



MARYLHURST UNIVERSITY
Bachelor's and Graduate Degrees

2009-2010
STUDENT HANDBOOK

ACADEMIC CALENDAR: 2009-2010

	FALL 2009	WINTER 2010	SPRING 2010	SUMMER 2010
Registration begins. Web site access	8/17/09	11/30/09	2/22/10	5/17/10
Last day to apply for graduation	8/17/09	11/30/09	2/22/10	5/17/10
Classes begin	9/24/09	1/4/10	3/29/10	6/21/10
Last day to register for or drop 10-week class	10/9/09	1/15/10	4/9/10	7/2/10
Full tuition payment due	10/9/09	1/15/10	4/9/10	7/2/10
Term ends	12/11/09	3/19/10	6/11/10	8/27/10
Posted Graduation Date	12/11/09	3/19/10	6/11/10	8/27/10
Commencement			6/12/10	
Holidays (University closed.)	11/26/09- 11/27/09	1/18/10	4/2/10- 4/4/10 5/31/10	7/4/10- 7/5/10

ACADEMIC CALENDAR: 2010-2011

	FALL 2010	WINTER 2011	SPRING 2011	SUMMER 2011
Registration begins. Web site access	8/16/10	11/29/10	2/21/11	5/16/11
Last day to apply for graduation	8/16/10	11/29/10	2/21/11	5/16/11
Classes begin	9/23/10	1/3/11	3/28/11	6/20/11
Last day to register for or drop 10-week class	10/8/10	1/14/11	4/8/11	7/1/11
Full tuition payment due	10/18/10	1/14/11	4/8/11	7/1/11
Term ends	12/10/10	3/18/11	6/10/11	8/26/11
Posted Graduation Date	12/10/10	3/18/11	6/10/11	8/26/11
Commencement			6/11/11* (tentative)	
Holidays (University closed.)	11/25/10- 11/26/10	1/17/11	4/22/11- 4/24/11 5/30/11	7/4/11

NON-DISCRIMINATION POLICY

Marylhurst University is committed to equal opportunity and equal treatment for all qualified individuals. The University will not discriminate against any person because of age, gender, color, race, national origin, religion, marital status, disability, veteran status, sexual orientation, or any other class status protected by law.

TABLE OF CONTENTS

Academic Calendar	2	Code of Conduct	16
Welcome from the President	4	Statement of Purpose	
Mission Statement	4	Philosophy	
Accreditation	5	Academic Honesty Code	
Publications & Information Sources	5	Computing & Electronic Communications	
University Office & Services	6	Diversity	
General Policies & Procedures	11	Harassment	
Student Records		Alcohol/Drug Policies	
Public Safety	13	Sexual Misconduct	
Student Right-to-Know & Campus Security		Investigation of Alleged Violations	
Emergency Contacts		Definition of Sanctions	
		Student Grievance Policy	21
		Student Rights & Responsibilities	22
		Student Organizations & Other Groups	24
		Campus Events	27
		Campus Directory	29
		Campus Map	31

A MESSAGE OF WELCOME FROM THE PRESIDENT

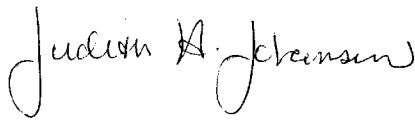
As you walk the grounds of the Marylhurst campus, you'll discover that our intimate setting, our spiritual heritage, and our commitment to education and innovation make Marylhurst a place apart.

Marylhurst University is a safe harbor where those who seek challenge and understanding can step back from life's currents and pursue personal and professional learning. Students with a desire to craft their own futures work closely with teachers and each other in an environment where intelligent discourse and mutual respect are everywhere.

As you become an important part of this 116-year-old tradition of excellence, I want to wish you the best during your time at Marylhurst—and encourage you to enjoy the challenges ahead.

I invite you to discover learning through one of our Web-based courses or to use the resources in Shoen Library where you have access to traditional print and AV materials as well as full text electronic articles and electronic books.

Finally, I invite your comments and suggestions during your time at Marylhurst University.



Judith A. Johansen, J.D.
President



*Marylhurst
University was
established in
1893.*

MARYLHURST UNIVERSITY

MISSION STATEMENT

Marylhurst University is a private institution of higher learning open to men and women of any race and religion. It is dedicated to making innovative post-secondary education accessible to self-directed students of any age. Marylhurst offers coursework leading to bachelor's and master's degrees, and to other goals such as career transition, professional development, and personal enrichment.

Animated by its Catholic and liberal arts heritage, Marylhurst emphasizes the uniqueness and dignity of each person, and is committed to the examination of values, as well as to quality academic and professional training. Marylhurst University seeks to aid students in advancing their goals for responsible participation in a rapidly changing world by pursuing, and encouraging its students to pursue, the ideals of competence, leadership, and service.

PHILOSOPHY

Marylhurst University is a dynamic institution serving students who want to be actively engaged in their learning. Programs are constructed and taught with the intention of assisting students in becoming learners who embrace, not only the knowledge and skill competencies mastered, but the process of continual change.

Through classes, cultural events, and library and student service programs, we hope to produce educated individuals:

- who can think creatively about solving problems;
- who can direct change in responsible and thoughtful ways;
- who understand how to choose between complex options and make effective decisions;
- who can distinguish among value-centered philosophies; and
- who take responsibility for their own lives and work for the betterment of their communities.

CHARTER AND GOVERNANCE

Marylhurst University was established by the Oregon Province of the Sisters of the Holy Names of Jesus and Mary (the Congregation) to more fully “cooperate in the Church’s mission of education. This mission aims at the full development of the human person...”

Marylhurst University is incorporated by the State of Oregon. Certain properties have been deeded to it by the Congregation, and its governance has been entrusted to a Board of Trustees. Degree-granting authority was bestowed on the Congregation by the State of Oregon in 1893.

ACCREDITATION

Marylhurst University is accredited by the Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education. (Northwest Commission on Colleges & Universities, 8060 165th Avenue NE, Suite 100 Redmond, WA 98052-3981)

The Department of Music is accredited by the National Association of Schools of Music (NASM), a specialized accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education. (National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248). The University holds an institutional membership in that organization and in the American Music Therapy Association.

The Bachelor of Fine Arts degree in Interior Design program is accredited by the Council for Interior Design Accreditation (CIDA), a specialized accrediting body recognized by the Council for Higher Education Accreditation and the Secretary of the U.S. Department of Education. (146 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503).

APPROVAL

The University is approved by the Oregon State Office of Degree Authorization. The Master of Arts in Teaching is approved by the Oregon Teacher Standards and Practices Commission (TSPC). The M.A. in Art Therapy Counseling program is approved by the American Art Therapy Association. The MBA program and the undergraduate programs in Business and Leadership and Real Estate Studies are approved by the International Assembly for Collegiate Business Education.

PUBLICATIONS AND INFORMATION SOURCES

MARYLHURST SCHEDULE OF COURSES

Each quarter the University publishes the *Schedule of Courses* which includes current course listings, upcoming events, special services, academic policies, and registration information.

MARYLHURST UNIVERSITY CATALOG

The *Marylhurst University Catalog* is published every two years and has a complete listing of degree requirements for each academic major. Students are governed by the regulations and requirements of the *Catalog* under which they enter Marylhurst University unless a subsequent *Catalog* is chosen.

MARYLHURST UNIVERSITY STUDENT HANDBOOK

The University publishes this *Student Handbook*. It includes helpful information to acclimate new students and to update current students. It also contains important University policies including student rights and responsibilities, student conduct code, grievance procedures, and policies related to the Family Educational Rights and Privacy Act and the Student Right-to-Know and Campus Security Act.

GUIDE TO FINANCIAL AID SERVICES AT MARYLHURST UNIVERSITY

The Financial Aid Office publishes a guide each year to assist students in applying for and receiving all financial aid for which they are eligible.

EVERYBODY@MARYLHURST NEWSLETTER

This quarterly newsletter sent with an informational letter for the coming term includes notices of future events and other news of interest to students, faculty, and staff.

MARYLHURST UNIVERSITY WEB SITE

www.marylhurst.edu

Consult the Web site for current information on programs, events, and policies concerning the University and its students, faculty, and staff.

MY MARYLHURST

Student services portal, My Marylhurst.
<https://my.marylhurst.edu>.



Marylhurst
University

Motto:

Cor Sapientis

Quærit

Doctrinam.

*The wise of
heart seek
knowledge.*

Proverbs XV

UNIVERSITY OFFICES AND SERVICES

ACADEMIC ADVISING

Academic advisors are assigned and identified in the acceptance letter to students from the Office of Admissions. Academic advisors provide advice and direction to degree-seeking students in matters related to academic programs and career preparation. Students are assigned advisors according to their designated major. Academic advising for students admitted without a declared major is available in the Office of Admissions and provided by an academic admission specialist.

Students work with their academic advisor to construct an Education Degree Plan (EDP) which is a compilation of all completed courses (including transfer courses) and remaining requirements within the major and the Liberal Arts Core. Consult the *Marylhurst University Catalog* current at the point of admission for official academic information.

ACCESSIBILITY & DISABILITY SERVICES

Marian Hall, first floor north wing; 503.636.8141, ext. 3344; 1.800.634.9982, ext. 3344; TTY 503.699.6301; secure fax: 503.534.4058; adaservices@marylhurst.edu

This office is committed to ensuring that all students have equal access to its academic and social programs. Marylhurst is committed to serving students with a diversity of abilities.

Students who have disabilities are entitled to reasonable accommodations according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students have the right not to be discriminated against or treated with disrespect based on an actual or perceived disability. They are entitled to access all University programs if otherwise qualified to participate. Marylhurst has the right to refuse any accommodation that would fundamentally alter an academic program or pose an undue burden to the University.

Students are required to provide documentation of their disability to the University. To do this, a student must register with the Coordinator of Accessibility and Disability Services. To register, a student must 1) make an appointment for an intake/accommodation assessment and 2) provide appropriate documentation of disability from a qualified medical or psychological professional. Students must request accommodations every term.

ADMISSIONS

B.P. John Administration Bldg., second floor south; 503.699.6268; studentinfo@marylhurst.edu

The Office of Admissions is responsible for assisting students with application to their program and the University. This office is often the first contact students have with Marylhurst University. In addition to the application process, current students taking courses at another college may have their official transcripts sent directly to the Office of Admissions for review. Transcripts are evaluated on a course-by-course basis for transferability. Transferable courses are included in a student's Educational Degree Plan (EDP).

• International Students

An international admissions specialist is located in the Office of Admissions to support our international students with information on admission policies, immigration rules, transfer credits, and coursework for international students. Additional admissions requirements are applicable for each of the graduate programs. See the *Marylhurst University Catalog* for specific requirements.

ALUMNI MENTOR PROGRAM

Marian Hall 109; 503.636.8141, ext. 4494; mentor@marylhurst.edu

The Alumni Mentor Program serves to connect alumni and students to support personal and professional growth. This innovative program offers a unique opportunity to establish and leverage connections with established professionals. Quarterly social and professional events are hosted where students can meet and establish connections with our alumni mentors. Students may sign up for the Alumni Mentor Program via My Marylhurst. Log in to <https://my.marylhurst.edu> and click on the Alumni Mentor Program under Campus Groups. For more information, contact the Alumni Mentor Coordinator.



In 1893, Marylhurst's predecessor, St. Mary's College, was established in Portland by the Holy Names Sisters. It was the first liberal arts college for women in the Pacific Northwest.

BOOKSTORE

Clark Commons; 503.699.6245; bookstore@marylhurst.edu

Students can visit the bookstore or use the convenient online ordering system to purchase textbooks. Bookstore services also include the sale and repurchase of used textbooks and placement of special orders as well as Marylhurst merchandise, classroom supplies, food and beverages, and Tri-Met bus passes and tickets. Check the *Schedule of Courses* or the University Web site for buyback dates.

You can now sell textbooks online or just see what they're worth. Visit the Bookstore Web site at <http://bookstore.marylhurst.edu> for more information.

CAMPUS SAFETY

B.P. John Administration Bldg., ground floor north; 503.699.6262;

maint@marylhurst.edu

Campus Safety works to ensure the physical safety of students, faculty, and staff of Marylhurst University. In an emergency, dial 911 from any pay telephone or cell phone or dial 9-911 from any campus telephone. Then notify Campus Safety by dialing 503.699.6262 from any pay telephone or cell phone or dialing 0 from any campus telephone for Main Reception to alert Campus Safety.

CAREER SERVICES

Marian Hall, first floor, north wing; 503.699.6271; careerservices@marylhurst.edu

The Career Services Office supports the mission, academic programs, and advancement of the University. Within this context, the primary purpose of career services is to assist students and members of the Marylhurst community in developing, evaluating, and/or implementing career, educational, and employment decisions and plans. Job postings, internship information, job-seeking skills, and mentoring information is posted on My Marylhurst under services.

CASHIER

B.P. John Administration Bldg., second floor south; 503.699.6278; cashier@marylhurst.edu

Cashier services are available in the Student Accounts Office located on the second floor of the B.P. John Administration Bldg. Currently enrolled students with a current student ID may cash a personal imprinted check from a local bank in amounts up to \$20. There is a \$30 fee for returned checks. Checks will not be cashed for a person having a past due account balance.

CENTER FOR EXPERIENTIAL LEARNING AND ASSESSMENT (CELA)

Marian Hall, first floor, north wing; 503.699.6260;

pla@marylhurst.edu

The Center for Experiential Learning and Assessment offers programs and services to assist students with initial educational planning, assessment of learning from prior experience, and preparation to pursue academic credit for college-level prior learning experiences.

In addition, the center coordinates math and writing assessment testing; credit-by-examination programs; and non-credit institutional options for meeting Liberal Arts Core outcomes in computer literacy, information studies, and writing research papers.

CENTER FOR LEARNING AND TECHNOLOGY (CLT)

Marian Hall, first floor, west wing; 503.699.6318; helpdesk@marylhurst.edu

The Center for Learning & Technology supports teaching, learning, and student services in online and other technology-enhanced environments at Marylhurst University. The primary activities of the Center include providing support and orientation resources for online students, technical support for online and Web-enhanced courses using *Angel Learning Management* software. <https://online.marylhurst.edu>

• My Marylhurst

CLT also supports the student services portal, My Marylhurst. <https://my.marylhurst.edu>. Contact the Portal Manager at 503.636.8141, ext. 4421, or email portalmanager@marylhurst.edu.



*In 1930,
the Sisters
moved the
College to its
present campus
near Lake
Oswego,
renaming it
Marylhurst
College.*

CLASSROOM LOCATION BOARD

Check your class schedule online at My Marylhurst for the locations of your classes. Classroom assignments are also posted in the reception area (second floor) of B.P. John Administration Building before classes begin. Classroom assignments are subject to change. Confirm classroom locations before the start of the first class session.

COPY SERVICES

There are black-and-white and color copiers for student use in Shoen Library for a minimal charge.

FINANCIAL AID

B.P. John Administration Bldg., second floor south; 503.699.6253; finaid@marylhurst.edu

The Financial Aid Office handles all matters pertaining to financial assistance, including grants, scholarships, loans, student employment, and veterans benefits.

The Free Federal Application for Student Aid (FAFSA) is accepted anytime throughout the school year although some funds are limited and early applicants are given priority for these funds. The FAFSA is available online at www.FAFSA.ed.gov.

For a complete explanation of types of aid available, eligibility requirements, the application process, disbursement of funds, scholarship application forms and due dates, and links to valuable sites regarding all aspects of financial aid and scholarships, visit the financial aid pages on the University Web site.

FOOD SERVICE (BON APPÉTIT)

Clark Commons; 503.699.6254; bonappetit@marylhurst.edu

Bon Appétit Café is open for lunch weekdays during fall, winter, and spring terms. The Café offers five percent discounts for students (show your ID card). Punch tickets are available. The Café may close or have limited hours during term breaks, holidays, and special events. During the summer, the Café is closed; however, an entrée is available for lunch on weekdays from the Café's outdoor barbecue. Changes and current hours are posted outside the Café.

HEALTH INSURANCE

Comprehensive medical insurance plans are available to Marylhurst students who are registered at least part time. Students who enroll for medical coverage may also enroll spouses and dependent children. For more information, see the Marylhurst University Web site. Brochures explaining the insurance programs are also available in the Office of Admissions.

HOUSING

Student housing is not available through Marylhurst University. Please refer to the University Web site for housing resources and information at www.marylhurst.edu/studentresources/studenthousing.php.

INTERNSHIP PROGRAM

Marian Hall, first floor north wing; 503.534.4025; internship@marylhurst.edu

The Internship Program gives students the opportunity to earn credit for new learning achieved through experience in community settings. For more information, contact the Academic Internship Instructor at internship@marylhurst.edu or check out www.marylhurst.edu/careerservices/internship.php.

LIBRARY

503.699.6261; library@marylhurst.edu

Web address: www.marylhurst.edu/shoenlibrary/

Shoen Library is the center for learning and scholarship for Marylhurst's students. The library includes study rooms, comfortable lounges, an art gallery, computer labs with PCs and Macs, a music listening and media viewing room, wireless access to the Internet for personal computers, and b/w and color copiers.



*In 1974,
Marylhurst
College became
a coeducational
institution
open to the
mature learner
of any age.*

• Collections

The library has over 90,000 volumes, 2,000 videos and DVDs, 1,500 CDs, and current subscriptions to over 400 print periodicals and 8,000 online periodicals through the library's research databases. Students also have access to over 22 million items from over 32 different academic libraries in Oregon and Washington through the Summit system. Students can initiate requests for material that will arrive within 2-3 days.

• Research Databases

Shoen Library provides students with a selection of over 50 subject specific and multidisciplinary research databases. Searchers can access full-text articles, business information, statistical reports, and so forth, from on or off-campus. Go to www.marylhurst.edu/shoenlibrary/researchdatabases.php.

• Help with Research Papers

Reference librarians provide in-depth one-on-one assistance in person, on the phone, or by email. Call the reference desk or email reference@marylhurst.edu.

• Media Equipment

Students may check out digital still and video cameras, CD players, and cassette players. Students will need to bring their own recordable media to use in library equipment.

LOST AND FOUND

To inquire about missing items, call or stop by Main Reception in the Lobby of the B.P. John Administration Bldg or call 503.636.8141.

MARYLHURST SERVICE PROGRAM

Marian Hall, first floor north wing; 503.636.8141, ext. 4063

The Marylhurst Service Program includes: 1) service-oriented partnerships between the University and other organizations; 2) service-oriented activities for University faculty, staff, and students, and; 3) service-learning curricular offerings for Marylhurst students. For more information, contact the Marylhurst Service Program Coordinator. For more information, contact Service Program Coordinator at 503.636.8141, ext. 4063.

MATH RESOURCE CENTER

Shoen Library, ground floor; 503.534.4056; math@marylhurst.edu

The Math Resource Center is a free, on-campus service to students who need assistance sharpening math skills. Tutors are available to give face-to-face help to those might benefit from more practice, seeing a problem from a different point of view or reviewing concepts from the text or course.

Appointments are recommended. To schedule an appointment:

- stop by the Math Resource Center,
- call 503.534.4046, or
- email the Math Resource Center.

Provide the following information when requesting an appointment:

- your name,
- a call back number,
- course you need assistance with,
- several time/dates you are available to come to the Math Resource Center.

Please Note: The Math Center staff work part time and only check emails and voice mails at times the Center is open. Please allow a full 24-hour lead time when calling or emailing for an appointment. Tutoring staff will email or phone you with an appointment time.

PARKING

Parking on the University campus is free to registered students. Students are required to honor fire lanes, all parking spaces with the disability logo, and all posted signs and parking restrictions.



*July 1, 1998,
Marylhurst
changed
its official
designation
to University.*

Marylhurst University is not responsible for articles lost or stolen from cars; cars should be locked and, for evening classes, parked in well-lighted areas.

Cars should not be left unattended overnight without approval from Campus Safety. For more information, call 503.699.6262 or 503.572.4748.

POST OFFICE

503.635.7265

A full-service U.S. Post Office is located on the ground floor, south end, of the B.P. John Administration Bldg. Hours are Monday-Friday 8am-5pm; closed for lunch, 11:30am-1pm. The Post Office is closed for most major holidays.

PUBLIC SAFETY AND EMERGENCY INFORMATION

See Public Safety section of this document.

RECEPTIONIST

503.636.8141; 800.634.9982; ext. 0 from a campus phone

Main Reception, located in the Lobby of the B.P. John Administration Bldg., offers the following services:

- General campus information
- Student paper pick up/drop off
- First aid/defibrillator
- Lost and found
- University forms pick up (after hours), e.g., Registration, Admissions
- Contact Campus Safety personnel

REGISTRAR

B.P. John Administration Bldg., second floor south; 503.699.6267; registrar@marylhurst.edu

The Office of the Registrar is responsible for all student education records including the online student database. It handles course registration; collection of grades; transcript requests; verification of enrollment; academic standing and degree completion; graduation applications; coordination of commencement; changes in student information including name, address, and major/minor; student ID cards; and classroom assignments. In-school deferment forms are also processed by this office.

STUDENT ACCOUNTS

B.P. John Administration Bldg., second floor south; 503.699.6278; cashier@marylhurst.edu

The Students Accounts Office handles all matters pertaining to student accounts. This includes tuition and fees as well as any additional charges such as library fines over \$30. Tuition payment options are: 1) financial aid & scholarships, 2) cash, personal checks, or any major credit cards, 3) monthly installments (through a payment plan provider), 4) third-party billing for students who provide a financial guarantee or voucher from an employer or benefit agency, or 5) a deferred payment plan available for students whose employer reimburses at the end of a term. Any questions pertaining to student accounts should be directed to this office.

Official transcripts will not be released and students cannot register for classes if there is a balance due on a student's account.

TELEPHONES

Public telephones are located in the entrance of Shoen Library, the main entrance of Clark Commons, and outside the B.P. John Administration Bldg. near the Campus Safety Office (ground floor, north end of the building).

UNIVERSITY MINISTRY

Marian Hall 104; 503.534.4021 or 503.534.4020; campmin@marylhurst.edu

Blessed Marie-Rose Durocher Meditation Room: Marian Hall 110

University Ministry is a Catholic ministry supporting individual spiritual growth among people of all



Marylhurst University held its 100th commencement on June 19, 1994.

faiths and community interreligious understanding through Spiritual Guidance, Ecumenical and Inter-faith Dialogue, Community Service and Outreach. For current University Ministry activities, Mass times, prayer services and events see the University Web site.

VENDING MACHINES

Vending machines offering a variety of beverages and food are located across from the Student Lounge (Admin 318) of the B.P. John Administration Bldg. A beverage machine is located on the ground floor (north end) of the B.P. John Administration Bldg.

WRITING CENTER

Shoen Library, ground floor; 503.699.6277; writing@marylhurst.edu

The Marylhurst Writing Center is open free of charge to students, faculty, and staff. Writing assistants provide feedback from a reader's point of view to help writer flesh out ideas, fine-tune concepts, and develop strategies for organizing, editing, and proofreading their work.

The Writing Center also makes available resources, including the most recent updates to MLA and APA styles, on its Web page on My Marylhurst.

GENERAL POLICIES AND PROCEDURES

All members of the Marylhurst University community share the responsibility to secure and respect those conditions that are conducive to one's freedom to learn. Therefore, Marylhurst has developed policies and procedures which provide and safeguard this learning privilege, within the framework of general standards, and with the broadest possible participation of all members of the University.

CLASSROOM ETIQUETTE

Cell phones should be silenced during class times.

The desired learning environment of the classroom does not lend itself to the presence of children and it is inappropriate to bring children to class.

INCLEMENT WEATHER AND UNIVERSITY CLOSURES

In the event of inclement weather that makes it necessary for the University to cancel classes or to close the campus, local radio and television stations will announce such closures. Also, notices will be posted on the University's Web site www.marylhurst.edu. The University's weather line is 503.636.8140.

STUDENT RECORDS

Students are responsible for furnishing, completely and accurately, such pertinent information as required by the University so that it may perform its proper function as an educational institution. If a student's circumstance changes (i.e., name, address, financial situation), the student is responsible for informing the appropriate University officials.

- **Confidentiality of Student Records (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), sets forth requirements regarding the privacy of student records. Students will be notified annually of their FERPA rights through publication of a notification statement in the *Schedule of Courses*. This notification is also available on Marylhurst University Web site at www.marylhurst.edu/registrar. A printed copy of the notification is available from the Office of the Registrar on request..

PUBLIC SAFETY

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY

The following policies are in compliance with Title II of Public Law 101-542, the Student Right-to-Know and Campus Security Act.

Marylhurst University encourages anyone with knowledge of crimes occurring on campus to report these crimes directly to the Lake Oswego Police by dialing 911 (if using a campus phone, 911 must be preceded by a 9 to access an outside line). In addition, crimes occurring on campus should be reported to the Vice President for Finance & Administration. Crimes reported to the Vice President will be investigated and, if appropriate, adjudicated by the Vice President, his designee, or a campus committee.

Buildings on campus are open between 7am and 10pm, Monday through Friday, and between 7am and 7pm on Saturday and Sunday. These hours vary during holiday breaks. Marylhurst University has staff on site, Monday through Friday from 7am to 10:30pm and Saturday and Sunday from 7:30am to 7:30pm to assist with emergencies. Security staff are not law enforcement officers and have no authority to act on behalf of the police. To reach Security staff, contact Main Reception in the B.P. John Administration Bldg. at 503.636.8141 from a cell phone or ext. 0 from a campus phone.

The University encourages all students and employees of Marylhurst University to be responsible for their own security and the security of others. Being responsible includes reporting crimes and taking basic safety precautions such as locking cars, not leaving purses, wallets, backpacks, or other valuables unattended. After dark, walk with a companion or ask security for an escort.

In the event that a violent crime occurs on campus, Marylhurst University will provide notice to the campus community through such media as campus newsletters. This notice is intended to warn, educate, and aid in the prevention of similar occurrences. The safety of the campus community is paramount.

Incident statistics are published in the quarterly *Schedule of Courses*.

EMERGENCY CONTACTS FOR AMBULANCE, FIRE, OR POLICE

9 (to access an outside line) plus 911 (from a campus phone)

911 (from a pay phone)

Also, notify the Marylhurst University Main Reception by dialing 0 from any campus phone. University Facilities employees and security have been trained in First Aid and CPR. The receptionist will contact trained individuals for assistance. Automated External Defibrillators (AED) are located in BP John Administration Building, Clark Commons, and Shoen Library for use in CPR emergencies. See First Aid section below for exact locations.

- **Reporting Accidents/Injuries/Incidents**

Students are required to immediately report all accidents, injuries, illnesses, fires, thefts, and property damage to Main Reception in the B.P. John Administration Bldg. (ext. 0 from a campus phone) and complete an *Accident/Incident Report* form. *Accident/Incident Report* forms are available from Main Reception, Human Resources, or Campus Safety.

- **Emergency Notification System**

An emergency notification system is in place to alert students to an unforeseen event that would threaten the safety of individuals on campus. Immediate notification of a campus emergency would be delivered to the student's email account and phone number listed in Marylhurst's student information system. Students are responsible for keeping their contact information up-to-date through My Marylhurst.

FIRST-AID SUPPLIES AND EQUIPMENT

Self-help first-aid kits and AEDs (Automatic External Defibrillators) are located in the following places. The kits contain basic first-aid supplies including bandages, antiseptic wipes, chemical ice packs, and CPR masks. The kits do not contain aspirin, acetaminophen, or other medications. (Pain relief medicines may be purchased at the University Bookstore.)

Building	First-Aid Kits	AED
B.P. John	Reception (second floor, main lobby) Campus Safety (first floor, north)	Central Stairwell (second floor)
Shoen Library	Staff Room (main floor) Main floor (opposite elevator)	Far wall (opposite circulation desk; in case with fire extinguisher)
Clark Commons	Café Kitchen University Bookstore	Foyer (entrance to dining area)
Flavia	Both Science labs (first floor) Staff Room (second floor)	—
Mayer	Art & Interior Design Office	—
St. Catherine's	Music Office	—
Marian	Staff Break Room	—
Davignon	Art Therapy Counseling Office	—

