



**GEAUGA AND TWINSBURG
ACADEMIC CENTER**

Student Activities Manual

2020-2021

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STUDENT ORGANIZATIONS

University Policy Statement

The University is committed to the belief that students have a right to organize and participate in groups whose purpose centers on the interests and goals of the individuals involved. The University encourages students to form student organizations in accordance with administrative policies and procedures established for this purpose. All student organizations, including but not limited to, departmental groups, interest groups, recreational clubs, political groups, and non-chartered governmental organizations are required to register with the Kent State University at Geauga and TAC (KSUG) Student Life Committee. Registration does not imply either University approval or disapproval of the organization's purposes.

ROLE OF THE STUDENT LIFE COMMITTEE

- Consultant – advising group on program planning, resolution advice for internal issues, etc.
- Approve event requests and assist with coordination amongst departments
- Cut through red tape – explaining university policy and appropriate methods for groups to conduct business
- Referrals – to appropriate areas/departments for the purpose of conducting organization business

Student Life Committee Contacts

- Megan Krippel
 - Director, Enrollment Management and Student Support Services
 - mkrippel@kent.edu
 - 440-834-3730
 - Office located in Student Services at both the Burton and Twinsburg locations
- Jeremi Weidner
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 - jweidner@kent.edu
 - 440-834-4187
 - Office located in Student Services at both the Burton and Twinsburg locations
 - Twinsburg – Thursday only

Guidelines and Expectations for Participation in Student Organizations

Students participating in organizations must be enrolled in and passing three (3) semester hours of coursework and be in good academic standing.

Students who are officers/contact persons for an organization and students who commit funds from the student activity fee must meet the following criteria:

- Be enrolled in and regularly attend at least three (3) undergraduate or graduate credit hours;
- Maintain a cumulative grade point average of 2.25 on a 4.00 scale;
- Not be on academic probation or warning; and
- Have passed at least six (6) or more hours in the preceding semester of attendance.

*****Guidelines and expectations will be monitored by each organization's respective advisor*****

Any student who is ineligible to participate based on the above criteria must withdraw from that activity. Students who do not meet academic requirements may submit, in writing, a waiver request to the Student Life Committee, via the Student Services Office located in on campus.

- **Expectations of Student Organizations**

1. Abide by all applicable federal, state, and local laws as well as University policies and procedures.
2. Ensure continuity from year to year by training new leadership and keeping good records of all organizational endeavors.
3. Maintain open and honest communication channels with members, advisors, and University officials, and report any improper or illegal actions to the appropriate officials.
4. Accurately represent the organization and its mission, goals, and objectives to the University.
5. Respect the dignity of all persons, and not physically or sexually abuse or haze anyone.
6. Strive to promote intellectual and academic achievement and integrity.
7. Treat all persons without discrimination or prejudice, regardless of race, religion, national origin, gender, age, sexual orientation, handicap, or identity as a veteran.
8. Conduct all actions in an ethical manner.
9. Plan ahead and allow adequate lead time when services of University departments are needed.
10. Practice sound fiscal management.
11. Respect the existence and rights of other student organizations and strive to establish a sense of community among student organizations.

- **Expectations of Student Organization Executive Board Members/ Contact Persons.**

1. Become knowledgeable about University policies, guidelines, and procedures that relate to student organizations and their activities.
2. Do not act on behalf of the University, which includes signing contracts. Any contract must be reviewed by legal counsel.
3. Request the assistance of the Student Life Committee if the organization anticipates requesting university funding.
4. Inform the organization's members of University policies.
5. Speak with the authority for the group when discussing the organization and its plans on behalf of the group and specify when speaking about the organization and its plans on one's own behalf.

6. Notify the Student Life Committee when changes in officers or contact persons, advisor, or meeting day and/or time occur.
7. Notify the Student Life Committee of all changes to the organization's constitution.
8. It is important to note that officers/contact persons are not merely figureheads for the group. These persons are true leaders who have distinct responsibilities. All such persons must establish lines of communication with the group in order to know what is going on within the organization. **The excuse "I did not know this was occurring" is not an acceptable one, except for unusual circumstances.** Part of being a leader is taking responsibility at a higher level than that of a group member.
9. **Student Organization Executive Board Members must attend Student Life meetings held by the Student Life Committee when required.**

- **Expectations of Involvement of Student Organization**

1. Participate in Student Life "Welcome Week" for both Fall and Spring semesters.
2. Highly encouraged to participate in at least one community service project through Student Life.

FAILURE TO ABIDE BY THESE EXPECTATIONS WILL RESULT IN THE STUDENT ORGANIZATION BEING PLACED ON SUSPENSION, PROBATION and or WITHDRAWAL OF REGISTRATION.

- **PROBATION, SUSPENSION, and or WITHDRAWAL OF REGISTRATION**

An organization may be placed on probation, be suspended, or registration may be withdrawn for any of the following:

1. The organization fails to maintain compliance with the initial expectations
2. The organization ceases to operate as an active organization
3. The organization requests withdrawal of registration
4. The organization operates or engages in any activity in violation of rules and regulations of the university or federal or state laws

A student organization at Kent State University at Geauga and TAC which is placed on probation may proceed with hosting meetings but may not sponsor any activity. An organization which is placed under suspension may not participate in or sponsor any activity or conduct meetings.

NOTE: Portions of the Probation, Suspension, and Withdrawal of Registrations were adapted from the Rules of The Tennessee Board of Regents State University and Community College System of Tennessee Systemwide Student Rules

Policy on Hazing and Discrimination

Hazing

Kent State University students as individuals or members of registered student organizations are expressly prohibited from engaging in hazing. Hazing is defined as committing any act or coercing another, including the victim, to commit any act of initiation individually or with any student or other organization that causes or creates substantial risk of causing mental or physical harm to any person. Students and/or organizations charged with violating this rule are subject to disciplinary action.

Nondiscrimination by Organizations

Any student organization selecting its membership upon the basis of restrictive clauses dealing with race, religion, national origin, gender, handicap, sexual orientation, color, identity as a veteran, or age in so far as included by law will be considered to be operating in conflict with University policy. Social fraternities and sororities that are registered with the Center for Student Involvement may use gender as a membership requirement.

Starting A Student Organization

Steps to Starting a Student Organization

1. Meet with a member of the Student Life Committee to discuss the process for registering a student organization.
2. After meeting with the Student Life Committee, the group may use space up to two times in the On campus to recruit members and promote the organization. This can either be a room for an information meeting or a recruitment table. Please contact the Student Life Committee to secure time/space as well as marketing efforts.
3. Complete the necessary information contained on the registration/renewal/change form.
4. Develop a constitution; a sample is provided.
5. **Each Student Organization must have at least 3 documented members.**
6. Submit the registration/renewal/change form and constitution to Student Life Committee for review and completion of the registration process. Organizations will receive an email confirming their registration status within one week of submitting their paperwork.
7. Any changes to officers or contact persons, constitution, or advisor should be submitted to the Student Life Committee using the registration/renewal/change form.
8. Any changes in meeting day and/or time should be communicated via the organization advisor directly with the Communications and Marketing Office. This will ensure that room reservations as well as postings of group meetings are updated.

Registration of a Student Organization

Registration Process

Student organizations are required to register with the Student Life Committee every academic year. Currently registered student organizations will receive a registration/renewal/change form each academic year. Student groups must fill out and return the registration/renewal/change form by the end of the Spring semester. Groups who do not registration/renewal/change by this time frame will be considered inactive and will lose their registered organization privileges.

The following information is asked for on the registration/reactivation form and must be filled out completely:

- Name of the organization
- Campus mailing address and phone number for the organization as well as either a web page or e-mail address (if appropriate)
- Names, addresses, phone numbers, e-mail addresses and student ID numbers for four (4) officers/contact persons for the organization
- Name, address, phone number, and e-mail address for the group's campus advisor; this person must be a full or part-time University employee (faculty or staff)

- All active members- **THIS NUMBER SHOULD BE NO LESS THAN 3**. Organizations will not be established with less than 3 members. Organizations applying for renewal must have 3 documented members as well.
- The number of affiliate members (these are non-student members); this number cannot exceed 50% of the student membership, they cannot hold office, vote or schedule University facilities
- Type of organization
- A brief description of the organization

All officers/contact persons for the organization must sign the registration/renewal/change form. By signing, the officers/contact persons ensure that they agree to uphold all University policies and procedures, to not use student activity fees for political activities, nor to participate in hazing activities. It also grants release of status of eligibility information to the president and advisor of the organization by the Student Life Committee. In addition, all organizations must have a constitution on file with the Student Life Committee.

Benefits of Being a Registered Student Organization

All registered student organizations have available to them a variety of services and privileges including:

- Use of University facilities
- Use of Kent State University's name for identification purposes or organizational activities that are consistent with the goals and mission of the University
- Assistance with program planning
- Training and leadership development opportunities
- Assistance in resolution of organizational problems
- Training and assistance in the interpretation of University policies and procedures
- Fundraising opportunities
- Use of University accounting system
- Assistance with equipment and procedures for ticket sales for events

Release of Information Related to Student Organizations

The following information will be made available to the University community and the public on an unrestricted basis:

- Name of student organizations
- Campus addresses and campus phone numbers of student organizations
- Description of student organizations

In compliance with University policy and the Family Educational Rights and Privacy Act regarding the collection, retention, and dissemination of information about students, the following information will be made available to the University community and the public on a restricted basis; unless students indicate it should not be released:

- Names of officers/contact persons for the organization
- Names of advisors of organizations

- Phone numbers of organization's officers or contact persons and/or advisors

Club Income, Purchases, and Expenditures

Student organizations are responsible for the management of their own funds, but are able to request funding assistance for special programming. If student organizations would like to request funding from Undergraduate Student Government reach out to the USG advisor at <https://www.kent.edu/geauga/clubs-organizations>

Please be aware that there are special documentation requirements for payments to individuals for services performed (DJ service, bands, guest lectures, etc.) It is important that you see the Business Office for the proper documentation before entering into an agreement with an individual or group. Under no circumstances will students or staff be reimbursed for payments made for personal service. Payments to individuals fall under IRS regulations and therefore reimbursements to a third party cannot be made.

ORGANIZATION ADVISORS

Choosing an Advisor

The University requires that each student organization be advised by at least one faculty or staff member. The advisor who simply lends his/her name to an organization to fulfill the requirement does a great disservice to the group. Effective advising requires numerous skills normally associated with teaching or counseling and a willingness to commit time to these activities.

The Role of the Advisor

- Attend regularly scheduled meetings when possible.
- Must attend Student Life meetings held by the Student Life Committee
- Have regular meetings with the officers to discuss organizational goals, assist with the development of programs, discuss the financial status of the organization, etc.
- Serve as a sounding board for the organization.
- In conjunction with the president, ensure that the officers or contact persons meet University requirements for involvement in student activities.
- Support the group.
- Be familiar with the group's history and traditions. The advisor should also be familiar with the constitution and bylaws and should be prepared to assist with the interpretation of those.
- Be knowledgeable about appropriate University policies.
- Recognize the general financial condition of the organization and encourage the maintenance of sound financial records.
- Monitor the group's functions and encourage all members of the group to fully participate, assume appropriate responsibility for group activities, and to maintain a balance between academic responsibilities and co-curricular involvement.
- Consider the impact of activities the group wishes to engage in. An advisor has the right to tell the group that they cannot have a certain activity, etc.
- Intervene in conflicts between group members and/or officers.
- Provide continuity and stability as leadership changes.

- Contact the Student Life Committee to discuss organizational problems, concerns, plans, and changes in organizational status.
- Sign all documents which require an advisor's approval.
- Provide honest feedback to group members and positive reinforcement for accomplishments.
- Share their experience and expertise when appropriate.
- Provide an "outside" view or perspective.

STATEMENT OF RESERVED RIGHTS

The Student Life Committee and the Business Office reserves the right to decipher the target audience of an event or fundraiser.

The Student Life Committee and the Business Office reserves the right to suspend the sales of any food items that have not been approved or does not abide by previous regulations.

The Student Life Committee and the Business Office Reserves the right to suspend or postpone a Student Organizations fundraiser or event if the profitable outcome does not asset the organization.

The Student Organization Advisor reserves the right to suspend or postpone any student organization activity.

SERVICES FOR STUDENT ORGANIZATIONS

Telephone

Students may use the Student Services telephone line for long distance phone calls. Long distance telephone calls for organizational business may be placed at the discretion of the Student Services Staff.

Fax Machine

A fax machine is available for student organization to use in the Student Services Office at the discretion of the Student Services Office Staff.

Meeting Space

Students may request the use of a classroom, meeting room or the student lounges. The organization advisor should complete an online room request form. Please note, to ensure room availability; requests should be submitted well in advance. Room Request form:

<https://www.kent.edu/geauga/events-room-reservations>

Web Page Development/ Maintenance

Each Student Organization will have a web page that will be updated once a semester. Please provide any relevant update requests to the Student Life Committee no later than the end of the third week of each semester.

Student Organization Development Funds

A limited number of funds are available each year for registered student organizations to

assist with organization business. If student organizations would like to request funding from Undergraduate Student Government please reach out to the USG advisor listed at <https://www.kent.edu/geauga/clubs-organizations>

Travel Reimbursement for Trips Funded Through Student Activity Fees

No advance payments can be made for conference travel with the exception of registration fees. Other expenses are reimbursed after the completion of a trip according to the Allocation Guidelines. All original receipts should be attached to a payment voucher and forwarded to the Business Office.

Advertising/Recruiting

Student organizations may set up informational tables, in approved locations, to advertise for events and activities. Requests for such events must be submitted on a Student Organization Activity Request form to the Student Life Committee. A Student Organization Activity Request form available at <https://www.kent.edu/geauga/clubs-organizations>

FUNDRAISING

The sale of food permissible by Kent State University regulations as a fundraiser is permitted to no more than two days at Kent State University at Geauga and TAC.

The sale of food and other items using a 3rd Party Provider as a fundraiser is permitted to no more than one calendar month (no more than 30 days) off campus. Please be sure to submit funds to the business office periodically throughout the fundraiser.

Sales and Distribution of Food

All food must be individually pre-packaged or enclosed beneath plastic or kept in a covered box. All food shall be stored and displayed as to be reasonably protected from flies, dust and pollution caused by unnecessary handling or other contaminations. When the service is such that the customer serves himself/herself, proper serving utensils, such as tongs, must be provided. The organization sales person is responsible for seeing to it that customers do not serve themselves by hand or in other inappropriate ways.

All food must be processed or prepared in a licensed food service operation or in an establishment or place meeting equivalent requirements of the Ohio department of health. In order to ensure the freshness of any commercially prepared food being sold, the organization must maintain receipts at the site noting date and place of purchase.

Sales of Items Via 3rd Party Providers - (i.e. Yankee Candles, Wreaths, Malley's Chocolates)

Many student organizations choose to fund raise via sales of 3rd Party Providers. This is an acceptable form of fundraising. Any delivery of items and or any withdraws from Student Organization account must be coordinated in conjunction with the business office at least **two weeks in advance**. A Student Organization Activity Request form must be completed and available at <https://www.kent.edu/geauga/clubs-organizations>

Fundraisers Involving Sponsorship, Donated Items, or Other Solicitation of Area Businesses

Student organizations may choose to pursue fundraisers involving sponsorship, donated items, or other solicitation of area businesses. Any such fundraising must be appropriately noted on the Request to Fundraise form. **ABSOLUTELY NO** requests or solicitations are to be pursued **prior** to approval from the Development Office. A Student Organization Activity Request form must be completed, available at <https://www.kent.edu/geauga/clubs-organizations>

PLANNING AND HOLDING AN EVENT/ACTIVITY

Please submit all activity requests 4(four) or more weeks prior to the activity. A Student Organization Activity Request form must be completed no less than four weeks prior to an event, the form is available at <https://www.kent.edu/geauga/clubs-organizations>

Programming Expectations

All students who program must follow University policies and procedures as well as applicable federal, state, and local laws. Also, each organization needs to anticipate, provide for, and meet promptly its financial obligations in a businesslike manner. An organization which fails to meet its financial obligations or has a deficit balance with the University will be informed of the situation. If prompt corrective action is not taken, the organization will lose the privilege of utilizing University facilities and services. Loss of registered status may also be the eventual result of continued nonpayment of bills. In addition to being responsible for the costs of programs, organizations are responsible for the conduct of their members and guests at all group functions.

Steps to Planning

Preplanning is considered the most important element in programming for your organization. Please consider the following when planning an activity.

1. Needs Assessment
 - a. Who is your audience? What do they enjoy? What does your group want?
 - b. How will programs relate to your organizational mission?
2. Develop a calendar of events
 - a. What is realistic? What are your goals?
 - b. Will dates interfere with exams or other University activities
 - c. What can you afford to do?
3. Do Backwards Planning – starting with dates of events, move back and sequentially mark the date each task must be completed.
 - a. What Student Activities deadlines apply?
 - b. Who will be responsible for what?
 - c. Do contracts for speakers/goods need to be completed?
 - d. What emergencies can arise?
 - e. Do we need any waivers?
4. Communicate Progress on a Regular Basis
 - a. Will meetings be needed?
5. Know the Program

- a. What needs to be completed to ensure success on the day of the program?
6. Follow-up
 - a. Should a thank you be sent?
 - b. Should equipment be returned?
 - c. Did you document the programming steps for future years?
7. Evaluation
 - a. Did the program meet stated goals?
 - b. What was effective/ineffective?

Registering Programs

For any event other than a regular meeting of members of your group, you are required to contact the Student Life Committee to register the event. This includes, but is not limited to:

- Fundraisers
- Sales and Solicitation
- Distribution or sale of food or alcoholic beverages
- Check Requests
- Job Fairs
- Contracts to be signed
- Parades
- Assemblies
- Events with off-campus speakers
- Fireworks
- Bonfires
- Demonstrations, Marches, and Rallies
- Social Events
- Movie Showings
- Sound Waiver Requests
- Food Service
- VIP Forms
- Philanthropic Efforts/Charitable Events
- Major Events

A Student Organization Activity Request form must be completed no less than four weeks prior to an event, the form is available at <https://www.kent.edu/geauga/clubs-organizations>

Co-sponsoring a Program

When planning a program, co-sponsorship with other organizations should be considered. Co-sponsoring helps minimize problems by supplying additional person-power, eliminating duplication of programs, and providing budget alternatives.

Special Types of Events

Different types of events require different kinds of planning. Below are specifics related to a variety of events.

Social Events

A social event is any form of on-campus entertainment after 8 p.m. sponsored by a registered student organization which involves active participation by non-seated attendees. All social events on the campus will end no later than 11 p.m.* (note: Social events occurring in academic buildings must adhere to academic closing hours). Social events may not be advertised by sponsoring organizations off campus, on radio, television, or in newspapers. Appropriate supervisory personnel **must** be present at all social events. It is expected that the advisor of the registered student organization be in attendance as well.

Social events are restricted to Kent State employees, students, and student guests. A student may bring one guest who must show identification and sign-in in order to be admitted to the event. Exceptions to this rule may be granted by the Dean. Organizations requesting an exemption must do so in writing no later than five days prior to the scheduled event.

* Events occurring outside of this time period will be considered on an individual basis.

Procedures and Timelines for Programming a Social Event

1. Planning/Registration Meeting – At the beginning of the semester, the organization president and advisor should schedule and meet with Student Life Committee prior to event proposal and request to fund-raise due dates to plan and schedule the proposed activity. At this meeting all necessary information, including the Social Events document, VIP form, Sales and Solicitation form, etc. will be shared.
2. Pre-event meeting: At least two (2) business weeks prior to the event the organization must schedule and meet with the Student Life Committee. At this meeting the completed monitor sign-up sheet must be submitted and any waiver request presented. The organization should be prepared to discuss all details as they relate to monitoring, set-up, staffing, etc. of the event.
3. Event meeting: At least fifteen (15) minutes prior to the scheduled event, the advisor, organization president, and those staffing the event on behalf of the organization must meet with the Operations staff.

Charitable Events/Activities

Philanthropic Endeavors are permitted to no more than two weeks (10 business days) at Kent State University at Geauga and TAC.

Many student organizations pursue philanthropic efforts throughout the academic year. While such efforts are viewed favorably, the Student Life Committee does exercise the right to identify duplicate efforts across multiple organizations and request efforts to be collaborative. Charitable events do require the completion and approval of an event proposal form. Thus the request should be made well in advance.

Showing Movies on Campus

If your student organization is interested in showing a movie on campus, there are several guidelines you need to follow. The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials may be used. To ensure you are in compliance to the regulations please contact the Student Life Committee. **A Student Organization Activity Request form must be completed no less**

than four weeks prior to an event, the form is available at <https://www.kent.edu/geauga/clubs-organizations>

Demonstrations, Marches, and Off-campus Speakers

The University recognizes the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The University is equally mindful that a reasonable and orderly calendaring and assignment of University facilities, resources, and personnel consistent with the civil liberties expressed in the first amendment to the United States Constitution are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the University community. For the purpose of clarity, the following definitions apply:

Demonstration: A person or assembly of persons engaged in a rally, march, sit-in, fast or other public manifestation of welcome, approval, protest, or disapproval but does not include social or athletic exhibitions or events.

March: The movement of an assembly of persons from one point to another.

Non-university Affiliated Speaker: A person not enrolled as a student or employed by the University who addresses or intends to address persons on the campus grounds or in a facility of the University.

All demonstrations, marches, and non-university affiliated speakers must be sponsored by a registered student organization or University department. In addition, only currently registered students who are members of the sponsoring organization may facilitate the planning of such an event. In all instances, those sponsoring demonstrations, marches, or non-university affiliated speakers are responsible for making the necessary provisions to maintain the peaceful demeanor of the assembly, including the arrangements for peace marshals or other self-governing services in cooperation with the assigned University security personnel. The sponsoring group shall be responsible for all expenses and damages incurred to the University. The University will neither permit nor condone unlawful actions. Civil disobedience as a means to produce change is always a matter of individual conscience and consequence.

Demonstrations and Marches

In order to obtain assistance in planning and obtaining University facilities, and in order to protect the rights of all members of the University community, participants and nonparticipants, student groups, and University departments must register demonstrations, marches and non-university affiliated speakers with the Student Life Committee. Details concerning space, time, and special arrangements will be noted at that time.

Demonstrations, marches and non-university affiliated speakers shall be denied registration when:

- The Student Life Committee or designee, in consultation with the police and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that the demonstration or non-university affiliated speaker event substantially threatens to materially disrupt the normal activities of the University, threaten health or safety, or result in a violation of criminal law.

- The Student Life Committee or designee, in consultation with the police and the sponsoring organization (and advisor) or department, has a reasonable basis to conclude that there is danger to those participating in the demonstration or march.

Demonstrations, marches and non-university affiliated speakers may not:

- Be held inside or in the vicinity of campus buildings except as approved by the Student Life Committee or his/her designee.
- Substantially obstruct or disrupt any legitimate function of the University including, but not limited to, research, teaching, administration, public service, or other authorized events.
- Substantially obstruct the free flow of pedestrian or vehicular traffic.

The route of all marches or parades must conform to stated regulations.

Non-University Affiliated Speakers

A university is a forum for the scrutiny and exchange of ideas. Therefore, the University encourages student organizations and university departments to invite speakers to the campus. Registered student organizations must register all non-university affiliated speakers with the Student Life Committee in order to assure orderly calendaring and to facilitate the event. The Student Life Committee shall establish operational procedures to accomplish this purpose, but such procedures shall not impose limitations based upon the subjects to be discussed or the background or past associations of the speakers. It is the responsibility of the sponsor to inform speakers of laws concerning advocacy of violence, inciting to riot, or other illegal acts.

USE OF UNIVERSITY FACILITIES

All scheduling for Student activities must be processed through the Student Life Committee via an Event Request form and via an online room request form. A Student Organization Activity Request form must be completed no less than four weeks prior to an event, the form is available at <https://www.kent.edu/geauga/clubs-organizations>

Procedures for Scheduling

After completing appropriate paperwork, return relevant form(s) to the Student Services Office. A confirmation will be sent, noting that the person(s) who signed the paperwork will be fully responsible for the event (or equipment rented) and will be held responsible for charges unless an account number is given. All special arrangements (ordering equipment, etc.) are done by the student and organization advisor after a facility is scheduled. When a scheduling regulation is violated, the Student Life Committee sends a memo to the organization citing the violation. Organizations will be charged for damage to equipment, furniture, or facilities and any clean-up beyond what is normal.

Cancellations

All event cancellations should be submitted to the Student Life Committee office email at mkrippel@kent.edu and jweidner@kent.edu. Failure to cancel an event will be considered a “no show” violation and, as a result, charges may be incurred and scheduling privileges may be forfeited.

Facilities Available for Use

All Parking lots
Classroom facilities including seminar rooms and lecture halls
Conference rooms
Outdoor facilities
Commons
Reading Court

Facilities Not Available for Use

Office facilities, either academic or nonacademic
Laboratory areas
University library