and costume design, production, lighting, publicity, and choreography. Auditions for the play are held the week after Labor Day and for the musical before Thanksgiving.

For information about performing or working on the technical production, contact Kaitlin Finegan, Theater Director, kaitlin.m.finegan@cabrini.edu.

WYBF-FM 89.1

WYBF-FM is the voice of Cabrini University. The University's radio station offers a wide variety of

programming that includes Sports Source, live coverage of campus events, and a variety of music. WYBF-FM serves the nation's fourth-largest media market. The station is supported by three radio courses and hands-on training. All students are encouraged to join.

For more information, visit www.wybf.com or call 610.902.8379.

Loquitur

The University's national award-winning news media, *Loquitur*, is published everyday (TheLoquitur.com) and comes out in print every 2 weeks by a student staff of reporters, editors, and photographers. The *Loquitur* video, audio, photography and writing are produced by students enrolled in journalism courses. In addition, students not enrolled in courses may work on the *Loquitur* news media as an extracurricular activity. *Loquitur* has received the Pacemaker award from the Associated College Press, the highest award in college journalism.

For more information, contact the Manager of Student Media Operations at 610.902.1007.

Woodcrest

Woodcrest, the University's literary magazine, provides an outlet for students' creative and artistic works. The magazine is produced by students in the Writing and Narrative Arts department.

For more information, contact Amy Persichetti. EdD at ad723@abrini.edu

28. Student Government Association

**Cabrini Apartment Complex (CAC), 2nd Floor
610.902.8755**

The Student Government Association (SGA) of Cabrini University is the official representative organization of the student body and facilitates all communication pertaining to students within the University community.

SGA exists to make known the views of the student body and to look after its interests with respect to the faculty, administration and educational policies of the University. All students are encouraged to make their views known to SGA.

The SGA Class Senators are elected by the student body in a campus-wide election and hold biweekly general meetings. All undergraduate students are invited to attend these meetings.

Budgeting for Registered Student Organizations:

Each Recognized Student Club or Organization (RSO) is eligible to request funding from the Student Government Association budget, as long as the student organization's program, event, and/or activity is open to all Cabrini students. Budget requests are accepted on a rolling basis throughout the academic year until all funds are allocated.

All student organizations and recreation clubs must submit a "Budget Proposal" form and follow the guidelines established by SGA's Student Organization Funding Committee (SOFC). The budget guidelines are available on the SGA webpage at www.cabrini.edu/studentgovernment.

SOFC will review proposals and make preliminary determinations on budget allocations and then recommend budget allocations at an SGA General Assembly Meeting for final approval. The Director of the Center for Student Engagement and Leadership will review SGA's recommendation and grant final approval or return to SGA with recommendations.

No registered student organization shall be withheld funding on the basis of race, religion, gender, national and/or ethnic origin, or age of its members. Particular activities, however, may not receive funding if they involve advocacy or activities that contradict the institution's mission or its Catholic ideals.

For more information, visit www.cabrini.edu/StudentGovernment.

29. The Wolfington Center

**Founder's Hall, Third Floor
610.902.8431**

The Wolfington Center works with students to help them to serve their community, preparing them to be engaged citizens of the world. Come visit us for opportunities to volunteer, to learn about community leadership, and to engage issues of social justice. We support local, regional, national, and international service and advocacy efforts. We assist in linking and sustaining Cabrini faculty, staff, and students with community partners in Cabrini's community-based education program. If you're looking for ways to change your corner of the world, let us know and we'll help you find the resources you need.

Catholic social teaching in action is the hallmark of the Wolfington Center. We help cultivate the integral relationship between Catholic spirituality, intellectual critique, and social justice engagement. Our programs, both secular and spiritual, focus on the 'how' and 'why' of service, engagement, and social justice.

30. Campus COVID-19 Protocols and Guidance

Cabrini University intends to fulfill its educational mission while protecting the health and safety of its students and employees and minimizing the potential spread of COVID within the campus community.

If you are experiencing COVID symptoms, please take a COVID test. If you test positive, Cabrini University is still following CDC Guidelines for isolation and masking. Anyone who tests positive for COVID will be required to isolate for 5 days and mask for 5 days following isolation. Employees who test positive should notify HR and your supervisor of your positive test, students are required to notify health services at athealth@cabrini.edu.

If you do not have access to a COVID test, Health Services has Free Antigen Test Kits available for the student body.

CDC Guidelines can be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Full Isolation and timeline for a positive COVID test

- **If you test positive for COVID-19, stay home for at least 5 days, and isolate yourself from others.**
 - End isolation based on how serious your COVID symptoms were.
- **If you had no symptoms or your symptoms are improving:**
 - You may end isolation after day 5.
- **If your symptoms are not improving:**
 - Continue isolating until: You are fever-free for 24 hours (without using fever-reducing medication).

Regardless of when you end isolation, wear your mask through day 10.

Last updated August 23, 2023