

# CAMPUS INFORMATION

## Campus Hours of Operation

For the most current hours of operation information, please visit MySonoran's Buildings ([https://my.sonoran.edu/ICS/Campus\\_Life/Facilities/Buildings.jnz](https://my.sonoran.edu/ICS/Campus_Life/Facilities/Buildings.jnz)) page. All hours are subject to change.

## Contact Phone Numbers

The Facilities/Safety Director: 480.222.9205

Dean of Students and Title IX Deputy Coordinator: 480.222.9237

Information Technology: 480.222.9329

## Non-student Campus Visitors

### Visitors on Campus

Students may have visitors, including children, friends, and family members, on Sonoran University premises subject to the following requirements:

- All visitors must check in at the Welcome Center in the Lim Commons Building upon each visit and receive a visitor badge, which must be in full display while visiting. Exceptions are for visitors who only utilize the café facilities.
- Students are expected to accompany their visitors while on campus.
- Visitors are prohibited from all classrooms and labs.

Visitors are responsible for their actions while on campus and are expected to conduct themselves in a respectful manner. Visitors causing any disruptions to the learning environment may be asked to leave the campus and/or lose future visitation privileges.

## Children on Campus

Children are permitted on campus with the following conditions:

- Children are allowed in common areas with adult supervision but are prohibited from all classrooms and labs.
- Children under the age of 12 must be accompanied by an adult at all times, including in Sonoran University's Medical Center, Neil Riordan Center for Regenerative Medicine, Medicinary, and the café.

Sonoran University assumes no responsibility or liability for infants/children under their parent's or guardian's care.

## Animals on Campus

Certified service animals, as approved by the Accessibility Services Administrator, are permitted on campus. All service animals are required to wear a visibly identifiable recognition of their function at all times and are required to be appropriately trained for their respective duty. Owners are responsible for any damage that may occur to facilities due to improperly trained service animals. All other animals, including emotional support animals, are prohibited from campus.

## Student Identification Card

All Sonoran University students are issued an institution photo identification card. On-campus students will receive their ID card during orientation. Students enrolled in online distance learning programs will receive their ID by mail approximately two weeks after the start of classes. Students are required to always wear and keep the ID

in their possession when on campus or at any Sonoran University-affiliated site. For more information, refer to the ID Card Policy ([https://my.sonoran.edu/ICS/icsfs/ID\\_card\\_policy\\_updated\\_September\\_2020.pdf?target=ed32998e-6de5-4547-9559-3041a6503a50](https://my.sonoran.edu/ICS/icsfs/ID_card_policy_updated_September_2020.pdf?target=ed32998e-6de5-4547-9559-3041a6503a50)) on MySonoran. The photo ID is used as a security measure and is required for students to receive access to various campus buildings, as well as certain services such as library borrowing and copy/printer privileges. The first card is provided free of charge. Replacement cards are available for a fee. For more information, contact the Dean of Students at [dos@sonoran.edu](mailto:dos@sonoran.edu).

## Campus Facilities

The University makes every effort to ensure that campus facilities, buildings, and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. The Facilities Department inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards.

Students are asked to report any unsafe conditions to the Facilities Manager, Dean of Students, or IT Director as soon as possible. If the unsafe condition remains unresolved, the student is required to submit a written report to the Dean of Students. Any student accidents or injuries must be reported please see the Safety tab - Injury and Accident Reporting section (p. 2) on this page for more information.

## Parking

Sonoran University provides parking for student vehicles. Students must park their vehicles in accordance with the specific conditions and restrictions that may apply at the University's various facilities. Policies have been established by the University to promote compliance with parking regulations and to provide a deterrent to those whose improper parking may be a hazard to other members of the University community. Repeated violations will result in disciplinary action and/or fines. Students may not park in visitor, patient, café, or employee parking. However, students are allowed to park on the top two levels of the parking garage when regular surface parking is full. Overnight parking is prohibited without permission from the Facilities Manager or the Dean of Students, and solely at the risk of the vehicle owner. Vehicles left on campus without permission or in violation of any safety codes may be towed at the owner's expense. Students with a temporary medical condition requiring accommodation, including pregnancy, may request a temporary parking exemption from the Dean of Students. Students' bicycles must be parked in the provided bicycle racks outside of the campus buildings. Bicycles locked to other parts of the campus facilities will be subject to removal. For additional information, please review the Parking and Traffic Regulations Policy ([https://my.sonoran.edu/ICS/Campus\\_Life/Campus\\_Leadership/Policies.jnz](https://my.sonoran.edu/ICS/Campus_Life/Campus_Leadership/Policies.jnz)) on MySonoran.

## Lockers

Student lockers are located next to the Anatomy Laboratory in the Academic Building. Lockers are assigned on a first-come, first-served basis through the Welcome Center. It is important to note that students are not guaranteed a locker for the duration of their program of study. Lockers should be emptied over break periods to allow for cleaning and repair of facilities, if necessary.

## Lost and Found

To retrieve lost items on campus, please check with the Welcome Center in the Lim Commons. At the end of each quarter, any items left in Lost and

Found will be donated to Naturopaths without Borders for distribution to patients in need.

## Sonoran University Equipment

No University equipment may be removed from its assigned location without authorization from the manager in charge of that location and the Facilities Manager. No audiovisual or presentation equipment, or other furnishings (including chairs, desks, computers, technology, peripherals, etc.) may be moved without permission from the Facilities Manager.

## Student Spaces

Sonoran University's campus has a variety of communal spaces where students can meet, study, and connect.

### Lim Commons

The Mr. Andrew C.G. and Dr. Ruth Tan Lim Commons (Lim Commons), a 48,000-square-foot LEED Platinum certified facility, that serves as a community center for the campus. Situated between the Medical Center/ Administration Building and the Academic Building, the Lim Commons houses the Medicinarian, Library, Welcome Center, tutoring and testing centers, study lounge, wellness rooms, teaching kitchen, classrooms, fitness and yoga rooms, and cafe.

### Computer Center

The Computer Center, located within Sonoran University's Library, houses computers available for student use. These devices feature Microsoft Office Suite – including Word, Excel, PowerPoint, etc. Note that other productivity applications are not supported. Students are licensed with a Microsoft 365 account – allowing them to download and install the full suite on five personal devices (Windows, Mac, and mobile devices) at no charge. Please visit the IT Student Resources ([https://my.sonoran.edu/ICS/Campus\\_Life/Information\\_Technology/Resources/Resources.jnz](https://my.sonoran.edu/ICS/Campus_Life/Information_Technology/Resources/Resources.jnz)) page on MySonoran for more information.

### Study Rooms

Located on the second floor of the Lim Commons, 18 study rooms provide faculty, staff, and students space to meet, study, or work. Rooms are equipped with whiteboards, monitors, tables, and chairs. While using a study room, a student may connect their laptop to the in-room monitor.

### Library

Sonoran University's Library offers 4100 sq. ft. of resource materials, literature, student study spaces, general seating, and a Computer Center for students' use. It also houses the Testing Center and Private Testing Rooms. For a complete listing of services, please see the Library (<https://catalog.sonoran.edu/catalog/student-information/library/>) page in the Catalog.

### Student Lounges

Located in the Academic Building and on the second floor of the Lim Commons, the student lounges are available for students to eat, sit and relax, study, nap, have a meeting, or hang out. It is meant to be a warm, welcoming, comfortable environment. Students are encouraged to use it freely but are responsible for keeping it clean.

### Outdoor Areas

Students can enjoy the beautiful Arizona climate at several locations on campus, including the student picnic area, located behind the Academic

Building, and the outdoor seating available on the north patio of the Lim Commons building.

## Community Boards

Sonoran University provides wall-mounted bulletin boards for community members to share information on campus. The Dean of Students must approve all material posted on bulletin boards.

## Campus and Community Safety

The safety and security of Sonoran University's students, faculty, and staff is of vital importance. The objective is to help provide and foster a safe and secure environment conducive to learning and to protect the lives and property of students, faculty, staff, and visitors.

Security on campus is provided through several mechanisms, including limitations on hours of operation, policies on keys and Identification (ID) Cards, access to buildings, provision of adequate lighting, and security cameras. Security precautions and building security procedures are available on MySonoran. Requests to unlock campus buildings during non-scheduled hours must be submitted in writing to Facilities with consideration given on a case-by-case basis; authorizations are provided in writing.

The Facilities Manager, the Dean of Students, and the IT Director or their designees, have been identified as Campus Security Authorities (CSA). While the University takes actions to help increase security, students, staff, and visitors also have the responsibility to contribute to their safety by following Sonoran University rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities immediately to one of the CSA's. Students should be aware of personal security practices, including being observant of their surroundings, locking automobiles, walking in pairs, and always guarding their personal belongings.

The CSAs are also responsible for ensuring that the University meets OSHA standards for a safe workplace and an institution of higher learning. Security issues or concerns should be reported to a CSA and/or law enforcement as soon as possible. The CSA discusses with the administration any safety issues that may arise during events at the University campus and Clinical Care facilities.

Any student, faculty, or staff on campus may call the Facilities Department to accompany them across campus and to/from parking lots.

## Emergency Preparedness Plan

The safety of Sonoran University's community, patients, and visitors is a high priority. Sonoran University is cognizant of its responsibility to provide a safe work environment and priority is given to the safety and welfare of all students, faculty, and staff. The Emergency Preparedness Plan supports the University's intent to respond to any emergency in a safe, effective, and timely manner - starting with protecting human lives. The Plan intends to preserve health and safety, protect assets, and maintain University services. The Annual Security Report, the Emergency Preparedness Plan, and the Emergency Response Guide are available on the Safety and Security page ([https://my.sonoran.edu/ICS/Campus\\_Life/Annual\\_Security\\_Report.jnz](https://my.sonoran.edu/ICS/Campus_Life/Annual_Security_Report.jnz)) on MySonoran.

## Injury and Accident Reporting

In order for the appropriate department to respond quickly to safety incidents, students must report any and all injuries, negative reactions, and untoward results by/to any student on campus or at a Sonoran University-sponsored location as soon as possible. This includes any

accidents in or outside the classroom, in labs, during practice sessions, in Sonoran University Clinical Care facilities, at offsite offices, and in Sonoran University community clinic locations. Every student is required to notify the person in charge at that location and to complete an Incident/Injury Report Form (<https://scnm.questionpro.com/a/TakeSurvey/?tt=5IrynFoe5VM%3D>) found on the Facilities Forms page ([https://my.sonoran.edu/ICS/Campus\\_Life/Facilities/Facilities.jnz](https://my.sonoran.edu/ICS/Campus_Life/Facilities/Facilities.jnz)) on MySonoran.