

University of Balamand

**POLICIES AND REGULATIONS
FOR
STUDENTS' CIRCULATION ON-CAMPUS**



OFFICE OF STUDENT AFFAIRS

April 22nd, 2009

Statement of Purpose

It is the philosophy of the University Of Balamand (UOB) to provide safety, comfort and support to students during their enrollment at the University. For this purpose, Policies and Regulations for Students' Circulation On-Campus is provided. It is important that each student become familiar with these policies and regulations, comply with them and be fully cooperative with concerned University Officials.

Main Gate

UOB has two main gates: *entrance* and *exit* main gates. Students should park their cars in the parking garage and walk into the *entrance* main gate. Students should present a valid UOB identification card (UOB ID) upon the request of security guards at the main gate. In case the student does not have a valid UOB ID, he will be requested to present other proof of identification and consult immediately with the Office of Students Affairs. Note that the security guard has the right to keep the identification card with him until the student obtains his UOB identification card (UOB ID).

For safety purposes, students are requested to leave the campus through the *entrance* gate as the *exit* gate is for cars only.

Students are not entitled to enter to the campus by car except if:

- They reside in the on-campus housing and they have a valid parking permit signed and sealed by the Office of Student Affairs (in order to secure the parking permit, students should present valid car registration, valid car insurance and valid driver license).
- They have a special *temporary* permit issued by the Office of Student Affairs for delivering items for extracurricular purposes.
- They are participating in extracurricular activities after 5:00p.m. during the weekdays and after 10:00a.m. on weekends (e.g. athletics, clubs, varsity teams). Note that for this purpose, a list of students will be issued by the Office of Student Affairs and given to the Office of Procurement and Campus Services at least 24 hours in advance.

Circulation On-Campus

There are two buses that circulate around the campus every 15 minutes from 8:00a.m. till 8:00p.m. (during the weekdays) and from 8:00a.m. till 12noon on Saturday. After operating hours of the buses, cars will be allowed to enter the campus to drop students residing in on-campus dormitories or participating in extracurricular activities for a period of 10 minutes after leaving proof of identification with the security guard at the main gate.

Security guards and officials from the University have the right to ask students on-campus at any time to present their identification card (UOB ID).

Circulation of Students residing in On-Campus University Housing

On-Campus University Housing Residents

Students residing on-campus (Freij building and Beit-Al-Talibat) have the right to enter to the campus by car. However, they should secure a valid parking permit signed by the Office of Student Affairs and display it properly so it can be easily seen by the security guard at the main gate. In order to secure the parking permit, students should present valid car registration, car insurance and driver license. Parking permits are issued per semester and a list of students will be provided to the Office of Procurement and Campus Services and updated regularly. In case of misunderstandings, students are requested to park their cars in the parking garage (off-campus) and consult immediately with the Office of Student Affairs in order to resolve the issue.

During university administration working hours (Monday to Friday: 8:00a.m. – 5:00p.m.), students are requested to park their cars in front of the dormitory building they reside in, and walk or use the buses in order to circulate on-campus. After 5:00p.m., and on weekends and holidays, students can park on-campus in designated areas.

Students residing in on-campus dormitories are requested to abide by the University Housing Policies and Regulations. They should present a valid UOB ID card at the main entrance of the dorm building they reside in upon the request of the security guard. They should also comply with university housing closing hours (refer to University Housing Policies and Regulations). For legitimate reasons, they can secure a special permit from the Office of Student Affairs for entering the on-campus dormitories after closing hours. These students will be requested to present a valid UOB ID at the main gate of the University.

Visitors to University Housing Residents

Visitors are allowed to enter on-campus dormitories within designated areas and hours (refer to University Housing Policies and Regulations). No visitors are allowed inside the rooms. The assigned rooms should be strictly used by the registered students. No guests are allowed to reside in the dormitories. In case of misbehavior, the security guard has the right to ask the visitor to leave the dorm. Violation of University Housing Policies and Regulations and verbal assaults on the security guard will lead to strict disciplinary action such as (but not limited to) dismissal from the dorm. You may refer to Student Handbook for Jurisdiction of the University.

Visitors with cars (including UOB students dropping resident students at the dormitories) shall keep the car registration with the security guard at the main gate of the university. During working hours (Monday to Friday: 8:00a.m. – 5:00p.m.), visitors are not allowed to enter the campus by car. Dorm residents and their visitors are strongly

advised to use the buses that circulate on-campus. Only parents and direct relatives dropping students and their luggage in the on-campus dormitory buildings are allowed to enter the campus by car during working hours (Mondays to Fridays from 8:00a.m. till 5:00p.m.) for a maximum of 20 minutes after leaving proof of identification with the security guard at the main gate.

After 5:00p.m. (Monday to Friday) and on weekends, visitors to the on-campus housing residents may enter the campus by car if: (1) the dorm resident notifies the security guard at the main *entrance* gate about the name of the visitor and (2) the visitor presents proof of identification to the security guard at the main *entrance* gate. The security guard has the right to keep the identification card of the visitor with him until he leaves the campus.

Students with Physical Injuries or Disabilities

Students sustaining personal injuries that prevent them from walking on-campus will be allowed to be dropped off by car. For this, the student shall present a medical report signed and sealed by a medical doctor to the assigned UOB medical doctor in the infirmary for approval. The person who is dropping the student on-campus will be allowed to enter the campus for a period of 5 minutes after presenting proof of identification to the security guard at the main gate.

Students with permanent physical disabilities will be allowed to enter to the campus by car and park in designated areas after obtaining a special permit from the Office of Student Affairs.