



Graduate Student Life Guidebook
(With a focus on Bethlehem Southside surrounding campus)
2007-2008

*Graduate Life Office (a department of Student Affairs)
Graduate Student Center, Christmas-Saucon Hall, Room 36 (Basement)*

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Welcome to Lehigh University, located in Bethlehem, Pennsylvania, which is 59 miles from Philadelphia, 83 miles from New York City, and 149 miles from Washington DC. For a virtual tour, go to <http://bethlehempa.usl.myareaguide.com/>, and to read about Bethlehem history, visit <http://www.bethlehem.info/>. In addition to the information provided in this guidebook, the following websites offer valuable resources of the Lehigh Valley:

the Bethlehem, PA online pages at <http://www.bethlehempaonline.com/>
 the city of Bethlehem government website at <http://www.bethlehemchamber.com>,
 the Lehigh Valley Economic Development Corporation at <http://www.lehighvalleypa.org/>, and
 the Regional Guide by Lehigh University at <http://www3.lehigh.edu/about/luregionalguide.asp>

This guidebook contains information obtained from various sources. Users of this guidebook agree to not hold the University responsible for any aspect of the off-campus information contained in this document. Lehigh University has not inspected any of the off-campus resources in this guidebook and does not warrant, guarantee, or recommend any of them. The chapters taken from the *Student Handbook, 2001-2003* constitute a contract between students and Lehigh University. Please address questions, additions, comments, or revisions to the Graduate Life Office: email gradlife@lehigh.edu or call 610-758-3648.

Below is a list of other important information resources that are relevant to graduate students.

- ❖ Email: If you have a Lehigh email account, you will receive timely announcements just for graduate students, and announcements for the entire university.
- ❖ Portal: If you have a Lehigh user ID and password, you can join the Graduate Student Life Portal group, the cyber community for graduate students at Lehigh. The website contains job, funding, and housing news, social activity announcements, message boards for graduate students to discuss current topics, saved files of important documents, such as the annual insurance subsidy memo, and a social events calendar. To join:
 1. Go to <http://portal.lehigh.edu>
 2. Login using your Lehigh user ID and password
 3. This will take you to your own page on the campus portal, which shows announcements from any groups you are member of. You can also use it for email, to check for sale items, to see the weather forecast.
 4. Select the "groups icon" in the upper right hand corner (between the "calendar" and "logout" icons)
 5. Select the "groups index"
 6. Select "social"
 7. Select "Graduate Student Life group"
 8. Click "yes" when you are asked if you want to join.

Once you have joined, get to the Graduate Student Life portal group page by clicking on the "groups icon" and selecting the Graduate Student Life group.

- ❖ LehighLive.com, designed for the entire campus community, contains listings of local restaurants, Southside events, transportation, shopping, things to do, movies, and campus clubs. Your club can list its events here.
- ❖ Registrar: This website, <http://www.lehigh.edu/~inrgs/main.shtml>, contains the Academic Calendar which includes essential deadlines, the Course Catalogue, instructions for changing your address, ordering transcripts, etc.

Telephone Numbers

CAMPUS EMERGENCIES	610-758-4200 8-4200 (from a campus phone)
OFF-CAMPUS EMERGENCIES	911 9-911 (from a campus phone)
CAMPUS CLOSINGS	610-758-NEWS (6397)
24-hour Sexual Violence Peer Hotline (student staffed)	610-974-HOPE (4673)
Ambulance (on-campus and off-campus emergencies)	610-758-4200 8-4200 (from a campus phone)
St. Luke's Hospital	610-954-4000
Poison Control	800-722-7112
Rape Crisis Center	610-437-6610
Bursar	610-758-3160
Career Services	610-758-3710
Dean of Students	610-758-4156
Graduate Life Office	610-758-4722, -3648
Graduate Student Senate	610-758-4722
Health Bureau, Bethlehem	610-865-7087
Housing Bureau, Bethlehem (Mike Palos)	610-865-7091
Insurance Claims (Consolidated Health Plans)	1-800-633-7867
International Students and Scholars	610-758-4859
Library and Technology Services	610-758-HELP
Ombudsperson	610-758-3428
Police Substation, Lehigh U.	610-758-5662 (Campus Square on Morton Street)
Police S.E. Substation, Bethlehem	610-865-7160 (705 East Fourth Street)
Police S.W. Substation, Bethlehem	610-865-7030 (307½ West Fourth Street)
Police Crime Prevention Officer	610-865-7181
Registrar	610-758-3200

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ACADEMIC ASSISTANCE

Center for Academic Success

610-758-4154, 110 Drown Hall, <http://www.lehigh.edu/~inacsup/cas/studyskills.html>

The center offers free study skills assistance for students with the ultimate goal of helping them become more efficient and better organized students. They provide appointments and walk-in consultation, and available to do on-site study skills workshops for residence halls, fraternities and sororities, classes, athletic teams, clubs and organizations.

Support for Students with English as a Second Language

Lehigh University ESL

610-758-6099, Coxe Hall, 32 Sayre Drive, <http://www.lehigh.edu/~inesl/home/frameset.htm>

Lehigh's ESL Program provides a curriculum of academic preparation and support through credit and non-credit English classes and tutoring programs. The ESL office also provides an English Language Learning Center (ELLC, pronounced EL-lick) for independent language learning at minimal or no cost. At ELLC, students can study on their own or with a tutor using some of the best interactive language software, listen to tapes, and attend mini-seminars. The individual tutoring is available twice a week with a professional teacher (someone with a graduate degree). ELLC students follow tutor-guided learning curriculums developed to fit their needs. ELLC is FREE for students enrolled in any credit ESL course. Website:

<http://www.lehigh.edu/~inesl/ELLC>

PLEASE NOTE: Prior to beginning a TA assignment, students whose native or home language is not English must pass the TSE or the SPEAK test. The SPEAK Test is administered by the ESL Office and is different from the TOEFL test. Check the ESL website for the dates and times of the test. It is the student's responsibility to sign-up for and to pass the test.

Support for Students with Learning Disabilities

610-758-4152, 212 University Center, <http://www.lehigh.edu/~inacsup/disabilities/>

Students with learning disabilities, attention deficit disorder, other neurologically based disorders, and students requesting assistance with academic concerns/accommodations should contact Assistant Dean Cheryl Ashcroft for individual consultation.

Students with physical or sensory (visual/auditory) disabilities who are requesting assistance with non-academic concerns such as mobility, access to buildings, and architectural barriers should contact Patricia Chase, Facilities Planning, Phone: 610-758-3978 or email: pac2@lehigh.edu

Writing and Math Center

610-758-3098, 110 Drown Hall, <http://www.lehigh.edu/~incent/incent.html>

The Center provides to free, one-on-one writing consultations by appointment for students, faculty, staff members, and dependents. They help improve any type of writing. This is not a proofreading service.

ARTS, ENTERTAINMENT, AND RECREATION

For its population and geographic size, the Lehigh Valley offers a tremendous variety of social, cultural, recreational, and entertainment activities.

Event Listings

Lehigh Valley Arts Council

610-437-5915, 1633 Allen Street, Allentown, PA 18102, <http://www.lvartscouncil.org>

The nonprofit Lehigh Valley Arts Council provides a listing of the numerous arts and entertainment opportunities in the area, including museums, concerts, dance and theater performances, lectures, and festivals. View the Calendar online at <http://www.lvartspage.org/>

LehighLive.com

<http://www.lehighlive.com/>

The campus calendar listing for various free and inexpensive university-sponsored activities.

Lehigh Valley Social Event Sponsors

Lehigh Valley Black News Network

<http://www.lvbnn.com/>

This organization provides information "related to the connection and inclusion of Black/African American communities of the Lehigh Valley and the state of Pennsylvania." Check out their calendar of events and try their social activities. You do not have to be Black to use their services.

NETwork of Young Professionals

<http://www.where-to-be.com>

The NET, based in Allentown and Bethlehem, "fosters awareness of employment possibilities, welcomes new young professionals, supports community organizations, provides professional development opportunities, and engages in social networking." Check out their calendar of events, many of which are social functions for singles.

Free or Inexpensive On Campus

Tuesdays at 10am

Free coffee, tea and donuts at the Catacombs (back entrance of Memorial Chapel). Take a break and socialize with students, faculty, and staff.

Graduate Student Senate (GSS) Parties and Excursions

The GSS sponsors various parties, social events, children's activities, plus various subsidized trips. Watch *The Observer*, your e-mail, or their website, <http://www.lehigh.edu/gss> for information. Join in and volunteer to help plan an event.

International Week

A week of internationally focused activities in November. Produced by the Office of International Students and Scholars, <http://www.lehigh.edu/~intl/index.html>.

International Bazaar

A day of food, music, and dancing in front of Fairchild-Martindale Library in April.

Graduate Student Appreciation Week

Numerous free activities and terrific raffles throughout a week in April. Watch your e-mail and the Graduate Life Office website, <http://www.lehigh.edu/gradlife> for information.

Office of Student Activities

Check <http://www.lehighlive.com> for student event listings.

Zoellner Arts Center Discount Tickets

The Graduate Life Office regularly buys student group discount tickets for Zoellner events. The performances are by professional and excellent Lehigh student groups. Watch the INMER Daily News Digest e-mails or check the Graduate Student Life Portal group calendar for the list of events. Purchase tickets at the Graduate Student Center. Reserve tickets online at <http://www.lehigh.edu/gradlife>, by e-mailing gradlife@lehigh.edu, or by calling (610)758-4722. If you have recommendations for events, e-mail gradlife@lehigh.edu. The Zoellner Box Office (610-758-ARTS) also sells Student Rush tickets. Details on their pricing are explained below in *Performance Venues*.

Free or Inexpensive Off Campus Festivals

The Lehigh Valley has so many festivals that you might call this the "Festival Capitol of the Northeast." Most of the festivals are fun and free (or inexpensive), so take advantage of them. They even have a mini-festival the first Friday of every month. Check the calendar of events and plan ahead accordingly.

First Friday

<http://www.bananafactory.org>

Indoor "Street Festival" the **first Friday of every month** from 7-10pm along 3rd, 4th, and New Streets, and at the Banana Factory art galleries in Southside Bethlehem. Free refreshments, activities, and entertainment for all ages. Details are usually available in the *Morning Call* newspaper.

First Night Bethlehem

610-865-7200, <http://www.firstnightbethlehem.com/>

Downtown Bethlehem's annual alcohol-free, family-friendly **New Year's Eve** celebration.

Mayfair Festival of the Arts

<http://mayfairfestival.org/> (when the festival is in occurring)

This free outdoor music/arts festival in Allentown at Cedar Crest Park offers five days of music, dance, children's activities, superb crafts and a fabulous selection of delicious foods in **May**. The hundreds of events, performances, and programs.

Bach Festival

610-866-4382, 423 Heckewelder Place, Bethlehem, PA 18018, <http://www.bach.org/>

This **May** festival is "the best-known musical festival in the world devoted exclusively to the works of a single composer," and is sung by the oldest Bach Choir in the United States. Student discount tickets available.

The Spirit of Bethlehem (not being held in 2004, but might be in the future)

This free, multi-day festival in **June/July** celebrates the city's birthday and the diverse international heritage of the Lehigh Valley.

Musikfest

<http://www.musikfest.org/>

This nationally known outdoor/indoor music festival in early **August** offers over 1,000 performers. Most performances are free.

Celtic Fest

610-868-9599, 561 Main Street, Suite 260, Bethlehem, PA 18018, <http://www.celticfest.org/>

This is the largest Celtic Festival in North America. It features Irish, Scottish, and Welsh cultures, the Celtic Classic Highland Games, and is held under the Fahey Bridge, usually in **September**. There is music, a parade, highland games, food, and more. Admission is free.

Christkindlmarkt

610-861-0678, Spring and Main Streets, Bethlehem, <http://www.christkindlmarkt.org>

In **November/December**, this Christmas festival is held in heated tents under the Fahey Bridge. Enjoy local crafts, Santa Claus, holiday music, and other entertainment. There is a small admission fee, but watch the Morning Call newspaper for discount coupons.

Town & Country Bowling

610-867-0586, 1770 Stefko Boulevard, Discount Tues., Wed., 9-11pm, \$1.25 game & \$1.25 shoes

Performance VenuesCivic Theatre of Allentown/19th Street Theatre

610-432-8943, 527 N. 19th St., Allentown, <http://www.civictheatre.com>

A historic theater featuring art films and other performances.

Godfrey Daniels

610-867-2390, 7 East Fourth Street, Bethlehem, <http://www.godfreydaniels.org/>

A nonprofit listening club offering nationally recognized folk musicians, plus inexpensive desserts and drinks.

Theater Outlet

610-820-9270, 29 North Ninth Street, Allentown, <http://www.lvartspage.org/outlet.htm>

Lehigh Valley's 100-seat "off-Broadway" theatre company that offers performances, classes, and special events.

Touchstone Theater

610-867-1689, 321 East Fourth Street, Bethlehem, <http://www.touchstone.org/>

A professional resident theater ensemble offering innovative original plays by outstanding artists and theatre companies from around the world. They also have children's programs and student rush discount tickets.

Zoellner Arts Center (at Lehigh University)

610-758-2787 or 7LU-ARTS, 420 East Packer Ave. (at the corner of Fillmore Street), <http://www.lehigh.edu/zoellner>

Zoellner is easily accessible by van from Saucon Village (see the bus schedule) and offers free parking for performances. Zoellner boasts an art gallery and three performance theaters, plus various discounted tickets for graduate students. To get student-priced tickets, bring a student ID for each ticket you want to purchase. One discounted ticket per ID presented.

1. Free tickets available ANYTIME for any H event (see the Zoellner calendar).
2. Discount tickets sponsored by the Graduate Life Office (check the Graduate Student Life portal group's calendar; you must join the group to use this feature).
3. \$5 tickets (regular price up to \$25!) available ANYTIME for Music & Theatre department events.
4. Students get a 50% discount off full price subscriptions of 5 or more shows, and a 20% discount off full price individual tickets for all Guest Artist advance ticket sales.
5. Student Rush tickets are \$10 (regular price up to \$39!). They are available three days prior to any Guest Artist event. For example, you can buy tickets for Saturday night shows starting on Wednesday.
6. Group Tickets (10 or more) for Guest Artist events are \$10.

Culture Centers

Banana Factory Arts and Cultural Center

610-332-1300, 25 W. Third St., Bethlehem, <http://www.bananafactory.org>

Art classes, art galleries, gift shop, and artist studio tours. They also offer scholarships for many courses for children and adults

Lehigh University Art Galleries

610-758-2787 or 7LU-ARTS (8-2787 from a campus phone)

Lehigh has five different art galleries: Main Gallery and Lower Gallery at Zoellner Art Center (which also has one of the best places to buy handmade crafts); Siegel Gallery in Iacocca Hall main lobby, Mountain Top Campus; Dubois Gallery, Maginnes Hall; Girdler Gallery (Student Art Exhibit Gallery), University Center, First Floor. Admission is free.

Historical Sites and Museums

1810 Goundie House

610-691-0603, 501 Main St., Bethlehem, <http://www.bethlehempa.org/attractions/history.jsp> or <http://www.historicbethlehem.org>

Allentown Art Museum

610-432-4333, 31North 5th Street, P.O. Box 388, Allentown, <http://www.allentownartmuseum.org/>

Burnside Plantation- 18th Century Moravian farm

610-868-5044, 1461 Schoenersville Rd., Bethlehem, <http://www.bethlehempa.org/attractions/history.jsp> or <http://www.historicbethlehem.org>

Colonial Industrial Quarter & Historic Works

610-691-0603, 459 Old York Rd., Bethlehem, <http://www.bethlehempa.org/attractions/history.jsp> or <http://www.historicbethlehem.org>

Moravian Museum of Bethlehem

610-867-0173, 66 W. Church St., Bethlehem, <http://www.historicbethlehem.org/museum/>

Museum of Indian Culture - Lenni Lenape Historical Society

610-797-2121, 2825 Fish Hatchery Rd., Allentown, <http://www.lenape.org>

Movie Theaters

Boyd Theatre (20 minute walk from Southside)

610-866-1521, 30 W. Broad Street, Bethlehem

Regal Cinema (3696 Route 378, just over South Mountain)

(free shuttle from Fair Mart. See LehighLive.com).
610-814-2340.

19th Street Theatre (Art film theater)

610-432-0888, 527 N. 19th Street, Allentown

Becky's Drive-In Theatre, Inc.

610-767-2249, 4548 Lehigh Drive, Walnutport, PA 18088

<http://www.beckysdi.com/>

Carmike 16

610-264-9624, 1700 Catasauqua Road, Allentown, PO Box 90175

<http://www.carmike.com>

Hiking and Other Outdoor Areas of Interest

Outdoor Student Programs, <http://www.lehigh.edu/~indost/osp/outdoor.html>

This Lehigh office offers a wealth of outdoor activities open to all students. Transportation is provided, sometimes for a fee. Check out their events, pictures, and a listing of local recreation sites.

Other hiking/outdoor opportunities

Graduate Student Senate of Lehigh University: <http://www.lehigh.edu/gss>

Sierra Club, Lehigh Valley chapter: <http://pennsylvania.sierraclub.org/lv/HomePage.htm>

Lehigh Valley Audubon Society: <http://www.lehigh.edu/~bcm0/lvas.html>

Allentown Hiking Club: <http://www.allentownhikingclub.org/>

Friends of the Delaware Canal: 215-862-2021, <http://www.fodc.org>

Area State Parks and Privately Owned Parks

Bushkill Falls State Park (admission fee)

Toll Free 1-888-628-7454, PO Box 151, Bushkill, PA 18324I, <http://www.visitbushkillfalls.com/>

Delaware Canal State Park

610-982-5560 or 1-888-PA-PARKS 11 Lodi Hill Rd. Upper Black Eddy (follows Delaware River from Easton to Bristol), <http://www.dcnr.state.pa.us/stateparks/parks/delawarecanal.aspx>

Hawk Mountain Sanctuary (admission fee)

610-756-6961, 1700 Hawk Mountain Rd., Kempton, <http://www.hawkmountain.org>

Hickory Run State Park

570-443-0400 or 1-800-PA-PARKS, R.R. 1 Box 81, White Haven, <http://www.dcnr.state.pa.us/stateparks/parks/hickoryrun.aspx>

Nockamixon State Park

215-529-7300, 1542 Mountain View Drive, Quakertown, PA 18951-5732 <http://www.dcnr.state.pa.us/stateparks/parks/nockamixon.aspx>

Lehigh Gorge State Park (c/o Hickory Run State Park)

1-888-PA-PARKS, <http://www.dcnr.state.pa.us/stateparks/parks/lehighgorge.aspx>

Rodale Institute Experimental Farm (admission fee)

610-683-1400, 611 Siegfriedale Rd., Kutztown, <http://www.rodaleinstitute.org/>

Pool Wildlife Sanctuary (admission fee)

610-965-4397, Wildlands Conservancy, 3701 Orchid Place, Emmaus, <http://www.wildlandspa.org>

Quiet Valley Historical Farm (admission fee)

570-992-6161, 1000 Turkey Hill Rd., Stroudsburg, PA 18360, <http://www.quietvalley.org>

Recreation Parks

(Bethlehem) 610-865-7081

Illicks Mill Park, Illicks Mill Road between Schoenersville Road and the Main Street Extension

Softball, soccer, rugby and little league fields, golf course, driving range, ice rink, swimming pool, tennis courts, cross-country ski trail, miniature golf course, and exercise trail. Some facilities charge fees.

Lehigh Canal, along Lehigh River, entry at Sand Island.

Jogging/biking trail that extends to Easton, picnic areas, hiking and nature areas, basketball and tennis courts, and the Ice House which is used for various events. There is a tennis court fee.

Monocacy Park, Illicks Mill Road.

Rental pavilions and tables. Stream with picturesque waterfall, shady grass areas, cross-country jogging trail, walking distance to Burnside Plantation historic attraction.

Saucon Park, Millside Drive and Fire Lane, off Route 412.

Rental pavilions. Playground equipment, swimming pool, softball (lighted) and soccer fields, sand volleyball. Some facilities charge fees.

(Hellertown) 610-838-7041

Pool, Durham Street (12noon - 7 daily in summer)

Water Street Park, Water Street near Main Street (half mile east of Saucon Village)

Playground equipment, bocce ball court, sand volleyball, and picnic tables. No bathrooms.

Dimmick Park, Hellertown on Durham Street, by the pool.

Playground with picnic pavilion (in case of rain), and a kitchen with water, gas, and electricity (reservation and rental fee applies). Bathroom available.

Ski Resorts

<http://www.poconoski.com/> and <http://www.skibearcreek.com/>

Lehigh Valley and the Pocono Mountains have several ski resorts that offer skiing, snow tubing, and snowboarding.

Sports on Campus

610-758-4300, Campus Recreation, 641 Taylor Street, <http://www.lehighsports.com/>

Lehigh offers a fitness center, swimming pools, saunas, indoor and outdoor volleyball courts, basketball courts, racquetball courts, tennis courts, cross-country jogging trails, and more. Graduate students can join intramural sports, including a summer softball team, but most play with informal teams comprised of friends and acquaintances. Talk to your classmates and GSS members to find out times and locations.

AUTOMOBILES

Vehicle Purchases

Cars can be purchased from dealers, consignment dealers, and private individuals. Lehigh members sometimes advertise vehicles on the electronic LUNA bulletin board (<http://www.lehigh.edu>). Before purchasing a car, have it inspected by a trustworthy mechanic and check the *Kelly Blue Book* at the public library or <http://www.NADA.org> for price information.

Vehicle Registration

http://www.dmv.state.pa.us/new_residents/index.shtml

All new residents of Pennsylvania are required to apply for Pennsylvania title and registration of their vehicle(s) within 20 days of entry into the Commonwealth when establishing residency in Pennsylvania.

You will need to obtain the necessary forms to get your Pennsylvania vehicle registration. Forms are available online at the link listed above. In order to register your vehicle(s), you will need to bring the following items with you: (1) A valid title for all of the vehicles you want to register in Pennsylvania, issued in your name, from the state you left, (2) Proof of Pennsylvania insurance, such as a valid insurance identification card, declaration page of an insurance policy, a copy of a valid "binder", or a copy of an application for insurance to the Pennsylvania Assigned Risk Plan for all of the vehicles you will be registering, (3) a form of personal identification, and (4) a tracing of the vehicle identification number (VIN) or the verification of the VIN by an inspection mechanic or notary at a dealership.

Please be aware that fees and sales tax may be added for Driver and Vehicle Services. Again, refer to the website for more information regarding charges. Yearly vehicle safety inspections are required in Pennsylvania.

Pennsylvania Driver's License/Learner's Permit/Identification (ID) Card/Voter Registration

Lehigh Valley Driver Center, 1710 Hoover Avenue, Allentown

Pennsylvania has enhanced its driver licensing requirements. All new residents must obtain a Pennsylvania Driver's License within 60 days after moving to Pennsylvania. You must be at least 16 years of age to apply for a PA Driver's License or Learner's

Permit. New residents must surrender their out-of-state driver's license and/or ID card before a new product will be issued. To apply, you must appear in person at a Drivers License Center and complete the necessary forms with the correct classification(s) and endorsement(s), and take a vision screening test. The forms will be provided at the Driver License Centers. You will need to bring valid identification and residency documents, such your name on a rental lease or the PPL Utility bill, and your valid driver's license from your prior state (valid license or expired six (6) months or less).

Identification and residency requirements vary depending upon Pennsylvania residency status, U.S. citizen status, and Non-U.S. citizen status. If you are an International student or spouse contact the International Students and Scholars office with your questions, 610-758-4859, <http://www.lehigh.edu/~intl/>. Spouses of graduate students must establish their own local residency prior to obtaining a driver's by adding their name to the PP&L electric bill and the rental lease agreement. Residents of Saucon Village Apartment complex can contact the Residential Services office to change the lease. Otherwise, the spouses must bring their student spouses who can confirm Pennsylvania residency to the Drivers License Center with them.

For a complete listing of Pennsylvania's identity and residency requirements please see http://www.dmv.state.pa.us/new_residents/index.shtml and go to http://www.dmv.state.pa.us/licensing_master/index.shtml for documentation needed to apply for a Pennsylvania Driver's License, Learner's Permit or Identification Card Brochure. The Pennsylvania Driver's Manual assists new drivers and is available online at http://www.dmv.state.pa.us/drivers_manual/index.shtml. This manual is also available at Pennsylvania Driver License Centers at <http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true>, most messenger service centers, notaries and auto clubs.

To Obtain Your Non-Driver Identification (ID) Card

Non-driver ID cards are a viable source of identification for individuals 16 years of age and older who may not have a driver's license. Along with identification residency requirements, a check or money order for \$10 and a completed application form must be included. Forms are available online at <http://www.dmv.state.pa.us/forms/index.shtml> for downloading and at any Driver License Center location that can be found at <http://www.dmv.state.pa.us/locator/locator.jsp?navigation=true>. Identification and residency requirements vary depending upon Pennsylvania residency status, U.S. citizen status, and Non-U.S. citizen status and follow the same requirements necessary for obtaining a PA Driver's License or Learner's Permit.

To Apply to Register to Vote

When visiting a Driver License Center, you will be asked if you would like to make application to register to vote. Please note that if you are currently a registered voter in Pennsylvania, you do not need to re-register unless you have changed your name or address. After a series of questions regarding your application to register to vote, you will be asked to confirm the information you have provided. Once you have completed this process, you will be given a receipt as proof of having made application to vote. It is important to keep this receipt until you receive your voter identification card from your county voter registration office. If you do not receive your card within two weeks, please contact your county voter registration office. Contact numbers can be found in the telephone book or on the Pennsylvania Department of State Web at <http://www.dos.state.pa.us>.

Campus Parking Services

610-758-3893, Johnson Hall, 36 University Drive, <http://www.lehigh.edu/~inpark/>

All motor vehicles operated on university property by full or part-time students, faculty, staff, etc. must be registered with the Campus Parking Services office. An appropriate parking permit will be issued for a fee upon presentation of your vehicle registration in the Parking Services Office. Permits are issued based on the following policy which was developed in collaboration with the GSS. NOTE: Not all students are eligible to purchase all types of campus parking permits. Contact the Parking Services office to find out the rules and limitations.

"RGT STUDENTS" LIVING OUTSIDE THE "GREEN ZONE"

1. A maximum of 200 parking permits are sold to students who have **RGT status** (Research, Graduate, or Teaching Assistant) that are scheduled to work 20 hours/week (50% effort) and **live outside the "Green Zone"** (the Southside area bounded by: the Lehigh River, Wyandotte/387, Hayes St., and the top of the South Mountain). The parking is assigned as follows:
 - a) RGTs in Taylor Athletics, Rauch, Grace Hall, and Zoellner Arts Center: Zoellner Arts Center Garage only.
 - b) RGTs in Mudd, Neville, Whitaker, Sinclair, Maginnes, and Fairchild-Martindale: Campus Square Garage, Broadhead, Packer, or Whitaker Lots only.*
 - c) RGTs in all other buildings not listed above: any of the "blue" faculty/staff surface lots.
 - d) RGTs on mountaintop campus: student commuter lots on Mountaintop only.

"RGT STUDENTS" LIVING INSIDE THE "GREEN ZONE" and DAY GRAD STUDENTS

2. Students who have RGT status (Research, Graduate, or Teaching Assistant) and live in the "Green Zone," and Graduate Students who take classes during the day and live in OR outside the "Green Zone" may purchase a green commuter hangtag to park in the commuter lot on Mountaintop Campus during work hours to attend class, or to store their vehicle 24/hrs/day. Also, this permit is valid on the Asa Packer Campus in all Faculty/Staff "Blue" surface parking lots after 4:00 PM – 7:30 AM Monday – Thursday and Friday 4:00PM – Monday 7:30A.M. (Please note: Except during snow emergencies – Please refer to the "Snow Emergency Regulations".)

EVENING GRAD STUDENTS

3. Evening graduate students may register for a free "Evening Permit" that allows parking from 4:00PM – 10:00PM and weekends in the same areas as explained in #2.

STUDENTS LIVING IN SAUCON VILLAGE

4. Students who live in Saucon Village are eligible for a permit that allows them to park their car in the Saucon Village lot, the student commuter lot at Mountaintop, and on main campus in the Broadhead and Packer lots, Zoellner Garage if you work in Zoellner, Rauch Business Center, Grace Hall or Taylor Gym, and Campus Square Garage if you work in Mudd, Neville, Whitaker, Sinclair, Maginnes, or Fairchild-Martindale.

Parking is also available during the day in the Zoellner Arts Center Garage and evenings after 4:00PM in the Campus Square Garage. There are also 51 meters available during the day in the lower level of the Campus Square Garage.

During Winter Break, cars can be stored in the student commuter lot on Mountaintop. All cars left on main campus during break will be towed at the owner's expense.

Bad Weather and Parking on Campus

If weather conditions become hazardous overnight, a determination will be made by 6:30 a.m. as to whether or not a change in the opening of the University will be made. Please listen to (610) 758-NEWS or your local TV/radio stations for the latest updates. **The driver is responsible for finding out about updates and moving his/her car if necessary.** During a Snow Emergency, parking is not allowed in certain areas and violations result in fines of at least \$25. See the Parking website for more information on rules, policies, and appeals: <http://www.lehigh.edu/~inpark/>

Bethlehem City Parking Authority

610-865-7123, ext. 26, Southside parking lots, Bethlehem.

Monthly parking lot rate for 2002: \$22 per month plus \$10 deposit for the hang tag. Parking ordinances are available online at <http://www.bethlehem-pa.gov/about/ordinance/articles/ARTICLE0534.htm>. Note: The City of Bethlehem allows a limited number of street parking permits per rental unit.

Long Term Airport Parking

<http://www.longtermparking.com/>

This website assembles long term parking sites available at or near 47 US airports. It also provides a free online reservation service and coupons for parking discounts.

BOOKSTORE

610-758-3375 (or 610-758-3374 for textbook support), 1 Campus Square, Lower Level Building C, <http://lehigh.bkstore.com/>

The Lehigh Bookstore, part of the Barnes and Noble family, offers all texts for all courses, new and used (25% cheaper than new), a huge selection of general & reference books, a convenience area with late night hours (beverages, frozen meals, soups, snacks, candy, health & beauty aids), school & computer supplies, lots of residential living needs (electronics, plastic wear, bedding, etc), a wide assortment of greeting cards & gifts and, of course, Lehigh merchandise.

Their services include: text reservations, year-round book buyback, photo finishing at great prices, ticket sales for Stabler Arena, Barnes and Noble gift certificates, and special orders for general books. Lastly, the bookstore sponsors author signings, music, literature readings, and more. All events are free and open to the public. Check out their web site periodically for upcoming events.

CHILDREN**Childcare**Community Services for Children, Inc.

610-437-6000, 1520 Hanover Ave., Allentown

Head Start and early Head Start programs, plus information on the following for the Lehigh Valley area: childcare services, subsidies for childcare, and childcare referrals.

Funtime Daycare & Learning Center (in Fountain Hill)

610-868-4500, 523-25 S. Clewell Street, Bethlehem (Near La Fontana Pizzeria)

Young Toddler Care: Full time \$26/day; Part time \$21.30/day

Older Toddler Care: Full time \$23.90/day; Part time \$20.20/day

Pre-School (3-5 years): Full time \$23/day; Part Time \$19/day

Holy Ghost Preschool (Catholic on the Southside)

610-867-5939, 444 Montclair Ave, Bethlehem

\$30 non-refundable registration fee

Two-day Program \$60/month

Three-day Program \$80/month

Four-day Program \$100/month

Lehigh University Child Care Center610-758-KIDS, 5 Duh Drive, #31, Saucon Village Apartment Complex, <http://www.lehigh.edu/~inluccc/genop.html>

Baby/Toddler Care (6 weeks to 3 years):

Full-time \$140/week, \$606.67/month; Part-time \$110/week, \$476.67/month

Pre-School (3-5 years):

Full-time \$135/week, \$585.00/month; Part-time \$105/week, \$455.00/month

Lehigh Valley Childcare, Inc.610-865-6444, 410 E. 5th Street (one block in front of Zoellner Arts Center), Bethlehem (several other sites)

Baby/Toddler Care (6 weeks to 1 year old): \$146/week

2 year olds: \$134/week

3 – 5 year olds: \$124/week

6-10 year olds: \$92/week

Hours of Operation are 6:30am to 6:00pm Monday-Friday

Saucon Valley Community Center610-838-0722, 323 Northampton Street, P.O. Box 111, Hellertown, <http://www.svcommctr.org/index.html>

Childcare for children 18months to 11 years of age. Trips, events, and other activities. Meals included.

Preschool /Toddler: \$100-130/week;

Elementary School Children before and after school: \$85/week

Cambridge Day School

610-868-4665, 3986 Township Line Rd., Bethlehem, PA 18020

Tuition Schedule:

Hours of Operation are 6:30am to 6:00pm Monday-Friday

Non-refundable Annual Registration Fee: \$75 for the first child and \$50 for each additional child.

	Infant	Ones	Twos	Young Pre School	Pre School	Pre K	K
Full-Time (4-5 days)	\$172	\$167	\$160	*	\$150	\$150	\$145
3 days:	\$130	\$125	\$120	*	\$110	\$110	N/A
2 days:	\$105	\$100	\$95	*	\$85	\$85	N/A

* Children attending the Young Preschool class will be charged the tuition rate based on their age.

The Before and After School Club: (no transportation provided)

Before School	\$45
After School	\$60
Before/ After School	\$90
½ Day School Age	\$95
with before and after	\$105

Counseling & Social Services

Big Brothers/Big Sisters of Lehigh Valley, Inc.

610-391-1827, 33 North 15th Street, Allentown, PA 18102

Provides male/female role models for children ages 7-14. The program focuses on friendships rather than activities.

Childline and Abuse Registry

1-800-932-0313, Hillcrest Building (2nd Fl.), Box 2675, Harrisburg, PA 17105-267.

Call to report suspected child abuse. All phone calls are confidential. You may remain anonymous.

Children's Rights of PA

(24 hour hotline). Box 43672, Allentown, PA 18105

Missing children search. Puts missing children pictures on TA and in newspapers. No charge for consultation.

Kidspace National Centers

800-8KID-123 (854-3123), <http://www.kidspace.org>

Services for children and families in crisis.

Pinebrook Services for Children & Youth

610-432-3919, ext 229, <http://www.pinebrookservices.org>

Child advocacy services.

Valley Youth House

610-820-0166, <http://www.valleyyouthhouse.org>

Social services for children and youth.

Culture, Education, & Recreation

Bethlehem Public Library

610- 867-3761, 11 W. Church St. Bethlehem, PA 18018, <http://www.bapl.org/>

Many different activities including story time for children every morning except Sundays, and a bookmobile that stops at Saucon Village every other Wednesday afternoon.

Rose Garden Children's Festival

610-974-8477, 535 2nd Ave., Bethlehem, PA 18018

Outdoor children's festival in June held at Bethlehem's Rose Garden.

Recreation Departments

Allentown: 610-437-7756

Bethlehem: 610-865-7081

Hellertown: 610-838-7041

YMCA & YWCA (Allentown is YMCA and YWCA)

Allentown: 610-434-9333

Bethlehem: 610-867-4669

Saucon Valley Community Center

610-838-0722, 323 Northampton Street, P.O. Box 111, Hellertown, <http://www.svcommctr.org/index.html>

Touchstone Theatre Children's Shows

610-867-1689, 321 East Fourth Street, <http://www.touchstone.org>

ZeeK! At Zoellner Arts Center, 610-758-2787 to join, 420 East Packer Ave. (corner of Filmore St.)

Children must be accompanied by an adult (each accompanying adult ticket is just \$3).

- five concert or theater events selected from a special list
- membership card
- meet-the-artist receptions
- Zoellner souvenir
- interactive Gallery events
- post-concert treats
- free ticket exchange
- ArtsPal (mini-guide to the performances)

State and Federal Support Programs

Child Health Insurance Program (CHIP)

1-800-986-KIDS (986-5437), <http://www.ins.state.pa.us/ins/cwp/view.asp?a=1279&q=527075&insNav=>

Pennsylvania's Child Health Insurance Program (CHIP) is a "program to provide quality health insurance for children of working families who otherwise could not afford it. It is not a welfare program."

Pennsylvania Department of Public Welfare

1-800-692-7462, <http://www.dpw.state.pa.us/oim/oimappforms.asp>

The state of Pennsylvania offers Cash Assistance, Food Stamps, Medical Assistance and a Low-Income Home Energy Assistance Program. Programs are based on various eligibility criteria.

Head Start

610-437-6000, ext. 2354, 1520 Hanover Ave., Allentown, <http://www.acf.hhs.gov/programs/hsb/>

Head Start is a free, federally-funded pre-school program that "serves the child development needs of preschool children (birth through age five) and their low-income families." The agency picks up and drops off children from their homes. There is an Early Head Start program designed to help mothers from pregnancy until the child is 3 years-old. For 3 year-olds, there is a home-based program in which agency personnel go to the home to work with the mother, and the child goes to the agency for 4.5 hours in the classroom every other Friday. For children who are 4 years-old (and five years-old in some cities), the child spends 4.5 hours a day, Monday –Thursday at a Head Start classroom closest to the family home. Eligibility depends on family size and income:

Women, Infant and Children Program (WIC)

1-800-942-9467, 520 East 4th Street, Bethlehem, <http://www.fns.usda.gov/wic/>

The WIC Program is a free, federally-funded program designed "to safeguard the health of low-income women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating, and referrals to health care." Eligibility depends on family size and income.

COMPUTING

For general information on computing at Lehigh, check: <http://www.lehigh.edu/computing/computing.html>

For information on opening an email account, check: <http://www.lehigh.edu/its/>

For information about wireless services and locations, check: <http://www.lehigh.edu/wireless/>

CONFIDENTIAL ETHICS HOTLINE

Lehigh University's Trustee Audit Committee has established a confidential "Ethics Hotline" at 610-758-2500. The confidential, secure hotline does not use caller ID is maintained by the Internal Audit Office. Any member of the Lehigh Community can confidentially report concerns about finances, fraud, conflicts of interest, noncompliance with governmental or university requirements, etc. through this hotline or by sending email or campus mail to the Internal Audit Office. **NOTE:** Information is kept confidential unless there are serious circumstances, such as fraud, or in instances where legal requirements do not permit a guarantee of confidentiality.

GAY, LESBIAN, BISEXUAL, AND TRANSGENDER, QUEER, and ALLY PROGRAM & OUTREACH

610-758-2777, B202 University Center, <http://www.lehigh.edu/~inrainbo/rainbowroom.html>

LGBTQA Programs and Outreach provides a variety of services to students, faculty, and staff on campus. To educate the Lehigh community, we provide Ally Training about the lives, experiences, accomplishments, and needs of lesbian, gay, bisexual, transgender, and queer/questioning people. In addition, we host brown bag lunch discussions, bring guest speakers, plan film festivals, and cosponsor events with other offices throughout campus. They also work with a number of campus groups and organizations in order to provide additional services to gay, lesbian, bisexual, transgender, and queer/questioning individuals.

GRADUATE and RESEARCH COMMITTEE (GRC)

The Graduate and Research Committee formulates policies and regulations on graduate education, and it recommends policies and procedures for research-related activities. The committee interprets and applies faculty rules governing graduate students and degrees, including questions concerning student petitions and appeals. In order to provide a forum for complaints regarding academic and non-academic matters, the GRC will schedule hearings for individual graduate student grievances. Graduate students may petition, via the Associate Dean of Graduate Studies, for extensions of time to complete degrees and for reinstatement to programs. Students denied admission to graduate study, even though they are not members of the University community, may also present petitions to the GRC.

The GRC consists of twelve members representing the faculties of Lehigh's colleges: four from the College of Arts and Sciences; two from the College of Business and Economics; four from the P.C. Rossin College of Engineering and Applied Science; and two College of Education, plus four *ex officio* members and two non-voting graduate student members selected by the GSS (see section on the GSS).

GRADUATE STUDENT CENTER

610-758-4722, fax: 610-758-6971, Christmas-Saucon Hall, Room 38, 14 East Packer Ave., Bethlehem, PA 18015

The Graduate Student Center houses the Graduate Life Office and the Graduate Student Senate. The center is open Monday through Friday from 9am – 4pm during the academic year, and 9am – 1pm during the summer. It is closed during academic holidays. The office offers resources for graduate students including:

1. the lowest priced photocopying on campus (\$.05/page; first 10 pages are free)
2. the lowest priced faxing
3. three computers
4. computer scanner
5. subsidized tickets for performances and trips
6. refrigerator
7. free coffee, tea, and bottled water
8. student life information resources

Graduate Life Office (a department of Student Affairs)

610-758-3648, Graduate Student Center, Sayre Bldg. 26, 27 Memorial Drive West, <http://www.lehigh.edu/gradlife>

The Graduate Life Office is a department of Student Affairs. Its mission is to make Lehigh a hospitable place that is engaging, inspiring, and supportive for graduate students through community building social activities, professional development seminars, and advocacy for graduate student needs. The office is staffed by a fulltime director and half-time Graduate Assistant whose duties and responsibilities are to:

1. Serve as principal liaison with graduate students through regular meetings with the GSS executive board (e-Board), attendance at GSS meetings, and individual consultations.
2. Maintain liaison with key campus constituents, promote awareness of graduate student issues, and coordinate services to better address graduate student needs.
3. Collect and analyze information in conjunction with the institutional research office for strategic planning purposes.
4. Foster the development of appropriate social, cultural, intellectual, and recreational opportunities for graduate students.
5. Serve as a primary advocate for graduate student life issues within Student Affairs.
6. Coordinate graduate student orientation.
7. Serve as a resource and advisor to the Office of International Students & Scholars, Admissions Office, Alumni Association, and other relevant constituent groups regarding Asian student concerns.

Graduate Student Senate (GSS, a student organization)

610-758-4722, Graduate Student Center, Sayre Bldg. 26, 27 Memorial Drive West, <http://www.lehigh.edu/gss/>

The Graduate Student Senate (GSS) is a campus-wide graduate student organization that serves all graduate students in various ways: it acts as a voice for the graduate student body by electing representatives to meet with administrative offices and express concerns pertaining to graduate, non-academic issues. The GSS invites speakers (e.g., the President, the Provost, Deans, faculty, staff, and graduate students) to address and meet with graduate students. It also sponsors sports activities; parties with free refreshments; subsidizes bus trips to major metropolitan centers for entertainment and touring opportunities; volunteers for community service projects; contributes to and assists new student orientation by hosting discussion panels, campus tours, a picnic, and a party; provides travel grants to supplement funding from academic programs to attend academic conferences; and publishes mass e-mails as well as a newsletter to inform graduate students of events.

HEALTH, WELLNESS, & MENTAL HEALTH

Counseling and Psychological Services

610-758-3880, Johnson Hall, 36 University Drive, <http://www.lehigh.edu/~incso/cso.html>

The counseling center provides individual, couples, and group counseling/psychotherapy, as well as consultation, psychological testing, and psycho educational outreach programs for registered students.

Student Health and Wellness Center

Health center, 610-758-3870, Johnson Hall, 36 University Drive, <http://www.lehigh.edu/health/wellness.html>

Wellness Center, 610-758-3869, Johnson Hall, 36 University Drive, <http://www.lehigh.edu/~inluhc/wellness.html>

The Lehigh University Health and Wellness Center provides acute and on-going care to all registered graduate students. For spouses, the Health Center offers a free referral book that lists local physicians. Students and dependents using the University recommended injury and sickness insurance should obtain a referral from the Health Center for off-campus health care. The Wellness Center, located to the left of the main lobby entrance from University Drive, offers massage chairs, inexpensive scheduled massages, classes, health information, and free health care supplies.

Injury & Sickness Insurance

University Health Plans, 1-800-437-6448, One Batterymarch Park, Quincy, MA 02169-7454 for enrollment information

<http://www.universityhealthplans.com/>, email: info@universityhealthplans.com

Consolidated Health Plans, 1-800-633-8767 for claims information

Students may purchase Lehigh's insurance coverage for 12 months or 6 months. The premiums change each year and can be found, along with the enrollment form and details about the plan, in the insurance brochure, which is available at the Bursar's Office and the Graduate Student Center. Coverage begins once payment and the completed enrollment form are submitted to the Bursar's Office. **NOTE: Coverage may only be purchased by enrolled students.** After graduation, you are no longer an enrolled student. Students who graduate at the end of fall semester but want coverage for the spring and summer must purchase the 12 month insurance at the beginning of the fall semester. After graduation, you are not eligible to buy this insurance.

The PDF document, "Answers to Your Insurance Questions," located at <http://www.lehigh.edu/gradlife>, contains answers to frequently asked questions regarding Lehigh's insurance program.

Injury and sickness insurance is important in case you have a serious injury or illness. It works like car insurance. It will help pay for big expenses if something goes wrong. Insurance is NOT a pre-paid service. Injury and sickness insurance does not pay for regular maintenance and upkeep. Just like car insurance does not pay for tune-ups and new tires, injury and sickness insurance does not pay for preventative items like birth control, immunizations and check-ups.

Insurance works like this: all the premiums that are paid by Lehigh students go in to one pool of money. As students file claims for treatments and prescriptions, the pool of money gets used up. If the claims exceed the pool of premiums in one year, the premium will be increased the following year. If the claims are very low compared to the pool of premiums, our broker negotiates with the insurance company to lower the premium the next year. To keep a reasonable balance between the premium pool and the claims that are paid, Lehigh's insurance does not cover every possible treatment.

Premium prices changes every year. Check the broker's website for current information. Also, the premium for a spouse and children is high but the coverage is very good for this type of insurance. Because there is a small pool of spouses and children relative to the high claims, the premiums are very high. For less expensive insurance, shop around and carefully compare the benefits, not just the prices. You may want to try the online e-Health Insurance site listed in the following section.

U.S. students and international students with F1, M1, and J1 visas are eligible to join this plan. Students should enroll by submitting the following to the Bursar's Office: (1) the enrollment form and (2) payment or your completed payroll deduction form (details below). The Bursar's Office has these forms. **Coverage begins on the day that the Bursar's Office receives your payment (or payroll deduction form). To minimize paperwork problems, DO NOT ENROLL DIRECTLY ONLINE WITH UNIVERISTY HEALTH PLANS.**

Students and their dependents need injury and sickness insurance (also called "health insurance") because the Student Health Center, which serves students, does not treat all sicknesses and injuries, including physical and psychological problems that require hospitalization. Dependents are not eligible to use the Student Health Center.

To help students pay for insurance, the university provides subsidies for qualified students. The subsidy amount changes each year. Please read the Provost's annual memo located in the Graduate Student Life portal group files or visit <http://www.lehigh.edu/gradlife> to find out the amount each year. The subsidy automatically appears in your last paychecks in December and in May. NOTE: If you do not receive a December 15 or a May 15 paycheck because of a change to your assistantship, you will NOT receive the subsidy given with those paychecks.

The eligibility criteria are:

1. Full time or certified full time graduate student (remember to file all the paperwork required by the registrar on time!)
2. Receiving assistantship or fellowship payments through the university payroll system
3. Have paid their Lehigh injury and sickness insurance premium or are signed up for payroll deduction of premiums.

In addition, the university offers a payroll deduction plan so that students can pay for insurance in small increments taken from their paychecks. Forms for payroll deduction are at: http://www.lehigh.edu/~inctr/forms_payroll.htm

The insurance plan helps pay for many medical services that you, your spouse, and/or your child(ren) cannot obtain at the Student Health Center. For each injury or sickness, you must pay the deductible unless you first obtain a referral from the Student Health Center. After you pay the deductible, the injury & sickness insurance begins contributing to your medical bills. **Dependents must always pay the deductible.**

United States medical treatment is the most expensive in the world. For instance, just delivering a baby costs \$6,000, and one day in an Intensive Care Unit can easily cost \$25,000. Likewise, antibiotics for an infection could cost over \$100. Therefore, the university recommends that all students and their dependents have injury and sickness insurance. The federal government requires all visa-required exchange visitors to have injury & sickness insurance, but cannot pay for their insurance or their medical costs.

Injury & sickness insurance helps pay for medical treatment so that individuals do not have to pay the whole price by themselves. If you have no insurance, you are responsible for paying the bill yourself. You generally cannot buy insurance *after* an injury or illness, and you cannot assume that the U.S. government will pay your medical bills.

The insurance helps pay for treatment such as:

- Doctor and hospital visits because of sickness or injury
- Doctor and hospital visits because of pregnancy and childbirth
- Doctor visits for women's preventive health services
- Prescription medicines
- Eyeglasses and contact lenses

The insurance does not always pay the entire price or cover all sicknesses and injuries. The Insurance has maximum amounts that it will pay and a list of diagnoses that are covered. Be sure to read their brochure. The insurance does not pay for routine and elective health services, such as check-ups and routine pregnancy tests, unless they are mandated by the state of Pennsylvania. For instance, the insurance does not pay for amniocentesis, a routine test used during pregnancy to detect genetic defects in the unborn baby. However, the insurance will pay for annual gynecological exams.

To use the insurance, ask the Student Health Center for a referral to a doctor. They have a list of good doctors who charge competitive prices or are part of the network. Students and their spouses can also use this list, but the referral will not affect their responsibility for the deductible.

Doctors set their own prices, so some are more expensive than others. Some doctors are part of the University Health Plans network and some are not. St. Luke's Hospital (the hospital closest to campus) is a member of the network. The insurance will pay a certain amount for each service, so if your doctor is expensive and not part of the network, you will have to pay the amount that your insurance does not cover. Also, find a doctor who will send the bill to the insurance company so you can avoid the paperwork. The doctor's office will send the bill to the insurance company, then wait for the insurance company's payment. If the insurance does not pay the doctor's full price, the doctor might ask you to pay the difference.

Dental Discount Plan

University Health Plans, 1-800-437-6448, One Batterymarch Park, Quincy, MA 02169-7454

<http://www.universityhealthplans.com/careington.html>

Lehigh's insurance broker, University Health Plans, now offers a dental discount program with a 45-day money-back guarantee: the **Careington Series 500** Dental Discount Plan. As a member in this dental discount program, you are able to obtain dental care at a discount from participating dentists. **The annual premium is currently \$71.40**, which can be paid in monthly installments of \$5.95, plus a processing fee. This is not insurance so **there are no maximums or limitations, no waiting periods, no deductibles or claim forms, and pre-existing conditions are covered. You can be on the plan immediately and have guaranteed acceptance.**

These are dentists in the 18015 zip code who are members of this plan (as of 11/03). Some of them share an office:

DR. JASON J KISHEL DMD and DR. HARRY J SHLEIFER DDS

1003 BROADWAY
BETHLEHEM, PA 18015

(610)691-3311

Plans: 501, C=04

DR. MICHELE ALGIERI DDS, DR. KARLA M STANZ DMD, and DR. MICHAEL PUGEDA DMD

DR JEFFERY P DECROSTA DDS

627 W BROAD ST
BETHLEHEM, PA 18018

(610)691-6200

Plans: 501, C=04

DR. SOUN L WONG DDS

FAMILY & COSMETIC DENTAL CARE

826 DELAWARE AVE
BETHLEHEM, PA 18015

(610)868-6768

Plans: 501, C=04

DR. TALAL NOUMEN DDS

FAMILY DENTISTRY

1640 UNION BLVD
ALLENTOWN, PA 18109

(610)776-7578

Plans: C=04

Below are some examples of the types of savings you might receive. NOTE: These are only examples. Check with the particular dentist to find out the actual price that you will be billed.

COST SAVINGS COMPARISON USING CAREINGTON INTERNATIONAL DENTAL PLAN

	<u>Usual and Customary Dental Rates</u>	<u>Careington International Rates</u>	<u>Savings</u>
Adult Cleaning	\$80	\$25	\$55
4 Bitewing X-rays	\$50	\$17	\$33
Panoramic Film	\$65	\$35	\$25
Oral Evaluation	\$40	\$12	\$28
Silver Fillings	\$88-\$170	\$30-\$63	\$58-\$107
White Fillings	\$99-\$170	\$44-\$103	\$55-67

Crowns	\$840-\$1000	\$361-\$409**	\$479-\$591
Partials/Dentures	\$1400-\$2000	\$515-\$584**	\$885-\$1416
Root Canals	\$496-\$758	\$236-\$351	\$260-\$407
Deep Scaling	\$212/Quad	\$82/Quad	\$130
Extractions	\$165-\$500	\$44-\$170	\$121-\$330
Orthodontia	\$5000	20% Discount	\$1000

Dental Hygiene School's Dental Services at Northampton Community College

610-861-5300, 3835 Green Pond Road, Bethlehem, PA 18020 (enter by the Christmas Barn on Oakland Rd.)

Students at Northampton Community College provide basic dental services at very low prices when their school is in session (mid-August to mid-May). The services are part of their training. If you have the time (you may bring headphones to help while away the time), and want to save money, this is the closest place to go for basic dental care. For instance, a cleaning and x-rays will cost about \$25. This takes about 3 hours. Sealants, which are given to children aged 3 and older, and adults, cost about \$10. The price depends on the deepness of the grooves in the teeth being treated.

E-Health Insurance

<https://www.ehealthinsurance.com/ehi/Welcome.ds>

This internet, self-service website provides free insurance quotes and comparison charts. If you want to shop around, this is a useful tool for doing so. However, be careful to compare prices and coverage. Don't buy cheap insurance that doesn't provide the coverage that you need.

Patient Assistance Advocates, LLP

PAS provides help with the medical system. For instance, they help low income individuals enroll in drug company programs for low or no-cost medications and help find funding to pay for treatments not covered by insurance. Everything can be handled by mail or fax. You do not need to go there in person. To find out more about their fees and services, go to: <http://www.pas-now.com> and click on the "Families and Seniors" box, or call toll free 1-800-564-0565.

Waiver: Lehigh does not endorse or recommend this company.

Planned Parenthood

610-694-0642, 801 Ostrum St., Bethlehem 18015 (St. Luke's Hospital)

They provide gynecological services and contraceptives at a discount, and are available at their own offices or at the Student Health Center on particular days. Call them directly for an appointment whether you want to see them on-campus or off-campus.

Bethlehem Health Bureau

610-865-7087, 225 East 4th Street, Bethlehem (inside the round building across the patio from the main library)

The city health bureau offers a Wellness Clinic and other preventive services for adults and children, including inexpensive flu shots, as well as Hepatitis B and Hepatitis A vaccines. They also provide free services to individuals receiving Medicare.

HOUSING

Temporary Housing

While looking for a permanent place to live, some students opt to spend a few days with other Lehigh students or faculty members whom they have found through their department, colleagues, or student clubs. Others stay at hotels. **Please note: Musikfest (<http://www.musikfest.org/>) occurs every August, usually the first or second week, so there are few hotel rooms available in downtown Bethlehem during that time.** Near campus are:

Comfort Suites Bethlehem (5 minutes)

610-882-9700

120 W. Third Street, Bethlehem, 18018

<http://www.4choic-hotels.com/ires/en-US/html/Search>

The Comfort Suites offers a 20% discount to Lehigh affiliated individuals and provides a free shuttle to campus and the Allentown-Bethlehem-Easton (ABE) airport in Bethlehem. Mention your Lehigh affiliation when making a reservation. Each room has a microwave and mini-refrigerator. Comfort Suites might ask for proof that you are affiliated to Lehigh, in which case you will require a letter from your department.

Bethlehem Hotel (18 minutes)

610-625-5000

437 Main Street, Bethlehem, 18018

http://www.radisson.com/RAD/Hotel_Directory/HotelBio.jsp?brandCode=RAD&hotelCode=PABETHLE&returnFlag=hotelDirectory&origin=originRes&locUni=65072

This historic hotel offers over 100 rooms, hosts evening Happy Hour, and provides a free shuttle to campus and the Allentown-Bethlehem-Easton (ABE) airport in Bethlehem.

Bethlehem Inn (15 minutes)

610-867-4985

476 North New St., Bethlehem, 18018

http://welcome.to/The_Bethlehem_Inn

This Bed and Breakfast within the historic area of Bethlehem has three guest rooms and offers complimentary continental breakfast for guests.

Morningstar Inn (20 minutes)

610-867-2300

72 East Market St., Bethlehem, 18018

<http://www.morningstarinn.com/>

This urban mansion in the heart of downtown Bethlehem's historic district has five guest rooms and serves a complimentary full breakfast for guests.

Sayre Mansion Inn (Bed & Breakfast) (10 minutes)

610-882-2100

250 Wyandotte St., Bethlehem, 18015

<http://www.sayremansion.com>

The Sayre Mansion Inn has 19 antique filled rooms and serves complimentary breakfast for guests.

On-Campus Residential Services

610-758-3500, Rathbone Hall, 63 University Drive, <http://www3.lehigh.edu/studentlife/slhousing/services.asp>

Lehigh University offers a housing option for graduate students: Saucon Village (over South Mountain, 3.5 miles south of campus and about 2.5 miles from the nearest shopping area). The Saucon Village complex provides 136 unfurnished units with free parking (some limitations apply, check with Parking Services). These are rented on a semester or yearly basis and are occupied by single, partnered, and married students. The complex provides a community room in Building 8 for social functions, garden plots, and a game room and computer lab in Building 11. The university offers continuous bus service between Saucon Village and the main campus on weekdays, but limited or no service during weekends, holidays, summer, and school breaks. Check with Transportation Services at <http://www.lehigh.edu/-intransp> for Saucon bus schedules.

This option is an excellent first home for students who don't have the time to look for off-campus housing when they first arrive. However, turnover varies. Some semesters, there are fewer than 10 vacancies at Saucon Village. In addition, Saucon Village typically has a long waiting list, so apply early and keep calling if you are interested.

PLEASE NOTE:

- ❖ Animals and candles are not allowed in campus housing managed by Residential Services.
- ❖ Pennsylvania State Law requires that students living in university housing either (1) obtain a meningitis vaccine or (2) fill out a declination waiver form. You may obtain the vaccination at the Health Center for a fee (\$85). Lehigh's accident and sickness insurance does not cover this fee because the insurance does not cover preventive medicine. Medically, only college freshmen living in dormitories are at an increased risk, so graduate students may feel comfortable choosing to waive the meningococcal vaccine. If you do not want the vaccine, you may waive it by completing the declination form. The form is available at the Student Health Center, Johnson Hall. This law does not apply to students living off-campus. Please address questions and comments directly to the Health Center: 610/758-3870.

Off-Campus Housing

Off-campus housing near Lehigh University is not especially difficult to find if you are willing to have roommates. The Southside area around campus has very few one-bedroom or studio units. Most units are houses that are shared by 4-6 people and 2-3 bedroom apartments. The houses usually include utilities and a washing machine and dryer. Average monthly rent varies depending on whether you live:

Alone in a 1 bedroom: (\$500 – \$895) + phone service + electricity + cable TV + heat + laundry
 Sharing a 5 bedroom: \$300 + phone service + cable TV (utilities & laundry are usually included)

In choosing a unit, consider your parking needs if you have a car. Units without off-street parking have at most only 2 city permits. Thus, if you cannot get a city permit or park in the unit's off-street parking, you will have to find parking elsewhere. Also, consider that it snows frequently in Bethlehem and snow removal is unreliable. People who park on the street typically must shovel their car out of the snow and there is no guarantee someone else won't take your shoveled parking space once you drive away. See the section on Campus Parking and Bethlehem City Parking Authority for further details.

To find a place, use these and other resources:

1. Walk around the neighborhood since many units post vacancy signs on the building, especially in March and April for availability on June 1.
2. Check the flyers in the Graduate Student Center, Sayre Building (corner of Brodhead Ave. and Summit Street, in the Alumni Memorial parking lot)
3. Check the list of Bethlehem apartment complexes in Appendix A of this document
4. Check the rental booklets, *Apartment Bluebook* or *Apartment Finder*
5. *Brown & White* campus newspaper ads
6. <http://luna.cc.lehigh.edu:81/HOUSING>, public listings on the Lehigh University web
7. <http://luna.cc.lehigh.edu:80/HOUSING>, paid listings handled by the Office of Residential Services
8. <http://www.easyroommate.com/>, (free nationwide online roommate matching service)
9. <http://www.mcall.com/classified/all-class-rentals.html?story?coll=all%2Dclass%2Dhed> (Morning Call newspaper listing)
10. <http://www.apartments.com/> (searchable apartment database)
11. <http://www.apartmentguide.com/> (searchable apartment database)
12. <http://www.mapquest.com/> (free mapping website)

Most Southside apartments have turnover at the end of May. Thus, the selection is much better in March and April than in the late summer. In addition, many of the leases that begin on June 1 are signed in January or February, especially for the more desirable units. If you have a car that you plan to drive to campus, be sure to read the rules and regulations detailed in the Campus Parking Services section of this *Guidebook*.

City of Bethlehem Bureau of Housing

610-865-7091, (fax) 610-865-7330, 10 East Church Street, Bethlehem, PA 18018

The City of Bethlehem Bureau of Housing provides on-site inspections of rental units. They also work to ensure that rental units are in compliance with city ordinances. For concerns about your unit, call Michael V. Palos, Chief, Bureau of Housing. Before moving in, you may check to see if a rental unit has passed the City of Bethlehem in the **Licensed Unit Listing** available from your department coordinator, the Graduate Life Office, and online at: <http://www.lehigh.edu/gradlife>.

When choosing an apartment, consider:

1. How safe is the building/neighborhood? (e.g., Can you easily escape if there's a fire? Is there good outdoor lighting? Does the front door have a good lock? Is the building structurally sound? What's the crime history of the building and neighborhood?) Visit the area at night on the weekend, attend Community Watch meetings, and speak to current tenants, if possible.
2. How is trash removal, heating, electricity, etc. paid and what will it cost you?
3. Is parking included? Please read the section on Campus Parking Services before signing a lease. Students living in the "green zone" are considered within walking distance, and therefore eligible for very limited campus parking.
4. Are pets allowed? Smoking?
5. Is there air conditioning?

6. How is snow removed, how often, and what will it cost you? Note: The City of Bethlehem fines residents who do not clear snow from their sidewalks.
7. Can you paint the walls, put in nails to hang decorations, etc.?
8. How noisy are the neighbors? Do they have children? Pets?
9. How quickly does the landlord make repairs?
10. How far is the grocery store, drug store, bus stop, ATM machine, laundry facilities, etc.?
11. Does the unit have anything you might be allergic to (e.g., mold, carpeting, dust, etc.)?

For detailed information about tenant's rights and responsibilities, see the booklet, *Before You Sign: Your guide to off-campus living* which is available at the Dean of Students office in the University Center, 758-4165. If you have a problem with your unit and wish to file a complaint, please notify Michael V. Palos, Chief, Bureau of Housing, City of Bethlehem, 610-865-7091. If you wish to notify Residential Services of your complaint, call 610-758-3500. **Residential Services does not check properties or intervene in landlord/tenant disputes but will delete listing(s) if three complaints have been filed against a landlord.**

The university cannot recommend any neighborhoods or rental units, so talk with other students to get their impressions about the most "desirable" rentals and "safe" neighborhoods. In addition, check the Graduate Student Life Portal Group's electronic bulletin board for student comments on housing.

IDENTIFICATION CARDS

ID Card Office

610-758-LUID, 207A University Center, 29 University Drive, <http://www.lehigh.edu/~inluid/>

The ID Office produces ID cards that are used to identify you as a member of the Lehigh community. Use it for: access to student residence halls, academic buildings (with approval), athletic facilities and events, student rush tickets at Zoellner Art Center, GoldPlus accounts, bookstore purchases, and library borrowing and copying. You must be registered for classes and be entered into the Banner database before obtaining your ID card.

Office of Access Control & Locksmithing

610-758-6175, 42 University Drive (corner of Taylor Street & University Drive)

When the ID Office is closed, you can get your ID card here.

INTERNATIONAL STUDENT RESOURCES

Office of International Students and Scholars

610-758-4859, Whitaker Hall, 5 East Packer Ave., <http://www.lehigh.edu/~intl/>

The Office of International Students and Scholars provides support services for international students and scholars, including a Language Exchange program for international students who want to exchange language skills with native English speakers who want to learn a foreign language. It also serves as a resource to the faculty, staff and administration, supports the University's efforts to internationalize the campus, and works to create an environment where the Lehigh community is exposed to a multitude of cultures, traditions and viewpoints by presenting internationally-focused academic, cultural and social programming. They also have a helpful handbook, <http://www.lehigh.edu/~intl/handbook/welcome.html>

Global Union

610-758-4505, 344 Whitaker Lab, 5 East Packer Ave., <http://www.lehigh.edu/~inglobal/>

The Global Union is coalition of numerous ethnic student clubs that promote global awareness and cultural understanding through various programs and events. The clubs with many graduate students include the

- Turkish Students Association <http://www.lehigh.edu/%7Einturkey/>
- Chinese Students and Scholar Association (mainland China) <http://www.lehigh.edu/~incsa/index.htm>
- Chinese Students Club (Taiwan)
- India Club <http://www.lehigh.edu/~incl/>
- Korean Students Association <http://www.lehigh.edu/%7Einksc/ksc/indextop.htm>

English as a Second Language

[Lehigh University ESL](#)

610-758-6099, Coxe Hall, 32 Sayre Drive, <http://www.lehigh.edu/~inesl/home/frameset.htm>

Lehigh's ESL Program provides a curriculum of academic preparation and support through credit and non-credit English classes and tutoring programs. The ESL office also provides an English Language Learning Center (ELLC, pronounced EL-lick) for independent language learning at minimal or no cost. At ELLC, students can study on their own or with a tutor using some of the best interactive language software, listen to tapes, and attend mini-seminars. The individual tutoring is available twice a week with a professional instructor (someone with a graduate degree). ELLC students follow tutor-guided learning curriculums developed to fit their needs. ELLC is FREE for students enrolled in any credit ESL course. Website:

<http://www.lehigh.edu/~inesl/ELLC>

PLEASE NOTE: Prior to beginning a TA assignment, students whose native or home language is not English must pass the TSE or the SPEAK test. The SPEAK Test is administered by the ESL Office and is different from the TOEFL test. See their website for the dates and times of the test. It is the student's responsibility to sign-up for and to pass the test.

Saucon Village English Conversation Class

610-758-4859

Free English conversation classes for spouses and family members taught by Lehigh faculty wives every week. These sessions focus on discussion and conversation. Participants may bring children along if they do not have childcare. Call the sponsoring office, the Office of International Students and Scholars, for more information.

Bethlehem Adult Literacy Program

610-791-4345, Louise Blazusiak, Jblazusiak@aol.com

This program works with Northampton Community College to offer free English as a Second Language classes at the Southside branch library, 400 Webster Street, Bethlehem.

Northampton Community College

610-861-5300, 3835 Green Pond Rd, Bethlehem, <http://www.northampton.edu/>

Inexpensive courses, including English as a Second Language classes at the Farr Building, 2 Bethlehem Plaza in center city Bethlehem, corner of Broad and New Streets. Their Family Literacy program is held at Marjorie Fink Community Center, 1161 Fritz Dr., Bethlehem, and includes free childcare. Contact Lisa Magidow at 691-3355 or 861-5427 for more information.

Lehigh Carbon Community College

610-799-1500, 4525 Education Park Drive, Schnecksville, <http://www.lcc.edu>

Free family literacy programs (Brenda Lessig, 610-437-6000, ext. 2175), and free and inexpensive English as a Second Language instruction (call 610-799-1940 or 610-799-1006).

LAUNDROMATS

Huertas Carmelo
1305 E. Fourth St.
610-867-1633

**University
Laundromat**
337 S New St (next
to Subway)
610-868-0218

**Washline Coin
Laundry**
960 Broadway
(behind Fleet Bank in
Fountain Hill; G bus)

Fluff & Stuff
3819 Linden St.
Bethlehem, PA

Brown's Laundromat
46 W. Water St
Hellertown, PA

LEGAL RESOURCES

The University does not provide legal advice or offer legal services for students. The Bar Association of Northampton County and the Bar Association of Lehigh County offer lawyer referral services that provide an initial consultation for a modest fee and referrals to local attorneys.

Contact information:

Northampton County Attorney Referral & Information Service

155 South 9th Street
Easton, PA 18042
Telephone: (610) 258-6333
Web: <http://www.norcobar.org>

Lehigh County Lawyer Referral Service

1114 W. Walnut St.
Allentown, PA 18102
Telephone: (610) 433-7094
Web: <http://www.lehighbar.org>

LIBRARY RESOURCES**Campus Library Resources**

<http://www.lehigh.edu/library/library.html>

If you need a specialized librarian, please contact the individual assigned to assist your area. S/he can help you save time and conduct fast, efficient searches:

Roseann Bowerman, Social Sciences Librarian rb04@lehigh.edu, 758-5605
Brian Simboli, Science Librarian brs4@lehigh.edu, 758-6524
Jean Johnson, Education Librarian jean.johnson@lehigh.edu, 758-4889
Sharon Siegler, Engineering Librarian sls7@lehigh.edu, 758-6524
William Fincke, Business Librarian wjf0@lehigh.edu, 758-3052
Kathleen Morrow, Reference and Cataloging librarian, kem6@lehigh.edu, 758-3041

Fairchild-Martindale Library

610-758-HELP, 610-758-3070 (circulation), 610-758-3028 (interlibrary loan), 8A East Packer Ave.
Fairchild-Martindale Library houses science, engineering, mathematics, social sciences, business, and education publications.

Linderman Library

610-758-3030 (circulation), 30 Library Drive
Linderman Library houses humanities, fine arts, and rare books, including those in engineering and sciences. It also offers an air-conditioned Graduate Student Lounge with computers on the second floor at the top of the steps.

Copiers: in both libraries, coin and GoldPlus card

Laser printers: in both libraries, and at numerous public sites around campus

Interlibrary loan: <http://www.lehigh.edu/library/services/ILL.html>

Hours: <http://www.lehigh.edu/~inlts/hours/libhours.html> or 610-758-2828

Borrowing: <http://www.lehigh.edu/library/services/borrowing.html>

Fines: <http://www.lehigh.edu/library/services/borrowing.html#fines>

Public Libraries

<http://www.bapl.org/>

The public libraries offer adult and children's books, videos, books on tape, children's programs, and English language classes, along with periodic used book sales offering some very low prices.

Bethlehem Main library

610-867-3761, 11 W. Church St.
Bethlehem

Bethlehem Southside branch

610-867-7852, 400 Webster St.
Bethlehem

Hellertown library

838-8381, 409 Constitution Ave.
Hellertown

MEDIA RESOURCES

Media Production Center

758-5023 or 758-3057, Linderman Library basement (digital cameras, video recorders, etc.)

<http://www.lehigh.edu/computing/media/mediaprod.html>

The Media Production Center offers a variety of production support to assist students, faculty and staff in the development of high quality non-print instructional and presentation materials.

Media Center

758-5021 (video requests) or 758-3059 (AV equipment and media classroom reservations), Fairchild-Martindale Library basement, <http://www.lehigh.edu/computing/media/mediacenter.html>

The Media Center offers media resources and a basic production facility (scanners, color printers, facilities for making transparencies). Resources include audio, video, and electronic media and the equipment and viewing spaces needed for their use. The Center also coordinates the rental of films and videos for classroom use and provides a limited supply of laptops for short-term rental by students, faculty or departments.

MONEY

Initial Expenses

Be sure you arrive at Lehigh with sufficient money. If you have been awarded a stipend by Lehigh University, your first check will arrive a few weeks after you are already on campus. Stipend checks are issued on the 15th and the last day of the month, but even though you may begin working in August, your first paycheck will be issued on September 15th (or end of January if you enter during spring semester). Also, student loan checks are not available until two weeks after the 10th day of classes, which means you will receive your loan refund check in mid-September (or mid-February) at the earliest. If you have international government funding, please note that such checks are sometimes late due to troubles in that country. Therefore, plan ahead and be prepared to avoid problems.

Be aware that you may have large expenses upon your arrival. For example, you will need to purchase your textbooks, food, school and household supplies and appliances, along with other household items. You will also have to pay the Tech Fee at the beginning of each semester unless you sign up for a payroll deduction. You may also need to purchase injury & sickness, car, and renter's insurance.

While you look for long-term housing, you may need to rent a hotel room since the university does not provide free temporary housing. When you initially rent an apartment, you will need more than the usual monthly budget, especially if you choose to live off-campus.

If you live off-campus, your initial costs will probably be high. When you sign a lease, a legal contract that states the rights and obligations of the renter(s) and the landlord, such as the rent and the number of months you will live there, you may need to pay (1) a deposit (usually equal to one month's rent); (2) your first month's rent; and (3) your last month's rent. For instance, to rent an apartment that is \$500/month, you may have to give the landlord \$1,500 when you sign the lease. In addition, a few people pay a fee to a realtor who finds them an apartment.

If you live on-campus, in Saucon Village or Warren Square D, you will be required to pay the first month's rent and \$100 deposit. Whether you are on-campus or off, cleaning supplies, sheets, other household items, and renter's insurance could cost another \$1,000. The good news is that your deposit is returned to you when you leave if you return the unit in good condition

Medical care is expensive in the United States, so many students buy injury & sickness insurance (see previous section on injury & sickness insurance). All international students are required to have injury & sickness insurance. Note that the cost for injury & sickness insurance covers only the student for 12 months. Expect to budget extra for dependents you wish to insure.

Paychecks

Stipend checks are issued twice a month: on the 15th and the last work day of each month. In addition, stipend checks are not paid until the second month that you have worked. Therefore, students are advised to prepare in advance for their initial expenditures. Students are not eligible for payroll advance (getting paid for future work). Other payroll information is available at the Payroll office website: <http://www.lehigh.edu/~inctr/payroll.htm>

Cost of Living

Compared to neighborhoods surrounding other graduate schools, Southside Bethlehem and Bethlehem are very affordable. On the following pages are typical budgets for graduate students, depending on whom they live with.

Single Person Sharing a House				
EXPENSES		Monthly	# of months	Year
Living	Rent	300	12	\$3,600.00
	Utilities (Electric/Gas/Heat/laundry)	30	12	\$360.00
	Telephone	10	12	\$120.00
	Cable	10	12	\$120.00
	Furnishings			\$200.00
	Food/Groceries	100	12	\$1,200.00
	Medical Insurance			\$500.00
	Books/Magazines	10	12	\$120.00
	Checking Fees	5	12	\$60.00
	Cleaning Supplies	5	12	\$60.00
	Clothing/Shoes	50	12	\$600.00
	Computer Supplies			\$120.00
	Entertainment	25	12	\$300.00
	Hair Cuts	15	12	\$180.00
Dental	65	2	\$130.00	
Postage	0.34	100	\$34.00	
Laundry	2	52	\$104.00	
Auto	Travel/Vacations			\$500.00
	Gas	40	12	\$480.00
	Insurance			\$500.00
	Registration			\$36.00
School	Parking Permit			\$25.00
	Books	300	2	\$600.00
	Supplies	20	12	\$240.00
	Tuition			\$0.00
Miscellaneous	Tech Fee	100	2	\$200.00
	Repairs, gifts, emergencies, etc.			\$1,000.00
TOTAL EXPENSES				\$11,389.00

Single Person in a one-bedroom off-campus, Southside				
EXPENSES		Month	# of months	Year
Living	Rent	450	12	\$5,400.00
	Utilities (Electric/Gas/Heat/laundry)	75	12	\$900.00
	Telephone	30	12	\$360.00
	Cable	30	12	\$360.00
	Furnishings			\$200.00
	Food/Groceries	80	12	\$600.00
	Injury & Sickness Insurance			\$616.00
	Books/Magazines	10	12	\$120.00
	Checking Fees	5	12	\$60.00
	Cleaning Supplies	5	12	\$60.00
	Clothing/Shoes	50	12	\$600.00
	Computer Supplies			\$120.00
	Entertainment	25	12	\$300.00
	Hair Cuts	15	12	\$180.00
	Dental	65	2	\$130.00
	Postage	0.34	100	\$34.00
	Laundry	2	52	\$104.00
Auto	Travel/Vacations			\$500.00
	Gas	40	12	\$480.00
	Insurance			\$500.00
	Registration			\$36.00
School	Parking Permit			\$0.00
	Books	300	2	\$600.00
	Supplies	20	12	\$240.00
	Tuition			\$0.00
Miscellaneous	Tech Fee	100	2	\$200.00
	Repairs, gifts, emergencies, etc.			\$1,000.00
TOTAL EXPENSES				\$13,700.00

Single Person in a one-bedroom off-campus, Northside				
EXPENSES		Month	# of months	Year
Living	Rent	650	12	\$7,800.00
	Utilities (Electric/Gas/Heat/laundry)	75	12	\$900.00
	Telephone	30	12	\$360.00
	Cable	30	12	\$360.00
	Furnishings			\$200.00
	Food/Groceries	80	12	\$600.00
	Injury & Sickness Insurance			\$616.00
	Books/Magazines	10	12	\$120.00
	Checking Fees	5	12	\$60.00
	Cleaning Supplies	5	12	\$60.00
	Clothing/Shoes	50	12	\$600.00
	Computer Supplies			\$120.00
	Entertainment	25	12	\$300.00
	Hair Cuts	15	12	\$180.00
	Dental	65	2	\$130.00
	Postage	0.34	100	\$34.00
	Laundry	2	52	\$104.00
Auto	Travel/Vacations			\$500.00
	Gas	40	12	\$480.00
	Insurance			\$500.00
	Registration			\$36.00
School	Parking Permit			\$25.00
	Books	300	2	\$600.00
	Supplies	20	12	\$240.00
	Tuition			\$0.00
Miscellaneous	Tech Fee	100	2	\$200.00
	Repairs, gifts, emergencies, etc.			\$1,000.00
TOTAL EXPENSES				\$16,125.00

Married Couple in a two-bedroom at Saucon Village				
EXPENSES		Month	# of months	Year
Living	Rent	510	12	\$6,120.00
	Utilities (Electric/Gas/Heat/laundry)	90	12	\$1,080.00
	Telephone	30	12	\$360.00
	Voice mail	35	2	\$70.00
	Cable	0	12	\$0.00
	Furnishings			\$300.00
	Food/Groceries	200	12	\$2,400.00
	Injury & Sickness Insurance			\$2,717.00
	Books/Magazines	10	12	\$120.00
	Checking Fees	5	12	\$60.00
	Cleaning Supplies	5	12	\$60.00
	Clothing/Shoes	75	12	\$900.00
	Computer Supplies			\$120.00
	Entertainment	25	12	\$300.00
	Hair Cuts	15	12	\$180.00
	Dental	65	2	\$130.00
	Postage	0.34	100	\$34.00
	Laundry	4	52	\$208.00
Auto	Travel/Vacations			\$500.00
	Gas	40	12	\$480.00
	Insurance			\$500.00
	Registration			\$36.00
School	Parking Permit			\$55.00
	Books	300	2	\$600.00
	Supplies	20	12	\$240.00
	Tuition			\$0.00
Miscellaneous	Tech Fee	100	2	\$200.00
	Repairs, gifts, emergencies, etc.			\$1,000.00
TOTAL EXPENSES				\$18,770.00

Couple with child in a two-bedroom at Saucon Village				
EXPENSES		Month	# of months	Year
Living	Rent	510	12	\$6,600.00
	Utilities	90	12	\$1,440.00
	Telephone	20	12	\$240.00
	Voice mail	35	2	\$70.00
	Cable	0	12	\$0.00
	Furnishings			\$400.00
	Food/Groceries	300	12	\$3,600.00
	Injury & Sickness Insurance			\$4,562.00
	Books/Magazines	10	12	\$120.00
	Checking Fees	5	12	\$60.00
	Cleaning Supplies	5	12	\$60.00
	Clothing/Shoes	90	12	\$1,080.00
	Computer Supplies			\$120.00
	Entertainment	25	12	\$300.00
	Hair Cuts	30	12	\$360.00
	Dental	65	2	\$130.00
	Postage	0.34	100	\$34.00
	Laundry	4	52	\$208.00
Auto	Travel/Vacations			\$500.00
	Gas	40	12	\$480.00
	Insurance			\$500.00
	Registration			\$36.00
School	Parking Permits			\$55.00
	Books	300	2	\$600.00
	Supplies	20	12	\$240.00
	Tuition			\$0.00
Miscellaneous	Tech Fee	100	2	\$200.00
	Repairs, gifts, emergencies, etc.			\$1,000.00
TOTAL EXPENSES				\$22,995.00

Banks

<u>First Union</u> 610-758-2265 University Center 2 nd fl.	<u>First Union</u> 610-861-1741 301 Broadway	<u>Keystone Savings Bank</u> 610-866-0762 9 th Ave and W. Broad St.	<u>National Penn Bank</u> 610-317-2450 190 Brodhead Rd.	<u>Fleet Bank</u> 610-865-8481 29 E. Third St.
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Credit

Credit is very important to establish if you are planning to rent an apartment, have a cell phone, or finance any purchases. You use credit every time you buy products or services today and pay for them at a later date. This includes credit cards, personal loans or mortgages, and familiar services such as your telephone and cable. Your credit history is going to be reviewed every time you apply for credit, to make a major purchase such as a car or house, or when you lease an apartment. A poor credit history can cause a business to deny you credit.

Please visit these links for more information about what credit is and how you can establish a credit history:

<http://www.creditinfoweb.com/credit-report/credit-basics.htm>

<http://www.studentmarket.com/studentmarket/student-credit-card-tips-for-building-and-maintaining-a-strong-credit-history.html>

<http://credit.about.com/library/howto/htbuild.htm>

<http://www.ftc.gov/bcp/online/pubs/credit/bbcr.htm>

Emergency Loans & Emergency Salary Advances

Bursar's Office, 610-758-3160, Alumni Memorial Building, 27 Memorial Drive West (basement), <http://www.lehigh.edu/~inburs>

Payroll Office, 610-758-3140, 524 Brodhead Ave, http://www.lehigh.edu/~inctr/PR_index.shtml

Incoming students with TA/GA/RA appointments, federal student loans, or government/university fellowship/scholarships, can apply for an emergency salary advance through the payroll office within one month of starting classes. Enrolled students can apply for an emergency loan once classes have begun. Such loans/advances are available for direct and indirect educational expenses and require a detailed explanation. Students on academic or disciplinary probation, or who have a past due balance owed to the University, are not eligible unless expressly recommended by the Dean of Students. Other limitations may apply.

Financial Aid Office

610-758-3181, 218 W. Packer Ave., infa0@lehigh.edu <http://www3.lehigh.edu/admissions/adgradfinaid.asp>

Attending graduate school is an expensive investment, even for students who are supported through TA, RA, or GA positions. Paying for expenses during the first few months of school require especially careful planning because the cost of renting (equal to about three months of rent), and furnishing an apartment or house can add up, and because stipend checks are not paid until the second month that you have worked. Therefore, students are advised to prepare in advance for their initial expenditures. Students are not eligible for payroll advance.

If you are relying on student loans, realize that the September arrival of your student loan check depends on you pre-registering for classes and making no changes in your employment or registration decisions once your financial aid application is processed. If you have done these things, the process for getting a refund check is as follows:

1. The Financial Aid Office will schedule disbursement of funds to student accounts for the 5th day of classes.
2. You will then receive a postcard notifying you that your loan funds have been received and posted to your account. You can also check your Banner account to see the status of your loan application whenever you want.
3. On the 11th day of classes, the Bursar's Office begins its periodic review of student accounts to identify students with credit balances that are due a refund. If you are due a refund, the Bursar requests a check from the Controller's Office. Refund checks are then mailed to the student's local address listed in University's records. Students normally receive refund checks within 2 weeks of the Bursar's Office receipt of the loan funds (or 2 weeks from the 10th day of classes for loans disbursed prior to the 10th day of classes). Students may call the Bursar's Office immediately upon receiving the postcard to request his/her refund be expedited and held in the Bursar's Office for pick-up. Refund checks requested to be expedited are generally available within a week. The Bursar's Office conducts follow-up reviews throughout the semester.

Job Listings

Human Resources at Lehigh University maintains a list of campus jobs, including part-time and temporary jobs. Call their *Job Hotline* at 610-758-5627 and check their website at: <http://www.lehigh.edu/~inhro/jobs.html>. For non-Lehigh jobs, try the graduate Student Life Portal Group bulletin board, the local *Morning Call* newspaper, and the following sites:

<http://www.lehighvalleycareers.com/>

<http://www.pennsylvaniajobs.com/>

[http://www.lehighvalleyatwork.org./](http://www.lehighvalleyatwork.org/)

<http://www.pacareerlink.state.pa.us/>

<http://www.secretcareers.com/>
<http://www.careerbuilder.com/> (Careerbuilder is a national web site, but you can search on a local level.)

Non-Academic On-Campus Graduate Assistantships

The administrative departments listed below may have a graduate assistantship. Look for their job listing on the Human Resources webpage or contact the office directly. These assistantships are usually nine-month positions from mid-August to mid-May, and are typically awarded in April for the following fall.

1. Alumni Office, 610-758-3135, 27 Memorial Drive West, Lehigh University, Bethlehem, PA, 18015, email infao@lehigh.edu, web: <http://www.lehigh.edu/~infao/>.
2. Athletics, 610-758-4300, 641 Taylor Street, Lehigh University, Bethlehem, PA, 18015, email inspo@lehigh.edu, web: <http://www.lehighsports.com/>.
3. Conference Services, 610-758-5306, 63 University Drive, Lehigh University, Bethlehem, PA, 18015, email inocs@lehigh.edu, web: <http://www.lehigh.edu/~inocs/>.
4. Counseling Center (Counseling psychology students only), 610-758-3880, 36 University Drive, Johnson Hall, Lehigh University, Bethlehem, PA, 18015, email incso@lehigh.edu, web: <http://www.lehigh.edu/~incso/cso.htm>.
5. Graduate Life Office, 610-758-4722, 14 East Packer Ave, Room 38, Lehigh University, Bethlehem, PA, 18015, email gradlife@lehigh.edu, web: <http://www.lehigh.edu/gradlife>.
6. Multicultural Affairs, 610-758-5973, 29 Trembley Drive, Lehigh University, Bethlehem, PA, 18015, email inmca@lehigh.edu, web: <http://www.lehigh.edu/~inmca>.
7. Office of International Students and Scholars, 610-758-4505, 5 E. Packer Ave., Lehigh University, Bethlehem, PA, 18015, email intnl@lehigh.edu, web: <http://www.lehigh.edu/~intnl>.
8. Office of Student Leadership Development, 610-758-6674, Ulrich Student Center, Room 415D, Bethlehem, PA, 18015, web: <http://www.lehigh.edu/~insi/leadership/>
9. Peer Tutoring, 610-758-4154, 29 Trembley Drive, Rm. 212, Lehigh University, Bethlehem, PA, 18015, email intutor@lehigh.edu, web: <http://www.lehigh.edu/~inacsup/peer/index.html>.
10. Residential Services, 610-758-3500, 36 University Drive, Rathbone Hall, Lehigh University, Bethlehem, PA, 18015, email inrsd@lehigh.edu, web: <http://www3.lehigh.edu/studentlife/slhousing/services.asp>.
11. Student Activities, 610-758-4158, 39 University Drive, Lehigh University, Bethlehem, PA, 18015, email instuact@lehigh.edu, web: <http://www.lehigh.edu/~instuact/sac.html>.

Fellowships, Scholarships, and Grants

Many graduate students fund their education through fellowships, scholarships, and/or grants. These require applications and are competitive. Federal and other government sponsored graduate research opportunities are listed at <http://www3.lehigh.edu/research/opportunities.asp>. In addition, Lehigh subscribes to SPIN (Sponsored Programs Information Network), a searchable database with information from more than 1,200 different sponsoring agencies, which together fund over 11,000 separate funding opportunities. This site, which is accessible at <http://databases.lib.lehigh.edu/finder/dbfull.asp?DBID=113>, also allows users to establish profiles of themselves so that they automatically receive funding announcements.

Career Services maintains a searchable database of funding announcements. First, go to Career Services and register to use LUCIE (Lehigh University Career Information Exchange). To access the information, login to the LUCIE site at <http://www.career.lehigh.edu/lucie/LUCIE/LUCIE.asp>. On the scrolling menu, go to the "Company & Position Information" section. In the "Level" box, pull down the menu and select: Scholarships/Fellowships. Go to the "Degree & Major Information" section. In the "Major" box, pull down the menu and select your field of study. Scroll to the bottom of the page and click on "Search Lehigh Listings." If you have questions, call the librarian, Maggie Golden (8-3716).

Online information on grant writing is available for free at numerous sites. Below is a partial list of some good sites:

<http://www.hfsp.org/how/ArtofGrants.htm>
http://www.ssrc.org/publications/for-fellows/art_of_writing_proposals.page
<http://www.irss.unc.edu/irss/shortcourses/wigginshandouts/granhandout.pdf>
<http://www.nsf.gov/pubs/2004/nsf04016/start.htm>
<http://nextwave.sciencemag.org/cgi/content/full/1999/09/20/2>
<http://www.niaid.nih.gov/ncn/grants/default.htm>
http://grants.nih.gov/grants/grant_tips.htm
http://chroma.med.miami.edu/research/Ellens_how_to.html

<http://www.epa.gov/seahome/grants/src/msieopen.htm>

<http://fdncenter.org/learn/shortcourse/prop1.html>

<http://fdncenter.org/learn/shortcourse/prop2.html>

<http://www.aecom.yu.edu/ogs/Guide/Guide.htm>

<http://www.learnerassociates.net/proposal/>

<http://www.proposalwriter.com/grants.html>

Taxes

Payroll Office

610-758-5525, 524 Brodhead Ave, http://www.lehigh.edu/~inctr/procedures_payroll.htm

The Payroll website contains information regarding W-2 forms, federal tax withholding rates, and FICA exemptions. Look under "Understanding Your Paycheck & W-2 Form" and "Student Payroll Issues."

IRS (Bethlehem Office)

610/865-8208, 1-800 829-1040, 3 West Broad Street, Suite 8, Bethlehem, <http://www.irs.gov/>

You may be eligible for tax write-offs on some of your graduate school related expenses. Check with your tax consultant.

Information on the tax benefits of paying for college is also available at:

<http://www.tgslc.org/resources/tax.cfm>. The local IRS office can provide you assistance in preparing your tax forms. For state taxes, contact the Pennsylvania Department of Revenue at <http://www.revenue.state.pa.us/revenue>. The National Association of Graduate and Professional Students: <http://nagps.org> also offers tax information, and the Office of International Programs at the University of Pennsylvania has tax information for international students and scholars <http://www.upenn.edu/oip/iss/tax/>.

MULTICULTURAL STUDENT RESOURCES

610-758-5973, 204 University Center, <http://lehigh.edu/~inmca>

The Office of Multicultural Affairs serves as an advocate, resource, and source of support for students of color and their families. They offer many educational and social programs and an emergency loan fund for graduate students under extreme circumstances.

OMBUDSPERSON

610-758-3428, Room 427 Rauch Business Center, Vincent Munley, http://www.lehigh.edu/~inombuds/#How_Contact

The ombudsperson serves as a neutral, independent and informal conflict resolution resource. Helps members of the Lehigh community determine what are appropriate courses of action and assess who should be involved and at what stage. Visit the ombudsperson when you: are unsure of a Lehigh University policy or you believe a policy, procedure or regulation has been applied unfairly; want to have a confidential discussion; want to learn about available resources; intend to file a formal complaint or appeal; want to know what your alternatives are for resolving a problem; and/or are concerned about unfair treatment in the university environment or fear retaliation. All conversations are completely confidential. The ombudsperson does not keep written records of conversations or report the conversations to anyone.

PROFESSIONAL DEVELOPMENT AND ADVANCEMENT

Career Services

610-758-3710, Rauch Business Center, Suite 484, 621 Taylor Street, <http://www.career.lehigh.edu/>

Career Services assists graduate students in all phases of the career development process. Counselors are available to provide career counseling and skill development including resume and cover letter writing, interviewing, and job searching. By request, counselors can schedule special appointments at times to meet the needs of busy graduate students. Workshops are scheduled throughout the semester, and can be tailored to student groups by request. Resume drop-off and mock interviews are also available. In addition, an alumni database provides means to gain career, company, and industry information through networking opportunities. Each year approximately 350 companies visit Career Services to interview candidates for full time positions, internships, and summer jobs. Graduate students may register on the LUCIE system to participate in On Campus Interviewing (OCI) and to view non-OCI job postings in education, government, nonprofit, and other corporate listings.

Graduate Student Professional Development Seminar Series

610-758-3648, Graduate Life Office, Christmas-Saucon, room 38, <http://www.lehigh.edu/gradlife>
 Monthly seminars on topics that prepare graduate students for their future careers.

RELIGION**Chaplain's Office**

610-758-3877, Johnson Hall, Room 110, <http://www.lehigh.edu/~incha/incha.html>
 Reverend Dr. Lloyd Steffen, an ordained Protestant minister and Chair of the Department of Religion Studies, serves the religiously diverse community at Lehigh University through teaching, ministry, and programming.

Hillel Foundation (Jewish)

610-758-4896, 216 Summit Street, <http://www.lehigh.edu/~inhil/inhil.html>

Newman Center (Catholic)

610-758-4148, 661 Taylor Street, <http://www.lehigh.edu/~innew/>

Off Campus Resources

Many different faiths are practiced in the Lehigh Valley.

610-867-8671 or check <http://www.bethlehempaonline.com/churches.html>

An interfaith directory of places of worship in Bethlehem and the surrounding areas by the Greater Bethlehem Area Council of Churches.

610-758-3877, <http://www.lehigh.edu/~incha/churchdirectory.html>

An interfaith directory of places of worship by Lehigh's Chaplain's Office. It includes ethnic churches.

African American Churches

African Methodist Episcopal St. John AME Zion Church, 718 Pawnee Street, Bethlehem, 610-868-8688

Shiloh Baptist Church, 201 Brother Thomas Bright Ave. Easton, (610) 252-5640

Second Baptist Church, 1016 Wood Street, Bethlehem 610-691-9783

St. James A.M.E. Zion Church, 410 Union Blvd., Allentown, (610) 435-0480

Latino Churches

Baptist American Church (First Hispanic Evangelic Baptist Church), 120 W. 4th Street, Bethlehem, 610-691-6555

Templo El Refugio, 1438 E. 5th Street, Bethlehem, 610-868-3610

Iglesia Evangelical Hispana Luz Y Verdad, 650 Buchanan St. Bethlehem, 610-954-7989

Iglesia De Cristo Misionera, 212 E. 3rd St., Bethlehem, 610-317-6424

RESTAURANTS NEAR CAMPUS

Bethlehem Brew Works 569 Main St. 610-882-1300	Blue Anchor 9 E. 4 th St. 610-868-0366	Blue Sky Cafe 22 West 4 th St. 610-867-9390	Bridgeworks 4 th & New Streets 610-868-1313
Bruegger's Bagels 548 Main St. 610- 866-1855	Campus Pizza 22 E 4 th St 867-6222	Casa Mia Pizzeria 10 West 4 th St. 610-867-9121	China Buffet 118 E. 3 rd St. 610-691-1526
Confetti Café 462 Main St. 610-861-748	The Cup Campus Square 865-4360	Deja Brew 101 W. 4 th St. 610-865-2739	Dragon City 134 W. 4 th Street 610-866-7007
Goosey Gander II 102 W. 4 th Street 610-868-0176	The Green Café 22 W. 4 th St. 610-694-0192	The Grotto Fourth and Adams Streets 610-867-1741	Hop Hing 134 W. 4 th St. 610-866-7007
Jazzman's Café Campus Square 610-758-8400	J.P. Mac Grady's Pub 117 E. 3 rd Street 610-868-8925	Kimchee Express 100 E. Broad St. 610-866-3556	Lehigh Pizza 13 W. 3 rd St. 610-866-1088
Leon's Restaurant 432 East 5 th Street 610- 868-6822	Nawab Indian Restaurant 13 E. Fourth Street 610-691-0388	Olive Branch 355 Broadway 610-814-0355	Pastaficio's Campus Square 610-317-2782
Perkin's 205 W 3 rd St 610-694-9940	Peet's Hot Dog Shop 400 Broadway 610-866-6622	Quizno's Sub 3 West Morton Street 610-866-0463	Subway 4 th & New Streets 610-868-7570
Southampton Fish & Chips 15 E. 4 th Street 610-865-2602	Tally Ho Tavern 205 West 4 th 610-865-2591	Taqueria La Lupita 4 W. Fourth St. 610-868-5733	Thai Kitchen 347 Broadway 610-814-2670
Tortilla Flat 500 Main St. 610-868-8903	Tulum 17 West Morton Street 610-691-8300	Wildflower Café 316 S. New St. 610-758-8303	Wrap'd Tight 512 Broadway 610-419-0267

SAFETY**Campus Police**

610-758-4200 (emergencies and non-emergencies); Johnson Hall, 36 University Drive. <http://www.lehigh.edu/~inlpd/>

Walking Escorts on Campus

610-758-1111. Lehigh volunteer walking escorts, identified by their brightly colored escort service windbreakers, provide walking escort service 24-hours a day.

Late Night Van

(Take a Ride Around Campus Safely, a.k.a. TRACS)

From 10 p.m. to 2 a.m., with an extra hour Thursday, Friday and Saturday, TRACS vans follow a scheduled route around campus. Check the TRACS schedule for van stop locations and times. <http://www.lehigh.edu/~intransp/tracs.html>

Child Advocacy Center

610-770-9644; advocates for the rights of children.

Crime Victims Council

610-437-6610. For 24-hour services (412) 392-8582. Help and crisis response to communities, schools, and the workplace; advocacy and supportive counseling; victim financial compensation; individual, family, and group therapy; services for adults and children; education and training.

Turning Point

610-437-3369, 24-hour hotline and shelter for abuse survivors.

SHOPPING**Discount/Used Items Stores****Family Dollar**

509 Wyandotte Street
610-882-2115

Big Lots

2349 Lehigh Street, Allentown
610-791-6530

Family Thrift Store

1804 Leithsville Road
Hellertown, PA 18055
610-838-0667

VIA

1401 Broadway (\$1 sales!)
610-866-6776

Opportunity Knocks Twice

105 3rd St.
610-866-8663

Church of the Nativity

321 Wyandotte St.
610-865-0727

K-Mart

3843 Linden St. Bethlehem
610-865-6660

WAL-MART

Linden St., just south of Hwy 22
610-867-1300

LUNA News Bulletin

See Listing on Lehigh University's
Web Page. Sell or purchase
used items; most items are listed at the
beginning and end of semesters.

1502 S. Fourth St., Bethlehem
610-791-3033

2601 Mac Arthur Rd., Whitehall
610-266-9645

Grocery Stores & Farmer's Market**Farmer's Market**

Thursdays, 2-6pm
all Summer
Campus Square

Ahart's Market

Montclair and Broadway
610-865-9334

Giant

Main St., Hellertown
610-838-7700

Price-Rite

1604 South 4th, Allentown
(served by the city's G bus)
610-709-0280

Superfresh

Rt. 378 (5 min. south of
campus; catch the Movie
Shuttle van)
610-691-5011

Supermercato

226 E. Third Street
(between Taylor & Webster)
610-866-5332

Valley Farm Market

1880 Stefko Boulevard
610-867-4600

Wegman's Food Market

5000 Wegman's Dr.
(left off Rt. 512, ¼ mile north
of Rt. 22)
610-317-1300

704 West Emmaus Ave.,
Allentown
610-791-3400

3900 Tilgman St., Allentown
610-335-7900

Shopping Malls**Lehigh Valley Mall**

250 Lehigh Valley Mall
Whitehall (off Hwy 22)
610-264-5511
<http://www.lehighvalleymall.com/>

**The Promenade Shops at
Saucon Valley**

Center Valley Parkway
Center Valley
Opening in Winter 2006

Whitehall Mall

Rte. 145
Whitehall (off Hwy 22)
610-264-5511

Westgate Mall

2285 Schoenersville Rd.
610-867-3737
<http://www.westgatemail.com>

Factory Outlets

Penn's Purchase Factory Outlet Stores

215-794-0300, <http://www.pennspurchase.com/>

On the road to New Hope in Bucks County, Route 202 in Lahaska, PA. "Premier outlet shopping."

The Cro
570-629

<http://www.com/>

From Be
22 East
North to
Tanners
299 (old
buildings

Reading Outlets

800-772-8336, <http://www.readingberkspa.com/>

Penn Ave & Park Road, Reading, PA

"Outlet capital of the world."

TELEPHONES

To establish long distance capability from a campus phone, contact Telecommunications, Linderman Library, 758-5005. To call long distance from a campus phone, dial 9, then the 1-800 number, then your PIN, then the number you are calling. If you're calling another country, remember to dial the country code first.

Long Distance Telephone Carriers

MCI Worldcom

<http://www.mci.com>

1-800-950-5555

AT&T Wireless

Debbie Phillips

610-703-8688

AT&T

<http://www.att.com>

1-800-222-0300

Verizon

<http://www.verizon.com>

1-800-640-4155

Sprint

<http://www.sprint.com>

1-800-877-7746

USA Datanet

<http://www.USAdatanet.com>

1-877-532-8263

USA Datanet does not require a monthly fee and allows for domestic long distance and international phone calls.

Places to Purchase Phone Calling Cards

WaWa

610-867-3644

25 Morton St.

Rite Aid

610-867-3981

104 East 4th Street

CVS

610-691-4084

305 West Fourth St.

Ekit (online)

<http://www.goabroad.ekit.com>

BigZoo (online)

<http://www.bigzoo.com>

9278 (online)

<http://www.9278.com>

TRANSPORTATION

On Campus Transportation

Campus Transportation Services

758-1700 (24-hours a day); 610-758-4410, <http://www.lehigh.edu/~intrans/>, 126 Goodman Drive

When school is in session, Transportation Services provides bus service up and down South Mountain between Fairchild-Martindale library and Mountaintop Iacocca Hall from 7:30am until 10:10pm. Fairchild-Martindale: every ten minutes, 7:30am –

7:10pm; every twenty minutes, 7:30pm – 10:10pm. Mountaintop Iacocca Hall: every ten minutes, 7:40am – 7:00 pm; every twenty minutes 7:20pm – 10:20pm. Some services are reduced or curtailed during breaks. Obtain a detailed schedule from the Transportation Services office, the Visitors Desk at Iacocca Hall and Alumni Memorial, the main desk of both libraries, the main desk of the UC and the Ulrich Student center, Parking Services, or on the bus/van.

Lehigh's Shopping Mall & Movie Shuttle Vans

610-758-6670, schedule at <http://www.lehighlive.com>

Student Activities provides free shopping and movie theater shuttles. The shopping shuttles run every Saturday. The movie shuttle runs Friday and Saturdays for students with a valid ID. The shuttles run during the academic year but not during finals week, school holidays, or vacations. Please see Lehighlive.com for more information.

Saucon Village Food Shopping Shuttle

The free grocery store shuttle for Saucon Village residents departs for the grocery store at 9:15am on Saturday mornings and returns at 10:30am.

Off Campus Transportation (airplanes, taxis, and buses)

Kennedy (JFK) International Airport

<http://www.panynj.gov/aviation/jfkframe.HTM>

This huge airport serves the world with numerous major airlines. Transbridge Bus Service has a direct bus from Southside Bethlehem to JFK Airport <http://www.transbridgebus.com>.

Lehigh Valley International Airport

888-FLY LVIA, 3311 Airport Rd. Allentown (just off Hwy. 22), <http://www.lvia.org>

This airport serves the Lehigh Valley with a full port of entry for customs. Major airlines: Air Canada's Air Ontario; Comair, The Delta Connection; Continental Airlines/Continental Express; Delta Air Lines/Delta Express; Northwest KLM/MESABA; Pan American Airways; United Airlines/United Express; US Airways/US Airways Express.

Newark International Airport

<http://www.panynj.gov/aviation/ewrhomemain.htm>

This huge airport serves the world with numerous major airlines. Transbridge Bus Service has a direct bus from Southside Bethlehem to Newark Airport.

Philadelphia International Airport

215-937-6937, 8800 Essington Ave, Philadelphia, PA 19153. <http://www.phl.org/index.html>

Philadelphia International Airport (PHL) serves as the principal gateway for the fifth largest metropolitan population in the United States. Bieber has a bus that goes to 30th St in Philadelphia. The R1SEPTA train goes from there to the Philadelphia International Airport.

Cab/Taxi Services

Airport Taxi and Limousine Service, 3570 Hamilton Blvd, 888-236-0922; 610-231-2000

Lehigh Valley Taxi, 130 West Goepf Street, Bethlehem, PA 18018, 610-867-5855

Quick Service Taxi Service Co., Inc. 1101 West Cedar Street, Allentown, PA 18102, 610-434-8132

Local City Buses

Lehigh and Northampton Transportation Authority (LANTA), 610-776-7433, (\$2/all day pass)

The LANTA F bus goes to the mall from Southside. It stops at 1305 E. Fourth St. at New Street (north side of Fourth St.) on the hour until 2pm and stops at Ruby Tuesday restaurant at the mall.

Bieber Bus

1-800-243-2374, <http://www.biebertours.com> and <http://www.biebertours.com/schedules.asp>

Allentown: 610-433-2227; Main office: 320 Fair St., Kutztown, PA 19530

The local stop in Hellertown is a 10 minute drive from Southside Bethlehem and has a large parking lot. Fares vary based on destination and origination point. In 2002:

\$14.50 oneway/\$28.00 roundtrip from Hellertown to New York City (NY Port Authority, Theater district); \$9 oneway/\$19 roundtrip from Hellertown to Philadelphia

Greyhound Bus

1-800-231-222, <http://www.greyhound.com/>

Allentown: 325 Hamilton Street, 610-424-6188; Bethlehem: 12 East Mechanic Street, 610-867-3988.

Transbridge Bus

Bethlehem: 610-868-6001, 2012 Industrial Dr., Bethlehem, <http://www.transbridgebus.com>

Stops in Southside are at the intersection of Adams & Mechanic Streets, alongside the railroad tracks between 3rd and 4th Streets. Fares vary based on destination and origination point. In 2002:

\$13.95 oneway/\$26.55 roundtrip from Bethlehem Southside to New York City (NY Port Authority)

\$24.55 oneway/\$46 roundtrip from JFK airport, New York

\$13.80 oneway/\$26.25 roundtrip from Newark airport, New Jersey

SEPTA Train

215-580-7800, 1234 Market St., Philadelphia, <http://www.septa.com/>

Fares vary based on destination and origination point. In 2002:

\$5.50/oneway at peak; \$4.25/oneway off peak from the town of Colmar (25 minute drive south of Bethlehem) to central Philadelphia (but call for current information)

VOLUNTEERING**Community Service Office**

610-758-84583 or service@lehigh.edu, Ulrich Student Center, <http://www.lehigh.edu/~service>

Lehigh's Community Service Office does its best to try and get you involved by arranging and alerting students to numerous service activities in the community. If you know of community service opportunities happening in the area and would like to communicate them to others, please contact the Community Service Office.

Banana Factory Arts and Cultural Center

610-332-1300, 25 W. Third St., Bethlehem, <http://www.bananafactory.org/03Volunteer.asp>

Saucon Valley Community Center

610-838-0722, 323 Northampton Street, P.O. Box 111, Hellertown, <http://www.svcommctr.org/index.html>

St. Luke's Hospital

610-954-4673, Barbara Berger, 801 Ostrum Street, Bethlehem

<http://www.slhn-lehighvalley.org/body.cfm?id=313>

Zoellner Arts Center (at Lehigh University)

610-758-6881, Betsey Pacini or Pat McAndrew, 420 East Packer Ave. (at the corner of Filmore Street)

UNIVERSITY POLICIES

Office of the Senior Vice President, Alumni Memorial Hall, 27 Memorial Drive West, <http://www.lehigh.edu/~policy/>

WOMEN'S RESOURCES**Women's Center**

610-758-6484, 207 University Center, <http://www.lehigh.edu/~inwnc>

The Women's Center fosters a safe, supportive, and respectful environment for women at Lehigh. Its staff includes a Sexual Violence Prevention Coordinator who works with different departments to improve the campus climate with regard to gender harassment and sexual violence. The center also co-sponsors a monthly networking luncheon for graduate women.

MentorNet

The e-mentoring network for women in engineering and science <http://www.Mentornet.net>

MentorNet is a "nonprofit initiative sponsored through partnerships, grants and donations. Its mission is: to further women's progress in scientific and technical fields through the use of a dynamic, technology-supported mentoring program; and to advance women and society, and enhance engineering and related sciences, by promoting a diversified, expanded and talented workforce. Explore and experience the e-network for women in engineering and science. Students, professionals, and individuals interested in women's issues are all invited to join the community."

UNIVERSITY REGULATIONS

(The following three sections are from the *Student Handbook*, 2001-2003)

<http://www.lehigh.edu/~indost/dos/hbook.html>

Unauthorized Computer Use

It is a privilege to possess an Information Resources account. Unauthorized computer use on Information Resources' computers is defined as

1. Any computer usage which violates software licensing agreements or copyright laws.
2. The use of any computer authorization not assigned to a user for his or her use.
3. Any attempt to gain access to a Computer or network system for other than legitimate, approved purposes.
4. The abuse of computing resources including, but not limited to, sending mass mailings, chain letters or other harassing memos; obtaining unnecessary output; creating unnecessary multiple jobs or processes; creating unnecessary network traffic; tampering with computing or networking components; and the modification of Information Resources supplied software either manually or through the introduction of additional destructive software.

Each offender will be dealt with on an individual basis, but the offender should expect to be referred to the University Judicial System. Illegal computer use constitutes a crime under federal and state law and may be prosecuted as such. Pennsylvania imposes severe penalties for unlawful use of computers. For example, it is a felony punishable by a fine of up to \$15,000 and imprisonment of up to seven years for any person to access, alter or damage any computer system, network, program or database, or any part thereof, with the intent to interrupt the normal functioning of an organization, or to execute any scheme to obtain any property or services (18 Pa.C.S. 3933(a)(1)). Simply obtaining unauthorized access to a computer system or intentionally, and without authorization disclosing a password or other confidential information about a computer system, etc. is a misdemeanor punishable by fine of up to \$10,000 and imprisonment of up to five years, Pa.C.S. 3933(a)(2) and (3).

These policies are contained in Information Resources Policies on the Use of Computer Systems and Facilities, available electronically and in print from IR at 758-4357 (HELP).

Identification Cards

Every student must carry his or her ID card at all times. Upon request of any community official, a student must show the ID Card. University community officials include Lehigh police, gryphons, residence halls and fraternity security personnel, house officers in fraternities and sororities, Athletic Department personnel, Dining Service personnel and Library personnel.

Change of Personal Record Information

Change of Address and/or Telephone Number. Each student is expected to have current permanent and local addresses and telephone numbers on file in the Registrar's Office. Changes to that information should be immediately reported to the Registrar. A student will be held responsible for any communication from a university office sent to the address last given to the registrar and may not claim indulgence on the plea of having moved and, therefore, of not having received the communication.

Name Change. A currently enrolled student may change a full, legal name on his or her permanent academic record by presenting the appropriate documentation to the Registrar. To correct the spelling or the proper sequence (not caused by data entry errors) of the name, the student must present a copy of his or her birth certificate or passport. To change a legal name to a new legal name, the student must present a request and a copy of the signed court order showing the authorized new legal name.

For name changes following marriage, a student must present a request in writing and be accompanied by a copy of the marriage certificate. A student who wishes to discontinue the use of a married name and resume use of a maiden name, or

another name, must present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name.

University Center Rules

1. A reservation must be made with the U.C. Reservation Desk for meetings, dining facilities, and table space usage.
2. Animals are not permitted in the building.
3. General posting in the U.C. may be done by bringing a copy to the U.C. Main Desk for approval.
4. Any group or organization wishing to hang a banner outside the U. C. must first complete an approval form at the Main Desk. The maximum time a banner will be hung is three days. Only one banner will be hung at a time.
5. When using space in the building, ALL food must be ordered through the University Food Service Office. (Ext. 84512). No outside food may be brought in.
6. Any group wishing to serve alcohol at an event must complete a form available at the U. C. Reservation Desk. The sponsoring party must understand that if the event is not conducted in compliance with university policies and procedures, Lehigh's social host liquor law liability insurance coverage may not be effective.
7. Decorations in U. C. rooms are usually limited to table arrangements. Requests for special decorations or signs must be approved in advance at the Main Desk. Any damage caused as a result will be the financial responsibility of the group or individual.
8. Special regulations will apply to any group wishing to hold an event that concludes after 12 midnight during the school year.
9. Any excessive cleaning or repairs required as a result of the event will be the financial responsibility of the reserving organization or individual.
10. For any changes or cancellations pertaining to a U. C. room reservation, you must contact the Reservation Desk. Cancellations for food must be done directly with the Food Service Office.

Sales and Fund-Raising

1. Campus-wide or fund-raising projects must be registered and approved by the Dean of Students Office. This can be done by any recognized student club or organization at the U.C. Reservation Desk. All forms must be filled out at least three days prior to the requested start date. Prior approval will be needed on all T-shirt sales. The Dean of Students office reserves the right to cancel any sales or fund-raiser if the procedures are not followed.
2. The University Center and Ulrich Student Center are the locations for all sales. Spaces may be reserved at the Reservation Desk, first floor.
3. Door-to-door solicitation for profit in residence facilities is prohibited. Approval for charitable fund-raising must be given by the Associate Dean of Students for Residence Life.
4. All fund-raising efforts must provide either a service or a product to the donor. All funds exceeding expenses must be given to the designated charity.
5. Advertising of any alcoholic beverages is prohibited and alcoholic beverages may not be offered as awards or prizes for contests.
6. All student vendors selling approved items on an independent basis must understand that they are selling at their own risk with no recourse from the University. A fee per table space will also be collected.
7. All outside vendors soliciting goods in the University Center and/or Ulrich Student Center must submit a Certificate of Insurance. This certificate must name the University as an additional insured, show evidence of Comprehensive General Liability coverage of at least \$1,000,000 per occurrence. Both Premises and Products Liability coverage must be included and the certificate must contain at least a 30-day cancellation notice to the University. A service fee tied to percentage of sales plus a per table space fee will be collected.

Firearms

To prevent personal injury, the university prohibits possession or use of any potentially dangerous weapon or explosive on university property. Such prohibited weapons include, but are not limited to, firearms, ammunition, air guns, spring-type weapons, slingshots and firecrackers.

Violators of these regulations are subject to disciplinary action and contraband is subject to confiscation.

Weapons under the control of the military departments are not subject to these regulations. All firearms belonging to Lehigh University must be secured in the Lehigh Police Office. Pennsylvania has adopted the Uniform Firearms Act (18 Pa.C.S. Subch. 61A) which generally prohibits carrying handguns on the person or in vehicles without a license. In the City of Bethlehem, licenses are issued by the Lehigh or Northampton County Sheriff's Office.

UNIVERSITY STUDENT JUDICIAL SYSTEM

NOTE: The university student judicial system is regularly reviewed and amended. Please consult the Lehigh web site (<http://www.lehigh.edu>) for the most recent judicial information.

Philosophy

Intellectual honesty and mutual respect are not accidental values in a university. They are, for students and professors alike, a presupposition of that pursuit of truth, which brings universities into existence in the first place. It is essential that an academic community uphold these values through rules designed to protect the freedom to teach and learn. The student judicial system is one mechanism by which the university endeavors to develop in all students a sense of responsibility to the Lehigh University community. When students fail to act in accordance with the rules and regulations of the community, the university must hold them accountable for their actions. The purpose of the student judicial system is not solely to punish students for transgressions, but to help them understand and accept their obligations as citizens of this academic community.

Authority and jurisdiction

The authority for administering student discipline in accordance with the student judicial system is vested by the university charter in the faculty. The student judicial system described in this Handbook has jurisdiction over all Lehigh University students and all student groups and organizations approved by or associated with the university.

Violations of the *Code of Conduct* by individuals

All individual students who violate the University Code of Conduct fall under the authority of the student judicial system, even when those students act as part of a group that is reviewed separately as a corporate entity. Students charged with violations of the Code of Conduct not involving academic dishonesty may request an administrative hearing in the Dean of Students Office, rather than a hearing by a panel of the Committee on Discipline. The Dean of Students has the right to refuse a request for an administrative hearing.

Violations of the *Code of Conduct* by groups

Campus groups and organizations that violate the university Code of Conduct also fall under the authority of the student judicial system. Groups charged with a violation of the code not involving academic dishonesty will be permitted to request an administrative hearing in the Dean of Students Office rather than a hearing by a panel of the Committee on Discipline. The Dean of Students has the right to refuse a request for an administrative hearing. In cases where an administrative hearing is granted, the dean may invite the officers or members of the appropriate judicial body (e.g., Interfraternity Judiciary Committee) to recommend a course of action. All such recommendations will be reviewed by the dean, who may accept, reject, or alter them.

CODE OF CONDUCT

Preliminary Provisions

This University Code of Conduct has been developed to promote student growth, to provide accused students with due process and educate the University community about the meaning of that phrase, to protect the rights of individuals, and to uphold the educational mission of the university.

Knowledge of this code. All students are expected to make themselves familiar with this code, unfamiliarity with which is no grounds for excusing infractions.

Initiating proceedings. Any group within the university, any individual member of the university community, or the Dean of Students acting for Lehigh University may initiate disciplinary proceedings for an alleged violation of the code of conduct. The complaint must be submitted in writing to the judicial officer appointed by the Dean of Students. After a preliminary investigation, the judicial officer determines if there is sufficient information to bring charges against a student or a student organization. Disciplinary proceedings are initiated by the judicial officer's sending a formal charge letter to the student or group. Proceedings related to non-academic violations may be initiated at any point during a student's career, which includes undergraduate and graduate careers. There is no time limitation on proceedings related to academic dishonesty.

Relationship with civil authorities. Because the university has an interest in inappropriate behavior separate from that of the civil authorities, it has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect this

interest. The university reserves the right to enforce this code whether or not civil authorities have acted. In those instances where civil authorities have acted, the university may also exercise its jurisdiction. When the university has jurisdiction in a matter subject to this code, it also has the right to report the matter, whenever appropriate, to civil authorities. Off-campus misconduct may be the basis for disciplinary action where the university has an identifiable interest separate from that of the off-campus community. Such conduct may be subject to disciplinary review and action by the university.

Categories of Offenses Covered by this Code

Listed below are the categories of offenses covered by this Code of Conduct and subject to review and enforcement through the Lehigh University Student Judicial System.

Offenses involving academic dishonesty. The following offenses are considered to be academic dishonesty:

a. Cheating on quizzes or examinations occurs when any student uses or attempts to use any book, paper, or other articles; or assistance from fellow students; or any other unfair or unlawful means, such use being intended to deceive the person in charge of the quiz or examination with reference to his or her work. No student may substitute for another student in any quiz or examination. No books, notes, papers or related articles shall be brought into or used at any quiz or examination unless specifically authorized by the person in charge. All such books, papers, or other authorized articles are subject to inspection, and no other use shall be made of books or papers than what has been authorized. The possession at any quiz or examination of any articles for a prohibited use will be regarded as evidence of cheating. Conversation or other communication between students in examinations and quizzes is forbidden.

b. Collusion occurs when students willfully give or receive unauthorized or unacknowledged assistance. Both parties to the collusion are considered responsible.

c. Computer dishonesty is the unacknowledged or unauthorized appropriation of another's program, or the results of that program, in whole or in part, for a computer-related exercise or assignment.

d. Grade falsification is any attempt to falsify an assigned grade in an examination, quiz, report, program, grade book, or any other record or document.

e. Plagiarism is the unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, or computer programs. Specifically, (1) students who use the exact words of another must enclose those words in quotation marks or show, through indentation or type-style, that the material is quoted and indicate the source, either within the text of their work or in a footnote; (2) students who take ideas from another person or written work, but who either paraphrase those ideas in their own words or else make a few mechanical alterations (rearrange sentences, find synonyms, alter prepositions, punctuation, conjunctions, and the like) must also indicate the source, either within the text of their work or in a series of footnotes clearly indicating the extent of the material paraphrased; and (3) students may not turn in as their own work any materials written for them by another person or any commercially-prepared materials, such as computer programs and term papers, purchased on or off campus.

f. Other forms of academic dishonesty, including (1) data falsification, fabrication of data or deceitful alteration of collected data as part of any academic assignment submitted as one's work for academic consideration; and (2) unauthorized copying of or collaborating on homework assignments and turning in as one's own work any part of another person's written exercise or computer program. Students who receive help from others on a project should acknowledge that help and specify the extent of it in the written report of that project.

Offenses against another person. Offenses against another person include (1) intentionally or recklessly causing physical harm to any person on or near the Lehigh campus or at activities sponsored by or affiliated with Lehigh, or causing reasonable apprehension of such harm; and (2) intentionally or recklessly causing emotional distress. Such offenses include but are not limited to the separate offenses defined below of harassment and hazing.

a. Sexual Assault is defined as rape, attempted rape, unwanted touching of intimate parts of another person, or subjecting a person to physical sexual contact against his/her will or without his/her consent. A person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of his or her intoxication, unconsciousness, mental deficiency or incapacity, is considered incapable of giving consent.

b. Harassment is the use of threatening words or actions that are likely to, or do in fact, cause emotional distress. The term includes racial harassment (creating a racially intimidating, hostile, or offensive social or educational environment), religious harassment (creating a religiously intimidating, hostile, or offensive social or educational environment), and sexual harassment (attempting to coerce an unwilling person into a sexual relationship, attempting to subject a person to unwanted sexual attention, or creating a sexually intimidating, hostile, or offensive social or educational environment).

c. Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual.

Among prohibited activities are forced or coerced activities which create excessive fatigue; cause physical and psychological shocks; involve kidnapping; involve morally questionable quests, treasure hunts, scavenger hunts, or any other such activities; involve publicly wearing apparel that is conspicuous and not normally in good taste; cause students to engage in public stunts and buffoonery, morally degrading or humiliating games and activities, or late night activities which interfere with scholastic activities.

Also prohibited are any activities that are in violation of federal, state, or local laws, this code of conduct, or accepted standards of good taste or propriety. For purposes of this definition, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced or coerced" activity, the willingness of an individual to participate in such activity notwithstanding.

Offenses against the peace. Offenses against the peace include (1) intentionally or recklessly interfering with activities sponsored by or affiliated with the university, including but not limited to studying, teaching, research, administration, fire prevention, police activities, emergency services, student organizations or activities, or another's exercise of freedom expression and (2) intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on Lehigh premises or activities sponsored by or affiliated with the university.

Offenses involving property. Offenses involving property include (1) intentionally or recklessly interfering with the property of another, including taking without permission, destroying, or damaging the property of another on or near Lehigh premises or at activities sponsored by or affiliated with the university; (2) theft of services, such as telephone or computer services, including copyrighted computer programs; (3) possessing stolen property; (4) occupying or using without authorization Lehigh premises, facilities, or property; and (5) theft, mutilation or gross disregard of Lehigh property such as library or laboratory facilities or equipment, residence halls or other living environments, etc.

Offenses against Lehigh. Offenses against Lehigh include (1) intentionally furnishing false information to a university official, forgery, unauthorized alteration or unauthorized use of any university document, record (including computer records), or instrument of identification; (2) failing to cooperate with the reasonable requests of university officials, including campus police officers, when acting in performance of their duties; (3) failing to fulfill the requirements of any sanction imposed by Lehigh University; (4) violating any published or posted rules or regulations; and (5) failing to appear before the Committee on Discipline when called by the Judicial Officer to do so.

Offenses of possession. Offenses of possession include: (1) the unauthorized use, distribution, or possession of any controlled substance (including alcohol) or illegal drug on Lehigh premises or at activities sponsored by or affiliated with the university; (2) unauthorized use, possession, or storage of any firearms on Lehigh premises or at activities sponsored by or affiliated with the university; and (3) unauthorized use or possession of fireworks or explosives on Lehigh premises or at activities sponsored by or affiliated with the university.

Offenses of criminal conduct. Offenses of criminal conduct include actions reflecting moral turpitude or another's actions that violate federal, state, or local laws.

Emergency Situations

Emergency authority of the dean. Because situations may arise that may not be fully covered by this code, the Dean of Students is granted the authority to exercise his or her good judgment in emergency situations.

Temporary rules and regulations. The Dean of Students shall have authority in emergency situations to issue temporary rules and regulations to prohibit inappropriate student conduct. The Dean of Students shall report his or her actions and the reasons for them to the full faculty at its next meeting. Such emergency rules and regulations shall remain in effect until they are withdrawn by the dean or by action of the faculty.

Interim suspension. The Dean of Students shall have the authority in emergency situations to suspend a student's rights to be present on campus, or on other property owned, operated, or controlled by the university prior to the conduct of a formal hearing. The Dean of Students shall determine whether a serious offense has in fact been committed, and whether the continued presence of the student on campus appears dangerous to property, to the student involved, or to others. These determinations must be made as matters of fact on the basis of evidence presented to the dean. Subject to the emergency nature of the situation and the determinations of fact required, the dean shall permit a student to challenge the evidence presented. A formal hearing of the matter shall be held at the earliest feasible time, but normally within two weeks of the declaration of interim suspension.

Disciplinary Sanctions for Individuals

Individuals found responsible for a violation of this code of conduct will receive a sanction of disciplinary expulsion, suspension, probation, or warning. They may also receive an additional sanction as outlined below. The sanction of expulsion shall be permanently recorded on the transcript. For students who have been suspended, the Registrar will, during the period of the suspension, send with the transcript a letter stating that the student has been suspended. Information about no other disciplinary action than expulsion or suspension will be sent out by the Registrar.

Disciplinary expulsion. Disciplinary expulsion is the permanent removal of a student from the university by action of the board of trustees on recommendation of the University Committee on Discipline or the Dean of Students (or designee). The Committee on Discipline shall impose the sanction disciplinary suspension and recommend to the board of trustees through the President that a student be expelled. In situations where the board decides not to expel, the student shall remain under disciplinary suspension for a period of time to be determined by original hearing body.

Disciplinary suspension. Disciplinary suspension is the removal of a student from the university for a continuous period not to exceed seven semesters (a "semester" being defined in this context as a regular spring or fall academic term). Students on disciplinary suspension are not permitted to participate in any university activities academic or nonacademic. They may not take part in any official exercise, including graduation. They are not allowed on Lehigh premises during their suspension unless prior approval has been granted by the Dean of Students. Any request for the privilege of visiting Lehigh University during the suspension must be received by the Dean of Students in writing seven days prior to the date the privilege is desired. It should be understood that submission of a request in no way guarantees approval. Students requesting reinstatement upon passing of the suspension period must schedule a meeting with the Dean of Students prior to being granted approval for reinstatement. Additional requirements may be imposed at the time of suspension as conditions for reinstatement in good standing.

Disciplinary probation. Disciplinary probation is the conditional continuation of a student for a specified period of time. The period of disciplinary probation shall not exceed two semesters. This status implies that further violations of this code may result in disciplinary suspension or expulsion. Other sanctions may be imposed, and additional requirements may be imposed as conditions for reinstatement in good standing.

Disciplinary warning. A disciplinary warning is a written statement of students' responsibility for a violation of this code of conduct with the caution that any future violation may result in more serious sanctions. Other sanctions may be imposed along with the warning.

Other sanctions. Additional sanctions may be applied to cover specific conditions or situations. The following are specific examples, but hearing bodies are not limited to these: restitution or replacement of lost, damaged, or stolen property; payment for damage or personal injury; suspension of privileges to participate in any activity sponsored by the university; suspension of privileges to use certain facilities; suspension of rights to represent the university; suspension of rights to occupy a position or office in a group or organization officially recognized by Lehigh University; community service work to be assigned by the office of the dean of students; referral for alcohol or drug abuse counseling; and mandatory periodic meetings with a dean or counselor. Sanctions that suspend students' privileges shall have a set time of duration indicating when and under what conditions students may regain the privilege.

Note: Students found responsible for academic dishonesty violations shall be given a sanction of disciplinary expulsion, suspension, probation, or warning. In addition, other sanctions may be given, such as being assigned a grade of F in the course. This grade of F in the course would replace a W on the student's official transcript in the event that the student had already voluntarily withdrawn from the course in question. If the Committee on Discipline hearing panel does not assign a grade of F in the course, then the grading of all exercises and the determination of the course grade are left to the discretion of the course instructor.

GUIDELINES FOR SANCTIONS

Offenses Involving Violation of Policies Related to Alcohol or Drug Use:

The University will notify the parents/guardians of students under the age of 21 found responsible for any violation of University alcohol or drug policies.

While disciplinary suspension is an option for any single serious alcohol/drug violation, individuals found responsible for two serious alcohol or drug violations (i.e. creating risk to self or others which includes but is not limited to physical violence, serious property destruction, or other serious infractions) will be suspended for a minimum of one semester.

Sexual Assault or Sexual Harassment Guidelines for Sanctions

The following represents guidelines for sanctions in cases where a student is found responsible for sexual assault or sexual harassment. The sanctions demonstrate the seriousness with which Lehigh University considers these violations. The formal hearing bodies are not limited to these guidelines in determining an appropriate sanction.

Offenses	1st Offense (minimum)	2nd Offense (minimum)
Sexual Assault/Rape	Expulsion	--
Sexual Assault/other	Suspension of at least two semesters.	Expulsion
Sexual Harassment	Suspension of one semester or two semesters of disciplinary probation. Mandatory counseling.	Expulsion or at least two semesters of suspension

Physical Assault Sanction Guidelines:

The following represents recommendations for sanctions in cases where students are found responsible for violations of the code of conduct involving physical attacks. The sanctions demonstrate the seriousness that Lehigh University attaches to these violations. The formal hearing bodies are not limited to these guidelines in determining an appropriate sanction. Hearing bodies may determine that a greater or lesser sanction is appropriate depending upon the individual circumstances of each case. Hearing bodies may supplement the sanctions below with other appropriate mandates including, but not limited to, referral for counseling, educational workshops, written apologies, restitution for medical bills, etc.

Offenses	1st Offense	2nd Offense
A. Physical attack characterized by at least two of the following: 1) resulted in serious injury 2) was unprovoked 3) involved the use of weapon(s)	Expulsion	--
B. Physical attack resulting in serious injuries OR Physical attack which involved the use of a weapon	Suspension for two semesters.	Expulsion
C. Unprovoked physical attack, and/or attack with no resulting serious injuries OR Physical attack or threat of violence in response to provocation, but disproportionate or excessive in degree	Suspension for one semester	Suspension for two semesters

Structure of the Student Judicial System

The Student Judicial System is composed primarily of the Dean of Students acting usually through the judicial officer, the Committee on Discipline, administrative hearing bodies, the Disciplinary Appeals Committee, and the Judicial Review Panel. The faculty delegates day-to-day responsibility for the administration of the Student Judicial System to the Dean of Students.

Duties of the Judicial Officer

The dean will appoint a judicial officer to perform the following functions:

Coordinate all aspects of university disciplinary procedures, including informing students of charges lodged against them, investigating all charges, scheduling hearings, notifying all persons concerned, providing for a record of all disciplinary proceedings, providing secretarial assistance, providing all necessary forms, assisting with and forwarding appeals to the University Disciplinary Appeals Committee, and undertaking such other activities as may be necessary to implement the provisions of this Student Judicial System.

Coordinate the gathering of all facts regarding a violation of this Code of Conduct, and see that all known relevant facts are brought out at a hearing.

Conduct pre-hearing interviews at which students charged should be (1) fully informed of the charges lodged and of their rights in the judicial system, and (2) given an opportunity to discuss the matter. The judicial officer shall not discuss with students the possible or probable sanctions that may be applied if they plead responsible rather than not responsible, or if they request an administrative rather than a committee on discipline hearing.

Maintain confidentiality of disciplinary records in accordance with the university policy on maintenance, retention, and dissemination of confidential information and with the federal Family Educational Rights and Privacy Act of 1974.

Provide for training of all persons serving on discipline, appeal or related committees.

Provide for the publication of this student judicial system and for the recording of all decisions rendered and actions taken.

Schedule all hearings, call appropriate witnesses, and tape-record the proceedings. Any audio tape recordings of hearings are the property of Lehigh University.

Advise hearing bodies regarding the meaning, interpretation, and application of the judicial procedures, but only when the student charged is present.

Provide a record of a student's past offenses to the hearing body in those cases where the accused student is found responsible. This record of past offenses will serve as a guide in determining an appropriate sanction, but will be used as a reference only after a determination of responsibility is made.

Provide a list of sanctions applied in recent cases of similar violations to this code of conduct, if available, and be available when called by a hearing body to discuss past sanctions and the appropriateness of certain sanctions in a given type of case.

Attend all hearings to present facts and to answer questions pertaining to judicial procedures or facts in the case being considered.

University Committee on Discipline

The Committee on Discipline has jurisdiction over all disciplinary proceedings involving infractions of this Code of Conduct except those in which the individuals or groups have asked for, and been granted by the Dean of Students, the privilege of an administrative hearing. Alleged violations involving academic dishonesty shall always be referred to the Committee on Discipline.

Role. The University Committee on Discipline is responsible for hearing cases to determine student accountability for violations of this Code of Conduct in a manner that insures fundamental fairness, and to assign sanctions in cases where responsibility is determined.

Composition. The committee shall be composed of ten students, chosen by the Dean of Students Office in consultation with the Student Senate and the faculty chairperson of the University Committee on Discipline, three graduate students, chosen by the Dean of Students Office in consultation with the Graduate Student Senate and the faculty chairperson of the University Committee on Discipline, twelve members of the faculty, four elected by the university faculty at large and two from each of the college faculties, and five administrators appointed by the Vice Provost for Student Affairs from the student affairs professional staff. Faculty shall be elected for three-year staggered terms. Students shall be selected for one-year renewable terms. Administrators shall be appointed for three-year renewable terms.

Chairperson. The chairperson of the Committee on Discipline shall be a faculty member elected by the committee for a one-year term.

Hearing panels. A Committee on Discipline hearing panel shall consist of two students, two members of the faculty, and an administrator. Undergraduate students shall sit on the panel when an undergraduate student is charged with a violation of this code, and graduate students shall sit on the panel when a graduate student is charged. Hearing panels shall be appointed from the committee by the judicial officer after consultation with the chairperson of the Committee on Discipline. Membership on the hearing panels shall be selected so as to provide an equal sharing of the caseload. The chairperson of a hearing panel shall be elected by the members of the hearing panel from the two faculty members on the panel. A quorum of a hearing panel shall be any four members. The decision of a hearing panel shall be by majority vote.

Administrative Hearings. If the Dean of Students grants a request for an administrative hearing, either the dean or a delegate shall conduct the hearing, and the Committee on Discipline shall not hear the case. The dean shall report periodically - at least once each semester - to the Judicial Review Panel (described below) on the number and nature of all administrative hearings conducted since the last report. The dean will report the finding (responsible or not responsible) and, in cases of responsibility, the sanction applied. The Judicial Review Committee shall discuss these cases with the dean and shall advise the dean about how similar cases in the future should be handled.

University disciplinary appeals committee. The University Disciplinary Appeals Committee is a faculty committee set up to consider written appeals by students found responsible by either the Committee on Discipline, an administrative body, or other hearing body.

University judicial review panel. The Judicial Review Panel consists of the Dean of Students and the chairs of the Committee on Discipline and the Disciplinary Appeals Committee. The chair of the Disciplinary Appeals Committee also serves as chair of the Judicial Review Panel and calls meetings at least once each semester to review the operations of the student judicial system. The panel shall attempt to preserve the integrity of the judicial system through periodic review of (1) all cases and sanctions, (2) all judicial procedures and Code of Conduct regulations, (3) all training and orientation programs for the judiciary, and (4) all decisions and sanctions made through administrative hearings. The panel will, when necessary, and after consultation with the Committee on Discipline and the Disciplinary Appeals Committee, recommend to the faculty changes in the Code of Conduct and the related procedures of the student judicial system. The chair of the Judicial Review Panel will report to the faculty at least once a year on the judicial system at the university. This report shall include the activities of the Committee on Discipline, the administrative hearings, and the Disciplinary Appeals Committee.

Victim Rights. The victim of any alleged sexual assault, sexual harassment or relationship violence is entitled to advisory assistance by any member of the university community who has not had formal legal training. The victim's advisor may be present to assist, support and advise the victim at any stage of the judicial process. The advisor may not, however, ask or answer questions for the victim, or make summation statements on their behalf. The victim of any alleged sexual assault, sexual harassment or relationship violence shall have the following rights: 1. The victim retains the right to maintain control of the extent to which she/he wants to pursue university proceedings. 2. The victim and her/his advisor may be present throughout the entire hearing with the exception of the deliberation phase, which occurs with the hearing body alone. 3. During the hearing, the victim has the right to ask questions of any witness, including the accused. 4. The victim has the right to reasonable confidentiality. 5. Any reference to past sexual history will not be received as evidence at the hearing. 6. Options for, and available assistance in, changing academic and living arrangements will be provided to the victim if these changes are reasonably available. 7. The victim will be notified of the results of the university hearing.

Options

At the pre-hearing interview, the judicial officer shall explain the hearing options to accused students.

Type of hearing. Except in cases involving academic dishonesty, students may request either a hearing before the Committee on Discipline or an administrative hearing. The Dean of Students may refuse to conduct an administrative hearing in which case the student or group will have a hearing before the Committee on Discipline.

Single hearing in cases of multiple charges. In cases where multiple charges and/or multiple accused students arise out of the same event or series of related events, the judicial officer shall have the discretion to direct that a single hearing be conducted with respect to the multiple charges/students. In this situation, the hearing shall be held before the Committee on Discipline unless all the accused students consent to an administrative hearing, or as otherwise provided below. Each accused student shall be entitled to be present for the testimony of all witnesses and shall be entitled to question each witness. Any opening or closing statements shall be made to the hearing body by the accused student alone, outside the presence of any other accused student, unless the student waives this right

Failure to respond. If accused students fail to respond to a charge letter or do not appear for the pre-hearing interview, they forfeit the administrative hearing option[s] and will be notified by certified letter of a hearing before the University Committee on Discipline. This letter will be sent at least seven calendar days prior to the hearing date. At this hearing a decision of responsible or not responsible will be made, and if appropriate, a sanction determined, based on available information.

Cases not able to be heard by committee on discipline. Except for those involving academic dishonesty, violations occurring during the last week of classes each semester, the reading-consultation-study period, the final exam period, between semesters, or at any other time when the Committee on Discipline cannot hear cases, will ordinarily be processed through the administrative hearing procedure. If, however, a student requests that the case be heard by a Committee on Discipline hearing panel, such a panel will be scheduled as early as possible, but no later than the first week of the next regular semester. All such cases involving academic dishonesty will be heard by a Committee on Discipline hearing panel.

Minor infractions. Administrative disciplinary actions may be taken without a formal hearing when charges are for minor infractions of regulations. The Dean of Students shall determine whether an infraction is "minor," although no infraction involving academic dishonesty may be treated as a minor infraction. Students found responsible for a minor infraction may appeal under the appeal procedures outlined below.

Disciplinary Procedures

Students charged with a violation of this code shall be presumed to be innocent of all charges until their responsibility has been determined on the basis of an admission of such or on the basis of evidence properly submitted. The following rights, responsibilities, and procedures have been established to ensure fundamental fairness in disciplinary proceedings. The term "hearing body" shall refer either to an administrative hearing group or individual or to a hearing panel of the Committee on Discipline.

Prior to a hearing, accused students are entitled to:

A written notice of the charges and an outline of the disciplinary procedures. If additional charges are brought, a further written notice must be sent. These notices may be sent via certified mail or personally delivered to the accused student at the Office of the Dean of Students.

A review of all available information, documents, and a list of witnesses who have been called by the judicial officer to present information. The judicial officer must make such information available to accused students. Similarly, accused students must provide the judicial officer, at least three calendar days prior to the scheduled hearing, a list of witnesses they intend to present at the hearing along with a brief summary of each witness' expected testimony.

A closed hearing, whether it be an administrative hearing or a Committee on Discipline hearing, although the accused may request, in writing, at least one day before the hearing, that the hearing be opened. The Dean of Students and the chair of the Committee on Discipline shall together decide whether to grant an open hearing or a partially closed hearing. In deciding they shall consider the possible intimidation and embarrassment of the witnesses and/or the accuser. In cases involving alleged sexual harassment, for example, they will not normally grant the request for an open hearing. Witnesses who are called to testify at a hearing shall not be permitted to attend any part of a hearing except that in which they themselves are testifying.

Advisory assistance by any member of the University community (current students, faculty, and staff). The adviser's role is to assist, support, and advise students at any stage of the judicial process. The adviser may not, however, ask or answer questions

for students or make summation statements on their behalf. In cases involving charges against a group or organization, the group may also be accompanied by an alumnus or alumna. This person is an observer and will not be a participant in the hearing. Professional legal counsel shall not be permitted to attend the hearing to represent either the university or student.

A written notice of the time and place of the hearing. This shall be sent to accused students at least seven days before the hearing. It shall be considered proper notice if the notice is forwarded to the last known Lehigh residence as listed in the Office of the Dean of Students.

A pre-hearing interview with the judicial officer in which all rights, responsibilities, and procedures are explained.

During the hearing accused students are entitled to:

Appear in person, hear all testimony, present relevant information on their own behalf, call witnesses, and ask questions of anyone present at the hearing. If individuals cannot be questioned at the hearing (by reason of health, absence from campus, etc.) the hearing panel has a special obligation to determine the credibility of any information that those individuals have provided.

Refuse to answer any question or make a statement. In this situation, the hearing body shall make its decision solely on the basis of evidence presented to it.

Have the decision of the hearing body based upon the preponderance of evidence presented at the time of the hearing.

Challenge hearing body members for such cause as bias or preformed judgment. The removal of a hearing body member will be at the discretion of the remaining members as determined by a majority vote.

Admission of relevant evidence. Evidence is admissible when, in the opinion of the majority of the hearing body, it is shown to be relevant to the factual issues of the case. The hearing body shall determine the relevance and admissibility of all testimony, whether proposed or actual. Evidence obtained by a search of a student's person or property shall not be admissible unless that search was conducted by an authorized university official (dean, faculty, police officer, etc.) who had a reasonable belief both that the code had been violated and that this particular piece of evidence of the violation was present.

Majority ruling. After all information is presented and the accused student has made a final statement, the hearing body shall meet in private to discuss the case and reach a decision. Neither the accused student nor the judicial officer shall be present for these discussions. Determination of responsibility must be agreed upon by a majority of those present.

Withholding of past record. Only after a decision of responsible is reached, information concerning an accused student's past disciplinary record will be presented to the hearing body. The judicial officer will present this information, in the presence of the accused, for consideration in determining appropriate sanctions. The hearing body shall return to private session to discuss and establish the sanction.

After the hearing, accused students are entitled to:

Oral notification. Immediately after the hearing, the head of the hearing body will notify the student of the finding including any sanctions imposed. At this time the judicial officer shall inform students found responsible for their rights of appeal.

Written notification. The judicial officer shall forward the written decision of the hearing body to accused students within three calendar days. The written decision shall include: (a) a statement of the charges; (b) a summary of the information presented at the hearing; (c) the findings of the hearing body and rationale for the findings; (d) the sanctions and the rationale for them; and (e) a statement regarding the right to request an appeal and the procedures for making such an appeal.

Right of appeal. Students found responsible have seven calendar days from the date of the decision letter to submit a written request for an appeal. This written request must state the basis for the appeal and any substantiating information. If no written request is submitted within the seven-day period, the judicial officer shall implement the decision. If a student requires additional time to prepare an appeal, she/he may provide a written request to the judicial officer substantiating the need. The judicial officer may grant a student up to three additional calendar days to submit the appeal, if the student's need is found to have merit. When

new information is discovered after the seven-day deadline, it may be presented to the Disciplinary Appeals Committee for consideration as grounds for appeal.

Status in good standing. Until accused students have exhausted their right to appeal, their status in good standing shall not be affected.

Reasonable Confidentiality. The names of students found not responsible will not be disclosed. After the appeal procedures for all cases have been exhausted, the campus will be informed of the charge, the finding, and, for students found responsible, the sanction and the rationale. Written summaries of the charge, the finding, the sanction, and the rationale will be sent to all departmental chairs and to other faculty who request to receive them. Each September the Dean of Students will notify faculty of their right to receive these periodic summaries of judicial cases. The responsible students' names shall not be disclosed on the notice to the campus or the written summaries to the departmental chairs and faculty.

Appeals. Individuals may appeal in writing to the university Disciplinary Appeals Committee through the judicial officer within seven calendar days of the date of the decision letter.

University disciplinary appeals committee is a faculty committee set up to consider written appeals by students found responsible by either the Committee on Discipline or an administrative body.

Role. The Disciplinary Appeals Committee is responsible for reviewing all written requests for appeal and for hearing all appeals it determines to have merit according to the grounds for appeal discussed below. It considers appeals by both individuals and groups, who may appeal decisions made in either administrative hearings or in hearings held by the Committee on Discipline or other university-recognized hearing bodies.

Composition. The Disciplinary Appeals Committee shall consist of five faculty members and two students. The students shall be chosen by the Dean of Students Office in consultation with the Student Senate or the Graduate Student Senate. Faculty shall be elected, one from each college and one at large. The faculty shall serve staggered three-year terms and students shall be appointed for one-year terms.

Chairperson. The Disciplinary Appeals Committee shall elect its own chairperson. Operating principles. The judicial officer will give a copy of the written appeal to the chair of the hearing panel or to the head of the administrative body that made the decision being appealed. This person will have an opportunity to respond in writing to the request for appeal. When a proposed grounds for appeal is that the university disciplinary procedures were violated, then the judicial case officer will be given the opportunity to respond in writing to the request for appeal. The judicial officer shall then send both the original letter of appeal and the written responses to the Disciplinary Appeals Committee. If the committee desires it, a tape of the hearing and the case file will be made available to it by the judicial officer. The Disciplinary Appeals committee shall make its determination solely on the basis of these materials. The appeal hearing will be closed to the public. A quorum of the committee shall consist of any five members. The decision of the committee shall be made by majority vote. Unless the committee needs additional information, the decision will be made within seven calendar days of the receipt of the appeal from the judicial officer.

Grounds for appeal

Students may request an appeal on the grounds that: (1) information was not available at the time of the hearing, is now available, and could reasonably be expected to have altered the outcome of the case; (2) the university disciplinary procedures were violated in a way that probably adversely affected the outcome of the case; or (3) the sanction was unduly harsh and not justifiable.

Options. After a discussion of the materials submitted to it, the Disciplinary Appeals Committee will either uphold the original finding and sanction, or will remand the case to a new hearing body.

Notification to students. The decision of the Disciplinary Appeals Committee, along with an explanation and rationale, shall be given to the judicial officer who shall notify the student within three days and implement the decision. The decision of the committee shall be final.

Judicial Process for Groups and Organizations

Unless otherwise noted in this subdivision, groups and organizations formally recognized by the university are subject to the same regulations and processes as individual students. The president or highest ranking officer (or his/her designee) of the group or organization will serve as the spokesperson at all stages of the judicial process.

Accountability. Any group or organization may be held accountable for the actions of any of its members if the violation of this code of conduct is in any way related to the group or organization. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible disciplinary action against the group. There is no minimum number of group members who must be involved in an incident before disciplinary action may be taken against the entire group. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire group. An appropriate test to determine whether a group may be held accountable for the conduct of individuals is to ask whether it is likely that the individuals would have been involved in the incident if they were not members of the group or, if, by group action, the incident was encouraged, fostered, or might have been prevented.

Individuals within the group. In cases where a group or organization faces judicial action, each person participating in a violation may also be charged on an individual basis. Such an action will not constitute a double jeopardy.

Sanctions For Groups and Organizations

The following options are available for groups and organizations found responsible.

Termination. Termination is the permanent loss of university recognition. Termination includes the loss of privilege to use the university's name or to represent it in any capacity. The group or organization also loses all privileges to use university equipment or facilities. The hearing body shall make recommendation for termination to the Vice-Provost for Student Affairs, who will normally implement the recommendation. If the Vice Provost for Student Affairs decides not to terminate the group or organization, the current membership will be dissolved for up to eight semesters (See Sanctions For Groups and Organizations - Dissolution of the current membership in whole or in part), the number to be determined by the original hearing body.

Dissolution of the current membership in whole or in part. Dissolution is the loss of university recognition for a period of time not to exceed eight semesters. Dissolution is the loss of privilege to use the university's name or represent it in any capacity. In addition, the group or organization or a segment of its membership will lose all privileges to use university equipment or facilities. Any group requesting reinstatement upon completion of the dissolution period must meet with the Dean of Students prior to being granted approval for reinstatement of recognition. Additional requirements may be imposed at the time of the dissolution as conditions for reinstatement of recognition in good standing.

Disciplinary probation. Disciplinary probation is the conditional continuation of a group or organization for a specified period of time not to exceed four semesters. This status implies that any further violation of this code of conduct may result in dissolution, termination, or other authorized sanction. Other sanctions may be imposed, including limitations on social activities, and additional requirements may be imposed as conditions for reinstatement of recognition in good standing.

Disciplinary warning. A disciplinary warning is a written statement of responsibility of a group or organization for a violation of this code of conduct, along with the caution that any future violation may result in a more serious sanction. Other sanctions may be imposed along with the warning.

Removal of officers. Upon finding the group or organization responsible, the hearing body may determine that group or organization's violations are a direct reflection on the quality of leadership by its officers. The hearing body may remove from office, in whole or in part, the officers of a group or organization.

Other sanctions. Additional sanctions may be applied to cover specific conditions or situations. The following are specific examples, but hearing bodies are not limited to these: restitution or replacement of lost, damaged, or stolen property; payment for damage or personal injury; suspension of privileges to participate in any activity sponsored by the university; suspension of privilege to use certain facilities; suspension of right to represent the university; monetary fines; community service work to be assigned by the Dean of Students Office; organizational membership review; referral for alcohol or drug abuse counseling; mandatory periodic meetings with the Dean of Students Office; limitation of social program; removal or limitation of funding; and fines. Sanctions which suspend or limit a group or organization's privileges shall have a set time of duration after which full privileges may be restored.

Appeals. Groups or organizations shall have the same rights to appeal to the Disciplinary Appeals Committee as individuals.

Appendix A - Bethlehem Apartment Complexes (updated 12/04)					
Number on Map	Business Name	Address	Rental Price	Min. from Lehigh by Car	Advertisements
2	Bethlehem Towers (610) 868-0748	555 Spring St # 806 Bethlehem, PA	\$590 (1 bed) \$725 (2 bed)	10 min	Newspaper
3	Brighton Court Apartments (610) 694-9810	425 Brighton St Bethlehem, PA	\$675 (1 bed)	5-10 min	Newspaper, Website
4	Freedom Estates (610) 691-2885	3342 East Blvd Bethlehem, PA	\$725-750 (1 bed) \$850-925 (2 bed)	15 min	Newspaper
5	Hidden Village Apartments (610) 866-0600	Pinehurst Court, Bethlehem, PA	\$735 (1 bed)	5 min	Newspaper, <i>Apt. Blue Book</i>
7	Landings, The (610) 694-0100	1818 Catasauqua Road, Bethlehem PA 18018	\$855-955 (1 bed) \$1075-1095 (2 bed) \$1430-1445 (3 bed)	5 min.	Morning Call, Apartment Finder, http://www.rent.com , http://www.apartments.com , http://www.apartmentfinder.com , http://www.rentnet.com
8	Lehigh Crossing (610) 865-1760	1416 Livingston Street, Bethlehem, PA 18017	1 BR - \$595 2 BR - \$895 3 BR - \$965 3 BR Triplex - \$1015 4 BR Triplex - \$1085	5 min	http://www.solomonorg.com , Newspaper, <i>Apt. Blue Book</i> , Apartment Finder
9	Lehigh Plaza Apartments (610) 867-1536	2104 Westgate Dr #H6, Bethlehem, PA	\$655+ (1 bed)	10 min	Newspaper, Website <i>Apt. Blue Book</i>
10	Liberty Hill (610) 865-1760	1240 Livingston St Bethlehem, PA	\$550 (1 bed)	10 min	Website
11	Mariner & Associates (610) 691-2118	85 E Broad St Bethlehem, PA	\$525 (1 bed) \$625 (2 bed)	5 min	Newspaper
12	Northfield Apartments (610) 866-3940	1825 Center St #E 103, Bethlehem, PA	\$935 (1 bed) \$1035 (2 bed)	5 min	Newspaper, Website
13	Oak Hollow Apartments (610) 865-5757	1748 Shimer Ave #2 Bethlehem, PA	\$515 (1 bed)	5 min	Website
14	Parkhurst Apartments (610) 867-7908	1845 Watkins St #H9 Bethlehem, PA	\$650 (1 bed) \$750 (2 bed)	10 min.	Newspaper <i>Apt. Blue Book</i>
15	Pointe North Apartments (610) 867-8800	4445 Harriet Ln. Bethlehem, PA	\$990-1010 (1 bed) \$1240-1300 (2 bed)	15 min	Website, Newspaper, <i>Apt. Blue Book</i>

16	Santee Manor Apartments (610) 866-4333	2180 Johnston Dr #7 Bethlehem, PA	\$450 (1 bed) \$550 (2 bed)	15 min	Newspaper
17	Saucon View Apartments (610) 838-1100	112 Saucon View Dr Bethlehem, PA	\$995-1085 (1 bed) \$1230-1405 (2 bed)	5 min	Newspaper, <i>Apt. Blue Book</i> http://www.landmarkcommunities.com
18	Sherwood Town & Country Apts. (610) 867-0066	1410 Johnston Dr #A Bethlehem, PA	\$664 (1 bed) \$758 (2 bed)	15 min	Newspaper, Website
19	Spring Garden Townhouses (610) 865-9870	1026 North Blvd Bethlehem, PA	\$910 (2 bed) \$1010 (3 bed)	15 min	Newspaper
20	University Club of Bethlehem (610) 867-3739	62 E Market St Bethlehem, PA	\$340/room	5 min	Newspaper, Schools
21	Valley Park East-West (610) 867-7100	2252 Catasauqua Rd #A, Bethlehem, PA	\$824 (1 bed) \$904 (2 bed)	7 min	Newspaper, Website
22	West End Apartments (610) 694-0660	1306 W Lehigh St # 1 Bethlehem, PA	\$685 (1 bed) \$795 (2 bed)	10-15 min	Newspaper
23	Winding Wood Apartments (610) 867-8100	1550 Irene St, Bethlehem, PA	\$675 (1 bed) \$740 (2 bed)	5 min	Newspaper, <i>Apt. Finder</i>

Notes:

Prices listed are subject to change

Best time to rent is the beginning of each month

Consider additional costs of utilities and parking

More room options available than listed (studio-4 beds)