

# Office of Residence Life

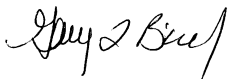
## “On Campus Living Guide”

### Welcome

The Residence Life staff is looking forward to providing you with an environment that is intellectually, socially and academically stimulating. As a member of our community you bring your own special qualities and interests, and hopefully you will enhance residence hall life by being an active participant. One of the first contacts you will have with the residence life staff is your Resident Assistant. RA's are typically upper level students who have been selected based upon their understanding of college life and their sensitivity toward their fellow students. They will assist and encourage you throughout your residency.

For many of you this will be your first experience living away from home. While living in the residence hall you will be encouraged to develop a cooperative and responsible attitude toward your hall and the entire college community. The information which follows is provided as a guide, but do not be afraid to seek out your RA or Residence Director (RD) as additional “guides.”

I welcome you to campus and look forward to assisting you.



Gary L. Bice, Jr.  
Director of Residence Life



## **Residence Halls**

SUNY Fredonia is composed of a variety of residence halls in corridor and suite configurations, all of which have a 24-hour intervisitation policy. The halls are involved with programming and offer a warm, caring atmosphere conducive to educational and social growth.

The single gender halls for men: Chautauqua (corridor), Grissom (suite); and the halls for women: Alumni (corridor), Kasling (suite), Nixon (corridor).

The co-educational halls include: Disney (suite), Eisenhower (suite), Hemingway (suite), Hendrix (suite), Igoe (suite) McGinnies (corridor), Schulz (suite). The co-ed halls are typically not available to freshmen. Kitchen Suites: Three-bedroom suites including a full kitchen are available to upper level students in Disney and Eisenhower halls.

Gregory Hall (corridor) and University Commons (suite) are co-ed, independent living halls and restricted to upper level students. All residence halls are locked on a 24-hour basis. Residents are provided with electronic door access, and their guests must be escorted at all times.

## **Residence Life Staff**

The Residence Life staff is dedicated to providing essential services for resident students and fostering an environment that promotes personal and community development. We look forward to your participation and good citizenship.

## **Residence Directors**

Each residence hall is supervised by a Residence Director (RD) who either has achieved or is working towards a Master's degree. The RD is responsible for establishing an

environment that fosters the academic and personal growth of resident students. She/he promotes educational programs, provides personal counseling and referrals, maintains consistent behavioral expectations for residents, and supervises the Resident Assistants (RA's).

### **Resident Assistants**

Resident Assistants carry out a wide range of functions that benefit resident students and the overall residential community. RA's provide peer counseling, sponsor educational and social programs, enforce rules and regulations, serve as a referral resource and generally assist in the operation of the residence hall.

### **Administrative Staff**

The administrative staff includes the Director, two Associate Directors, Systems Administrator, ResNet Coordinator, and Departmental Secretary. Collectively they are responsible for housing administration, staff hiring and supervision, purchasing furnishings and supplies for the residence halls, information systems, inventory control, and budget management. The Residence Life Office is located on the first floor in Gregory Hall.

### **Facilities Staff**

The maintenance, cleaning, and repair of the 14 residence halls is a huge task. While all residents are responsible for conditions within their rooms and common areas, facilities staff provides regular cleaning of public areas and routine repairs throughout the residence halls. Much of the quality of life that develops within the residence hall community is due to the efforts of our custodians, cleaners, plumbers, electricians, carpenters, and others.

## **ResNet Staff**

The ResNet Office is an IT helpdesk that provides dedicated high-speed Ethernet (Internet) connections & wireless service, primarily for academic use, to students living in the residence halls. The administrative staff includes the Systems Administrator, ResNet Coordinator, and 8-10 student ResNet Technicians. The staff works closely as a team to facilitate computer and network support calls as well as other projects throughout the year. ResNet services and hours are outlined elsewhere in this document. The ResNet office is located on the first floor of Nixon Hall.

## **Residence Life Policies, Procedures & Services**

### **Alcohol**

No one under 21 years of age may consume or possess alcoholic beverages. Hosts are responsible for all of their guests, including those who are under 21 years of age. Students who are over 21 may not consume alcohol in the presence of anyone under 21 other than their roommate. Individuals who are under the age of 21 may not be present where alcohol is being served or consumed other than as set forth by the aforementioned regulation. Refer to the Student Rights and Responsibilities section of the Student Handbook for the complete Alcohol and Drug Policy.

### **Bicycles**

Bicycles should be stored in bike racks located near the residence halls. Bicycles may not be chained to railings, left in lounges, stairwells, public areas, balconies, student rooms, or stored anywhere that would hamper the exit of residents during an emergency. Bicycles in violation of these codes may be removed from the premises for safety reasons.

## **Cable TV**

All rooms in the residence halls are wired for basic cable TV, provided as part of the room rates. You are responsible for bringing your own television and coaxial cable. The cable service includes the major networks, in addition to music, sports, movie, news and educational channels for your enjoyment. Digital channels have also been added to the channel lineup. In order for students to be able to view these channels, their television must have a digital cable TV tuner capable of receiving Clear QAM signals and perform a complete channel scan using their televisions setup menu. Cable and audio accessories can be purchased in the University Bookstore.

## **Cooking in Residence Halls**

Residents who wish to cook their own meals must live in a designated building with kitchen facilities. All on-campus residents must select an FSA resident meal plan if they are residing in non-kitchen suite residence halls. Seniors and residents of Disney & Eisenhower kitchen suites are not required to purchase a meal plan; however, they may choose any plan.

## **Cooperation/Compliance with Staff**

Residents and their guests must cooperate with and show respect for University personnel who are acting in the performance of their duties. This includes, but is not limited to, interactions with all housing staff (professional and student staff), FSA and University Police. Examples of violations of this policy include providing false information, withholding information, interfering with staff while they are performing their duties, noncompliance with verbal or written directives or sanctions, and abusive language or exhibiting abusive behavior toward staff.

## **Damage of University and Community Property**

Students are held responsible for damage beyond normal wear to the room, public areas of the residence hall and college provided furnishings. Pre-announced inspections are made during the academic year for the purpose of checking on cleanliness, safety, and use of university property. Appropriate charges will be assessed based on conditions found at the time of inspection. Students should be aware that the use of tape, thumbtacks, or removal of screens may incur charges. The building Hall Council may be held collectively responsible for damage occurring in common areas.

Damage to property is costly. It affects housing costs, how others view your home, and takes time away from regular repairs. While repairs are being made to vandalized items, general repairs may have to take lower priority. By being involved as a responsible community member, you can assist in the investigation of damages in your living environment. Community members can contribute to their area by helping to monitor and report vandalism. If residents are not able to resolve escalating incidents, administrative action may be taken. When responsible parties are identified, judicial action and restitution will be required.

## **Decorations**

All decorations must be of non-flammable/fire-retardant materials and may not cover or block exits, exit signs, elevators, lights, fire panels or fire extinguishers. Decorations should not be attached to any fire safety equipment, including smoke detectors and sprinklers. No attachments can be made to the exterior of buildings without prior approval. All decorations must be U.L. approved.

Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant in

accordance with NYS Fire Code §F805.2 and NFPA 701 or be noncombustible. Combustible decorations shall be flame retardant unless the decorations, such as photographs and paintings, are of such limited quantities that a hazard of fire development or spread is not present.

For further clarifications on decorations and the use of extension cords, please contact the Environmental Health and Safety Office at 673-3796.

### **Drugs**

All students should be aware that “Pursuant to the order of the Chancellor of SUNY, the illegal use of narcotics and/or dangerous drugs on campus is expressly forbidden.” Residence Life prohibits the possession of drug paraphernalia including, but not limited to, pipes, hookahs, bongs, rollers, spoofs, water pipes, smokeless cigarettes, etc. Any student known or suspected to be in the possession of, using or distributing drugs or drug related paraphernalia is subject to disciplinary action and criminal action under campus regulations, as well as state and federal law.

### **Electrical Appliances**

All electrical appliances such as lamps, radios and televisions must be U.L. approved. No heating or cooking equipment, with the exception of small microwaves, should be used in student rooms for reasons of SAFETY, HEALTH, and SANITATION. The following electrical appliances are prohibited from use in student bedrooms: air conditioners, space heaters, halogen lamps, multi-arm lamps with plastic shades, hot plates and other cooking appliances including but not limited to toasters, ovens, hot pots, corn poppers, etc. Refrigerators must comply with the following standards: maximum size 4 cu. Ft.; U.L. approved; hermetically sealed, service free cooling system; and a drawing power of 4/10 of an amp when running.

## **Electronic Card Access**

SUNY Fredonia provides a state of the art electronic door access system for the residence halls. This system provides a level of security for on-campus residents by facilitating and managing nearly 100 magnetic stripe card readers, motion detectors, and alarms on most exterior doors. Students may enter their respective residence hall by swiping their FredCard through an electronic door access card reader located on the exterior near the door. All of the doors with the exception of the front doors are alarmed from the hours of 9:00 p.m. to 7:00 a.m. everyday. This is to provide security in the evening hours by having all students use the front door and enabling guests to be signed into the front desk. Call boxes near the card readers enable residents that do not have access to the given building to call the front desk or a student residing in the residence hall to come and let them in.

## **Emergency**

In the event of an emergency, move to a safe location and contact University Police at 673-3333 and the Residence Life staff immediately. In a medical emergency call University Police at 673-3333 from any campus telephone.

## **Firearms**

No student may keep any hunting equipment such as bows and arrows, rifles, shotguns, pistols, or other firearms in his/her residence hall room or car. Students must register and leave such items with the University Police Office immediately upon entering campus grounds.

## **Fire Alarms/ Safety**

The State of New York recognizes its responsibility to promote fire safety awareness and requires all state buildings to conduct a minimum of one fire drill per semester. Please cooperate and leave the building whenever the alarm sounds.

Failure to do so will result in disciplinary action. If you do not leave the residence hall, you not only endanger your life, but the lives of the people who would be attempting your rescue. When the alarm sounds, regardless of the time of day or night, you should immediately leave your room, exit the building and proceed to the meeting point as instructed by residence life staff. Failure to cooperate in fire evacuation procedure is punishable under criminal law.

Tampering with fire equipment is a criminal offense. Persons apprehended may be prosecuted in the criminal court. Caution: candles, incense and other open flames or long burning embers are a fire hazard and therefore prohibited. Damage caused is the responsibility of the student(s) found responsible.

### **Fire Inspections**

Every building on campus is inspected annually by a New York State Fire Marshall. These announced inspections include all residence hall buildings. Areas inspected include all hallways, common areas, custodial closets and a percentage of individual student rooms. Notices will be posted no less than 24 hours in advance and students do not need to be present for inspection.

### **Fire Safety Equipment**

It is against University regulations as well as federal and State laws, to tamper with any of the following items:

- sprinklers
- smoke alarms & heat detectors
- fire alarm systems
- fire hoses
- fire extinguishers
- pull stations
- fire doors

- elevators
- door/hardware/closing mechanisms

### **Fitness Centers**

The Aerobic Center and Wellness Center membership cost is included in the room rates. The Aerobic Center is located in the lower level of Hemingway Hall. There are many motivating aerobic classes to choose from each week. Experienced instructors design their classes to assist beginners and challenge the avid fitness enthusiast. We typically offer high energy classes such as Cardio Kick, Interval Step, Super Step, Kickboxing, Body Shaping, etc., though class offerings do change. For more information call 673-3121.

The Wellness Center is located in the lower level of Schulz Hall and provides nautilus, free weight and cardiovascular equipment. The Wellness Center is open regularly with posted hours. The Blue Devil Fitness Center is located in Dods Hall.

### **Gambling**

Gambling of any kind is not permitted in the residence halls.

### **Guest Policy**

All guests must call residents to gain access to the residence halls 24 hours a day. Beginning at 9:00 p.m. until 7:00 a.m., all guests must register at the main desk and present picture identification. Parents and guests under the age of 17 may visit with proper supervision, but *cannot* spend the night, except during special events - i.e., Little Siblings Weekend.

During Little Siblings Weekend (February 24-26, 2012), all intervisitation is suspended except for properly registered siblings.

The host is responsible for the conduct of the guest and must escort them at all times while they are visiting. Overnight guests typically should not stay more than two to three consecutive nights, or multiple weekends. Remember, having guests in your room is a privilege; be considerate of your roommate and your fellow residents.

### **Hall Council**

Hall Council is the student government within each residence hall. Hall Council programming, activities and equipment is made possible through residence hall dues. The budget for each building is determined by the number of residents who pay \$20 hall dues each year. The Hall Council then decides how to spend their funds. Input from all residents helps in this decision making process.

Participation in Hall Council is very important. Activities planned by the Hall Council include hall dinners, theme parties, guest speakers, health awareness programs, study breaks, and skill-building workshops. This organization represents only one of the many ways to get involved in campus living.

### **Hall Programs and Activities: *Getting involved in Your Community***

Getting involved in programs and activities is quite easy while living in the residence halls. RA's, Residence Hall Association (RHA), and Hall Council coordinate educational programs and social activities. Assuming a leadership role in the planning and implementation of programs is a challenge that provides hard working students with experience for their professional resumes. The best way to learn about programs and activities is to attend the weekly meetings of your Hall Council and by talking to your RA.

## **Housing License & Agreement**

All students living on campus sign a *Housing License & Agreement* for a space, not a specific room. The Housing License is for the entire academic year and cannot be canceled during this period as long as the student is registered for classes. Students will be released from the agreement only upon withdrawal from the University (graduation, student teaching, study abroad), marriage or situations beyond a student's control. A \$350.00 fee will be assessed only for approved terminations of the Housing License & Agreement. *Freshman and sophomores (first two years post high school) are required to live on campus.*

## **Inspections**

Duly authorized representatives of the University may enter student rooms for the purpose of inspection or maintenance. If a room is entered for the above reasons, 24 hour advanced notification will be provided. University officials entering for the purpose of an official search will require that the occupants be present. Suite areas are considered common space and are open to inspection at all times. When in the best interest of the resident(s), or a threat to the health & welfare of a student, duly authorized staff will enter student rooms whether or not occupied. The Office of Residence Life is genuinely concerned about the right to privacy. All residents are required to maintain reasonable standards of cleanliness within their rooms, and failure to do so may result in cleaning charges and/or termination of their housing license.

## **Intervisitation Policy**

There is 24 hour intervisitation in all 14 residence halls. Intervisitation is the practice of allowing a resident to have a visitor within his/her immediate living area at any time of the day or night, any day of the week. Intervisitation is a PRIVILEGE and should not be abused. The privilege is not

intended to be used in such a manner as to infringe upon the rights of your roommate or other residents within the hall, provide an unauthorized residence for a visitor, or bring about a situation which is of concern to the residence hall staff. Overnight visitors typically should not stay more than two to three consecutive nights, or multiple weekends. Be considerate of your roommate and your fellow residents.

Non-residents (visitors) must register at the main desk in each hall beginning at 9:00 p.m. until 7:00 a.m. in all halls except Gregory Hall and University Commons. The host is responsible for the conduct of the visitor or guest and must escort them while in the building regardless of the time. Visiting parents and guests under the age of 17 must follow the Guest Policy.

**\*\*During Little Siblings Weekend (February 24-26, 2012), all intervisitation is suspended except for properly registered siblings.**

### **Keys**

Upon registration at the residence hall, each resident is issued a room and mail-box key (if necessary). The replacement fee is \$20.00 for each key. Any resident who fails to return keys when he/she withdraws from the hall will be billed for each key and for costs associated with replacement of lock cores. Unauthorized possession or use of a master key is considered a serious offense and can result in disciplinary action.

### **Laundry**

Laundry rooms are provided in the basement of the suite style buildings, on the first floor of the corridor buildings and on each floor in University Commons. These rooms are open and available 24 hours a day. Laundry facilities are included in the room rates and require no currency to operate.

Availability of the machines can be seen at [www.laundryview.com](http://www.laundryview.com). These facilities are to be used by resident students only.

### **Letters of Warning**

Some violations of the University Student Code of Conduct and/or Housing Policies may result in a Letter of Warning. If a student receives three (3) Letters of Warning within three (3) consecutive semesters, he or she may have their housing license revoked and will be prohibited from residing in or visiting the residence halls.

### **Liability**

While every effort is made to provide a healthy and safe environment, the University assumes no responsibility for the personal property of students. This includes damage, loss, theft, fire, water damage, flooding or personal injury. Students concerned over personal property are encouraged to obtain liability insurance to cover any losses. Residents should review their families' homeowner's/renter's insurance policy to determine coverage needs. The University does not carry insurance on residents or on their property.

### **Lofts**

Loft beds are not permitted. Some residence halls have bunk beds available on a first-come first-served basis and can be requested through the online maintenance request system.

### **Lounge Furniture**

University furniture that is provided in common recreational and lounge areas is for public use and should not be removed from these areas. Any student with such items is subject to disciplinary action.

## **Mail Service**

There is daily US Postal mail service delivery provided to all halls Monday through Saturday. Roommates will be assigned a locked mailbox in the main lobby of their residence hall. Your mail should be addressed to your name, residence hall name and your room number. Carry your mailbox key with you, as mail cannot be handed out over the counter as per Federal Post Office regulations. Packages, special delivery, certified, insured, registered and postage due mail will be held in the residence hall office. Residents in receipt of these items will be notified and may pick up their mail during posted office hours. Students need to produce identification and must sign for these items in person. Mail delivery is suspended and not forwarded during regularly scheduled breaks. Students must notify correspondence, magazine and newspaper companies six weeks before leaving school for the summer or for extended periods with change of address to ensure timely forwarding.

\*\*Guaranteed express or other timed early delivery packages are independent of SUNY Fredonia and the front desks are not open 24-hours.

## **Maintenance Requests/Facilities Services**

If your room or living area needs some type of reasonable repair (i.e. leaky faucet, damaged shower ceiling, toilet leaks, nonfunctioning electrical outlet, etc.) go to the Residence Life Web Page, [www.fredonia.edu/reslife/](http://www.fredonia.edu/reslife/) to complete a Maintenance Request Form found under the “Assistance” link.

Occasionally repairs necessitate entering student living areas adjacent to or in the vicinity of an on-going issue. Rooms, suites, bathrooms and kitchens may be entered in order to complete repairs, for pest control, etc. Every effort will be made to give advance notice but in the case of an emergency

repair or to avoid further damage, proper procedures will be followed (see Staff Entering Student Rooms).

### **Move-In**

The Residence Halls will open on Saturday, August 20, and Sunday, August 21, 2011. All students should report directly to their assigned residence hall between the hours of 9:00 a.m. – 9:00 p.m.

### **Musical Instruments**

Practice of musical instruments or the use of amplifiers is prohibited in the residence halls. The music department has practice rooms in Mason Hall for that purpose.

### **Pets**

Fish are the only pets allowed in the residence halls. Tanks cannot exceed 10 gallons.

### **Posting Signs & Notices**

Signs and notices may be posted in the residence halls only on designated bulletin board areas. Before posting signs, check with the Residence Director or the Residence Life Office to see if your postings meet university standards. Signs and posters that are hung in unauthorized areas or outdated will be removed. Violators will be held responsible for charges associated with damage and/or removal.

### **Quiet Hours**

Quiet hours are in effect in all residence halls from 10:00 p.m. through 7:00 a.m., Sunday through Thursday evenings and 12:00 a.m. through 7:00 a.m. on Friday and Saturday evenings. These hours are set up for the benefit of all students and we ask that you respect the rights of others by observing these hours.

Because priority will be given to study at all times, consideration hours are in place 24/7. As such you may be asked to lower the volume by fellow residents or staff at times outside the stated quiet hours with an expectation that you comply. In addition, because of the abundance of rehearsal rooms in Mason Hall, practice of musical instruments is prohibited in the residence halls.

### **Recycling**

Within each residence hall, there are designated recycling areas. Students are strongly encouraged to set-up recycling bins within their own residence hall rooms and a tote is provided for each room. Students are responsible for transporting recyclable materials from their residence hall rooms to the designated recycling area for each hall. The custodial staff is responsible for the maintenance of the recycling centers and the removal of recyclables from these areas to the relevant collection point.

**\*\*All recyclable plastic, aluminum, tin and glass containers should be rinsed out prior to disposal (for sanitary reasons).**

### **Refunds**

Students may cancel their *Housing & License Agreement* without penalty prior to July 1. Once occupancy occurs, room refunds (less housing deposit) are made according to the following schedule: 1-7 days in residence 100% refund, 8-50 days in residence 50% refund, 51 days and above in residence 0% refund. Occupancy of a room for a portion of an academic semester obligates the student to payment for the total number of days in the specific room rate type. Rooms are contracted for the full academic year and the refund policy stated above pertains only to withdrawal from the University and not requests to leave university housing.

## **Removal from Campus Housing**

Students may be asked to leave the residence halls and/or the University if they cannot uphold their responsibilities as laid forth in the *Housing & License Agreement*, the University Code of Conduct and the Residence Life Policies and Procedures. Refunds are not granted for disciplinary removal.

## **Residence Hall Association (RHA)**

RHA represents the 14 residence halls on issues of concern to all resident students. RHA solicits input from hall councils and is the official policy development group recognized by the Residence Life Office. RHA is invited to the annual room rate review process and typically a representative from each residence hall is invited. RHA meetings are open to any and all resident students regardless of voting status.

## **ResNet**

The ResNet Office is an information technology helpdesk that provides services and support for students, staff and guests living in the residence halls. ResNet employs 8-10 students ResNet Technicians. The staff works closely as a team to facilitate information technology support calls as well as other projects throughout the year. The ResNet office is located on the first floor of Nixon Hall and is open 8:30 a.m. – 5:00 p.m. during the academic year and 8:00 a.m. - 4:00 p.m. during the summer.

- ResNet High Speed Ethernet Connections
- ResNet Wireless Access
- Hardware and Software Assistance
- Electronic Card Access
- Residential Network Security
- Residence Life Multi-Media Equipment

- Residence Life Smart Classrooms
- SUNY Fredonia Computer Purchasing Program
- Residence Life Axis TV

Please Note: The ResNet Networks (wired/wireless) are primarily for academic use. The ResNet Wireless Network is **clear** and **unencrypted**. For more information please go to [www.fredonia.edu/resnet](http://www.fredonia.edu/resnet), email [resnet@fredonia.edu](mailto:resnet@fredonia.edu), or call 673-3668.

### **Room Changes**

Room changes are permitted, with approval (based upon space availability), typically beginning after the 2<sup>nd</sup> week of classes. This time frame allows students to acclimate and familiarize themselves with their roommate, with college and their new environment. If a student desires to change a room or roommate, the proper paperwork may be obtained from the Residence Director in the hall in which the resident currently resides. Prior to a room change there is normally some mediation that takes place since sharing a room can be a challenge. All room changes typically cease before the last two weeks of classes. Students may check in or out in performance of a room change during posted staff office hours unless otherwise pre-arranged with the Residence Director.

\*\*Due to administrative and fairness issues, room changes prior to the start of the semester will not occur. Online networking sites are not a valid basis for requests due to the exaggerated nature inherent within them.

### **Room Consolidation**

Students who are not contracted for a single room and who do not have a roommate must accept a new roommate if one is assigned to them. The Residence Life Office reserves the right to consolidate residents to other assignments for the

purpose of more efficient space utilization. During the semester, Residence Life will reassign residents who occupy a double room alone within their own building to create empty rooms for those wishing to reserve single accommodations. Refusing to move or otherwise not cooperating with the consolidation process may result in single room rates being applied until the next semester.

### **Room Decorating**

Decorations on the walls make your room more like home, but we ask your cooperation in following the procedures below when decorating your room. Failure to follow these guidelines may result in damage charges upon checkout from the residence hall. All pictures, bulletin boards, posters, shelves, and other decorations must be hung in the wall slots or on the borders provided. Do not place decals or adhesive plaques on doors, walls and woodwork or vinyl. Students should be aware that street signs, traffic signs, construction signs, etc., that have been illegally obtained are NOT permitted in student rooms and will be removed and in some cases charges may also be filed. (See Decorations for further information)

### **Room Inventory**

The condition of your room and its furnishings should not change beyond normal wear and tear during your occupancy. Your RA will help you plan how to personalize your room without violating University policy (i.e. avoiding nails in walls, egress issues). Be sure to review your Inventory Condition Record carefully before you authorize it with your signature. You will be held financially responsible for any damages that occur. Residents are charged if university furniture is moved in or out of a room without prior authorization from the Residence Director or if there are any deficiencies in the room inventory at check out. Please take proper care of your room furnishings. Also, please be aware

that if damage occurs in public areas, either the individual (if known) or the group in the immediate living area will be charged. The Hall Council may be held collectively responsible for the damage occurring in the common areas.

### **Room Occupancy and Use**

The residence halls will be available for occupancy no later than 24 hours prior to the start of classes at the beginning of each semester or returning from scheduled breaks. The halls will close no later than 9:00 a.m. the day following class dismissal for scheduled breaks within the semester. The residence halls close and all students should plan to vacate for Thanksgiving Break, Semester Break, and Spring Break.

During finals week, all students must vacate their rooms immediately after their last examination with the exception of those graduating. Graduating seniors will vacate their rooms immediately after graduation exercises. Students withdrawing from school during the semester must vacate their rooms within 24 hours of the date of withdrawal. Special requests will be considered by the Director of Residence Life. Additional housing rates will apply for J-Term, May term and summer housing academic periods.

### **Room Specifications and Furniture**

Corridor style rooms are:

- Floor – 12'10" wide x 12'9" long
- Window – 6'9" wide x 5'4" high

Suite style rooms are:

- Floor – 10'10" wide x 13'4" long
- Window – 4' wide x 7'2" high

University Commons

- Double Floor – 12'10" wide x 13' long
- Single Floor – 12'11" wide x 10' long
- Window – 5 ½' wide x 4'7"high

Homemade furniture (i.e. loft beds, etc.) is not permitted due to fire safety. Any equipment made of 2"x 4" wood, etc., should not be brought to campus.

Residence hall rooms are designed for double occupancy and are furnished with closets, individual bed, dresser, desk and chair. Students must supply their own blankets, pillow, bedspreads, rugs, fire safe draperies and desk lamps. All furniture that comes with the room must stay in the room, as storage space is limited.

### **Single Rooms**

Single rooms may be requested by seniors only and are not guaranteed due to space constraints. Residents who accept a single accommodation will be assessed a housing charge based on approved rates. Guidelines related to this option are available from the Residence Life Office.

### **Smoking Policy**

SUNY Fredonia's residence halls are smoke free. Smoking is NOT permitted within the building, hallways, suite rooms, bedrooms, bathrooms, lounges, laundry rooms, or kitchens. This includes smokeless cigarettes. Any smoking outside must be at least 50 feet away from the building entrance.

### **Solicitation and Distribution**

Solicitation and sales by residents and other persons in the residence halls are strictly prohibited.

### **Special Interest Housing**

Special Interest Housing options as well as Living Learning Communities are available. Please make contact with the Residence Life Office to review these options (e.g. substance free, honors, sustainability, cross cultural, health and wellness).

## **Staff Entering Student Rooms**

In the interest of maintaining the residence halls as environments that provide for the health and safety of the residents, it is occasionally necessary for the residence hall staff to exercise its contractual right to room entry. Rooms, suites, bathrooms and kitchens may be entered in order to complete repairs, pest control, or for the annual fire inspection (see Fire Inspections for notification guidelines).

No student room shall be entered without first knocking and allowing the occupants sufficient time to open the door. In the absence of occupants or failure to open the door, the room shall be entered by the residence staff only when evidence exists that the health and welfare of the residents may be endangered or if an alarm is sounding.

## **Storage**

Luggage rooms are minimally available in each residence hall for limited storage during the academic year only. Storage is NOT available during the summer months. Your name, university address and home address should be clearly affixed on all sides of the items you place in storage. Cardboard boxes cannot be stored in luggage areas. The University cannot assume any responsibility for any loss or damage to items left in storage. All items left in storage after the spring semester will be disposed of during the summer months.

## **Substance Free Living Environments**

Substance Free Communities provide students with a living option free of tobacco products, alcoholic beverages and other drugs. All residence halls and on-campus facilities have been designated to accommodate for non-smoking living in comfort. Smokers will please smoke at least 50 feet away from any building entrance on campus.

## **Telephone**

Your residence hall telephone service is provided by the Residence Life Office. It is the only number available to faculty/staff or other members of the University Community and necessary for maintenance requests. You have immediate access to on campus and local telephone calling upon your arrival to your room. Your telephone service comes with a voice mail feature. Please make sure you follow the directions to change the voice mail announcement to indicate the current occupants of the room. For telephone or line repair, please go to [www.fredonia.edu/reslife](http://www.fredonia.edu/reslife) and click on the Telephone Problems icon in the Assistance section.

## **Trash Removal**

This is your “home away from home” so please treat it with the same degree of respect you have for your family home. Whenever large numbers of residents live together, their trash becomes a target for pests. You can help eliminate this problem by keeping your residence hall clean and neat. Use the proper receptacles for disposal of trash and recyclable materials. The residence hall custodial staff will remove trash and clean public lounges, hallways, lobbies, and bathrooms on a regular basis.

## **University Commons**

This facility consists of 124-premium spaces, featuring single and double rooms. Every two rooms share a bathroom. Each room is equipped with heat and air conditioning, which can be controlled in the room, a television and a microfridge unit. Laundry facilities are located on each floor.

The Cranston Marche dining facility, the University Bookstore, a convenience store, Starbucks, as well as FSA offices are also located in this facility.

## **Minimum Standards of Living**

In accordance with the requirements of chapter 416 of the Laws of 1988, the State University Board of Trustees has approved minimum living condition standards, which, along with guidelines developed by the campus, set standards for conditions in residential facilities.

### **Standard I**

The residence halls shall be constructed and maintained to conform to all applicable safety codes and health standards.

#### **Guidelines**

1. All furnishings and equipment supplied by the University will meet applicable fire and safety codes and standards promulgated by the State of New York.
2. Each resident's bedroom will have an operational smoke detector.
3. Student residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and appliances, as detailed in the *Housing & License Agreement*, the University Code of Conduct and the Residence Life Policies and Procedures.
4. Inspection and assessment of the physical facility and its components (i.e., water, heating system) is conducted annually by appropriate personnel in Residence Life. The report of this inspection is distributed to appropriate campus personnel.

### **Standard II**

The campus maintenance plan shall provide for regular schedule of cleaning and repair of all common areas in residence halls.

#### **Guidelines**

1. Cleaning of lounges, hallways, bathrooms, and other common areas used by all residents will occur on a regular basis.

2. Every reasonable effort will be made by the Residence Life Office to keep residential facilities sanitary and vermin free, and all appliances in good working order or removed from service. Residents will also share in this responsibility.
3. Whenever a question arises about the condition of a particular student bedroom, the RA, in consultation with the RD, will recommend to the Director of Residence Life whether such rooms should be removed from service until conditions are corrected. The Director of Residence Life will make the final determination, and report these spaces as uninhabitable through the annual Utilization Report.

### **Standard III**

#### **Guidelines**

1. Each resident will be provided with adequate room/suite and lounge furniture. As a minimum, except in the case of over assignment, each resident will be provided with a bed, a desk, a light source, a dresser and a closet or a wardrobe cabinet. All such equipment will be clean, sturdy, and of acceptable appearance.
2. The Residence Life Office assesses the condition of all bedroom furniture during each academic year, and utilizes the target amount recommended by SUNY Central Administration for replacement furnishings. It is the responsibility of all residents to report any maintenance problems to their RA or RD as soon as problems are identified.

### **Standard IV**

#### **Guidelines**

1. All requests for repairs should be reported directly to the appropriate residence hall office, or in the case of an emergency occurring other than during the typical day,

through the emergency procedures coordinated through University Police. Should residents have a question about the status of as a service request, they may check on that status by contacting their Residence Director.

2. To the extent possible, major rehabilitation or other capital projects will take place at times when residents are not in occupancy. Major construction projects that are disruptive to ongoing programs will not continue during scheduled examination periods. If this is impossible, arrangements will be made to house residents elsewhere.

## **Standard V**

### **Guidelines**

1. Planned outages that extend for a significant period of time will result in a reduction in the basic housing rate for all affected residents.
2. Should a residential area lose basic service such as heat, hot water, or light, and that loss is an extended period of time, alternate space will be identified, to the extent possible, to accommodate affected residents. Residents will have the option of accepting an alternate space as either a permanent reassignment or as temporary living space until service is restored in their regularly assigned space. Should an entire residential area be without services for an extended period of time, and sufficient space in other areas to accommodate affected residents does not exist, to the extent possible arrangements will be made to find alternative living accommodations for these residents. If this is not possible a portion of the resident's room charges will be credited to their account.

## **Your Housing Rights and Responsibilities**

In accordance with chapter 416 of the Laws of 1988, the State University Board of Trustees has directed that all campuses operating residence halls adopt policies relating to

the rights and responsibilities of residents. The Trustees also directed that such campus policies be published in student handbooks, or similar publications, and be distributed to residents. The following guidelines for rights and responsibilities of campus residents at SUNY Fredonia are intended to supplement principles and policy statements already developed.

1. The Office of Residence Life supports the 1985 Association of College and University Housing Officers – International (ACUHO-I) Standards for College and University Student Housing (revised 2005). The following paragraphs include these rights and responsibilities. However, these rights carry with them reciprocal responsibilities on the part of the individual to insure these same rights for other residents.
2. The University reserves the reasonable right to enter student living quarters to ensure the health and safety of residents. Rooms, suites, bathrooms and apartments may be entered in order to complete repairs, for pest control, or to investigate when there is a reasonable cause to believe that someone may be in danger or in violation of campus or civil regulations. For purposes of health and safety inspections, Residence Life staff will post notices no less than 24 hours prior to the visit. The Office of Residence Life is genuinely concerned about the right of privacy. Residents who believe that their privacy has been compromised may lodge complaints with the Director of Residence Life.
3. Inspections of rooms, suites and kitchens (where appropriate) for damage will be conducted before residents check out. Prior to the time of their departure, residents will be informed to the extent possible of the cost of room, suite, and kitchen damages. Residence

Directors will have copies of the Minimum Price Index. At the time damages are identified, residents will be provided a summary of the typical costs for repair of damages. When residents receive bills for damages they will also receive information about appealing the damage bill.

4. Residents will be held accountable for damages to residence hall property (buildings, equipment and furnishings). Residents have a responsibility to refrain from causing property damage through vandalism or other intentional or reckless misconduct. It is incumbent upon residents to report to the Residence Life staff any situations involving property damage due to vandalism and the names of those responsible. Residents and non-resident students responsible for property damage will be billed for damage and will also be subject to disciplinary action in accordance with the Student Code of Conduct. All monies collected from residents resulting from damages for which they are responsible will be applied, whenever possible, to the repair of that damage within one semester or during the summer recess.

## **Students have the Right**

- To have free access to their living accommodations.
- To expect a regionally competitive price on housing accommodations and food service.
- To written copies of University residence life policies and procedures as well as individual building policies which govern individual and group behavior.
- To respect and safety of personal property.
- To expect safety and security measures be in place for the well being of all.
- To study without interruption or interference, free from unreasonable noise.
- To be free of intimidation or harassment.

- To express themselves creatively within established guidelines either individually or by association with groups.
- To expect enforcement of the *Housing License & Agreement*.
- To direct access of staff who provide assistance, guidance, and support.
- To host guests, within guidelines.
- To equitable treatment when behavior is in question.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To enjoy individual freedoms without regard to race, gender, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- To participate in student governmental and housing department committees.
- To individual and group educational and developmental opportunities in the living community.
- To participate in self-governance.
- To expect all community members to adhere to the Student Code of Conduct and Residence Life Policies & Procedures.

### **The University has a Right to Expect**

- Official communications or instructions given by phone, email, letter, or other postings to be read and followed.
- Compliance with reasonable requests made by staff or University officials.
- Timely adherence to room and board payment schedules.
- Individuals to accept responsibility for their actions and behavior as well as those of their guests.
- Students to report violations of rules and regulations to appropriate staff.
- All residents to respect the rights of others.

- Students to contribute positively to the community by participating in educational and developmental activities.
- Good citizenship and civility on campus and within the local community.