

**Commuter and Off Campus Living Programs**  
**CAS Standards and Guidelines**  
**Overall Rating**  
**(Scale of 1-5)**

	<b>Overall Score</b>	<b>Comments</b>
<b>Mission Statement</b>	4	<p>Accomplished is through off campus housing support, commuter lounge, co-sponsorship with departments and organizations, and all events hosted by the office with special attention to Commuter CAN Week.</p> <p>The Office for Commuter Services pays particular attention to servings a commuter population that ranges from full-time, part-time, and varies in family status, age, proximity to campus, day or evening enrollment, or dependent verse independent living.</p> <p>Please click <a href="#">here</a> for the Mission Statement.</p>
<b>Program</b>	4	<p>The Office for Commuter Services provides the following to meet the needs of commuter and off-campus students:</p> <ul style="list-style-type: none"> <li>• Off-campus housing database</li> <li>• Tenant’s rights and responsibilities</li> <li>• Being a good neighbor/roommate information</li> <li>• Time management</li> <li>• Personal safety</li> <li>• Lunch and Learn with faculty and staff</li> <li>• Intentional programming during convenient times for commuters</li> </ul> <p>Please click <a href="#">here</a> for the Program Model</p>
<b>Leadership</b>	4	<p>Fulfilled by the Office for Commuter Services:</p> <ul style="list-style-type: none"> <li>• Set goals and objectives based on the needs of the population served and desired student learning and development outcomes</li> <li>• Promote campus environments that provide meaningful opportunities for student learning, development and integration</li> </ul>

		<ul style="list-style-type: none"> <li>Empower professional, support and student staff to accept leadership opportunities</li> </ul> <p>Please click <a href="#">here</a> to visit the Mission Statement which aligns with leadership goals and objectives.</p>
<b>Human Resources</b>	3	<p>The Office for Commuter Services employs one full-time professional, the Coordinator, one Graduate Assistant, with the remainder being student staff.</p> <p>All students are not only trained about the policies and procedures for the Office for Commuter Services but are also made aware of the Student Employment handbook and procedures.</p> <p>Please visit the Student Employee handbook by clicking <a href="#">here</a>.</p>
<b>Ethics</b>	4	<p>The Office for Commuter Services adheres to the guidelines and policies set forth by the University.</p> <p>Students are trained appropriately and held to the standards of Student Employment.</p> <p>To view the Student Employee Handbook please click <a href="#">here</a>.</p>
<b>Legal Responsibilities</b>	4	<p>The Office for Commuter Services maintains an Off Campus Housing Database available to Bridgewater State University members only.</p> <p>There is a legal disclaimer stating to users that this database is for informational use only and the Office for Commuter Services as well as Bridgewater State University are not in any way responsible for dealings or actions between landlords and renters.</p> <p>Please click <a href="#">here</a> to view the off campus housing database, and <a href="#">here</a> for the tenant rights and responsibilities.</p>

<b>Equity and Access</b>	4	<p>The Office for Commuter Services has established a program model that requires our programs encompasses particular components in order to reach out to a diverse population of commuter students.</p> <p><a href="#">Program Model</a></p>
<b>Diversity</b>	4	<p>The diversity component of the program model created by the Office for Commuter Services was established to reach out to different cultures and heritages and celebrate our students representing those populations.</p> <p>This department strives to build awareness of the diverse groups of students we have here and acknowledge their contributions to Bridgewater.</p> <p><a href="#">Program Model</a></p>
<b>Campus and External Relations</b>	4	<p>The Office for Commuter Services has worked with the University Police Department to educate commuter students as well as the staff of the procedures, policies and guidelines in place in the event of an emergency or crisis situation on campus.</p> <p>Consistently works with departments both in and out of the division of Student Affairs to collaborate on events, programs and awareness/educational opportunities that the institution has available to commuter students.</p> <p>Commuter Services has worked with all departments in the division of Student Affairs to host and co-sponsor events since the office was created.</p>
<b>Financial Resources</b>	2	<p>The budget for Commuter Services is set forth from the institution on an annual basis based on each year.</p>
<b>Technology</b>	4	<p>The Office for Commuter Services maintains a facebook page, twitter page, webpage, off campus housing database and is working to create a carpool/roommate matching database.</p> <p>Click <a href="#">here</a> for facebook and <a href="#">here</a> for twitter.</p>

<b>Facilities and Equipment</b>	2	<p>Space is an issue for the Office for Commuter Services. Currently the office space is small and does not allow for any privacy or private conversations for professional staff.</p> <p>There is one Commuter Lounge in the Rondileau Campus Center. That space is very small and while it is constantly in use, it is not an adequate size to accommodate our commuter population.</p> <p>The Commuter Lounge page is located <a href="#">here</a></p>
<b>Assessment and Evaluation</b>	3	<p>Evaluations are used to assess student employees on a regular basis.</p> <p>Surveys are used to gather information to create programs and services and provide relevant information to students.</p> <p>Prior to Fall 2010, Commuter Services only conducted surveys in paper format. Please click <a href="#">here</a> for the first online survey results. Please inquire for hard copy results if necessary.</p>