

Students' Rights and Responsibilities (cont.)

campus, even for a short period of time and vehicles owned or operated by students living in college village housing units.

- a. Vehicles must be registered as soon as they are brought to campus. Annual registration will be valid until 72 hours after Commencement day of each academic year.
- b. First-year students are discouraged from having a motor vehicle at the college.
- c. Registration fees are due at the time of registration of the vehicle.

5. General Information. Individuals may register only those vehicles for which they are the primary owner/operator. Persons must be prepared to show proof of ownership and proof of insurance at the time of registration.

The person to whom a vehicle is registered will be responsible for all citations issued thereto.

Oberlin College reserves the right to revoke registration and campus parking privileges for the following reasons:

- a. Repeated failure to abide by the regulations, as shown by three or more paid or unpaid violations of record within an academic year, not including those successfully appealed.
- b. Falsification of information on registration forms.
- c. Actions deemed hazardous to the community or property of Oberlin College.
- d. Failure to register a vehicle in accordance with state laws. All vehicles registered and parked on college property must be properly licensed and inspected for operating conditions in accordance with the laws of the state of Ohio or the laws of the state in which the vehicle is duly licensed.

Anyone registering a vehicle and accepting the appropriate permit shall, therefore, be deemed to have acknowledged the parking regulations and shall be deemed responsible for compliance with the regulations.

A complete list of vehicle rules and regulations may be obtained from the Safety and Security Office.

X. Use of Bicycles

1. STUDENT BICYCLE REGULATIONS

- a. Students owning a bicycle (whether new or second hand) must register it in their own name with the Oberlin Police Department (85 South Main Street) before using it on campus or in town. A registration permit will be attached to each bicycle so registered. [The Office of Safety and Security provides this service for no fee.]
- b. Students who ride their bicycles in the evening (from one half-hour after sunset) are required to use

a white front light and red rear light (on their bicycle or person) as well as a red rear reflector on their bicycle. Side reflectors are recommended for wheels.

c. City ordinances require that bicycles be equipped with a bell or horn by which the rider may warn pedestrians of his/her approach.

d. Bicycles must normally be ridden on the right side of roads and sidewalks at a reasonable and safe speed (for the sake of pedestrians and drivers as well as that of the rider). Pedestrians have the right-of-way on sidewalks, pathways, and crosswalks.

e. Bicyclists must use appropriate hand signals to indicate turns when riding.

f. Cyclists must comply with the Oberlin City ordinances that directly affect the operation of bicycles in the city. (It is a violation to ride a bicycle on the sidewalks in the downtown area.)

g. Both on campus and in the city, bicycles may ONLY be parked in properly constructed racks. Recommendations on locking bicycles can be obtained from the Office of Safety and Security.

h. Bicycles not in use but not removed from campus or, improperly registered and stored with residential education invite theft and vandalism. Bicycles not removed and/or properly stored by the day after final exams (unless in active use by students on campus for summer employment) will be considered abandoned property. (Bicycles not in working condition for a period of more than two weeks are considered abandoned even during the semester.) If removed and stored by Campus Safety and Security, a fee of \$50 will be charged for not properly storing the bicycle. Any bicycles not claimed after September 15 of the following year will be disposed of by Oberlin College.

Y. Mailroom Regulations

A mailbox is assigned to each student at the beginning of the academic year by the Office of the Registrar. Boxes are located in the basement of Wilder Hall. All boxes are for registered students only and cannot be used for other purposes including, but not limited to, operating a business.

College Mail Service's student mailboxes are to be used only for campus mail, U.S. mail (personal mail), and mail notices regarding parcels. To permit matching mail with a mailbox, all mail delivered to OCMR boxes must display the student's first and last name as registered in the Office of the Registrar (no nicknames or business names) and the proper OCMR box number. All items must be placed inside student mailboxes. Mail should be picked up daily.

Messages should NOT be attached to the outside of student mailboxes in the lobby of the Student Mailroom. Doing so violates fire regulations and creates a fire hazard in the Student Union building. The college reserves the

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right to correct fire regulation violations or other violations of its agreement with insurers.

There is a charge for 10 or more pieces of personal mail between students per day.

Students should receive mail at the college ONLY during the academic semesters or year of attendance. It is the student's responsibility to notify each correspondent of the complete change of address at the end of the academic semester or year of attendance, or if leaving during the year or semester, i.e. withdrawn, enrolled off-campus, leave of absence.

Z. State Laws Governing Coin Machines

Section 2911.32 Tampering with coin machines. No person, with purpose to commit theft or to defraud, shall knowingly enter, force an entrance into, tamper with, or insert any part of an instrument into any coin machine.

Whoever violates this section is guilty of tampering with coin machines, a misdemeanor of the first degree. If the offender has previously been convicted of a violation of this section or of any theft offense as defined in section 2913.01 of the Revised Code, the offense becomes a felony of the fourth degree.

AA. Student Records

1. Pursuant to section 438 of the General Education Provisions Act and its implementing regulations, with the exceptions noted in item 2 below, presently or formerly enrolled* students of Oberlin College have the right to review and inspect their educational records. An "educational record" is any record, file, document, or other material that contains information directly related to a student and that is maintained by the college.

*"Enrollment" is defined as beginning when the student first attends classes at Oberlin College for credit. No student applying for admission to the College of Arts and Sciences and the Conservatory of Music, nor a student transferring from one division to the other, may see his/her admission file until he/she is formally admitted to that particular division of the college (e.g., the College of Arts and Sciences or the Conservatory of Music).

2. The right to review and inspect educational records does not extend to the following categories of records:

- a. Financial records, including any information in those records pertaining to the student's parents.
- b. Records that are maintained in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except as a temporary substitute for the maker of the record.
- c. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his or her professional capacity or assisting in a para-

professional capacity that are made, maintained or used only in connection with the treatment of the student, and disclosed only to individuals providing treatment to the student. However, the student may have these records reviewed by a physician or other appropriate healthcare professional of the student's choice. **Note:** Medical records are also available for review pursuant to federal law. (Call 440-775-8180 to learn more about procedures for obtaining medical records from the Student Health Center.)

d. Records that only contain information about an individual after he or she is no longer a student at the college (e.g., alumni records).

e. Confidential letters and statements of recommendation that were placed on file before January 1, 1975.

f. Confidential letters and statements of recommendation that were placed on file after January 1, 1975 in which the student has waived his or her right to inspect and review those letters and statements pursuant to the guidelines delineated in Part 6 below, and that relate to the student's admission to an educational institution, an application for employment, or receipt of an honor or honorary recognition.

3. Offices keeping records that may be reviewed by the student include Career Services, Communications, the Conservatory, Financial Aid, the Registrar, the Dean of Students, Residential Education and Dining Services, and Student Academic Services.

4. In order to inspect a student's educational records, the student must submit a signed and dated written request addressed to the supervisor of the office in which the records are maintained on a form prescribed by the college. The request form must describe the records sought and the purpose for which access is being requested. The responsible college official will make arrangements within a reasonable period, but not more than 45 days from the date of receipt of the written request, for the student to review the records at an appropriate office at Oberlin. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

a. Oberlin will not destroy educational records if it has received a proper request to inspect the records from a student, until such time as the student has had an opportunity to access the records.

b. Pursuant to federal law, only those records directly related to the student will be made available for review. To the extent that a student's record contains references to another student, all personal identifiers pertaining to the other student will be