



Student Handbook

2024-2025



STUDENT LIFE HANDBOOK TABLE OF CONTENTS

Welcome.....	4
Who we are.....	4
What we have to offer.....	6
Opportunities for Involvement.....	8
Churches in our Community.....	10
Expectations.....	11
Rules and Disciplinary Actions.....	16
Appealing Disciplinary Actions or Dismissal.....	22
Resources/Phone Numbers	23
Computer/Internet Policies.....	24
Spiritual Life Guidelines.....	25
Complaint Policy/Appeals Process.....	28

RESIDENT LIFE HANDBOOK TABLE OF CONTENTS

Residence Life Mission Statement.....	32
Residence Life Staff.....	32
Housing Policy Guidelines.....	33
Residence Life.....	33
Residence Hall Rooms.....	33
Privileged Housing.....	34
Off-Campus Housing.....	35
Food Service.....	35
Curfew.....	36
Pets.....	36
Service and Emotional Support Animals.....	37
Guests.....	37
Visitation.....	37
Class Attendance and Campus Residency.....	38
Keys.....	38
Business Ventures.....	38

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Check-In, Check-Out, and Breaks.....	38
Arrival and Early Check-in.....	38
Housing Inventory.....	39
Final Exit Procedures.....	39
Overnight Check-Out for Residents with Curfew.....	39
After Hours Violations.....	40
Holiday Residence Hall Policy.....	40
Community Living.....	40
Entry, Search and Seizure.....	40
Community Responsibility.....	41
Room Care.....	41
Health and Safety Inspections.....	41
Personal Property.....	41
Personalizing Rooms.....	42
Quiet Hours & Courtesy Hours.....	42
Dress.....	43
Double Occupancy Rooms.....	43
Room Changes.....	43
Campus Housing Amenities.....	44
Kitchens & Common Areas.....	44
Laundry Facilities.....	44
Maintenance Requests.....	45
Security and Safety Procedures.....	44
Security of Residence Halls.....	44
Missing Student.....	44
Fire Safety.....	45
Severe Weather.....	45
Intruder procedures.....	45
Useful Contact Information.....	47

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

WELCOME

Welcome! Whether you're a returning student or new to our campus, we're happy you're here. We want to do everything we can to make our time together this year as fruitful as possible. Our mission is central to all we do and so important to us that we've included it on every page of this handbook. We hope you'll see how each section points toward that mission, and how that mission points us all towards Jesus Christ. Our highest aspiration for you and for ourselves is that we will all know Him more fully at the end of the year. We sincerely hope you grow closer to God, make lifelong friends, and truly love it here!

Now let's take a look at that mission statement and what it means:

*The mission of York University is to **transform** lives through Christ-centered **education** and to **equip** students for lifelong **service** to God, family, and society.*

Transform: We strive to create opportunities for God to transform all of our lives more into the likeness of Jesus Christ.

Education: We strive to educate you to the very highest written and oral standards that exist, in keeping with Christian values.

Equip: We strive to supply you with all the tools you need to integrate into our rapidly changing professional, social, and technological world.

Service: We strive to instill a desire in you to serve others.

Please take some time to read through this handbook and to get familiar with the material inside. Make notes and dog ear the pages. It's yours and it's meant to be useful to you. The resources at the end will come in handy, so carry it with you and use it as a reference. Please, give us feedback along the way. Let us know what you need and how we can help. Don't be shy. We're here to transform your life through a Christ-centered education and to equip you for lifelong service to God, family, and society, and that takes some interaction. See, there's that mission statement! We believe in what we do, and we want you to share in the rich culture that makes us proud to be York University. Welcome to the family!

WHO WE ARE

This handbook has been prepared for you by the Student Life Office. Whether you're an incoming freshman or a senior about to start your career, the transition from dependence to independence can be stressful and even scary. We get that. Everyone in our office is trained and ready to support you on your educational journey. Your spiritual, emotional, and social well being are our top priorities. If you live in one of our residence halls, the residence assistants (RA) are available to help you solve any problem or find someone who can. If you live off campus, you can call the Student Life Office directly at (402) 363-5753 or email us at studentlife@york.edu. Please feel free to come to us with any questions or concerns. We're here for you.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

OUR TEAM

- Mrs. Katie Miles**.....(Dean of Students)
- Mr. Stephen Cooper**.....(Director of Resident Life and Housing / RD Eckman Hall)
- Dr. Randy Ervin**.....(Director of Counseling Services)
- Mrs. Roni Miller**.....(Title IX Coordinator)
- Mr. Bryce Winkler**.....(AC Gibbs & McCloud / Director of Student Activities)
- Mrs. Brinna Finch**(AC Studebaker & Thomas)
- Ms. Mallory Smith**(RD Thomas Hall)
- Mrs. Lynnette Gonzalez**.....(Administrative Coordinator)
- Macey Truitt**.....(AD Eckman Hall)
- Cierra Dringman**.....;.....(RA Eckman Hall)
- Terrence Packer**.....(AD Eckman Hall)
- Andrew Van Gomple**(RA Eckman Hall)
- Jordan Herring**.....(AD Gibbs)
- Gabriel Barbosa**.....(RA Gibbs)
- Drew Lugafet**.....(RA Gibbs)
- Bryson Adams**.....(AD McCloud)
- Ryan Lenear**.....(R..A McCloud)
- Manuel Noriega**.....(RA McCloud)
- Juan Pinzon**.....(RA McCloud)
- Beka Baker**.....(AD Thomas Hall)
- Sammi Burch**.....(RA Thomas Hall)
- Lilly Carr**.....(RA Thomas Hall)

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- Valentina Jimenez**.....(RA Thomas Hall)
- Anslee Thorne**.....(RA Thomas Hall)
- Lawson Hiltl**(RA Studebaker)
- Eliza Rohda**.....(RA Studebaker)
- Mason Yarbrough**.....(AD Studebaker)

WHAT WE HAVE TO OFFER

York is a remarkable town, and this is an outstanding campus. We're small but we have some of the best people and entertainment you'll find anywhere. We don't want you to miss out on anything we have to offer, so here's a list of what the members of our Student Life team recommend for your enjoyment:

ON CAMPUS

GENESIS (August)

New student orientation is four days of fun. You'll meet fellow students, engage with faculty and staff, get familiar with the campus, and participate in programs designed to immerse you in the culture of York University. At the end, we kick off the school year with a campus wide block party on Kiplinger Ave.

CLAYTON MUSEUM OF ANCIENT HISTORY

The museum collects, researches, preserves, exhibits, and interprets objects with a special focus on the ancient world. It features the C. Foster Stanback Collection with displays including artifacts from the Ancient Near East and Rome. It's in the basement of the Mackey Building. Guests of all ages are welcome, and tours are available.

Alumni and prospective students descend on campus for a weekend of special events. You'll be right in the middle of the action, including Syncfest, athletic events, a choir concert performance, our fall theatre production, a special chapel service, and the crowning of the homecoming king and queen.

SYNCFEST (October)

Hosted by the admissions team and the student activities board (SAB), Syncfest is an event you won't forget. Groups battle each other for a cash prize in an epic lip-sync competition.

HOMEcomings (October)

AUTUMNFEST (October)

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

There's no better way to kick off the fall season than a visit to Wessel's Living History Farm for some pumpkin painting and a hay ride. The SAB hosts this event, where flannels and boots tend to be the dress code, and students enjoy the famous midwestern combo of chili and cinnamon rolls.

SONGFEST

Each year, York's students come together to host a musical variety show with choreography, singing, parody, and friendly competition. You won't want to miss out on one of the most exciting events of the year!

OPEN MIC NIGHT

This is just what it sounds like. If you have a talent to share through the microphone, come on out and show us what you've got at The Spot.

ALL-SCHOOL BANQUET (April)

The student body gathers with faculty and staff for a night of reflection, awards, great food, and fellowship as we celebrate the end of the year as a community.

ICE CREAM SOCIAL (end of 1st semester)

Enjoy a much-needed ice cream break with friends in the cafeteria on the evening before Winter finals.

PRE-FINALS BREAKFAST (end of 2nd semester)

Come eat a late night breakfast cooked and served by YU faculty and staff the night before Spring finals begin.

OFF CAMPUS

FARMERS MARKET (June - September)

Local vendors sell a variety of food and goods on Thursdays in the summer at the Kilgore Memorial Library, downtown.

YORK FEST (September)

This community-wide celebration highlights some of the many opportunities York provides, including disc golf, sand volleyball, fun run, street fair, parade, skate contest, and live band.

THE AQUATIC CENTER

Cool off at this outdoor pool with water slides. Good for all ages. You'll need a membership to go. It's at 2222 E. 14th St. (402) 362-2613.

SUN THEATRE

Enjoy first-run films on three screens with classic concessions and party rentals at this movie house. It's located at 427 N Lincoln Ave. (402) 362-7469.

MACK'S GOLDEN GROUNDS

A local family owns this friendly and unique coffee shop that offers traditional and one-of-a-kind hot and cold beverages and snacks. It's located at 604 N. Grant Ave. (402) 745-6073.

YORK ROLLER SKATING RINK

Skating is a great indoor activity during cold weather. 552 W 8th St, York. (402) 366-305.

SUNSET BOWL

Sunset Bowl is a great place to have fun, and it won't break the bank. It's family owned and has been at 1923 N. Lincoln Ave. since 1965. (402) 362-9923.

RECHARGE LAKE

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Originally constructed for an aquifer recharge study, now it offers camping, grills, picnic tables, fishing, wildlife viewing, and hiking. Ideal gathering spot for groups. Under two miles NW of York just off HWY 81.

BEAVER CREEK

This lighted, shaded trail system is on the west side of Blackburn Ave., just south of the Beaver Creek bridge. Other entrances on Nobes Rd., Nebraska Ave., Lincoln Ave., and Kingsley Ave.

SHOPPING DOWNTOWN

The streets of York offer an array of great shops, including antiques and clothing, all within walking distance.

COMMUNITY CENTER

There is a weight room, indoor lap pool, basketball court, and racquetball court at 211 E. 7th St. You will need your Student ID to use the facility. (402) 363-2630.

OPPORTUNITIES FOR INVOLVEMENT

There's no better way to get comfortable with your new home than to jump right in and get involved. Here are just some of the ways you can be a part of the action:

STUDENT GOVERNMENT ASSOCIATION (SGA)

Brinna Finch (SGA Sponsor)

SGA offers excellent opportunities for students to be involved in activities and conversations that help to shape York University culture. Students represent various university committees. If you're interested in joining a committee, or if you would like to become more significantly involved in student focus groups and other areas that provide ongoing feedback for improvement, request information from the Student Life Office.

STUDENT ACTIVITIES BOARD (SAB)

Bryce Winkler (Director of Student Activities)

SAB plays a pivotal role in building student relationships and creating lasting memories on campus. Movies at McGehee, neon dodgeball, trivia tournaments, and intramural sports are just some of the activities we organize. (The full events calendar can be found on PantherNet under the "Campus Life" tab. You must have a York University email and password to login.) If you're interested in joining the advisory group to promote and facilitate weekly activities, please contact the Student Life Office for more information.

YORK CAMPUS MINISTRIES

Sean Algaier (Campus Minister)

Our campus minister leads a team of student volunteers to encourage ministry on a student-to-student basis. Our goals are to learn about ministry and to develop a deeper relationship with Christ as we work together to impact students in the dorms, in daily chapel, in classrooms, and on the playing field. Everyone is invited to our evening devotionals Wednesdays at 9 p.m in the prayer chapel, or you can contact us if you just need someone to talk to. For more information, email Sean Algaier at salgaier@york.edu.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

COLLEGIATE FBLA (Future Business Leaders of America)

Erin Baker (FBLA Sponsor)

We are dedicated to inspiring and developing the next generation of leaders by preparing you for careers in business and business-related fields. We offer a wide range of activities that build personal and professional skills, including unique career development programs, business tours, and workshops. We're the largest collegiate FBLA chapter in Nebraska, and we lead the way in community service, leadership activities, and career readiness building. If you're interested in developing better leadership, communication, and professional skills, contact the Student Life Office for more information.

STEM CLUB (Science, Technology, Engineering, and Mathematics)

Bryan Kretz

We explore project-based learning activities in science, technology, engineering, and math that will build competency in STEM workforce skills, tools, and technology. If you plan to work in any of these fields after college, please contact the Student Life Office to join the club.

FOOD DRIVE

Tonya Carr (Coordinator of Student Academic Support Services)

East Hill Church of Christ (south parking lot)

(402) 363-5616

tonyacarr@york.edu

CHI RHO

Dr. Garrett Best

YU BETTER TOGETHER

Dr. Erin DeHart

Churches in Our Community

In our community, churches play a vital role in fostering a sense of unity, spirituality, and social connection. These places of worship serve as a cornerstone to the community and provide a space for individuals, friends, and families to come together. With our very diverse student body's religious backgrounds, we wanted to provide the information for students regarding churches in our community so you can find the church that best serves you and meets your religious needs.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Arbor Drive Community Church

1527 N Blackburn Ave, York, NE

www.arbordrive.org

Jon Hawkins, Pastor

adccoffice@gmail.com

(402) 362-3491

Sunday Service - 10:30 am

East Hill Church of Christ

1122 N Delaware Ave, York, NE

www.easthillcofc.org

Glenn Hawley, Preaching Minister

Glenn Dallmann, Worship and Family Minister

easthillsecretary@gmail.com

(402) 362-4990

Sunday Service - 10:00 am

Faith Lutheran Church

1214 Ohio Ave, York, NE

www.faithlutheranyork.com

Rev. Ben Francisco, Pastor

faithlutheranyork@gmail.com

(402) 362-3000

Sunday Service - 9:00 am

First United Methodist Church

309 East 7th Street, York, NE

www.yorkumc.com

Trudy Hanke, Pastor

fumcyork@windstream.net

(402) 362-4571

Sunday Service - 10:00 am

Heartlands Church

10000 Yankee Hill Road, Lincoln, NE 68526

www.heartlandchurch.org

Interim Preaching Team

(402) 421-6344

Sunday Service - 10:00 am

LifeWalk Church

Garret Best, Minister

York City Auditorium

612 N Nebraska Ave, York, NE

Sunday Services - 10:00 am

New Heights Assembly of God

1522 S Grant Ave, York, NE

www.nhachurch.com

Lance Loven, Lead Pastor

nhachurchlillie@gmail.com

(402) 362-6357

Sunday Service - 10:00 am

St. Joseph Catholic Church

428 North East Ave

York, NE 68467

stjosephyork.com

402-362-4595

York Evangelical Free Church

2121 N Delaware Ave, York, NE

www.yorkefree.com

Aaron Fesenmeyer, Pastor

pastor.yefc@gmail.com

(402) 362-7740

Sunday Service - 10:00 am

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

EXPECTATIONS

Expectations can mean the difference between success and failure, and we want to have excellent rapport with all of our students. But, we don't all come from the same place, so it's critical that we work together to lay a good foundation for the coming year. In an effort to avoid any confusion, we want to be very clear about what we can offer you and what we need from you in return. This section touches on the heart behind our rules, and we trust that if you follow these guidelines we'll never have to venture further into the dos and don'ts that follow.

COMMUNICATION

Some of us are here to teach and some of us to study. Some are here to coach and some to play. Others are here to mentor or to be mentored. Whatever the motivation, all of these pursuits and relationships require good communication and cooperation to be successful. The following are some specific expectations we believe will keep the lines of communication open and all of us working together.

WHAT YOU CAN EXPECT OF US:

We promise to communicate our expectations clearly and to provide you with all the information you need to have a successful year with us. We have assigned every student with a York email address (student name@york.edu), and we will email you any new information we feel you need, with enough notice to respond when necessary. Nothing will be expected of you that has not been clearly communicated through email or in this handbook, which may be updated as needed.

We promise to cooperate with you. In the event that you need our help or we have a disagreement, we will take time to address the issue and come to a reasonable decision. We promise to support you in your endeavors, as long as we believe you're headed in the right direction. We want you to feel encouraged to pursue your dreams, and we want to help you get there. As a York student, you are on our team. We promise to work with you. We will do our best to help you understand why we do what we do.

WHAT WE EXPECT OF YOU:

We expect you to clearly communicate your needs and concerns to us. We are not mind readers and cannot help you if you don't ask for it. We expect you to notify us immediately with any issue that needs our attention. Please don't wait until it's an emergency. We expect you to provide your current cell phone number any time it changes and to check your texts, emails, and/or mailbox regularly. We expect you to respond to our correspondence in a timely manner.

We expect you to cooperate with us and to abide by our high standards as an institution. In the event that we need your help or we have a disagreement, we expect you to take time to address the issue until we come to a reasonable decision. It's not your responsibility to equip us for our mission, but your enrollment here communicates that you agree with it. You are on our team, so please act like it. We expect you to work with us, never against us. When you don't understand why we do what we do, we expect you to at least give it a chance.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

RESPECT

Everything we expect of each other basically boils down to one word—respect. When we respect God, each other, and everyone’s property things go well. We all know what that looks like when it comes to people and things we can see, but you may not know what it means to respect God, and that’s okay. Sometimes the ways of our world are in stark contrast to the ways of God, and that can be confusing and even frustrating. We hope to be good enough examples for you that you can see clearly what following Jesus Christ looks like, but we’re not perfect and we make mistakes. We hope you will strive to learn more about God for yourself over the course of your college career and that you will allow us to be a part of that journey. It just may surprise you how much love and respect God has for you. His promises to you are unmatched. Ours pale in comparison, but we hope they capture the essence of what we consider respectful, godly interaction with one another.

WHAT YOU CAN EXPECT OF US:

We promise to respect you, your property, your time, and your values—even when we don’t agree with you. We won’t judge you. We will try to understand you. We will always treat you like a child of God, with individual gifts and talents. We believe you have been created for a specific purpose and that your life is valuable. We won’t discourage your unconventional ideas and behaviors, as long as they’re in keeping with Christian principles. We promise to bring any problems we have with you straight to you. We will not gossip about you or form alliances against you, in person or online. We will do our very best to make sure harm does not come to you, your property, or your reputation in any way. We will pray for you regularly and always do what we believe is in your best interest.

WHAT WE EXPECT OF YOU:

We expect you to respect us, our property, our time, and our values—even when you don’t agree with us. We expect you to treat us like children of God, with individual gifts and talents. We believe that we have been created for a specific purpose and that our lives are valuable. We expect you to bring any problems you have with us straight to us. Don’t gossip about us or form alliances against us, in person or online. We expect you to do your best to make sure harm does not come to us, our property, or our reputation in any way. We expect you to abide by our mission statement and our rules, whether you fully agree with or understand them. We expect you to extend the same level of respect to yourself, your peers, your family, and society.

York University Mental Health Emergencies

York University (YU) cares about the mental health of the students who are enrolled at York University. Counseling services are available on campus at no charge to students who are enrolled at YU. There may be times when a student experiences an extreme psychological or mental health condition that would warrant an intervention in order to evaluate and assess the student’s mental health. The safety of the students at YU are a priority. YU students are encouraged to prioritize their mental health, safety, and to take appropriate steps in order to recover from whatever they may be experiencing, even if it means the academic process must be delayed. YU will support student-initiated self-care plans, and/or initiate actions that consider the welfare of the individual student and the YU community.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Mental Health or Psychological Emergency Procedures:

When a YU student experiences a mental health or psychological emergency the Director of the YU Counseling Center will be contacted. The licensed staff representing the counseling center will provide verbal instructions on what to do until the representative arrives at the scene with the student who is in crisis.

Once the representative arrives at the scene, the representative will be the one to determine what happens next. The representative will be the one to interact with the student in crisis and will assess and evaluate the student's mental health by obtaining detailed information that will help determine what the next steps will be. It is important for any individuals who are present at the time to be silent unless directed by the representative. There are times when a by-stander feels the need to engage or interact with the individual in crisis. When an individual is experiencing a psychological crisis and when more than one person is attempting to engage verbally with them, this tends to create confusion and can lead to an escalation of the situation. The representative will ask those who are present for information, if the need arises.

Once the representative has assessed and completed the evaluation, determining if the individual is experiencing suicidal or homicidal ideation, or is a threat to themselves or others, the next step will be to make sure the individual and the YU community are safe. If the individual verbalizes suicidal ideations or homicidal ideations, the local police will be contacted in order to come and complete their evaluation.

The representative will notify the YU Dean of Students at this time providing information regarding the situation.

Once the police have completed their evaluation and it has been determined that the individual is a danger to themselves or others, the individual in crisis will be transported to York General Hospital for a mental health evaluation and screening in order to determine if admission is warranted to a psychiatric hospital or treatment facility.

If the results of York General's evaluation has determined that the individual in crisis needs to be admitted to a mental health facility, the individual will be transported by law enforcement or ambulance to the determined facility. If the evaluation determines that there is not a need for admission, then the individual needs to arrange their own transportation to YU and meet with the Director of Counseling Services as soon as is feasible in order to determine a mental wellness plan.

The student will be responsible for any cost incurred by non-YU medical staff, treatment providers, or treatment facilities involved in the evaluation, assessment, and care of the student.

When responding to mental health situation, YU representatives reserve the right to determine appropriate response including, but not limited to, the following options:

1. Allow the student to remain in school pending the results of a psychological evaluation.
2. For safety reasons, once the student is admitted to the hospital for psychological treatment, he/she is not eligible to return to YU campus without approval from Dr. Ervin and the dean of students.
3. YU may choose to invoke a Mental Health Interim Restriction; encouraged a Voluntary Mental Health Withdrawal; or invoke an Involuntary Mental Health Withdrawal.
4. Notify the student's parent (s) and appropriate University officials about a mental health or safety emergency.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Mental Health Interim Restriction

Students who are placed on a mental health restriction are temporarily not allowed to participate in any YU activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to their case. The student will be required to meet with the Director of Counseling Services in order to complete an assessment and evaluation in order to determine if the student is ready to return to YU. The Director of Counseling Services will present the results of the assessment to the YU Dean of Students.

Voluntary Mental Health Withdrawal

Students are encouraged to request a voluntary mental health withdrawal when they believe their mental health problems are preventing successful engagement in, and completion of, academic course work; when safety is in question; or when the demands of university life are interfering with the ability to recover from, or adjust to a significant mental health challenge.

Students interested in pursuing a voluntary medical withdrawal may wish to discuss this option with the Director of Counseling Services, or they may independently initiate the process through the registrar's office. After the voluntary withdrawal is approved, the individual is no longer considered a student and must immediately leave the campus and, if applicable, officially check out of the on-campus housing.

Involuntary Medical Withdrawal

In rare circumstances, YU may determine that a student must be involuntarily withdrawn due to mental health reasons. Individuals who are withdrawn due to mental health reasons are not allowed to participate in any university activities, attend classes, reside in or visit on-campus student housing, and may not be on campus except to attend a meeting or hearing related to their case.

Clearance Procedures

Any student who has been placed on a mental health interim restriction or an involuntary medical withdrawal will need to complete the following clearance procedures before being allowed to return to YU. A student who takes a voluntary mental health withdrawal may be required to complete the clearance procedures. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good mental health and safety is in place.

The student must be assessed and evaluated by the YU Director of Counseling Services and the results of the evaluation will be presented to the YU Dean of students for review and final determination. The student will meet with the Dean in order to discuss the results of the evaluation and to present the final decision regarding the student's status with YU. If the decision is for the student to remain at YU, they will be required to have regular meetings with a licensed representative of the counseling center and a treatment plan established. If the student refuses to comply with the treatment process, they will be discharged from YU.

Drug and Alcohol Policy

In compliance with the [Drug-Free Schools and Communities Act Amendments of 1989 \(Public Law 101-226\)](#), York University has adopted and implemented the following policy to prevent the illicit use of drugs and the abuse of alcohol by employees and students:

The unlawful possession, use, or distribution of drugs and alcohol by any York University student is prohibited both on and off campus. Possession, use, or distribution of such controlled substances, including amounts of one pound or more of marijuana, are classified as felony offenses and are punishable with imprisonment (1-50 years) and/or fines ranging from \$100 to \$25,000. A student convicted of a drug-related felony while enrolled at York University must report it to the Dean of Students within five working days of the conviction.

Health risks associated with the use of illicit drugs and alcohol abuse include alcoholism, damage to brain cells, malnutrition, increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of the liver, mouth, throat and stomach, degeneration of muscle and bone, blackouts and memory loss, hallucinations, poor concentration, and personality disorders.

Help for alcohol/drug problems may involve short-term intensive care or long-term counseling. Students may be guided with seeking assistance with these types of issues by contacting the offices of [Dr. Randy Ervin](#) or [Student Life](#) personnel. Local services of help include: private counselors, Blue Valley Mental Health Center, and Mary Lanning Behavioral Services.

Campus Security

York University (YU) has contracted with Blue Knight Security in order to provide security and campus safety for the university. Security will be provided by Blue Knight on a regular basis throughout the week. The phone number where security personnel can be reached is 402-363-2640. A well-marked security vehicle will be making rounds periodically throughout the day. Please contact security personnel when you feel that the safety of YU personnel and/or property are in question such as, but not limited to, suspicious activity on YU property, individuals who present with loud or aggressive behaviors, any form of violence or threats of violence, any form of property damage or threats to damage property, anyone who presents with a weapon of any kind, and if a personal escort is needed when feeling unsafe. If and when the university security personnel are not accessible, call 911.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

GENERAL RULES AND DISCIPLINARY ACTIONS

We hope the previous section clearly communicates behavioral principles that we consider to be of the highest Christian standard. Though our core values are in keeping with most Christian schools, each institution has a unique personality and culture that must be taken into account when deciding on specific rules and the consequences for violations.

Your enrollment in York University constitutes an agreement between you and this institution that you will abide by the following rules and submit to the consequences we choose if you violate any of them. Possible sanctions that may result from infractions in any of the following sections include verbal warnings, written warnings, community service, informal probation, formal probation, suspension, and dismissal. The situation will determine the sanction, and a first offense may incur the strictest consequence. If you report yourself for violating a rule, your consequences are more likely to be mitigated. Please understand that everything in this handbook is ultimately subject to the discretion of the Student Life Office, and the consequences for infractions are no exception.

These rules and consequences are listed in an effort to communicate clearly and to avoid any confusion, but the Dean of Students maintains the right to do anything that he finds to be in the best interest of you, our students. If you break a law, you may be subject to local law enforcement in addition to the consequences handed down by the Student Life Office. The following directives and application of consequences are at the discretion of the dean of students or vice president for student life.

SECTION ONE RULES AND CONSEQUENCES

The following is a list of specific infractions and possible disciplinary responses, which may include informal warnings, written formal warnings, fines, restitution, accountability agreements, and/or other requirements. Section one rules include, but are not limited to:

- 1-01 CONTACT INFORMATION: **You must always provide the university with your current address and phone number.** If we discover your information is not current, you have forty-eight hours from the time we ask to get that to us. You can make changes on PantherNET.

- 1-02 STUDENT ID CARD: **You must have only one university issued student ID card, carry it at all times, and present it upon request while on campus.** In case of loss, theft, or damage, replacement cards are available through the Student Life office for \$20. **You may not loan your card to anyone for any reason.**

- 1-03 RESIDENCE HALLS: Each residence hall has its own policies, including, but not limited to: quiet hour, curfew, visitation, checkout procedures, cleanliness, burning of candles and/or incense, and misuse of residence hall equipment and/or furnishings. **You must abide by the rules of the residence hall where you live and/or visit.**

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- 1-04 **PARKING:** Parking is available for all students, and all vehicles must be registered and display the parking permit when on campus. **You must follow Nebraska state driving regulations. You may not drive or park on the grass or any mulched area, on the sidewalk, in a red zone or fire lane, or in any space that is not designated for student use. You must have a valid handicap sticker to park in a handicap space, and you must not block dumpsters or doorways.** “No overnight parking” means between midnight and 6:00am.
- 1-05 **TRANSPORTS:** **You may not use bicycles, skateboards, roller blades, or hoverboards inside buildings on campus or anywhere on campus for stunts. You must always yield to pedestrians outdoors when using these modes of transportation.**
- 1-06 **DRESS CODE:** It is our intention to create a generally relaxed atmosphere while maintaining a sense of modesty and dignity. While personal styles may greatly vary, **you must at all times wear attire appropriate to your current activity that shows respect for self and for others.** It is at the discretion of the Student Life Office to address any clothing choice they feel is inappropriate. It is not our intention to embarrass anyone, so please do not put us in that awkward position.
- 1-07 **HEALTH AND HYGIENE:** **You must keep yourself healthy and clean to the best of your ability at all times.** This includes bathing regularly, trimming your nails, brushing and flossing your teeth, washing your hands regularly, getting a full night’s sleep, eating healthful foods, getting plenty of exercise, drinking enough water, and generally cleaning up after yourself.
- 1-08 **OBSCENITY/INDECENCY:** **You must not use inappropriate language or gestures. You must not display anything that conflicts with York’s handbook or mission statement, including alcoholic beverage paraphernalia or items associated with the promotion of drugs, including but not limited to: bottles, cans, personal photographs, posters, and t-shirts.**
- 1-09 **TOBACCO / INHALANTS:** **You may not possess or use tobacco, e-cigarettes, vape products, inhalants in any form, or anything else the Student Life Office deems inappropriate on campus or at any university-sponsored event.**
- 1-10 **PORNOGRAPHY:** **You may not have anything to do with materials of a pornographic nature, including images, videos, games, etc.** If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin. You are at liberty to say it’s personal, and your call will remain confidential.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- 1-11 **GAMBLING: You must not engage in any form of gambling, including a raffle, on campus that involves the exchange of money or anything of value.**
- 1-12 **NON-STUDENT AREAS: You must not access non-student areas, including but not limited to rooftops.**
- 1-13 **DISTURBING THE PEACE: You must not disrupt any campus event, public assembly, event, or class in any way. You must never intentionally disturb the peace and quiet of any person.** Remember that someone is always studying or sleeping. Keep music and noise at a reasonable level.
- 1-14 **DAMAGE TO PROPERTY: You may not engage or threaten to engage in behavior that could cause damage to university property or to the personal property of others.**
- 1-15 **RESPONDING TO A SUMMONS: At times you may be called in by a university official. You must respond and/or appear to that summons, including for mediation or arbitration.**
- 1-16 **REPORTING VIOLATIONS: While we don't expect you to police each other, we are counting on you to help us keep our campus safe. If you are aware of any action or behavior that may cause harm to any property or person, you must report it to a university official as soon as possible.**

SECTION TWO RULES AND CONSEQUENCES

The following is a list of infractions we consider to be more grievous and possible disciplinary responses, which may include disciplinary probation, restitution, risk-reduction education, loss or reduction of university scholarships, fines, medical or psychological evaluation, drug and/or alcohol testing and/or assessment, accountability agreements, and/or other requirements. As allowed by FERPA, parents, academic advisors, professors, and other appropriate school officials may be informed. Section two rules include, but are not limited to:

- 2-01 **REPEAT OFFENSE: If you violated any part of rules 1-01 through 1-16 and you violate any part of the same rule, your offense may be considered more grievous and your consequences may be duplicated, intensified, or both.**
- 2-02 **COMPUTER USE: You may not violate any part of university policy for computer use. For your convenience, those are listed [online](#).**
- 2-03 **Chapel at The Well: We believe spiritual development is the most important part of your education at York. You must attend Chapel.** Failure to observe requirements concerning Spiritual Life credits may result in disciplinary action.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- 2-04 DISHONESTY: **You must be honest at all times.** Dishonesty may result in disciplinary action.
- 2-05 SAFETY EQUIPMENT: **You must not tamper with or misuse fire or safety equipment, including but not limited to security cameras, smoke detectors, and fire extinguishers.**
- 2-06 DANGEROUS SUBSTANCES: **You must not possess or use fireworks or chemicals which are of an explosive or corrosive nature.**
- 2-07 UNAUTHORIZED USE / ENTRY: **You must not use any university key, equipment, supply, or resource that you are not authorized to use. You must not enter any university building or facility that you are not authorized to enter, including propping open doors, or blocking, disabling, or otherwise tampering with locks. You may not enter into or exit from one of the residence halls or apartment buildings while concealing your identity.**
- 2-08 MISREPRESENTATION: **You must not forge, alter, or misuse documents, security credentials, forms, records, ID cards, or meal tickets, by providing inaccurate information or attempting to circumvent requirements.**
- 2-09 THEFT: **You must not steal or possess stolen property.** We are not liable for the theft or loss (due to fire, water damage, vandalism, etc.) of personal items housed in campus facilities or taken while located on university property. **You must lock your doors at all times.** You are encouraged to identify personal property, and carry private property insurance. Secure valuables before leaving campus. Reports of lost or stolen property should be initiated with the Student Life Office.
- 2-10 FAILURE TO PAY: **You must meet all financial obligations for professional services and rental agreements.**
- 2-11 SEXUAL MORALITY: York University upholds the teachings and examples of the Bible in all things, including sexual purity. We believe in and promote that the Scriptural standard for sexual expression, in all its forms, is between a man and a woman and reserved for marriage alone.
- 2-12 UNDERAGE DRINKING: **If you are under 21, you must not possess, purchase, or consume alcohol. If we suspect you have been drinking, you must submit to a breathalyzer test.** Failure to submit to a breathalyzer test at the request of a resident director or another designee of the Dean of Student Life constitutes an admission of alcohol use. A blood alcohol content (BAC) of 0.08% or higher is considered intoxication. If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- 2-13 **ALCOHOL: Even if you are of legal drinking age, you must not possess, consume, or distribute alcohol on school property, and you must not be on school property if you are intoxicated. You must not provide alcohol or the opportunity to consume alcohol to minors. If we suspect you are intoxicated, you must submit to a breathalyzer test.** Failure to submit to a breathalyzer test at the request of a Resident Director or another designee of the Dean of Student Life constitutes an admission of intoxication. A blood alcohol content (BAC) of 0.08% or higher is considered intoxication. If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin.
- 2-14 **DRUGS: You must not use, possess, or distribute, drugs or drug paraphernalia, including but not limited to marijuana and related products, including CBD products that contain THC, controlled prescription drugs (except with a valid prescription), or steroids. If we suspect you have violated this rule, you must submit to a blood and/or urine test (at your expense) for the purpose of determining consumption or use of drugs.** If you refuse, we will consider that an admission of guilt. The Dean of Student Life or designee has the authority to request such testing. Please note that if you are found in possession of any illegal substances, you may be subject to the laws of Nebraska. If you struggle with an addiction of any nature, please call the Student Life Office and ask to speak directly to Mr. Cooper or Dr. Ervin.
- 2-15 **FAILURE TO COMPLY: You must comply with any university official acting in the performance of his or her duties. You must comply with disciplinary decisions, conditions of probation or disciplinary agreements, including terms of mediation/arbitration. You must not retaliate toward any member of the university community, including verbally or physically, in person, written, or online.**
- 2-16 **SOCIAL MEDIA: You must not post, share, or discuss anything on social media or any online platform that mentions York University or shows any images related to York University that is not in keeping with our standards.**
- 2-17 **DEMONSTRATIONS / ASSEMBLIES: To maintain a civil learning environment and to help protect the safety of our campus, students, and employees, and to preserve university property, demonstrations and similar activities are prohibited on campus.**

SECTION THREE RULES AND CONSEQUENCES

The following is a list of infractions we consider to be egregious and possible disciplinary responses, which may include dismissal from the university for at least one academic year or for an indefinite period of time as determined by the dean of students. An appeal form will accompany a formal dismissal. As allowed by FERPA, parents, academic advisors, professors, and other appropriate school officials may be informed. Section three rules include, but are not limited to:

- 3-01 **THIRD TIME OFFENSE:** Breaking any part of the same rule three times **will be considered a major offense**, regardless of the severity of the initial infraction.
- 3-02 **DRUGS:** Possession of narcotics, selling drugs to other students or any repeat offense of 2-14 **will be considered a major offense and may result in dismissal at the discretion of the dean of students. You may also be subject to the jurisdiction of local law enforcement.** Please note that a drug-related felony conviction may disqualify you from receiving future federal financial aid.
- 3-03 **ALCOHOL:** Any repeat offense of 2-12 **will be considered a major offense and may result in dismissal. If you have also broken a law, you may be subject to the jurisdiction of local law enforcement.**
- 3-04 **HAZING:** Hazing is a Class II misdemeanor in Nebraska. **You must not be involved in Hazing, which is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with university organizations such as clubs, societies, athletic organizations, etc.**
- 3-05 **SEXUAL ASSAULT / RAPE:** **You must not engage in any form of non-consensual sexual activity or misconduct, including rape or sexual assault, invasion of sexual privacy, including video or audio recordings that could be interpreted as sexual in nature.** For the safety of everyone on our campus, you may be reported to local law enforcement.
- 3-06 **ARSON:** **You must not intentionally or recklessly start a fire or cause an explosion, whether it damages personal property or not.**
- 3-07 **FALSE ALARM:** **You must not intentionally give a false warning of a campus emergency, including the pulling of fire alarms.** A false fire alarm is considered a felony and may be punishable by incarceration and up to a \$1000 fine.
- 3-08 **WEAPONS:** **You must not possess, carry, use, or discharge any weapon on campus or at any campus-sponsored event, including firearms, knives, and tasers, regardless of permit status.** Air guns, pellet guns, paintball guns, and BB guns are also banned and will be disciplined at the discretion of the dean of students.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- 3-09 **BULLYING / DISCRIMINATION: You must not intentionally or unintentionally cause physical or emotional harm to another person on or off campus, or discriminate according to university policy. This includes but is not limited to unlawful detention of another person, threatening serious harm, fighting, harassment, stalking, and retaliation.**

DISMISSAL PROTOCOL

When a student commits an offense worthy of dismissal from the University and the Dean of Students has determined that a dismissal is likely, an advisory board will assemble to determine if the actions of the student warrant dismissal based on the student handbook.

Discipline Advisory Board: Discipline Advisory Board (DAB) is convened to review student discipline files if a code of conduct violation reaches the level of possible dismissal. The committee is composed of two members of the Student Government Association and up to three faculty or staff members appointed by the Vice President for Student Life.

The DAB serves only as an advisory board. The DAB will not determine consequences for students who have violated York University's expectations. The Vice President of Student Life makes final decisions regarding matters of student misconduct.

APPEALING DISCIPLINARY ACTION OR DISMISSAL

Appeals will only be granted for one or more of the grounds listed below.

In order to receive consideration, appeals must be filed in writing to the Vice President of Student Life within three to five working days of the decision.

- The disciplinary sanction(s) is inappropriate for the violation as outlined in the Handbook.
- The student was not accorded his or her rights as outlined in the Student Handbook, and this failure significantly affected the student's right to receive a fair hearing.
- The disciplinary decision is not appropriate due to insufficient preponderance of evidence.
- New evidence has become available since the disciplinary decision that would have significantly altered its results.

Please note: During the appeals process the student should continue as usual, including attending classes, chapel and practices, unless directed otherwise.

[The Disciplinary Action Appeals Form](#)

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

RESOURCES / PHONE NUMBERS

Any job requires resources, and your job as a student is no different. We want you to have everything you need to have a productive year, so here's a list of resources that might benefit you:

BOOK STORE AND MAIL ROOM

The campus bookstore and mailroom is located in Childress Hall. If you live on campus you will have a mailbox either in Childress Hall or in your residence hall if you live at Gibbs or Studebaker. You can pick up your free books, buy Panther apparel, or ship things by USPS mail or via UPS from this location. Contact Janet Rush (402) 363-5661

COUNSELING SERVICES

In addition to free virtual mental healthcare, you have access to a licensed mental health counselor for consultation on an array of issues including mental and behavioral problems and/or developmental disabilities. These services are offered by the university for short-term needs. The counselor will assist you in finding resources outside the university when necessary, but you will be responsible for paying for those services. For more information, please contact the Student Life Office at (402) 363-5614 or Dr. Randy Ervin at (402) 363-5701.

REGISTRAR

You'll find everything you need to know about your student record including personal data, transfer credits, registration, course information, and more through the Registrar's Office located on the first floor of Middlebrook. Contact Jared Leinen at (402) 363-5675

PANTHERNET

This is our online [campus resource site](#). You can register for courses, monitor your advising schedule, and check your financial aid packages and account payment plans. You'll also find a copy of the Student Handbook, check-out-request forms for students in curfew-mandated buildings, a Microsoft Office download link (free to students), the form to reset or change your York password, and the student formal complaint form. All of these links can be found in the "Quick Links" section on the left-hand side of every page. You can log in with your York email and password 24/7 from any device, on or off campus.

COMPUTER AND INTERNET POLICIES

Guidelines and policies found in the handbook are still in full force in regard to computer usage, digital communications, social media, etc. The York University Office of Information and Technology and the Office of

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Student Life will address any abuse or crime concerning computer networks. Criminal offenses may be referred to the York police department.

- Anti-virus and anti-spyware/adware protection must be installed and up-to-date on both Windows and OS X based systems. Windows includes this software as part of the operating system.
- All system security updates and patches must be applied regularly
- Viewing pornographic sites is prohibited. Internet browsing is monitored, and inappropriate sites may be blocked. Violation of this policy may result in referral to the Office of Student Life.
- No computer may be set up as an internet-facing server on the campus network.
- Never reveal your password to anyone else.
- Passwords must be a minimum of 8 characters in length. 12 characters or longer is strongly recommended.
- Protect your computer security by logging off the computer whenever you leave your workstation.
- Software which requires downloading and installing of components onto the local hard drive are prohibited on university-owned computers. Appeals to allow software for specific classroom purposes should be made to the instructor, who will then review the request and forward it to the IT Office if appropriate. Requests originating with a student will be referred back to an instructor.
- Devices configured to extend campus network wirelessly or by assigning IP addresses, including wireless routers, are prohibited. Hubs, switches, and other devices intended to extend the network for the purpose of allowing a student to connect multiple devices in their assigned residence may be connected, provided any wireless radio or DHCP service in the device is disabled. IT staff can assist students in proper configuration of a device.
- While personal printers are permitted, students are strongly encouraged to use the public printer/copiers over bringing personal printers into the residence halls. Support for printing to these the copiers directly from student devices is available. See [Panthernet](#) for more information on how to connect and use the copiers.
- The Saturday morning following the second Tuesday of every month from 5:00 a.m. to 11:00 a.m. is reserved for systems maintenance. Internet access and other IT services may be unavailable during this period without prior notice.

Technical Support

The York University IT Office is located in the basement of Middlebrook Hall. Support may be obtained by visiting the office in person or by sending an email to helpdesk@york.edu. IT staff will assist students troubleshooting basic network access, including potentially checking wire runs to the assigned residence. Additional support for student-owned computers is provided as time permits between other duties. See [PantherNet](#) for additional information.

IT Services Offered

The following services are available through the York University Office of Information Technology:

- Wireless internet is available in most student-accessible buildings on campus.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- PantherNet allows students to register for classes, check their account and financial aid information, and provides secure access to other appropriate online resources.
- York University Course and Testing System, or Canvas provides students with access to information relevant to currently enrolled courses, including grades, assignments, and class resources provided by the course instructor.
- A York University email account is issued to every student. Students are required to check this account regularly, as important information is frequently distributed to students via email.
- York University provides free access to Microsoft Office 365 for all students, staff, and faculty, including the full Office suite and mobile apps.
- Printing to the public copiers around campus is provided free of charge up to 500 pages per semester. Color pages debit at a rate of 8 to 1. Additional printing costs 5 cents per page, and must be purchased a minimum of 100 pages at a time. See [PantherNet](#) for information.

SPIRITUAL LIFE GUIDELINES

Because our mission is to transform lives, York University hosts regular gatherings to seek Christ-centered transformation. These opportunities are intentional spiritual experiences where our campus can listen to God together and grow through community. A credit system has been established to ensure regular participation.

Credit Requirements

Undergraduate students are required to earn sixty (60) Spiritual Life Credits each semester of full-time enrollment. Credits are recorded via the iAttended app available through the app store or the Google Play store.

Ways to Earn Spiritual Life Credits

Students have a variety of opportunities to earn Spiritual Life Credits via regularly scheduled events, as described below, as well additional approved credit opportunities that may be offered throughout the semester.

Chapel at The Well

The Well is our daily gathering for the entire campus to seek God as the foundation for our mission of transformation. Chapel meets in the Campbell Center Monday through Thursday, and in both the Campbell Center and the Prayer Chapel each Friday, from 10:00 a.m. to 10:30 a.m. during the fall and spring semesters, except on university-approved holidays and during final exams. Students will be notified via York University email if chapel will be held elsewhere.

The student must be seated by 10:00 a.m. Students may not receive a Spiritual Life Credit if the speaker has begun.

Weekly Devotionals

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Each Wednesday night students meet to worship and to hear a spiritual message. These gatherings normally occur at 9:00 p.m. in the Prayer Chapel. Students will be notified via York University email if the devotional will occur elsewhere and at another time.

Worship Night

Occasionally students will gather in the Prayer Chapel for special worship experiences. The details for these opportunities will be shared via York University email.

Appropriate Behavior during Spiritual Life Events

Students are expected to be attentive and respectful participants in the Spiritual Life experience. During Spiritual Life events, students should refrain from talking, using electronic devices, including headphones and earbuds, leaving early, doing homework or any activity that is reflective of a lack of engagement and respect. Failure to comply with the above guidelines may result in losing the Spiritual Life Credit for that event. Repetitive misconduct may result in disciplinary action. Individuals are asked to remove hats and caps as a sign of respect during prayers.

Monitoring Spiritual Life Credits Accrued

Students are responsible for monitoring their Spiritual Life Credit record via the iAttended app. Students must download the free app onto their mobile device via the app store or the Google Play store and log in with their york.edu email. After students scan themselves in, they will receive confirmation that their attendance has been recorded. Students' progress in the program is typically updated instantly on their mobile device. However, it may take up to 48 hours for updates to be reflected. Students should continuously monitor their progress and let the Office of Student Life know if they have any concerns.

Probation for Insufficient Spiritual Life Credits

In the event that a student does not fulfill their Spiritual Life Credits for a semester, they will be placed on probation and/or be subject to a consequence as deemed appropriate by the dean of students. A Student Life representative will make contact with you about your lack of attendance. Probation will be in effect for the following year after a student fails to earn the required number of Spiritual Life Credits. During the probationary period, a student may be restricted from participation in certain extracurricular activities and/or leadership positions, as well as additional requirements or sanctions including mandatory bible study classes and community service.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

OTHER RESOURCES

THE EDGE ACADEMIC CENTER

The Center supports students of all academic levels as they pursue academic success through programs that address a variety of needs. EDGE services are free to York University students, and appointments can be scheduled online or in person in the upper level of the Academic Resource Center at Levitt. Programs include a research and writing center, academic mentoring program, subject tutoring, academic accommodations, academic coaching. Contact Tonya Carr at (402) 363-5616

WITHDRAWAL FORM

Students deciding to withdraw from the university should initiate this process with the Office of Enrollment, Mrs. Roni Miller at rsmiller@york.edu If available, refunds of tuition and fees are listed in the refund policies of the academic catalog.

TELEHEALTH

All York University seated students, including online students, have FREE access to 24/7 virtual physical and mental healthcare. Students can connect with U.S board-certified, state-licensed doctors and mental health practitioners who can answer questions, diagnose common conditions, and prescribe medications when needed. You are ultimately responsible for your own medical care, medical insurance, and medical bills. To gain access to free telehealth, visit www.uwill.com. You will need your @york.edu email to register.

TITLE IX

York University does not discriminate on the basis of sex in its educational programs and activities, including employment and admission. [Title IX](#) defines sexual harassment and requires York University to follow specific procedures when addressing allegations of sexual harassment. Those procedures are outlined on the Title IX web page. The Title IX Coordinator is Mrs. Roni Miller. Contact her at titleix@york.edu or (402) 363-5717.

NONDISCRIMINATION POLICY

York University does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, or disability in the administration of its educational policies, admissions policies, scholarship, loan, and other financial aid programs, athletic and other University-administered programs or employment as required by federal laws, including Title VII and Title IX, except when such distinctions may be appropriate under state and federal constitutional provisions due to the religious identity of York University and its mission, as determined by its Board of Trustees and the nature of the particular employment position or activity in question.

FERPA

What is FERPA?

The **Family Educational Rights and Privacy Act** of 1974 limits the disclosure of personal information from student records. FERPA is a Federal law that protects the privacy of students' education records and the

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Personally Identifiable Information (PII) contained therein. The term "education records" means, with certain exceptions, those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. 20 U.S.C. 1232g(a)(4)(A); 34 CFR § 99.3 "Education records." FERPA affords parents and eligible students the right to have access to their education records, the right to seek to have their education records amended, and the right to have some control over the disclosure of PII from their education records. (An "eligible student" is a student who has turned 18 years of age or is attending an institution of postsecondary education at any age.) See 20 U.S.C. 1232g(d); 34 CFR Part 99, Subparts B, C, and, D; and 34 CFR §§ 99.3 "Eligible student" and 99.S(a)(l). Under FERPA, an educational agency or institution is prohibited from disclosing student education records or the PII contained therein, without prior, written consent from the parent or eligible student, unless the disclosure meets an exception to FERPA's general consent requirement.

For detailed information or to get a FERPA release form contact www.york.edu/ferpa

CAMPUS MAP

View [here](#).

CAMPUS CALENDAR

View [here](#).

COMPLAINT POLICY AND APPEALS PROCESS

COMPLAINT POLICY

Purpose: A complaint is a written concern or formal charge of dissatisfaction with a person, service, or process of the University that requires clarification, investigation, and resolution. Consistent with its mission, York University welcomes opinions and feedback about our policies, programs, and services in order to make changes that contribute to success, development, and goal attainment. The University is accountable to its students, its other constituents, and its institutional accrediting body to provide a mechanism to ensure that students have access to appropriate procedures for registering complaints.

Policy: Student Complaints York University designates the Office of Student Life as responsible for receiving, investigating, and potentially resolving student complaints. When related to academic grade disputes, academic integrity issues, non-academic misconduct, financial need, disability, affirmative action, sexual violence, harassment, or discrimination complaints will be referred to the appropriate University office(s) per York University policies and procedures. No retaliation of any kind shall be taken against a student who articulates a complaint.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Filing a Formal Complaint If a student would like to seek guidance from someone regarding the complaint process, either formal or informal, they may email studentlife@york.edu

Informal Resolution

York University's Student Complaint Procedures require that the student(s) first discuss and/or attempt to resolve any complaint with the faculty or staff member(s), division, chair, or other appropriate administrator prior to submitting an Appeal. The Appeals Committee will take this form into account when meeting to review the initial Student Complaint Form completed. Assistance is available from the Vice President of Student Life.

Filing a Formal complaint

A formal complaint is a request for assistance with a problem, conflict, concern, or issue that negatively impacts students that could not be addressed by informal resolution with the staff member/administrator and his/her supervisor.

Prompt reporting of all formal complaints is critical and necessary as it is often difficult to trace the facts of an incident or incidents long after they have occurred. Students are advised that a formal complaint will be most effectively addressed if the formal complaint is brought forward within sixty (60) university business days of the alleged incident. Students must complete each step in the process before proceeding to the next one.

Formal complaints must be filed using YU's online formal complaint form. When using the online form, a student may choose to remain anonymous. Though anonymous formal complaints are permitted, doing so may limit the University's ability to investigate and respond to a formal complaint. The complaints will be forwarded to the appropriate administrator responsible for the individual, process, or department involved.

Documentation of the formal complaint should include:

- A detailed description of the issue and negative impact
- The date, time, and place of the event(s) pertaining to the formal complaint
- The name and contact information for any witnesses with knowledge of the formal complaint or subject of the formal complaint.
- Specific details regarding the instance(s) of non-compliance with the policy or procedure applicable.
- A proposed solution or action.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

If the formal complaint is not a violation of policy, law or standard practice guideline, the appropriate campus administrator will assist the complainant in resolving the issue with the appropriate university resource, employee or employee group (i.e. human resources, supervisor, and campus designated contact person).

If the formal complaint demonstrates a violation, or potential violation of policy or standard practice guideline, the appropriate campus administrator will begin a formal resolution process. This process could include investigation and/or coordination with appropriate University contacts.

All formal complaints must be submitted using the [Student Complaint Form](#)

COMPLAINT APPEALS PROCESS

If the student wishes to appeal the complaint decision, they may do so by submitting a Student Complaint Appeal Form, within seven (3-5) work days of receiving the notification of the decision or, if no decision was issued, no later than seven (3-5) work days after the applicable decision deadline. The appeal should address the following specific grounds:

- a) Were the procedures outlined in the policy followed in accordance with the requirements?
- b) If there was a procedural error, did it result in a violation of the complainant's rights to the extent that a fair review was not conducted?
- c) Did the review process allow the grievant sufficient notice and opportunity to present relevant facts?
- d) Was the information presented during the review substantial enough to justify the decision that was reached?
- e) Was there any significant information that was not discovered until after the review, which could potentially alter the decision made?

All formal complaints must be submitted using the [Student Complaint Appeal Form](#)

The appeal will be reviewed within fifteen (15) work days of the receipt. The Appeals Committee will convey in writing the outcome of the Appeal Process to the complainant(s), respondent(s), and the appropriate administrator(s) via their @york.edu email address within ten (10) working days from the date of the committee's decision.

In the event that the Appeals Committee overturns a decision, either fully or partially, it has the authority to:

- a) Adjust the decision; or
- b) Refer the case for further proceedings.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Academic grade disputes or academic integrity charges/appeals: Academic grade disputes or academic integrity charges/appeals: are processed by the provost office. Students can fill out an Appeal of Final Grade Form with the Provost office.

Harassment, Discrimination and Retaliation: In accordance with its history, mission, and credo, York University believes that each individual should be treated with respect and dignity. It is obvious that any form of harassment, discrimination, and/or retaliation is a violation of human dignity. The University condemns and prohibits these and will take all reasonable efforts to prevent such conduct and promptly address conduct found to be in violation of University policy.

The University prohibits harassment and or discrimination on the basis of age, citizenship, color, disability, gender expression, gender identity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status and any other groups protected by federal, state, or local statutes.

Individuals who believe themselves to be the victim of harassment or discrimination are encouraged to report to the Office of Title IX. This includes incidents of bias and incidents of sexual harassment, including sexual assault, dating/domestic violence, and stalking.

Resolution Options Outside of the University: The University encourages any member of the University community who feels they have been subjected to harassment, discrimination, sexual or relationship misconduct to use the complaint procedure outlined in this policy. Additionally, an individual has the right to file a complaint with outside enforcement agencies.

Reporting an Incident to Law Enforcement. All individuals have the right to report an incident to law enforcement they feel may give rise to a crime and the University will assist in notifying law enforcement authorities if requested by a reporting party. A reporting party may also decline notifying law enforcement authorities if they so choose. Reporting an incident to law enforcement or filing a criminal complaint does not preclude an individual from filing a complaint with the Office of Title IX and vice versa. Complaints can be filed simultaneously with the University and law enforcement.

It is expected that students will fully use the University's administrative procedures to address concerns or complaints in as timely a manner as possible. However, a student may believe that these administrative procedures have not adequately addressed concerns identified. In those cases, a student may file a complaint at the state, regional, or national level with the following agencies:

- The Nebraska Coordinating Commission for Postsecondary Education is responsible for responding to formal complaints against public, independent non-profit, and most proprietary institutions of higher education that offer degrees in Nebraska. While the Commission has limited authority over colleges and

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

universities, and cannot offer legal advice or initiate civil court cases, Commission staff will review submitted complaints and work with student complainants and institutions.

- The Higher Learning Commission (HLC) is an independent body responsible for the accreditation of programs offered by York University. When a complaint raises issues regarding an institution's ability to meet accreditation criteria, the HLC will forward a copy of the complaint to the institution and request a formal response.
- The Federal Student Aid Feedback System is available to file a complaint, report suspicious aid activity, or provide feedback about the federal student aid process, system or federal student aid programs, federal loan servicers, collection agencies or school financial aid administration, marketing and recruitment practices, or the misrepresentation of facts.

RESIDENCE LIFE HANDBOOK

2024 - 2025 ACADEMIC YEAR

RESIDENT LIFE MISSION STATEMENT

The Mission of Residence Life

The mission of Residence Life is to promote the mission of York University to transform lives. Residence Life fosters community living that is inclusive, and supportive of each student's desires for personal and spiritual growth.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

RESIDENT LIFE STAFF

Director of Residence Life and Housing

The Director of Residence Life and Housing is a full-time member in the Residential Life Staff. This position is responsible for the overall supervision, planning, coordination, and organization of Residence Life including information services, housekeeping, maintenance, and some administrative operations. This position also aims to provide vision and direction for the Office of Resident Life as well as several other areas within the Office of Student Life.

Area Coordinators & Resident Directors

Area coordinators (ACs) and resident directors (RDs) are full-time and part-time members in the Residential Life staff. They are responsible for supervising the assistant directors and residential assistants in their respective building(s), communicating with the Residence Life Staff around the campus, and the overall management of their residence hall(s).

Assistant Directors

Assistant directors (ADs) in the residence halls fulfill many different duties and has extra responsibilities and coverage as assigned by their area coordinator or resident director. Duties during the year that are not limited to, assisting the resident director with various tasks, e.g. confirming maintenance concerns or checking on students. This may include working during parts of spring, fall, and semester break and when the resident director is absent. Assistant directors follow all of the same specific duties listed below, except serving for an increase in lobby hours (three hours/week in the residence halls, eight hours/week in the Apartments). The assistant director is expected to be a leader to the other RAs, and in some cases will oversee building tasks and/or activities that the resident director would oversee.

Resident Assistants

Resident assistants (RAs) are students who live in the residence halls and serve as a resource to their residents and a liaison between the residents and the Resident Life staff. RAs receive special training in areas of programming, team building, community development, peer advising and referral, and interpersonal communication. RAs are individuals who are

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

committed to making on-campus living a fun and rewarding experience. RAs have the authority and the obligation to maintain York University's mission and residence life policies and to report any suspicious or out-of-the-ordinary activity. RAs are assigned evenings to be "on-duty" in the lobby of each building through the week. In the evening, a resident's first resource is an RA.

HOUSING POLICY GUIDELINES

Residence Life

York University is a residential campus, and the underlying expectation is that students live on campus. Off-campus living is available to students who meet [established criteria](#). All full-time students must live on campus unless they meet the criteria for living off campus and receive prior approval from the Office of Residence Life and Housing. Non-traditional students and students over the age of 28 will not be permitted to live in traditional student housing. Part-time students must make special arrangements to be allowed to live in the residence halls. Resident students, their guests, and non-resident students visiting the living areas are subject to the policies and procedures that follow.

Residence Hall Rooms

Rooms, unless specified, may be furnished for two students, each student having a bed, a dresser, a desk, and a chair. This furniture may not be removed from the room or disassembled. A limited number of private rooms with single furniture are available in each residence hall. Rooms are also equipped with mini-blinds. Anything used in decorating should not deface the room in any way.

Privileged Housing

Privileged housing refers to the apartments on campus and is available to non-transfer students who meet one of the following criteria:

- 21 years of age before the first day of classes for the semester
- Earned 60 hours of college credit
- Have lived in York University housing four full semesters.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Privileged housing is available to transfer students who meet one of the following criteria:

- 21 years of age before the first day of classes for the semester
- Earned 60 hours of college credit
- Earned 52 hours of college credit and have lived in York University housing two full semesters

Note: Students who have not turned 21 on or before the first day of classes for the semester are ineligible for privileged housing unless they have lived in York University housing two full semesters and have earned 52 hours of college credit.

Campus apartments will remain open to students living there who make arrangements to stay on campus during holiday breaks. They are not available for occupancy during the summer.

Each apartment has 4 single occupancy bedrooms, 2 baths, and a shared kitchen and living room area. The bedroom window size and floor dimensions vary. The student apartments are fully furnished; however, students may wish to bring some small items to personalize their living space. Beanbag chairs or inflatable chairs are allowed, while recliners, futons, couches, and the like are not. Students may bring lamps, storage containers, and decorations as long as they can be moved to the apartment without potential for causing damage to the building. Personal refrigerators are allowed in the apartments and are limited to one per room.

Off-Campus Housing

Students may apply to live off-campus only if they meet one of the following criteria:

- 23 years of age before the first day of classes for the semester
- Earned 120 hours of college credit
- Have lived in York University housing eight full semesters
- Plan to live with an immediate family member (Father, Mother, Brother, Sister, Uncle, Aunt), **over** the age of 25 who has lived at their address for more than 1 year. The family member must be the primary tenant (lien or contract holder) of the residence in which the student wants to reside. A notarized Statement of Off-Campus Housing is required as well. These can be found in the Student Life Office and on-line.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- Student teacher with placement outside York County who wish to reside in the community where they are teaching
- Medical circumstances prescribed by an attending physician. Documented medical cases will be reviewed and determined by the Office of Student Life based on documentation submitted

Nontraditional students who meet at least one of the following criteria are required to live off campus:

- Married
- Parenting children in close proximity to York
- Over 29 years of age

Students desiring to live off campus must complete an application for off-campus housing and receive approval from the Office of Residence Life and Housing prior to securing off-campus housing. The application is on eRezLife. Students desiring to live off-campus **with family** must have the notarized Statement of Off-Campus Housing signed and returned to the Student Life Office before being considered to live off-campus. This notarized form is available at Larsen House. No off-campus housing applications will be approved for more than four students residing at the same address. Any student who is not in good standing with Student Life does not qualify to live off campus. However, a waiver may be considered on a case-to-case basis.

Note: The financial aid policy reflects York University's desire as a residential campus to promote community. Institutional scholarship amounts are reduced by 20% for students who, while eligible to live on campus, choose to live off campus. Inquire at the Financial Aid Office for details.

Food Service

All resident students must purchase a meal plan. The standard meal plan, which includes 15 meals per week, is included in the room and board package for all those living in the residence halls. Students may upgrade to 19 meals per week for an additional charge. For students living in the apartments, a meal plan of 10 meals per week is included in the room and board package.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

An upgrade to the 15 or 19 meal plan is also an option. Meal plans are also available to non-residential students upon request (contact Aladdin Food Service Management, kyle.parks@aladdinfood.com). Students who need special dietary considerations may contact the vice president for finance or the cafeteria management. The cafeteria closes for Thanksgiving Break, semester breaks, and Spring Break.

The student ID card is also a computerized meal ticket and must be presented at each meal. Fraudulent use of an ID card such as obtaining a meal for anyone other than the owner, is considered to be theft of services. Good manners, as well as appropriate dress and behavior in the cafeteria, are expected of students and guests.

Curfew

Curfew for residents of Thomas, and McCloud Halls is 12:00 a.m. on Sunday through Thursday and 1:00 a.m. on Friday and Saturday nights (Saturday and Sunday mornings). Curfew is in place until 6 a.m. the following morning. Any student who is 21 years of age or has earned 60 hours or more of credit is considered to be an upperclassman. There is no curfew for upperclassmen living in the apartments.

Records for eligibility of upperclassmen status are updated at the beginning of each semester. The entire campus is subject to this curfew except for “come and go” traffic of upperclassmen living in the apartments or in Eckman Hall. No one is allowed to loiter on campus during curfew hours.

Curfew checks are done by Residence Life staff at curfew. If a student is not in their room at curfew, it is their responsibility to ensure that they report in person to the appropriate Residence Life staff member so that they will be marked present. Students who must work are expected to do so within the parameters of curfew.

Pets

Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium, 10 gallons maximum) on campus, and must inform the resident director of their intention to

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

keep fish. Residents are responsible for any damage to their room due to aquarium leakage, spillage or breakage.

If any other pet is found, it must be removed within 24 hours. A \$250.00 fine will be added to the owner's account if he/she brings an animal onto campus to live without properly registering the animal with the Office of Student Life or completing the ESA paperwork. An additional \$50.00 fine will be added daily for 5 days until the animal is removed. If the animal is not removed, Residence Life staff will call Animal Control to remove the animal.

Pet-sitting is not permitted in campus housing.

Service and Emotional Support Animals

York University recognizes the importance of service and emotional support animals under the Fair Housing Act. York University is also committed to providing individuals with disabilities an equal opportunity to use and enjoy university housing. Service and emotional support animals are approved on a case-by-case basis and may not reside in York University housing without prior approval from the Office of Residence Life and Housing. Students must submit the appropriate documentation to the director of Residence Life and Housing by July 1 for the fall semester or December 1 for the spring semester.

Guests

Students must inform their resident assistant or resident director of guests staying in their residence. Guests of the same sex are welcome to stay up to 3 nights free of charge. After the third night, they may be charged \$25 per night and may stay two additional nights for a total of five nights on campus. Guest fees should be paid to the Resident Director. Guests who need to stay longer than five days must get permission from the Director of Residence Life and Housing. Consent and/or agreement forms will need to be completed with the Resident Director before any overnight stay is approved.

Visitation

There is no visitation of the opposite sex permitted in the residence hall rooms except during residence hall open houses arranged by Office of Residence Life or by special permission of the Resident Director.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Freshmen of the opposite sex are not allowed visitation beyond the lobby in the apartments. The lobby on the first floor of the building is open to guests of students living in the apartments 24 hours per day. Members of the opposite sex are not allowed in apartment bedrooms. All visitors beyond the apartment lobbies must sign in and out in the logbook provided. Gibbs, Studebaker and Eckman residents are not permitted to stay in McCloud Hall or Thomas Hall past visitation hours. McCloud Hall and Thomas Hall residents are not permitted to stay overnight in Gibbs, Studebaker or Eckman.

Visitation hours for the opposite sex in each residence building are as follow:

- Sunday through Thursday: 10:30am-11:30pm
- Friday and Saturday: 10:30am-12:30am

Note: Opposite sex visitation is not allowed during breaks when class is not in session, including Thanksgiving Break, semester break, Spring Break, and Summer break.

All persons, including residents, must enter/exit through the main lobby doors. Non-lobby doors (side doors) are emergency exit only. All persons entering or leaving the building are to remove hoods or otherwise refrain from covering their face.

Class Attendance and Campus Residency

Students who are living in residence halls, apartments or other campus housing and have stopped attending classes will be asked to vacate their residence unless express permission is given to remain in campus housing by the director of Residence Life and Housing.

Keys

If you lock yourself out of your room, a residence hall staff member can let you in. As a courtesy, the first time a staff member unlocks your room is free of charge. Thereafter, \$10 will be charged each time a staff member lets you back into your room. There is a \$25 charge for replacing a lost key for the residence halls or an apartment mailbox key. There is a \$75 charge for replacing a lost apartment key. Duplication of keys by residents is prohibited. Unauthorized possession of York University keys is a serious offense.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Business Ventures

Students are not permitted to conduct private businesses or solicitation on campus and in residence buildings. Childcare is not permitted in student residences. Minors are not permitted to spend the night in any YU residence unless approved by the director of Residence Life and Housing.

Check-In, Check-Out, and Breaks

Arrival and Early Check-in

For returning students, the residence buildings open at least one day before seated classes begin each semester (the apartments remain open during the semester break). Official opening dates for residence buildings will be communicated via email by the Office of Residence Life and Housing prior to the semester beginning, and dates will be published on the public [calendar](#). For specific groups, there may be published openings prior to that.

Early check-in is discouraged; however, if students are given permission to arrive before the date assigned for them, a fee of \$25 per night may be charged from the time the student moves in. Contact the Director of Residence Life for prior approval.

Housing Inventory

All students will receive and complete a room/apartment inventory upon moving into campus housing. Students should make any additions or corrections to the inventory with an RA within 24 hours of moving in. An inventory and damage check will be done by Residence Life and facilities staff when a student checks out of their room. Any charges will be billed to the student's account.

Final Exit Procedures

- Clean your room and return it to its original condition.
- Complete a room exit inventory with a Residence Life staff member.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- Turn in your room/mailbox key to a Residence Life Staff member.
- Turn in your student ID if you are not planning on returning.
- Exit your residence before the deadline with approval from Residence Life staff.

Charges for damages, cleaning, and failure to exit by the deadline, improper exit procedures, or any additional charges will be charged to a student's account. Any resident who fails to leave their room completely empty and thoroughly cleaned will be assessed a minimum fine of \$200. Assessments for materials and labor to make repairs and/or additional cleaning charges will be made in conjunction with facilities staff.

While accommodations can be made if a student needs to stay in housing after the end of a semester, students need to be completely moved out of their residence building by the checkout deadline. Students who need to stay for extracurricular performances, student teaching or competitions will have housing arrangements made by the Director of Residence Life and Housing.

Overnight Check-Out for Residents with Curfew

Students with curfew may check out to a home off campus. Please note that Residence Life staff and the Office of Student Life reserve the right to deny a check-out request at their discretion. Curfewed students are not permitted to check-out to the campus apartments or the residence of an off-campus student.

- You must sign out using the online forms found on eRezLife. The form is on the left-hand side. Students may not check out more than 2 nights per week unless it is cleared by the Resident Director for special circumstances.
- Individuals who fail to check out properly and/or abuse this privilege may be subject to disciplinary action as outlined in the [Student Handbook](#).

Note: When a student completes the check-out form, a report is generated that supplies the university with information including the name, address and phone number of the person(s) the student is checking out to visit. Parents and guardians can opt to receive a copy of this report via email. Contact the Dean of Students for more information.

After Hours Violations

Curfew violations will be satisfied through fines. A \$10 fine will be assigned for each 15 minutes past curfew that a student is late. This fine will be added directly to the student's account.

Holiday Residence Hall Policy

The Residence Halls close during semester break (usually begins the morning after final examinations end). You must make other living arrangements during this time. Check your residence lobby for posted dates and times that the cafeteria and/or residence halls are closed. The apartments remain open during semester break.

Note: Residence halls and apartments close at 5:00 p.m. the day after spring semester finals end.

COMMUNITY LIVING

Entry, Search and Seizure

Authorized university personnel have the right to enter any student housing location for routine maintenance, health, or safety inspections. As a courtesy to the students, university personnel will make every effort to notify the occupants regarding entry to their room for inspections when they are not present. The area coordinator may confiscate any inappropriate or hazardous materials. In such cases, the student will be notified regarding the location of their property. Confiscated items that violate the moral principles of the university will not be returned.

The university reserves the right to search any room in campus housing if there is any reason to believe a violation of the handbook, local, state, or federal laws may have occurred. Entry may also be made if it is believed that there may be a risk to the health and safety of the occupant(s). In such instances, designated university officials, with authorization from the dean of students or vice president of student life, may search a room with or without the consent of the occupant(s).

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Community Responsibility

All residents in the residence halls are jointly responsible for the protection of its furnishings and equipment. When the university cannot identify the person(s) responsible for damages, students may share in the payment for those damages, including charges for labor and material. Charges for damages will be assessed as they occur throughout the semester and will appear on your financial account with the minimum charge being \$5. Disciplinary action will be taken when appropriate.

Room Care

Residents are responsible for keeping their rooms and living areas clean. Each apartment is responsible for the cleaning of their apartment and should plan on providing their own trash cans, cleaning supplies, toilet tissue, paper towels, etc. Food must be stored in sealed containers to prevent the attraction of insects. Trash should be emptied into the dumpsters outside of the building on a regular basis. Do not empty your personal trash into the residence hall bathroom or lobby trash cans.

Health and Safety Inspections

Violations of the student handbook or repeatedly failing Health and Safety Inspections may result in the loss of privileged housing. Students living in privileged housing are expected to reside there. Attempts to circumvent residency requirements may result in loss of eligibility for privileged housing or living off campus, or additional disciplinary action, including dismissal.

Personal Property

The university neither assumes responsibility for nor is it liable for any loss or damage to a student's personal property. Residents are advised to keep their doors locked to help prevent theft. Residents are also advised not to keep large sums of money in their rooms. Residents must have a key to their rooms. Report lost keys to your resident director. Bicycles may be locked to a bicycle rack. Report any theft to your resident assistant or resident director, who will then forward the report to the Office of Student Life. Students are encouraged to purchase insurance to cover any possible losses. Information on third-party insurance policies can be picked up at the Office of Residence Life and Housing.

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Personalizing Rooms

You may make your room personal and attractive and give it your own special touch. However, all decorations should be tasteful and are subject to approval by the Office of Residence Life and Housing. Please check with your resident director or RA for guidelines and restrictions before hanging items on the wall.

The following items are prohibited in campus housing:

- Open flames, unshielded halogen bulbs, open element appliances such as toasters or any kind of incendiary device such as candles with wicks or incense
- Weapons, firearms, fireworks or ammunition including paintball guns, BB guns, pellet guns, etc.
- Posters that sexually exploit, promote racism, or degrade men or women in any form
- Signs, containers, or posters that advertise or support alcohol, tobacco or illegal drugs
- Official highway or street signs are not permitted in student housing
- Personal window air conditioners or space heaters
- TV satellite dishes
- Extension cords
- Wireless routers

Quiet Hours & Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, relax, or host visitors without distracting noise from neighbors. Typically, residence hall staff will use the "two-door" rule. If noise can be heard two doors from the room making the noise, it is too loud.

Official Quiet Hours are 10:00 p.m. – 10:00 a.m. Excessive noise (loud stereos, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable at York University. Students are encouraged to use headphones. Speakers are not allowed to be placed in windows. It is your right as well as your responsibility to let offenders know if their activity is disruptive. If the problem persists, contact your RA or resident director.

- 1st Violation: Reminder

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

- 2nd Violation: Warning
- 3rd Violation: Disciplinary action may include loss of speakers or noise device for 3 days or a \$50 fine.
- 4th Violation: Disciplinary action may include banning of the sound system or noise device from campus, fines and/or probation.

Periodically, activities approved by the director of Residence Life and Housing may receive exemption from the quiet hours guidelines.

For quiet hour policy fines, students have the opportunity to participate in our Fine Reversal Program. Upon receipt of the Notification of Fines, the student has 72 hours to return the completed form to the assigner. Failure to do so indicates acceptance of the fine.

Dress

During the daytime, maintenance or support service personnel may be in the residence hall. Please be considerate of other residents and guests at all times with regard to your dress. It is important to be properly dressed when in the hallways, studies, game rooms and lobbies.

Double Occupancy Rooms

Students in double occupancy rooms whose roommate situation changes, will be given two weeks to find a new roommate (Room change fee will be waived to facilitate this). If they are unsuccessful, they will be charged the private room rate. Note that at least three occupants are required in the Thomas Hall suites in order to receive the double room rate.

Room Changes

There is a \$50 fee to change rooms. The room change process begins at the Office of Residence Life and Housing. Once approval is given, the move must be completed in 3 days.

Campus Housing Amenities

Kitchens & Common Areas

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

Kitchens and common areas are provided for your convenience in some residence halls. Care should be taken by all residents to maintain these areas. The use of these areas may be restricted by the resident director if these areas are not being properly used or maintained.

Laundry Facilities

Laundry rooms are available in each residence hall and apartment building. Please contact the residence hall staff if you have problems with the equipment.

Maintenance Requests

Residents should report needed repairs and insect problems to their resident assistant or resident director immediately. Please inform your resident assistant if problems persist.

Security and Safety Procedures

Security of Residence Halls

A student's residence is accessible using an official York University student ID card 24 hours per day while their residence is open for housing (see Holiday Residence Hall Policy on page 36). A student ID grants limited access to other residence halls or apartments during visitation times only. Tampering with the doors or alarms is vandalism and will result in disciplinary action. Propping doors open at any time or opening doors for others after curfew is prohibited. Use a student ID card to gain entrance into the residence halls before curfew or phone the Resident Assistant on call after curfew.

Note: Correct use of the student ID card to scan into the building helps to ensure the safety of all residents. Misuse of this system may result in disciplinary action.

Missing Student

Any person who believes a York University resident student is missing should immediately notify the director of Residence Life and Housing and/or the dean of students. Upon receiving a report and determining that the resident student has been missing for 24 hours or more, the dean of students will contact law enforcement officials. York University students have the

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

option to provide the university with a confidential contact to be notified in the event the resident student is determined to be missing for more than 24 hours. However, unless the university is advised in writing to the contrary, the dean of students will contact parents, legal guardians, or other persons the resident student has authorized the university to contact regarding their enrollment at York University and/or emergency situations. The university is required by law to notify the parents/legal guardians of any resident student who is under the age of 18 years and not emancipated if the resident student is determined to be missing. If circumstances warrant a faster implementation, nothing in this statement precludes implementing these procedures in less than 24 hours.

Fire Safety

As a safety measure, the residence halls are equipped with functioning smoke alarms. Fire safety procedures can be found here: [Fire Protocol](#). These smoke alarms must not be tampered with in any way (i.e. removing the battery, disconnecting, etc.). The residents of each room are responsible for their alarm. Hallway and fire doors are never to be propped open except during moving times. A \$350 fine will be assessed to the students that violate safety and security regulations or tamper with safety and security equipment.

Severe Weather

In the event of a weather emergency (Tornado Watch/Warning), go to the basement or first floor hallway of the residence hall (for those without basements.) Close fire doors and stay out of central lounge areas and away from windows. Bring your cell phone, a pillow or heavy blanket to cover your head and or body. Stay low. Wait for a Residence Life staff member to give an all-clear sign before returning to your room. More specific information on each residence hall's severe weather procedures can be found here: [Severe Weather Protocol](#).

Intruder in Residence Hall

Avoid intruders by keeping doors locked. In the event of an intruder, **please call 911 first and get safe if the intruder/s are aggressive or violent and you do not feel safe.**

Otherwise be mindful of the following protocol;

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

1. The individual who first responds to the intruder will be or will designate the “Crisis Coordinator”. Preferably, this will be an RA, AD or AC.
2. The Crisis Coordinator will assess the threat level immediately.
3. Crisis Coordinator will assign a person to call an AD, Area Coordinator in that order depending on the assessed threat level. Give as many details as possible relative to location, number of intruders, means of aggression and any other info you can provide.
4. If approaching the Intruder in order to diffuse the situation, always approach in pairs and try to direct the Intruder into the path of the security camera (if possible).
5. Depending on the assessed threat level; Crisis Coordinator will assign one person to call the non-emergency police number if necessary, or 911 if necessary.
6. After calling the non-emergency number, if necessary, call the Residence Life Director and/or VP of Residence Life.
7. At any time during this event the Crisis Coordinator may assign an RA to text the RA Group Chat if more help is needed.

Useful Contact Information

Director of Residence Life and Housing/Resident Director of Eckman Hall

Stephen Cooper (Eckman Hall)

Office - Larsen House

Email - slcooper@york.edu

Office Phone - (402) 363-5718

Area Coordinators/Resident Directors

Bryce Winkler (McCloud Hall, Gibbs Hall)

Office - Larsen House

Email - bwwinkler@york.edu

Office Phone - (402) 363-5633

Brinna Finch (Studebaker Hall, Thomas Hall)

Office - Larsen House

Email - bfinch@york.edu

Office Phone -Lynnette Gonzalez at the Larsen Front Desk - (402) 363-5753

Mallory Smith (Thomas Hall)

Office - Admissions (Mackey 1st Floor)

Email - mssmith@york.edu

Office Phone - (402) 363-5630

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.

PHONE NUMBERS

Emergency	911
Student Life Office	(402) 363-5753
National Suicide Prevention Hotline	1-800-273-TALK (8255)
Suicide and Crisis Lifeline	988
York Police Department	(402) 363-2640
Voices of Hope Hotline (domestic violence/ sexual assault)	(402) 475-7273
Roni Miller (Title IX Coordinator)	(402) 363-5717
Dr. Randy Ervin (Director of Counseling Services)	(316) 644-6223
York General Hospital	(402) 362-6671
Rape Crisis Center	1-800-656-4673
York Fire Department	(402) 363-2610
Road Conditions (Nov. 1- April 1)	511
Campus Security	Office: (402) 363-5718 or (402) 363-5753

The mission of York University is to transform lives through Christ-centered education and to equip students for lifelong service to God, family and society.