

# WELCOME!

The Sullivan County Community College Dormitory Corporation (SCCCDC) welcomes you to our Residence Halls. The residential program of the corporation is committed to facilitating and enhancing the academic, social and personal growth of the student by fostering an atmosphere of open communication, responsibility and mutual cooperation. We are committed in a policy prohibiting discrimination based on individual's race, religion, national origin, age, disability or sexual orientation in all of our operations and facilities.

This handbook is designed to acquaint you and your family with the residence halls and programs at SUNY Sullivan. Living in the halls can be an enjoyable and worthwhile experience. After arriving on campus, it is in your best interest to read all information disseminated via posters or notices in order to stay well informed.

One of the most important aspects of campus life is your residential life experience. Living in residence requires that develop effective habits of study, self-discipline and orderliness as well as being responsible to others by respecting their rights and dignity.

Living in the residence halls will provide you with an opportunity to be part of a new community. You will meet individuals, some of whom will share your views while others will have a different way of thinking about things. While you are not under any obligation to change your positive core values, living in a diverse community will afford you the opportunity to live with, learn about and perhaps befriend various individuals who look at the world from a different perspective. We hope you will treat everyone as you wish to be treated – with understanding and reasonable tolerance for differences and respect. Consider your time in the residence halls as a time for growth and a unique opportunity in your life to grow with many different people, based on common interests, culturally, athletically, academically and recreationally. All you need to do is commit yourself to try to get involved once you arrive on campus.

The residential staff is available to assist you by providing helpful information, and counsel in different situations. Call on them whenever necessary.

## WHAT IS COMMUNITY IN A RESIDENCE HALL?

A sense of community exists when individuals living in a residence hall share common interests and goals and are sensitive to and concerned about the needs of their fellow residents. As you begin your exciting, fun and challenging experience here at SUNY Sullivan, you will learn about different cultures, interests and values while your roommates and community members learn about you. While the SCCCDC provides students with a pleasant and safe living environment, all individuals living in the residence hall are responsible for being courteous to their fellow residents and for observing personal safety practices. It is important that you contribute to your community by recognizing and respecting the rights of others.

Residents will be provided with several opportunities to enhance their academic experience with experiential out-of-the-classroom initiatives. It is a goal of the SCCCDC staff to provide residents with as many learning experiences as possible that will benefit residents overall growth and development. Individuals are encouraged to participate as much as possible in residential programming activities which will not only contribute to their personal growth, but will help them develop lasting friendships while living at SUNY Sullivan.

# Chapter 1

## CAMPUS HOUSING STAFF

Frank Sinigaglia – Asst. Dean for Student Engagement (Interim)

Terel Marshburn – Resident Director

Daeja Sullins - Resident Director

Darren Steele - Facilities Director

Joe Davis- Assistant Facilities Director

All aspects of on-campus housing are coordinated by the Office of Residence Life, located on the second floor of the Lazarus I. Levine Residence Hall. The Executive Director provides overall supervision and direction to the department and its staff. The residence staff consists of an Assistant Director and two Resident Directors who reside on campus and a Facilities Director. All of these members are professionals with advanced degrees and experience in their specialized area. In addition, student leaders called Resident Assistants (RA's) live in the residence hall and provide assistance to the professional staff in helping residents adjust to campus community life. Campus security and the Sullivan County Sheriff's department are also important members of our residence hall community.

Sullivan County Community College Dormitory Corporation: The SCCCDC provides the overall leadership and policy management for the Residence Hall. Specific responsibilities include budget approval and oversight, setting room rates, facility improvements, and policy and program review.

Assistant Dean for Student Engagement: The Assistant Dean for Student Engagement provides leadership and strategic direction to ensure the delivery of effective and quality service to students in order to enhance the student experience and improve retention. The position: (1) oversees student activities; (2) oversees the management and administration of the residence halls

Resident Director: Full-time, live-in professionals who assists the Assistant Dean with the management of the residence halls. The RDs interact regularly with residents in a professional manner. The RDs are skilled in various areas of counseling, crisis intervention, mediation and referral.

Resident Assistants: One of the first people you'll meet in the residence hall is your RA. RAs live on the various wings of the hall and are specially trained to help you and other students learn more about SUNY SULLIVAN, each other and yourself. Whenever you have questions about the college, your residence hall, or if you just want to talk, your RA can serve as your first contact person. RAs also organize many different types of programs which provide you an excellent opportunity to get to know others in your building and throughout campus. There are eight RAs living and working in Levine Hall and two RAs living and working in Eco Green.

Director of Facilities: This person and his staff provide for the physical maintenance of the building. Room problems should be communicated by filling out a form at the central office.

Custodial Personnel: These people work to maintain a clean and comfortable living environment in the common areas of your building. Please do your part to make their work a little easier by treating them as part of your extended residential family and by keeping the hall clean. If you find your community in less than appropriate condition, please contact hall staff.

Director and Assistant Director of Public Safety: The Director of Public Safety and Assistant Director are designated Peace Officers under New York State CPL 2.1078. They are empowered by

the college to enforce the college's rules and regulations. They are armed and have the authority to affect an arrest and enforce the laws of the New York State Penal Law. The assistant director has an office located in the lobby area on the second floor of Levine Residence Hall.

Security Officers: The security force also consists of private security which provides service at the residence hall seven days a week. During special events, additional security personnel are added as enforcement agencies in the investigation of crimes and in crime prevention. Campus security has the authority to take whatever steps are necessary to resolve situations and ensure the safety and security of all involved. Our security staff may investigate incidents, question victims and witnesses, ask persons for identification and acquire as much information as necessary to provide the college with a complete report of the situation. In the event that an individual refuses to present identification, the Peace Officer has the authority to ask that person to immediately leave the campus/residence hall. A Peace Officer has the authority to make arrests when needed, contact EMT services, or the fire department when warranted.

Sheriff's Patrol: The Sullivan County Sheriff's office maintains regular patrols on campus and within the residence hall five days a week. They are empowered by the government to enforce the laws of New York State Penal Law and can and will assist the staff members of the residence hall with enforcement of college/residence hall policy.

The Residence Life staff provides counseling, articulates and sets limits for acceptable behavior and supporting health, safety and cleanliness standards in accordance with residence hall/campus policy. The professional and the student staff develop educational, social and cultural programs based upon the Wellness Model.

Campus safety and security has many purposes. One of the most important is that they assist and help you whenever necessary. They are available 24 hours a day.

Lazarus Levine and Eco Green Townhouses have a cleaning staff that is responsible for the general upkeep and appearance of the common areas in the building. It is important to note that they are not expected to clean up any mess left by the students, nor will they do any cleaning in individual student rooms. You as a student should communicate with the cleaning staff as they are good people to know.

## **RESIDENCE HALL COUNCIL**

Students who live on campus are immersed in a unique environment that is rich in opportunities for meaningful involvement. By virtue of being a resident of our residence halls, you have the opportunity to join the residence hall council. All residents in the building can join this organization. Officers, consisting of president, vice president, secretary and treasurer are elected by members of the council. This group is a governing body of the building. Students who participate in hall council represent their peers on a variety of matters pertaining to the residence hall community and campus life. The hall council is also responsible for programming for residence hall students in and out of the building. Members of this body plan and organize social, cultural and educational programs

within the building. These programs are funded by the student activity fee that you pay to live in the building - - so why not be involved in the decision making process? Being a member of residence hall council is a great opportunity for a starting point to larger collegiate governing bodies. The resident directors co-advise the council with the campus director of student activities.

## **PROGRAMMING**

Residence hall programming is part of the educational, social and cultural experience of living in a community. Residence hall staff members, residence hall council, student activities, campus clubs and organizations, the athletic intramurals department and individual students present a variety of programs for students throughout each semester. It is recommended that all residential students participate in campus programming. If you have an idea for a potential program, attend residence hall council meetings or see your resident assistant to make it happen!

# Chapter 2

## ROOM ASSIGNMENT POLICIES & PROCEDURES

It is important to hand your security deposit and housing application in to the professional staff in the building as early as possible. The sooner we have your completed paperwork and deposit, the earlier we can assure you housing within the building.

If you have a special request (roommate request, a medical condition requiring a single room, etc.), it is important to submit the request as soon as possible in writing and, when necessary, with supporting documentation. The sooner we have the request, the better we can accommodate you.

- The college does not and will not discriminate in the assignment of students to rooms on the basis of race, color, religion, sexual orientation or place of natural origin.
- The office of residence life reserves the right to decline any student housing in accordance with the terms and condition stated in the residence license.
- The office of residence life reserves the right to assign and re-assign any student to any vacant bed, in any room or suite, at any time. Sometimes such action is referred to as “consolidation”. Simply put, consolidation means that in the effort to conserve and effectively use space, the staff may select to combine two individuals who are in single rooms into a designated double room.

**Please note:** All rooms requested by students during the room selection processes are subject to final approval by the Assistant Director.

## NEW AND RETURNING STUDENTS

Any returning student who meets the following criteria prior to the end of the spring semester will be granted housing in Lazarus Levine Hall or Eco Green at the beginning of each academic year. The remaining beds are reserved for first year students.

- Intent forms are handed into the professional staff before the students depart at the end of the spring semester.
- You are registered for classes the following semester with 12 or more credits.
- You are in good academic standing with the college (2.0 GPA or better).
- You are in good financial standing with the college.
- You do not have any serious violations of the Student Code of Conduct or the Community Guide.

Assignment of rooms to first-year and transfer students takes place during the summer for fall semester and mid-fall semester for spring semester entry. Potential students will only be processed for housing after the following:

- You have been accepted as a student at Sullivan County Community College.
- The security deposit is paid in full.
- Your housing application form is completed and submitted to the Assistant Director.
- You are registered for classes with 12 credits or more.
- You are in good financial standing with the college.
- Your health forms are up to date and submitted to the campus nurse.

**Please note:** Failure to complete all steps above will result in the denial of consideration for accommodations.

When all available beds are filled for first year and transfer students, the remaining applicants will be placed on a waiting list according to the date applications/deposits are received. As rooms become available, housing will be granted to those students at the top of the wait list.

In July/August you will be notified if you will be granted housing for the following academic year. If housing is granted, your deposit will be held and you will be responsible for fulfilling the \$200.00 application fee that is non-refundable after June 1<sup>st</sup>, and a \$200.00 security deposit by paying any common/area damages accrued throughout the year. If housing is not available, your name will be placed on a wait list and your deposit will be held until:

- You request it back in writing addressed to the Executive Director of Housing, or ☐  
Housing is not available in the building.

**Please note:**

- Students who have been academically dismissed from the college will lose their room assignment for the upcoming semester. In the event that you are reinstated or re-admitted in a degree program, you must reapply for housing and present proof of readmission. This will not guarantee you a room, but will place you on the wait list should we not be able to accommodate you immediately.

- **Please be advised that a completed application and deposit for college housing does not guarantee a room in campus housing.**
- If for any reason, after sending in your deposit and housing application you decide not to live in the residence hall, **you must notify us in writing 30 days prior to the start of classes**. This notification must be directed to **Kelly Baker at kbaker@sunysullivan.edu**. Failure to submit this request in writing will result in the forfeiture of your deposit totaling \$400.00.
- Students living in SCCDC facilities must maintain full time student status (12 credits or more) for the entirety of the semester. Any resident student who drops to part-time status may be dismissed from SCCDC living facilities.

## LIVING OPTIONS

In our continued effort to improve the living options available in our residence hall and the future student population, we have implemented the following options:

1. **24 Hour Quiet Areas:** At all times noise is kept at a moderate level. Noise is to remain inside students rooms and must not be heard in any common area. If you feel you cannot live comfortably in a quiet environment, please consider selecting a different area. Once you have been assigned a room in this area, it is your responsibility to adhere to these terms.
2. **No Smoking:** There is to be no smoking whatsoever by ANYONE living in or visiting the residence halls. Currently, students who choose to smoke must be 50 feet away from the building at all times. There is a designated smoking area in front of the residence hall.
3. **Disabled Access:** For handicapped/disabled students single rooms are available.
4. **Designed Single Rooms:** The SCCDC will make available single rooms for the general student population on a first come/first serve basis. Single rooms are awarded as follows:
  - a. **Need Basis:** Requiring a single room due to medical or special circumstances. The medical waiver must be on official letterhead and include contact information for the doctor. The letter must entail the medical condition that requires a single, and the reasoning why a single is necessary for that condition. A medical request for a single room does not guarantee the availability of a single. The Assistant and Executive Directors will decide priority of these room assignments.
5. **Additional Options/Suggestions:** The Office of Residence Life is always offering additional lifestyle options and we invite your suggestions. If a student has any concerns with their room assignment, they must request special consideration in writing to the Resident Director of the building that can then be considered if vacancies occur.

## TRIPLING

Some students may be given the opportunity to gain an on-campus room assignment with residence hall privileges in overflow areas or triple rooms. **The Residence Life Staff reserve the right to triple rooms when needed.** This would be a temporary location, and as space is acquired, the students will be offered the chance to relocate into a double room.

## **REASSIGNMENT FOR DISCIPLINE**

As a temporary measure pending the outcome of a disciplinary hearing and/or as a sanction or violating campus policy, a student may be reassigned to another room or floor upon verbal or written notification. A student is expected to comply with all reassignment decisions or will be held accountable for non-compliance resulting in the revocation of the housing license.

**Please note:** This change may become permanent as a result of a disciplinary sanction.

# Chapter 3

## CAMPUS HOUSING AND ADMINISTRATIVE PROCEDURES

### **CHECK-IN PROCEDURES**

Check-in will be completed in the building on resident move-in day. Before checking in to the residence halls, the following must be done:

1. You will report to a pre-determined area on campus to verify your financial aid and billing status and verification of receipt of your health forms and receive your cleared slip to progress to the next step.
2. Take the cleared slip to the student activities office to have your picture ID issued. At this time you will receive a pass to enter the residence hall. **Without this pass you will not be issued entrance into the residence hall.**
3. When you arrive at the residence hall, the following things will occur:
  - You will report to your designated check-in table. The roster is checked to verify your room assignment and clearance for check-in has been given.
  - You will complete a Room Condition Report (RCR) with a staff member. This form is filled out by the RA prior to check-in and reviewed by the student. The cost of repair or replacement will be assessed for any item(s) not in the same condition as



stated on this form. Normal wear and tear will be the exception. To avoid any future billing at check-out, make sure you accurately complete this form. Every student must have completed an RCR for the room they are residing in. **Refusal to sign the RCR does not absolve any student from assuming responsibility for room condition(s) at check-out.**

- After signing your RCR your key card will be activated for use in the front door and your room door. If you are a student living in Eco your card will be activated for the front door and you will be issued a hard key for your room.
- **Under no circumstances will students be allowed to change their room assignment upon arrival. Students found changing their room assignments without approval from the Office of Residence Life will be fined, and required to move back to their original assignment.**
- Students must check into their assigned room and no keys will be issued without the completion of an RCR.

**Please note:** If you are planning to check-in late, please notify the office of residence life of your requested arrival date. **This request must be made in writing no later than one week before move in is to occur.** Failure to do so could result in being considered a **NO SHOW** and possible loss of your room assignment.

## **WHAT IS AN RCR?**

The room condition report (RCR) details the furniture and condition of each item, as well as the condition of the room. It is important that you review the information on this form carefully as you are checked into your room. You will be asked to sign this form.

When you check out of your room, the condition of each item in the room will be compared to that on the RCR you originally signed. Please remember that the RCR is part of the housing license and all residents are held accountable to the original form. A damage charge for any deviation in the condition of the room or furniture at the time of your checkout will be assessed.

## **YOUR FIRST FEW DAYS**

In your first few days at SUNY Sullivan and the residence halls you will be required to attend “Welcome Weekend” and “Orientation” gatherings that will familiarize you with the campus, residence life and your peers. Part of this weekend will include your attendance at wing meetings with your Resident Assistant. These meetings will provide you with explanations of policies, give you a chance to ask questions, and introduce you to some of the people in your building, including your RA and RD. Floor meetings serve a number of purposes throughout the year and can be a significant and enjoyable part of residence hall living. Therefore your attendance at these meetings is required. Failure to attend could result in disciplinary action.

## FLOOR AND BUILDING MEETINGS

The Resident Directors and Resident Assistants hold regular and special needs meetings. They can be held on a wing, floor or for the entire building. Normally you will be given 24 hours advance notice of any meeting, but the Residence Life Staff reserve the right to hold an emergency meeting if circumstances arise. **Attendance is mandatory for these meetings.** Prior arrangements for missing a meeting due to medical or academic reasons must be brought to the attention of the resident director before the scheduled meeting. Failure to attend any mandatory meeting will result in a verbal warning and/or additional sanctions which may include community service. Continued absences may result in further disciplinary action, which may include suspension from the building and revocation of the license agreement.

## ROOMMATES

Participation is essential in developing a comfortable environment for yourself and your roommate. Your room will be greatly influenced by the relationship you establish with your roommate and the personal belongings that you bring with you. Living with a roommate can be a rewarding experience but, as at home, ground rules need to be established. Talking to one another before difficulties arise is essential. Establish expectations of each other early in the semester before the stress of classes, a new environment, or other pressures intervene. Seek the assistance of your RA if you and your roommate experience difficulties

## ROOM CHANGE PROCEDURE

Room changes are prohibited unless they have been approved and documented by the RD/ED. There will not be any room changes for the first **five** weeks of each semester. At the end of this period residents may submit requests to the RD to move. All parties involved must agree to the move before a request can be granted.

The following are the steps to follow when completing a room change. For more information about the room change process, contact your resident assistant or the resident director. **A student cannot request a room change into a single room when living in a double room.**

1. Notify your Resident Assistant that you are interested in changing rooms.
2. All students interested in changing rooms must notify the RD in writing before the move will be approved.
3. If you are switching rooms with another student or students, all of you must come together to the RD office to verify the change is sufficient for all parties involved.
4. All room changes must be completed within 48 hours of approval from the RD.
5. Make sure that you sign your RCR for your old room change. This is a record that you have officially checked out of that room and you will not be liable for a bill for damages in that room after you check out. **It is your responsibility to locate an RA to check**

- you out of your old room and into your new room.** Completion of a new RCR will be needed for your new room. You are accountable for all items in your room/suite.
6. After the old and new RCR's are completed you can have your key card re-activated for your entry into the new room.

**Please note:**

- An Improper Check-Out Fee will be assessed to your bill if your RCR is not completed within 48 hours from the date of your room change.
- **Students doing illegal room changes or switching of keys on their own will be subject to JUDICIAL ACTION.**

## **VACATING YOUR ROOM**

You are required to vacate your room as per the closing notices handed out at wing meetings. All students (including those with special reasons) must be out of the residence halls by the times indicated on the closing notice during breaks and other specified times. There will be no exceptions to this - - make sure you plan ahead for accommodations.

## **CHECK-OUT PROCEDURES**

Although you will not have to “sign out” of your room at each vacation period, there are several things that you are expected to do before leaving the building.

- Please unplug all electrical items in the room (place a towel on the floor in front of defrosting refrigerator/freezer). Note: refrigerator must be emptied of all food.
- Empty your waste baskets.
- Dispose of all perishable food.
- Close and lock your windows.
- Leave your curtains OPEN.
- Turn your heat down to the lowest setting or your air conditioning off completely.
- Leave your room clean.
- Remove all garbage from your wing.

Be advised that authorized staff will enter your room to ensure compliance and community safety during health and safety inspections after you have vacated the room for any vacation period. Failure to comply with the above standards will result in disciplinary action.

## ROOM CHECK-OUT THE E-Z WAY

At the end of the school year, or if you officially withdraw from the college, before then you will be required to follow the steps below. This is your responsibility as a resident.

1. Sign up on your RA's door with the date and time you're leaving.
2. Pack and clear your room out – room **MUST** be swept at a minimum! Make sure you have garbage bags on hand!
3. CLEAN IT.
4. Go find an RA.
5. CHECK OUT OF YOUR ROOM – sign your RCR.
6. **YOU MUST FIND AN RA TO CHECK OUT – SIGN YOUR RCR** or go to the **Central Office and complete and Express Check Out waiver.**
7. You **must** be out of the building 24 hours **AFTER** your last final.
8. Everyone must vacate the building by the assigned date. **NO EXCEPTIONS.**
9. Discard your garbage in the dumpster in the back parking lot. **ALL** belongings must be removed from your room – no exceptions. There is **NO STORAGE** in this building. If you leave **ANYTHING** in the room after departure, it will be thrown away and you will be assessed a cleaning fee.
10. All furniture and mattresses must be in its original place. Beds **MUST** be assembled and should not be pushed together. If we have to move or assemble anything you will be billed!
11. The building, rooms and common areas **MUST** look exactly the way they did on opening day in August.

## HEALTH AND SAFETY INSPECTIONS/ROOM ENTRY

At the beginning of breaks residential staff will inspect each unit to assure that appliances are unplugged and refrigerators have been cleaned out. Electricity may be turned off during vacations.

**Room Entry for Maintenance Purposes:** The SCCCDC recognizes and respects student's right to privacy. However, the SCCCDC has the responsibility of maintaining the residence hall. For this reason, the SCCCDC reserves the right to enter the rooms for the purposes of health and safety inspections, securing the premises, and making necessary repairs.

**Please note:** When you complete a maintenance request form you are authorizing maintenance personnel of the SCCCDC or managing agent to enter a room in order to complete repairs.

## ENTERING A STUDENT ROOM

The Dormitory Corporation reserves the right to enter student rooms for the purpose of inspecting the premises. When an authorized agent of the Corporation has cause to believe, including but not limited to the following:

1. An occupant of the room may be physically harmed or endangered.
2. Significant damage is being done to Dormitory Corporation property.
3. Housekeeping, maintenance, and/or repair is needed.
4. During fire alarms and health and safety inspections.
5. The staff member suspects there may be a danger to the safety and welfare of the residential community.
6. There is cause to believe that federal, state, or local laws or college rules/policies are being broken.
7. Health and Safety Inspections.

**Please note:** Except in emergency situations, no room will be entered without first knocking and allowing a reasonable period of time for response. Under no circumstances will rooms be searched unless a search has been approved by the Director of Public Safety, the Assistant Director of Public Safety, the Executive Director or his/her designee, or by a search warrant executed by a local judge or magistrate.

## **MAINTENANCE REQUESTS**

From time to time maintenance concerns will arise throughout the building and in student rooms. Maintenance request forms can be located on the wall outside of the central office. This form should be completed and dropped in the box and your concern will be dealt with on a need/first come first serve basis. In order for any maintenance request to be fixed you must file a maintenance request form. Marking a problem on the room condition report will not lead to it being fixed!

**Please note:** The lock on your room door is battery operated. It is your responsibility to observe this lock to be sure the battery does not go dead while you occupy the room. When you put your card in the slot to unlock your door, a green light should flash multiple times to ensure that the lock is working correctly. IF ANY OTHER COLOR appears you must notify a member of the residence hall staff immediately. Failure to do so could result in the battery on your door going dead. **If you fail to notify someone and the battery goes dead, you will be financially responsible for the replacement of the lock.**

## **CONTRACT CANCELLATION PROCEDURES**

When a student requests to cancel their contract/license they must do so with the AD/ED. In general, cancellation approvals will only be made when there is a change in student status such as marriage, withdrawal from SUNY SULLIVAN, or dependent children. Credit to the student's account will not be made until the cancellation is approved; the Executive Director decides upon approvals or disapprovals. Students who claim financial reasons, or have met the requirements to live on campus (listed in the Room and Board License under College Housing Policy) and who have signed a contract will not be permitted to cancel their contract. It is the responsibility of the student to request cancellations.

- In the event a student fails to sign into the residence hall and occupy his/her assigned room by noon on the first day of classes, the room may be reassigned. Failure to sign out of the residence hall without following the proper checkout procedures may result in continuing liability for room rental charges. The RD or ED should be notified of early and late arrivals.
- During the academic year, if a student is evicted because of financial reasons, judicial or academic suspension, and the student will **forfeit** his/her deposits. Please note that the security deposit is to hold a room for the full academic year – both the fall and spring semester. If a student leaves prior to the end of the spring semester check out date, the security deposit will be forfeited.

## **STORAGE**

Although your housing assignment entitles you to lease a residential space, it does not allow you to occupy your room for any periods when the college is not in regular session. You may leave your personal belongings in your room during the periods of recess, **except summer vacation**. In some instances, students may be required to remove their belongings from their rooms during the vacation period. The dormitory corporation is not responsible for the loss or theft of any items from a student's room when the college is not in session. The Dormitory Corporation does not accept any responsibility for the storage of any items.

**Please note:** There is no storage of any kind at any time on Dormitory Corporation property. Therefore, if a student vacates his/her room for any reason, their belongings will be removed and discarded. Furthermore, the dormitory corporation will not be responsible for any possessions that remain in the room.

## **EMERGENCY MAINTENANCE REQUESTS**

Any situation that compromises the health and safety of residents is considered an emergency. The following could be associated with an emergency:

- Plumbing
- Electrical
- Glass
- Fire Safety Equipment
- Locks
- Lightning
- Heat and hot water
- Entrance/exit doors  Other

## **POWER FAILURE**

In the event of a power outage, the following steps should be taken:

- All Residence Hall staff should report to the front office.
- Staff will complete rounds of the building to check for candles and situations that might compromise the health and safety of the residents.
- For safety reasons, only residents will be permitted entrance into the building.
- **Due to limited battery power of emergency lights, residents may be directed to another campus building with no re-entry into the residence hall without an escort.**

## SUBLETTING

Subletting rooms is not allowed.

## DINING SERVICES

Contact the Student Billing Office for meal plan information and hours of operation. Student Billing is located on the main campus, room J004, or you can call extension 4285. Students in residence at the Lazarus Levine Residence Hall are required to purchase a meal plan.

# Chapter 4

## BILLING PROCEDURES

All students will be required to pay their deposit, tuition and a room and board fees **before moving** into the residence hall. Every student that assumes occupancy in a residence halls agrees to pay the college the full amount of room and board charges and any other fees required for on-campus housing. Unless a resident student officially checks-out and returns their key and signs their RCR, they assume responsibility for all room and board charges. **Make sure you pay your bill before**

**you check in.** In addition, all resident students have been assessed, as authorized by the dormitory corporation, a residence hall damage deposit fee. Damage files will be maintained for each student, for each semester of residence.

1. Residence hall students will be accountable for any costs of repair or replacement to the physical structure, fixtures, equipment and furnishings of areas or rooms in the residence halls which are reasonably determined to be caused by intentional, willful, malicious, negligent damage or destruction to said facilities. The charge will be the amount of repair including labor and any administrative costs. "Common Area" includes, but is not limited to, all areas of the stairwells, hallways, study and lounges, community bathrooms, elevators, lobbies, grounds and parking lots in and around the residence hall.
2. When damages to common area occur and it cannot be ascertained which student(s) is responsible for damage, assessments will be made against the wing or all hall residents depending on the situation.
3. All damages will be assessed and billing should be completed by the end of each semester.

**Please note:** Students failing to complete check-out will forfeit the right to dispute any damage charges as may be assessed.

## REFUNDS

All refund requests for room and board and other deposit fees must be submitted in writing to **Kelly Baker** at [kbaker@sunysullivan.edu](mailto:kbaker@sunysullivan.edu).

**Damage Deposit:** Refunded once a year to all students at the end of the spring semester.

**Advance Room Deposit:** A refund will be processed if the damage deposit has been paid and the student notifies the Assistant/Executive Director **IN WRITING** that he/she will not be residing on campus by **June 1st**. **The deposit will be forfeited if written notification is not received.**

**Room and Board Refund:** Residence hall and meal plan fees are refundable according to the following schedule:

<u>Time Frame</u>	<u>Refund</u>
Within first week	75% refund
Within second week	50% refund
Within third week	25% refund
After third week	0% refund

**Please note:** There will be no refunds for room and board if a student is dismissed from the residence hall due to a disciplinary case OR is withdrawn due to academic reasons.





# Chapter 5

## STUDENT RIGHTS

### ACUHO-I STATEMENT OF RESIDENT'S RIGHTS & RESPONSIBILITIES APPROVED 1987, REVISED 2002

SCCCDC residents have specific individual and group rights while engaged in activities that are part of college life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

#### **Students Have the Right . . .**

- To have reasonable access to their living accommodations on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food services.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual building and group behavior.
- To the respect and safety of personal property.
- To study without interruptions or interference.
- To be free from unreasonable noise.
- To be free of intimidation and harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance and support when needed.
- To host guests within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation or political orientation.
- To participate in resident governmental bodies and housing committees.
- To have access to individual and group social, educational and developmental opportunities in their community.

### **Students Have the Responsibility . . .**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, university officials or fellow residents.
- To meet payment schedules for room, board and other required housing fees.
- To monitor and accept responsibility for behaviors of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of others who are different from themselves.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

## **DUE PROCESS**

The following constitutes the basic sequence of Due Process:

1. A college official determines that an act against the college regulations or norms has occurred.
2. A college official determines that it is proper for the college to handle the case.
3. Investigation of the Incident: Taking written testimony (usually the Incident Report), gathering evidence. If the required signed and dated written testimony is not submitted, the college will seek out and use all other testimony available.
4. Notification (written) is given to the student who is accused.
5. At a hearing, a college official meets the accused and analyzes all testimony then makes a judgment, and transmits the findings and/or sanctions to the student in writing in a timely manner.
6. Students have the right to appeal a decision made by a college official by following the appeals process as explained on later in this guide.

# Chapter 6

## DISCIPLINE: WHAT YOU NEED TO KNOW

The SCCDC is committed to creating and maintaining a productive and positive atmosphere for the residents within the residence halls. The following section is not intended to list all of the things that you may not do. It is provided to inform you of some of the rules and regulations affecting the residence hall and campus life at SUNY Sullivan.

When a large number of people live together under one roof, such as in the residence halls, it is essential that rules be established and enforced for the protection of the residents, and to maintain an atmosphere conducive to education. The housing license, which all residents are required to sign, is an important legal document, listing many of the rules and policies that govern the living situation in the residence hall.

The license serves two purposes:

- It defines the SUNY SULLIVAN Dormitory Corporation's intention to provide residents with the finest living arrangements it can afford to manage.
- It defines residents' obligations to accept financial and moral responsibility for the terms of the license and to abide by all rules and regulations of the residence hall. Failure to comply with the rules and regulations of the residence hall and/or college policies will result in disciplinary action and possible dismissal from the residence hall.

The staff, including but not limited to the Executive Director, Assistant Director, Resident Directors, the Resident Assistants and security staff, is delegated responsibility to take action to ensure the health, safety and welfare of the residents. Responsibility for the interpretation of rules and regulations, as well as their enforcement, is primarily that of the residence hall staff.

Violations of the rules and regulations of the residence hall or College Code of Conduct will be referred to the college disciplinary process.

Residents are bound by the rules, regulations and policies in the Residence Life Handbook and The Student Code of Conduct. By signing your license agreement, you accept responsibility to comply with all federal, state and local laws and all college rules and regulations as stated in the license agreement and this guide.

Some of the rules and regulations of the residence hall are explained more thoroughly on the following pages.

## A WORD ABOUT DISCIPLINE

In an effort to guarantee the best possible residence hall environment, the Dormitory Corporation is committed to confronting individuals who are behaving inappropriately in the residence halls and on campus. As a member of the college community **you are always responsible for your own actions, and those of your guests.** Members of the college staff are dedicated to getting you to assume this responsibility, so you should consider the possible consequences before you act. If your actions are inappropriate in or around the residence hall, you may be dealt with in a number of different ways. Each student bears the responsibility of supporting the rules and the regulations of the college. Any student may report an incident and is strongly urged to do so. Your RA, RD and other staff are responsible for your residence hall and may exercise whatever options seem appropriate through residence hall or college disciplinary channels.

## STATEMENT OF PRINCIPLE

The college community does not discriminate on the basis of race, color, religion, creed, sex, age, sexual orientation, marital status, national origin, ancestry, disability or veteran status. SUNY Sullivan is committed in policy, principle and practice to maintain an environment which is free of intolerant, illegal or discriminatory behavior towards any person. This commitment is consistent with federal and state laws as well as college policy.

- A series of specific guides to good social standards in the residence hall is included in this manual. Obviously, it is neither possible nor desirable to outline specifically all of the appropriate and inappropriate behaviors in residence hall living. Rather, residents should recognize their responsibility towards themselves, their fellow students and the entire college community.
- Some actions of an individual, which might be perfectly desirable under certain conditions, are undesirable in a residence hall where so many people live closely together. (An example of this would be the restriction on pets, certain types of furniture in rooms, etc.)

It should be emphasized that legal and ethical standards are no different in the college community than anywhere else. Racism, sexism and other forms of discrimination will not be tolerated.

Often college students classify certain anti-social, offensive actions as college pranks, which in other circumstances, would be considered more serious. The college will not ask civil or criminal authorities to give any special consideration to students.

## RESIDENCE HALL JUDICIAL PROCEDURES

When residents violate residence hall rules and regulations, designated employees of the management corporation and the college are the authority.

Administrative officials of the SUNY SULLIVAN Dormitory Corporation and the college have the right to expeditiously impose sanctions for misconduct by residence hall students and their guests.

In most cases it is the Resident Director or, in certain circumstances the Dean or a representative of the Dean's Office in consultation with Security who looks into allegations of person violating the rules, regulations and policies that are in effect. The Hearing Officer will gather information and set a time to meet with the student(s) who may have committed a violation

Please note: If a student fails to attend the meeting after receiving a notice or has not made an acceptable, alternative appointment with the Hearing Officer beforehand, the Hearing Officer will issue a finding and conclude the matter. Failure to appear at a disciplinary hearing will lead to further disciplinary sanctions.

## JUDICIAL PROCESS

All students have the right to appeal a residence hall related judicial decision. The appeals process is as follows:

Please note: While an appeal is being heard all sanctions originally imposed will be upheld unless overturned at any level of the appeals process.

### **The Executive Director**

The resident may appeal a decision of the Resident Director. The appeal to the Executive Director must be made in writing within five school days of receiving the outcome from the hearing and is submitted to the Executive Director's Office. Appeals to the Executive Director will be handled in a meeting with all parties involved. A written response will be given to both the student and the appropriate offices and may eliminate, reduce, keep the same or increase the penalty from the initial hearing.

### **The Student Conduct Committee**

The resident may appeal the decision of the Dean's Office. The appeal to the Student Conduct Committee must be made in writing within five school days of receiving the outcome from the hearing and is submitted to the Dean's Office. Appeals to the Student Conduct Committee will be handled in a meeting of the committee with all involved parties. A written response will be given to both the student, the Dean's Office, and the Residence Life staff and may eliminate, reduce, keep the same or increase the penalty from the initial hearing.

### **The President**

The resident may appeal the decision of the Student Conduct Committee. The appeal to the President must be made in writing within five school days of receiving the outcome from the Student Conduct hearing. The President will review the file and if warranted meet with the parties involved. A written response will be given to both the student and the Dean's Office and may eliminate, reduce or keep the same penalty from the initial hearing.

**The following is a brief outline that demonstrates how the conduct process works, please keep in mind that every case is different so there may be additional steps not outlined here:**

- 1) The Student will receive a Notice of Charges notifying them of the date, time, location and the name of their hearing officer.
- 2) At the hearing the student has the right to accept responsibility or not accept responsibility for the charges outlined in their letter.
  - a. If the student accepts responsibility the hearing continues and concludes with the student receiving sanctions if necessary.
  - b. If the student does not accept responsibility the next step in the process for the student depends on who their hearing officer is:
    - i. If the student denies responsibility while meeting with a Resident Director their case is forward to the Executive Director.
    - ii. If the student denies responsibility while meeting with the Assistant Director or Dean of Students their case is forwarded to a Student Conduct Committee Hearing.
- 3) If the student fails to appear for their conduct hearing a decision can be made in their absence based on the information available to the hearing officer.
- 4) The student has a right to appeal the sanctions given to them. The process is as follows:
  - a. If the student appeals the sanctions of the Resident Director it must be done in writing and submitted to the Executive Director of Housing within five academic days of the initial sanction letter. The Executive Director will review the file and meet with the student and may decide to reduce the sanctions or may leave them as originally issued.
  - b. If a student appeals the sanctions of the Assistant Director or Dean of Students it must be done within five academic days and submitted to the Dean's Office to be forwarded to the Student Conduct Committee for an appeals hearing. During the appeals hearing the college will present their argument and justifications and the

student will be given time to present their case and the committee may decide to amend the sanctions or leave them as originally assigned.

- c. If the student appeals the sanctions of the Student Conduct Committee the appeal must be submitted in writing to the Dean's Office within five academic days so that it may be forwarded to the President's Office. The President will review the file and warranted meet with the student. The President may decide to amend the sanctions or leave them as originally assigned.

## GENERAL RESIDENCE HALL SANCTIONS

The following are guidelines outlining residence hall rule violations and the accompanying sanctions. It should be kept in mind, however, that each situation will be considered on a case-by-case basis when judicial actions are taken. **Therefore, judicial actions may differ from violation to violation and are not limited to the sanctions listed in the following pages.** The judicial process is progressive, meaning subsequent violations will result in more severe sanctions. It may take as few as one to three violations to result in dismissal from the residence hall. The first or subsequent warnings or fines may be waived from the hearing officer if the offense is excessive or deemed to be part of a series of minor offenses whose cumulative results are excessive or equated with a major infraction of the policies which govern residence life.

## CONDUCT PROCESS GLOSSARY (this is not meant to be an inclusive list)

- **Community Service** is a sanction issued to a student usually supervised by the Assistant Director of Facilities or a Resident Director.
- **Incident Report** is the written form detailing the incident and those involved. Most incident reports are filed by the Resident Assistants; however, **any student or staff may file an incident report.** The reports must be filed with a security guard in the residence halls or with the Office of Public Safety.
- **Dismissal** from campus housing is the removal of a student from the residence hall for a specified period of time.
- **Due Process** is the procedural guide followed in a disciplinary matter to assure the student in question a fair and objective hearing.
- **Judicial Hearing** is the investigation of the incident which involves gathering all evidence, meeting with the student(s) in question, determining an outcome, and possibly issuing sanctions.



- **Notice of Charges** is the letter sent to a student after an incident occurs which states the date and time of the judicial hearing.
- **Letter of Warning** is issued to a student that has been officially warned that their behavior was inconsistent with Residence Hall rules and regulations.
- **Restitution** is instituted for instances such as a fire alarm pull or false alarm caused by tampering with smoke detector, damaged property, unauthorized use of fire doors, etc.
- **Three Day Interim Suspension** - In the case of rule violations which are serious and the continuing presence of a resident that may be a danger to self, others or to property, or the resident is non compliant with staff members, the resident may be required, as defined by the Dean of Student's to leave the residence hall immediately for a continuous period of three days. The student would be responsible for securing alternative living arrangements and means of transportation until the disciplinary hearing can be scheduled. This sanction or action is to be a warning that a resident's license is in jeopardy and referral to a disciplinary hearing will be mandatory after the suspension is over and the student has returned to the residence hall. The interim suspension does not preclude further disciplinary action.
- **Revocation of Residence Hall License** – when a student's license is revoked, the student is to remove their belongings from the residence hall in a specified period of time. They are not to return to residence hall property, interior or exterior, for any reason and their deposit is immediately forfeited.
- **Probation** – a student reaches probation when they have violated a serious residence hall policy or after several minor violations of residence hall policy. This status serves as a warning that any additional violations may result in the suspension or revocation of the residence hall license.
- **Loss of Privileges** – the RD/AD and Dean reserve the right to take privileges away from students who have violated policy. Examples of this include loss of lounge use privileges, banned from specified room/wing/areas, etc.
- **Counseling** – the student may be referred to the Learning Center for counseling purposes as directed by the RD/AD or the Dean.
- **Educational** – the student may be referred to an online educational assessment program as directed. The cost of the program would be the responsibility of the student.
- **Assignments or Apology Letters** – one sanction a student may be assigned to complete is an apology letter or a written assignment meant to educate on why the violation of policy was so severe. This type of sanction is meant to have some type of educational outcome.

**Please note:** Failure to comply with and/or attend a scheduled disciplinary hearing and/or reschedule the hearing is a violation of college policy and will result in a finding of responsibility for the documented violation.

# Chapter 7

## POLICIES AND PROCEDURE'S

- I. Alcohol
  - a. Those under 21 may not be in the presence of, distribute, transport, serve, possess or consume alcoholic beverages or alcoholic containers anywhere on campus.
  - b. Those over the age of 21 may not be in the presence of, possess or consume alcoholic beverages anywhere on campus.
  - c. Those over the age of 21 may not distribute alcohol to minors.
  - d. Selling alcoholic beverages without a license is prohibited.
  - e. Intoxication is a violation of college policy.
  - f. Attendance at an illegal party is prohibited.
  - g. Possession of drinking paraphernalia (i.e.: funnels, shot glasses, beer pong tables) is prohibited.
  - h. Drinking paraphernalia will be confiscated and not returned.
  - i. Possession of empty alcohol containers is prohibited. Students are NOT allowed to use alcohol containers, whether full or empty as decorations in their room.
- II. Controlled Substances
  - a. The possession of illegal or harmful drugs, hallucinogens or narcotics is prohibited.
  - b. The use of illegal or harmful drugs, hallucinogens or narcotics is prohibited.
  - c. The distributions, transfer, possession with intent to sell, offer for sale or sale of illegal or harmful drugs, hallucinogens or narcotics is prohibited.
  - d. The possession of drug paraphernalia is prohibited. Drug paraphernalia will be permanently confiscated.
  - e. The use of drug paraphernalia is prohibited.
  - f. Odors, such as in the case of marijuana, are considered evidence of drug use and are prohibited.
- III. Privacy and Tranquility
  - a. Violation of 24 hour courtesy hours.
  - b. Violation of quiet hours.
  - c. Excessive or harassing noise.
  - d. Entering someone's room without permission.
- IV. Property

- a. Unauthorized use of another's property is prohibited.
  - b. The attempted theft of another's property or possession of another's property is prohibited.
  - c. Theft of another's property is prohibited.
  - d. Destruction and vandalism to another's property or school property is prohibited. This includes but is not limited to: bulletin boards, flyers, signs, defacing walls).
  - e. Tampering with locks and duplication or unauthorized use of school keys is prohibited.
  - f. Propping or tampering with doors to prevent them from closing or locking is prohibited.
  - g. Creating messes and littering on campus or in a campus building is prohibited.
- V. Misuse of Documents/Property
- a. Forgery or alterations of college documents, records, or instruments of identification is prohibited.
  - b. Unauthorized possession of college documents, records or identification is prohibited.
  - c. Violation of computer and information resources is prohibited.
  - d. A person may not use or possess the college ID card of another person.
- VI. Fire Protection System
- a. Tampering, damaging or removing fire extinguishers, fire alarms, and smoke or heat detectors is prohibited.
  - b. Causing a fire alarm or false fire alarm is prohibited.
  - c. Failure to evacuate immediately during a fire alarm is prohibited.
  - d. Blocking or obstructing fire exits is prohibited.
  - e. Use and or possession of any aerosol cans is prohibited.
- VII. Firearms/Explosives/Weapons
- a. Personal storage or possession of fire crackers, fireworks, fire bombs, smoke bombs and any other explosive device is prohibited.
  - b. Use of fire crackers, fireworks, fire bombs, smoke bombs and any other explosive device is prohibited.
  - c. Personal possession, transportation and/or storage of any fire arm, air guns, BB guns, darts, paint guns, knives or any other dangerous weapon is prohibited.
  - d. Use/and or misuse of operable fire arms, air guns, BB guns, darts, paint guns or any other dangerous weapon is prohibited.
  - e. The threat of a bomb scare is prohibited.
  - f. The setting of fires, arson is prohibited.
- VIII. Orders and Directions

- a. Knowingly using or furnishing false information or identification to a college official is prohibited.
  - b. Failure to provide college personnel with adequate identification upon request is prohibited.
  - c. Failure to comply with reasonable directions of a college official is prohibited.
  - d. Harassment of a college official acting within the scope of their duties is prohibited.
  - e. Unauthorized entrance into or use of college facilities or attempting to gain entrance to unauthorized premises is considered a violation, whether entrance is gained or not.
  - f. Leaving the scene of an incident is prohibited.
  - g. Failure to vacate the residence halls by the designated time is prohibited.
  - h. Switching rooms without permission from the Office of Residence Life Staff is prohibited.
- IX. Harassment and Abuse  
Harassment and abuse are unacceptable behaviors. This includes but is not limited to direct, indirect, phone, written and internet harassment and includes the following:
- a. Personal abuse
  - b. Verbal abuse
  - c. Threat of physical violence
  - d. Use of physical violence
  - e. Sexual abuse
  - f. Non-physical or physical coercion
  - g. Indecent exposure
  - h. Slander
  - i. Sexual harassment
  - j. Assault and/or battery
- X. Gambling
- a. The act of gambling or being part of a gambling ring, book making or illegal transactions or money is prohibited.
- XI. Smoking
- a. Smoking and Vaping is prohibited in all college owned or leased buildings including the Residence Halls.
- XII. Windows and Rooftops
- a. Use of windows as entrances or exits of a building is prohibited.
  - b. Removing screens is prohibited.
  - c. Sunbathing on rooftops is prohibited.
  - d. Throwing objects from a window is prohibited.
- XIII. Animals and Pets

- a. Residents are permitted to have fish in a one gallon size bowl that does not require pumps or filters. Any other pet of any kind is prohibited with the exception of Seeing Eye dogs.
- XIV. Playing Hall Sports
- a. Playing football, baseball, softball, basketball, floor hockey, jump rope, Frisbee, wrestling in the residence halls is prohibited. This includes but is not limited to: bouncing a basketball, throwing basketballs, baseballs and footballs, Frisbees.
- XV. Health and Safety
- a. Any violation of the health and safety code is prohibited.
- XVI. Guests and Visitors
- a. Students are responsible for the behavior of their guest(s) at all times, and are held accountable should the guests cause a disturbance or damages. Guests and visitors are required to follow all college policies and procedures.
  - b. All guests (including those from other halls) must be signed in and leave their ID's with security.
  - c. All guests are required to leave the building by midnight on Sunday through Thursday nights. On Friday and Saturday nights guests must leave by 2am, unless they have a pre-approved overnight guest pass. Failure to do so will result in removal from the building.
  - d. All overnight guests must have a guest pass on file with the Office of Residence Life. They must complete the request at least 48 hours in advance, and must have roommate(s) signature to be considered.
  - e. Overnight guests are only permitted on Friday and Saturday nights.
  - f. Each resident may have no more than two (2) guests in their room at any given time (this includes other residents of the Lazarus Levine Residence Hall, or the ECO Green Town House)
- XVII. Roommate Rights
- a. Disruption or interference with roommate's rights to study, sleep, live in a clean secure environment, and or have full access to one's own room is prohibited.
- XVIII. Appliances
- Use of unauthorized appliances is prohibited. Please refer to the college handbook and the handout you received in your summer mailing for a complete list.
- XIX. Hazing
- a. New York State law prohibits the practice of hazing. In conjunction with New York State law the college prohibits hazing in any form. Students will not only be disciplined by the college but will be held responsible under state law.
- XX. Solicitation
- a. The sale or solicitation of goods and services in the residence halls of the college by individuals or firms outside the college excluding those contracted by the college or the board of trustees. The sale or solicitation of goods in the residence halls by

individuals or groups within the college community must have approval of the Office of Residence Life.

**Possible Sanctions for above offenses, this list is not inclusive of all possibilities.**

- I. Alcohol
  - a. Restitution
  - b. Educational programming or research paper
  - c. Professional evaluation
  - d. Community Service
  - e. Suspension from the Residence Halls
  - f. Suspension or expulsion from the College
  - g. Parental Notification
- II. Controlled Substances
  - a. Educational programming or research paper
  - b. Community Service
  - c. Suspension from the Residence Halls
  - d. Suspension or expulsion from the College
  - e. Parental Notification
- III. Privacy and Tranquility
  - a. Restitution
  - b. Educational programming or research paper
  - c. Community Services
  - d. Suspension from the Residence Halls
- IV. Property
  - a. Community Service
  - b. Educational research paper or other educational component
  - c. Suspension from Residence Halls
  - d. Suspension or expulsion from the College
  - e. Restitution
- V. Fire Protection System
  - a. Restitution
  - b. Educational components
  - c. Community Service
  - d. Suspension from the Residence Halls
  - e. Suspension or expulsion from the College
- VI. Firearms/Explosives/Weapons

- a. Suspension from the Residence Halls
  - b. Suspension or expulsion from the College
  - c. Parental Notification
- VII. Unauthorized entrance into or use of college facilities
- a. Temporary or permanent ban from the particular building
  - b. Educational sanctioning
  - c. Community Service
- VIII. Harassment and Abuse
- a. Educational component
  - b. Immediate removal from the halls-temporary
  - c. Suspension from the Residence Halls
  - d. Suspension or expulsion from the College
  - e. Parental Notification
- IX. Guests and Visitors
- a. Immediate removal of guest.
  - b. Suspension of guest privileges for a period of time to be determined by the Office of Residence Life.

# Chapter 8

## GENERAL RULES AND REGULATIONS

### **COOKING**

There is to be no cooking in the Lazarus Levine Residence Hall. Those using the kitchen in EcoGreen **MUST** clean up after themselves.

### **REFRIGERATORS**

Small refrigerators (1.7 to 4.6 cu ft) are permitted in student rooms for individual use.

### **MICROWAVES**

Small microwaves (0.7 to 0.9 cu ft) are permitted in student rooms for individual use.

## **ELECTRICITY**

The dormitory corporation provides electricity for heat and light, but incurs no liability for incidental damages to personal electrical equipment of any kind. In addition, the electrical systems in the residence halls are not designed to handle excessive loads. Please do not overload the circuits with high-powered amplifiers, hair dryers, large voltage fans, air conditioners, etc. Any violation of this policy will be handled by the office of the resident/executive directors.

## **RESIDENCE HALL FURNISHINGS**

### **FURNITURE**

All student rooms are equipped with an oversized twin bed frame with mattress, armoire/dresser, desk/desk lamp, rolling desk cart and desk chair. You are responsible for the furniture in your room and no furnishings should be removed from your room or from one room to another. Bed frames are not to be disassembled nor should furniture (exception of bunk bed) be stacked on top of each other to create additional space. In addition, lounge furniture is provided for the use of all students in the residence hall community. It must remain in the designated common areas and not found in your living area. Therefore, if you do not adhere to the policies, you may be subject to a charge and/or disciplinary action.

**Please note:** It is a fire hazard to have items stacked on top of the armoire where it can block the stream of water that may come from the sprinkler head in an emergency. Please do not stack items on top of your armoire that could block the flow of water if a fire were ever to occur.

**Extension cords are prohibited in student rooms. Students may use surge protectors in their rooms in place of two pronged extension cords.**

### **LAZARUS LEVINE RESIDENCE HALL LOUNGE USAGE**

Lounges are intended for use by all building residents for relaxation and study. There is a lounge intended for relaxation on the first floor and a study room on the second floor that is to be used for the purpose of studying only.

The first lounge is located on the second floor provides table space, lounge furniture and a television. This lounge can be used for a study space, programming, watching movies, etc. As a student you are responsible for the up keep of the lounge and are responsible for making it a comfortable environment for everyone to be in.

The second lounge or recreation room is located on the first floor of Levine Hall. Provided in this lounge are couches and chairs, a pool table, a big screen television, vending machines. Please keep in mind that although this area is designated for socializing, if the noise level becomes too loud or students act inappropriately, the resident/executive directors have the right to close this area at any time and for any length of time as designated by hall staff.



Residence hall security, Resident Assistants and other hall staff will remove anyone sleeping in the lounges from the building.

## SOLICITING

To protect residents from unreliable and illegal peddlers, soliciting is not allowed in the residence hall. Anyone wishing to sell any goods in the building must have prior permission from the executive director. Please report any solicitors in the residence hall to your RA, RD or hall security.

As a resident, you share the responsibility with those around you for making your residence hall the best possible place in which to live. The value you find in the group living experience will depend largely on how much you and your fellow students are willing to contribute and invest in a healthy environment on your floor and in your hall.

## ENTERTAINMENT EQUIPMENT/DEVICES

All entertainment equipment is to be kept at a low volume. Noise should not be heard outside the student's room or outside the residence hall. If this rule is violated, the entertainment equipment may be removed from the student's room and other disciplinary action will be taken.

## QUIET HOURS

The Residence Halls have a mandatory Quiet Hours Policy. The residents, with the assistance of the RA's and security, enforce the Quiet Hour Policy. During this time students are asked to conduct themselves in a manner that will not disturb those around them and to cooperate in the maintenance of quiet hours. During final exam periods, quiet hours are in effect 24 hours per day in all wings of the residence hall.

In addition, students are asked at all times to be considerate of the rights of other students who may be studying or sleeping. Each student has the responsibility to ask another to be considerate of others who are trying to sleep and study *regardless of the time of day or night*. However, during night hours, students are expected to maintain **quiet hours Sunday night through Friday morning, 10 p.m. to 8 a.m. daily and on weekends from 12 a.m. to 10 a.m. Saturday and Sunday mornings**. At all other times, courtesy hours exist; reasonable quiet should prevail. This may be achieved by:

- Keeping all entertainment devices/equipment turned down so as not to disturb others.
- Keeping doors closed when entertaining guests, watching TV, listening to music, computer games, etc.
- Refraining from shouting, yelling, running or playing sports in the halls as well as on the surrounding property of the hall.

**Please note:** During quiet hours, staff uses a general rule of thumb that noise levels from a closed room should not be heard outside the door. As a resident, it is your responsibility to step into the hallway and check the noise level for your own room.

## KEYS

All students are issued room keys. If you should lose your room key you will have to go to the Office of Student Activities and pay to have a new card issued. It is not the responsibility of the residence hall staff to replace your lost card. You are responsible for having the card replaced and reactivated for your room and front door.

If you are found to have in your possession an unauthorized key card, you will be subject to college disciplinary proceeding, up to and including suspension or dismissal from the residence hall and/or college itself. Loaning or possessing a key to a room, which is not authorized, is a violation of rules. Do not loan your key card to anyone. Keep it on you at all times to prevent theft of your items.

- LENDING OR PASSING YOUR COLLEGE ISSUED ID CARD TO ANOTHER PERSON IS A VIOLATION OF THE RESIDENCE LICENSE.
- KEEP YOUR DOOR LOCKED AT ALL TIMES.
- ANYONE FOUND GUILTY OF THEFT OF PERSONAL AND/OR DORMITORY PROPERTY MAY BE DISMISSED FROM THE RESIDENCE HALLS AND/OR THE COLLEGE.
- THE DORMITORY CORPORATION CANNOT BE RESPONSIBLE FOR ANY VALUABLES OR PERSONAL PROPERTY LEFT IN ROOMS.
- THE DORMITORY CORPORATION RECOMMENDS THAT YOU TAKE VALUABLES HOME FOR BREAK PERIODS.
- NOT USING YOUR ACCESS CARD FOR ENTRY TO THE HALLS IS A HEALTH AND SAFETY ISSUE AND A VIOLATION OF CAMPUS POLICY. YOU WILL NOT GET PAST THE SECURITY OFFICER AT THE FRONT DESK WITHOUT YOUR ID CARD.

## POSTERS

It is suggested that you use caution when hanging any posters and other personal items on walls. If damage is visible when you remove these items you will be billed. Tacks, nails or anything else that will put holes in the wall are strictly prohibited. Please use caution when and if you are going to use tape. Tape will peel the paint off of the walls. It is preferable that you use removable 3M poster putty.

## HOLIDAY DECORATIONS

Because of the danger of fire, no natural or fake trees are permitted in the residence halls. Any decorations placed in the hall will be hung within regulations outlined by the dormitory corporation. Nothing natural from the outside (leaves, branches, rocks) should be brought into the building to decorate the residence hall at any time. **Absolutely no string lights may be used in your room.**

## **TV ANTENNA**

Antennas or satellite dishes are not allowed outside student windows. Splicing into the main system for your building will result in disciplinary action and the issuance of a bill for any and all electrical repairs and disconnections.

## **BASEMENT, ROOFS & LEDGES**

All basements, roofs and ledges are off limits to students at all times. There is no reason for any student to ever be in any of these locations. Failure to comply with this standard will result in disciplinary action and potentially a license revocation.

## **THROWING OBJECTS**

Throwing of objects at anyone or anything is not permitted. While the throwing of objects may seem rather harmless, it has been proven otherwise. Unfortunately, in the past, students have required medical attention for facial and eye injuries, some of which have been permanent. It is our goal to prevent injury to individuals and campus property by simply requesting you to **please do not throw snowballs or other objects**. Don't take the chance of injuring someone. Objects should not be thrown from residence hall windows. If anyone is found throwing anything from a residence hall window, disciplinary action will be taken.

## **VIOLENCE**

Any act of violence by a student or their guest toward another individual in the college community may result in an immediate suspension/dismissal or expulsion from the college.

## **WATER FIGHTS**

Water fights can cause extreme damage to carpeting and furnishings over a period of time, and quite often result in personal injury. Water fights are never allowed around the residence halls. Severe disciplinary actions and/or damage billing may be imposed upon persons participating in such activities.

## **WINDOWS**

Window ledges are not for storage or entering/exiting the building. You are responsible for any noise or objects that are emitted from your window. Please do not remove the metal stops or the screen from your windows. These are in place for safety of the residents of the building.

## **SELF-DESTRUCTIVE BEHAVIOR**

Any resident who exhibits or expresses self-destructive behavior or tendencies will be required to meet with college administrators and/or personal counselors in the Department of Learning and Student Development. In the event that an emergency occurs outside of campus business hours, the student will be required to meet with the Sullivan County Mobile Mental Health Team. The following determinations will be made. Determination will be made by the SUNY Sullivan Behavioral

Intervention Team. A resident/student may be asked to take a medical leave if the administration so determines. Decisions are solely based on the best interests of all residents.

## SMOKING

The SCCCDC has established the following policy:

A. Absolutely **no smoking** in the residence hall

Smoking directly in front of the entrance to the residence hall is prohibited. You **must** be 50 feet away from the building when smoking outside. Students are asked to cooperate in properly disposing of their own cigarette butts in outside containers.

## HEATING EQUIPMENT

Students are prohibited from tampering with heating equipment. Violators will be held responsible for any damages and may face disciplinary action. No electrical or kerosene heaters are allowed because of fire hazards.

## LEWD ACTS

Acts of lewdness will be considered grounds for dismissal. The residence hall community will not tolerate behavior that compromises its standard of conduct.

## CANVASSING, CONCESSIONS, SOLICITATION

No student is to use or permit their room to be used for any commercial purpose whatsoever. Canvassing in the residence hall is strictly prohibited as a protection to those living in the halls. All peddlers must have written permission from the Executive Director before they may approach students. Soliciting in the buildings or on the grounds is prohibited. Please do not deal with anyone unable to produce proof that he/she has permission and report any such person to residence hall staff.

Body piercing or tattooing may not be administered in the residence hall.

Ordering food: Food vendors are allowed in the lobby of the residence hall if requested by a student. However, students must meet vendors in the lobby to transact business. No vendors are allowed beyond the main lobby.

## IDENTIFICATION AND SHOWING OF ID CARDS

Students being charged with a violation of residence hall rules or regulations will be asked to show their identification card by the staff member filing the incident. **All students must show this card, which is SUNY SULLIVAN property, upon the request of any college or residence hall official.** Failure to do so could result in disciplinary consequences. The ID will be returned to the student after the incident has been documented. The student will also receive notification that they must report to the Resident Director's office. Failure to do so will result in further sanctions and

possible ID card deactivation. When entering Levine Hall, students are REQUIRED to show their ID to the security officer sitting at the desk. Failure to do so will result in disciplinary action.

## **FALSE REPORTS**

Filing a false report may result in residence hall and college sanctions from warning up to dismissal from the residence hall.

**Please note:** Additional rules and regulations will be found in the residence license terms and conditions found at the back of this guide.

## **THINGS NOT TO BRING TO THE RESIDENCE HALL:**

Candles, incense and incense burners (all of these items are a fire hazard)

Space heaters

Halogen lamps

Lava Lamps

Multi-color octopus lamps

Fans (rooms are air-conditioned)

Coffee and tea makers (unless they have an automatic shut off)

No cooking appliances other than a Microwave (i.e.: slow cookers, rice cookers, griddles, George Forman Grills, toasters, toaster ovens, deep fryers, etc)

Deep Freezers

Extension Cords (surge protector/power strips only)

Juicers/blenders

Pets (Fish are ok)

Water, gel or Loft Beds

Lofting Kits/bed risers

Dartboards/darts

Air horns

Hookahs

Fireworks/flammable liquids

Weapons of any type (BB/Paintball guns, swords, knives, box-cutters, etc)

Alcoholic beverages, empty alcohol bottles, shot glasses, wine glasses, ping pong balls, funnels, etc

Non-prescription/illegal drugs and Paraphernalia

Aerosol sprays of any kind

Cinder blocks

Wireless routers

Air Conditioners

Traffic Signs, Lawn Ornaments, Traffic Barricades

**Please note:** If any of these items are found in a student room disciplinary action will be taken immediately.

### **RECOMMENDED THINGS TO BRING TO THE RESIDENCE HALL:**

TV (only one cable jack per room, so talk to your roommate ahead of time)

Game System

DVD/Blue Ray Player

Posters/pictures to hang on the wall (with sticky tack)

Money for laundry and vending machines

Plastic stackable storage bins

Microwaveable cups, plates, bowls, silverware

Shower caddy (shampoo, conditioner, body wash, shower shoes, etc)

Iron/portable ironing board

Small coffee pot (with automatic shut off only)

Alarm Clock

First Aid Kit

Backpack

School supplies

Power strips  
Microwave (0.7 to 0.9 cu ft)  
Mini fridge (1.7 to 4.6 cu ft)  
Laundry detergent (**liquid** for High Efficiency Machines)  
Sheets (extra long beds), pillows, blankets  
Computer  
IPod  
Prescription Medications  
Umbrella  
Snacks  
A variety of clothes (but not your entire wardrobe)  
Shoes  
Cell phone/charger  
Planner and a calendar  
Erasable White board

# Chapter 9

## SAFETY & SECURITY REGULATIONS

*The safety and security of residents in Levine Hall is taken very seriously.*

### **GUARD AGAINST THEFT**

**LOCK ALL YOUR DOORS AT ALL TIMES!** Thefts do take place. Record the serial numbers of your items, which are considered to be of value and keep them in a place where you can find them. It is advisable to place your name on your valuables and belongings. If you are missing items or personal property and suspect that they have been stolen, contact campus safety to complete an incident report. Report the loss or theft as soon as you discover or witness it. Remember always lock the door of your room, even if you're just going to the bathroom or down the hall to visit a

friend. **The dormitory corporation is not responsible for replacement of any personal items and lost or stolen keys.**

## **SECURITY TIPS FOR PERSONAL POSSESSIONS**

Cell phones, lap top computers, iPods and game systems are the most commonly stolen items – **LOCK THEM UP!** Locks can be purchased at the bookstore.

You **must** register your MAC address with IT.

Report stolen items **IMMEDIATELY**. (Security 4 pm – 8 am)

Report lost key cards **IMMEDIATELY**. (Security 4 pm – 8 am)

**NEVER leave your door ajar** (even to use the bathroom or to go to the next door over, or for use by a friend/roommate without a key).

Always double check your door when leaving the room.

**NEVER loan or give out your key card.**

The Lazarus Levine Residence Hall is a single controlled access building for the safety of **all** in the building. **DO NOT let anyone in or prop open any doors.**

**NEVER** sign a visitor in that you don't know or will not be with **YOU** will be held responsible for them and their actions in the building.

Students should not keep an excess amount of cash in their rooms. Establish a checking and/or savings account at one of the local banks. There is an ATM located in the main lobby outside of the student union next to the security office.

Be sure all valuable items are insured through a homeowners' or renters' policy.

## **PERSONAL SECURITY TIPS**

1. When leaving the hall at night, residents should inform roommates of the time they expect to return.
2. It is never advisable to hitchhike, regardless of the time of day.
3. Avoid walking alone at night and stay in well lit areas.
4. Any resident who is a victim of criminal incident should notify security immediately.

## **CONTACTING SECURITY DURING BUSINESS HOURS**

The security office is located on campus. Report all incidents during college business hours to that office at 434-5750, ext. 4315 or in an emergency by dialing 911.

## **CONTACTING SECURITY DURING NON BUSINESS HOURS AND ON WEEKENDS**

During non-college business hours incidents should be reported to the security post in the main lobby in the residence hall (436-4890, ext. 15) or in an emergency by dialing 911.

## **RESIDENCE HALL CAMERA SYSTEM**

For your safety and security the residence hall is equipped with a security camera system throughout both the interior common areas and exterior of the building. It records 24 hours a day, seven days a



week. This system is considered part of the fire and safety equipment in the residence hall and any tampering will result in severe disciplinary action. Please notify security if an incident occurs that might require attention.

## HEALTH AND SAFETY

No electrical or heating/cooking appliances are allowed in Levine Hall. Unless provided by the college, no appliances of any sort including but not limited to skillets, toasters, ovens, sun lamps, halogen lamps, etc. will be allowed in student rooms. Use of such appliances will result in the appliances being confiscated. These items are a fire hazard and are a danger to students within the building.

Students shall not hang sheets, burlap, yarn, flags, parachutes, fish nets or similar combustibles in their rooms due to the extreme flammability of these items, and if a fire were to occur in a student's room the smoke would pose an immediate danger the life of the occupants.

No candles are allowed in any area of the residence hall. Serious fires have occurred due to the burning of candles.

Students are not permitted to hang their own curtains or draperies in the rooms. Blinds are provided by the SCCCDC.

Posters or other wall hangings that do not cause damage to the walls are acceptable room decorations and should be spaced a minimum of four inches apart to act as a firebreak.

Tissue paper and crepe paper is not permitted because of their flammability and flame spread factor.

The burning of incense is not permitted anywhere in the residence hall.

All electrical cords or lamps, mirror lights, etc., should be in good condition. They should not be frayed, brittle, nor should the wire show through the insulation. Electrical plugs should be in good condition. Prongs should not be bent or loose. Wire should be secured on the plug. An unsafe condition of this nature should be reported immediately to the resident director so that a work order can be issued. **Only surge are allowed.** It is suggested that you obtain a surge protector for your computer, stereo, and/or television. All switches should work properly.

**Students are NOT permitted to spray aerosol products in their rooms at any time. This includes air freshener, body sprays and hair spray. These products will set off the fire alarm. Any student in violation of this policy will be in jeopardy of losing their residence hall license.**

## FIRE EVACUATION AND TAMPERING

Because of the possibilities of fire in the residence hall, the residence hall staff is especially concerned with taking all precautions to guard against fire or any actions which endangers others.

- A. The wall fire detector is installed in your room to protect you and other occupants by ringing automatically when smoke or fire occurs. It is important that you do nothing to interfere with its operation such as covering or hanging objects from it. Covering the smoke alarm in your room will result in serious disciplinary action.
- B. Spraying any type of aerosol can product (deodorant, air freshener, body spray, hair spray) will activate the fire alarm. Use these products in the **restroom only**.
- C. Any violation of this section will result in disciplinary action.

## Fire Alarm and Suppression System

New York State Law Regarding Sprinkler Notification and Fire Safety Equipment, our specifications are as follows:

- We are equipped with a 4100 Simplex alarm system.
- There are smoke detectors located throughout the facility and also located in student rooms.  
When smoke detector is triggered in student rooms a signal is sent to the fire alarm panel and smoke detector sounds in the local room.
- When a smoke detector, pull station or heat detector is triggered in any location, the fire horn/strobes flash and sound and all fire doors will close so as to contain fire/smoke.
- A signal is sent to the central monitoring station in which the Fire Department is called. In case of fire Pull Stations are located by stairwells and exits.
- Sprinkler heads are installed throughout the building. When a sprinkler head is triggered water flows and is pumped into the building by means of a fire pump. A signal is sent to the fire alarm control panel. All horns/strobes will sound or flash, in addition, a signal is sent to Central Monitoring in which the Fire Department is called.

## DO NOT DISCONNECT IT

- A. In the hallways and common areas of each floor there are also smoke detectors on the ceiling. These detectors are designed to detect a fire in the hallway or common areas so your buildings evacuation may be done with a minimum of delay. It is important that you do not hang objects or decorations from these so as to interfere with their operation. The above regulations apply to these alarms as well.
- B. The smoke doors in each wing are designed to close automatically upon activation of the fire alarm. These doors are designed to cut off smoke from the corridor and keep it clear so safe evacuation can be accomplished.
- C. Stairwell doors also serve as fire and smoke cut-offs. They should be in a closed position at all times. At no time can the doors be propped open. Neither smoke doors nor stairwell doors should be propped open at any time because it defeats their purpose

in protecting you in times of emergency. Fire safety precautions are most important. Think ahead about what you would do to escape a real fire situation.

**IF YOU SEE FIRE OR SMOKE IMMEDIATELY SOUND THE ALARM AND EVACUATE THE PREMISES. VIOLATIONS OF ANY OF THE ABOVE WILL RESULT IN A FINE AND DISCIPLINARY ACTION**

## **FIRE AND SAFETY EVACUATION PROCEDURES**

Even in the safest building, fires occur. State regulations require us to have a certain number of fire drills per semester during various hours. Your cooperation in these drills may save your life.

If a fire alarm sounds:

- Exit through the nearest smoke-free of fire-exit **quietly**.
- Doors must be closed by the person last out the door.
- Clear blocked exits.
- Stand in front of Levine Hall behind the blacktop in the grassy area. For Eco Green, you must cross the black topped area and stand on the grass behind Lazarus Levine Residence Hall.
- After everyone has been cleared from the building, the RA/RD will allow you to re-enter.
- Please re-enter in a controlled fashion. If you discover a fire:
- Sound the fire alarm.
- Evacuate the building.

State Penal Law, Section No. 240.55: False Alarms of Fires, Interference with Fire Alarm Systems subdivisions No. 1 –

“Any person who shall willfully give any false alarm of fire...shall be guilty of a misdemeanor, punishable by imprisonment for not more than one year, or by a fine of not more than \$1,000 or both such fine and imprisonment.”

**These alarms operate for your own personal safety. Persons tampering with alarms or equipment are subjected to major disciplinary action. When we are able to determine that a fire alarm has been activated as the result of tampering the individual who activated the alarm will be charged for a false activation. Failure to evacuate during a fire alarm will result in a minimum of a three-day suspension from the residence halls for the first incident and suspension of the residence license for the next.**

## **DOORS**

All doors to the residence hall will be locked 24 hours a day. The back and side doors are emergency exit doors **only**. They should only be used during the evacuation of a building during a fire alarm. Students and guests should not use them at any other time. Violations of this regulation are considered to be serious and may endanger the safety of others. Students using these alarm doors for entering or exiting the building will be subject to disciplinary action up to and including

suspension from the residence halls. **Propping open or utilization of doors during a non emergency situation will result in a charge to the responsible person(s).**

**Please note:** All entrances, inside and outside Levine Hall as well as all first floor lobbies, 1-4 floor and lounges are always under video surveillance.

# Chapter 10

## CAMPUS HOUSING SERVICES

### **CLEANING**

You are expected to keep your room reasonably clean. We suggest that you bring your own cleaning supplies for use in your room.

Along with other members of your wing, you will be expected to keep your bathrooms, hallways and lounges in neat condition, the cleaning staff will be going into the common areas periodically to clean and/or inspect the area. If there is a mess in the lounge, get some people together to clean it. Cooperating with the cleaning staff, especially over the weekends, will maintain good relations with the cleaning staff and keep your building a desirable place to live. Excessive mess will result in a charge to the particular wing/floor/building.

### **GARBAGE**

All students are required to bring their garbage out of the residence hall room and deposit it in the bins provided in the hallways. Please don't throw any garbage from your windows. Remember, any debris found in or around the areas will result in common area damage billing.

### **LAUNDRY**

The laundry room is located on the first floor of Levine Hall. The machines are card operated. The initial card can be purchased on the second floor in the lobby beside the security desk. The initial purchase of the card is \$5. Students can then add \$5, \$10 or \$20 to the card at a time. If you experience a problem while operating the machines inform the Facilities Director by placing a note in the maintenance repair box. The Dormitory Corporation is not responsible for lost or stolen articles in the laundry room. Vandalism will result in billing to the entire building. Please note that it is your responsibility to keep the laundry room clean. Failure to do so will result in additional common area damage billing to the building. The laundry rooms in Eco-Green are located on the first floor in each of the units and are coin operated.

### **LOST AND FOUND**

If you lose keys, glasses or other items on campus, there are several places where they might have been turned in. Check with the campus security office, security at the front desk with in the building, the assistant director of security, the resident director or the resident assistant staff on duty in the central office. The dormitory corporation is not responsible for any lost or stolen property/article.

## **MAIL**

Mail is distributed to the residence hall Monday thru Friday. A list will be posted on the window of the central office on a daily basis. If you are on the list you will pick up your mail from a student worker in the central office. You must present your picture ID and sign the internal list to pick up your mail. Please be sure to bring your ID to pick up packages and mail. Please note - - NO ID, NO MAIL.

Please refrain from having family or friends send any cash through the mail to the building. This is very dangerous, in that cash cannot be tracked once it has been sent. Please only have money sent through check or money order. The dormitory corporation is not responsible for any lost cash that may come through the mail. The dormitory corporation is not responsible for any lost mail or packages.

Please have mail sent to the following address:

[Your name]  
48 Honorable Lawrence H. Cooke Drive  
Loch Sheldrake, NY 12759

Packages that are shipped via USPS requiring a street address should also include the following:

Lazarus I. Levine Residence Hall  
48 Honorable Lawrence H. Cooke Drive  
Loch Sheldrake, NY 12759

Packages being shipped UPS or FEDEX should be shipped to the following address:

[Your name]  
112 College Road  
Loch Sheldrake, NY 12759

## **RECREATION**

There are board games in the central office for student use. Anyone interested in checking out these items should bring their student ID to the central office and check them out with a student worker or resident assistant. Please note that all items must be returned by midnight each night or your student ID will not be accessible to you the following day.

## **TELEPHONE SERVICE**

Land line telephone service is not offered through the dormitory corporation. There are two phone jacks in each room and students interested in having a phone in their room need to set up a contract with the local Verizon telephone company. The phone number to set up your contract is (845) 8907100. Remember YOU are responsible for payment of the monthly bill. The dormitory corporation will not be held responsible for unpaid bills.

## **RESTROOMS AND SHOWERS**

Restrooms and showers are located on each wing of the residence hall for your convenience. Please do your part to remove all personal items and clean up after yourself following your use of these areas. Any unclaimed personal items will be removed and disposed of during regular housekeeping maintenance. These facilities will be cleaned at various times each day. Please respect the housekeepers as they attempt to keep your restrooms and showers clean. Restrooms and shower rooms are for the use of the stated gender ONLY. Failure to abide by this guideline will result in immediate disciplinary action.

## **LOCK OUTS**

If a student leaves their access card in their room and they are locked out, they will first be asked to verify that they are trying to get into their assigned room. If a student does not have their ID with them, after they are keyed in they must present their ID immediately. Students receive one lockout a year. Students will be charged fees for lock outs thereafter. Please remember to carry your key card and identification at all times.

## **VENDING**

There are vending machines in the first floor lounge available to all students. Drinks and snacks can be purchased from the machines at the student's expense.