STUDENT SERVICES & FACILITIES
The goal of the University is to provide comprehensive programs, which will complement and support the University’s mission to provide a quality education to its students and enrich the quality of student life.

CAMPUS SECURITY ACT
The Campus Security Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. This pertains to all public and private institutions of post secondary education. The Delaware State University Police Department reports the University’s crime statistics with assistance from the Dover Police Department. Crime statistics are distributed to the Delaware State University community to advise them of crime trends or incidents and prevention tips.

EMERGENCY OR DANGEROUS SITUATIONS
The Office of the Vice President for Student Affairs has been delegated responsibility pertaining to the conduct and welfare of all students. In any emergency, the Vice President for Student Affairs has the authority to direct or approve any necessary or appropriate action without following established procedures outlined in this Student Handbook.

MOTOR VEHICLE POLICIES AND PROCEDURES
The University Police Department is responsible for traffic control on campus. Faculty, staff and all students must register any motor vehicle that they park on University property. Upon registering, students will be issued a decal to be affixed on the left front windshield. The fee is set by the administration and at the time of this publication is $25 per semester. This fee is subject to change at the discretion of the administration. This requirement is enforced at all times and violators will be ticketed and/or towed. Students should park in assigned areas only.

Only resident students with thirty (30) or more semester hours (sophomore classification and above) will be allowed to have cars on campus. All vehicles must be registered through the University Police Department.

For complete registration procedures, contact University Police at 857-7091. Students should also obtain a copy of the PARKING RULES AND REGULATIONS Handbook at the University Police Department located in Public Safety Building.

POST OFFICE
The Campus Mail Center provides the following services: stamps, certified, express, priority and insured mail.

The procedures for resident students obtaining and using a mailbox are as follows:

A. Mailboxes will be $35.00 starting fiscal year 2004; $35.00 is for the rental of the box and $25.00 is refunded when the key is returned at the end of each academic semester.
B. The fee for a lost key is $10.00 per loss. This covers the cost of replacing the key and the lock and will be at the expense of the box holder. This expense is nonrefundable.

C. Deposits on keys are nonrefundable 30 days after registration.

D. Mailboxes should be completely closed and the key removed to insure complete locking.

E. Check mailboxes each day.

F. Special Note: To receive valuable incoming mail, have the mailer send it certified, insured, express, etc. When corresponding, please advise correspondent of current address. Example of how mail should be addressed:
   Your name Delaware State University, Box # 1200 North DuPont Highway Dover, DE 19901

G. Do not use P.O. Box. Make sure Delaware State University is written out. Do not abbreviate.

H. Do not use the name of the dormitory or room number as part of your address.

I. All mailbox holders are required to get their own mail.

J. All students receiving services from the Mail Center must present a valid I.D. card.

K. All resident students must have a mailbox. Registered box holders will only receive mail that is sent in the name matching their ID. All other mail will be returned to the sender.

USE AND CARE OF UNIVERSITY PROPERTY POLICY

All students are welcome to use the University facilities, provided they observe the rules pertaining to the use of University buildings/facilities and that they make proper arrangements and schedule the facilities in advance.

Students wishing to use any facility should obtain written permission from the office responsible for the facility. Students who have legitimate business in academic buildings must obtain written permission in advance from the chairperson of the department in which they are to work and must present the permit to the University Police Department. Academic buildings close at 10:00 p.m., Monday through Friday, and are not open Saturday, except by special permission.

Any damage to property should be reported immediately to the office responsible for the property. Individuals or groups using a facility will be held responsible for any damage incurred and will be subject to disciplinary action. Disfiguring or marking on furniture, official signs and notices, or any other form of vandalism of University property is a serious violation. (See Violations in Conduct Standards and Policies section, and Student Organizations and Activities section.)

No furnishings in a facility are to be moved from one room to another or removed from the building without the permission of the individual in charge of the facility. Students violating this regulation will be subject to disciplinary action. (See Property Violations.)
All refuse should be deposited in the proper containers provided for that purpose and the facility left in a clean and orderly state.