



Robert Morris College

Student Housing Handbook

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The College reserves the right to modify its policies and procedures at any time. All material listed on the College website supersedes any and all written material.

GENERAL INFORMATION

Mission Statement

Robert Morris College is a collegiate institution offering applied education to underserved communities.

Characteristics/Definitions

Underserved communities are identified as such based on geography, employer needs, educational attainment levels, racial/ethnic representation, or socio-economic makeup.

Applied education is characterized by practical applications, experiential exercises, and linkages to the world outside the classroom. A faculty of content-area specialists and practitioners lead these experiences.

Collegiate institutions are higher education institutions that provide for personal development beyond the classroom through athletics, activities, and student-based organizations.

Institutional Description

Robert Morris College is an independent, not-for-profit institution of higher education offering applied degree programs that focus on integrating theory, concepts and applications. Through the teaching and learning process, students achieve intellectual, personal and cultural growth. Robert Morris College is dedicated to providing students from diverse backgrounds the competencies necessary for entry into and advancement within career fields.

Operational Objectives

Growth: To provide the opportunity for an RMC education to an increasing number of students.

Improvement: To continually improve program offerings and the delivery of services.

Viability: To manage scarce resources with efficiency.

Enrichment: To enrich the personal and professional lives of students, faculty, staff, alumni, and the communities we serve.

Standards

Applied Focus
Committed to Teaching
Seeking Diversity
Access to Students
Student Centered

RESIDENCE LIFE

Purpose

In order to assist you in maximizing your residence life experience, this handbook has been provided for the following reasons:

1. To enable you to become more familiar with Robert Morris College services, programs, facilities, policies and procedures.
2. To inform you of your rights and responsibilities as a member of the RMC community.
3. To serve as a point of reference throughout the year.

Please take time to read this publication. You are responsible for its content. Failure to comply with the rules and regulations in this handbook will result in disciplinary action which may include dismissal from Robert Morris College. If you have questions, please speak with your Resident Advisor or the Director of Student Life.

Goals of the Housing Program

1. Promote an awareness of the residence as a community of staff and students where interpersonal experiences and activities are integrated to develop a holistic perspective of learning.
2. Facilitate an environment that supports experiences of community, including fairness, trust, interdependence, and shared responsibility.
3. Serve as a liaison with other College departments and provide residence facilities that satisfy the basic needs of the residents.
4. Encourage the acceptance of responsibility for the consequences of one's actions while inspiring sensitivity to the impact that one's actions have on others and their living environment.
5. Facilitate self-understanding such that individuals are encouraged to make self-directed choices.
6. Facilitate greater openness and awareness of individual, cultural and lifestyle differences resulting in an increased acceptance of diversity.
7. Provide residents with professional staff who are committed to shared learning, ongoing training, student service and professional growth.

Emphasis on Academics

We ask that you remember to be courteous to your colleagues as a member of our community. Opportunities for recreation and interaction are many, and we encourage you to take advantage of all that is offered to you. The academic climate and search for higher education purposes of the campus community make the right to study and rest fundamental to living in the RMC Residence Community.

Housing Program

The Residence Life Program at Robert Morris College is a diverse community composed of individuals and groups with a variety of religious, racial, national, cultural, and gender identities.

We increase our opportunities if we are able to constructively manage and nurture our community with a demonstrated commitment to diversity.

The Residence Life community consists of you, your roommate(s), and building mates. Since each one of us changes every day, it becomes even more apparent that your community will be under continual change. Whether the change is positive or negative will depend on you and your daily interactions with the group around you. Your community environment has the potential to offer you support in academic excellence, social maturity, belonging needs, self-reliance and self-understanding.

Think before you act. Mutual respect and consideration for others impact positively on the community. Living on campus at Robert Morris College will be exciting. People here have a variety of backgrounds and lifestyles. This exposure may very well be one of the interesting and important aspects of your College experiences. Each person has unique perspectives to share.

Robert Morris College believes that all students should be able to enjoy and live in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or veteran's status, as those terms are defined by applicable state and federal law, is a form of discrimination specifically prohibited in the Robert Morris College community.

Residents are held to Robert Morris College's "Student Code of Conduct" located in the Student Handbook; which can be found on the RMC web page at www.robertmorris.edu.

Director of Student Life

The Director of Student Life is a full time professional staff member who is part of the Office of Student Affairs and reports to the Vice President of Student Affairs. On the community level, the Director of Student Life works with the Resident Advisor staff and students to develop a satisfying environment in the Housing Program. On an individual basis, the Director of Student Life is available as a liaison to those staff members who can assist you with personal or academic concerns, as well as questions about Robert Morris College and the Housing Program. Residents can meet with the Director of Student Life by calling (312) 935-4851.

Resident Advisors

Resident Advisors (RAs) are full time employees whose jobs are to assist you, other residents and the Director of Student Life. They are available to answer questions about the College or help you with personal, academic, or other problems that typically confront students. They may do so by referring you to the appropriate person for consultation or just by being good listeners.

As a community member, it is your duty to show respect to your RA. Listen carefully to what he/she has to say and obey the instructions given to you by him/her. Your RA is here for your safety. Failure to follow directions or show respect to your RA or any other member of the Robert Morris College community (staff, faculty, administration, security guards, cleaning crew, etc...) will result in disciplinary action.

As members of the College staff, they are also responsible for working collaboratively with residents on programming that responds to a variety of needs and interests using an educational/developmental process. The RA staff is responsible for development of a healthy environment conducive to academic and personal success.

Roommates

Having a roommate and being one yourself can be one of the best experiences you will have at Robert Morris College. Roommates are close merely because they spend a great deal of time in the same place. Typically, that relationship grows to a deep friendship. At the very best, you and your roommate may become lifelong friends; at the very least, you will learn a great deal about yourself and getting along with others.

It is important to recognize that even the best roommates may be quite different. In fact, varied goals, interests and backgrounds can add richness to the relationship. Healthy interdependence, however, requires mutual effort. Honest communication, acute sensitivity and willingness to compromise are essential. You may feel a bit uneasy at first, but sharing academic difficulties and successes, personal joys and frustrations, or the ups and downs of a romance can be the basis for important mutual support and understanding. This will lead to a concern for one another, an anticipation of each other's needs and a willingness to make sacrifices. The result will be a more enjoyable living experience. Communicating with each other is the key to a good relationship.

A fringe benefit of your roommate experience will be an improved ability to form satisfying relationships with many people. Best of all, you will undoubtedly discover that being a good roommate can be easy as well as rewarding. It may well be one of the most amusing, interesting and worthwhile experiences you will have at Robert Morris College.

Even the most satisfied roommates have their difficulties. When that happens, it is sometimes helpful to think of yourself as your "roommate's roommate." That is, look at yourself and your behavior from your roommate's perspective. Perhaps you can then recognize something that you can do to help the circumstances. If that does not solve things, remember the basic courtesies listed below. They are proven guidelines for successful resident living.

- ✓ Both of you have the right to read and study without interference, unreasonable noises or other distractions.
- ✓ Both of you have the right to sleep without disturbance.
- ✓ Both of you have the right to privacy in the room.
- ✓ Both of you have the right to host guests, but only if the guest honors your roommate's rights.
- ✓ Both of you have the right to live in clean surroundings.
- ✓ Residents must respect other's belongings.
- ✓ Both of you have the right to be free of intimidation.
- ✓ Both of you have the right to request problem-solving advice from the staff if you have made a good effort at settling things yourself first.

Your RA has a "Roommate Agreement" available for your use. This short form may be helpful to you and your roommate as you discuss the climate and environment in your room. The "Roommate Agreement" may also be used by the RA in mediating differences.

STUDENT HOUSING POLICIES

Every community establishes policies, procedures and expectations of its individual members in order to promote a positive living environment. Because RMC housing is an integral part of the educational community, housing policies have been established to ensure that all residents have every opportunity to take advantage of the academic and co-curricular programs of the College. The benefits of living in RMC housing require special behavior. Your cooperation and common sense are vital to creating a positive living environment. Becoming aware of College policies is the first step of your responsibility. Feel free to ask your Resident Advisor if you are uncertain about any policy and/or their rationale.

Please be aware that by signing a contract to live on campus you are agreeing to abide by the rules, regulations and policies set forth by the College. Failure to meet any of the guidelines may result in the termination of that contract by the Director of Student Life. You are expected to read and be familiar with these policies and those found in the current edition of the Student Handbook; which can be found on the RMC web page; which can be found on the RMC web page at www.robertmorris.edu.

Student Code of Conduct

Robert Morris College, like other institutions, has policies that govern students' social conduct. The College expects that students act in an appropriate, professional manner at all times and follow the guidelines governing student conduct. Any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjunction of such laws may proceed regardless and/or independent of any action taken by state, federal, or municipal agencies. See the Student Handbook for additional information (www.robertmorris.edu).

The College reserves the right to modify its policies or procedures at any time.

Deadline Day!

Students have one week following check-in to turn in to the Resident Advisor any paperwork missing from their files. Failure to do so may result in termination of their contract resulting in a forfeit of pre-payment and penalties fees as outlined in the Contract Cancellation policy.

ROOM INFORMATION, POLICIES AND PROCEDURES

Care of Your Room

You are responsible for your room and its furnishings. Students will be held financially responsible for damage done within their rooms as well as other areas of the residence (including fire damage) if caused by the student. If there is more than one student in the room, all students may be held jointly liable for the damage. The Room Condition Report you fill out when you move in will be used when your room is inspected after you move out. Please read it very carefully before you sign it. Cost of damages found in your room will be charged to your account after an end-of-term inspection by the Resident Advisor and/or Director of Student Life. Charges will be made if your room requires more than routine cleaning, maintenance service and/or repairs.

Cleanliness Damages/Fines

Resident Advisors will conduct a bi-monthly inspection of the student housing. After completing the residence check, the RA will rate the cleanliness and condition of each room in the living space with one of the following:

- ✓ Satisfactory
- ✓ Needs Improvement
- ✓ Poor

A student or group of students who receive a rating of "Needs Improvement" and/or "Poor" will be responsible for improving the condition of the living space within one week, when a follow-up inspection will be conducted.

In the event of property damage, all students are responsible for common areas in the apartments as well as their individual living space. For damages occurring in personal living space and as well common areas (hallways, living area, bathrooms, and kitchen) repair costs will be billed to the students who are responsible if known. All students will pay collectively for damages to common areas that cannot be attributed to an individual(s). Damages include, but are not limited to the permanent staining of carpeting and floors, marking up walls, boards and elevators and bathroom and kitchen. ***Please note that excessive damages may result in permanent expulsion from student housing.***

Pets

Pets of any kind are not allowed in RMC Housing. No exceptions will be made to this policy.

Smoking

Smoking of any kind is not allowed in RMC Housing. No exceptions will be made to this policy.

Offensive Odors

Odors that are found offensive to others must be contained within an individual room. If they are not contained, the resident may be asked to discontinue use of whatever the source of the odor may be (i.e. potpourri, acrylic nails, air fresheners, etc...). RMC housing is smoke-free. Pipes, cigars, illegal substances and smoking materials imitating illegal substances are not allowed at any time.

Noise Policy

Noise should be kept to a minimum at all times. If noise is offensive to other residents, the violator should comply with any requests to lower volume (i.e. gatherings, stereos, etc...). Residents should be considerate of others at all times. Entertainment systems must be kept out of windows and must not be played in a manner which is disturbing to the other residents of the RMC housing or the community at large.

Reasonable quiet should be maintained in the halls at all times. Volume levels should be at a place where the noise is not heard throughout the floor. Use of earphones or alternative meeting places should be options to noise. Excessive noise is a violation of policy as well, and may result in disciplinary action including permanent expulsion from housing.

List of Fines and Charges

Breaking contract

Canceling application after May 1st:
Failure to occupy residence

Forfeit of pre-payment
Forfeit of pre-payment & contract cost

Damage to rooms/apartment

Damage to common areas
Responsible person not known

Cost of repair to responsible resident(s)
Cost of repair distributed to all residents

Improper checkout

Non-return of key(s)

\$75.00

Furniture in rooms

Furniture in common/individual area

Cost of furniture replacement

Disciplinary Sanctions for Policy Violation

The Hearing Committee may use one or a combination of the disciplinary measures listed below or other sanctions as deemed appropriate by the Committee:

Written Warning
Probation
Expulsion from housing and/or Robert Morris College

*Please refer to the Student Handbook, which can be found on the RMC web page at www.robertmorris.edu, for additional information on the Student Code of Conduct.

Keys

Replacement of lost/stolen key(s)	\$75.00
Second/Additional loaner key or lockout	\$20.00

Room Entry

Authorized campus/property personnel will enter your residence only if:

- ✓ Maintenance service has been requested
- ✓ There is an apparent emergency
- ✓ Notification of entry has been announced or posted
- ✓ When there is probable cause that a violation of any College policy has occurred or is taking place

The College reserves, without restrictions, the right to allow authorized personnel to enter residences for inspection. Inspection may include, but will not be limited to, examinations to determine condition of the room, when reasonable belief that violation of law or College policy exists, when the health and safety of students may be in jeopardy, and bi-monthly to inspect rooms for cleanliness or damages. When such entry is deemed necessary, the College will seek within reasonable bounds to protect residents from harassment and to protect their rights of privacy. Such actions, when they are warranted, are taken on behalf of all residents to guarantee both their safety and welfare. Authorized campus personnel may remove items that are in violation of federal, state, municipal or College regulations. The student will always be informed as soon as possible after such an entry is made and advised if any violations have been discovered by staff.

Check-out Procedures

1. Schedule a check-out time at least 48 hours prior to your check-out so your RA may prepare the proper forms. You may leave the residence at any time, however, a contract release is the only way in which an alteration of charges is made. You will not be refunded for the cost of your room and board charges if you break your contract and move out prior to the end of your contract period. Contract periods run from September through June.
2. Be present with the Resident Advisor/Director of Student Life at the arranged check-out time for final inspection of the room, return your keys and sign the appropriate forms. Your room should be clean (vacuumed, dusted and wiped down, furniture in correct places) and all of your belongings removed when the RA arrives to check you out. You will also complete a mail forwarding form, an exit survey, and sign the room condition report.
3. Students failing to complete this procedure will be charged an improper check-out fee, plus any additional cleaning or damage charges and missing key costs.
4. If you are canceling your contract prior to the end of the contractual term, (prior to the date after finals at the end of the Summer I quarter), accumulated costs and a two-week penalty fee will be charged to your account.

Guest Policy

Guests are welcome in the student housing as long as you and your roommate(s) have discussed the guideline for their visit. Please inform your roommate and RA of their presence, especially in the case of overnight visitors. Acquaint your guest with College and Housing policies, as you are financially and behaviorally responsible for their actions. **As a host, you must escort your guest at all times and guests should never have access to your room keys.** Non-residents who are not escorted by their hosts will be asked to leave. Roommates cannot be intimidated into allowing a guest to stay in his or her room. Abuse of this policy will result in the removal of your privilege.

Remember

- ✓ All guests must be 18 years of age or older.
- ✓ Residents are financially and behaviorally responsible for the guest(s') actions.
- ✓ You must escort your guest at all times.

Altercations

Fighting and disrupting the student housing community will result in immediate expulsion. Students should behave appropriately at all times. Showing a lack of respect to any member of the Robert Morris College community (residents, faculty, administrators, staff, Housing staff, security, service employees, etc...) will not be tolerated. The "Golden Rule" (do unto others as you would have them do unto you) is a great guideline to follow in maintaining proper boundaries of respect toward each other.

Drugs and Alcohol Free School and Community Act

Robert Morris College complies with the requirements of the Drug Free Schools and Communities Act. The College shall review this policy on a biennial basis to determine its effectiveness and to ensure that the standards of conduct and disciplinary sanctions have been consistently enforced.

Standards of Conduct

The unlawful possession, use, distribution, sale or manufacture of controlled substances is prohibited on any premises owned or controlled by Robert Morris College. Under no circumstance will the College tolerate the use of illicit drugs or alcohol on campus, in RMC housing, or at college-sponsored activities.

Disciplinary Sanctions

Students who violate the prohibition against the illegal use of controlled substances and alcohol will be subject to disciplinary action up to and including expulsion.

Programs for Students Requiring Assistance

Any Robert Morris College student who has a drug or alcohol problem may call upon the College for assistance. Anyone needing help should contact the Director of Student Services/Special Programs in Chicago and the Director of Education at the branches. Robert Morris College can provide a confidential referral to a drug or alcohol treatment program.

Health Risks

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical impairment, disability and premature death. Robert Morris College encourages students to lead drug-free lives. The following agencies provide information on substance abuse:

- ✓ Alcoholics Anonymous: 1-800-371-1475 (24-hour answering service)
- ✓ Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP

- ✓ Focus on Recovery for Alcohol & Substance Abuse: 1-800-888-9383 (24-hour action help line)

Legal Sanctions

Use of illicit drugs by any person is illegal under both the state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines varying between \$100 and \$100,000 depending on the offense. Property used in connection with illegal drugs may be confiscated. All Federal and State student loans and grants may be denied to those convicted for a violation of a criminal drug statute.

Environmental Tours

Inspections for maintenance, fire safety and security checks may be conducted throughout the school year. These will be conducted following an announcement from your RA. Fire safety inspections may be made without notice and immediately following a fire alarm by the fire department in your community.

Fire Equipment

All fire equipment, heat and smoke detectors, fire extinguishers, fire hoses, pull boxes and alarms are provided for your safety. Tampering with any fire equipment will result in immediate expulsion from student housing.

Maintenance

If there is an occasion when your living space requires maintenance, you must contact your RA.

Keys

Students will be issued a key to their apartment/room. The key is your responsibility. If your keys are given to a guest for any reason, your guest privileges will be revoked and disciplinary measures will be enforced.

Should you lose your key(s), contact your RA immediately so the lock to your room may be changed and new keys issued. You will be charged \$75 for the replacement of a lost or stolen key. It is a violation of policy for anyone other than you to possess your key without you being present to escort them. It is also a violation to have keys duplicated. This action jeopardizes the safety and security of all housing residents.

Lockouts

Residents who are locked out of their rooms should visit the property management office if it is during their office hours. If you are locked out after hours you should contact your RA. You will be allowed to have one lock out per quarter at no charge. For each additional lockout that you request, you will be charged \$20.00. In an effort to prevent lockouts, please communicate with your roommate(s) as to your whereabouts when leaving your room.

Insurance

The College does not provide insurance for losses resulting from fire, theft, or vandalism of students' and/or guests' personal property. In addition, the College is NOT responsible for students' and/or guests' lost or stolen property. Robert Morris College strongly suggests that all students have health insurance coverage as well as renters insurance. Information brochures are available in the Office of Student Affairs at the main campus. The College is only providing this information as a service to its students and does not have any connection or affiliation with these companies. Please note that any belongings left after the contract period will be considered abandoned property and will be disposed of by the College.

Large Congregations

Large groups of people are not permitted in the residence if they are violating any policy (including courtesy, quiet hours and those of the property management). Any guests involved in the activity may be asked to leave the residence.

Harassment

Robert Morris College does not discriminate on the basis of gender, age, race, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, or any other legally protected category with regards to employment, admissions, financial aid, athletics, housing, educational programs, activities, and any other school administered programs and policies.

Robert Morris College admits students of any gender, age, race, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, or any other legally protected category, to all rights, privileges, and activities generally accorded or made available to students at Robert Morris College.

I. PURPOSE

The purpose of this policy is to foster an academic and working environment free from discrimination and harassment and to provide guidelines for complaints and corrective action.

II. SCOPE

This policy applies to all Robert Morris College students and employees.

DEFINITIONS

A. Harassment

1. Harassment refers to behavior that is personally offensive, impairs morale, and interferes with the work or educational environment of the College.
2. This policy refers to but is not limited to harassment in the following areas: gender, age, race, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, or any other legally protected category.
3. Such harassment includes unwelcome or unsolicited remarks or advances of a sexual or racial nature; gestures; unwelcome physical contact; display or circulation of written materials or pictures that are derogatory to males, females, persons with disabilities, or to racial, ethnic, religious, or any other protected group; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

B. Sexual Harassment

1. Title IX of the Education Amendments of 1972 and the 1980 amendment set forth by the Equal Employment Opportunity Commission states that sex discrimination guidelines under Title VII and Title IX to include sexual harassment,

defining the terms as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance or employment;
- b. submission or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive academic or work environment.

Types of Sexual Harassment

- a. "Quid pro quo" harassment occurs when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual.
- b. "Environmental" harassment occurs when sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive academic or working environment even if it leads to no tangible or economic academic or job consequences.
- c. Federal employment guidelines stipulate that sexual harassment may include the acts of non-employees when the employer or its agents or supervisory employees knows or should have known of the conduct and fails to take immediate and appropriate corrective action.

3. Harassment in the Higher Education Environment

- a. In higher education, sexual harassment may include any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.
- b. Sexual harassment also includes unsolicited, deliberate, or repeated sexually explicit derogatory statements, gestures, or physical contacts that are objectionable to the recipient and that cause discomfort or humiliation, when such conduct is interpreted by students upon College staff members.

IV. POLICY

- A. The College prohibits discrimination, harassment, or intimidation based on gender, age, race, ethnicity, disability, national origin/citizenship status, religion, sexual orientation, veteran status, or any other legally protected category.

- B. Any material that is sexual, violent, or offensive in nature that is sent or received electronically is included in this policy.
- C. Personal relationships of a romantic or sexual nature between faculty and students are prohibited.
- D. Consensual romantic relationships between a supervisor and a subordinate may result in violation of the sexual harassment policy and are strongly discouraged.
- E. Faculty, staff and administrative employees are required to make their supervisors aware of any complaints of alleged harassment from students or employees. If the complaint involves one's supervisor, please contact the Office of Human Resources.
- F. College administrators who receive any complaints of alleged harassment are required to keep the identities of all parties involved confidential, except to the extent that disclosure is necessary for implementation of a resolution.
- G. The Office of Student Affairs shall make a record of all reports of alleged harassment from students and the Office of Human Resources shall make a record of all reports of alleged harassment from or against employees.
- H. Retaliation against any parties involved in a harassment complaint or anyone who interferes with the investigation of an alleged harassment incident will be subject to disciplinary action, up to and including dismissal for students, or termination for employees.
- I. Disciplinary action against the harasser or anyone who retaliates or interferes with an investigation of harassment may include corrective action up, to and including dismissal for students or termination for employees.

V. PROCEDURES

STUDENTS

- A. Students who believe they have experienced harassment should inform the Office of Student Affairs immediately.

Student Contact Person:

Vice President of Student Affairs/Title IX Coordinator, Angela Jordan
 401 S. State Street
 Chicago, IL 60605
 (312) 935-6432

Students have the following options for addressing a grievance, incident or experience of harassment:

1. The student complainant can request a meeting with the Vice President of Student Affairs to discuss the incident, situation, evidence, and options for resolution.
2. The student complainant can file a formal written complaint with the Vice President of Student Affairs.

3. Upon receipt of a formal written complaint of harassment, the Vice President of Student Affairs and/or the Vice President of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations.
4. Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.
5. A student can request an appeal to the final decision and/or course of disciplinary action they received by following the College's Student Appeal/Grievance Process outlined in the Student Handbook located on the website at www.robertmorris.edu or by contacting the Office of Student Affairs.

EMPLOYEES

- B. College administrators must report all alleged harassment complaints or incidents to the Office of Student Affairs for students and the Office of Human Resources for employees, upon immediate notification.

Employee Contact Person:

Vice President of Human Resources/Title IX Coordinator, Nicole Skaluba
401 S. State Street
Chicago, IL 60605
(312) 935-6900

Employees have the following options for addressing a grievance, incident or experience of harassment:

The employee complainant can request a meeting with a Human Resources Representative to discuss the incident, situation, evidence, and options for resolution.

The employee complainant can file a formal written complaint with the Office of Human Resources.

Upon receipt of a formal written complaint of harassment, the Office of Student Affairs and/or the Office of Human Resources, depending on the complainant and allegation, will conduct an investigation of the allegations

Upon completion of an investigation, appropriate action will be determined and communicated to all involved parties.

An employee can request an appeal to the final decision and/or course of disciplinary action they received by following the College's Problem Resolution Program outlined in the Employee Handbook located on the website at www.robertmorris.edu or by contacting the Office of Human Resources.

Additional Contact Information

Robert Morris College
Director of Women Athletics/Title IX Coordinator
Julia Peterson
401 S. State Street
Chicago, IL 60605
(312) 935-6801

Robert Morris College
Compliance Auditor
Arlene Regnerus
401 S. State Street
Chicago, IL 60605
(312) 935-6600

Office for Civil Rights, Chicago Office
U.S. Department of Education
111 N. Canal Street, Suite 1053
Chicago, IL 60606-7204
(312) 353-886-8434

Major Offenses

Major offenses are subject to dismissal from the College and/or the Student Housing, restitution to the College and/or individuals, and or legal involvement from the local police department. They include, but are not limited to:

- Alcohol violations
- Altercations
- Disrespect toward any member of the Robert Morris College community
- Drug use
- Harassment
- Possession or handling of firearms
- Refusal to follow proper emergency procedures
- Sexual assault
- Smoking violation
- Tampering with building property
- Theft
- Violations of Student Housing Policies
- Violations of the Student Code of Conduct

Contract Information & Break Periods

The Housing Contract is termed for an entire academic year. Please review the reverse side of the contract for specific information regarding eligibility, terms and conditions, cancellations, vacation and break periods, liability, damages, etcetera.

Agreement and Eligibility

The student must be enrolled full-time at the College or have received permission from the Director of Student Life to live in the residence. The College agrees to furnish housing under the terms and conditions stated herein. The student agrees to make payments of all fees specified in this contract, to observe all rules and regulations of the College now or later to be in effect relative to the housing and to honor the terms and conditions stated in this contract. No deletions or amendments to this contract will be accepted without prior consent from the Director of Student Life. The student affirms that all of the information provided on this contract is correct.

Terms and Conditions

This agreement does not constitute a lease or sublease and does not provide the student with any interest in and to the real estate which constitutes the residence. The College will provide room accommodations to the Student for living purposes only while in attendance at the College and reserves the right to assignment and reassignment, including consolidation, at the sole discretion of the College. The College reserves the right to change occupancy levels or to terminate or refuse a housing contract, in the interest health, discipline, housing needs or the welfare of the student and/or other students.

Contract Cancellation

A student's Housing Contract may be canceled by the Director of Student Life or by the Vice President of Student Affairs at any time in which the student is in violation of the rules and regulations of the College as outlined in its publication. The decision of the Vice President of Student Affairs is final.

Cancellation of Contract and Pre-payment Refunds

All applications and contract cancellations must be made in writing to the Director of Student Life. Charges for room and board will remain on a student's account until such documentation is received and reviewed. No verbal or written requests sent to any other departments will serve to cancel this contract. If the contract is not canceled in writing by June 1 for the fall quarter or October 1 (first time applicants for spring quarter only), it becomes a binding agreement. Failure to occupy an assigned space does not negate the contractual agreement. Students who fail to occupy space by the end of the first day of class of a quarter may be canceled and charged the contract cost. In the event of removal from residence for disciplinary reason, room and board refunds may be withheld.

If space cannot be assigned, the pre-payment is automatically refunded. The pre-payment is forfeited and a penalty will be assessed if the student fails to fulfill the terms of the contract.

Contract Releases

If you wish to cancel your contract before its end for any reason, you must complete a contract release form. A contract release administrative hearing will be held to determine what charges will be placed on your account. Your pre-payment will not be refunded if you move out prior to the end of your contract period.

Should you decide to leave the residence prior to the end of the quarter/year, please note the following guidelines:

1. Inform the Director of Student Life, in writing, of your wish to cancel your contract and of your date of departure from campus by completing a contract release form.
2. A contract release administrative hearing will be held considering your written request. You will be informed in writing of the outcome of those decisions.
3. If released, follow the check-out procedures to ensure a proper check-out.

Improper Check-out

This occurs when a resident, for any reason, fails to follow proper check-out procedures from the residence (i.e. failure to meet with staff, or checking out after the closing time). Failure to comply with the staff's need to check for damages and process paperwork will result in a \$100 charge to your account. RA's cannot check-out residents without prior notice so you must schedule your check-out at least 48 hours in advance. Failure to return a residence key at time of check-out will result in a \$75 charge for lock changes and new keys.

Release of Information

General Information

The Director of Student Life may receive a request to give out your room/phone number to incoming callers. Please be advised that, for your safety, we are not permitted to release your information to any caller, regardless of the circumstances. We adhere to the Family Educational Rights and Privacy Act (FERPA), which is also outlined in the Robert Morris College Student Handbook.

Family Educational Rights and Privacy Act (FERPA)

All students enrolled at Robert Morris College shall have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974.

A parent of a post-secondary student may have access only if the student is dependent on the parent as defined by the Internal Revenue Code. A parent who can show the student to be dependent has a legitimate basis for seeking information.

NOTICE: Robert Morris College will generally release certain directory information pertaining to its students to the public. This information could include some or all of the following data: student's name, address, phone listing, program, dates of attendance, photograph, post-graduation employer and job title, participation in activities and recognition received, and the most recent previous secondary and post-secondary educational institutional attended by the student. If the College should not release any information, the student should inform the College in writing. The correspondence should be directed to the Student Information Office.

You are welcome to pass along your personal information to others. Your RA will make every effort to deliver urgent messages to residents; however, the RA cannot guarantee delivery.

Emergency Information

The College reserves the right to require a student to seek physical or psychological evaluation if, in their opinion, they feel the student is at risk of hurting him/herself or others. The College also reserves the right to contact the legal guardians or emergency contact of any resident to inform them of hospitalization or serious injury or physical impairment. By signing the Housing Contract, the student waives any and all rights of privacy he/she may have and holds the College and its staff harmless from any and all claims, damages, or causes of action, or liability incurred as a result of the staff contacting student's legal guardian or emergency contact to inform them of hospitalization or serious emotional or physical impairment or disturbance.

Assignment of Housing

New out-of-state students who apply during the room selection process have first priority for housing space in the fall quarter. Current-out-of-state students will be added to a waiting list and placed in the order of the date that the application and pre-payment are received. New and current in-state students will be added to a second waiting list and placed in the order of the date that the application and pre-payment are received. No assignment will be made without the pre-payment. This agreement is for a space at one of RMC's residences. Specific roommate requests will be considered. Every effort is made to assign students with their preferred roommate, but it is not always possible to match preference with the space that is available.

Room Changes

No room changes are permitted during the first two weeks of the quarter. If you wish to change rooms after that time, contact your Resident Advisor. All room changes must be approved by the Director of Student Life. Every effort will be made to provide residents with accommodations that are conducive to a healthy social and learning environment.

Notification

Assignment letters are sent to the application address during summer for Fall Quarter and during late December for Spring Quarter. At this time, students receive information about their room assignment, roommate, housing contract, and move in date. The address and phone number listed on the application will be released to the roommate unless the Student Life staff is notified in writing not to release this information when the application for housing space is submitted.

EMERGENCY PROCEDURES

The purpose of emergency procedures is to provide you with the necessary information regarding emergency preparedness, evacuation, and prevention. Please consult your RA with any questions you may have regarding these procedures. If you will require any assistance in executing any one of these emergency

procedures, contact your RA immediately so that a plan of action may be created to best accommodate your needs. For your safety and that of the other residents it is vital that you listen to and follow all instructions given by the EET, Security, city departments (police, fire, & medical personnel), and any college staff, faculty and administrators.

Emergency Evacuation

Plan Your Escape

The Fire Department responds to all residential high rise building alarms with a heavy complement of equipment and firefighters experienced in rescue and fire control operations. Upon arriving, this force will promptly affect necessary rescues, confine and control the fire and ventilate the smoke from the building.

It must be realized that if a fire occurs in your room or neighboring room, it will be necessary for you to seek safe refuge as soon as possible; therefore it is extremely important that you become well acquainted with the stairways in your living community and the procedures to follow in case of a fire. Do not use the elevators to exit. All residents are required to evacuate the building immediately when the fire alarm sounds. Failure to evacuate or follow instructions given by the EET (or other officials) will result in disciplinary action including possible expulsion from housing. Pay attention to all posted emergency signs.

Know Two Ways Out

Plan two escape routes from your room. Use the emergency placard on the back of your door to assist you. During a fire, smoke or flames may block an exit, forcing you to use an alternate escape route.

Know All Building Exits

Read the placard on the back of your door carefully. It shows you where you are in the building as well as the suggested evacuation route. Count the number of doorways between your room and the two nearest exits. During a fire, you may have to escape in the dark.

STEP BY STEP PROCEDURES FOR A FIRE

Fire Discovery

Be sure to read and become familiar with the procedures for your particular living community. Here are some general rules to follow-

- ✓ Exit your apartment immediately and close your door.
- ✓ Proceed to the nearest stairwell and exit to the main floor.
- ✓ Do not attempt to use the elevators. The elevators will be recalled to the lobby, for use by emergency personnel only.
- ✓ If smoke enters the building stay low and exit quickly.

IF FIRE STRIKES

Remain calm. Knowing how to protect yourself during a fire emergency could save your life. Pull the fire alarm and proceed with the emergency evacuation plans.

Test Doors Before You Open Them

Kneeling or crouching at the door, reach up as high as you can and touch the hinge, the knob, and the space between the door and its frame with the back of your hand. If the door is cool, open it cautiously (only a few inches), to check for the possible presence of smoke in the corridor. If you feel it is safe, continue

along your escape route. If it is warm, keep the door closed and seek an alternative escape route or stay in your room.

Crawl Low Under Smoke

If you encounter smoke while using your primary exit, use an alternative route. If you must exit through smoke, crouch or crawl. Heat and smoke rise; cleaner air will be 12 to 24 inches (30 to 60 centimeters) above the floor.

Get Out and Stay Out

If you have determined that the hallway is safe for escape, alert other students on your floor and proceed to the closest exit stairway. **Do not attempt to use the elevators.** Leave the building as quickly as you can and cross to the west side of the street and await further instructions. Do not go back into the building for any reason.

Stop, Drop and Roll

If your clothing catches fire, stop where you are, drop gently to the floor or ground; cover your face with your hands to protect your face from flames; and roll over and over to smother the flames. If you cannot drop to the floor, smother the flames with a blanket or towel.

If You Are Trapped

Remain calm. Close all doors between you and smoke. If possible, call the fire department and 911, even if you can see fire trucks through your window.

Stuff rags, towels, or clothing in the cracks around doors to keep smoke out. Wait at your window; signal the firefighters by waving a light-colored cloth or your flashlight and wait to be rescued. If smoke enters your room, open a window slightly and remain close to the floor.

GENERAL INFORMATION

Bomb Threat

A bomb threat should never be treated lightly. In order to reduce the possibility of such a threat, please keep the following in mind:

- ✓ Know who is in your area and why they are there
- ✓ If there are people around who don't look familiar, ask if you can assist them
- ✓ Report ANY suspicious activity to Security immediately, this includes suspect looking packages or items in stairwells, hallways or public areas

If you should receive a call of a bomb threat-

- ✓ Remain calm
- ✓ Note the time of the call
- ✓ Listen carefully and attempt to get as much information as possible, especially for the gender of the caller, any distinguishing characteristics, or background noise
- ✓ If you can, ask for details; who, what, where and when
- ✓ Try to maintain the connection as long as possible
- ✓ Never pull the fire alarm to evacuate the building because this noise could cause the bomb to trigger

False Alarms

Tampering with smoke detectors, fire alarms, alerting any member of the EET, Security or your RA of false emergencies, and refusing to follow proper emergency procedures is considered a major violation of the Student Code of Conduct. Offenses may result in immediate dismissal from Robert Morris College.

BUILDING FIRE SAFETY

Fire Hazards

Please act responsibly to limit fire hazards. Flammables should not be stored in rooms. Heat producing appliances (i.e. space heaters) are not allowed. It is necessary to limit the wattage and usage of certain appliances in student rooms because of potential fire hazard and of the potential overloading of circuits. The College accepts no responsibility for damages incurred to electrical appliances as the result of power surges or outages including, but not limited to, overloading. Finally, keep hallways free from debris. In the event of a fire, open hallways are critical to saving lives. Belongings found in a hallway will be discarded.

FIRST AID

A first aid kit and manual is located in the RA's residence for minor emergencies. Contact your RA if such an emergency occurs. For emergencies requiring medical assistance, call 911 for an ambulance. Your RA is not responsible for supplying normal non-emergency items (such as pain relievers, thermometers, etc...)

HOSPITAL TRANSPORTATION

If a student needs to go to a hospital and 1) is not so ill as to warrant an ambulance, or 2) does not have a friend to drive him/her, the RA will call a cab. For insurance reasons, the RA is not permitted to drive students to the hospital, but may accompany the student in a cab or ambulance.

SERIOUS ILLNESS

Report any serious illness or accidents to your RA. If you have a medical or psychological condition that may require services while you are a resident, you should notify your RA. While confidentiality remains tantamount, it is important that our staff is aware of your personal needs and ways they can assist you if a concern or crisis arises.

SEXUAL ASSAULT

Robert Morris College is committed to providing and maintaining a healthy learning and working environment for all students, staff and faculty members. It is important that all students are aware of and protect their rights in the College community.

Robert Morris College, through the Campus Awareness Security Act of 1990, will uniformly and consistently report all criminal sexual offenses occurring on campus and reported to Robert Morris College to the proper local police department.

Robert Morris College will not tolerate assault and/or intimidating behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability. The following definitions apply to this:

A sex offense is defined by the FBI Uniform Crime Reporting system as either-

- ✓ Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

- ✓ Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Include incest and statutory rape.

Sexual assault is any unwanted physical contact of sexual nature, whether by an acquaintance or by a stranger, that occur without indication or consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so. Sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

If you are a person who experienced or thinks you have experienced a sexual offense, Robert Morris College is committed to offering a secure and supportive environment in which to consider all the options that are available to you including (but not limited to), medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while other services are required by law to report the sexual offense. A person who has experienced a sexual offense, whether rape or another unwanted contact, is urged to follow the procedures below.

Procedures to Follow if Sexual Assault Occurs

- ✓ The victim should get to safety and call Robert Morris College Security and/or the local Police. Robert Morris College personnel will assist in notifying the proper authorities.
- ✓ Evidence should not be destroyed. The victim should refrain from taking a shower, washing hands, or changing clothing. The location where the assault occurred should not be disturbed.
- ✓ The victim should get immediate medical assistance.
- ✓ The victim is encouraged to seek support, information, and counseling.

Rape

Rape is considered a crime of violence and aggression, not a sexual act. Victims are generally chosen because they appear vulnerable or defenseless. You can help minimize your risk if you practice the following:

- ✓ Never walk alone and be aware of your surroundings. Stay alert and show confidence.
- ✓ Avoid poorly lit doorways or alleys.
- ✓ Keep all doors locked while alone in a house or automobile.
- ✓ Do not allow strangers into your home or room.

Acquaintance or Date Rape

Acquaintance or date rape is an increasing concern on college campuses across the nation. You can help prevent date rape by practicing the following:

- ✓ Know your date—do not go out with strangers.
- ✓ Know in advance where you are going.
- ✓ Make your feelings known.
- ✓ Trust your feelings.
- ✓ Do not become intoxicated.

Sanctions/Disciplinary Procedures

Independent from any criminal or civil legal proceedings that may be pending and/or have been determined, any staff member, faculty, or student who is found to have committed a sexual offense is subject to immediate disciplinary action including suspension for various length of time or dismissal. ***Counseling and referral services are available for all victims of sexual assault.***

Information regarding sex offenders who reside in the State of Illinois can be found on the following websites: www.isp.state.il.gov/SOR/frames.htm and <http://12.17.79.4/sex.htm>.

The information contained in the Statewide Sex Offender Registry is made available pursuant to the requirements of Public Act 91-224 (730ILCS 152/115 (b)). Efforts have been made to ensure the information is as accurate as possible, however no guarantee is made or implied. Additional information and verification can be obtained from the local law enforcement agency where the sex offender resides.

CAMPUS CONTACTS

CHICAGO

401 S. STATE ST., CHICAGO, IL 60605
(312) 935-6800 1-800-225-1520

Director of Student Life/Housing

LIBBY JULIA (312) 935-4851 (312) 935-4848 ljulia@robertmorris.edu

Director of Student Services/Special Programs

MONIQUE JONES (312) 935-6213 (312) 935-6215 mqjones@robertmorris.edu

Department	Phone	Fax	E-Mail (@robertmorris.edu)
Academics (day)	(312) 935-6000	(312) 935-4848	
Academics (eve)	(312) 935-6100	(312) 935-4848	
Bookstore	(312) 935-4476	(312) 935-4463	bookstore@robertmorris.edu
Career Services	(312) 935-4077	(312) 935-4043	careerservices@robertmorris.edu
Financial Services	(312) 935-4450	(312) 935-4455	
Fitness Center	(312) 935-4250	(312) 935-4006	
Library 2 nd Fl.	(312) 935-6050	(312) 935-6253	rmclib@robertmorris.edu
Library 3 rd Fl.	(312) 935-6450	(312) 935-6253	

DUPAGE CAMPUS

Resident Advisor (RA)

LEIGH TAYLOR (630) 375-8201 (630) 375-8193 ltaylor@robertmorris.edu

905 MERIDIAN LAKE DR., AURORA, IL 60504
(630) 375-8000 1-800-789-8735

Department	Phone	Fax	E-Mail (@robertmorris.edu)
Academics	(630) 375-8200	(630) 375-8193	
Bookstore	(630) 375-8035	(630) 375-8020	bookstore@robertmorris.edu
Career Services	(630) 375-8150	(630) 375-8160	careerservices@robertmorris.edu
Financial Services	(630) 375-8150	(630) 375-8020	
Fitness Center	(630) 375-8040	(630) 375-8020	
Library	(630) 375-8208	(630) 375-8193	rmclib@robertmorris.edu

LAKE COUNTY CAMPUS

Resident Advisor (RA)

PATTY ALVES (847) 578-7144 (847) 578-7110 palves@robertmorris.edu

1507 WAUKEGAN RD., WAUKEGAN, IL 60085
(847) 578-6000 1-800-709-7179

Department	Phone	Fax	E-Mail
Information Desk	(847) 578-7145	(847) 578-7110	enroll@robertmorris.edu

O'HARE CAMPUS

1000 TOWER LANE, BENSENVILLE, IL 60106
(630) 787-7800 1-800-762-5960

Department	Phone	Fax	E-Mail (@robertmorris.edu)
Academics	(630) 787-7888	(630) 787-7883	
Bookstore	(630) 787-7859	(630) 787-7883	bookstore@robertmorris.edu

Career Services	(630) 787-7813	(630) 787-7802	careerservices@robertmorris.edu
Financial Services	(630) 787-7800	(630) 787-7802	
Library	(630) 787-7879	(630) 787-7883	rmclib@robertmorris.edu

ORLAND PARK CAMPUS

43 ORLAND SQUARE, ORLAND PARK, IL 60462
(708) 226-3800 1-800-880-9373

<u>Department</u>	<u>Phone</u>	<u>Fax</u>	<u>E-Mail (@robertmorris.edu)</u>
Academics	(708) 226-3800	(708) 226-3819	
Bookstore	(708) 226-5330	(708) 226-5331	bookstore@robertmorris.edu
Career Services	(708) 226-3827	(708) 226-3844	careerservices@robertmorris.edu
Financial Services	(708) 226-3990	(708) 226-3994	
Fitness Center	(708) 226-5323	(708) 226-5530	
Library	(708) 226-55515	(708) 226-5530	rmclib@robertmorris.edu

PEORIA CAMPUS

1 TECHNOLOGY PLAZA, 211 FULTON STREET, PEORIA, IL 61602
(309) 636-8600 1-800-611-5132

<u>Department</u>	<u>Phone</u>	<u>Fax</u>	<u>E-Mail</u>
Information Desk	(309) 636-8600	(309) 636-8602	enroll@robertmorris.edu

SPRINGFIELD CAMPUS

3101 MONTVALE DR., SPRINGFIELD, IL 62704
(217) 793-2500 1-800-445-7271

<u>Department</u>	<u>Phone</u>	<u>Fax</u>	<u>E-Mail (@robertmorris.edu)</u>
Academics	(217) 726-1627	(217) 793-4210	
Bookstore	(217) 793-4209	(217) 793-4211	bookstore@robertmorris.edu
Career Services	(217) 793-4204	(217) 793-4211	careerservices@robertmorris.edu
Financial Services	(217) 726-1650	(217) 726-1660	
Library	(217) 726-1675	(217) 726-1684	rmclib@robertmorris.edu