



## **WELCOME!**

The Sullivan County Community College Dormitory Corporation (SCCCDC) welcomes you to our Residence Hall. 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 hall and programs at Sullivan County Community College. Living in the hall can be an enjoyable and worthwhile experience. After arriving on campus, it is in the students' 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 you are responsible to yourself by developing effective habits of study, self-discipline and orderliness as well as being responsible to others by respecting their rights and dignity.

The residence hall will provide you with a new community in which to interact. You will meet individuals, while others will arrive with different views than your own. While no one should be expected to change his or her positive core values, consider this to be an opportunity to interact with, learn about and perhaps befriend various individuals. We hope you will treat everyone as you wish to be treated – with understating and reasonable tolerance for differences and respect. You will be given the opportunity to interact 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 in many ways – from giving helpful information to providing counsel in different situations. Feel free to 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 , you will learn about different cultures, interests and values while your roommates and community members learn about you. While the SCCCDC provide 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 in SUNY Sullivan's community

# Chapter 1

## CAMPUS HOUSING STAFF

JAMES GOLDFARB - Assistant Dean for Student Life & Housing

ANGEL LAMBOY - Executive Director

CURTIS ARENA - Residence Director

ELIANY GONZALEZ – Residence Director

AMY PORTER – Residence Director

BRYAN GRISWOLD - 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 Assistant Dean provides overall supervision and direction to the department and its staff. In addition to the Assistant Dean, the residence staff consists of three resident directors who reside on campus and a facilities maintenance 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 Life and Housing: Under the auspices of the Dean of Student Development, the Assistant Dean is the College's liaison to the Residence Hall and its staff and provides leadership and supervision of the halls to ensure compliance with SCCCDC policy and procedures including contracts and assignments and oversight for student and professional staff selection and training. The Assistant Dean assists in the administration of the discipline process for conduct violations in the Residence Hall. The Assistant Dean also supervises the residence life staff.

Executive Director: oversees the business functions of the Levine Residence Hall.

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

Residence 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 SCCC, 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.

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 Security: The director of security 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 shares an office with the resident director on the second floor of Levine 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 Campus Housing 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, as a student, whenever necessary. They are available 24 hours a day.

Levine Hall has 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 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 residence director co-advises 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 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 earlier 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, doctor's note for a single room, theme floor), it is important to submit the request as soon as possible in writing. 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 resident and executive directors reserve 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 resident or executive director 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 resident and executive directors of the building.

## 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 Levine Hall at the beginning of each academic year. The remaining beds are reserved for first year students.

- Intent form, housing application and W-9 form are handed into the resident director before the students depart at the end of the spring semester.
- You are registered for classes the following semester.
- 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 and W-9 form is completed and submitted to the resident/executive director.
- You are registered for classes.

- 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 \$400.00 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, 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 the completion of the application and deposit for college housing does not guarantee the student a room in the building.
- If for any reason after sending in your deposit and housing application you will not be living in the residence hall, you must notify us in writing 30 days prior to the start of classes. Failure to submit this request in writing will result in the forfeiture of your \$400.00 security deposit.

## 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 students, roommates or any of their friends, family or other persons in the residence hall. 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. New Smoke Free campus policy to begin in November!
3. **Disabled Access:** For handicapped/disabled students single rooms are available.
4. **Academic/Athletic Theme Floors:** Assignment to these areas are based on admission to and matriculation in a specific college program, curriculum, or athletic team. Currently, there is a wing reserved for culinary majors, baseball and basketball players and 24 Hour Quiet wings/ floors.
5. **Designed Single Rooms:** The SCCDC will make available single rooms for the general student population on a first come/first serve basis. A wait list is generated when all available single room assignments have been awarded. The resident/executive directors will notify students when a single becomes available. Single rooms are awarded as follows:
  - a. **Need Basis:** Requiring a single due to medical or special circumstances. The resident/executive director will decide priority of these room assignments.
  - b. **Wait Listed Students:** A student must request a single in writing to the resident/executive directors. The list will be generated and the students at the top of the list will be offered a single room when space becomes available.

6. **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/executive directors 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 dormitory corporation, resident/executive directors 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/floor upon verbal/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:
  - Report to your designated check-in table. The roster is checked to verify your room assignment and clearance for check-in has been given.
  - The student signs and dates the check-in roster.
  - Completion of a Room Condition Report (RCR) will be done 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, your room door and the bathroom on your wing.
- **Under no circumstances will students be allowed to change their room assignment upon arrival.**
- 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. 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 Lazarus I. Levine Residence Hall 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 a wing meeting with your resident assistant and a building meeting with the resident/executive directors and members of campus safety and security. 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/executive 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 resident assistant, resident/executive director reserve the right to hold an emergency meeting if circumstances arise. These meetings require **mandatory attendance**. 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/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 affected 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 four 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.** Single rooms are assigned from the single waiting list kept by the resident/executive directors.

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/ED.
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 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 Levine Hall 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 and if you are returning.
2. Pack and clear your room out – room **MUST** be swept! 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.**
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.
10. All furniture and mattresses must be in its original place. Beds **MUST** be assembled and should not be pushed together. All furniture must be placed back in its original place. 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.
12. Do not discard your garbage in the hallway. Take it to the dumpster.

## **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:** Completion of a maintenance request form denotes permission for 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.

**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 security or his/her designee or 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 RD/ED. In general, cancellation approvals will only be made when there is a change in student status such as marriage, withdrawal from SCCC, or dependent children. Credit to the student's account will not be made until the cancellation is approved; the Executive Director makes approvals/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, the student will **forfeit** his/her security deposit. 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, his/her security deposit will be forfeited.

## **STORAGE**

Although your housing assignment entitled you to a lease of 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/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 their 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 will 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 are required to purchase a meal plan.

# Chapter 4

## BILLING PROCEDURES

All students will be required to pay, in advance, their deposit, tuition and a room and board fee before moving into the residence hall. Every student that assumes occupancy in Levine Hall 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. Students residing in the residence hall must be accountable for any costs of repair or replacement to the physical structure, fixtures, equipment and furnishings of areas/rooms in Levine Hall 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.**P!**

**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. For complete details contact the executive/resident directors. Any questions and/or concerns about your bill should be submitted in writing as well.

**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 security deposit has been paid and the student notifies the resident/executive director IN WRITING that he/she will not be residing on campus at least 30 days prior to the first day of classes. 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

Residents in the SCCCDC housing facility possess specific individual and group rights while engaged in activities that are part of university 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 page        of this guide.

# Chapter 6

## DISCIPLINE: WHAT YOU NEED TO KNOW

The dormitory corporation is committed to creating and maintaining a productive and positive atmosphere for the residents within Levine Hall. 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 Sullivan County Community College.

When a large number of people live together under one roof, such as in the residence hall, 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 SCCC Dormitory Corporation's (or its managing agent) 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 Longley Jones Executive Director and Residence Director; the Assistant Dean for Student Life & Housing, 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. Appeals of sanctions may be made to the residential appeals committee, Executive Director or, as a final option, the SCCCDC.

Major violations of the rules and regulations of the residence hall or College Code of Conduct may be referred to the college disciplinary process for possible and/or additional action.

Residents are bound by the rules, regulations and policies in the Levine Hall Residence Handbook and the SCCC Student Handbook. 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, RC and other staff is 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. Sullivan County Community College 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 and 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 both college students and persons in the community classify certain anti-social, offensive actions as college pranks, which in other circumstances, would be considered more serious. SUNY Sullivan students owe it to themselves to make a distinction between true college pranks and those actions which reflect a lack of respect for the personal and property rights of fellow students, the college and the community. The college will not ask civil/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.

When charged with violating SCCCDC policies, rules or regulations, students have the right to fair and equitable procedures to determine the validity of such charges or due process. Administrative officials of the SCCC Dormitory Corporation and the college have the right to expeditiously impose sanctions for misconduct by residence hall students and their guests.

Normally it is the Residence Director and/or Assistant Dean in consultation with Security who looks into allegations of person violating the rules, regulations and policies that are in effect. The Residence Director or Assistant Dean will gather information and set a time to meet with the student(s) who may have committed a violation. Then the Residence Director or Assistant Dean will weigh the information and decide whether there was a violation and, if so, what the penalty should be.

Please note: If a student fails to attend the meeting after receiving a notice or has not made an acceptable, alternative appointment with the Residence Director or Assistant Dean beforehand, the Resident Director or Assistant Dean will issue a finding and conclude the matter. Failure to appear at a disciplinary hearing will lead to further disciplinary sanctions including suspension and dismissal from the residence hall.

## 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.

### Residential Appeals Board

The resident may appeal the decision of the initial hearing to the residential appeals board. The appeal to the Residential Appeals Board must be made in writing within three school days of receiving the outcome from the initial hearing and is submitted to the Assistant Dean. Appeals to the residential appeals board will be handled in a meeting of the committee with all involved parties. A written response will be given to both the student and the Assistant Dean and may eliminate, reduce, keep the same or increase the penalty from the initial hearing.

### Dean of Students

The appeal to the Dean of Students needs to be made in writing within three school days of receiving the outcome of the initial hearing. Appeals to the Dean of Students will be handled by review of the written material submitted and at the Dean of Student's option, a meeting with the student and other parties involved. A written response will be given to both the student and the Residence Director and Assistant Dean within three days of the appeal request and may eliminate, reduce, keep the same, or Increase the penalty from the initial hearing.

The Residential Appeals Board consists of the following:

- Chairperson (Assistant Dean)
- Two or more faculty or staff members from the college who have volunteered to serve on the board
- Four or more students who may or may not live in the residence hall but are appointed by the Dean of Students.



**Please note:** The final approval for the members of the appeals committee will be designated by the Dormitory Corporation.

The quorum is four. Decisions will be made by a majority vote of the members present. A recording is to be made of the meeting, except for the deliberation portion.

**The following are the normal steps to residential appeals board hearing:**

- 1) Notify the student of a time and place to meet the board. This notification should be given to the student or placed in his/her room at least 24 hours ahead of time. The notice should include a listing of the allegations. It should also notify the student that they can invite a member of the college community to assist (but not represent) them at the meeting.
- 2) The Residence Director presents information and the rationale for his/her conclusions, including the penalty. Student responds to charges.
- 3) Witnesses are presented and respond to questions of the board, the Residence Director, Assistant Dean and student.
- 4) After hearing from the participants, the board, in closed session, will determine the validity of the charges and, if true, impose sanctions. The Residential Appeals Board may uphold or reverse the decision of the Residence Directors. They may increase the decision or sanction of the appeals board.

**Dormitory Corporation**

After notice of the Residential Appeals Board hearing results, the student may appeal, in writing, to the dormitory corporation. This appeal must be received in the President’s office within seven school days of the postmark if the results are sent or within three days if the written decision is handed to the student. Basis for appeal are:

- 1) There is new evidence which was not reasonably available at the formal hearing and would likely have changed results.
- 2) There was a significant departure from residence hall procedures.
- 3) The sanction far outweighs the violation.

If it is decided that an appeal has no merit, the board may decline to review the decision. If it is decided that an appeal has merit, the dormitory corporation may:

- 1) Decide the appeal based on comparison of written appeal and hearing records.
- 2) Refer the matter to the Residential Appeals Board for a rehearing, the result which is subject to another appeal.
- 3) Decide to interview some or all of the involved persons and then decide responsibility for the violation and a penalty.
- 4) Use any method the Dormitory Corporation deems fair.

The Dormitory Corporation may uphold or reverse the decision of the appeals board. They may increase the decision or sanction of the appeals board. The decision of the Dormitory Corporation shall be submitted in writing and a copy given to the student and the Executive Director by registered or certified mail or by personal service. The Dormitory Corporation shall be the final arbitrator of an appeal. The decision of the Dormitory Corporation is FINAL.

**RESIDENCE HALL VIOLATIONS**

Residence hall violations are distinguished by three different levels:

First Level Violations or Infractions.....	Major Violations
Second Level Violations or Infractions.....	Serious Violations
Third Level Violations or Infractions.....	Minor Violations

## LEVELS OF VIOLATIONS OR INFRACTIONS

### A. **First Level Violations or Infractions** (examples of such offenses areas follows)

- Physical Violence
- Physical abuse of a dormitory corporation staff member including resident assistants and security personnel
- Self destructive behavior
- Verbal abuse/threats towards any Levine Hall staff member
- Tampering with fire safety equipment (alarms, extinguishers, heat sensors, sprinkler heads, fire extinguishers, emergency exit signs, exiting through stairwell emergency fire doors, security cameras)
- Sale/possession/use of controlled/illegal substance/dangerous drug
- Harassment, sexual or otherwise, including verbal, written or physical
- Assault, sexual or otherwise
- Racially motivated incidents
- Endangering the safety of another person
- Possession of firearms, explosives, fireworks, ammunition, knives, paint ball guns, BB guns, or any other items that can be considered a weapon
- Larceny
- Female/male in bathroom of the opposite sex
- Providing access to illegal guests
- Possession of illegal keys or copies
- Intimidation of a witness
- Violation of probation status
- Property damage over \$250.00 (intentional or reckless)
- Bomb threats
- Arson
- Lewd actions
- Two or more Level 2 violations
- Possession of stolen property (street signs, etc.)
- Jumping, leaning, sitting on or hanging from any floor, balcony, railings or stairwells
- Being present on the roof or any emergency stairwells
- Hazing
- Disorderly conduct

### B. **Second Level Violations or Infractions** (examples of such offenses are as follows)

- Failure to appear for a judicial hearing
- Non-compliance of a staff directive
- Providing false information to staff
- Verbal altercations
- Insubordination/verbal abuse to staff
- Belligerent behavior
- Illegal electrical appliances
- Cooking in unauthorized areas
- Minor property damage (under \$250.00)
- Failure to leave building for a fire alarm
- Illegal use of an emergency exit/door propping
- Smoking in residence hall (room, bathroom, common area)
- Alcohol

- Gambling
- Visitor/guest policy violations (not leaving on time, failure to sign in)
- Two or more Level 3 offenses
- Solicitation without written consent
- Refusal to complete sanctions (community service, special programs in prescribed time frames)
- Unauthorized room changes
- Any facilitation or aiding of any Level 1 offense
- Unauthorized pets

**C. Third Level Violations or Infractions** (examples of such offenses are as follows)

- Violation of quiet hours/noise violation
- After hours violation – male on a female floor, female on a male floor after hours
- Loitering in a closed lounge or a common area
- Loaning/borrowing out your key card
- Smoking in non-designated area (exterior)
- Littering or deliberately creating a mess in any hall or common area – including throwing mud, water fights, plugging showers, sinks and toilets, snowball fights
- Failure to report observed or known Level 1 offense
- Violation of guidelines for use of residence hall equipment
- Exceeding maximum room occupancy (any room designed for double occupancy can have no more than six people including room occupants in a room and any room designed for triple occupancy can have no more than eight people including room occupants at any one time)
- Sports in halls/common areas (including sneaker skating)
- Moving dormitory corporation furnishings into student rooms; exchanging furnishings between rooms
- Parking in residence hall lot or operating a vehicle on residence hall property improperly
- Failure to attend floor meeting
- Throwing items out residence hall windows or over lounge/stairwell balconies. Screen removal/tampering
- Accidental fire alarms (body spray, air freshener, hair dryer, burnt popcorn)
- Vandalizing or removing hall signs or posters (door tags and bulletin boards)
- Improper disposal (non-disposal) of garbage – interior or exterior
- Horse playing in or outside the residence hall
- Roommate conflict

**Please note:**

- Examples are not meant to cover all types of offenses
- Ignorance of any of the previously listed rules or any of the other regulations explained in this handbook will never be accepted as an excuse for violating them. Additional policies may be instituted as necessary to ensure the safety of residents and property.
- If a student is found responsible for three violations within one semester or four violations within two semesters, that student may be suspended from the residence hall for a specified period of time. Two letters of warning are the equivalent of probation.
- Any student who fails to complete community service hours will be billed \$10.00 per hour at the end of the academic year. These monies will be subtracted from the student's security deposit.
- Any student who fails to complete any discipline related sanction will be subject to additional monetary charges.

## **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 in its unique circumstances will be considered 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.

## SANCTIONS GLOSSARY

- **Community Service Project** is a sanction issued to a student to do a program that is related to the violation the student has committed, usually supervised by the director of facilities. The project should be designed so that the student learns something positive from the incident and is able to pass this information on to other students. The Assistant Dean may place students with groups off campus.
- **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.**
- **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.
- **Hearing Form** 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 Levine Hall rules and regulations.
- **Verbal Warning** may be used at the discretion of staff when a student behavior is inconsistent with college rules and regulations, but not serious enough in their opinion to warrant further action. Continued actions may result in "Letters of Warning".
- **Monetary Fines** are instituted for instances such as a fire alarm pull (\$500.00) 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 RD or ED or Asst. Dean, to leave the residence hall immediately for a continuous period of three days. The student would be responsible for securing alternative living arrangements 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/ED/Asst. Dean reserves 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/ED/Asst. 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.

## **Guidelines/Standards for Sanctions and Outcomes for Level Violations**

**Please note:** Please remember that sanctions and outcomes are assigned at the discretion of the hearing officer. Each violation is handled on a case by case basis and there may be variations to the standards guidelines.

- Level 3**      Stern Reprimand/Verbal Warning  
Student is instructed in their hearing or outcome sheet that they have been given a verbal warning and not to break policy again.  
Letter of Warning  
This warning is given in writing. This is a more serious warning (well documented) that is meant to show students that if their actions continue, more severe penalties are at hand.  
**Please note:** Two or more documented Level 3 violations automatically become Level 2 violations.
- Level 2**      Loss of privileges  
Community Service  
Probation  
Monetary Fines  
Counseling  
Assignments/Apology Letters  
Three Day Interim Suspension (if violation meets the criteria)  
**Please note:** Two or more documented Level 2 violations will result in any further violations being a Level 1 violation.
- Level 1**      Probation  
Three Day Suspension  
Five Day Suspension  
Three Day Interim Suspension (if violation meets the criteria)  
Revocation of Residence Hall License/Dismissal  
Community Service  
Loss of Privileges  
Monetary Fines  
Counseling  
Assignments/Apology Letters  
Further sanctions as deemed necessary

# Chapter 7

## STATE AND FEDERAL LAWS

State and Federal laws are especially pertinent and important to a college resident's living situation. Students are responsible for obeying laws, as are all citizens. If you have questions after reading this section, please feel free to talk to your resident or executive directors, or the director or assistant director of safety and security who are responsible for upholding these laws in the residence hall.

## **ALCOHOL POLICY**

**This is a dry campus for everyone.** The possession or consumption of alcoholic beverages is prohibited in and around the residence halls, as well as anywhere on the Sullivan County Community College campus. Please keep in mind that outright dangerous levels of intoxication while in or on the property of the residence hall constitutes a violation of alcohol policy, whether the alcohol is consumed on or off of residence hall property. The basis for this determination will be made by severe impaired motor coordination, slurred speech and an odor of an alcoholic beverage. The majority of our students are under 21 years of age and younger. We, in Levine Hall, have the responsibility to enforce New York State laws on campus and we will do so if alcohol is found within the residence hall. So, even if you are 21 years of age or older, if you are on campus, you are not permitted to have alcohol – period. Persons under 21 are prohibited from purchasing, possessing or consuming alcoholic beverages. All persons are prohibited from selling, serving, giving away, or making alcoholic beverages available to persons under 21. All students, regardless of age, will be subjected to disciplinary action if they are found in violation of this policy. If you are under the age of 21 and cited for an alcohol violation, your parent/guardian will be contacted by letter. Multiple violations of this policy will result in your dismissal from the residence hall.

No alcoholic beverage containers, even those of sentimental value, or alcohol paraphernalia (i.e. funnels) are allowed in the residence hall or on SCCC Dormitory Corporation property. Containers will be confiscated and further disciplinary action will be taken.

Students who are found in an area where alcohol is present are considered to be involved in usage by implication. In a group situation it would be difficult to determine the level of involvement of each individual. Any negative behavior resulting while under the influence of alcohol will result in disciplinary sanctions and/or counseling.

If a residence hall staff member requests examination of an unmarked open container for alcohol, refusal will result in a non-compliance sanction.

## **SANCTIONS FOR ALCOHOL VIOLATIONS**

- 1<sup>st</sup> Offense..... Letter of Warning
  - Probation for the remainder of the academic semester
  - Programs (counseling, community service)
  - Letter to parents
  - Possible criminal action
  - Possible revocation of license
- 2<sup>nd</sup> Offense..... Programs (counseling, community service, assignment)
  - Letter to parents
  - Assignment
  - Three day suspension
  - Possible criminal action
  - Possible revocation of license
- 3<sup>rd</sup> Offense..... Automatic revocation of student license
  - Possible Criminal Action

## **DRUG/ALCOHOL OVERDOSE POLICY**

If deemed necessary, residence hall staff may contact emergency medical services for assessment of any student displaying signs indicative of alcohol/drug overdose. In cases where it is necessary to contact emergency medical services, the student will be responsible for all related costs – i.e. ambulance or other means of transportation.

## **DRUGS**

Illegal use, possession, sale or distribution of drugs is a violation of state and federal laws. The dormitory corporation cannot and will not condone the illegal use or possession of drugs. Furthermore, the dormitory corporation will not protect students or other members of the college community from prosecution by law enforcement agencies and cannot provide a sanctuary for drug use. Any student involved in the use of illegal drugs or possession is a major violation, which may result in suspension and/or dismissal from the residence hall and/or college.

The dormitory corporation is deeply concerned with the use and the abuse of illegal drugs in the residence hall. Each member of the staff is expected to react to any incident of drug use in the residence hall. If you are concerned by your own use of drugs or by the use of others, you are encouraged to seek help and advice of the residence director or the Learning Center counselors. The dormitory corporation will consider such conferences privileged and confidential within the limits allows by the state and federal laws.

Students who are found in an area where drugs are present are considered to be involved in usage by implication. In a group situation, it would be difficult to determine the level of involvement of each individual.

## **GAMBLING**

Gambling is illegal and therefore expressly prohibited in the residence hall or anywhere else on campus.

## **WEAPONS AND EXPLOSIVES**

Possession of firearms, explosives and other weapons or any other item that may be used/perceived as a weapon is prohibited. Objects that pose a threat to another person include, but are not limited to: Chukka sticks, pellet guns, BB guns, paint guns, air guns, spring guns, laser guns, bow and arrows, throwing stars, blackjacks, knives, firearms and/or fireworks or other explosives. If you are found to have any of these in your possession, they will be confiscated and you will be subject to disciplinary proceedings and the possibility of criminal charges.

**Please note:** The possession of any weapon by a resident student or their guest will result in immediate suspension/dismissal from the college/residence hall.

# Chapter 8

## VISITATION REGULATIONS

As a member of the residence hall population, your safety and security depends on your actions as well as those of the people living around you. The guest policy has been developed to assure that you will be safe and secure while living in the residence hall.

### **GUESTS**

- A. Any person (including infants, children and family members) who are not a resident of our halls are considered to be a guest. Security officers are stationed at the entry doorway and all guests must sign-in at this post upon entering the building. Each guest will be asked to leave proper photo identification (college

I.D., driver's license, etc.) at the desk and sign in. The guest(s) will then need to contact the student they are visiting. The host student will then need to come to the front desk and sign their guest in. Upon leaving the residence hall, the guest must pick up their identification and sign out at the desk. Guests must be out of the building by midnight. All guests must be escorted by their host at all times and must vacate the building before midnight. No guests may enter the building prior to 8 a.m. each morning.

- B. No guests are permitted in the residence hall from Sunday through Thursday after midnight to ensure privacy and academic study time. All overnight guests must be registered and approved by your roommate, resident assistant and resident director by Thursday at 5 p.m. for Friday and Saturday evenings. The host must complete an application form and get his/her roommate's approval through his/her signature on the form and submit it to the resident assistant by the designated time.
- C. **The guest will be responsible for following rules and regulations of the residence hall and the college. Any violation of such will result in immediate removal from the campus. The host will be held responsible for any violations or damages caused by the actions of his/her guest.**
- D. Students who do not register their guest are in violation of dormitory corporation policy and will be subject to immediate revocation of their residence license.
- E. Each student will be allowed one overnight weekend guest to visit them during a 24 hour period.
- F. Overnight guests are not permitted during final exams or other times determined by the resident/executive directors.
- G. **ALL GUESTS WILL BE REQUIRED TO DO THE FOLLOWING:**
  - Register at front desk in residence hall.
  - Carry visitor I.D. at all times.
  - All guests must be escorted by their hosts at all times.
  - Identification must be presented to any college staff official upon request.
- H. Resident students may only have one guest registered in to their room at a time.
- I. There is to be no babysitting in the building at any time.
- J. Overnight guests must be 18 years of age or older.

**Please note:** All students dismissed from the residence hall for disciplinary reasons are banned from the residence hall. Students in these categories will be subject to criminal charges if found in the residence hall, parking lots or surrounding areas.

## **WEEKEND VISITATION POLICY**

All applications for weekend guests must be submitted by the designated time before the weekend visit. The RD/ED will review all applications and final decisions will be approved or denied before the weekend visit.

The Weekend Visitation Form can be retrieved from the central office or your resident assistant. All requests must be approved and properly registered by the RD. This form must be completed thoroughly. A copy will remain in the office of the resident director.

**Please note:** Any resident found responsible for housing illegal guest(s) will have their Residence License revoked immediately.

# Chapter 9

## GENERAL RULES AND REGULATIONS

## **COOKING**

There is to be no cooking in the residence hall.

## **REFRIGERATORS**

Small refrigerators (no larger than 2.5 cubic feet or 110 volts) are permitted in student rooms for individual use.

## **MICROWAVES**

Small microwaves (no larger than .6 cubic feet or 110 volts) 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.

## **PETS**

Out of consideration for other residents and for the pets themselves, **NO STUDENTS WILL BE ALLOWED TO HAVE PETS IN THE RESIDENCE HALL.** The only exception to this rule is that residents may have small fish in a tank no larger than one gallon in size. Any student who brings a pet into the residence hall will be subject to disciplinary sanctions.

## **RECREATIONAL ACTIVITY**

Sports or other recreational activities are strictly prohibited in the residence hall. Do not play soft/baseball, handball, lacrosse, basketball, skateboarding, Frisbees, and other sports indoors or where there is a chance of breaking windows, damaging the facilities or injuring or interfering with others. This also includes running, jumping or horse playing ANYWHERE in the building. Sneaker roller skates are prohibited as well. Do not handle sports equipment or other items in ways that might injure other people or property, etc. Again, you will be held accountable and charged for the consequences of your actions.

**ALL OUTDOOR ACTIVITIES SHOULD BE HELD OUTDOORS.** Games, horseplay and other activities that are loud or which could damage facilities or injure residents will not be tolerated and should not occur

## **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.

### **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 is the study lounge located on the second floor. Provided in this room is desk space, table space and wireless internet. This room is to be used for the purpose of studying ONLY. It is a 24 hour quiet area and these standards must be adhered to at all times. If students are found talking loudly, horse playing or “hanging out” in this area, they will be asked to leave and disciplinary sanctions will follow.

The second lounge or “recreation room” is located on the first floor of Levine Hall. Provided in this lounge are couches and chairs, pool tables, a big screen television, vending machines and a foos ball table. Please keep in mind that although this area is designated to “hang out” and socialize, 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/devices are 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/device may be removed from the student’s room and other disciplinary action will be taken.

## **QUIET HOURS**

The Lazarus I. Levine Residence Hall has a mandatory Quiet Hour 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 more than two doors down. 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, contact the resident director to have your card deactivated. You will have to go to the student activities office 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, bathroom 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.

- LOANING 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 RESPONSIBLE FOR 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.

## **PAD LOCKS**

In every room there are two hasps, one on the armoire and one on the rolling desk cart. These hasps are designed for padlocks. It is REQUIRED that all students bring TWO padlocks to lock up valuables (such as iPod's, cell phones, wallets and money). Padlocks can be purchased at the college bookstore on campus. On move-in day, we will request to see your padlocks before you are allowed to move into your room.

## **POSTERS**

It is suggested that you use extreme caution when handing 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.

## **HOLIDAY DECORATIONS**

Because of the danger of fire no natural 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.

## **TV ANTENNAE**

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.

## **VEHICLES**

**Bicycles:** When not in use, bicycles should be kept in one's residence hall room. There is no storage available in the residence hall. No bicycles are to be in the lounges, stairwells, or hallways at any time; they will be confiscated and

returned at the end of the semester. Bicycles left on campus without proper labels will be donated to local charities on June 1st of each year.

**Cars and parking:** All cars parked on campus must be registered in the student activities office. Failure to register your car will result in it being towed from campus at your expense. You may only park in spaces designated for residence hall students. The parking lot in back of the building is not for student use. Anyone found parking their car in this lot will be towed.

**Motorcycles:** You will not be allowed to leave a motorcycle or moped in or around the residence hall. These are a fire hazard. They may be parked only in the designated lots.

## **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 to 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 will result in an immediate suspension/dismissal 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.

## **12 O'CLOCK RULE**

To protect residents and assure privacy and allow an environment conducive to education, residents may not be on the wing/floor/elevator corridor of the opposite sex between the hours of **12 a.m. and 8 a.m., Sunday through Thursday**. Failure to comply with this directive will result in disciplinary action. The executive/resident directors or the resident assistant per wing has the right to review this policy and institute or remove it at any time.

## **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: The executive director will make the determination as to whether the person be permitted to continue residency. What counseling/disciplinary actions, if

any, should be taken? A resident/student can 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
- B. No aromatic cigarettes in/outside residence hall property, i.e. clove, herbal cigarettes.

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, PEDDLERS, SOLICITATION

No student is to use or permit his/her 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 SCCC 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:

- Hot plates/George Foreman grills, toaster ovens, toasters, waffle makers
- Candles and incense
- Halogen lamps
- Pets (except for fish)
- Space heaters
- Fans (the rooms are air conditioned)
- Water, gel or loft beds
- Fireworks, flammable liquids
- Weapons of ANY kind are prohibited (BB/Paintball guns, swords, knives, box cutters, etc.)
- Alcoholic beverages and any empty alcohol containers
- Non-prescription/illegal drugs (excluding over the counter drugs) and paraphernalia
- Illegal guests

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

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

- Music, videos, television, radio, DVD player
- Game systems, posters for the wall (no tacks or nails can be used to put them up)
- Coins for vending machines, cash for the laundry machines
- Plastic stackable storage, trunks
- Microwaveable cups, a plate or two, utensils
- Shampoo, soap for showering, laundry detergent, fabric softener, shower caddy, shower shoes, oversize towel or robe, washcloth
- Iron/portable ironing board
- Refrigerator (no larger than 2.5 cubic feet or no more than 110 volts)
- Microwave (no larger than .6 cubic feet or 110 volts)
- Mattress pad, blankets, pillows, bedspread for bed (extra long twin)
- Computer with Ethernet cord and card for a land line connection
- Padlocks (two) for locking belongings in drawer
- Surge protector
- Desk lamp (one is provided; this is only extra if you think you may need it)
- Flashlight and batteries
- Small sewing kit
- Alarm clock and desk fan
- Clothes hangers, sewing kit
- Laundry bag and laundry supplies
- Toiletries
- Broom and dustpan/cleaning supplies, garbage pail, garbage bags, mops
- Posters and pictures
- School supplies (pens, pencils, paper, notebooks, binders, etc.)
- Raincoat, umbrella, rain shoes
- Computer
- Hair dryer
- Message board
- Rug, vacuum cleaner

# Chapter 10

## SAFETY & SECURITY REGULATIONS

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

### GUARD AGAINST THEFT

LOCK ALL YOUR DOORS AT ALLTIMES! 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. There is a page provided in this book where you may do so (page ). 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

1. 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.
2. **Fill out the inventory form below and store the form in a safe place.**
3. You **must** register your MAC address with IT.
4. Report stolen items **IMMEDIATELY**. (Security 4 p.m. – 8 a.m.; RD 9 a.m. – 5 p.m.)
5. Report lost key cards **IMMEDIATELY**. (Security 4 p.m. – 8 a.m.; RD 9 a.m. – 5 p.m.)
6. **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).
7. Always double check your door when leaving the room.
8. **NEVER loan or give out your key card.**
9. 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.**
10. **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.
11. 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.
12. 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 COLLEGE 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. While it is not monitored at all times, 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 be 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. If a fire should occur in a student's room (because of the relative small area), the smoke inundation would immediately endanger 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. These are already provided for students in their rooms.

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. The resident director, prior to installation in the room, must approve any other type of room decorations such as macramé, bar decorations, hats, pocketbooks, etc.

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 protectors and three prong extension chords 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. Please use these products in the restroom only.
- C. Any violation of this section will result in disciplinary action.

## **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 or 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.
- After everyone has been cleared from the building, the RA/RD will allow you to re-enter.
- Please enter in a controlled fashion.
- Keep silent.

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 and no individual is determined responsible, all members of the community will be billed a false alarm charge. 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 and/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 11

## 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. You can sign out a vacuum cleaner from the central office and brooms and mops are located in the first floor laundry room for your use.

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 area of your suits 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 emit 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, with a \$2 balance. 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.

### **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 within 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 bulletin board directly outside 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. Any packages that are received will be distributed via package slips. If you have received a package, the slip will be placed under your door. Please be sure to bring your ID to pick up packages as well. Please note - - NO ID, NO MAIL.

Please refrain from having family/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:

[student's name]  
P.O. Box 1048  
Loch Sheldrake, NY 12759

Packages requiring a street address should also include the following:

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

## **RECREATION**

There are board games and movies 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. Also in the central office you can check out a vacuum cleaner, broom and dust pan and pool balls and sticks for use on the tables downstairs.

## **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) 890-7100. 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 two free lock outs per 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.