Student Life Handbook

2014-2015
Academic Year
Office of Student Life
Mission Statement

Mission
• To facilitate student development through intercultural educational experiences.

Vision
• A campus community of holistic students who are intercultural competent.

Learning Outcomes
Students will be able to:
• Demonstrate understanding of, and develop relationships within, the Franklin and surrounding communities while utilizing Franklin and local community resources.
• Demonstrate civic responsibility, ownership, and accountability on- and off-campus.
• Display intercultural maturity, both personally and interpersonally.
• Demonstrate the ability to contribute to accomplishing group goals and objectives.
On behalf of the Student Life Staff at Franklin University, I welcome all of our undergraduate students as well as our graduate students in the Master of Science in International Management (MSIM) program to the University. This handbook will serve as a useful guide to student life here at Franklin and life in Lugano. As the Student Life Handbook contains very important information, all Franklin University students are required to be familiar with its contents, so please read through it carefully.

Some questions you have may not be answered here, so we suggest two other invaluable resources. The first is the University Catalog which provides details about academic policies, courses and other important information about the University. The second is the staff and faculty, specifically your Academic Advisors, who are always willing to help in answering questions or providing needed assistance.

We believe your experiences at Franklin and living at the crossroads of Europe will provide some of your fondest memories in life. Make the most of the opportunities presented to you. We wish you success in your endeavors here and encourage all students, including the MSIM students to take advantage of the many services and activities available at Franklin University Switzerland.

The Office of Student Life looks forward to meeting you, please stop by anytime.

Best regards,

Leslie Guggiari
Dean of Student Life & Engagement
2014-2015 Franklin University Switzerland
Student Life Handbook
Contents

Section 1: General Information & Preparing for Life as a
Student at Franklin
Section 2: The Office of Student Life & Campus Resources
Section 3: Housing and Residence Life
Section 4: Franklin University Policies and Standards of
Conduct

Section 1: General Information & Preparing for Life as a
Student at Franklin

- The Mission, Vision, and Goals of Franklin University
- Directions for Correspondence
- Legal Documentation/ Residence Permit
- Packing for Lugano
- Sending Personal Belongings
- Luggage
- Group Flight
- Arrival at Franklin University
- Orientation & The First Year Experience
- Mail, Fax, Communication & Telephone Information
- Financial Information
- Getting Ready for Switzerland
- Living in Lugano
- Lugano Resources
- Traveling
Section 2: The Office of Student Life & Campus Resources

- The Office of Student Life
- FERPA and Clery Act
- Health & Wellness
- Involuntary Withdrawal Policy
- The Falcon Card
- Food Services
- Student Government Association
- Clubs at Franklin
- The Falcon’s Nest
- Life-Long Learning Scholarship Program
- The Be the Change Conference
- LIFE Program
- Leadership Conference
- Other Campus Resources
- Library
- Bookstore
- Merchandise
- The Writing and Learning Center
- Career Services
- Tutorial Services
- Computer Resources

Section 3: Housing and Residence Life

- Resident Assistants
- Residence Community Meetings
- Franklin Residences
- Living Off Campus
- Residence Check-in and Check-out
- Housing Agreement
- Keys
- Room & Apartment Inventories (RCRs)
- Damages
• Decorating Your Room/Apartment
• Furnishings
• Repairs
• Garbage Disposal
• Pets
• Cleaning Supplies
• Laundry
• Telephones
• Satellite TV
• Storage
• Energy
• Security
• Smoking Policy
• Fire Safety
• Roommate Policies
• Room/Apartment Changes
• Room/Apartment Vacancies
• Room/Apartment Search & Entry Policies
• Room/Apartment Selection

Section 4: Franklin College Standards of Conduct

• Code of Conduct
• Statement of Students’ Rights
• Violations- Class 1
• Violations- Class 2
• Violations- Class 3
• Sanctions
• Judicial Procedure
• Appeals
• Structure & Composition of Judicial Board
• Student Parking
• General Statement on the Use of Internet Social Networking Communities
Appendices

- Appendix A  Housing Agreement
- Appendix B  Request to Move Off Campus
- Appendix C  Off-Campus Living Agreement
- Appendix D  Residence Work Order
- Appendix E  2014-2015 Academic Calendar
- Appendix F  Internet Access Policy
- Appendix G  Hall Meeting Calendar
Section 1
General Information
Preparing for Life as a Student at Franklin
The Franklin Mission

The mission of Franklin University Switzerland is to provide a cross-cultural and multinational learning and living environment that inspires students to engage the world. We challenge students through a curriculum that integrates the liberal arts with professional pathways, and classroom learning with Academic Travel to destinations around the world. A Franklin education produces critical thinkers who are culturally literate, ethically aware and intellectually courageous. We prepare students to become responsible, compassionate and collaborative leaders in an increasingly complex and interconnected world.

Our Vision/Franklin’s Voices

We, the Franklin students, seek a unique liberal arts education in a new era of globalization. An insatiable curiosity about the world drives our shared passion for traveling. On campus, during academic travel and during our own independent excursions, we encounter cross-cultural experiences on a daily basis. We use the world as our classroom and approach learning opportunities and challenges with a keen sense of adventure.

We, the Franklin staff members, contribute our expertise, our compassion and our commitment to creative a supportive environment for students, faculty, parents and alumni in which we may all learn and grow.

We, the Franklin professors, are driven by our passions for producing and imparting knowledge in equal measure. Our many roles sustain us: as teachers we foster the bright and demanding energies of our students, and are fostered in turn by them; as colleagues we respect and thrive in the many worlds we offer each other; and as employees
we receive, and give in turn, the encouragement to jointly shape an intellectual environment that enables us all to flourish.

**We, the Franklin trustees**, strongly believe all students should have an international, educational experience which imparts a knowledge, respect, and appreciation for culture other than their own. As such, we strive to ensure an environment that provides opportunities for students to become articulate, informed and productive leaders of their communities.

**We, the Franklin alumni**, recognize the great gift of a Franklin education and want to see others benefit from the exceptional, international learning community that is the Franklin family. Grateful for the confidence and zeal we have gained; we contribute to the continued vitality of the University as ambassadors, volunteers, investors and stewards, so that future generations may join us as life-long explorers.
Directions for Correspondence

General information about Franklin University Switzerland is available from the following addresses:

Franklin University Switzerland
Via Ponte Tresa 29
6924 Sorengo (Lugano)
Switzerland
Tel: +41 91 985 22 60
Fax: +41 91 994 41 17

Franklin University
US-Admissions Office
420 Lexington Ave
New York, NY 10170-0002
Tel: (718) 335-6800
Fax: (718) 335-6733

E-mail: info@fus.edu or access on the internet at: www.fus.edu

Specific inquiries about the following subjects should be addressed to these offices:

**Admissions Office**
- Undergraduate admissions
- Undergraduate scholarships
- Financial aid
- Loan plans
- Brochure and catalog application material

**Office of Student Life**
- New Student Orientation
- Student Leadership Programs
- Housing
- Residence Life
- Health and Wellness
- Medical insurance
- Visa information and Permits to study in Switzerland
- Athletics
- Career Services
- Judicial Affairs
• Clubs and organizations
• Internship opportunities
• Study abroad opportunities
• Life-Long Learning Scholarships
• Homestay information

**Bursar**
• Tuition and fees
• Payment of accounts

**Registrar**
• Undergraduate transcripts and records
• Study abroad student transcript release

**Office of Advancement**
• Alumni and Parent Relations
• Public Relations
• Development

**Graduate Admissions Office**
• Master of Science in International Management
• Graduate admissions
• Graduate scholarships
• Financial Aid
• Brochure and application materials
Getting Ready for Franklin

1. Legal Documentation
   - Passports & Visas
     All students are reminded to obtain passports well in advance or to have their current passport renewed if necessary.
     **Passports should be valid for at least one year beyond the end of the academic year.**
     - Students who have Swiss nationality must enter and be registered in Switzerland with either the Swiss Passport or Swiss ID. No visa is necessary. Swiss nationals registered as full residents in Switzerland will be subject to all Swiss obligations as Swiss citizens living in their home country.
     - For students with **European Union passports, no visa is necessary for Switzerland.** Students of other nationalities should contact the nearest Swiss Embassy or Consulate to inquire whether a student visa is needed.
     - **Students who require a Swiss student visa will receive an official Enrollment Certificate from the Admissions office once their enrollment is confirmed.** This should be submitted to the nearest Swiss Embassy/Consulate with the visa application form **at least 8 to 10 weeks before the beginning of the semester.** Please note that nationalities which require a student visa may NOT enter Switzerland on a tourist visa. Students who do not obtain a student visa (when necessary) may be required to return to their country of origin prior to being admitted into Switzerland.
     The University declines all responsibility for complications and personal liabilities arising from a student’s failure to verify with his/her nearest Swiss Consulate as to whether a separate Swiss student visa is required (see above).
- **Residence Permit**

The University will obtain Swiss Student Residence Permits for all students upon arrival in Lugano at the opening of the semester. Switzerland has recently become part of the Schengen area countries—meaning student residence permits will also serve as a Schengen visa. In order to expedite the residence permit process, the University needs prompt cooperation from students:

The original "Dichiarazione" form (faxes or photocopies will not be accepted) must be signed by a parent or guardian and returned to Franklin’s Switzerland office before arrival in Lugano. The Swiss Cantonal Immigration Office has conditioned the release of the residence permit on the submission of this signed form. Students will be requested to sign the application form and other required documents which are to be submitted to the Cantonal authorities within fourteen days of student’s arrival in the country. Due to Schengen regulations all non-European citizens will receive a biometric Residence Permits and must therefore present themselves to the authorities for fingerprints and biometric photos. This procedure is not requested by EU citizens according to the Bilateral Agreements between Switzerland and the EU Countries. European citizens will receive a non-biometric Residence Permit. Swiss citizens do not require a residence permit.

If there is a delay with any of these items, the student may be asked to present themselves to the Swiss authorities. **THE AUTHORITIES MAY DENY AN APPLICATION FOR A RESIDENCE PERMIT IF NOT SUBMITTED ON TIME.** In that case, enrollment at Franklin automatically ceases.

A late application may also jeopardize the participation in Academic Travel. The necessary documents for Academic
Travel may not be applied for until the student has been issued his/her Swiss Residence Permit. Therefore, the University requires all students to promptly meet the terms needed to complete the document process.

**Full-Time Student Status**
In order to maintain a Swiss Residence permit, students are required to maintain full-time student status throughout their time at Franklin. Only in the last semester before completing their degree requirements (and only for one semester), can a student drop below full-time status.

Please note that once a student has finished his/her studies at Franklin University, the Swiss Residence Permit will be cancelled and according to Swiss Law the student must leave Switzerland and the Schengen area within a few days. Swiss citizens changing address or leaving the country will be required to notify the local Swiss Authorities.

2. **Packing for Lugano**
   - **Adapters**
     Voltage in Switzerland is 220v. Students bringing appliances, computers, etc. from countries operating on 110v (for example U.S.) will require adapters for plugs, and transformers. Transformers may be purchased in Switzerland, or in one's own country, but they are relatively inexpensive. When possible, students are advised to bring dual voltage appliances (220v/110) or battery operated appliances. Please use caution when using electronic appliances that have motors inside, especially hair dryers.

**Personal belongings**
Students are advised to be sensible about packing for their stay in Europe. Past experience has shown that students tend to bring more clothing, appliances and other items than they actually need for their stay in Switzerland. Although palm
trees do grow here, we do enjoy four seasons in Lugano. Warm winter clothing is necessary (boots, coats, gloves), and we highly suggest that rain gear be packed for our sometimes wet winters. Franklin University does not have regulations on appearance and dress. We are, however, guests in this country and should represent ourselves accordingly.

3. Sending and Bringing Personal Belongings

When preparing to move to Switzerland, it is important that you consider what and how much you plan to bring. Most airlines allow each passenger to check in one piece of luggage. The cost for this extra baggage varies depending on the airline, but it is usually around $100. Students considering this option should be sure to check with the airline in advance to verify the exact cost and the size and weight restrictions for checking in an additional piece of luggage.

Another option for sending personal belongings is to have them shipped in boxes by mail. When labeling the boxes, make sure to mark it as containing “used” items to avoid large costs by customs. (NOTE: Any item, even if labeled “used” that exceeds 100CHF will most likely be searched by customs) Also, if customs officials must open your box, an inventory of the box may be helpful and help prevent too much searching through your clothes. Packages which are postmarked BEFORE August 13, 2014 should be mailed to:

Student Name
C/o Franklin University Switzerland
Via Ponte Tresa 6
6924 Sorengo, Switzerland

Packages which are postmarked on or AFTER August 13, 2014 should be mailed to: Student Name
C/o Franklin University Switzerland
Via Ponte Tresa 29
6924 Sorengo, Switzerland
Any student wishing to ship personal items to arrive prior to their arrival should keep in mind each package must weigh less than 20 kg (40 pounds).

4. Luggage
Most students travel with two large bags that can be checked through to their final destination and a smaller carry-on bag that can be used to carry electronics such as laptops and other valuable items.

- Check-in luggage restrictions vary from airline to airline. Be sure to check with the company. Information can be obtained from their websites
- Recent airline regulations state that luggage can no longer be locked. Students should be advised that if checked luggage is locked they can expect to find the locks cut or broken on arrival to their final destination unless they are TSA locks.
- As of November 2006, a new European Union hand baggage security restriction is in effect on all flights to and from EU/EEA airports. This limits the amount of liquid one can carry on-board.

All liquids must be put in a sealed transparent bag (e.g. Ziploc)
Each liquid container must not exceed 100 ml (3.4 oz)
Total liquid cannot exceed 1L
All luggage should be appropriately tagged with the address and contact information of the student’s final destination.

5. Group Flight
For students wishing to travel from the US to Switzerland at the beginning of each semester in the company of a Franklin University staff member, a travel document will be provided for the chaperoned flights available with Swiss International Airlines from different cities in the US. These flights will need to be booked by the family individually. The completed Arrival Form should be sent to the New York Admissions Office in order to confirm your travel plans.
6. Arrival on your own

New students should plan to arrive on campus the first day of Orientation during scheduled check-in hours. This is indicated on the academic calendar (see appendices). Students arriving before that day, or outside of posted hours, should plan to stay in a nearby hotel or hostel. Some hotels give discounts to Franklin University Switzerland students and parents.

We recommend:

Hotel Stella (3 Star) Tel. 091/996 33 70 & 091 966-6755
Via Borromini 5, Lugano (may give discount to Franklin)

Hotel Colorado (3 Star) Tel. 091/994 16 31
Via Maraini 19, Lugano

Hotel Dante (4 Star) Tel. 091/910 57 00
Piazza Cioccaro 5, Lugano

Hotel De La Paix (4 Star) Tel. 091/960 60 60 (may give discount to Franklin)
Viale Cattori 18, Paradiso

Hotel Splendide Royal (5 star) Tel. 091/985 77 11
Riva Caccia 7, Lugano

Late arrival or early departure should be avoided. Any student found to be absent during the entire first week of classes in a given course will forfeit his or her place in the course and may be dropped from the course. A student who has not arrived on campus or who has not attended a class for the entire first two weeks of class will be withdrawn from the university for the semester. Failure to observe the school calendar also jeopardizes a student’s work and places an unfair burden on the faculty.

Arriving in Lugano and Getting to Franklin University

Students traveling independently are encouraged to fly to Milan, Italy (Malpensesa); Zurich, Switzerland, or Agno (Lugano), Switzerland. It is relatively easy to get to Lugano from each of these airports.
From Zurich:
Students arriving in Zurich will be able to take a train at the Zurich airport to Zurich’s central train station. Tickets for the train from Zurich to Lugano can be purchased at the station(s) or online at www.sbb.ch. The train ride lasts about 3 hours. There are reduced fair tickets available online (see Click&Rail or Day Ticket at (www.sbb.ch) but can only be purchased a number of days in advanced.

From Milan:
Students arriving in Milan at the Malpensa Airport will be able to take a shuttle bus directly from the airport to Lugano. The trip lasts about one hour. More information on fares and schedules can be found at:
  o  http://www.luganoservices.ch (arrives at Lugano Central Station)
  o  http://www.malpensaexpress.ch (arrives at Lugano Central Station)
Students have the option of taking the train to Lugano, but it is highly recommended to take the bus for convenience, time, as well as cost.

From Lugano/Agno Airport:
Students arriving in Agno can take a taxi to Franklin University. Approximate driving time: 5 minutes; price: 20-25CHF

Driving directions from Agno:
Upon leaving the airport, continue past the Migros (the sign is a big orange M) to the roundabout. Go around the roundabout to the second exit, as if you had made a left from the airport. Continue on this road for 2 – 3 km. You will enter the Commune of Sorengo. The Franklin University entrance will be on the right side of the road.

Students have an option of taking a local train, the FLP train, from Agno (5 minutes from airport) to station Laghetto (5 minute walk from campus). However, it is not recommended for students arriving with large quantities of luggage.
From Lugano Train Station:
Students arriving at the train station can take a taxi to Franklin University (Via Ponte Tresa 29). Approximate driving time: 5 minutes; Price: 15-25 CHF

7. New Student Orientation & The First Year Experience

New Student Orientation
Coming to Franklin as a new student entails a series of adjustments to life on and around campus. A comprehensive New Student Orientation program is offered each semester to assist new students in their transition to Lugano and Franklin University. Developed by the Office of Student Life and facilitated, largely, by a well-trained Staff of Student Orientation Mentors. New Student Orientation affords newcomers to the University community the opportunity to meet other students and adjust to the academic, social and off-campus elements of life at Franklin. Students will be introduced to campus resources, policies and procedures and will also be provided with necessary information for a successful transition into the Swiss culture. A wide variety of trips, programs, activities, and events are scheduled during the week of Orientation to help make the adjustment to Franklin easier, more meaningful, and fun!
The First Year Experience
To assist new students in making connections with the Franklin community, the First Year Experience initiative encompasses nearly every aspect of life on and around campus. The initiative includes programming efforts coordinated by the Office of Student Life, the First Year Seminar, dedicated advising and specific support networks created in the Orientation Mentor, Academic Mentor and Resident Assistant staff. The comprehensive effort provides opportunities for new students to learn and explore their new surroundings while offering resources to make these experiences safe, meaningful and memorable.
Essential information for Franklin students

1. Mail, Fax, Communication and Telephone Information

Mail
Student mail is distributed directly from Reception to a personal mailbox in the main building. Friends and relatives should be notified that all mail should be addressed as follows:

Student Name
Franklin University Switzerland
Via Ponte Tresa 29
6924 Sorengo, Switzerland

Mailbox Keys

Students will receive a mailbox key upon arrival at the University and are liable for any costs due to loss, damage, or failure to return this key. Non-returning students should notify Reception and leave an additional address to which mail can be forwarded. During holiday periods or when the school is closed, mail is distributed on the first official working day. All personal outgoing mail must be treated as such and taken to the local post office. Students will be charged 100 CHF for lost mailbox keys.

E-mail

Once you begin as a student at Franklin, all email correspondence sent to you by the University will be sent only to Franklin University email accounts. Students are responsible for checking their Franklin email accounts regularly.
Faxes

The University Administrative FAX number is reserved for official college business due to heavy volume of daily transactions. Students wishing to send or receive faxes may use the fax machine in the Office of Student Life. *(There is a handling charge of 1 CHF per page.)*

Courier Mail

All courier mail is signed for by Reception and notification is given by way of the student’s mailbox.

Telephone Contact

The Franklin University reception telephone number is +41 91 985 2260. Office hours are from 8:30 until 17:00 local time. The University Receptionist can receive your calls and take messages, but is not responsible for the immediate location of a student unless there is a demonstrative emergency. However, in cases of extreme emergency use the number given on the machine recording to put you in contact with a staff member.

2. Financial Information

Currency

Switzerland uses the Swiss Franc (CHF). Your first few hours in Europe will be made easier if you can arrive with at least a minimum amount of foreign currency in your pocket. *If you are traveling on the group flight you will not have time to change money at the airport* – and a few francs may mean the difference between arriving in Lugano having eaten a meal or being hungry. If you travel independently to Zurich, you will need money for train fares. In Agno (Lugano’s airport) you will need money for taxi fare, and from Milan you will need money for the shuttle bus to the Lugano train station (Bus Express). We suggest you carry at least 150 – 200 Swiss francs or 100 Euros depending on whether you are arriving through Italy or Switzerland. Please note that while major credit cards are taken in some places, they aren’t always accepted as frequently as they may be in your home country.
ATM’S & Money Exchange
ATMs/Automated tellers are readily accessible around town, in supermarkets and at the train station. Visa and MasterCard are used throughout Europe and may be utilized for cash withdrawal from automated tellers with the appropriate PIN number. Money exchange can be done at local banks and at the train station. Western Union is available at the train station.

Personal Expenses
The University is not responsible for a student's financial obligations or transactions. Parents are urged to establish a firm and definite policy in regards to their son's/daughter's personal expenditures. Students should organize their personal finances and avoid carrying or holding large sums of cash at any time. Traveler's checks can be used and cashed at any bank during normal banking hours.

University Fees
For information about tuition, fees, academic expenses and residence costs, please see the current university fee sheet which can be found at www.fus.edu/content/admissions/tuition-fees.

Banking
All major Swiss banks are represented in Lugano. Most Swiss banks are open from 8:30 until 16:00, Monday through Friday. If you need to change money after normal banking hours, or during the weekend, you may do so at the train station. The exchange office there is open from 7:00 until 19:00, Monday through Sunday.

The University uses the following Swiss bank:
   Banca dello Stato del Canton Ticino
   Via Pioda 7
   6900 Lugano Switzerland
Swiss Franc account number: 1752754.001.000.001
U.S. Dollar account number: 1752754.001.000.840
SWIFT BSCT CH22LUG Telex No: 844128

The following alternatives should be considered when deciding how a student can best receive money for expenses:

**Personal Account with a Swiss Bank**
During the past few years, Swiss Banks have become primarily focused on private and investment banking. Depending on the bank, students will find it difficult to open an account. Fortunately, advances in electronic banking mean that students can maintain their bank accounts at home, and with an ATM card, they can access their funds from all European countries. This is also an advantage for parents, since money can be easily deposited into the student’s home bank account, which eliminates any delay in the student receiving the funds, and also avoids the expense of bank transfer fees. A valid passport as well as a residence permit is needed to open an account. Depending on the account and the bank, a deposit or minimum amount of credit may be needed. Please note that all people in possession of a passport from the United States (not necessarily residents of the US) are obliged to declare any and all foreign bank accounts with the IRS. If the account is over 10,000 US Dollars at any time during the calendar year or if the total amount of foreign accounts exceeds this limit, the account holder MUST submit the Foreign Bank Account Record (FBAR) every year on June 30th to the IS Department of Treasury.

For more information on how to open a bank account locally, please contact the Office of Student Life.

**Personal Account with the Post Office**
Students can have the option of opening an account with the Post Office. The Post Office accounts have special plans for youth (up to 20 years old) as well as for students. Depending on the plan, a deposit may be needed when opening an account.
Post Office automated tellers as well as Post Offices where one can withdraw money are easily found in almost all of the cities and towns in Switzerland. A valid residence permit (as well as proof of being a current full-time student at Franklin if using the student plan) is needed when opening an account.

**Personal Account with the United States**

Personal checks issued on an account in the United States are usually subject to a three-week verification period prior to being honored in cash. Banks may cash personal checks for the holders of savings accounts at the bank, providing the amount of the check does not exceed the balance of the account. Franklin University will **not** endorse personal checks or bank cashier's checks for students.

Visa and MasterCard are used widely throughout Europe and may be utilized for cash withdrawal from automated tellers with the appropriate PIN number.
Getting Ready for Switzerland

Living in a new culture can be challenging and rewarding. It requires students to learn about and be respectful of Swiss culture and standards of behavior. Most of us are guests here, and, to an extent, this makes us all ambassadors, as our behavior reflects upon the country of our citizenship and Franklin University. Students of Franklin are expected to adjust their behavior to the standards and norms of the Swiss community. The University expects students to familiarize themselves with Franklin University Code of Conduct (Section 4).

Getting Oriented

- You will be studying and living in the Swiss Canton of Ticino, the only Italian speaking canton in Switzerland. In addition to learning about Swiss culture, here you will also learn about local Ticinese culture.
- Italian is the official language of Lugano. Many locals also speak German and/or French (the other two official languages together with Romansch). Students are encouraged to try as much as possible to speak and practice on a daily basis out and around Lugano regardless of how little they may know of the language. Locals may be reluctant at first but will honestly appreciate the efforts you put forth in trying to communicate in their native tongue. Although difficult at first, students find, little by little, daily progress is made in ordering food, calling taxis, making reservations or appointments, and eventually developing more competence in the Italian language.
- According to the guide, Let’s Go Switzerland, the Swiss are generally law-abiding, hard-working, and proper. They are very punctual and often well-mannered. They have a high standard of living, with a life expectancy of 78 years, and have virtually no illiteracy. The percentage of Catholics is slightly higher than the percentage of Protestants. Their many local dialects help maintain their identity and separate themselves from foreigners. They are generally active people, with skiing and hiking as national pastimes. There are certainly plenty of opportunities for these activities in the Lugano area.
Some Recommended Readings

- *Why Switzerland?* by Jonathan Steinberg
- *An Outline history of Switzerland, from origins to present day* by Dieter Fahrini
- *Swiss Watching* by Diccon Bewes

Living in Lugano

Tourist Office and “What’s on in Lugano” Information

Lugano hosts many events throughout the year. All information can be obtained from the Tourist Office, situated on the lakefront in downtown Lugano. Each month, an activity sheet with list of events, cinema programs, and art exhibitions is published and posted around town. The annual music festival “Blues to Bop” in August/September is one of the many events. This information is also available in the Office of Student Life.

Tourist Office: [http://www.lugano-tourism.ch](http://www.lugano-tourism.ch)
Phone: +41 (0)58 866 6600

Local Holidays

Franklin follows its own academic calendar ([Appendix E](#)) in accordance with the US University accreditation board guidelines. However, students should be aware that while school is in session there are many holidays celebrated in Switzerland.

**Local holidays mean all stores and businesses are closed** with the exception of most restaurants. Students are encouraged to make note of these fixed holidays to avoid being inconvenienced.

Jan. 6 Epiphany
Mar. 19 San Giuseppe (Father’s Day)
Apr. 6 Easter Monday
May. 1 Labor Day
May 14 Ascension
May 25 Pentecost
June 4 Corpus Domini
Jun. 29 St. Peter and Paul Day
Aug. 1     Swiss National Holiday
Aug. 15    Assumption
Nov. 1     All Souls/Saints
Dec. 8     Immaculate Conception

Transportation

Around Town
The public transportation system is well-developed in Lugano and between the neighboring communities. Some students find it convenient to buy transportation for the year: a moped (motorino) or a used car. Due to the high cost of gasoline, insurance, and the lack of parking on campus, the University discourages students from purchasing cars.

Automobiles
In order to drive a car, **Swiss law requires you be at least 18 years old and have a valid driver’s license in your possession at all times.** If you drive a vehicle with Swiss plates it must be insured according to the stipulations of Swiss law. Please note that Franklin University will give license plate numbers to the Swiss authorities when requested. Furthermore, if you intend to bring a foreign car into Switzerland, you must contact the Swiss Customs and apply for an authorization to keep your foreign registration plates. It is possible to stop by the customer service when crossing the border and ask for the authorization document (cost CHF 25.00). This authorization is valid for 2 years, after which you can apply for additional two years of authorization.

Moped, scooter, etc...
To be allowed to drive a “2 wheeled vehicle” please note that a special Swiss driver’s license is requested. Furthermore the vehicle must be provided a license plate. In addition insurance is necessary, no matter the size of the motorcycle.
Bikes, skates, rollers, etc...
Please be informed that it is highly recommended to purchase liability insurance to third parties (called RC insurance). This category of vehicles is subject to follow the Swiss Law concerning rules of the road.

Swiss Driver’s License
Students over 18 years old, holding a driving license
If you wish to drive an automobile in Switzerland (whether you own/lease a car, have a rental car, or are driving the car of a friend) you have one year from the date of your arrival in Switzerland to obtain a Swiss Driver’s License using your license from your home country. In order to do this, you will need to: 1) Complete an application form; 2) Complete an eye exam with an optician and have the optician record the results of your exam on the application form; 3) Submit 2 passport photos with a copy of your Swiss Residence Permit; 4) Submit your Driver’s License from your home country. Please note that a driving test may be required. Also the conversion of a foreign driving license into a Swiss one is not automatic and the conversion might be rejected due to the strict parameters of Swiss Law. Your original driving license may not be returned to you until you leave Switzerland.

Students over 18 years old, wanting a Swiss driving license.
Once you have obtained a Swiss Residence Permit, you will become a resident of Switzerland. A driving test taken in your home country for a Swiss license while being a resident in Switzerland will not be accepted by the Swiss Authorities. To obtain a Junior Swiss driving license: you need to be 18years old, 1) Submit the application form; 2) complete an eye exam with an optician and have the optician record the results of your exam on the application form; 3) Submit 2 passport sized color photos with a copy of your Swiss Residence Permit, 4) take 2 days courses of the obligatory FIRST AID course (rescuer called “soccorritori”); 5) buy the book and the CD-ROM; 6) study and take driving classes. Once you are ready to be tested (in Italian) you can apply for the theoretical written test. After passing the written test you
must attend driving classes and get ready for the final driving test. The license you will obtain is a Junior license lasting 3 years. Before the expiration of the 3 years, 2 extra day courses are required in order to receive a regular timeless driving license. You will lose the right to drive if you do not follow this process and respect all traffic regulations. For further information please refer to the Office of Student Life.

**Student Parking**
The use of Franklin parking facilities requires registration and a parking permit at all times. All student operated vehicles on the Franklin campus are to be registered with the Office of Student Life. Applications for parking permits are made at the Office of Student Life, during business hours. Students are expected to know and to comply with motor vehicle laws, the traffic ordinances, and parking regulations. Vehicles in violation will be ticketed and subject to towing. Franklin University assumes no liability or responsibility for vehicles or their contents while parked or driven on university property. This includes lost or stolen permits.

**Franklin University Student Vehicle Registration**
- All university students (full or part-time) who intend to use the campus parking facilities at any time shall register their vehicles and permanently display the proper parking permit.
- Students that have guests with a vehicle are required to register the guest vehicle. All guests are subject to all parking policies. The hosting student will be held responsible for guest violations and subsequent fines.
- Parking permit fees will be paid in cash at the time of issuance.
- Semester and temporary parking permits are available.
- Permits will be registered to individuals only.
- Permits will be a transferable hanging permit for use on multiple vehicles. Permits must be displayed on the rear view mirror of the vehicle in use. Only current year permits are to be displayed on the vehicle.
• All permits must be returned upon expiration. Failure to return a permit in a timely fashion will result in additional parking fees and loss of monetary deposit.
• It is the responsibility of the registrant to ensure their permit is properly used and displayed.
• The replacement of the hanging parking permits, as a result of being lost or stolen from an unlocked vehicle, will be charged at the current permit price. Lost permits will result in loss of monetary deposit.

Permits and Fees

Academic Year Permits:
2 Semester Kaletsch Lot Permit: 200 CHF
2 Semester Ciliegi Lot Permit: 300 CHF
1 Semester Kaletsch Lot Permit: 100 CHF (Study Abroad Students Only)
1 Semester Ciliegi Lot Permit: 150 CHF (Study Abroad Students Only)

Temporary Permits:
One Month Kaletsch Lot Permit: 50 CHF
One Week Kaletsch Lot Permit: 25 CHF

All 2‐semester permits require a 100 CHF monetary deposit, which will be refunded upon return of the parking permit at the end of permit validity. All temporary parking permits require a 25 CHF monetary deposit, which will be refunded upon return of the parking permit at the end of permit validity.

Penalties
• The person registering the vehicle with the university shall be responsible for all parking violations involving the vehicle (including guest vehicles).
• A charge of Failure to Display a Parking Permit will be assessed if the permit is not present on the dashboard of the car. An additional charge of Illegal Parking will be assessed if the vehicle is parked outside the lot designation.
  o The 1st infraction will result in a 100 CHF fine.
- The 2nd infraction will result in a 200 CHF fine.
- Any additional infractions will result in a 300 CHF fine per violation.
- Unauthorized parking in a handicapped parking space will result in an automatic 250 CHF fine.

- Parking tickets for illegal parking may be issued once per eight hour shift.
- Parking violations:
  - May prevent the student from registering for classes or obtaining transcripts.
  - May result in a suspension of parking privileges on university property.

Additional Parking Information
- Students may park only in valid areas; Kaletsch Campus Lot or Ciliegi Parking Lot, as permit designates.
- Reception: NO PARKING AT ANY TIME.
- Kiosk, North Campus and Panera: NO PARKING ON WEEKDAYS.
- Airone: NO PARKING from 8:00am to 6:00pm on WEEKDAYS.

Buses and Bus Passes
If you plan to ride the blue city buses or the yellow postal buses often, you can purchase a “Student Bus Pass”, called “Arcobaleno,” for 43 CHF per month. For the months of July and August, there is a discount on the price of the pass.

The “Arcobaleno” pass allows you to travel on:
- All buses only within the ZONE for which you purchased your ticket
  (Blue city buses and yellow La Posta buses)
- “Funicolare” (Lugano train station ↔ downtown)
- “FLP Train” (Lugano train station ↔ Sorengo (Franklin College) ↔ Ponte Tresa)
Yellow La Posta buses run from Lugano to Sorengo (Franklin University) and to many other destinations. You are eligible for a half-price discount on La Posta busses if you have a half pass (See travel section for more details).

The pass can be bought at the train station, the central bus station, the main post office and at Manor.
What you need:
Passport
Standard passport photo

Police Department
The local police are made up of the city of Lugano police and Cantonal (state) police. Both agencies are responsible for implementing Swiss law at all levels - local, state, and federal. All Franklin students, regardless of nationality, are subject to Swiss law at all times, no exceptions whatsoever.
Emergency dispatch: Dial 117

Swiss Bills & Fees
- If you receive a fine or bill (medical, a parking ticket, traffic violation, or otherwise) these fines or bills may be collected on the spot or billed to you at school.
- Depending on the fine, you must bring these bills directly to the post office and pay in cash.
- Medical bills should be brought directly to the Office of Student Life so that they can be properly paid and filed through SWICA, the school’s medical insurance company.

Failure to pay bills or fines will result in your name being given to the local police who then report to the school.
Further failure to pay a bill or fine will mean the local police can take additional measures to ensure payment.
**Full-Time Student Status**
In order to maintain a Swiss Residence permit, students are required to maintain full-time student status throughout their time at Franklin. Only in the last semester before completing their degree requirements (and only for one semester), can a student drop below full-time status.
Living in Lugano: Lugano Resources

Car Rentals
Students are advised to check with local rental locations for restrictions, age requirements and any additional fees that may be associated with car rental (for example, car insurance or snow tires).

Avis, Via C. Maraini 14
Tel. 091/913 41 51
avis.com

Europcar, Via Monte Boglia
Tel. 091/971 01 01
europcar.com

Hertz, Via San Gottardo 13
Tel. 091/923 46 75
hertz.com

SMART Rent, Riva Paradiso 26
Tel. 091/993 13 13
smartrent.ch

Shopping and Personal Services
General shop hours are as follows:
- Monday - Friday 8:30 - 18:30
- Thursday    many shops remain open until 21:00
  (some smaller businesses close during the lunch hour)
- Saturday    8:30 - 17:00
- Sunday      CLOSED

The larger department stores such as Manor, Migros, and Coop City do not close at midday and they remain open till 19:00 (on Thursdays they remain open until 21:00). “Picolobello” located at the train station, is open from 6:00 to 22:00 daily, including Sundays. The gas stations across the street from
the University (Tamoil and BP) also have a wide variety of items on sale (including groceries), and are open for extended hours during the week and on the weekends. They are rather expensive, but very convenient when all other stores are closed. Should you need to return an item to a store, you must have a sales receipt with you.

**Food Shopping**

**Supermarkets:** Migros, Manor, and Coop

**Open-air market**

*Tuesday and Friday* mornings (fresh produce, flowers, cheeses, bread, and vegetables) in the Piazza della Riforma.

*Saturdays* (a large variety of goods being sold, including: clothing, fresh produce, school supplies, jewelry and CDs) in Ponte Tresa, Italy. It can be reached by taking the FLP train from Sorengo or Lugano. All purchases must be made in Euros, and a passport is needed to cross the border.

**Antique Market**

An antique market is held in downtown Lugano on Saturdays.

**Bookstores and Libraries Off-Campus**

The two downtown stores carrying books in English are Libreria il Segnalibro, Via Pioda 5, and Wega, Via Nassa 21.

**THE BOOK NOOK**, located in Viganello, is a lending library and used bookseller. Membership is 25CHF per year and used books cost fifty cents. Check out [www.booknook.ch](http://www.booknook.ch)

**Canton Library** and **USI** (local university) library also has a wide selection of books and DVDs (contact Student Life for more information) Purchases can also be made through online book shops such as Amazon.com.
Note: English books are quite expensive compared to what you would pay in the U.S. or U.K.

Cameras/Photo Services
Manor, Migros, COOP, and the Post office all have online photo services with printing capabilities.

Hairdressers
The average cost for a haircut, wash and style is about 90 CHF for women, and about 40 CHF for men. For a wash and style alone, you will pay approximately 50 CHF. A discount is available for Franklin students at some of the hairdressers listed below. Most hairdressers in Lugano will give a discount of 10-20% off to students; however, this MUST be requested at the cashier beforehand. Some hairdressers do NOT speak English, and it is recommended to bring a photo along. Students have been able to find less expensive haircuts in Italy, for example in Ponte Tresa. The following are Lugano hairdressers which students and staff have used and recommend:

Biguine
(20% discount for students with Franklin ID) 091 921 33 32
Via Della Posta 3

Charles & Renata 091 922 01 56
via Pessina 7 (1st floor)

Chez Pierre 091 922 94 69
via Motta 7a (1st floor)

Francesco 091 922 73 72
via Nassa 32

Ursula 091 923 85 06
via Gorini 3 (3rd floor)
Personal Grooming
There are many ways to maintain your life style. Within each person exists the potential for a perfect balance and a state of well-being. Prices are comparable and reasonable. The one location listed below speaks English.

JBA Academy
Via Borromini 9
6900 Lugano 091-967-6330
www.jbacademy.com

Laundry/Dry Cleaning
There are no Laundromats in Lugano, however all residences do have washing and drying facilities. The following is a list of some of the dry cleaners in town:

Il Pinguino Lavasecco  Via Trevano  091 923 23 80
Al Candore SA        Via Ciseri 2      091 923 20 18
Lavanderia 2001      Corso Elvezia 10   091 923 64 05


Laundry/Dry cleaning service in Lugano tends to be much more expensive than other places (ex. Shirt 8 CHF, Pants 20CHF). Requesting steam ironing may decrease the price.

Electronics/CDs/DVDs/Stereo Systems
Interdiscount  Via Pretorio 11  091 923 80 42
Media Markt (IKEA Shopping Center)  091 985 32 32
Manor         Piazza Dante           091 912 7699

The university library has a DVD collection, as well as the Canton library (2 CHF for a week). There are several DVD rental places in Lugano. Contact Student Life for more information. Please keep in mind that European DVD’s are Region 2, and US DVD’s are Region 1.
Religious Services
Details of locations and times of religious services for most denominations are available from the Office of Student Life. Please check the Franklin University website for a full list of local services in English and Italian.

Sporting Goods
- Zappa Sports Via Peri 15 091 923 18 39
- Athleticum Via Senago 17 091 986 6830
- Balmelli Sport Via Pioda 10 091 923 58 67

Sports & Recreation
Lugano and southern Switzerland offer access to a wide variety of recreational and sporting activities—hiking, skiing, team sports. Contact The Office of Student Life for more information.
Traveling

International traveling continues to be more and more convenient. While at Franklin, you have the opportunity to master the art of planning and organizing trips around your European backyard! Many students travel on weekends and holidays. As many members of the Franklin faculty and staff are experienced travelers, they may be able to assist you in determining what to see, where to stay, what foods to eat, as well as inexpensive means of transportation.

A small file of possible hotels and pensions and travel guides are maintained at the Office of Student Life with other travel information. Travel is at the heart of the Franklin experience, and you will want to do as much of it as possible. Use the Internet. It can provide you with a wealth of information!

Trip Planning Resources

An array of traveling resources is available to help you manage everything from hostels, hotels, restaurants, famous sites, and events in every city imaginable. Whether you are heading to Paris for a weekend or to Rome for an overnight trip, these resources will help you in maximizing your time and money.

- **Let’s Go Europe** – This book is known as the bible for students looking to make the most of their semester abroad. Yearly additions can be found at www.amazon.com. Let’s Go also prints guides for individual countries in addition to having online resources at www.letsgo.com
- **Lonely Planet** and **Frommer’s Travel Guides** offer country specific information in addition to having online resources at www.lonelyplanet.com or www.frommers.com
- **STA Travel** – This travel agency available at www.statravel.ch offers student discounts for flights, hotels, and car rentals.
- **Hostel World** – This website available at www.hostelworld.com lists information about hostels in every city imaginable.
Budgeting for Travel
With proper planning, students can organize their travel experiences around just about any budget. Students should, however, be aware of exchange rates and extra charges for changing money in different countries. Additionally, it is important to consider hotel and travel taxes that can sometimes be overlooked when planning.

Students can find hotels or hostels, ticket information, as well as online activity reservations online at websites such as skyscanner.com, easyjet.com, airbnb.com or www.hostelworld.com. The best budgeting tool is time to research and plan options for travel and accommodations. The longer you have before a trip, the better your chances of finding sales, discount rates, and student fares.

International Student ID cards (ISIC) can be purchased online and may entitle you to special prices and discounts at museums, restaurants, hostels and other attractions. Go to www.isic.ch for specific details.

Rail Passes
If you plan to travel extensively during the course of the year, you may want to consider Rail Passes which allow you unlimited travel on most of Europe’s rail systems at a flat fee. There are four types of passes:

- **Swiss Half-Price Rail Pass**
  This pass can be purchased at any Swiss railway station for and is valid for one year. It allows travel at half the normal price of any journey within Switzerland either in first or second class. This pass also entitles you to travel on yellow Post buses at half price and at a reduced rate on some of the funicular railways.

  1 year = 175 CHF
  2 year = 330 CHF
  3 year = 450 CHF
• **Swiss After 7 Pass (Binario 7/ Gleis 7)**
(A supplement to the Half-Price Rail Pass only for youth under 25 years old) The price is 304 CHF per year that includes the purchase of the half-pass. With this pass, any train and most buses you take between 19:00 – 5:00 within Switzerland will be FREE OF CHARGE. For more information check www.sbb.ch.

• **Eurail Pass**
Eurail Passes entitle you to unlimited travel in 16 European countries for varying periods of time: 15 days/21 days/1 month/2 months/ 3 months.

The Eurail Youthpass is by far the most reasonable pass in terms of proportionate price. The Youthpass entitles you to 2 months of unlimited 2nd-Class travel while the other passes provide unlimited 1st-Class travel and are much more expensive. You must be under 26 years of age to take advantage of the Eurail Youthpass.

• **Inter-Rail Pass**
This pass is purchased in Europe and is available for different prices depending on age. The Youth pass is available for individuals from 12 to 25 years of age. The pass must be purchased in your country of residence (Switzerland) and you must be a resident for six months before it is possible to purchase this pass. There are several types of inter-rail passes available including the Global pass (allows travel to 30 different countries) and the single-country pass. The passes are available for different periods of validity. The Inter-Rail Pass can be purchased at most European rail stations.
Safety & Emergency Numbers
Safety during your travels in Europe should be an absolute priority. Franklin University offers an unparalleled opportunity to explore different countries and cultures. However, there are a few simple steps that you should take in order to ensure your well-being no matter the situation or surroundings. Familiarize yourself with your home country’s embassy webpage in Switzerland. The school suggests the United States Embassy webpage at http://bern.usembassy.gov as we are an American university in Europe. This website posts daily information updates about traveling in Switzerland and surrounding countries, warnings, strikes, emergency contact numbers, and other helpful information that every Franklin traveler should be aware of.

Other steps that should be taken prior and during your travels include:

- Keep photocopies of passport and all documents kept in a safe, or a separate place away from wallet and valuables.
- Keep copies of all traveler’s cheques, credit card and emergency telephone numbers in case of loss or theft.
- Bring emergency contact information of the country being visited including telephone codes and dialing procedures as they may vary from place to place.
- Keep Franklin University contact information with you.
- **Always carry your Swiss Residence permit and Franklin University I.D.**

Travel Agencies in Lugano

**Kuoni**, Via Canova  
Tel. 091 910 04 00

**Globus-Gateway Tours**, Piazza Luini  
Tel. 091 911 34 70

**Hotelplan**, Autosilo, Via Peri 6  
Tel. 091 910 47 27
## Distances to Favorite Destinations

### Distance to Swiss cities from Lugano (in km): Driving

<table>
<thead>
<tr>
<th>City</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basel</td>
<td>263</td>
</tr>
<tr>
<td>Bern</td>
<td>241</td>
</tr>
<tr>
<td>Brig</td>
<td>159</td>
</tr>
<tr>
<td>Chur</td>
<td>144</td>
</tr>
<tr>
<td>Geneva</td>
<td>369</td>
</tr>
<tr>
<td>Lausanne</td>
<td>376</td>
</tr>
<tr>
<td>Luzern</td>
<td>168</td>
</tr>
<tr>
<td>S. Bernardino</td>
<td>76</td>
</tr>
<tr>
<td>Winterthur</td>
<td>237</td>
</tr>
<tr>
<td>Zug</td>
<td>177</td>
</tr>
<tr>
<td>Bellinzona</td>
<td>29</td>
</tr>
<tr>
<td>Chiasso</td>
<td>26</td>
</tr>
<tr>
<td>Fribourg</td>
<td>310</td>
</tr>
<tr>
<td>Interlaken</td>
<td>188</td>
</tr>
<tr>
<td>Locarno</td>
<td>43</td>
</tr>
<tr>
<td>Neuchâtel</td>
<td>302</td>
</tr>
<tr>
<td>St. Gallen</td>
<td>248</td>
</tr>
<tr>
<td>Vaduz</td>
<td>182</td>
</tr>
<tr>
<td>Zurich</td>
<td>203</td>
</tr>
</tbody>
</table>

### Ski areas:

<table>
<thead>
<tr>
<th>City</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airolo</td>
<td>86</td>
</tr>
<tr>
<td>Davos</td>
<td>163</td>
</tr>
<tr>
<td>St. Moritz</td>
<td>123</td>
</tr>
<tr>
<td>Andermatt</td>
<td>109</td>
</tr>
<tr>
<td>Splügen</td>
<td>92</td>
</tr>
<tr>
<td>Zermatt</td>
<td>203</td>
</tr>
</tbody>
</table>

### Distance to other major cities from Lugano (in km): Flying

<table>
<thead>
<tr>
<th>City</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amsterdam</td>
<td>765</td>
</tr>
<tr>
<td>Barcelona</td>
<td>749</td>
</tr>
<tr>
<td>Brussels</td>
<td>637</td>
</tr>
<tr>
<td>Copenhagen</td>
<td>1105</td>
</tr>
<tr>
<td>Frankfurt</td>
<td>458</td>
</tr>
<tr>
<td>Lisbon</td>
<td>1691</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>467</td>
</tr>
<tr>
<td>Madrid</td>
<td>1118</td>
</tr>
<tr>
<td>Milan</td>
<td>62</td>
</tr>
<tr>
<td>Naples</td>
<td>716</td>
</tr>
<tr>
<td>Prague</td>
<td>611</td>
</tr>
<tr>
<td>Stuttgart</td>
<td>308</td>
</tr>
<tr>
<td>Warsaw</td>
<td>1118</td>
</tr>
<tr>
<td>Athens</td>
<td>1509</td>
</tr>
<tr>
<td>Berlin</td>
<td>793</td>
</tr>
<tr>
<td>Budapest</td>
<td>790</td>
</tr>
<tr>
<td>Florence</td>
<td>307</td>
</tr>
<tr>
<td>Istanbul</td>
<td>1704</td>
</tr>
<tr>
<td>Ljubljana</td>
<td>429</td>
</tr>
<tr>
<td>Lyon</td>
<td>321</td>
</tr>
<tr>
<td>Marseille</td>
<td>412</td>
</tr>
<tr>
<td>Munich</td>
<td>311</td>
</tr>
<tr>
<td>Paris</td>
<td>593</td>
</tr>
<tr>
<td>Rome</td>
<td>536</td>
</tr>
<tr>
<td>Vienna</td>
<td>612</td>
</tr>
<tr>
<td>Zagreb</td>
<td>546</td>
</tr>
</tbody>
</table>
Section 2
The Office of Student Life and Campus Resources
The Office of Student Life

Dean of Student Life & Engagement
Study Abroad, Life-Long Learning Scholarships, Internship Course INT 498, Service Learning and Homestays

Assistant Dean of Student Life
Career Counseling and Career Assessment
Supervision of Health and Wellness Staff and Programming
Food Services Liaison
Judicial Services
Parking
Falcon Identification Cards

Coordinator of Residence Life and Housing
Supervision of Resident Assistants
Oversight of Residence Halls including programming, policy enforcement, maintenance and operations
Housing selection, placement and room changes
Management of keys
Facilitation of athletic and fitness programs and intramural sports
Supervision of Tone Athletic Center (TAC)

Director of Student Leadership and Development
Coordinator of New Student Orientation
Coordinator of First Year Experience
Coordinator of Student Leadership Programming
Supervision of the Falcon’s Nest

Coordinator of Student Services
Organizes and processes student medical insurance, exemptions, and medical bills
Processes Swiss Residence permits
Organizes and supervises external and internal cleaning staff for the residences
Serves as the primary liaison between Swiss authorities and the Office of Student Life

**Administrative Assistant to Student Services**
Assist the Coordinator of Student Services in health insurance, permits, and cleaning staff for the residences

**Resident Assistants (RAs)**
Promote social responsibility and academic purpose among the students of their building
Organize activities and educational programs
Enforce residence life policies and procedures
Serve as a resource and role model for residents
Coordinate with residents to report maintenance problems

**STUDENT PRIVACY**
Franklin University is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The policy adopted by the University permits students to review their educational records and prohibits the disclosure of those records (that includes Student Life documents such as health service, judicial, resident permits, etc.) to a third party without the written consent of the student with the exception of parents or guardians of dependent students with whom the University reserves the right to communicate. All information in the student’s record belongs to the student and cannot be released without the permission of the student except in specific cases such as legally binding court orders. In the case of an information request, Franklin University complies with both FERPA and Swiss Laws that protect the privacy of students.

As a small private college Franklin relies on a close relationship with the parents and guardians of enrolled students. Therefore, the University routinely corresponds with parents and designated individuals regarding the progress of students. This relationship is forged by students when they accept admission to Franklin University Switzerland and accept financial support when parents or guardians
sign either the Financial Responsibility form, effectively claiming students as financial dependents during the admissions process and/or the Declaration form issued by Student Life when students apply for a Swiss visa.

Franklin University may also distribute the following information in appropriate situations without the student’s permission under the definition of Directory Information: student’s name, photograph, address, telephone number, email address, date and place of birth, class level, major, minor, enrollment status, class rosters, dates of attendance, degrees and awards received, previous educational agencies or institutions attended by the student, and participation in officially recognized campus activities.

The Jeanne Clery Act
The Jeanne Clery Act requires all American institutions of higher education (both domestic and abroad) to publish a fire safety and security report that include crime statistics and policies regarding emergency response. These reports are evidence of the required safety precautions as outlined in the Clery Act, and are in compliance with both Swiss Federal Law and laws that are passed on by Ticino, the Canton that governs Franklin University and the surrounding area. The Clery Act and Swiss Law were consulted while constructing the Franklin University Fire Safety and Security Report. For more information please visit www.fus.edu.

Health & Wellness

College Nurse
The University Nurse works 15 hours per week during the academic year. Her office hours are posted in the Office of Student Life. The nurse is available to provide: treatment, advice and preventive health services to help facilitate the students’ optimal physical, mental, emotional and social growth and development within the Franklin community. She also supervises the health of the entire school body and serves as a liaison between the health care community and the
school population. The nurse makes referrals to other medical professionals when necessary. For an additional fee of a minimum of 50 CHF per hour for at least two hours, the Nurse is available to visit students who are sick and may accompany students to the hospital/clinics when possible after regular work hours.

**University Counselor**

The Franklin University Counselor provides private and group counseling to students for any problems they may have during their stay at our Institution. The University counselor can offer support to students during the academic school year and is available for consultation during her posted office hours. The University offers 5 free counselling sessions to its students per year, after which their health insurance will be billed, or they can pay the bill privately if they prefer. She can also provide referrals to other professionals in the Lugano area, including an English speaking psychiatrist. Her office hours are posted within the Office of Student Life and she speaks English, Italian and French. As well as providing traditional clinical counselling, the Franklin University psychologist is a trained hypnotherapist and can offer hypnosis to those students who desire it.

**Prescription Medication**

Because prescriptions from countries other than Switzerland will not be filled by Swiss pharmacies, we recommend that students who take regular medication see a Swiss physician shortly after their arrival. The University Nurse or Counselor, in the case of a psychotropic medicine, will be happy to provide students with a local referral, and the student’s Swiss doctor will then be able to prescribe the regular medication or a close equivalent. Students can bring medication from home. Some medicines, however, will only be permitted to be brought into the country in a limited supply and accompanied by a copy of the prescription. Students bringing in medication may be asked to deposit it, under lock and key, in the health center office, where it can be distributed on a weekly or monthly basis.
**Swiss Health Insurance**
Swiss law requires that all students be fully covered by a Swiss medical aid plan during their stay in Switzerland. The Health Insurance Policy must be in compliance with the Swiss Law called LAMal.

Franklin University Switzerland has established a contract with SWICA, a well-known Swiss Medical insurance provider, to cover all students’ medical needs. Exemptions from the mandatory Swiss health insurance are possible for foreign students holding a Swiss student permit issued by the local government of Canton Ticino (as per Swiss Law Oamal). In case of exemptions, the coverage provided must be equivalent to LAMal and will have to be approved by the government of Canton Ticino.

Besides the LAMal and Oamal law there are several other laws in reference to Health insurance coverage and the possibility to apply for an exemption depends on various factors such as nationality and the country of residence. In order to better comprehend, please review the information below per nationality.

**NON EUROPEAN AND NON SWISS STUDENTS**
Due to recent changes in law in the Canton of Ticino, starting January 1\textsuperscript{st} 2014 the University was able to establish a new policy for non-Swiss and non-EU students. Franklin University Switzerland has negotiated with SWICA, a coverage equivalent to the one described by LAMal: such coverage allowed significant cost savings (between 45% and 50% compared to the compulsory insurance compliant with LAMal).

This coverage, named SWICA Global Care under LCA, has been approved by the local government of Canton Ticino, however, only foreign students holding a student permit issued in Ticino are eligible. To be qualified for this insurance a statement form of an exemption must be signed.
SWISS STUDENTS
Students holding a Swiss nationality and living outside Switzerland must enter and residing in Switzerland as Swiss citizens. As per law, Swiss citizens are obliged to be insured under a plan in compliance with LAMal. Franklin University Switzerland has established a policy with SWICA to cover Swiss students. The policy stipulates a 600 CHF or 2,000 CHF deductible per year depending on the student’s age. Once the deductible has been paid SWICA covers 90% of all medical expenses

EUROPEAN STUDENTS
European students, due to the bilateral agreement between Switzerland and the European Union, have the option to apply for the exemption from mandatory Swiss Health Insurance, only if they reside in an EU country and hold the EU national health card (named Team card). In this case the student should complete the exemption form TI 6.1 (available through the Franklin University website on the “Life at Franklin” page, click on “Health and Counseling”) and attach copy of the EU national health card (front and back).

In case of a private European health insurance, students/parents may complete the Request for Exemption Form TI 6.2 (available through the Franklin University website on the “Life at Franklin” page, click on “Health and Counseling”). This form must be signed by the private European health insurance provider. All original documents must be forwarded and received in the Office of Student Life no later than August 4, 2014. Copies or faxes will not be accepted by the Swiss authorities.

Please note that the Swiss authorities of Canton Ticino will also require proof of Swiss Residence permit in order to examine the exemption application. Furthermore due to the strict parameters of the Swiss Health Insurance law, it takes a minimum of 2-3 months from the date they receive these documents to examine them and make a decision.

Note: Students who are granted exemption will be responsible for ensuring all
payments for medical care and related costs are paid in a timely manner. **Please note that the exemption is renewed yearly.

Students should pay special attention to the information sent out from the Office of Student Life regarding SWICA and the appropriate legal procedures involved in obtaining the exemption.

Medical Emergencies
For minor medical emergencies on or around campus, students are advised to call the Resident Assistant duty phone at 079.211.4689. The RA on duty can then assist the student and call for additional support if necessary. For more serious medical emergencies students are advised to call the Swiss Emergency number, 144, from any mobile or public phone.

Franklin Fitness Program
Maintaining fitness is an important element in a student's ability to be successful at Franklin. In addition to intramurals and sports teams, there are opportunities for students (as well as staff and faculty) to live well. Each semester offers a variety of workshops and groups to take care of your physical fitness. Past classes have included yoga, pilates and self-defense classes. Additionally, many area fitness centers offer special pricing or discounts for students. For more information, contact the Office of Student Life.

For students wanting to be active during their “free” time, the Tone Athletic Center (TAC), located below the Lowerre Academic Center, offers plenty of opportunities to break a sweat. Amenities include a small cardio room and a small room for free weights, a full sized indoor court for basketball, volleyball and indoor soccer as well as an indoor bouldering wall for rock climbing enthusiasts. Basketballs, indoor soccer balls and other sports equipment are available for students to check out from the TAC Student Monitors to use during opening hours. There is also a soccer field on the North Campus where students have the opportunity to play soccer, frisbee, volleyball, or participate in outdoor yoga.
Sports Teams
Franklin University offers opportunities for students to participate in organized athletic teams. With the goals of enhancing physical fitness, teamwork abilities and good sportsmanship, the men’s and women’s soccer teams are open to students who wish to participate. To learn more about each team’s tryout and game schedule, contact the Office of Student Life. The Office of Student Life also assists students interested in playing on local sports teams of all types and skill levels.

Men’s Soccer
The Franklin University Men’s soccer team currently competes in the National Swiss 5th Division. The team competes with other clubs from all over the Canton of Ticino. Franklin University is currently the reserve team for the club “F.C. Paradiso” making Franklin “F.C. Paradiso II”. The team practices and plays at a facility located a short drive from campus. The men’s team currently trains twice a week and competes generally on weekend nights both in the fall and spring semesters as the Swiss soccer season runs from September to June. The
players have a mid-season break from December to March. During this period the school hosts an annual indoor soccer tournament open to all Franklin students, faculty, and staff.

**Women’s Soccer**

The Women’s soccer team at Franklin, known as the Lady Falcons, usually plays 3-5 friendly matches in the Fall and 5-7 games in the Spring. During the spring, most of the games are part of the International Tournament which occurs during the Easter Weekend and is a self-organized club. Women’s team members range in experience levels and some come to the team with no previous experience. Practices are conducted in a relaxed and fun atmosphere, and all students are welcome to participate. Practices are generally held indoors, but at times the team also practices on our own field or on the men’s team field.

**Involuntary Withdrawal Policy**

Franklin University Switzerland is committed to the well-being and safety of its community members and the integrity of its learning environment. The University may seek the involuntary withdrawal of a student if there is sufficient evidence that the student is engaging in or is likely to engage in behaviors that present a real danger of substantial harm to self or others, or seriously disrupts the learning environment and/or activities of the campus community.

Please note that, although many people speak English in Switzerland, English is not an official Swiss language and finding medical and psychiatric specialists who speak good English can be difficult. For this reason, Franklin University reserves the right to take necessary steps, which may include involuntary withdrawal to address an immediate safety or health concern. These steps may be taken after careful assessment of the student’s physical and mental well-being by trained professionals and conversations with the student him or herself in a non-discriminatory manner. An involuntary withdrawal is used as a last resort in order to help our students get the qualified medical and/or
psychiatric help they require after the proper assessment has been made.

This policy and associated procedures do not take the place of disciplinary action associated with a student’s conduct that is in violation of Franklin University’s Student Code of Conduct. This policy is to be invoked only in those extraordinary circumstances in which the regular disciplinary system cannot be applied or is not appropriate, and after attempts to secure a voluntary withdrawal have failed.

Section 1
Grounds for Involuntary Withdrawal
A student may be required to involuntarily withdraw if the student engages or is likely to engage in behavior that:

- poses an imminent or significant danger or threat of causing physical, psychological and/or emotional harm to self or others; or
- substantially impedes the rights of other members of the campus community, or the educational processes, or proper activities or functions of the University or its personnel or
- will cause significant property damage or substantially inhibits a student to meet his or her responsibilities as a student, or
- substantially inhibits a student to care for his or her daily physical needs without assistance.

Section 2
Involuntary Withdrawal Procedure
Upon written receipt and signed report (complaint) to the Dean of Student Life in which behaviors that fall under the policy are identified, the Dean of Student Life (or a designee) will conduct an investigation. He/she will determine the level of urgency and severity and take any action described below as deemed appropriate to situations that may fall under this policy.

Conditional enrollment, i.e., the student must comply with all required
directives in order to remain enrolled at the University. This may include but is not limited to participating in voluntary psychotherapy, maintaining medication compliance, etc. of the Dean of Student Life (or a designee) conjunction with the Office of Health Services will monitor the student and may terminate the conditional enrollment and withdraw the student from the University at any time.

Temporary and immediate suspension from all University activities, including classes and extracurricular activities, may be instituted pending the outcome of an evaluation by appropriate medical professionals. This will occur in instances where the peace and safety of the individual and/or members of the campus community have been or may be compromised.

Withdrawal from the University, with or without a date established for re-entry. The student will be immediately withdrawn from the University at any time based on behaviors that are identified as disruptive to the living and learning community or, which, pose a danger to the individual or others. The Dean of Student Life with the Dean of Admissions may establish conditions for re-entry.

Section 3
Re-entry Process
The Dean of Student Life (or a designee) may require the student submit to an external, independent evaluation by a qualified medical or mental health professional and consent to the disclosure of the results of such evaluation to the staff members of the Office of Health Services. Once involuntary withdrawal proceedings begin, a student may not voluntarily withdraw without being subject to re-entry requirements. In the case of possible readmission, the student must comply with all conditions set forth by the University. Once the conditions have been met, the Dean of Student Life (or a designee) with the Director of Admissions shall submit the re-application to the Committee on Admissions and Academic Standards for approval of the student’s re-entry or readmission based upon a review of the entire record including any and all new information relevant to the matter, and may
impose further conditions on the student’s re-entry requirements. The involuntary withdrawal shall be deemed a "University withdrawal" ("W") on the student's transcript.

**Section 4**

**Reporting Requirement**
Throughout each academic year, the Dean of Student Life shall report to the President the frequency and nature of any and all involuntary withdrawal proceedings.

**The Falcon Card**

All Franklin students are required to have a Franklin University Switzerland Student ID Card: the Falcon Card. The Falcon Card is a photo ID that serves as a student's official Franklin identification both on-campus and in the surrounding community. Granting accessibility to Franklin University resources and demonstrating a student's affiliation with the University to external organizations, the Falcon Card is an essential resource for every Franklin student.

The Falcon Card has a number of on-campus benefits and capabilities associated with student ID cards, such as library book check-in and check-out. Eventually, the card attributes will be expanded to access other campus services, like copy machines, vending machines, washer and dryers, etc. Off-campus, the Falcon Card provides students worldwide recognition as university students, giving them access to discounts and privileges often afforded at retail establishments and for travel related purposes.

One of the greatest benefits of the Falcon Card is its use as a Franklin meal debit card. With the purchase of one of five debit card options, students have access to meals at Franklin dining facilities, including the Grotto and the North Campus Dining Hall. As Franklin expands dining options in the future, the card will include more choices. Additionally, as an added convenience, the card can also be used to buy toiletries and personal items at the North Campus Dining Hall.
Costs
All students are issued a Falcon Card, free of charge for its first issuance and for its periodical renewal. Replacement cards cost 50 CHF. If the card is lost or stolen, please notify the Office of Student Life or Dining Services, or simply send a message to falconcard@fus.edu immediately so a hold can be placed on the card balance. While the school will make every effort to minimize the loss of funds if the card is lost, the student is responsible for all debits to the card until a stop has been placed on the card.
To pay by credit card, please see Online Payments [http://www.fus.edu/payment-options/].

Food Services

Dining Options
From regional and international specialties to vegetarian cuisine, Franklin’s dining services in the North Campus Dining Hall and the Grotto serve a large variety of healthy, tasty and fresh food options using local, fair trade and sustainable products. While cash and credit cards are accepted at all Franklin dining centers, the Falcon Card is the best way to ensure both convenience and lower costs for students dining on-campus.

The North Campus Dining Hall
The North Campus Dining Hall is a great place to meet between classes on the North Campus, whether to study with friends or just grab a quick coffee on the go. It is a cafeteria-style dining room offering a wide variety of local and international cuisine. All food that is served in the North Campus Dining Hall is freshly prepared every day.

North Campus Dining Hall Hours:
Monday - Friday
Full American Breakfast 8:00 am - 11:00 am (No Breakfast on Wednesdays)
Lunch 11:00 am – 2:30 pm (Kitchen closes at 2:30 pm)

During the week the Dining Hall is closed in the evenings, as well as the weekend. The Grotto is open seven days a week while the school is in session—see hours below.

The Grotto
The Grotto, Franklin University’s "grab and go" eatery, located on the Kaletsch Campus is a place to rejuvenate in a relaxing laid-back atmosphere. At the Grotto, you can use your meal debit card plan, cash or credit card to purchase coffee, drinks, snacks and a wide variety of other food items, including burgers, veggie burgers, salads, pastas, wraps and a daily full meal special.

The Grotto is available for special programming and evening events as requested and scheduled by student clubs. The Grotto offers staging, lighting and sound systems to accommodate dances, karaoke, bingo, poetry readings and any other events organized by members of the Franklin Community.

Grotto Hours:

Monday - Friday 8:00 am - 8:30 pm
  Kitchen closes at 8:00 pm
  Full Breakfast: 8:00 am - 11:00 am
  Menu of the day: 11:30 am – 2:45 pm

Saturday - Sunday 12:00 pm - 8:00 pm (Kitchen closes at 7:30 pm)

For more information about meal plan options, please see Meal Plans. To pay by credit card, please see Online Payments.

Meal Plans
First Year Students
All First Year Students are required to purchase a CHF 1,600.00 ($1,600.00) meal card plan on their **Falcon Card** for each of their first two semesters at Franklin (not including summer). Money paid for the mandatory Meal Plans cannot be rolled over from semester to semester. So, be sure to watch your balance and spend down any remaining funds at the end of the fall semester (December) and at the end of the spring semester (May). Students will be billed for this expense, which they can choose to pay directly to the Office of the Bursar or by credit card at Online Payments. There will be no charge for the Falcon Card.

**Note:** First Year Students are defined as students attending university as full time students for their first time or not having the credit hours needed to meet the requirements to be a Second Year Student (sophomore). Second year (sophomore) and third year (junior) status students have different requirements—please see below.

Second Year Students
All Second Year Students are required to purchase a CHF 500.00 ($500.00) meal plan on their **Falcon Card** for each of their second year status semesters at Franklin (not including summer). Money paid for the mandatory Meal Plans cannot be rolled over from semester to semester. So, be sure to watch your balance and spend down any remaining funds at the end of the fall semester (December) and at the end of the spring semester (May). Students will be billed for this expense, which they can choose to pay directly to the Office of the Bursar or by credit card at Online Payments. There will be no charge for the Falcon Card.

**Note:** Second Year Students are defined as students attending college as full time students for their second full year and as transfer students with sophomore status (more than 30 and less than 60 earned credits). Students with credit hours giving them third year status (junior) are not required to purchase a meal plan.

All Other Students
There is no meal plan requirement for students after their second year at Franklin or who have achieved third year status (see above for full explanation). However, students can choose any one of the following meal debit card options:

<table>
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<tr>
<th>Swiss Franc Amount</th>
<th>US Dollar Amount</th>
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Students can choose one of these options by either making a payment by credit card at Online Payments, or by directly paying in cash or by credit card at the North Campus Dining Hall.

**Bonuses and Credit Rollover**

If you make a CHF 500.00 minimum purchase on your Falcon Card, you will receive a 10% bonus (an additional CHF 50.00 on your card.) Additionally, you will receive a 10% bonus each time you add a minimum of CHF 350.00 to the balance. Debit card balances will roll over between Fall and Spring Semesters, but will not roll over to Summer or the following Fall Semester. Make sure you watch your balance and spend down any remaining balance at the end of the Spring Semester.

**Debit Plan Benefits**

Having a meal debit option not only ensures that you always have access to a nutritious meal or a between class snack while on campus, it provides savings in addition to the 10% bonus offered when purchasing a plan of CHF 500.00 or greater. Debit card users receive extra savings on the traditional meal, vegetarian meal or pasta of the day. Card users pay just CHF 13.00 for a meal that includes the main course, a small soup or salad and water, a meal choice valued at CHF 16.50 if not using a Falcon Card debit plan. For parents it is a great way of knowing that your son or daughter has access to a nutritious meal at a reasonable price.
Student Government Association (SGA)
The Franklin University Student Government Association (SGA), elected by the student body at large, assumes the duty of representing students’ needs and interests in all facets of University life, from academics to student engagement. The SGA is composed of an assembly of elected student representatives and a five-person executive board. The SGA itself, under the oversight of the President, Vice-President of Community Development, Vice-President of Programming, Treasurer, and Secretary, is composed of the following five committees: Academics and Policy, Community Development and Initiatives, Clubs and Programming, Budget Inventory and Data, and Public Relations and History. The General Assembly holds open meetings weekly to manage assorted University social events, allocate student funds, and to discuss the refinement of University policies vis-à-vis students’ interests.

The SGA is intended to be the most effective means of initiating discourse between the student body and administration. Student representatives also sit on various administrative committees and task forces, including, the Faculty Assembly, Curriculum Committee, and Library committee. The Student Government Association is responsible for providing students an opportunity to develop and
enhance leadership abilities while promoting institutional betterment and innovation.

**Student Government Association Alcohol Policy**

**General Statement on SGA Alcohol Policy:**

a) Advocates the rights of the individual, but encourages the responsibility of the individual on and off campus.

b) Individuals are subject to all local laws of Sorengo-Lugano and all Federal laws of Switzerland.

c) Both academic campuses (North Campus and the Kaletsch campus, including the Grotto) are dry campuses unless permission is granted for special events. Only alcohol that is provided by the host(s) during the event is permissible in the university facilities (residences excluded).

d) Additional spaces within residences must be reserved.

e) Alcohol is allowed in all residences, as long as consumption does not violate the *Princeton Clause*.

**The Princeton Clause:**

“When the consumption of alcohol contributes to behavior that (a) intimidates, threatens, or injures others; or (b) leads to the destruction of property; or (c) infringes on the peace and privacy of others; or (d) violates the [Franklin University Switzerland Code of Conduct], students are in violation of policy.”

An individual found in violation of the SGA Alcohol Policy three times will be referred to the Dean of Students and will no longer be allowed to attend SGA sponsored events for the remainder of the academic year.

- The individual found in violation of SGA Alcohol Policy will receive of letter of warning for each violation.
- SGA will hold these letters of violation until the end of the academic year for documentation.
- Ultimately, the Assistant Dean of Students is responsible for disciplinary actions against individuals.
• If SGA feels that a violation merits special concern, SGA withholds the right to forward the documented information to the Dean of Students.

SGA sponsored events:
• All SGA sponsored events will have sober monitors present. One sober monitor for every 20 people, a minimum of two sober monitors per event.
• Sober monitors will be required at any SGA sponsored event that provides alcohol.
  i. Regularly scheduled club meetings are not required to have sober monitors, but it remains the club’s responsibility to uphold the SGA Alcohol Policy.
  ii. Violations of this policy will be referred back to SGA for possible fines and sanctions.
• Each club is responsible for finding their own sober monitors for their hosted event(s).
  i. The name of the selected sober monitors must be presented to the SGA a week prior to the event.
• Each sober monitor shall present a report to SGA via the club liaison. The report will record any incident(s), time(s), and participant(s) of stated incident(s).
• One sober monitor must observe alcohol distribution (i.e. bar). A sober monitor may be a bartender. One sober monitor should be a roaming monitor.
  i. If sober monitors are witnessed to be intoxicated at their respective event, the club is in violation of SGA Alcohol Policy.
  ii. If sober monitors observe an overly intoxicated individual, they are responsible to alert the club’s members of the individual.
  iii. A sober monitors’ ultimate responsibility is to observe and document any incidents and provide a report to SGA.
• It is ultimately the club members’ responsibility to ensure that overly intoxicated individuals are prohibited from receiving more alcohol during the event.
  
  i. SGA cannot and will not hold clubs responsible for any alcohol consumption that occurs before or after their respective events (i.e. “pre-gaming” or “post-partying”). It is for this reason that the club reserves the right to refuse alcohol to any individual for any reason, at any time, and at any event.
  
  ii. Clubs do have the right to refuse entrance or expel any individual in violation of the SGA Alcohol Policy.

• The SGA club liaison is required to be present at his or her club’s respective event(s).

• A member of the Student Affairs Professional Staff will be present at the event as a representative of the Franklin University Switzerland Staff.

• SGA strongly recommends that the Faculty club advisor be in attendance and actively participating in the club’s event(s).

• SGA sanctions for clubs found in violation of the SGA Alcohol Policy.
  
  i. Any club determined by SGA to be in violation of the SGA Alcohol Policy will be held responsible for all damages to persons and/or property incurred during the event.
  
  ii. If SGA believes that a club has improperly used its funds:
     a. SGA withholds the right to request the return of 50% of SGA grants provided.
     b. Clubs in violation face future sanctions by SGA with regard to fund requests, club recognition, and the use of school facilities.

**ALL SGA Sponsored Events Follow this Policy**

**Clubs at Franklin University**

Clubs are an integral part of the student experience at Franklin University. There are several active clubs on campus with a wide range
of purposes and activities. Clubs are recognized by the Student Government Association through an application process which entitles them to request institutional funding, access to space on campus and other privileges such as use of the Franklin Logo. With this budget, a club can sponsor University events such as guest speakers, concerts, or special programs and celebrations. Clubs are charged with the task of intellectual, cultural, and social enrichment of the Franklin University community through the development of interactive and engaging experiences. To be eligible for active Club status, a series of requirements must be met each semester, which are outlined in the SGA Club Manual. Past clubs have included Arab Club, Ski Club, Asian Cultural Association, Franklin Alpine Club, Garden Club, PACE, Christian Fellowship, Drama Society, Environmental Action Alliance, Improv Club, International Relations Club, Franklin Business Club, Literary Society, Photography Club, Texas Club, Franklin Basketball Club, Franklin Volleyball Club, and Franklin’s International Equity Coalition.

**The Falcon's Nest**
The Falcon’s Nest is a community space for students that host a number of programs, lectures and activities. With hardwired Ethernet and wireless capabilities, students can surf the 'Net or catch up on their communication with friends around the globe. A wide-screen television, foosball table, music stage and collection of games are all available for students looking for spontaneous fun. If you are looking for things to do off-campus, check the "Upcoming Events" bulletin board in the entry way. The Falcon's Nest is located adjacent to the Airone Residence. If you are interested in reserving the Falcon’s Nest, please contact the Director of Student Leadership and Development.

**Life-long Learning Scholarship Program**
The Life-long Learning Scholarship Program helps students by preparing them to be career-ready upon graduation from Franklin, not only with regard to academic foundations in their respective disciplines
but by providing them with skills that are essential in public and private sector employment in a wide variety of settings. By participating in the Life-long Learning Scholarship program, students will develop leadership skills and have the opportunity for practical training in a number of fields and areas.

Selection of the Life-long Learning Scholars
Students will complete a short application to the program. The description of the scholarship opportunities will be provided by the Office of Student Life and students should respond in terms of their skills and interests as well as how this will lead to career goals and practical training in their respective fields of study. The program supervisor will make the final selection from the pool of applicants who have submitted materials in response to the program needs and position description. A cumulative GPA of 2.50 or higher is required to be eligible for a scholarship. The Scholarship will be dispersed to the student in two installments per semester.

Be the Change Social Justice Conference
Every other year, through both on-campus activities as well as an off-campus retreat, the Franklin University Be the Change Social Justice Conference seeks to create an open forum in which social justice issues can be considered and discussed. By starting these conversations, students will walk away feeling more informed and inspired to create social change.

The conference is divided into two parts: the on-campus and off-campus experiences. The on-campus conference includes programs such as, but not limited to, a student panel, discussion on social justice issues, and The Tunnel of Oppression. The off-campus retreat provides an opportunity for students to head up to the Swiss mountains for an in-depth conversational experience related to issues of social change.

LIFE Program Leadership Conference
Every other year, opposite to the Be The Change Social Justice Conference, the Franklin LIFE Program produces an off-campus leadership conference for students to enhance their personal and leadership skills. The conference is open to all students, but aimed specifically at incoming new students to introduce them to major leadership topics and skills to prepare them for the leadership challenges of Franklin and beyond. By participating, students will walk away feeling more prepared for leadership roles on and off campus. The off-campus retreat provides an opportunity for students to head up to the Swiss mountains for an in-depth conversational and activity based experience related to issues of leadership and development.

**Leadership Introspection and Future Engagement (LIFE) Program**

The Franklin University Leadership Introspection and Future Engagement (Life) Program is a program to help students create a lifestyle of leadership and personal development. The program will provide guidance and support to students wanting to take a journey of personal development leading to enhancing their leadership skills in key areas which are important when taking on positions of influence. The program will be a forum where leaders can grow and learn through experiential learning and reflection in a multi- & inter cultural, co-curricular and collaborative setting.

**Other On-Campus Resources**

**Library Resources**

The David R. Grace Library on the Kaletsch Campus and the Fowler Library on the North Campus provide books, periodicals, audiovisual and electronic resources for members of the Franklin Community. The Grace Library is currently holding a collection of approximately 36,000 volumes, many print periodicals, access too many thousands of electronic journal titles, and a variety of multi-media materials. The mostly English-Language collection has been selectively developed with particular regards to the curricular needs of the University. It
occupies four open-stack rooms and includes a Reading Room and Reference area on the ground floor. The serials collection features a substantial number of titles about Europe and the European Union, and titles from European national banks. Twenty study carrels in the Grace Library Reading Room are available for laptop computer use via wireless network access.

The Fowler Library on the North Campus houses materials in French, German, Italian, Portuguese, Russian, and Spanish, as well as books on science, math, technology, and health. These materials support our Modern Languages and Environmental Study majors and general study needs. The library occupies a large, open space overlooking the North Campus villa, incorporating a flexible dividing wall that creates a database research/instruction room with a projector, screen, and eight computers.

In addition to the print and AV collections, the two campus libraries subscribe to many indexes and full-text databases including: ProQuest resources, EBSCO host resources, MarketLine, Project MUSE, JSTOR and ARTstor. Students working on research projects can search all of Franklin’s electronic and print books and articles at once using EBSCO Discovery Service, or choose a database of particular relevance in their major. The Instructional Services Librarian provides orientations for all first-year seminar classes and meets with students one-on-one to provide individualized research help. The Library aims to be a friendly, welcoming place for students to study, and build their research skills.

Research

The Library subscribes to many online indexes and full-text databases, including: ProQuest’s Academic Research Library; Lexis-Nexis Academic Universe; EBSCO’s Business Source Complete and EconLit; Project MUSE from Johns Hopkins University; OCLC FirstSearch; and JSTOR. The Library’s on-line catalog and databases are accessible from anywhere on the Franklin University network, including the residences. Library research/orientation sessions are conducted as requested, either in classrooms by faculty or the librarian,
or individually by appointment with the librarian. There are also open orientation sessions, held in various locations, in the first month of every semester.

**Library Access**
The library is open over 80 hours per week when classes are in session and keeps extended hours during midterm and final exam weeks. The rules of the library, library fine schedule and other information are posted near the circulation desk and on the library’s web pages.

Library hours during regular class periods are:

- **Monday – Thursday**: 8:30 – 1:00
- **Friday**: 8:30 – 17:00
- **Saturday**: 13:00 – 17:00
- **Sunday**: 13:00 – 1:00

**Contact**
Library@fus.edu

**Bookstore**
The Franklin University bookstore is located adjacent to the Office of Student Life in the Airone Residence. The bookstore is open with extended hours at the beginning of each semester and holds limited hours during the semester. Students should consult their course syllabi for information about which texts are needed. The bookstore also offers used books at reduced prices when supplies allow.

**Merchandise**
Franklin merchandise is available in the Franklin University bookstore Tuesday through Thursday during office hours. Apparel, accessories, gift items and more are available for purchase. Merchandise is priced in Swiss francs and can be paid for with cash, MasterCard or Visa credit cards.
The Writing and Learning Center
The Writing and Learning Center provides students with personalized, academic support and leadership opportunities regarding all forms of writing, communication and learning.

Students come to the Writing and Learning Center to:
- Work with a peer editor on any writing assignment
- Improve study skills through individual tutorials
- Work on citing sources properly
- Find out more about becoming an academic mentor
- Learn how to become a peer editor through the LLL Scholar program
- Ask how to find a tutor for a specific course
- Attend a workshop on writing or study skills
- Access books and handouts on writing, career services and study skills
- Arrange for exam accommodations
- Determine eligibility for exam accommodations through testing
- Create a portfolio towards graduate school or career goals
- Explore options for publishing written work
- Perfect a resume or graduate school application
- Plan and complete a senior thesis

For more information on any of the above text or to make an appointment at the Writing and Learning Center email Professor Ann Gardiner agardiner@fus.edu.

Tutorial Services
The Writing Center offers a tutorial program for those students who may need help with a particular subject. The office will find a student
willing to work on a private basis with another student. The tutor is paid directly by the student. Faculty needing more information or to recommend a tutor, should contact the Writing Center in the North Campus Academic Building.

**Career Services**
The Franklin Career Services program, a vital component of the University, seeks to provide students with the skills and resources needed for career exploration and preparation through workshops, events and individualized counseling, so that they can successfully embark on their career paths in a global environment.

**Career Services offers:**
- Advising/Counseling
- Resume Writing Assistance
- Graduate School Selection and Application Assistance
- Internship and Employment Search Services
- Interview Practice and Skills
- Alumni Networking
- Special Events/Workshops
- Career Development Course

Please contact Ebonie Rayford at erayford@fus.edu to make an appointment.

**Computer Resources**
Although we encourage you to bring your own laptop computer, the University provides computing resources to all students. Public access computers and network printing services are available in the main computer laboratory, the libraries on both campuses, and the Falcon’s Nest student lounge.

Except for weekends, special periods during the academic year, and some holidays, the Lab and Library resources are available between 8:30 and 01:00.
For network access, each student is given a domain account, a college "@student.fus.edu" email address, and storage space on the network for personal files. Upon being a registered student, all official University email correspondence will only be sent to your student account. It is therefore your responsibility to check this account regularly.

All students are expected to sign the Franklin University Internet Access Policy before receiving a password for the network. (See Appendix F)

**Ensuring your computer is compatible**

Access to the university local area network is available at all times at no extra cost to students possessing capable devices via the residences or various wireless hotspots located in common areas on both campuses. Additional hotspot locations are primarily: classrooms, the computer lab, electronic classrooms, libraries, the study room, the grotto, the student lounge, the dining hall, and the auditorium. Three residences are wired for connectivity while the remaining 6 all employ wireless networking.

In order to gain access to the university network, students should ensure that their networking devices are compatible with the 802.11b/g/n protocols. Most new models of computers already have built-in capability, but should there be a need to install one, students should expect to pay from $30 to $90 for PC or USB network interface devices. However, before purchasing an adapter; do consult your user-manual, research your model online at your manufacturer’s support site, or simply ask your vendor to ensure that you need one. Also, please note that less expensive cards can have configuration/compatibility, and durability problems, so therefore choosing a wireless device in a mid-price range is recommended. Note that if you would like to bring your desktop computer to Franklin University, you need a wireless USB adapter, PCI card, or an Ethernet bridge to connect to the Internet as most of our dorms rely on wireless networking.
Protecting your computer
Regarding any electrical appliance, it is IMPORTANT to be aware of the HIGHER 220 VOLTS AC used here in Switzerland. While some desktops may have the capability to switch to using higher voltage, it is unlikely to be automatic. You MUST check the voltage capacity of your device. Again, consult your user-manual to see if you can change your voltage or if you need a “step-up” transformer. For laptops, although the conversion is automatic, you may need an outlet adapter that may cost between $7, and $40 for multi-outlet adapters.
Tech Support Contact: support@fus.edu

General Statement on the Use of Internet Social Networking Communities
Franklin University recognizes the value and potential of personal publishing in the media and on the Internet. However, it is an expectation of Franklin University that all members of the Franklin community will not use the name of the University, logo, or mascot in media content that is considered to be in conflict with the policies and regulations of the institution (Appendix F). This policy applies to any social networking or online account. A student in violation with this policy is subject to disciplinary action.

Franklin University acknowledges most students are using such sites as Facebook to locate friends and get to know people. Over six million users sign in to Facebook on a daily basis and on average; a student logs into Facebook more than three times a day. However, users should realize a profile on the web is in the public domain. There is a chance a student may have a false sense of safety in a “small online community.” It is important for students to be aware that just about anyone; including potential employers, professors, University officials and even the police can easily view profiles online. Access to user profiles is much easier especially if the privacy settings are not correctly configured and in place.
To help minimize the risks of social networking sites, review your profile settings for each service and ask yourself the following questions:

- Can other people see the groups I have joined?
- Can non-group members read what my groups say about me?
- Am I making any personal contact information public (email, phone number, address, etc.)?
- Do I have pictures in my profile? Am I or anyone else doing anything illegal, embarrassing or inappropriate in these pictures?
- Do I care if my parents, professors, University Administrators, or potential employees to see these pictures?

If the answer to any of these questions is not a firm **NO**, then do consider changing your privacy settings or altering your profile.
Section 3
Housing and Residence Life
RESIDENCE LIFE

Embrace Engage Empower Explore

Vision
To develop a “home away from home” that fosters students’ sense of curiosity while collectively challenging them to become global citizens

Mission
To provide safe, vibrant, multi-cultural residential communities which cultivate a sense of global citizenship and mutual understanding and celebration of our differences through purposeful programming

Living in Franklin University Residences

The Office of Student Life is committed to providing students with living environments that will enhance their academic experience and social development at Franklin. While attending university in an international environment can be exciting and stimulating, it can also provide unique challenges. The entire Student Life staff is here to assist individuals as they adjust to life as students in Lugano, Switzerland. We work to provide students with many diverse opportunities and resources that will encourage personal growth and cross-cultural understanding.

Any full-time Franklin student is eligible to live in the University residences. Part-time students may be housed on campus if space is available and only with the permission from the Coordinator of Residence Life and Housing. Every student living in a Franklin University residence is required to sign the ‘Franklin University Housing Agreement’ (Appendix A). This is your rental contract, and it provides basic guidelines and policies for living in a Franklin University residence.
Resident Assistants
Your Resident Assistant (RA) is a full-time Franklin student who is trained to be a resource for you within your residence community. RAs are trained to create community through providing peer support, organizing programs for community development and enforcing residence hall policies. Your Resident Assistant is also the person who will assist you with checking in and out of your residence at the beginning and end of the year and/or semester. Additionally you can go to the Office of Student Life where there will always be an RA available.

Residence Hall Meetings
A Residence Hall meeting is held in every residence generally on the first Wednesday evening at 9pm each month, and is deemed necessary by the Residence Life Staff. A full schedule of the 2014-2015 Hall Meetings can be found in the appendix. Attendance at these meetings is mandatory and attendance is taken. In these meetings, facilitated by the Resident Assistant, important information from the Office of Student Life and the Student Government Association (SGA) is shared and discussed. These meetings also provide residents with the opportunity to ask questions, express concerns they may have regarding their residence, and discuss upcoming programs. Missing residence hall meetings may effect housing sign-up privileges (being placed at the end of your housing sign up group, and then moved to the subsequent sign up group for each missed meeting) or have disciplinary repercussions for the following academic year.
Franklin Residences

All rooms and apartments in Franklin University residences are fully furnished with the exception of bed linens, towels, pillows and comforters or blankets. (Linens are available to rent from the Office of Student Life. Please note that only cash is accepted to cover the linen rental fee). Many apartments have kitchens, however, basic cooking equipment and eating utensils are not provided in the school inventory. Kitchen items may be left in rooms at the end of each year. For more extensive kitchen supplies students can purchase items at IKEA or local shopping centers. Laundry facilities are available in every residence. A Resident Assistant lives in each of the residences to assist students and create community. Pay phones are located in Airone, DaVinci, Florida, Giardino, and at Alba (outside the building). Pictures of our residences can be found on the Franklin University web site:  www.fus.edu

Airone

The Airone Residence is situated between the campuses and houses 45 students. All rooms include a private bathroom. While some of the rooms in Airone are for single-occupancy, many are also prepared as doubles. Eight of the spaces are studio apartments featuring kitchens (2 of which are occupied by RA’s). A community kitchen for the students is located on the ground floor. The Office of Student Life and the Falcon’s Nest (student community area) are also located on the ground floor of Airone. From Airone, you can walk to either campus within minutes, while downtown Lugano is 20 minutes away.

Alba

Alba is an apartment style building housing 40 students. Half of the apartments are studio style apartments for single occupancy, and the other half are double occupancy. Each apartment has a private bathroom and kitchen facilities. A local pizzeria is located on the first floor of this residence. Located across the street from the Lugano Train Station, Alba is a 10 minute walk from central Lugano, and a 15-minute walk from campus.
Ciliegi
Ciliegi is an apartment style residence that houses 17 students. All of the apartments, except for the RA room, are double occupancy. Each apartment has a living room, kitchenette, bedroom and bathroom. Every apartment is wired for internet connectivity. Located between the two campuses, Ciliegi is directly across the street from the Office of Student Life, Airone and the Falcon’s Nest.

DaVinci – Swiss Culture Living Learning Community
A traditional dormitory-style building that houses 55 students, all of whom are entering their first year at Franklin. Most rooms are double occupancy with a private bathroom while several are considered “partial privates” and provide students with a private single room and a shared bathroom. Every room is wired for internet connectivity. A common room with a full kitchen, and wireless internet access and connection ports are located on the ground floor. The DaVinci Residence is on the north campus and a 15-minute walk to downtown Lugano. The entire building is the Swiss Culture Living Learning Community. Residents of the community will learn and develop a passion for their understanding of Swiss history, food, languages and culture through special programs with faculty and excursions across the country. Past trips have included visiting castles in French speaking Switzerland, enjoying unique barefoot hiking in the Alps and witnessing traditional landsgemeinde voting in the German speaking region.

Giardino
Giardino houses 38 students and offers several living options. Multiple occupancy apartments include a common kitchen and dining area, bathrooms, and single bedrooms. Several of the apartments are studio-style and are available for triple occupancy. They include a kitchen, private bathroom and balcony. A local restaurant and café located below the residence. The Giardino residence is about a 5-minute walk from the Kaletsch campus.
Girasole A
Girasole is an apartment-style building that houses 32 students. Apartments are all single occupancy with each apartment equipped with a kitchenette and private bathroom. Every kitchen is equipped with a microwave oven. A common room with a television and a community kitchen are located on the ground floor. A small café/bar and a mini mart are all located across the street. Girasole is a 15-minute walk from campus and a 10-minute walk to downtown Lugano.

Girasole B – Alpine Adventure LLC
Girasole B is the home of the Alpine Adventure Living Learning Community, housing 20 students, where the apartments vary from single to double occupancy, and there is also one triple-occupancy space available which provides residents the opportunity to experience Switzerland through outdoor activities. Programs can include organized backpacking, rock climbing, skiing, and rafting trips as well as educational opportunities such as knot tying clinics and avalanche safety training. This part of Girasole is predominantly reserved for first year students, while the returning students who live here are a crucial part of the Alpine Adventure LCC.

New Residence A
This new residence is located within minutes of both campuses and is designated as a 22 hour quiet living area. There are four 4-bedroom apartments, and two 6 bedrooms apartments. Each 4 bedroom apartment has 4 single-occupancy rooms, while the 6 bedroom apartments contain two double rooms and two single rooms. Each apartment has a kitchen and living room with two bathrooms and are all wired for internet connectivity.

New Residence B – Wellness LLC
The New Residence B Wellness LLC is an application only community for students who are looking to be free from all substances and improve their general physical and mental wellness. This 24 hour quiet
living area and is located within minutes of both campuses. It features single rooms in multiple apartments. Apartments vary in terms of the number of bedrooms in each apartment. All rooms are wired for internet connectivity. Students in this residence have the opportunity to participate in different events ranging from, yoga, healthy eating with a nutritionist, to study breaks and learned conversations about different cultural habits related to substances.

Panera
Panera offers triple-occupancy and a double-occupancy apartment that house 39 students. All apartments include a living room, kitchen, bedroom, and bathroom. Some apartments have private balconies. Panera is located on the main campus and is directly across the street from a small market and the local post office.

Living Off-Campus
Franklin University requires all full-time students not residing with their parents or legal guardians to live in a Franklin University Residence. Students may live off-campus only if they apply by April 1, 2015 or by November 7, 2014 (for Fall Leave of Absence students) and meet the following requirements:

1. The student must have over a 2.8 cumulative GPA.
2. The student must have written permission from a parent or legal guardian.
3. The student must have at least 60 credit hours or be over 20 years of age.
4. Be in good standing with no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application deadline.
5. The student must Receive permission from Franklin University

Students who wish to live off campus must apply through the Office of Student Life (See Appendix B). Students who wish to live off-campus must also sign the Off-Campus Living Agreement (See Appendix C).
Please note that applying to live off-campus does not automatically guarantee approval. Students receiving Financial Aid will see a reduction in their aid packet should they choose to live off campus.

*Note: Students living off campus are responsible to purchase liability insurance for third parties (in Switzerland it is called RC insurance). It is often noted in the rental contract. For more information please ask the Office of Student Life.*

**Checking in/Out of Franklin University Residences**

**Check-In For Students New to Franklin**

Each student will:

1. Be asked to hand in his/her passport for several days in order to obtain a Swiss Residence Permit.
2. Required to read and sign the Franklin University Housing Agreement.
3. Receive and sign for one (1) key to their assigned room or apartment.
4. Receive and sign for a laundry card with 40 CHF of laundry credit, which is automatically billed to the student’s account.
5. Be required to complete a Room Condition Report (RCR) with his/her Resident Assistant.
6. Receive information regarding orientation and the meeting time and place of the first Residence Community Meeting.

**Check-In for Returning Students**

Check-in for returning students will occur at the Office of Student Life during specific hours on the day specified in the Housing Contract and communicated via email by the housing department. Returning students are also required to hand in their passport for several days in order to renew their Swiss Residence Permit. Check-in procedures for Returning Students are the same as for new students.
*Please note: Returning students are not allowed back on campus or allowed to check-in before the scheduled check-in date. Students who arrive early will be asked to find their own accommodations (not on campus) until the scheduled check-in date. Students who know they will be arriving after the scheduled check-in date are asked to contact the Office of Student Life in advance.

Checking Out of the Residences
Students are required to schedule a specific check-out time with their Resident Assistant. All rooms and apartments must be thoroughly cleaned before the scheduled check-out, and must be left in the same condition as when the student checked in and as noted on the RCR.

a. All food and trash must be disposed of properly.
b. All dishes must be clean and put away.
c. All items that did not come with the room, or is not on the Room inventory list included on the Room Condition Report (RCR) must be removed and disposed of properly.
d. Rooms should be swept and mopped.
e. All sinks, showers, refrigerators and other appliances must be cleaned.
f. Everything should be shut and turned OFF.
g. All electronics must be unplugged.
h. Doors should be left locked, while windows and blinds should be closed and locked.
i. All students must schedule a check-out time with his/her Resident Assistant. At the time of the check-out, keys and laundry cards should be turned into the Resident Assistant.

Failure to complete a proper checkout will automatically result in a 300 CHF fine and the possibility of additional cleaning and removal fees. Additionally, students who fail to complete a proper check-out risk being taken out of their housing assignment for the following academic year. Failure to turn in a laundry card will result in a 35 CHF charge for its replacement. Failure to turn in keys will result in a 300 CHF charge for a lock-change.
Students will be fined for missing inventory and any room damages that occurred while they were occupying a room/apartment. Any extra items left in rooms will be removed and disposed of at the cost to the student. Removal fees will be assessed for any furniture or items left in student rooms that are not part of the room inventory. Additionally, cleaning and plumbing charges will be assessed for rooms left in a messy or unclean condition. Students who violate the smoking policy will be charged for repainting the room, replacing the mattress, and replacing the curtains.

Any student not returning to Franklin University must return his/her residency permit and health insurance card to the Office of Student Life.

**Housing Agreement**

Every student living in Franklin University housing is required to sign the Franklin University Housing Agreement (Appendix A). This agreement serves as the student’s rental agreement for his/her room/apartment with the university. This agreement includes basic guidelines and policies as well as the rental dates for living in the residence. This requires the signature of a legal adult. Students who are not at least 18 years of age will need to have the signature of a parent or legal on this agreement. Apartments are rented to students but under the control of the institution. Therefore the university has the right to conduct room searches when needed with adequate notice.

**Keys**

During the check-in procedures, each resident must sign out their specific dorm key when he/she is issued the key(s) to his/her room/apartment. The room key(s) are the student’s responsibility and should never be lent to anyone. For lost keys, the resident must immediately notify the RA and then fill out a Lost Key Form in the Office of Student Life. A lock change will then occur and the resident will be billed 300 CHF for the cost of the key and lock replacement. Because all keys are registered for security reasons, copies may not be made at any store in Lugano.
Room & Apartment Inventories (RCR)
Once a student checks into his/her room/apartment, the student will complete an inventory (RCR) with his/her Resident Assistant. The general condition of the room/apartment and its contents at the time of check-in is noted on this inventory. This same inventory will be used at the time of check-out. Please pay special attention to any marks on walls or floors present prior to you moving into the room. Also be sure to record any damages to furniture noticed at the time of check-in. You will be charged for any damages that occurred while you occupied the room. Additionally, charges will be assessed for any inventory items that are missing at the time of check-out.

Damages
Residents may be charged for any damages to their assigned room/apartment. Once the Housing Agreement is signed the student becomes solely responsible for their room/apartment. Special attention will be given to any pre-existing damage during the check-in process. Any damages found during the check-out process that were not documented on the RCR at the time of check-in will be billed to the students’ accounts. Individuals who damage Franklin University Residence property will be charged for the cost of the repair or replacement of the items damaged and may be subject to disciplinary action.

Damages to Common Areas
Students may also be charged for damages to elevators, lounges, pay telephones, laundry machines, and common areas. Individuals who damage University Residence property will be charged for the cost of the repair or replacement of the items damaged and may be subject to disciplinary action. If the resident(s) responsible for damage cannot be identified, the charges may be divided among all residents. The Office of Student Life works to encourage community responsibility and to
reduce carelessness and vandalism by identifying, whenever possible, those residents directly responsible.

**Decorating Your Room/Apartment**

Residents should be aware that any items hung on the walls of the room/apartment may cause damage to the wall, either by leaving a hole or tape marks. Rooms must be left in the **SAME** condition as they were when first occupied. Any damages will be repaired after the student has vacated the room/apartment and billed to the student’s account. Painting your apartment is not permitted.

**Furnishings**

All rooms/apartments are furnished with the exception of pillows, duvets, sheets and towels. Rooms with kitchenettes may have some basic kitchen supplies. Students who wish to have more extensive kitchen supplies must purchase their own. Single semester study abroad students may rent a linen set from the University for the semester. The rental fee, which must be paid in cash at the time of rental, includes the cost of dry cleaning at the end of the rental period.

Any furniture belonging to a room or apartment **must stay in that room or apartment.** Room/Apartment furniture should not be taken outside or be placed on balconies. Students should do their best to take care of the furniture that comes with their room or apartment. Any furniture removed or damaged will be charged to the students account for replacement.

**Repairs**

Any resident with something in need of repair in his/her room/apartment should alert their Resident Assistant or the Office of Student Life. In order to ensure maintenance repairs, students must fill out a Residence Work Order (Appendix D). Work orders can be found at the RA desk in the Office of Student Life or with the individual RA’s. Work orders are generally filled within 3-5 working days unless major repairs are needed. Students will be charged for repairs that are necessary beyond normal wear and tear.
Garbage Disposal

Municipal regulations require the use of approved plastic bags for one's garbage disposal. These bags are black or gray in color and can be bought at any supermarket and are labeled "SACCHI PER RIFIUTI." Under Swiss law, these bags should never contain glass, plastic, liquids, hot ashes, or heavy and big objects. Once the bags are filled with trash, they must be closed and tied before being deposited in the appropriate containers located outside the buildings. Trash must never be left in doorways or halls. If trash is found in the hallways or common room and it is unable to identify to whom the trash belongs, the hallway or entire building will be charged a trash fine. Please note that special containers for glass may be found near the residences. If you have specific questions about trash disposal, please ask your Resident Assistant. Residents who do not appropriately dispose of garbage are subject to fines under Swiss Law.
Additionally, they will be faced with disciplinary sanctions by the University and including potential fines.

Pets

Due to health, damage and nuisance concerns, pets of any kind are NOT allowed in the residences at ANY time. This includes animals owned by friends, family or neighbors. This is clearly stated in the housing contract. Any student found in violation of this policy will face disciplinary action from the Office of Student Life. Residents may not volunteer to pet-sit an animal on campus, nor can guests of residents bring pets to stay on campus.

Cleaning Supplies

Some cleaning supplies, (Brooms, mops and dust pans) are available for student use and can be checked out from your Resident Assistant. While students are encouraged to purchase their own cleaning supplies so that they can keep their rooms clean throughout the semester.
Laundry
All Franklin residences are equipped with card-operated washing machines and dryers. At the beginning of the Fall semester (and at the beginning of the Spring semester for those students who are enrolled for Spring only), each student will receive a laundry card charged with 40 CHF (this amount will be billed to the student account). After this laundry credit has been used, you can come to the Office of Student Life to purchase additional credit (in increments of 10 CHF). At the time of check-out, you will be required to turn in your laundry card to your Resident Assistant. Failure to do so will result in a 35 CHF charge. There will be no refunds for any remaining laundry credit on a laundry card and should a student lose their laundry card they will need to be charged the 35 CHF for a new card as well as credit for this card.

If students change rooms during the year, they will need to return their old laundry card. Their account will be charged 40 CHF for a new laundry card for their new residence building. If students move within the same building, this change is not required.

Our washing and drying facilities are comparable with most European laundry facilities. Machines are often smaller and have different cycles than American washing and drying machines. These facilities are easy to use; however, instructions can be found in all laundry rooms and you can always ask your Resident Assistant if you need help with the machines.

**Please note:** municipal law states that laundry is not permitted on the balcony if it is hanging off the railing and can be seen from the street. Residents should buy drying racks at the local supermarket or department store.

Telephones
There are no landline telephones in any of the apartments on campus, with the exception of the rooms occupied by Resident Assistants. Because mobile phone costs are quite reasonable, there is no need to
install a landline telephone. For Internet access, all Residences have internet connectivity availability in common rooms and in individual rooms/apartments. Therefore it is not permitted to install a telephone line in a Franklin University Residence.

**TV Satellites**
Satellites are not permitted in Alba and Girasole Residences, as cable is already available for television reception. If a student living in another of the residences wishes to purchase and connect a satellite dish in their apartment, permission must be obtained from the Housing Coordinator. When a student vacates his/her apartment, it is his/her responsibility to remove the satellite dish and all other equipment, otherwise a removal fee will automatically be charged to the student. Cable television connections are available in the Alba, DaVinci, and Girasole Residences. In addition, televisions are located in Ben’s Den, the Falcon’s Nest, and the Common Room of Girasole.

**Storage**
The University recommends the use of local shipping and storage companies for students wishing to store personal belongings in Lugano in between academic sessions, or for an extended period of time. These companies can be contacted privately for personal arrangements at any point during the year. Students are responsible for their own storage. Boxes and labels are available in the Office of Student Life.

**Energy**
We encourage students at Franklin University to be conscientious citizens of the world. One of the ways to do this is by conserving energy. Some simple steps can be taken to do your part: 1) Turn off lights and other electrical appliances when not in use; 2) Conserve heat by regulating radiators rather than opening the windows; 3) Close all outside doors in the winter; and 4) Save water when showering, using the bathroom and kitchen.
Security
Franklin University employs a security company (Vigilitas) to patrol the residences from 23:00-5:00 nightly. On occasion, students may be asked to provide their identity to a security agent. Students are expected to comply with this request. It is also important that students do their part to help keep themselves and the residences secure:
1) Keep your door locked, even if you leave your room/apartment for only a few minutes;
2) Be sure to keep your windows shut and locked when you are not home;
3) Do not give your key to anyone else, especially a non-Franklin person;
4) Keep your valuables and passport in a secure place;
5) Do NOT prop entrance doors to residences. If you notice an entry door open, please close it;
6) Notify your Resident Assistant any guest that is staying with you. If you notice someone who does not seem to belong in the residences, report this person immediately;
7) If you notice anything strange or suspect, immediately contact your Resident Assistant or call the RA duty phone;
8) After dark, it is best not to walk alone.

Franklin University has a Campus Safety program which provides Campus Safety Managers in the evenings so that students can be escorted from the Library to their residences. The Safe-Walkers can be reached on the Campus Safety duty phone, the number for which will be provided to students at the beginning of the year.

Smoking Policy
All Franklin Residences are completely smoke-free, including cigarettes and shisha. In Airone, Girasole, Panera, and Giardino, smoking is permitted only on balconies, provided that the entry door is closed. In DaVinci smoking is not permitted on balconies. Violations of the smoking policy will result in the following:
- 1st Violation: 150 CHF Fine
- 2nd Violation: 300 CHF Fine, and guilty parties will be moved to the final day of housing and be able to sign up only after all other students have signed up for housing.
- 3rd Violation: 600 CHF, potential removal from University residences at the end of the semester or year (impacting your legal permit standing in Switzerland) and disciplinary sanctions.

Additionally, students who violate the smoking policy will be assessed charges at check out for repainting the room/apartment, replacing the mattress, replacing the curtains, and extra cleaning (totaling a minimum of 1000CHF)

Fire Safety

It is extremely important for all Franklin University students to be careful about possible fire hazards. Be sure to familiarize yourself with all exits in your building.

If there is a fire in your residence:
1) Feel your door for temperature. If it is hot, do not open it!
2) Close all windows;
3) If you cannot leave your room/apartment, stay calm. Call 118 to notify authorities of your location or call 079-211-4689 to notify a Resident Assistant;
4) Stuff wet sheets or clothing in cracks under your door;
5) If you leave your room/apartment, close the door behind you;
6) Do not use the elevators;
7) Do not re-enter a building until you have been instructed to do so.

Tampering with fire extinguishers, registering a false alarm, removing fire safety information from your room/apartment or residence, or intentionally/unintentionally setting a fire can endanger life and property, and may result in the cancellation of your housing contract, restitution, disciplinary action, possible criminal prosecution and a minimum fine of 800 CHF from either/both the fire department and the Office of Student Life.
BBQ/Grilling Policies
Students are permitted to have grills only on the ground floors of buildings that have outdoor common areas. All grills must be away from the residence to prevent fire hazards and can never be inside or on any balcony or public walkways. Any students found to be grilling in non-permitted areas will be fined (150CHF), assessed for any damages, and could have their grills/BBQ confiscated.

Roommate Policies
The roommate relationship can have a significant impact on a student’s experience in university. It is extremely important that roommates demonstrate respect and courtesy for one another. At the beginning of the year, all students who are not living in single rooms will discuss and create a roommate agreement with all roommates: cleanliness, study and sleep habits, visitors, sharing/borrowing personal items, stereo noise, etc. Such conversations between roommates can usually avert any serious conflicts. Below are some tips for creating a positive living environment.

Maintaining an Academic Environment - Be responsive to each other’s requests for quiet whenever asked. This includes turning down the stereo or television when asked or asking guests to be more considerate, etc. You are requested to be courteous in this manner whenever asked. It’s not a difficult thing to do and may save you and your roommate a lot of stress later on. Remember, it’s just as much their room as it is yours!

Entertaining of Guests – Whenever you are entertaining a guest, you have a responsibility to be respectful of your roommate. Please be considerate of your roommate’s right to privacy, and be respectful of his/her possessions. Mutual understandings should be reached between you and your roommate regarding the specific length of time and manner in which your room/apartment will be used for entertaining or housing guests. These must be outlined in the roommate contracts which are completed with the RA. The roommate should not feel compelled to leave the room in order to accommodate a
guest, nor should he/she be placed in a situation that might cause embarrassment or inconvenience. Also remember that you are ultimately responsible for your guests and the behavior of your guests. Any time a guest is staying within a residence the RA should be made aware. For a guest staying more than 5 days on campus, the RA and Coordinator of Residence Life and Housing should be made aware for security reasons. As guests must be registered on campus, please note that students who do not register a guest can face a monetary penalty. See additional information in Section 4 of the Student Life Handbook.

**Cleanliness of Room/Apartment** - It is the responsibility of each resident to help keep rooms/apartments clean and healthy. By keeping your personal areas neat, clean and in a presentable fashion, potential conflicts can be avoided and will make living together much more comfortable. Also, personal hygiene should be such that it does not create an unhealthy or unpleasant condition for a roommate or others living around you. In cases when a room or apartment is found to be in an unsanitary condition, the University has the right to have the apartment cleaned by a professional cleaner at the student’s expense. Regular Health and Safety inspections may be implemented as necessary to alleviate any of these potential problems.

**Conflict Resolution** - Sometimes outside help is needed to resolve conflicts, especially when roommates find themselves in one of these situations:

- trying to work out conflicts but “not getting anywhere”
- repeated confrontations over the same issues without any progress
- experiencing conflict over an issue for which neither roommate has the answer

Outside help can be found quickly and easily from a staff member of Student Life. First a student must consult with their RA, who is trained in conflict resolution and who has a great deal of experience in helping others find solutions. The Professional Staff Member on duty may also
be contacted in emergency situations, but you should always contact your RA first.

**Room/Apartment Changes**
A student room/apartment is rented for the full academic year (with the exception of pre-established semester abroad students) and cannot be changed in most circumstances due to requirements of the local authorities concerning the student's residence permit. This is clearly stated in your ‘Housing Agreement’ (Appendix A). However, in the case of emergencies and with the permission of the Coordinator of Residence Life and Housing, a student may change rooms provided that there is other space available and the student has already spoken to his/her RA to try and resolve the conflict.

Room/Apartment and roommate changes will not be granted during the first two weeks of the semester, except in extreme cases. The reason for this is to give residents the opportunity to work out their problems and find an acceptable living arrangement.

Residents may not move from their assigned room into another residence without prior permission of the Coordinator Residence Life and Housing. Simply switching keys and moving is not permitted. If this occurs, a fine and disciplinary sanctions will be assessed for each student involved.

The University reserves the right to re-assign apartments to students in the event of violation of residence rules. Students must be in good academic and disciplinary standing to request a room change. Students who wish to change apartments must make an appointment with the Coordinator of Residence Life and Housing to discuss potential options. Additionally, students who elect to change rooms after the fall semester will be held fully responsible for all cleaning charges associated with cleaning the room/apartment that they are vacating. A student who changes rooms/apartment at semester will have to fully vacate the space, completing a check out and will not be able to check in to the new room/apartment or receive the key until the
student returns for the following semester. The storage of items is the responsibility of the student. Students will also be responsible for a new laundry card for their new residence.

**Room/Apartment Vacancies and Consolidation of Empty Spaces**

Changes in housing assignments, including the allocation of empty beds, are arranged through the Coordinator of Residence Life and Housing. Any student occupying a double room as a single will be billed the single room rate due to the occupancy of the space and the increased cleaning cost at the end of the year. Two students occupying a triple as a double will be billed the double room rate due to the occupancy of the extra space and the increased cleaning cost at the end of the year. Openings in rooms/apartments will be assigned to students on an on-going basis. Empty rooms are not to be used by other students in any way and will be locked by the university. If a student would like to request this room to be opened, they have the ability to make this request understanding that they will be charged the standard housing cost, should the room not be needed by the University. If any student is found occupying or using a vacant room/apartment in any way he/she will be subject to disciplinary action and will be charged the cost of occupying this space.

Students living alone in a double- or multiple-occupancy apartment have two options that they can request: a) the student may request a roommate(s) to assume an empty space, b) the student may request to "block" that space, however, both of these request is are reviewed by the Coordinator of Residence Life and Housing and allocated based on availability of beds. Students must formally request either of these options which are available directly from the Coordinator of Residence Life and Housing. In the case where students have “blocked” an extra bed in their room, they will be charged an increase of USD 1500/CHF 1500 for the semester and the bed will no longer be able to be used by the university as it has been paid for. A student who has not paid for the extra bed in their room to be taken off-line, has the potential to be
placed with any roommate as deemed necessary by the Coordinator of Residence Life and Housing. In keeping with the principles of fairness and social concern that guide community living in a residence, students should welcome new roommates. If a student is found to be difficult with a new roommate or actively seeks to create a hostile environment for the new roommate, the Student Life staff will adjudicate such matters. The resident in question is subject to administrative review of assignment or contract status and may be subject to disciplinary action and/or be required to move.

**Room/Apartment Search and Entry Policies**

While residents have a right to privacy, they also have a responsibility to abide by Franklin University policies and municipal and civil laws while living on campus. The University, according to municipal law, reserves the right to inspect rooms/apartments at any time for the purpose of inspection, repairs, inventory checks, or to investigate suspicion of policy violations or to correct a hazardous, disruptive, or life-threatening situation. This is clearly stated in the Housing agreement signed by every resident.

Students are required to keep their apartments in good order. Room/Apartment inspections are not only directed toward a student's cleanliness, but are also a means of checking on the condition of the furnishings that come with the apartment. In cases when a room or apartment is found to be in an unsanitary condition, the University has the right to have the apartment cleaned by a professional cleaner at the student's expense. If the cleanliness and general sanitary condition of a room/apartment gives repeated cause for concern, the Office of Student Life may be forced to institute a policy of random room inspections, which may result in disciplinary action and fines, including, but not limited to, dismissal from the residence. The Office of Student Life conducts room checks during each academic travel period and during the winter holiday to ensure safety.
Housing Selection for Returning Students
Each spring semester, the housing selection for the following academic year occurs. The dates, location and order of return housing registration will be announced by the Office of Student Life. The Housing Deposit 1000 CHF or 1000 USD must be paid in full BEFORE a student is allowed to participate in this process. This deposit will later be deducted from the total semester residence fees. This fee is nonrefundable if the student fails to attend Franklin in the fall. Housing selections are not confirmed until the deposit has been paid and a housing contract has been signed. However, as stated in your Housing Agreement, Franklin University reserves the right to change any housing assignment at any time. Any student at Franklin University who is registered for a full 12-hour course load is eligible to live in the University residences. Part-time students may be housed on campus if space is available and with specific permission from the Coordinator of Housing.
Code of Conduct

Purpose
The purpose of this Code is to provide a framework for a Judicial system at Franklin University. Its primary function is to assist in the execution and support of the rules in the Student Life handbook as well as protect the rights of all members of the Franklin community.

Because the Franklin University Judicial System and Code of Conduct are intended to promote and uphold a set of shared community standards centered on the basic notion of respect, it is imperative that all Franklin University students familiarize themselves with their responsibilities and rights as members and rights as members of the community.

The code was drafted and continues to be edited yearly thanks to input from Franklin University students, faculty, and staff. To this end, the Judicial Board welcomes an ongoing and open dialogue with all community members on how to better the processes by which the Judicial Board seeks-fairly and impartially-to guarantee the continued benefits of life and study in our innovative multicultural scholarly environment.

Solidly rooted in values such as tolerance and dialogue, the Franklin University Judicial System and Code of Conduct require all students to recognize and give proper value to the core concept of respect: Respect for Self and Other; Respect for Diversity of all kinds; Respect for Local Laws and Customs; Respect for all University Rules and Policies designed to maximize the many privileges and opportunities for learning at Franklin University, both in and out of the classroom.

The Franklin University Judicial System Board is designed to promote respect for community standards through a commitment to student development and educational outcomes, in accordance with the Mission Statement of the University and the University-Wide Learning Goals.
Structure of the Judicial System

Although every member of the Franklin University community is required to participate in upholding the values of the Code of Conduct, the Judicial System at Franklin University formally consists of five separate entities:

- Campus Safety Managers
- Resident Assistants (RAs)
- The Assistant Dean of Student Life
- The Judicial Board
- The Dean of Student Life and Engagement
- The President of the University

Roles of Judicial Entities within the Judicial System

Resident Assistants (RAs)

The role of RAs within the Judicial System is to record and report all violations of the Franklin Code of Conduct. All violations will be reported to the Coordinator of Residence Life & Housing and Assistant Dean of Student Life on an Incident Report Form (IRF). Resident Assistants have been trained to determine when a policy infraction has occurred.

Coordinator of Residence Life and Housing

The Coordinator of Residence Life and Housing receives all incident reports from RAs.

The Assistant Dean of Student Life

The Assistant Dean of Student Life receives all incident reports. It is the role of the Assistant Dean of Student Life within the Judicial System to receive and classify all violations, and to adjudicate Class 1 and Class 2 violations, and forward Class 3 violations to the Judicial Board. In Judicial Board proceedings the Assistant Dean of Student Life acts as Co-Chair of the Judicial Board.
The Judicial Board (JB)
The Role of the JB within the Judicial System is to receive and adjudicate Class 3 violations.

The Faculty Co-Chair of the Judicial Board
The Faculty Co-Chair of the JB will receive student appeals on the judicial decisions made by the Assistant Dean of Student Life for class 1 and 2 violations.

The Dean of Student Life and Engagement
The Role of the Dean of Student Life and Engagement within the Judicial System is to receive student appeals on judicial decisions made by the Judicial Board for class 3 violations.

The President
In case of a conflict of interest with regard to Class 3, the Dean of Student Life and Engagement will refer appeals to the President, or a presidential designee.

Statement of Students’ Rights
All students possess rights and responsibilities which must be held in high regard. This section defines the standards of conduct expected of each member of the Franklin University Community. The standards apply to all students regardless of class level, place of residence, or group affiliation. In order for all students to pursue their academic goals, each member of the university community must accept responsibility for ensuring that his or her actions do not interfere with the ability of others to attain their goals.

I. Primary Rights
a) The right to a safe and secure university campus environment.

b) The right to read and study without undue interference from one’s roommate, neighbors or fellow community members is primary. One
of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.

c) The right to sleep, the right to one’s personal belongings, the right to free access to one’s room, and the right to a clean environment in which to live are also primary. Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to live and learn.

d) The right for redress of grievances is primary. If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate action and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from due process.

II. Secondary Rights

Secondary rights of the individual are those which should be protected but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights are:

a) The right to personal privacy: All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.

b) The right to host visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of all residents, and to adhere to all policies and regulations.
Due Process from Class 1 and 2 Violations

The student who is sited with Student Code of Conduct Class 1 or 2 violations will be treated with care, concern, honor, fairness and dignity.

With regard to Class 1 and 2 violations, a student accused of violating the Student Code of Conduct has certain rights:

a. To be advised of pending allegations.
b. To review the available evidence.
c. To respond to the charges that has been stated.
d. To have the right to appeal.

Due Process from Class 3 Violations

The student who claims s/he is the victim of a Student Code of Conduct Class 3 violation and the student accused of being responsible for said violation, will be treated with equal care, concern, honor, fairness and dignity.

With regard to Class 3 violations, a student accused of violating the Student Code of Conduct has certain rights:

a) To be advised of the pending allegations.
b) To review the available evidence.
c) To respond to the charges including the right to submit a written account relating to the alleged charges.
d) To know the identity of individuals who have been invited to attend the Judicial Board hearing.
e) To a reasonable period of time to prepare for a hearing and the right to request a delay of the hearing for good reason.
f) The right to hear and question witnesses and the accuser.
g) The right to hear and review available evidence.
h) The right to present relevant evidence and witnesses.
i) The right to timely adjudication of charges as provided in this Code, and allowing for the necessary time to complete all administrative tasks related to the JB process.
j) The right to contact and consult a faculty advisor for support prior to and following the judicial hearing.
k) When allegations of violence are in question, preventative measures may be readily applied to ensure the protection of the complainant and the community at large.

Violations

Class 1

Noise
1a. Unreasonable noise is that which interferes with, or has the potential for interfering with the legitimate rights of others in the residences or areas surrounding Franklin University facilities during non-quiet hour times, otherwise known as courtesy hours
1b. In accordance with Swiss Law, Franklin University enforces quiet hours between 22:00 and 8:00. During quiet hours, sound from a room or apartment should not be audible outside the unit door nor in adjacent rooms
1c. Drinking games in community or outdoor spaces are not permitted

Smoking
1d. Smoking, including the use of smoking paraphernalia in designated non-smoking areas

Improper removal or disposal of garbage
1e. Residents must properly dispose of trash. Trash must never be left in doorways, halls, or on balconies

Safety & Security
1f. The unauthorized propping of public access doors or windows
1g. Creating potential safety hazards by limiting access to hallways, exits, stairwells, doorways and/or common areas
1h. Engaging in door-to-door distribution or solicitation of any nature in Franklin University facilities without proper authorization
1i. Allowing the presence of more than four times the normal occupancy in a student room or apartment (maximum 15 people)
1j. Failing to keep a student room, apartment, balcony, or common space in a reasonably clean condition
1k. Keeping or housing any type of pet in Franklin University residences for any amount of time

Non-Compliance with Administrative Requirements
1l. The disregard for Franklin University administrative policies and procedures

Gambling
1m. Betting or wagering money in Franklin University residences, on Franklin University grounds, or on-line

Class 2
Destruction or Property Damage
2a. Throwing or dropping anything from a window, roof, or balcony.
2b. Damage to any University or public property or the property of another individual

Theft & Misuse of Property
2c. The theft or unauthorized use of another individual’s property or University property
2d. The unauthorized removal of any property from its assigned place
Trespassing
2e. The unauthorized access to any space

Fire Safety and Equipment
2f. Tampering with any fire or reporting equipment or interfering in any way with emergency services or procedures

Harassment and Abusive Behavior
2g. Any behavior which unreasonably interferes with an individual or group within Franklin University or the surrounding community by creating an intimidating, hostile, or offensive environment

Non-Compliance with Franklin University Administrative Policies and Procedures or Swiss Law
2h. Failing to comply with a Franklin University staff member’s request while performing his or her duty
2i. The disregard or continued non-compliance with Franklin University Administrative policies and/or violation of Swiss laws

Class 3
Drug use
3a. Possession, consumption or the distribution of any illegal or prescription drug use not accepted by the standards of the Franklin University community as guided by US or Swiss law

Destruction of Property
3b. Excessive damage to any University or public property or the property of another individual

Firearms and Explosives
3c. No person shall possess or use weapons, firearms, or explosives, including fireworks
Threatening Behavior or Violent Acts
3d. Creating a hostile and potentially unsafe environment through the making of threats or any physical acts of violence

Sexual Harassment or Indecent Behavior
3e. Creating a hostile or unwelcome environment through sustained inappropriate, obscene, or indecent speech or behavior, or emotional and/or physical harm

Acts of Intolerance or Injurious Disrespect for Difference
3f. Any act of intolerance with specific regard to the diversity of our student body including, but not limited to, race, ethnicity, gender identity, sexual orientation, national origin, ability, socioeconomic class, religion/spirituality, culture, age, size and political affiliation

Emergency Situations & Endangerment
3g. Falsely reporting an emergency situation
3h. Any behavior which compromises the safety or wellbeing of an individual or group within Franklin University or the surrounding community

Accumulation of Violations
The third violation of any class will automatically count as a violation of the next higher class
Two Class 1 violations = one Class 2 violation
Two Class 2 violations = one Class 3 violation

At the beginning of each academic year (Fall semester), a student has the right to meet with the Assistant Dean of Student Life to discuss the possible removal of a reasonable number of Class 1 and/or Class 2 violations from their total accumulation.
The duration of sanction requirements for Class 3 violations will be stipulated by the Judicial Board when the violation is adjudicated in the sanction letter. If suspension is part of a student’s sanction, housing or registration privileges will not be affected, unless otherwise stipulated in the sanction letter.

**Violations on Academic Travel**
Any violation occurring on Academic Travel (which includes participation in the on-campus seminar) will automatically count as one classification higher than violations taking place on-campus.

**Guests**
Any student hosting a guest or guests shall be held responsible and will be sanctioned for their guests’ violations to the Standards of Conduct. It is the responsibility of the host student to accompany their guests at all times. Guests may be defined to include students visiting a residence in which they do not live.

**Potential Sanctions**
Sanctions at Franklin University are always designed with the primary intent of upholding community standards. The educational mission of the university and the university-wide learning goals serve as primary guidelines for how student development, in this context, is defined within the Judicial System.

**Class 1:**
In addition to educational sanctions, community service, or other sanctions deemed appropriate by the Assistant Dean of Student Life, violations may include a monetary fine of up to 200 CHF or more if restitution of damages exceeds this amount.

**Class 2:**
The Assistant Dean of Student Life shall have the right to apply
disciplinary sanctions as he/she deems necessary. Sanctions may include, but are not limited to:

- Restitution of damages
- Community Service (to be monitored/supervised by a staff or faculty designee)
- Counseling
- Suspension from Activities
- Being banned from residences
- No contact with complainants

**Class 3:**

The Judicial Board shall have the right to apply disciplinary sanctions as it deems necessary. Sanctions may include, but are not limited to:

- Expulsion from Residence, temporary or permanent
- Temporary Suspension from the University
- Permanent Expulsion from the University
- Restitution of damages
- Community Service (to be monitored/supervised by a staff or faculty designee)
- Counseling
- No alcohol
- No-contact with complainants
- Suspension from Activities
- Being banned from residences

The Judicial board has the right to share any class 3 violations with the Academic Travel professor and the Dean of Academic Affairs, who may subsequently make the decision to exclude the student from travel in the semester of the violation.

**Note:** *The Judicial Board may set conditions for the readmission or re-institution of a student’s status at Franklin University.*
Judicial Procedure and Student Appeals

Residence Assistants

RAs must record and report any violation they observe by filling out an Incident Report Form and filing it with a The Coordinator of Residence Life & Housing and the Assistant Dean of Student Life.

Assistant Dean of Student Life

- Records all actions taken concerning a violation to be included with the original and all copies of the Incident Report Form.
- Classifies all violations.
- Decides upon sanctions for Class 1 and Class 2 violations.
- Forwards Class 3 violations (or the accumulation of Class 1 and Class 2 violations) to the Chairs of the Judicial Board
- Notifies the offending student(s) of their violation and decided sanctions in writing and by email.
- Files a copy of the Incident Report Form and sanctioning letter in the student file in the Office of Student Life.

The Judicial Board (JB)

The Chairs of the JB must:

- Record all actions taken concerning a violation with the original and all copies of the Incident Report Form
- Designate a Hearing Board of 5 members from the Judicial Board Committee, ensuring that all chosen members are impartial parties.
- In coordination with offending and offended students and all interested and necessary parties, set a date for a judicial hearing.
- Commence a judicial hearing of the violation.
- File all follow-up correspondence in student file in Office of Student Life.

The JB makes a decision with a majority vote by its voting members then issues a sanction or sanctions and concludes the hearing.
Appeals
Should any participant in the judicial process believe that procedure has not been followed or that the judicial process and recourse has been applied in capricious, biased, or otherwise unfair manner, they may file an appeal with the next highest authority in the Judicial System. To do so, an appealing student must notify the Dean of Student Life and Engagement in the Judicial System by email or in writing of their decision to appeal within 5 academic days of the notification of the decision being appealed.

Decisions may be overturned by an appellate authority (Dean of Student Life and Engagement, President, or presidential designate) only under the conditions of:
- Failure to follow judicial procedures
- The presentation of new evidence not available during initial hearing procedures
- Capricious application of recourse

Note: Days during Academic Travel periods will not constitute Academic days. Academic days are those on which full class schedules are held.

Presidential Intervention
The President of Franklin University Switzerland reserves the right to adjudicate on exceptional cases deemed, by the Administration, to require direct intervention or immediate attention.

Structure and Composition of the Judicial Board
Composition
The Judicial Board will be comprised of a pool of:
- Two Co-Chairs
- Four staff members
- Six faculty members
- Six student members

Co-Chairs
- Serve as point of contact for JB and individual hearing boards
- Organize each individual Hearing Board, ensuring impartiality of members
- Conduct proceedings of individual hearings and procedures
- Are non-voting members
- Review JB procedures and policy

Staff
4 members appointed by Staff Council

Faculty
6 members appointed by Faculty Assembly

Students
6 members elected by SGA. Students must be in good standing with no Class 2 or Class 3 violations in their file. Additionally, students must have a cumulative GPA of 2.5. Resident Assistants may not serve as student representatives on the Judicial Board.

Hearing Boards
Hearing Boards will be assembled by the Co-Chairs to hear any individual case, and will be comprised of six members:
  - One JB Co-Chair
  - One staff member
  - Two faculty members
  - Two student members

Judicial Review Board (JRB)

Role
Each spring after the Academic Travel period, the JRB reviews the judicial process in all aspects and decide upon needed adjustments within the system in an effort to work out kinks and keep the system running effectively.

Composition
The JRB is comprised from the major players within the Judicial system:
- Members from the Judicial Board
- Assistant Dean of Student Life and Faculty Co-Chair

**Guidelines for Conduct on Academic Travel**
- At all times during the Academic Travel, students should remember that they are representatives of Franklin University and of their own countries.
- Any actions which interfere with, or make more difficult, the fulfillment of the academic purpose of the trip are considered disruptive. This includes loud parties, excessive drinking, missing or arriving late to planned visits, or being in such a condition as to prejudice the academic purpose of the trip.
- Any actions which interfere with another person’s rights or are disturbing to either Franklin University students or citizens of the place the student is visiting, are considered disruptive.
- Any student who is judged by the faculty trip leader to be disruptive may be dismissed immediately from the trip, and instances of a dismissal from the trip and/or disruptive behavior. A student who has not observed the norms may be called before the Judicial Board and will be subject to the appropriate disciplinary process.
- If an infraction of the Code occurs during the travel, the Office of Student Life will make every effort to contact the trip leader to alert him/her in a timely manner.
Franklin University Switzerland
HOUSING AGREEMENT
Academic Year 2014-2015

Each resident is responsible for knowing and upholding the policies of Franklin University Switzerland (FUS) Residences which are listed below. Please read this agreement thoroughly. Your signature at the bottom confirms that you have read and understand this document in its entirety.

1. Your agreement is for the following dates (Check only 1 Line);
   a. ___ First Year Student (Fall 2014, Spring 2015)
   b. ___ Fall Only Student (Fall 2014)
   c. ___ Spring Only Student (Spring 2015)
   d. ___ Returning Student

2. The agreement to live in a FUS Residence is for both Fall 2014 and Spring 2015 semesters. The ONLY exception being for single semester abroad students.

3. FUS requires all full time students not residing with their parents or legal guardian to live in a University Residence. Students may live off campus only if they apply by 31 May 2014 (students who are on Leave of Absence for Fall 2014 must apply for off-campus by 1 November 2014 for the Spring 2015 Semester) and meet the following requirements.
   a. Have over a 2.8 cumulative GPA
   b. Have written permission from a parent or legal guardian.
   c. Have a written letter explaining the reasons for moving off-campus.
   d. Have at least 60 credit hours or be over 20 years of age.
   e. Sign the Franklin University Off-Campus Living Agreement.
   f. Be in good standing and have no Class 2 or Class 3 conduct violations in their file for at least one academic year prior to the application.
   g. Receive permission from Franklin University Switzerland.

4. All University Housing is to be occupied only by the student(s) to whom the specific room/apartment has been assigned. The University reserves the right to make any changes in room/apartment assignments, to use unoccupied spaces in a room/apartment, or to relocate students should the need arise. Any student occupying a double room as a single will be billed the single rate.

5. Prior to a student occupying a room/apartment, the condition of the room/apartment is assessed with special attention given to existing damage. Students are held responsible for the condition of the room/apartment, doors and furnishings. Doors may not be removed from the hinges.

6. Students will be assigned a room/apartment key and must sign for this key. This key becomes the sole responsibility of the student who has signed. If the key is lost, or not returned, the student agrees to pay to replace the entire lock.

7. Attendance at monthly Residence Hall Meetings is mandatory. Failure to attend these meetings is a violation of the housing contract and will result in disciplinary sanctions by the University.

8. Students must dispose of trash properly. Additionally, students who are occupying rooms/apartments with balconies are required to keep the balconies clean and orderly. Cans, bottles, boxes, and trash must not be left on the balconies or in common areas. Failure to abide by these rules will result in fines and the possibility of disciplinary sanctions.

9. The student agrees that authorized individuals shall be permitted access to the room/apartment in compliance with the apartment entry policy described in the Student Handbook. This includes maintenance, housekeeping, staff, emergencies, or reasonable belief that a violation of University policy and/or Code of Conduct (as stated in the Academic Catalog/Student Life Handbook) has taken place.
   a. In the case as apartment is found to be in an unsanitary or unsafe condition, the University reserves the right to have the apartment cleaned and/or repaired by a professional at the student’s expense.

10. The following items are STRICTLY Forbidden from the residence halls as well as University property. Any student found to be in possession of any items listed below will face immediate disciplinary action and probable dismissal from FUS.
   a. Firearms (real or replica), ammunition, or other lethal weapons, including knives which could inflict bodily harm.
   b. Fireworks or any material that may create a fire hazard.
   c. All illegal drugs as outlined in the FUS Academic Catalog and Student Life Handbook, including but not limited to marijuana.

11. Damage to public areas, furnishings, equipment or University housing facilities which cannot be changed to any individual(s) will be pro-rated between all residents of the floor or hall as appropriate.

12. Students may not paint their rooms or tamper with electrical wiring, outlets or fixtures.

13. All University Residences are SMOKE-Free (including balconies) except in designated smoking areas outside the buildings.

14. NO Pets allowed in ANY University Residence.

15. Students are not permitted to host parties in their rooms/apartments of common areas of residences.

16. The use of stereo equipment, radios, televisions, gaming systems, etc. is permitted subject to the condition that they are used in such a way as not to interfere with the rights of others. “Courtesy Quiet Hours” are in effect TWENTY-FOUR hours a day. During this time, students are expected to respect the rights of others, and can be sanctioned for noise at any time.
   a. Violation of this policy may result in confiscation of the student’s equipment until an agreement is reached.
   b. Students who wish to use such equipment are subject to Swiss Laws and must pay Swiss Taxes.

17. All furnishings assigned to the student’s room/apartment must remain in the apartment. Room furniture is not to be placed on balconies. Additionally, it is the student’s responsibility to remove any outside that were purchased throughout the year BEFORE check-out. Furniture in the common areas must remain in the common areas and are not permitted in a student’s room/apartment.

18. Any items left in University Housing, room/apartment or common area after the check-out date becomes the property of the University and previous owners will be assessed a removal fee.

19. Franklin makes every effort to protect the property of students, but cannot be responsible for loss or damage to the students personal property due to fire, theft, or other causes. Students are strongly encouraged to keep their doors locked at all times to ensure the safety of their belongings.

20. There is NO refund for Residence charges once a student has checked into their room and signed for their key.

21. Each semester the student account is charged a “residence damage deposit” of 400 USD or 400 CHF.
   a. This deposit is to help offset the cost of end of year charges for: cleaning, damages, removal, missing inventory.
   b. This deposit is refundable ONLY AFTER the Check-out end of year/semester charges have been assessed and deducted.
   c. Failure to complete an official Check-out with an FUS Resident Assistant will result in an Improper Check-out Fine.
   d. According to the FUS Academic Catalog, the Bursars office has 4 months (from the date of the students departure from FUS) to financially assess charges and refund the damage deposit.

I agree to abide by all terms and conditions as stated above, along with all published policies, procedures, and rules of conduct as outlined in the FUS Student Handbook and Academic Catalog. Violations of the terms of this agreement, or policies outlined in the Student Handbook or Academic Catalog will be handled through the University Judicial process. Please note that the University reserves the right to treat such violations as breaches of this agreement. Any student who has signed for their key and must leave the University or is dismissed from a Franklin University residence of from Franklin University for academic or disciplinary reasons during the semester is NOT entitled to a refund.

Your signature indicates that you have received and read this entire agreement, understood the terms, and agree to uphold its terms and conditions. By signing this contract you also agree to pay the entire amount of the rent specified by the University for the 2014-2015 academic year, and you agree to use this address as your legal residence for the 2014-2015 Academic Year.

Residence ____________________________  Room ____________________________

Name and Signature OSL ____________________________  Date ____________________________

Student Name (please print) ____________________________

Student Signature ____________________________  Date__________________________
Off Campus Housing Request Form 2014 – 2015
Franklin University Switzerland

Name: ____________________________________________
Phone: ____________________________________________
Email: ____________________________________________
Date of Birth: ___________ Car Model & License plate: ________________
                          Day /Month/Year
Credit Hours: ___________________________ G.P.A. ___________________________

Franklin University requires all full time students not residing with their parents or legal guardians to live in a
University Residence. Students may live off campus only if they apply and meet the following requirements:
   a. Have over a 2.8 cumulative GPA
   b. Have written permission from a parent or legal guardian.
   c. Have written a letter explaining reasons for moving off campus.
   d. Have at least 60 Credit hours or be over 20 years of age.
   e. Sign the Off-Campus Living Agreement.
   f. Be in good standing and have no Class 2 or Class 3 conduct violations in their file for at least one
      academic year prior to the application deadline.
   g. Receive permission from Franklin University.
N.B. Franklin University Switzerland reserves the right to approve or deny permission regardless of
requirements when deemed necessary.
N.B. Financial Aid may be impacted when a student decides to live off campus. It is important to check
with the Financial Aid office before receiving permission to determine the amount impact on Financial Aid.
N.B. If permission to live off campus is not granted by the University, Swiss Residence Permits will
remain at the Franklin University address and the students will be charged in full for student on campus housing.

________________________________________________________

For Office Use:
   _____ Signed the off campus Housing Agreement
   _____ Parental permission received
   _____ GPA of 2.8 and over
   _____ 60 credit hours or 20 years of age
   _____ Written letter
   _____ No Class 2 or 3 violations

Off Campus Address: ____________________________________________
                                ___________________________
                                ___________________________

DECISION:
   _____ Move Granted          _____ Move Denied

Reason:

Signature: ____________________________

Date: ____________________________
Off-Campus Housing Agreement
Franklin University Switzerland

Living off-campus allows students to experience a more independent living option, as well as more flexibility in their living environment and meal choices. It also puts a larger amount of responsibility on a student. Students become responsible for paying rent, cleaning their apartment, cooking meals, and obeying the local laws and ordinances. As a student living in the community, you are a representative of Franklin University and your conduct will reflect directly upon the University.

In order to ensure the off-campus living arrangement is a positive experience for all parties involved (landlord, student tenant, college, etc.), this agreement has been developed for review prior to the rental period. The following guidelines apply to any student approved to live off-campus:

I. **Responsibility for payment.** The student assumes sole responsibility for meeting all contractual rental conditions. Additionally, the student must remit any necessary security deposits, utility costs, charges for repair or damage, taxes or other applicable fees associated with a respective rental.

II. **Representation.** Franklin University Switzerland assumes no obligation of representation (legal, financial or otherwise) on the behalf of the student. The rental contract is a legally binding agreement between the rental agency and tenant. Students are responsible for reviewing and understanding all terms of the rental agreement before entering the contract period.

III. **Code of Conduct.** As the student is a representative of the college and may influence future rental agreements with members of the Franklin Community, every student living off-campus is held accountable to policies outlined in the Franklin University Academic Catalog under the section Rights and Responsibilities. Violations of discipline policies may lead to sanctions up to and including removal from the University, obligation to return to on-campus residences, or other educational sanctions. In addition, the student agrees to abide by the terms and conditions presented in the rental contract. Neighborhood disturbances may generate neighborhood complaints. Local commune governments establish their own ordinances governing parking, noise, trash collection, etc. Students must be aware of and adhere to such ordinances. Local authorities may take appropriate action leading to fines, arrest or referral to Franklin University.

Franklin University jurisdiction is not defined by geography, rather by a student’s membership in the University community. A student whose off-campus behavior, whether or not related to university activity, infringes upon the rights of others in the community may lose his or her right to attend Franklin University.

IV. **Off-Campus Approval.** Students desiring to live in off-campus residences, apartments or other facilities must first obtain written approval from the Coordinator of Residence Life and Housing or the Dean of Students. Applications for living off-campus may be obtained from the Office of Student Life or via the fcu.edu website. Approval to live off-campus is not transferable to any other student. Without a signed off-campus housing agreement, a student will not be permitted to live off-campus.

V. **On Campus Housing Eligibility.** By entering into this agreement, the applicant agrees to provide his or her own housing off-campus for the entire academic year. The completion of this contract renders the student ineligible to participate in the Housing sign-up process. Although on-campus housing spaces may become available over the course of the semester, there is no guarantee that students who signed this agreement will be assigned such spaces.

N.B. Financial Aid may be impacted when a student decides to live off campus. It is important to check with the Financial Aid office before receiving permission to determine the amount impact on Financial Aid.

By signing this agreement, you are indicating your full understanding of the policies regarding off-campus living and associated policies of the Student Life Handbook, the Academic Catalog and other published Franklin University policies. Disciplinary records will be considered in determining a student’s eligibility to live off-campus. Franklin University Switzerland may revoke off-campus status at any time.

Printed Student Name:

__________________________

Student Signature:

__________________________

Date:
Residence Work Order
APPROVED BY A RESIDENT ASSISTANT

Residence Hall: _____________________________________________________________
(Residenza)

Apartment #: _____________________________________________________________
(No. Appartamento)

Location of Problem: _______________________________________________________
(Luogo approssimativo del problema)

Work Requested: ___________________________________________________________

__________________________________________________________

Italian Translation
(Lavoro richiesto): _______________________________________________________

__________________________________________________________

By signing this form, I give permission for a worker to enter my apartment to complete the necessary work.

Date of Request: ___ ___ / ___ ___ / ___ ___
(Data)

Name and Signature of Student Requesting the Work:

Printed Name __________________________ Signature __________________________

Resident Assistant Signature: _________________________________________________

FOR MAINTENANCE STAFF USE ONLY

Comments: _______________________________________________________________

__________________________________________________________

__________________________________________________________

Date of Repair and Signature: _______________________________________________
(Data della Riparazione e Firma)
## University Calendar 2014 - 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students Arrive</td>
<td>Aug 19</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Orientation</td>
<td>Aug 19 - 24</td>
<td>Jan 15-18</td>
</tr>
<tr>
<td>Returning Students Arrive</td>
<td>Aug 22 (noon)</td>
<td>Jan 16 (noon)</td>
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<tr>
<td>New Student Registration</td>
<td>Aug 23</td>
<td>Jan 17</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 25 (Mon)</td>
<td>Jan 19 (Mon)</td>
</tr>
<tr>
<td>Deadline for Drop/Add/Audit</td>
<td>Aug 29 (noon)</td>
<td>Jan 23 (noon)</td>
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<tr>
<td>February Break</td>
<td>NA</td>
<td>Feb. 20 (Fri)</td>
</tr>
<tr>
<td>Academic Travel</td>
<td>Oct 18 – Nov 1</td>
<td>Mar 7 – 22</td>
</tr>
<tr>
<td>Advising &amp; Registration</td>
<td>Nov 3 - 14</td>
<td>Mar 24 – Apr 3</td>
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<tr>
<td>Last day to Withdraw from Classes with a &quot;W&quot;</td>
<td>Nov 20</td>
<td>Apr 24</td>
</tr>
<tr>
<td>Thanksgiving / Easter Break</td>
<td>Nov 28 (Fri)</td>
<td>Apr 6 (Mon)</td>
</tr>
<tr>
<td>Spring Forward</td>
<td>NA</td>
<td>Apr 15 (Wed)</td>
</tr>
<tr>
<td>Classes will not be held as students are expected to participate in scheduled events</td>
<td>NA</td>
<td>Apr 15 (Wed)</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Dec 5</td>
<td>May 8</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Dec 6-7</td>
<td>May 9-10</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Dec 8-12</td>
<td>May 11-15</td>
</tr>
<tr>
<td>Make up exams will be held on the last day of the exam period from 16:00 to 18:00.</td>
<td>Dec 8-12</td>
<td>May 11-15</td>
</tr>
<tr>
<td>Commencement</td>
<td>--</td>
<td>May 17 (Sun)</td>
</tr>
<tr>
<td>Offices Closed</td>
<td>Dec 22, 2014 - Jan 2, 2015</td>
<td>NA</td>
</tr>
</tbody>
</table>
I recognize that it is a privilege to have access to the IT Resources provided by the University and I therefore agree to follow the proper procedure regulating the use thereof as prescribed in this document. In this regard, IT resources are defined as all services, tools, technology, and products related to the processing of information: i.e. the local area network, Internet access, computers, scanners, printers, email services, and network storage.

In compliance, I will adhere to the following code of conduct when using University IT resources:

I will not send inflammatory or slanderous messages.

I will not attempt to conceal my identity when sending e-mail.

I will not use e-mail for business purposes.

I will not use e-mail to intentionally or unintentionally discredit the name of Franklin University Switzerland.

I will adhere to all of the University’s Policies and Procedures including, but not limited to: appropriate and legal use of information resources and technology, and networks; acquisition, use, and disposal of computer and telecommunications equipment, and the ethical and legal use of software.

I will accept total and complete financial responsibility for any fee based transactions and/or purchases that I initiate on or from the Franklin University network.

I will refrain from engaging in deliberately wasteful practices e.g.: printing large amounts of unnecessary materials, sending chain messages.

I will refrain from using public computing resources for non-academic reasons for long periods of time while others are waiting to use them.

I will respect the privacy of other users. For example, I shall not intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users, or represent others, unless authorized to do so explicitly by those users.

I will not add any computer software to any computer workstation belonging to Franklin University without the written approval from the department of IT Services.

I will not attempt to circumvent the University’s domain and firewall protection policies as well as any other IT security measures set in place.

I will respect authority and cooperate with the IT and Library Services Lifelong-Learning scholar.

Violations of the above may result in loss of computing privileges and other sanctions as appropriate.

By using any of the resources defined above, I hereby agree to abide by the policy and procedures outlined in this policy statement.
2014-2015 Residence Hall Meetings

Attendance is REQUIRED!

Fall 2014

August 27th
September 10th
October 8th
November 5th
December 3rd

Spring 2015

January 21st
February 11th
March 4th
April 1st
May 6th