2019 Pre-College Programs
Residential Student Handbook
WELCOME TO THE UNIVERSITY OF ROCHESTER’S PRE-COLLEGE PROGRAMS!

We are so delighted that you will be a part of the Pre-College Programs this summer. It is our hope that the time you spend at the University of Rochester this summer will strengthen your academic prowess, hone your skills and interests, and provide you with a solid foundation for your college search! This handbook provides useful information about the University of Rochester’s Pre-College Programs policies and regulations, as well as descriptions of the resources and opportunities available to Pre-College Programs students.

Letter from the Director:

Welcome to the University of Rochester Pre-College Programs. Our team is very excited you chose Rochester as a destination for an enriching summer academic program. While on campus, I hope you take advantage of all that our University has to offer through your personal experiences.

Your time here will give you a first-hand glimpse at what it’s like to be a college student in our summer community. Your academics will expose you to Rochester’s own faculty and graduate student in our state-of-the-art facilities on the River and Medical Center campuses. Your time outside the classroom will provide you a preview of our global campus through student life and social activities on campus or in the Rochester surrounding area.

My hope for you is you will find your own Meliora moments, whether it be through making new friends, pushing yourself out of your comfort zone, or learning what you are truly passionate about.

I look forward to meeting you soon,

Ursula Balent
Director, Pre-College Programs
OPPORTUNITIES FOR ENGAGEMENT

Your experience with Pre-College Programs is determined by the choices you make, the time and energy you invest, and your willingness to actively engage in classes and activities. This summer should be one you can take pride in and it should connect you to a productive and successful future. By the end of the program, you will know more about our campus, yourself, and your interests. During the program, you will get to know more about some of the following resources:

- **Faculty, administrators, and staff:** You will have an opportunity to meet several University faculty and staff members. Some will be teaching your courses, others are administrators and staff of the Office of Admissions, and others work in offices around campus. These staff members will become familiar faces during your time here and can be resources to you in the future.

- **Pre-College staff:** Your Program Assistants are all current students here at the University of Rochester. They will introduce you to our campus and expose you to some of the experiences and opportunities they have enjoyed while at Rochester. The PAs can pass along helpful hints and assist you with any questions or difficulties you might have.

- **Fellow Pre-College students:** Your fellow Pre-College participants come from cities and towns across the world. They will arrive with experiences and interests that are different from your own and will introduce you to new ideas. Being open to learning and having fun with all of the students you encounter will provide you with a network of friendships and opportunities to grow!

- **Campus life:** You will learn your way around campus—the libraries, classrooms, dining halls, athletic facilities, residence halls, computer centers, the chapel, and Wilson Commons. Your PAs will also give you a glimpse of the variety of clubs and activities they enjoy on campus. Throughout the summer, you’ll have the chance to try out a variety of things that may be new to you.

Learning about these resources is an important first step in reflecting on your own interests as you transition from high school to college. We encourage you to use the experience and knowledge you gain to begin inquiring and seeking out the things that might be important to you as you start to think about college. We offer our very best wishes, and are very happy you’re here. Meliora!
PRE-COLLEGE PROGRAMS POLICIES

Students are expected to comply with the classroom and behavioral standards outlined in the following code of conduct and discipline and academic expectations and University of Rochester policies, rules and regulations and standards that you and your parent have signed and reviewed in the online registration and acceptance paperwork process.

Pre-College Programs Code of Conduct and Discipline & Academic Expectations

Code of Conduct and Discipline

The Pre-College Programs (each a “Program”) at the University of Rochester create a learning experience designed to challenge high-achieving high school students. Participating in this unique experience, however, carries some responsibilities. As a member of the learning community, program participants (hereinafter “Students”) are expected to meet the challenges of the rigorous academic program and participate with enthusiasm in community activities. It is also expected that personal integrity, respect for the rights of others, and a positive attitude will enable Students to maintain the highest standards.

This Code of Conduct is intended to promote group cohesiveness and foster an environment conducive to the achievement of the Program’s goals. If a Student is unsure what this Code or any policy means, he or she has the obligation to ask a Pre-College staff member.

Compliance with this Code of Conduct is required of all Students. Failure to comply may, at the discretion of the University, result in dismissal from the Program. In the event of a violation, the Student’s parent or guardian may be contacted.

No portion of tuition or fees will be refunded to a student who has been dismissed. Dismissed students do not receive certificates of completion. Upon dismissal, students are required to arrange for immediate departure. Students who have been dismissed are not permitted to return to campus for the duration of the programs.

Respect for Others: Program participants shall be respectful of the University of Rochester community, which includes people of diverse backgrounds and beliefs. Conduct that is disrespectful or demeaning to others, including but not limited to verbal or physical harassment, will not be tolerated.

Prohibited Activities: The following actions are prohibited during any part of the Program (including field trips and transportation, as well as on the University campus):

- Failure to adhere to all University policies, rules, and regulations
- Possession, use, distribution, or being in the presence of alcohol or illegal drugs
- Possession of prescription drugs
- Use of all forms of tobacco, e-cigarettes, and vaping indoors and outdoors on University properties
- Possession or use of weapons (including but not limited to firearms, fireworks or other explosive materials, knives, or other items intended or commonly used to inflict harm) - any weapon found will be confiscated.
- Disorderly conduct (including but not limited to):
  - Fighting, including hitting or pushing another person, either as an aggressor or in response to action of another
  - Behavior that is otherwise reckless, disruptive, or dangerous to person or property
  - Verbal or physical harassment of others, including but not limited to bullying, cyber-bullying and playing pranks or practical jokes, including via electronics
  - Use of, damage to, or theft of University property
  - Tampering with or misusing fire or emergency equipment
  - Use of camera, cell phone or other video or audio recording device in spaces where privacy is expected, such as restrooms, showers, locker rooms and bedrooms being used by others. Anyone who wishes to record classroom instruction must request the permission of the instructor
  - Failure to comply with the reasonable request of a University of Rochester official
  - Interaction of a sexual nature or sexually suggestive manner with any other person
- Traveling outside the designated campus area boundary or leaving campus without permissions or supervision
- Non-residential Students visiting a residence hall requires signing in with a Pre-College staff member and the visiting Student must abide by the same rules outlined in the Residential Handbook. Non-residential Students must sign out and depart residential buildings no later than designated curfew times outlined in handbook and hall meetings.

Responsibility for Damage: Students and parents may be held financially responsible for any damage to or loss of University property caused by Students.

Academic Expectations

Call Phone Line: While Students may carry their cell phones, the phone should remain off during class time and should not be visible, unless otherwise instructed by Pre-College instructors. We reserve the right to take the phone if a Student is asked to put it away and refuses. The cell phone will be returned to the Student at the end of class. Repeated violations may result in dismissal from the Program.

Attendance Policy: Coming to class everyday and engaging in a positive manner is a very important part of the Program and classes should only be missed in the case of an emergency or illness. If this is the case, please contact the Office of Pre-College Programs as soon as possible either via email or phone. Parents of residential students will be notified of all concerns as it relates to their students participation.

Plagiarism Policy: As members of an academic community, Students assume certain responsibilities. One of these responsibilities is to engage in honest academic work. Academic dishonesty may include plagiarism (misrepresenting someone else’s work as your own), copying the academic work of a fellow Student, or collaborating with another Student unless permitted by the instructor. These are serious violations of the trust upon which an academic community depends. Academic dishonesty may lead to dismissal from the Program.

Image Consent and Release: I understand and agree that the University may take pictures, videos, or make audio recordings of the Programs. I hereby consent to the University’s use of those that contain the name, voice, or likeness of the Student, for any purpose, at any time, in any medium, without compensation to me or Student.

Student Pledge: I accept my admission and agree to attend all scheduled classes, participate in all events, to be a positive community member, and to abide by the rules and regulations given in this form and in supplemental materials, I have read and understood this Code of Conduct/Academic Expectations. I understand that if I do not comply, I may be dismissed from the Program.

By signing below, I certify that my electronic signature was given freely. In place of your signature, please type your full legal name:

Student Signature

Parent Pledge: I hereby permit my Student to attend the Pre-College Programs and to be governed by the Code of Conduct/Academic Expectations and any other applicable University rules. I have discussed the Code of Conduct and the need to obey all rules, regulations, and instructions of the Pre-College Programs personnel with my Student. I understand that failure to obey the above may result in my Student's dismissal from the program.

By signing below, I certify that my electronic signature was given freely. In place of your signature, please type your full legal name.

Parent Signature
Students must abide by the rules and regulations of the University of Rochester and the Pre-College Programs. Violations of these Pre-College Program policies will be addressed. Students have the right to be heard as circumstances permit. Failure to comply with those outlined may result in dismissal from the program.
DISCIPLINARY COMMITTEE

Students in violation of any policy may be required to meet with the disciplinary committee and their parent/legal guardian or counselor may be notified. Consequences may range from a verbal warning to activity and event privileges to be revoked to dismissal from the program. The Disciplinary Committee is made up of Pre-College Programs staff members which may include the Pre-College Programs staff, administrators, residential hall staff, and/or Pre-College Programs instructors.

Students in violation of a policy will be notified by a Pre-College staff member and an incident report will be written. The incident report will be reviewed by members of the Pre-College Programs staff and a decision will be made if the student in violation will need to meet with the disciplinary committee. The student will be notified of the meeting once it has been scheduled, which may include being asked to leave class to attend the meeting.

At the meeting with the disciplinary committee, the Pre-College staff members will explain to the student what policy they have violated and what information they have been given about the violation (through the incident report). The student will be given the opportunity to respond and, if they wish, present evidence refuting the charge.

The disciplinary committee will take all information into consideration before coming to a decision to either dismiss the charge or find the student in violation. If the student is found in violation of the policy, the disciplinary committee will impose a suitable consequence, including but not limited to, activity or event participation privileges being revoked, setting an earlier curfew time, or dismissal from the program.

No portion of tuition or fees will be refunded to a student who has been dismissed. Dismissed students do not receive certificates of program completion. Upon dismissal, students are required to make arrangements for immediate departure. Students who have been dismissed are not permitted to return to campus for the duration of the program.

RESIDENTIAL STANDARDS

A conference card will be provided upon check-in-in and will provide you swipe access to Gilbert Hall. As you enter and exit Gilbert Hall please swipe the pod with your Boardingware App.

In the residence hall, it is recommended that bedroom doors remain locked when a student is not within sight of their room. Students must keep their doors open when anyone who does not live in the room is present. This includes other students in the program.

Students must maintain an acceptable level of cleanliness in their rooms and public spaces, and leave their room and other spaces clean at the end of the program. Loud, disruptive noises are not acceptable in the residence hall at any time. Students who are bothered by noise are expected to speak directly with the individual(s) creating the noise. It is also expected that any resident will honor the request of another resident to restrict the noise they are creating. Pre-College staff should be asked for assistance only when a personal request to reduce the noise levels has gone unheeded.

Room Assignments: Due to the brief duration of the Pre-College Programs, students are not permitted to change their room assignment, except in cases of severe duress or emergency, as determined by the Residential Hall Director. Students who change rooms without approval will be required to return to their original assignment. It is forbidden to sit on window ledges, roofs, drop or throw objects out of windows, or play sports activities in the residence hall.
**Curfew Hours:** Residential students must observe curfew. Student must be in the residence hall by the designated curfew time and remain there throughout the night. Curfew is extended on Friday and Saturday.

Students must check-in with the Pre-College staff member on duty and surrender their University conference card by 11:00 pm Sunday-Thursday and by 12:00 am all students must be in their assigned rooms. On Friday and Saturday, residential students must check-in by 12 am and be in their assigned rooms by 1 am. Once a student has checked-in for the night, they are not permitted to leave the residence hall until 7:00 am the next day. Starting at 7:00 am, students can pick up their University conference card with the Pre-College staff member on duty in the residence hall office.

**Lost Keys and conference cards:** The students accept responsibility for the room keys, conference card, and room furnishings supplied as a resident of the Pre-College Programs. Students assume financial responsibility for any damages that occur in the room, including a $125 fee for a lost room key and a $50 fee for a lost conference card.

Further charges may be assessed for any room damages upon check-out. It is the student’s responsibility to present any concern upon moving in to avoid charges. Upon check-out, Pre-College/Housing personnel will assess damage charges as necessary.

**Athletics Check-in/Check-out:** As you enter and exit Goergen Athletics Facility please swipe the pod with your Boardingware App.

**Visitors:** Residential students may not have visitors/guests inside the residence hall with the exception of move-in or Pre-College Programs commuter students. Parents/legal guardians and family members may help students move in and out of their rooms on the first and last days of the program. Program participants are not allowed to stay overnight in each other’s rooms.

Students must keep their doors open when anyone who does not live in the room is present. This includes other students in the program.

Residential students must check in any commuter students visiting in the residence hall with the Pre-College staff member on duty in the residence hall office. Students are responsible for their commuter student visitor. All commuter student visitors must abide by the same policies outlined in the Pre-College Programs Student Handbook. It is the responsibility of the Pre-College Programs student to notify their fellow student of these policies. Commuter student visitors must adhere to the program’s curfew policies and must depart the residence hall by check-in time, 11pm Sunday-Thursday and 12am Friday-Saturday.

**Leaving Campus:** Residential students are not-permitted to leave campus on their own during the program or arrange transportation on their own behalf with services such as Lyft or Uber. Students must be accompanied by a Pre-College staff member or a parent/guardian or pre-approved adult whenever they are leaving campus and follow pass procedures outlined in hall meetings through the Boardingware system 24-hours in advance.

We understand that some students have friends or family members who may live in the area that they want to visit with. While students are not permitted to leave campus on their own, they may leave campus with a designated individual(s), with the permission from their parent/guardian. It is recommended the designated individual be over 21 years of age and cannot be another student in the Pre-College Programs. The individual picking up the student from campus will be asked by a Pre-College staff member to show identification upon checking out the student from the
residence hall.

Please note: If a parent gives permission for their student to leave campus, but does not specify an individual, the student will not be allowed to leave campus on their own.

Fire Safety: All fire drills must be responded to immediately by evacuating the building. The following items are not allowed in campus housing and are considered non-approved appliances:

- **Cooking appliances**: George Foreman grills or similar cooking appliances; toasters, portable or toaster ovens, smokeless indoor grills, etc.; hotplates, electric skilllets, crock pots, etc.; combination microwaves with broiling elements; submersion coil water heaters; BBQ grills or open flame devices (charcoal, gas, or other fuel).
- **Lighting**: Personal lighting that has an upward-facing lamp (regardless of protective cover or bulb type); personal lighting that has movable arms so that lamp can be faced upward; non-UL safety-approved electric-powered appliances; any portable heating devices (space heaters of any type); candles, lanterns, lamps, or any other item that produces an open flame; any standard and “rope type” decorative string lighting (Christmas, chili pepper, etc.).
- **Flammable substances**: Tobacco, incense, or any other item that burns or smolders when used; any flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.); any items powered by combustible fuels (such as motorcycles); any fireworks, explosives, etc.; any corrosive (or poisonous) chemicals and hazardous materials.
- **Extension cords**: Any lightweight extension cords or multi-plug outlet adapters; heavyweight power strips or extension cords without safety circuit breakers; flexible (twisty) power strips; multiple approved power strips connected together (“chaining”); any cords extended through walls, ceilings, affixed to walls, under floor coverings, across corridors, curtains/drapes, etc.
- **Decorations**: Anything covering ceilings (tapestries, banners, posters, nets, or other combustible materials); any decorations covering more than 20% of walls (tapestries, banners, posters, or other combustible materials); crepe paper, plastic, or Mylar decorations, ribbons, streamers, etc.; combustible materials used as door decorations covering more than 20% of doors total; runners, door mats, or other combustible floor coverings in hallways and suite corridors.

Damages and Theft of University Property: The misuse, destruction, or disabling of University property or equipment is forbidden. Students are not permitted to damage walls, use double stick or duct tape, or affix any other irremovable item on the walls. Students are not permitted to damage, move, or remove furniture from rooms or common areas.

Students are responsible for damages to or theft of University property. Damages are billed to the student(s) at full replacement cost, if the item is missing or severely damaged. Reference the Pre-College Programs Residential Quad Housing Agreement form in the Pre-College Programs Residential Acceptance Packet.

**MEDICAL ISSUES**

Students are encouraged to talk to the Health Assistants on staff if they have any medical concerns, so they can be aware and assist you accordingly. Students in the Pre-College Programs can receive medical attention 24 hours a day. When University Health Services (UHS) is closed, you will be referred to an on-call nurse. If urgent medical attention is needed, a health assistant, public safety, or program staff/administrator may accompany you to an urgent care facility or Strong Memorial Hospital.
Students who need to be seen by a doctor or nurse, should first notify a Pre-College staff member who can reach out to the Health Assistant on staff to call UHS and schedule an appointment. Only the Health Assistant is able to make an appointment at UHS for Pre-College students.

If you need specific medication (Tylenol, Advil, Benadryl, etc.), the program staff cannot give it to you without the permission of your parent or guardian. A Health Assistant may have necessary supplies available in the dorm.

For all other related information, please reference the Medical Authorization Form in the Pre-College Programs Residential Acceptance Packet, as well as those items outlined in the 2019 Pre-College Programs Permissions Forms. It is important to note the following guidelines:

**Emergency Treatment:** I grant the University permission to authorize emergency medical treatment as staff may deem appropriate, and agree that such action by the University shall be subject to the terms of the liability release below. I understand and agree that the University assumes no responsibility for any injury or damage that might result from such emergency medical treatment.

**Emotional Adjustment:** Occasionally, students deal with emotionally challenging issues. Program staff members are trained to assist students in adjusting to a new environment, a rigorous class schedule, and the challenge of being away from home for a substantial amount of time. The Pre-College Programs at the University of Rochester do not have the facilities or staff to assist students experiencing serious emotional distress, and any student who exhibits behavior that poses a threat to the health or safety of him or herself or others, may be required to leave the program immediately.

**BEHAVIORAL STANDARDS**

While every subtlety of proper behavior cannot be detailed, the following rules are to be adhered to strictly. Failure to abide by them may result in dismissal from the Pre-College Programs. These rules apply to all students in the University of Rochester’s Pre-College Programs. The use of computer and network systems in no way exempts students from the normal requirements of ethical behavior in the Pre-College Programs community. In some instances, the student parents/legal guardians and/or their counselor may be contacted.

**Discrimination, Harassment, and Hazing:** The University expects that students will act in a sensitive, considerate, and responsible manner at all times and respect the rights of others. The University of Rochester deems any verbal or physical conduct that demeans others because of their race, gender, ethnic background, religion, or sexual orientation unacceptable. Students are responsible for all and any public conduct, including that in digital forums such as text messages, social media posts, emails, and discussion boards.

Behavior that constitutes discrimination, harassment, retaliation, or hazing is prohibited and may result in dismissal from the program. Such behavior can only be addressed if it is made known. All students are encouraged to report violations of this policy to program staff.

**Drugs, Prescription Medication and Other Substances, Alcohol and Smoking:** Smoking, including e-cigarettes and vaping items, is prohibited on the campuses of the University of Rochester (including Medical Center locations). The possession or use of drugs or alcohol, on campus or off, is forbidden. The Pre-College Programs has a **ZERO TOLERANCE** policy for consumption, possession, distribution, solicitation, assistance in the acquisition, transmission, trafficking, or attempt to manufacture alcohol, illegal drugs, or drug paraphernalia at any time while enrolled in the Pre-College
Program, whether on campus, off campus, or at a private gathering. Prescription drugs may only be used by the person for whom the prescription was written and only in the dosage prescribed.

The zero-tolerance policy also includes objects or means employed to induce results of effects similar to intoxication or impairment but which are not necessarily illegal.

**Sexual Conduct, Sexual Assault, and Sexual Misconduct:** Sexual conduct/contact of any kind, whether consensual or non-consensual, will not be tolerated. If any conduct/contact of this nature arises, the issue must be reported to a Pre-College staff member immediately. The Pre-College Programs staff members are all mandated reporters of all non-consensual and underage sexual conduct/contact and must report the incident to the University’s Public Safety, the program administrators.

Public Safety may require you to show proof of your participation with the Pre-College Programs. Please be prepared to show proof of your Boardingware app, UR conference card and a secondary form of identification such as state issued ID, passport, or school ID.

**PRE-COLLEGE PROGRAMS STAFF & RESPONSIBILITIES**

Students and parents can reach out to any professional staff members outlined below with any questions or concerns about the policies and regulations in this handbook and/or by emailing the Office of Pre-College Programs.

**Ursula Balent, Director:** Program management and planning, leadership, and disciplinary committee  
**Tom Paradise, Program Manager:** Program logistics, student staff supervisor, leadership, and disciplinary committee  
**Scott Clyde, Andre McKenzie, Caroline Honsberger, Lisa Anthony or Patrick Lutz, Pre-College/Admissions Staff:** Student life management, leadership, and disciplinary committee  
**Jason Mahon, Residence Hall Director:** Supervisor for PAs/HAs, well-being and safety of participants, liaison to office, and disciplinary committee

**EMERGENCY CONTACTS / CAMPUS RESOURCES**

In case of emergency, parents/guardians may contact their student or program staff in the following ways:

- **Residence Hall Director:** (585) 754-7253 (Active ONLY during the programs)  
- **Pre-College Programs Office:** (585) 275-3221 (Monday–Friday, 8:30 am–4:30 pm)  
- **University Security:** (585) 275-3333

**UNIVERSITY SECURITY**  
- EMERGENCIES ONLY: x13  
- All other issues: x5-3333

**WILSON COMMONS**  
- **(585) 275-9390**  
  - Monday–Thursday: 7:30 am–8:00 pm  
  - Friday: 7:30 am–8:30 pm (Closes at 5:30 pm starting July 31)  
  - Saturday–Sunday: CLOSED
RUSH RHEES LIBRARY  
(585) 275-4471  
Monday–Thursday  8:00 am–9:00 pm  
Friday  8:00 am–5:00 pm  
Saturday–Sunday  12:00 pm–5:00 pm  

GOERGEN ATHLETIC CENTER  
(585) 275-7643  
Fitness Center:  
Monday–Friday  6:30 am–8:00 pm  
Saturday  8:00 am–12:00 pm  
Sunday  CLOSED  

Aquatic Center:  
Monday–Friday  6:30 am–8:30 am; 12:00 pm–2:00 pm; 4:30 pm–6:30 pm  
Saturday  9:30 am–11:30 am  
Sunday  CLOSED  

OFFICE OF ADMISSIONS  
(585) 275-3221  
Monday–Friday  8:30 am–4:30 pm  

TODD UNION  
Post Office  
(585) 275-3991  
Monday–Friday  9:00 am–5:00 pm  
Saturday–Sunday  CLOSED  

Chase Manhattan Bank  
(585) 275-5703  
Monday–Friday  9:00 am–5:00 pm  
Saturday–Sunday  CLOSED  

BARNES & NOBLE BOOKSTORE  
(585) 275-4012  
Monday–Saturday  10:00 am–9:00 pm  
Sunday  11:00 am–6:00 pm  

INTERFAITH CHAPEL  
(585) 275-4321  
Monday–Friday  8:00 am–4:00 pm  
Friday Jumma Prayers  1:15 pm  
Friday Shabbat Service  6:00 pm, followed by dinner  
Sunday Catholic Mass  10:30 am and 7:00 pm  
Sunday Christian Service  3:00 pm  
Sunday Protestant Service  5:00 pm  

Please note: Times reflect summer hours and are subject to change.
The handbook will be given out to students at move-in, and will be discussed and given to students at the first hall meeting. After the meeting, all students will sign a statement of the following:

I have read, discussed, and understand the Pre-College Programs Student Handbook. I agree to abide by all policies outlined in the handbook and understand that failure to abide by these policies may result in disciplinary action or immediate dismissal from Pre-College Programs.

________________________________________  _________________
Student Signature                        Date

________________________________________  _________________
Name (*Please Print)                    Room Number