# 2 0 2 3 - 2 0 2 4 STUDENT GUIDE





**Dean of Students O ce** 950 Main Street Worcester MA 01610-1477 508-793-7423 success@clarku.edu clarku.edu

Dear Students,

Welcome, Clarkies! The Division of Student Success (DSS) is here to connect you, challenge you, and support you across all aspects of your life, on campus and beyond — your education, health and well-being, career preparation, and co-curricular activities.

We are honored to partner with you on your academic pursuits at Clark University, and know you will learn and grow in numerous ways during your time here.

In this guide, you'll find a comprehensive overview of University resources as well as the services, opportunities, and connection points you'll need on your Clark journey, including information about o ces and departments and the best ways to access them. You will also find the Guide to Living on Campus and various important policies, so you always have a sense of what you can expect from our community. Learn more about campus facilities, programs, ways to get involved, and get valuable information about living o campus and in our vibrant home city, Worcester — and how you can become a part of our larger community.

Our goal is to provide you with the resources you need to be successful and connected at Clark. We welcome your feedback on this guide and how we can make it more useful to you. Feel free to contact the Division of Student Success (Success@clarku.edu) at any time with suggestions, questions — or if you aren't sure where to start.

On behalf of the entire University community, I wish you a very productive, energizing, and enjoyable year..

Sincerely,

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# FALL 2023: Students are encouraged to visit department websites for hours and contact information.

#### **IMPORTANT DATES**

#### **FALL 2023**

August 28 First Day of Classes

September 4 Labor Day

(University Holiday - no classes)

September 6 Add/Drop Ends

September 19 Room Change Requests begin

for residential students

October 9–10 Fall Break – no classes

October 13–15 Family and Friends Weekend

November 22–24 Thanksgiving break – no classes

December 12, 13, 16, 17 Reading Days
December 14, 15, 18, 19 Final Exams

December 20 Residence Halls close at noon

January 2 Grades Due

#### SPRING 2024

January 14 Residence halls open for returning

students (Jan. 13 for incoming students)

January 15 Martin Luther King, Jr. Day

(University Holiday – no classes)

January 16 First Day of Classes
January 25 Add/Drop Ends

March 4–8 Spring Break – no classes

April 30, May 1, 4, 5

May 2, 3, 6, 7

Final Exams

May 13–17

Senior Week

May 19

Commencement

#### **CAMPUS RESOURCES**

Clark o ers numerous resources to support students on campus. This section provides an overview of dozens of o ces you may use throughout your undergraduate career. Resources are divided into five categories, and are listed alphabetically in each:

- Student Life Resources
- Support Resources
- · Important O ces
- Places and Spaces
- Clark University Online

#### STUDENT LIFE RESOURCES

#### **Athletics and Recreation**

The Department of Athletics and Recreation provides students, faculty, and sta an opportunity to gain a sense of physical well-being through various forms of activity. Because everyone has a dierent approach to achieving their own level of personal fitness, Clark Athletics oers both individual and team activities, at varying levels of competition, in three structured forms of recreation: intercollegiate athletics, intramurals, and wellness activities.

#### Intercollegiate Athletics

Clark's 17 intercollegiate varsity teams compete in National Collegiate Athletic Association (NCAA) Division III. Locally, Clark competes in the New England Women's and Men's Athletic Conference (NEWMAC), which also includes Babson College, Emerson College, Massachusetts Institute of Technology, Mount Holyoke College, Smith College, Springfield College, the United States Coast Guard Academy, Wellesley College, Wheaton College, and Worcester Polytechnic Institute. Men's varsity sports are baseball, basketball, cross country, lacrosse, soccer, swimming and diving, and tennis. Women's varsity sports are basketball, cross country, field hockey, lacrosse, rowing, soccer, softball, swimming and diving, tennis, and volleyball.

#### Intramural Athletics

Clark's intramural program gives eligible students the chance to participate in organized physical activities without the demands of varsity intercollegiate athletics — but with the enjoyment and achievement. Clark sta or students supervise all activities. Leagues and tournaments are structured in a variety of ways, such as by level of competition or gender. Activities, which range from one-day tournaments to league play, include soccer (fall/winter), flag football, volleyball, basketball, softball, floor hockey, Wi e ball, squash, and racquetball.

#### Wellness Activities

Each semester, Clark o ers voluntary wellness activities to the entire Clark community. There is no credit for participation, and some activities include a fee. Wellness classes and activities often include step aerobics, ballroom dancing, jazz dance, yoga, first aid, CPR, tai chi, cardio-kickboxing, and Pilates.

#### Clark Collective

The Clark Collective facilitates events and activities where Clark student small business owners can sell their products and services. Currently, the Clark Collective hosts pop-ups in Red Square. Tables and social media marketing are provided!

# ClarkRIDE

ClarkRIDE provides transportation for students to and from o  $\,$  -campus housing within the Main South neighborhood and the Clark campus area only.

# **Dining Services**

Clark University takes pride in o ering its students excellent dining choices. Food service options located in the Higgins University Center and Academic Commons are open every day during the academic year, from early morning until late at night. Di erent meal plans are available to satisfy all dietary needs, personal tastes, and individual schedules. Clark Dining Services can accommodate most allergies and restrictions; students should contact the Dining Services General Manager at x7158 to discuss any special needs or concerns. Please visit clarku.edu/life-at-clark/dining-on-campus for the most up-to-date information regarding daily menus, hours of operation, nutrition information,4.gto-dn information[(any specian e)11 (v)14 den.()]TJ-0.463 -1.632 TdS studentIndiringn Tk/anSuidatLificsit ar

# **Campus Ambassadors**

Academic Commons, Goddard Library, first floor

In order to foster a safe and welcoming environment for all members of our University community, Clark's Campus Ambassadors provide in-person engagement and support, assisting various student-facing departments and sta , and alerting the appropriate department to safety and security concerns. To learn more visit: <a href="mailto:clarku.edu/campus-ambassadors/">clarku.edu/campus-ambassadors/</a>

# **Mail Services**

Higgins University Center, second floor

# Student Employment

Shaich Family Alumni and Student Engagement Center

Clark's undergraduate student employment program provides opportunities for students to gain professional experience by working in departments on campus and in the local community. In these workplace settings, students can use their talents while acquiring new skills that help them prepare for life after Clark. Visit the O ce of Student Employment at <a href="https://www.clarku.edu/o ces/student-employment/">https://www.clarku.edu/o ces/student-employment/</a>

#### **Undergraduate Student Council**

Higgins University Center, first floor

The Clark Undergraduate Student Council (CUSC) advances the interests of students and ensures that students play a vital role in decisions at the University.

Student Council is made up of three primary branches. The Executive Board and the Representative Council (Hall, Class, Commuter, Transfer, Equity and Inclusion, and International Representatives) are elected from and by the undergraduate student body to represent

the undergraduate population to the council as a whole and to the administration and faculty. The Appointed Council includes Judiciary Committee members and Grants Committee members, appointed from the undergraduate student body by the Elections Committee, the CUSC President, and a super-majority vote of the CUSC.

CUSC is charged by the Trustees of Clark University as caretakers of part of the Student Programming & Activities Fee and is responsible for supporting the undergraduate student body by providing funds to all recognized student clubs and student initiatives. The Student Council also represents the student body in the form of binding and nonbinding legislature, resolutions, and formal correspondence with the administration.

#### Wellness Education

Higgins University Center, third floor

The driving vision of Wellness Education at Clark University is to create a campus culture of equitable wellness, resilience, and adaptability. The concept of holistic health is taught through the Wellness Wheel framework, which highlights eight essential areas: mental and emotional wellness, physical wellness, social and cultural wellness, sexual wellness, spiritual wellness, occupational wellness, financial wellness, and environmental wellness. Wellness Education services and programming comprise large campuswide events, workshops on specific health-related topics, habitual self-care practices through the Weekly Wellness Staples, and individual wellness coaching and personal exploration. Wellness Education also highly values peer education. Each year, the new Wellness Ambassadors are trained through the NASPA-Certified Peer Educator training program and work all year to promote health and well-being in our campus community. Additionally, Consent Educators are trained to facilitate the Consenting Communities program during Orientation to all incoming students. Follow @clarku\_wellness on Instagram or stop by to get connected with the o ce.

#### SUPPORT RESOURCES

#### Academic Advising

Shaich Family Alumni and Student Engagement Center, room 214

The Academic Advising Center works closely with the First-Year Success Advisors to assist students with their first-semester course registration and transition to college. Students are invited to meet with a sta member for general academic advice or for help in deciding on a major. Academic Advising complements faculty advising throughout a student's time at Clark.

Academic Advising processes College Board petitions for exceptions to any academic policy, as well as approvals of courses to be completed outside of Clark. The Center also evaluates transfer and advanced standing credit.

# Academic Support

Academic Commons, Goddard Library, first floor

The Academic Support Center helps all students achieve their full academic potential through subject area-specific and success tutoring, Writing Center consulting, and academic coaching.

The Academic Support Center provides one-on-one peer tutoring in a variety of subjects. Frequently used tutoring services include support for Biology, Chemistry, Computer Science, Math, Game Design, and Psychology. Additionally, we provide Peer Success Tutoring, which assists students with academic skills that apply to all academic disciplines. Peer Success Tutors help students improve their time management, organization, and study skills. Tutoring services can be booked through <a href="mailto:clarku.mywconline.net">clarku.mywconline.net</a>. Appointments can be in person or online.

#### C C

The Writing Center assists students with writing in every discipline in the University, and will help with writing at any stage — whether a student writer is brainstorming ideas, writing a first draft, or editing a final version. Students can get help starting projects, organizing their thoughts, revising drafts, and working with citations, and will improve the mechanics of their written English and learn to avoid plagiarism. Students can bring writing for any class, in any discipline, as well as cover letters, résumés, and personal statements. For more information about the Writing Center's services, go to <a href="clarku.edu/writing">clarku.edu/writing</a>. To schedule an appointment with the Writing Center, please visit <a href="clarku.mywconline.com">clarku.mywconline.com</a>.

# A C

In addition to our tutoring and writing center student sta , the Academic Support Center has multiple professional sta members who provide students with academic coaching. This can include defining academic goals, making short- and long-term academic success plans, developing study, organization, and reading skills, providing advocacy with faculty and other sta , and much more. To learn more about our professional sta and book appointments, visit <a href="mailto:clarku.edu/o">clarku.edu/o</a> ces/academic-support.

# Α

All students are responsible for reading the University's academic policies and for adhering to all academic policies and processes within the catalog. For more information, please visit <a href="mailto:catalog.clarku.edu">catalog.clarku.edu</a>.

#### 

During a student's first year at Clark, they will be paired with a first-year success advisor (FYSA), a professional sta person who will support their transition into the Clark community into their sophomore year or until they declare a major. Working in partnership with the FYI faculty adviser and peer mentor, the first-year success advisor is the go-to person for all questions students may have about their Clark academic or residential experience. They will answer

Counseling for students at Clark is confidential, and information is not shared without permission, except in cases where an individual's

# **Career Connections Center**

Shaich Family Alumni and Student Engagement Center, first floor Career Connections Center (CCC) services include help finding an internship or job, mock interviewing, writing a résumé and cover letter, connecting with Clark alumni, and graduate school exploration.

#### Cashier

Shaich Family Alumni and Student Engagement Center, room 318

The Cashier's O ce processes payments and is available for students to cash checks or add money to their Clark OneCard. For more information and policies, visit clarku.edu/o ces/cashiers.

#### Clark OneCard

Shaich Family Alumni and Student Engagement Center, room 325

The Clark OneCard, issued to all new students during Orientation, is your o cial University ID. The OneCard acts as an entrance key to a number of areas on campus, including residential and academic buildings, the Kneller Athletic Center, and Goddard Library. It is also used for meal plans, printing, and the CashCard program, which you can use to make purchases at locations on and o campus. The CashCard is convenient, flexible, and secure, and can support students with budgeting and accountability, including the ability to view a history of all transactions.

# **Community Standards**

Wright Hall, Basement

The O ce of Community Standards (OCS) manages the policies and procedures that help members of the Clark community hold each other accountable. OCS is responsible for administering all conduct processes, including initial hearings, the Peer Conduct Board through restorative practices, and administrative hearings.

Clark University is committed to sustaining an academic environment that respects individual freedom and promotes the health, safety, and well-being of all community members. We believe in building an inclusive environment. Therefore, we must adhere to a standard policy that embraces all community members regardless of their background. For questions related to the Clark University student conduct process, email community-standards@clarku. edu or visit clarku.edu/o ces/community-standards.

## Division of Student Success. Dean of Students

Shaich Family Alumni and Student Engagement Center, second floor

The Division of Student Success (DSS) coordinates services related to housing, residential life, new student orientation, health services, student engagement, belonging, identity, personal counseling, wellness, and student conduct. DSS creates and maintains vibrant student experiences and supports students' holistic growth and development while at Clark. All students are welcome in the Division of Student Success, which collaborates with faculty, sta, administrators, student organizations, and the Undergraduate Student Council to engage and care for students at Clark.

#### Dean of the College

Shaich Family Alumni and Student Engagement Center, second floor

The Dean of the College is responsible for undergraduate academic and cocurricular programs and policies. The Dean also serves as Associate Provost of the University, with broad responsibility for all aspects of curriculum, instruction, and faculty advising. The Dean of the College works closely with the Undergraduate Academic Board to review proposals for new and revised courses, majors, concentrations, and academic requirements, as well as to assess existing programs and requirements. The Dean and her sta also oversee the Dean's List, ClarkFEST, and several undergraduate student awards.

#### **Executive Vice President and Treasurer**

Geography Building, second floor

The O ce of the Executive Vice President and Treasurer oversees the o ces of Human Resources, Financial Services, University Budgeting, and the Business Manager. The o ce also is responsible for the University's investments, external debt, and financial planning.

#### Facilities Management

501 Park Avenue

Facilities Management ensures that the environment in which students study and live is safe and healthy. The custodians, maintenance workers, and groundskeepers maintain workspaces, classrooms, and residence hquirond oor2-0.03 Tc scas1.211 unseling, Ts, and groundskeepeent in whicha6 gusnthJ-0.002genanri(a6 gusnfJ-0.00m

The Registrar's O ce certifies enrollment several times each semester through the National Student Clearinghouse (NSC) and sends degree award information to NSC after degrees are awarded in August, December, and May. Outside agencies may obtain degree information by contacting NSC directly. Students may print out their own enrollment certificates through their CU Web accounts.

#### **Student Accounts**

Shaich Family Alumni and Student Engagement Center, room 320

The Student Accounts O ce helps students determine how much their Clark education will cost and answers questions regarding their bill, monthly payment plan, or financing options.

#### PLACES AND SPACES

### Shaich Family Alumni and Student Engagement Center (ASEC)

Built in 2016, the Shaich Family Alumni and Student Engagement Center (ASEC) is located just across Main Street. In this building, you'll find important student resources such as the Dean of the College, Dean of Students and Division of Student Success, Career Connections Center, and Student Employment; student meeting spaces; the Campus Store; and the Den.

#### **Band Rehearsal Room**

Estabrook Hall, lower level

This rehearsal room is available to Clark students for band rehearsals during limited evening and weekend hours. Access to the room follows strict guidelines, and rehearsal times are scheduled and organized by the Music Society of Clark University, a student group.

# Becker School of Design & Technology

The Becker School of Design & Technology (BSDT) lets students pursue leading-edge studies in the top-ranked Interactive Media Design (Game Design) Program and associated concentrations at both the undergraduate and graduate (MFA) levels, as well as in esports management and integrated graphic design. Students studying in the Becker School of Design & Technology at Clark will benefit from a combined curriculum that represents some of the

best of Clark and Becker. BSDT ouytT oudent EngC) is me of theo4i1ay on2 (wur)9 (su as w)ngaversity, a student grBand Rehearsal Room

# **Granger Fields**

Located on Beaver Street, adjacent to the Dolan Field House, the complex accommodates intercollegiate soccer, lacrosse, field hockey, and baseball, as well as intramurals and recreation, on two synthetic surfaces. The Corash Tennis Courts include six Plexipave-surfaced, lighted courts for use by Clark's tennis teams and recreational players.

#### Higgins Café

Higgins University Center, first floor

Clark's flagship, all-you-care-to-eat dining hall features a deli, salad bar, kosher kitchen, brick oven pizza, and much more. All food served in the Higgins Café, including sauces, is cooked from scratch with locally and sustainably purchased fresh fruits, vegetables, and meat that is trimmed and cut in-house by Clark's on-site chefs. The Higgins Café provides guests with a fresh, homemade, real food experience. To achieve this, fresh ingredients, fruits, vegetables, and bread are delivered daily from local farms and bakeries. Higgins Café believes in providing a healthy food experience to everyone.

# **Higgins University Center**

The Higgins University Center (UC) is where members of the Clark community gather formally and informally for intellectual enrichment, conversation, celebration, and recreation. It provides a central location where creativity and ideas are openly exchanged on a common ground. The UC houses the main dining hall, Bistro, conference rooms, the Grind, Craft Studio, student organization o ces, and the mailroom. On the second floor you'll find Tilton Hall, Clark's spacious multipurpose room with 35-foot bay windows, a roof patio, piano, and fireplace.

# Cougar Café

Academic Commons, Goddard Library, first floor
Stop by for fair-trade tea, a co ee pick-me-up, or a mu n on the go.

#### **Kneller Athletic Center**

The multipurpose George F. Kneller Athletic Center is a hub of activity for Clark's students, faculty, sta , and alumni. Level one has four racquetball courts and two squash courts; level two features a six-lane, 25-yard swimming pool, a team weight room, locker rooms, and a racquetball/squash viewing area; level three comprises a fitness center, gymnasium with four full-size basketball courts, training room, equipment room, swimming pool viewing area, conference/classroom, restrooms, and the main lobby; and level four includes a multipurpose room, athletic department o ces, and another meeting room. Visit clarkathletics.com for more information about the Kneller and Bickman facilities.

#### Libraries

## **Goddard Library**

The Robert Hutchings Goddard Library, named for the Clark physicist who invented the rocket technology that made space travel possible, is both the academic heart of the University and an architectural landmark — a traditional and digital library with time-tested and brand-new collections and services. The collections include more than 576,000 volumes, 276,000 monographs, and subscriptions to 1,600 periodicals. The library provides full internet access and nearly 50 end-user subject-specific databases.

Goddard Library also o ers a viewing area for videocassettes and DVDs; a listening area for compact discs, records, and tapes; a language lab; microcomputers; and terminals linked to the campus network. The library's menu of online information sources, including the public online catalog, is available 24 hours a day.

Because Clark is a member of the Higher Education Consortium of Central Massachusetts, students have access to eight academic Consortium libraries and a combined local collection of more than 3.5 million volumes.

#### University Archives and Special Collections

University Archives is the repository for Clark's o cial records, publications, and other materials documenting the history and development of the University community. Manuscript collections reflecting the life and work of former faculty members, including rocketry pioneer Robert Goddard and the University's first president, G. Stanley Hall, among others, are included.

The resources of the archives are useful to undergraduates in the preparation of student publications, club activities, or research papers on Clark's history, or subjects for which Clark serves as an example of some larger phenomenon. Some materials — such as student records — are necessarily restricted to preserve confidentiality, but most of the collection is readily available. Sta will instruct students in the use of original materials and describe Clark's archival resources in detail. The University's collection of rare books is also housed in this area and can be used for research and scholarly purposes.

#### Carlson Science Library

The Carlson Science Library, a branch of Goddard Library, serves the disciplines of biology, chemistry, math, and physics. Located on the top floor of the Sackler Sciences Center, it houses selected science journals and a research collection of recent monographs. Full internet access is provided, as are subject- specific databases.

#### Academic Commons

The Academic Commons (AC), located on the first floor of Goddard Library, is a central hub of academic and resource support services for the entire community, including the O ce of Academic Support, the University's main computer lab, and late-night study room, the ITS Help Desk, Clark Archives and Special Collections, and the Cougar Café.

#### Burnham Map Library

Located on the lower level of the Geography Building, the Guy H. Burnham Map and Aerial Photograph Collection includes more than 200,000 maps as well as books and periodicals for geographical research.

# Kasperson Research Library

The Jeanne X. Kasperson Research Library o ers one of North America's most extensive collections on environmental risk and hazards, as well as the human dimensions of global environmental change. The library also has holdings on subjects of international development, technology, and energy policy. Library sta has prepared more than 124 "data boxes" for specific subjects on dozens of issues, from AIDS to climate change, nuclear power, and sustainable development. It is not a lending library, but patrons are allowed to keep identified materials aside for the duration of their research.

# O'Brien Field

Located a short distance from campus on Knowles Road, this field is used by Clark's softball team.

# The Den

Shaich Family Alumni and Student Engagement Center, first floor Co ee and snacks — what more can we say?

#### The Grind

Higgins University Center, lower level

The Grind is a multipurpose venue for department and student group events, rehearsals, and meetings. Use of the room must be reserved through the O ce of Student Leadership and Programming. The Grind hosts student performances, concerts, and comedians, and frequently features late-night student entertainment. Pool tables, ping pong, and foosball are available for use when the room is not reserved; game equipment may be signed out, with a Clark ID, from the Information Desk on the first floor.

#### ClarkCONNECT

ClarkCONNECT is a platform designed exclusively for Clark students and alumni around the world for mentorship, networking, and finding and sharing professional opportunities. It's a dedicated online network where students can choose to mentor or be mentored through a "flash" meeting or for a longer, sustained period. On ClarkCONNECT, alumni and students ask questions and seek guidance, coach and inspire, and find paths to professional and academic success. Access ClarkCONNECT at clarkconnect.clarku.edu.

# **Guardian App**

Guardian is a free mobile app that turns a smartphone into a personal safety device — it's like having an emergency blue light system with you all times. Through the app, students may connect to University Police directly in an emergency (or to 911 if they're o campus), or submit an anonymous tip to University Police in non-emergencies. The app also includes important phone numbers and campus resources through its "Call and Content" directories. Students can update their profile information to include allergies or medical conditions in case of emergency.

#### Handshake

Handshake is a modern career services platform that connects students and employers for events and opportunities. Every Clark student has a Handshake profile, but must activate it by logging in to <u>clarku.edu/handshake</u>. Handshake is also where students can search and apply for on-campus jobs. Contact the Career Connections Center with any questions about Handshake.

#### Housing and Dining Portal

The Housing and Dining Portal provides self-service access for students to select and change their meal plan, apply to live on campus, upload their housing preferences, and participate in the housing selection and lottery. To get to the Housing and Dining Portal, log on to ClarkYOU and click "Housing and Dining Self- Service."

#### Merit Pages

Clark University uses Merit Pages to share news of student achievements with local news outlets, high school administrators, elected o cials, and students' friends and families. Every Clark student has a Merit Page that we encourage them to activate — it's like a personal newsroom for their college career (and beyond).

Students can share their achievements with the people most important to them; once those contacts are added, they will receive noti224 i (y n (ery C)(orO44 -1.211oca published.)]TJ-0.015 -1.632 Td[(L)18 (earn mor)18 (e and see (orO4xorO4amples at )]TJ0.128 0.368 0.62 scn/

- Clark University students have the right not to be unlawfully discriminated against by any agent, organization, or member of the Clark University community for reasons of age; creed; (dis)ability; ethnic or national origin; gender, gender identity, or gender expression; marital status; political or social a liation; race; religion; or sexual orientation.
- Clark University students have the right to express their ideas, thoughts, and opinions, both individually and in the manner of forum or protest, without fear of censure or retribution from members of the Clark University community. Read the protest policy online.
- Clark University students have the right to a reasonable expectation of privacy in their academic, cocurricular, and personal lives.
- Clark University students have the right to access and control access to their educational records as provided in the Federal Family Educational Rights and Privacy Act of 1974, also known as FERPA.
- Clark University students have the right to bring forward a complaint if one has a good-faith reason to believe that it is more likely than not that the rights or responsibilities derived from this document have been violated.
- Clark University students have the right to address all alleged violations of the University's policies and procedures. The University's conduct process follows procedures as defined in the Code of Student Conduct.
- Clark University students have the right to establish representative governmental bodies and to participate in University governance in accordance with the rules and procedures of the University.

#### **Group Accountability**

All student organizations must follow procedures detailed within the Student Club Guidelines and Policies manual provided by the O ce of Student Leadership and Programming. Student organizations must also follow procedures within their most recently approved charter. Acting outside of these documents could result in a range of outcomes, including, but not limited to:

- Inability to access funds
- Inability to host events or reserve space on campus
- Removal from o cer position
- · Removal from organization
- · Loss of recognition status

# Student Access to Records and Clark University's FERPA Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that institutions of higher education strictly protect the privacy rights of all students who are or have been in attendance. In practice, this means that information contained in the student's educational record can be shared only with school o cials who have a legitimate educational interest and a legitimate need to know such information to fulfill their professional responsibilities. For these purposes, "legitimate educational interest" shall mean a purpose that has a directly identifiable educational relationship to the student involved.

#### 1. School O cials

For purposes of FERPA, school o cials are those members of an institution who act in the student's educational interest within the limitations of their need to know in the execution of their job responsibilities. Where appropriate, these school o cials may, at their discretion, choose to share such information with University faculty or sta on a need-to-know basis.

# 2. Directory Information

Directory information is general information contained in the educational record of a student that generally would not be considered harmful or an invasion of privacy if disclosed.

Directory information as defined by Clark includes a student's name, addresses (campus, home, email), telephone listings, and photograph; major field of study, dates of attendance, class year, and enrollment status (e.g., undergraduate or graduate; full time, three-quarter time, half time, or less than half time); participation in o cially recognized activities and sports, as well as weight and height of members of athletic teams; degrees, honors, and awards received; and most recent educational institution attended. School o cials may, at their discretion, release directory information to third parties unless the student specifically directs that it be withheld by requesting a confidentiality flag on his or her student record.

## 3. Registrar's O ce

The Registrar's O ce is the keeper of all educational records and treats students' educational records with the utmost confidentiality. The University Registrar will share non-directory information about individual students with other school o cials on a need-to-know basis or as required by the school o cial's job responsibilities.

# 9. Other Persons

Faculty and students serving on o cial University committees where a legitimate "need to know" exists may have access to educational records as related to the duties of the committee. Faculty members of registered honor societies may have access to student educational records for the sole purpose of determining eligibility for membership on the basis that they are acting in an o cial University capacity that is integral to the educational function of the University. In both cases, the legitimate educational interests of students and the University have been served.

# 10. O cial Agents

Clark University may share certain personally identifiable information with o cial agents. An o cial agent of the University

Students may also pu1c 0 Tw 9.5 0 0T 45e87lc 0t the inci als to one of the f1c 0

# Residence Hall Association and Hall/House Council

Residence Hall Councils represent students living in specific residence halls/houses and are formed at the beginning of each academic year. Their purpose is to promote community, diversity, and awareness through programming and advocacy, with the ultimate goal of increasing the quality of life in these buildings. Information on applying for election to Hall Councils will be available during the first weeks of classes.

The Residence Hall Association (RHA) represents the entire student population and governs the hall councils, ensuring that they remain active and focused. Additionally, the RHA works with Residential Life and Housing to maintain the quality of life for resident students.

# **Room Assignments**

First-year and transfer student roommates are assigned by considering complementary lifestyles. Assignments are made regardless of race, relig 6e R(e hall)18 or R r9 (Un (e 3 studsit)9 (y)y)-20 ()14 -(v)21 ()8.9hg t4 (nerimok)4,()]TJO.002

# Room Change/Consolidation

There is a "room freeze" in e ect during the first two weeks and the last two weeks of the fall semester, as well as the first two weeks of the spring semester and at the start of the room selection process.

After the room freeze period, a sole occupant of a double room may be required to consolidate, if space requirements demand it. Residents who are required to move to a new room, or who will be having a new roommate move into their room, will be notified in writing when they should complete the necessary paperwork.

Students with vacancies in their rooms cannot prevent or interfere with the process in order to avoid being assigned a roommate.

RLH expects that all prospective roommates will be treated fairly and respectfully.

Except for the room freeze period, room changes can occur at any time during the semester with the approval of RLH. Students should stop by the RLH o ce or visit its website for the required forms.

Residents participating in unauthorized moves will be required to return to their original assignments and may be referred for conduct action.

# Residence Halls and Houses: Building Policies and Information

# Balconies/Roofs/Ledges

For safety reasons, students are prohibited from rooftops, ledges, and overhangs on any residential building. Balconies in RLH houses are locked and may not be used as they are unsafe for occupancy. Students found accessing or misusing a balcony, rooftop, ledge, or overhang will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from University housing.

## **Building Access and Security**

University residence halls are secured by a computer-controlled card entry system; residents use their Clark OneCards to enter. An alarm will sound at University Police if one of the outside doors is kept open longer than is reasonable for entry. Individuals who prop doors open jeopardize the security of the building and the community.

Wright, Bullock, and Dana halls are first-year-only living areas, and access to these buildings is limited to first-year students. is komm4 (erhang will18 ( (sit)9 13eeJ0.021 asecur)18)-2eache secured

The University cannot assume responsibility for the theft of or damage to personal property. Any loss of personal property should be reported to University Police by calling 508-793-7575 (x7575 from an on-campus phone). Students are encouraged to purchase renter's insurance or to have personal belongings covered under parents' or quardians' homeowner's insurance, if possible.

## Building Opening, Closing, and Breaks

The occupancy period begins at 9 a.m. one day before the start of classes for returning students and 9 a.m. on the day of Orientation for new students. University residence buildings close at noon on the day after final exams for both fall and spring semesters.

All students should vacate their rooms within 24 hours after their last exams, although graduating seniors may remain in their rooms through Commencement. Students are responsible for knowing the posted dates for closing and breaks. Rooms must be vacated at the end of the academic year, which means that all personal belongings must be removed from the room by the established deadline.

If students wish to remain in their residence hall/house during the October, Thanksgiving, and March break periods, they may do so, but the halls and houses are closed during winter break. Students who need to stay on campus during winter break may elect to do so, for an additional charge, at the discretion of RLH.

Students may arrive up to 48 hours early (or leave 48 hours late) for a fee. Students who arrive on campus early without prior approval will be charged \$150 per day if they wish to stay on campus.

## **Duty Hours**

While classes are in session, a Resident Adviser (RA) in each residence hall is on duty every night from 9 p.m. until 7 a.m. Signs are posted in the buildings to indicate who is on duty and how they can be contacted.

From 9 p.m. to midnight, Sunday through Thursday, and from 9 p.m. to 2 a.m., Friday and Saturday, the RA on duty is in cellphone contact with RLH professional sta and University Police, and is available to assist residents, enforce quiet hours, and perform building rounds. After these hours the RA is available to respond to emergency situations in the building.

# **Emergencies**

In the event of an emergency in a residence hall or house, immediately call University Police (x7575).

#### Fire Drills and Evacuations

Fire drills are held periodically, and all residents and guests are required to leave the building during these drills. Residents should be aware of the quickest and safest ways out of the building; RLH sta will provide this information at the beginning of each semester.

- was not paying attention to their cooking is not considered an accident, but rather an incident of unsafe and negligent use of the kitchen facility. In these cases, students may be responsible for damage costs.
- 2. Students who cook and/or use the kitchen facilities are required to clean that area immediately. Common area kitchens are for the benefit of all community members. Leaving a mess in this area prevents others from taking advantage of this space.
- Student-owned appliances and other cooking materials must be UL-approved and in good, safe working condition. Large knives, deep frying vats, and other appliances/utensils that may be considered unsafe in a residential community may be confiscated at the discretion of Residential Life and Housing sta members.
- 4. The act of cooking is prohibited inside a residence hall or house bedroom and can only be done inside a designated kitchen. Students may not use electric hotplates, skillets, broiler ovens, slow cookers, toasters, sandwich presses, grills, toaster ovens, or similar appliances in their rooms, but may store these items (unplugged) in their rooms for appropriate use in the kitchen facilities. Students can heat items in a MicroFridge microwave in their rooms, but are still required to take caution and care when using this appliance. Overheated foods like leftovers and popcorn can cause extreme smoke to form in a room or hallway and trigger the fire alarm.
- 5. Students in areas with secured shared kitchens are only granted card access to these facilities if they follow all safety guidelines. Students who fail to observe these kitchen and cooking safety policies may lose their kitchen access rights for a time deemed appropriate through the conduct process.

# Laundry Facilities

All University residence halls and houses have washers and dryers. Unlimited cold water washing and drying cycles are an included amenity for residential students only. Hot water washing is available for 50 cents. Nonresident students found using washing machines or dryers in a University-owned property will face conduct action and be fined \$50. Large residence halls have online access to track available washers and dryers. As a courtesy to others, if students find that one of the machines is broken, they should contact the RA, the RLH o ce (x7453), or go to automaticlaundry.com to report the problem.

# Lounges

#### Maintenance and Damages

Residents are expected to keep their assigned living spaces in reasonably clean and safe condition. Residents may be held responsible for any repair or replacement costs incurred to the living spaces or furnishings during their period of occupancy.

Damages or vandalism to communal areas of a residence hall or house (e.g., study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) will result in disciplinary action and financial restitution for repairs or replacement of property. If damages cannot be attributed to specific individuals, costs will be shared among all residents occupying the building at the time of the incident.

Modification of permanent fixtures and furniture in rooms and common areas is prohibited. This includes changing plumbing fixtures (such as shower heads), modifying electrical outlets or fixtures, modifying heating systems, changing window treatments, etc. If there are concerns about the fixtures and items provided by Clark University, please contact Residential Life and Housing or Facilities Management. Only removable adhesives that do not cause damage or leave marks can be used to hang objects on walls. Do not use scotch tape, masking tape, or pushpins on woodwork.

Trash and recycling may be disposed of only in designated collection areas in and outside of University housing.

#### **Noise**

For the residential environment to be safe and comfortable, University residents must be respectful and considerate of the rights of other students. Stereos, televisions, musical instruments, radios, and other noises must not disturb residents who are sleeping or studying.

Quiet Hours are Sunday through Thursday, 11 p.m. to 7 a.m., and Friday through Saturday, 1 to 9 a.m. These hours must be observed both inside and directly outside of on-campus housing.

During Quiet Hours, noise must be kept at a low level and not be heard outside of a resident's room/suite/apartment.

Courtesy Hours are in e ect at all other times. During Courtesy Hours, any resident approached for excessive noise by other students or University sta is expected to comply with the request as if it were Quiet Hours.

During reading days and final exams, 22-hour Quiet Hours will be in e  $\,$  ect, with Courtesy Hours from 7 to 9 p.m.

Amplified musical instruments or amplified music may not be played in University housing. Students are encouraged to use the music practice rooms available in certain academic buildings, such as Estabrook Hall or the Traina Center for the Arts.

#### Occupancy

Students are expected to reside in their assigned room consistently or otherwise cancel their housing contract and/ or petition for an o cial release from their housing contract.

Occupancy of a room is limited to the resident(s) assigned to that room and a resident may not sublet, loan, transfer, or contract their housing to another person. All room changes must be approved by RLH sta . Students who commit unauthorized room changes will be required to return to their assigned space and may face disciplinary action.

Students may not remain in on-campus housing during announced University closings without the approval of RLH. Residents are expected to leave the building within 24 hours of their last exam at the end of the semester, and must vacate their rooms and remove all personal belongings at the end of the academic year. Any resident who moves to another space on campus or leaves University housing is required to properly check out of their previously assigned room by returning any issued keys and completing the necessary paperwork with RLH sta . Students who do not check out properly forfeit their right to contest damage or cleaning charges. Should a resident's housing contract be canceled for disciplinary or other reasons, or if the resident withdraws or goes on leave of absence from the University, they are expected to vacate their on-campus housing assignment within 72 hours.

#### **Smoking**

Smoking of any substance is prohibited on the Clark University campus. Students who are found smoking in, directly outside of, or possessing evidence of having smoked in a residence hall/house (i.e., ashtray with cigarettes, the odor or visible presence of cigarette smoke, extinguished cigarettes, etc.) may be subject to a \$100 fine.

Subsequent violations will result in a \$100 fine and may include administrative relocation or removal from University housing. In cases where tobacco smoke is present at large gatherings, all students present may be held accountable for violating the smoking policy. Clark University's smoking policy also includes the use of any electronic tobacco delivery systems, electronic vaping devices, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) (i.e., e-cigarettes).

# Storage

RLH does not o er on-campus storage for personal belongings. Clark University has partnered with Collegeboxes Inc. to provide all Clark students the opportunity to store their belongings as easily as possible.

Collegeboxes, which operates the largest storage operation for college students in the country, provides students with boxes and materials necessary to ship or store items during summer break. Visit collegeboxes.com to learn more about the service and pricing.

Students may not bring their own bed/mattress unless otherwise approved. Lofting of the bed/ mattress is not allowed for fire safety reasons. Any additional furniture brought into the space must be California Fire Code approved and is required to be removed by the student who owns the furniture upon their departure from University housing. Students will be held financially responsible for any furniture that is missing or damaged at the end of the academic year.

Furniture is provided in most of the lounges and study rooms in each residence hall and house for the use of all residents, and is expected to remain in its designated location. Removal or misuse of community furniture or other fixtures will result in a \$100 fine in addition to any damage, relocation, or replacement costs.

# Damage Charges daor da 69 211 Td[da)Heles4s anynPT(cUniv)14 h

A room condition report will be completed by RLH sta before students move in and out. Students should review this report upon check-in to confirm the information and provide additions to the RA if needed. Residents are liable for damages sustained throughout the year and may receive a damage bill in June.

Residents are also responsible for damages in common areas, including (but not limited to) suites, kitchens, lounges, hallways, and stairwells. When common damages are found or vandalism is committed, a reasonable attempt will be made to determine the responsible individual(s). If the person(s) responsible is not identified, the cost of repair/replacement will be assessed to all residents of the building/floor/area.

# **Entering Rooms**

University sta reserves the right to enter and inspect room(s) as needed for the purpose of verifying compliance with health and safety standards, to investigate probable violations of the Code of Student Conduct, for inventory purposes, and for making necessary repairs to rooms and furnishings periodically throughout each semester.

#### Guests

A guest is defined as any person in a residential building common area who is not currently assigned to a residential space in Clark University housing or who is present in any residential space they are not assigned to. Guests need to carry identification at all times and must comply with requests to see their identification by any University o cial.

Residents may not have more than one (1) guest for every room at any given time without approval from RLH professional sta .

First-year students are not permitted to have overnight guests during the first two (2) weeks of the fall semester or during reading days of either the fall or spring semester.

If a student loses their room key, they should notify RLH immediately to begin the replacement process to maintain the safety and security of their space. RLH sta will provide the student with a payment link for the associated costs of replacing the key, and when applicable, other lock components. The total cost will be \$100 to \$150. Once payment has been confirmed, RLH will contact the student with instructions on how to pick up their new key. If a

• The right to a habitable environment that includes working water, heat, safe kitchens, a pest-free environment, safe structural elements, and reasonable snow removal.

For a complete list of tenant rights and landlord responsibilities, visit <u>mass.gov</u> and search "Tenant and Landlord rights."

#### Renter's Insurance

College students renting an o -campus apartment or house (as well as living in on-campus residence halls) should strongly consider purchasing renter's insurance to protect their personal property in the event of damage, firesonal

Rental apartments should be cleaned appropriately and according to whatever condition indicated on the lease. Do not leave behind large pieces of furniture or place those items in the yard or on the sidewalk. This can lead to hefty fines and sometimes forfeiting rights to the security deposit.

Whenever possible, have the landlord present when vacating the apartment so the final inspection can be done together. This allows for the transfer of keys, return of the security deposit (assuming everything is okay with the property), and settlement of the termination of the lease.

# Trash and Recycling

More likely than not, trash and recycling will need to be properly disposed of according to the City of Worcester's policies. Waste disposal and recycling were extremely easy when living on campus, but now require adhering to some specific policies and curbside pickup regulations. Students may also be required to purchase Worcester trash bags — an additional cost of living o campus!

For information on how to properly dispose of trash, what goods to recycle, and how those items are picked up from a property, please visit <a href="worcesterma.gov/trash-recycling">worcesterma.gov/trash-recycling</a>. Landlords should explain this information, but this site includes the pickup schedule, a list of retailers that sell Worcester bags, and information on other trash and recycling initiatives.

The usual pickup day for Clark's neighborhood is Wednesday, and trash and recycling cannot be put out before 6 a.m. on that day. Please remember that if Monday is a holiday, the pickup day for the area will move to Thursday.

#### **Important Numbers and Resources**

Moving into an apartment may require setting up accounts for some basic, and in some cases, optional services like electricity, internet, cable TV, etc. Some local provides to get started:

- Cable TV, Internet, Phone (Charter Communications/ Spectrum), <u>spectrum.com</u>
- Electricity (National Grid), nationalgridus.com
- Telephone (Verizon), verizon.com or 888-583-8111
- Natural Gas (Eversource), eversource.com

#### STUDENT CLUB POLICIES

Student Leadership and Programming (SLP) supports student clubs in creating vibrant activities and events on campus. Student organization leaders should work closely with the SLP o ce to purchase supplies, reserve space, advertise, and host activities and events across campus.

# **Email Policy for Student Groups**

The University maintains a number of comprehensive student email distribution lists for purposes related to o cial University business, and a limited number of senior administrators have authority to post to them. On rare occasions, the Provost, Dean of Students, or Dean of the College may agree to post messages for o cial student organizations that serve the entire student body (e.g., Undergraduate Student Council) when they are considered of significant importance to most students and are consistent with University business.

# Forming an Organization

Clark o ers clubs and organizations for a range of interests, from socially active groups to club sports. However, if there is something of interest that is not listed, it is easy to create a new organization. Contact Student Leadership and Programming for more information.

# Fraternity/Sorority Policy

During the 1984–85 academic year, the University developed and articulated the following policy of nonrecognition and nonsupport of social fraternities and sororities.

"No resource of the University (physical, personnel, or monetary) will be available for use either directly or indirectly, in any activity or event — open or closed, sponsored or co-sponsored — by any undergraduate or graduate social organization with formal or informal ties to a social fraternity or sorority. As well as social events, this restriction prohibits all proceedings related to rush, pledging, intake, initiating, or otherwise admitting to or maintaining membership in the social organization.

"Historically, the performance record of fraternities and sororities has been cyclical. At the best of times, they have performed outstanding services to society and to their communities; at their worst, they have been centers of organized misconduct and of activities abusive to the human spirit (for example, hazing and pledging rites, alcohol abuse, and discriminatory membership policies).

"At Clark, we are not prepared to provide the extraordinary supervision that Greek social organizations require to be maintained as positive, healthy contributors to student life. Furthermore, during the absence of social fraternities and sororities from campus, a number of nonexclusive social and service organizations have developed that do not have the liabilities that social Greek organizations present. Through the Student Council and the Dean of Students O ce, the University is committed to supporting nonexclusive, indigenous social and service organizations at Clark and to encouraging the development of others that serve Clark students and that are consistent with our educational philosophy and mission."

# Tilton Hall Piano Policy

The piano in Tilton Hall is available for use by students, faculty, and sta when the room is empty. The piano is not to be moved at any time from its location in the corner of the room. The piano is tuned once a year or if requested by an event host (charges will apply). When admissions tours, site tours, or sta setting up for an event enter Tilton, piano players should stop playing and vacate the space when asked.

#### STUDENT CAMPUS EVENTS

#### **Admission to Student Events**

If admission is being charged at an event, all proceeds must be given to the student organization sponsoring the event; students may not organize events as personal fundraisers. University Police may be requisitioned and present at the door. The Accounts Payable o ce documents receipts of all revenue. Authorization to collect admission to events on campus must be obtained from the O ce of Student Leadership and Programming. Social functions are open to Clark students, their approved guests, and Worcester Consortium students, unless otherwise noted. Current college IDs are required.

#### Advertising for Student Events

Advertisement of social events sponsored by student organizations is restricted to authorized locations on the Clark campus. See the posting policies in this guide for specific details.

# Clean Up and Damage

Event sponsors are responsible for all clean-up. Any cleaning work done by Facilities Management sta or Dining Services personnel will be charged to the sponsoring group or individual. Event organizers are responsible for returning the room to its original setup at the end of the event. Set-ups done by Facilities Management or University Center sta will be charged to the sponsoring group or individual.

Thermostats or radiators are not to be adjusted by anyone except Facilities Management sta .

Any damage to University property resulting from the event will be the responsibility of the sponsoring organization.

# **Ending Time for Student Events**

All events must end by 2 a.m.; requests for extensions to this policy should be made to the O ce of Student Leadership and Programming at least two weeks prior to the date of the event.

#### **Entertainment Contracts**

Any student group looking to use its budget to pay for an entertainer (band, lecturer, etc.) must contact Student Leadership and Programming to make an o er to the entertainer's agency. SLP must negotiate all contracts; if an entertainer does not have their own contract, SLP has contracts to use. Any questions can be directed to SLP.

# **Guest Policy for Student Events**

Student groups may choose to allow Clark students to bring up to one guest to approved events. Guests must show valid college or state ID and sign in at the entrance of the event. The Clark student hosting the guest must also sign next to guest's name. The host must remain with the guest at all times, and must ensure the guest knows and abides by Clark University policies. A host may be held responsible by the University Code of Conduct for any misconduct by guest.

The O ce of Student Leadership and Programming reserves the right to refuse entrance to any guest and/or their Clark host in the interest of the health and safety of those individuals and/or other attendees. Additionally, SLP reserves the right to close entrance to an event (either temporarily or permanently) in the interest of public safety and/or in response to violation(s) of the described quest policies.

Any variations to this guest policy must be cleared through the SLP o ce. For the benefit of the Clark community, any variations to the ID or guest policy must be clearly advertised on all publicity materials.

Any event publicized as "open to the public" must obtain approval from SLP two weeks prior to the event.

#### **Identification Policy**

To enter any University event, students may be asked or required to show a current Clark OneCard or a consortium college ID (if applicable).

#### Reservations

Room reservations for student organization events must be scheduled through the Clark Engage online system.

Organizations that are formally recognized by the University may schedule events. All building/room capacities and University policies must be adhered to for the duration of each event.

# **Security for Student Events**

If a student event requires a security detail, the O ce of Student Leadership and Programming must be notified at least 10 days in advance by its organizers. SLP and University Police will determine whether one or more o cers need to be hired by the sponsoring organization for the event. SLP will make the final decision on whether event security is necessary.

#### Student Events Where Alcohol is Served

SLP must approve serving alcohol at any campus event. These events are subject to the following regulations as well as the policies detailed in previous sections.

- Events must be held in licensed areas only (Grind Central or the Winton Faculty Dining Room). A permit from the City of Worcester is required for events in any other location (see next section).
- 2. In general, events where alcohol is served are limited to those of legal drinking age. However, student organizations may request, through SLP, to have an 18+ event involving the service of alcohol. If granted, the event will be subject to additional restrictions to ensure that only 21+ participants are allowed to purchase, possess, and consume alcohol. These restrictions can include wrist-banding, requiring legal identification in addition to a Clark OneCard for entry, or cordoning o an area within an event for guests of legal drinking age who wish to drink.
- 3. The service of alcohol during the event must be arranged through Dining Services.
- 4. A University Police detail is required.
- 5. Sponsors must provide adequate amounts of nonalcoholic beverages for the duration of the event.
- 6. Sponsors must also have adequate amounts of substantive food available.
- 7. No more than one beverage at a time will be served to any person.
- 8. Alcoholic beverages may not be taken out of the designated event location.
- Alcoholic beverages may not be consumed in public areas. Events that are held in unlicensed areas require prior approval from SLP and a beverage permit from the City of Worcester.

The application process for a permit requires a letter of support from Student Leadership and Programming, a fee of \$45, and a completed application. A representative from Clark Dining Services must attend a hearing regarding the event and a license may or may not be granted. The process can take up to 45 days to complete. If a license is granted, the same guidelines listed above will be applied.

#### **Alcohol Beverage Permit for Student Events**

An alcohol beverage permit is required for any function at which alcohol is served. Clark Dining Services holds the liquor license for serving wine or beer at any function held in the University Center. For functions held at other locations on campus or for any function at which hard liquor is served, a permit must be obtained from the License Commission, located in Worcester City Hall. The request for a permit, including a letter from Student Leadership and Programming, must be submitted to the License Commission by Clark Dining Services at least 45 days prior to the event. Dining Services personnel must be contacted for the purchase and service of all liquor and alcohol distributed at the event.

#### Admission to Student Events with Alcohol

Social functions will be open to Clark students, their invited guests, and Worcester Consortium students with current college ID (if so noted). If alcohol is being served, all guests and students will be required to show legal identification as proof of age. The University reserves the right to deny anyone — guest or student — entry to any campus event.

- 5. Flyers must be firmly a xed to the boards, using either masking tape, scotch tape, or tacks. No other adhesive may be used. Loosely posted notices, especially on the outside bulletin board, tend to fall o and become litter; they will be removed if not hung securely.
- 6. Only one 8.5" x 11" 11" x 17" flyer advertising a certain event may be posted on any one bulletin board. Flyers larger than 11" x 17" are not permitted.
- 7. No flyer may cover another, and no flyer should be moved in order to accommodate another.
- 8. Flyers will be removed when the date of the event has passed.
- 9. Please have flyers stamped/approved prior to photocopying to prevent having to stamp multiple copies of the same flyer.
- 10. Additional guidelines for posting in the Higgins University Center and residence halls and houses are listed below.

Questions or suggestions concerning the posting policy should be directed to Student Leadership and Programming.

# **Higgins University Center Posting Policy**

The following guidelines apply to flyers hung within the Higgins University Center.

- 1. Flyers may not exceed 11" x 17".
- 2. No more than five flyers announcing any one event may be posted throughout the University Center.
- 3. If more than five flyers are found, they will be removed at the discretion of the University Centeres fTextFEFF0007₽Rgough18 (ogr)1
- 9.

# Policy on the Use of the University Name

- 1. University o cials consider the following criteria when authorizing the use of the University's name:
  - a. Is the association between the University and the activity, product, or publication accurately represented?

b.

5. No one may register or authorize the registration of any trade or service mark of Clark University in the United States or any foreign country without the prior written permission of the Provost or Vice President of Marketing and Communications. Any individual, school, or unit that wishes to grant or receive a license for the Clark University name for use on merchandise (such as T-shirts, mugs, calendars, or jewelry) must obtain the prior approval of the Provost.

Questions concerning the interpretation of this policy should be referred to the Provost.

\*This policy uses the term "name" to encompass insignias as well as names and to refer (unless otherwise indicated) to names and insignias of both the University as a whole and its constituent parts.

## Vending Policy

Given the high demand by external vendors for on-campus sales, the following policies will be enforced.

- External vendors must contact the University to schedule sales dates.
- 2. Vendors will be limited to no more than two dates per month.
- A contract will be issued that outlines specific vending information.
- 4. Fees must be paid upon arrival.
- 5. Clark students in "for-profit" ventures will be expected to follow the same guidelines as external vendors.

The University reserves the right to deny any vendor request and/or cancel future dates.

#### WELCOME TO WORCESTER

As members of the Clark community, Clark students are also residents of the City of Worcester. Many students enjoy their explorations of the city during their time at Clark.

Central Massachusetts has a lot to o er, with a multitude of opportunities for students to broaden their cultural, social, and environmental horizons. Grab a friend and take a ride, using this guide to find places to visit — or at least "drive by." Get lost exploring the city. Find a green place to picnic, hike, or just relax.

Students often have questions about Worcester. Here is a brief history of the city that Clark University calls home:

As a result of its importance as an industrial epicenter for skilled and unskilled laborers, Worcester was a prominent destination for immigrant populations in the 1800s and early 1900s. In fact, it has been the entry point of opportunity for many immigrant populations from around the world: Irish, Italians, Lithuanians, Poles, Swedes, Finns, Syrians, Lebanese, French Canadians, Vietnamese, Russians, Armenians, Greeks, Albanians, Brazilians, Liberians, and Congolese.

These immigrant populations formed "ethnic enclaves" that created a rich texture in the neighborhoods of Worcester. Swedes settled in Quinsigamond Village and the Greendale neighborhood; Italians along what is now Shrewsbury Street; the Irish, Polish, and Lithuanians in Kelley Square and Vernon Hill; and the Jewish immigrants built their first synagogue on Grafton Hill. The African American community has called Worcester home since colonial times. Worcester has always been a city proud of its diverse heritage and multiethnic identity.

As a city that built itself during the industrial boom, Worcester handled the accompanying population increase using an innovative form of a ordable housing known today as "three-deckers." Many immigrant families were able to settle together in these unique

# LOCAL FOOD, ENTERTAINMENT, AND SERVICES

# AREA DINING

# MAIN STREET

# **Armsby Abbey**

American, Pizza, Bar 144 Main St. 508-79

#### Belén Casa de P

Salvadoran by 932 Main Si

# Caribbean

Caribbear

144 Main 5-1012

#### China Lan

Asian cuis. 976a Main

# Fantastic Pizza

Pizza, Greek, Middle (take-out/delivery availabre) 910 Main St. 508-798-5577

# Hacienda Don Juan

Salvadorian, Mexican (free delivery available)
8758 8-756-2076

#### McDor

(drive-t) 995 Mail 535

# Main Tacos

Mexican

891a Main St. 5

0 10 432.1 Ma01<u>1</u> 1 Tf--2.1 Ma(take-out/delivery available) 910 Main St. a Main 3-35798-557Sa4 (ac)9, ENw Wa 0 10 432.1 Ma01<u>1</u> 1 Tf--2.1 Ma(take-out/delivery available)



# OTHER LOCAL DINING

# 99 Restaurant

11 E. Central St. 508-792-9997

# Bocado Tapas Bar & Restaurant

Spanish

. 82 Winter St. 508-797-1011

# **Boynton Restaurant & Spirits**

American, pub

117 Highland St. 508-756-5432

#### Bushel 'N Peck

Deli, sandwiches

643 Chandler St. 508-799-6305

# Ciao Bella

Pizza, sandwiches 402 Grove St. 508-756-2426

# Culpepper's Bakery

Bakery, diner

500 Cambridge St. 508-791-8393

# George's Coney Island Hot Dogs

158 Southbridge St. 508-753-4362

# Joey's Bar & Grill

344 Chandler St. 508-797-3800

# King Chef

Chinese (take-out/delivery available) 205 Chandler St. 508-767-0209

#### Leo's Ristorante

Italian

11 Leo Turo Way 508-753-9490

# Mezcal Tequila Cantina

Mexican

30 Major Taylor Blvd. 508-926-830853-9490

# SHOPPING

Auburn Mall

385 Southbridge St. # 1775, Auburn

Lincoln Plaza

525 Lincoln St., Worcester

**Natick Mall** 

1245 Worcester St. #1218, Natick

Solomon Pond Mall

601 Donald Lynch Blvd., Marlborough

The Shoppes at Blackstone Valley Open-air shopping plaza

#### Trader Joe's

77 Boston Tpke., Shrewsbury 508-755-9560

# Walgreen's Pharmacy

Open 24 hours 320 Park Ave. 508-767-1732

#### **PUBLIC AGENCIES**

**Internal Revenue Service** 120 Front St. 508-793-8227

# Registry of Motor Vehicles

611 Main St. 617-351-4500

# Social Security Administration

51 Myrtle St. 866-331-9069

# Worcester Public Library

3 Salem Square 508-799-1655

#### U.S. Post O ce

484 Main St. 508-795-3745 381 Chandler St. 508-752-1558 4 East Central St. 508-795-3600

#### PRINTING SERVICES

: There is no charge to print at Academic Commons and computing spaces on campus.

# **Curry Copy Center**

190 Turnpike Rd. #9, Westborough 508-751-6600

#### FedEx Store

77 Boston Tpke., Shrewsbury 508-756-1977

#### **UPS Store**

210 Park Ave. 508-757-1700

#### **TRANSPORTATION**

#### **AIRPORTS**

# Logan International Airport

1 Harborside Dr., Boston 1-800-235-6426

# T.F. Green Airport

2000 Post Rd., Warwick, R.I. 401-691-2471

# Worcester Regional Airport

375 Airport Dr. 508-799-1350

#### BUSES

#### **Union Station**

2 Washington Sq.

# worcesterma.gov/union-station

Greyhound Bus Lines 800-231-2222 Peter Pan Bus Lines 800-343-9999 Worcester Regional Transit Authority 508-791-2389

#### CABS

## Red Cab

508-792-9999

# Yellow Cab Co.

508-754-3211

#### CAR SERVICE/LIMOUSINE

# Knight's Airport Limo Service

508-839-6252

# Worcester Airport Limousine Service

508-756-4834 or 1-800-660-0992

#### TRAINS

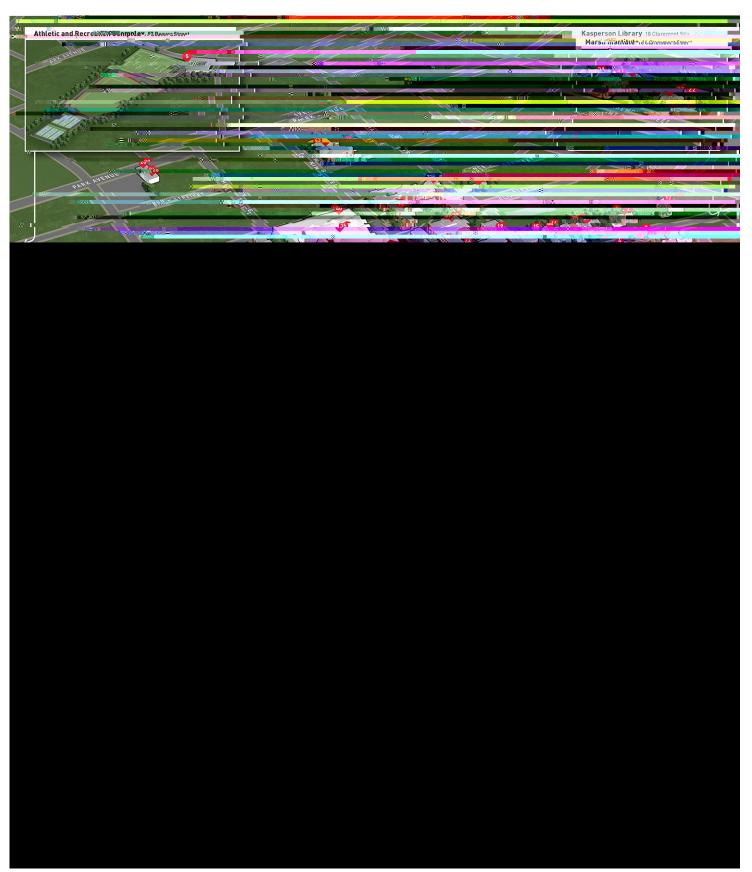
#### **Union Station**

2 Washington Square Amtrak 508-755-0356

MBTA (service to Boston) mbta.com

# CAMPUS DIRECTORY





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Crystal P•