

Housing Manual

Terms and Conditions of Residence Hall Occupancy at Plattsburgh State

Housing Policy	2
General Information	3
Terms and Conditions of the Residence Agreement	3
General Conditions	3
Liability	4
Conditions of Occupancy	4
Room Changes	5
Refunds - Room and Board	5
Residence Hall Regulations	6
Social	6
Alcohol	6
Residence Hall Environment	7
Recycling and Residence Halls	7
Visitors to the Campus	7
Room Visitation	8
Overnight Guests	8
Lounge Usage	8
Health and Safety (includes prohibited items/activities)	8
Before You Arrive	9
Moneys Payable in Advance of Arrival	9
What to Bring	9
Arrival Procedure	10
Check-In Procedure	10
Locating Your Residence Hall	10
Absence from Residence Halls	10
Vacation Procedure	10
Search & Inspection Procedures	11
Check-out Procedures	12
Services Available in Residence Halls	12
General Services	12
Mail	12
Residence Hall Maintenance	13
Residence Hall Security/Door Access	13
Residence Hall Personnel	13
Residence Hall Government	13
Statement of Students' Rights and Responsibilities	14

**STATE UNIVERSITY OF NEW YORK
COLLEGE AT PLATTSBURGH HOUSING POLICY**

The rules and regulations relating to on-campus housing as promulgated by the Board of Trustees state that, "Every student in full-time attendance at a state-operated unit of the University, other than married students or students residing with a parent or parents, shall be required to live in a dormitory maintained and operated by such unit or to have permission under such provisions as may be made therefor by the chief administrative officer of such unit to live off campus."

In accordance with Board of Trustees Policy it is believed that each campus of the University has a responsibility to its students, their parents or guardians and to the public, to assure the availability of safe, adequate and properly supervised student housing.

The College at Plattsburgh, recognizing that housing in residence halls is the most satisfactory and certain way to carry out the University's educational interest in and responsibility for the living conditions of its students, has established the following regulations:

All undergraduate students must live in State-owned and operated residence facilities, with the exception of the following:

- Married students
- Students living with parents, guardians, or immediate relatives and commuting
- Students 21 years of age or older, prior to October 1 of the academic year in which they enroll (March 1 for Spring enrollees)
- Students who have lived for four semesters (two academic years) on a college campus, who, upon application, may be granted permission to live off-campus
- Students who are closed out of campus housing and therefore must live off-campus

It is the responsibility of each student to keep a current college, home and emergency address on file with the College Housing and Residence Life Office.

**STATE UNIVERSITY OF NEW YORK
Minimum Living Condition Standards
for University Residence Halls**

Adopted by the Board of Trustees June, 1989

- I. The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards.
- II. The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls.
- III. The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light and hot water.
- IV. The campus shall establish procedures for routine and emergency repairs to residence hall facilities.
- V. The campus shall establish procedures for redress for student residents in the event of the loss of services such as heat, light and hot water in residence halls for extended periods that are within the control of the campus.

PREFACE

This manual has been prepared and published by the Housing and Residence Life Office for use by students who will be living in college residence halls. It has been incorporated into your residence hall agreement.

We hope it will present in a clear, straightforward manner the rules, regulations, policies and procedures necessitated by a group living situation. You are responsible for becoming familiar with all the specifics affecting the operation of your particular residence.

If you have any questions regarding these matters, contact a member of your residence hall staff or the Housing and Residence Life Office. If they are unable to answer your questions, they will refer you to someone who can. If you take issue with any of the regulations or guidelines, please refer to the method of amending them outlined below. The procedures are:

- Contact a member of your Residence Hall Government
- Contact a member of the Residence Hall Staff
- Contact the Housing and Residence Life Office

The formulation of an amendment or a new policy is subject to the approval of the Chief Student Affairs Officer, who is responsible to the College Council for all regulations concerning student affairs.

We urge you to take the time to read through all the information provided. As you look through the manual you will notice the following symbol #. This signifies that additional information on the subject is available on request from the Housing and Residence Life Office.

GENERAL INFORMATION

1. All furnishings and equipment supplied by the College meets applicable fire and safety code standards promulgated by the State of New York.
2. Each resident's sleeping room has an operational smoke detector.
3. Access to residence hall living is provided for the differently abled student in accordance with applicable codes and standards (e.g., Section 504 of the Rehabilitation Act of 1973). Part of one campus residence hall (Adirondack Hall) has been so designated.
4. Inspection and assessment of the physical facility and its components (e.g., water, electricity and heating systems), is conducted annually by appropriate campus personnel.
5. A regular schedule for cleaning of common areas including lounges, hallways, bathrooms and areas used by all residents has been established. Copies of this schedule are posted on each floor of each residence hall.
6. Every reasonable effort by the campus administration and student residents is made to keep residence halls sanitary and vermin free, and all appliances provided by the college will be in working order or removed from service.
7. An established procedure has been developed for declaring student rooms unlivable and for removing them from service until conditions are corrected. Copies of this procedure are available in the Housing and Residence Life Office
8. The College provides each student resident with adequate living and lounge furniture. As a minimum, except in the case of tripling, each student resident is provided with: a bed, adequate area illumination, chair, dresser/chest, desk/carrel unit, closet or wardrobe. All such equipment should be clean, sturdy, free from major scarring and of acceptable appearance.
9. The College provides for a planned replacement or rehabilitation of residence hall furnishings. Thus, pieces identified as unacceptable are replaced from the college inventory or factored into the annual furniture replacement schedule.
10. Protocols have been established to promptly address inquiries, requests and complaints regarding routine repairs and maintenance for the provision of heat, lights and hot water. Every attempt is made to accomplish all such repairs within a reasonable amount of time. Such protocols are available to each student resident.
11. To the extent possible, major rehabilitation or other capital projects take place at times when students are not in occupancy of the residence halls.
12. Should a residence hall room be without heat, light or hot water for extended periods or be determined to be unlivable according to procedures available in the Housing and Residence Life Office, reassignment of the resident on campus is achieved after a member of the Housing and Residence Life Staff consults with the student. Such reassignment may be to another student room, a guest room or a common area set up for the purpose of emergency housing.
13. Should a SUNY Plattsburgh residence hall room be without heat, electricity, or hot water for an extended period of time, and the situation is determined to be within the control of the campus, and on-campus space is not available, consideration is given for refund of a portion of room rent. Such consideration follows consultation among the offices of Housing & Residence Life, Maintenance & Operations and Business Affairs.

TERMS AND CONDITIONS OF RESIDENCE AGREEMENT

General Conditions

- Students agree to abide by all rules and regulations concerning living in a college residence for academic year and/or arranged vacation housing.
- The Residence Agreement is binding for ONE ACADEMIC YEAR, (fall and spring semesters). Exceptions are made for students graduating at the end of the fall semester or entering residence for the spring semester. The agreement period does not include vacation periods.
- Requests for any alterations in the Residence Agreement will be considered on an individual basis by the Housing and Residence Life Office (e.g., students who move on campus in the fall and wish to live off campus for the spring) must request permission to do so in writing. Appropriate paperwork can be found at the Housing and Residence Life Office.
- Students who live on campus for the Fall semester and who are officially released from their residence hall license agreement to live off campus for the Spring semester will be liable for a \$500 Cancellation Charge. Students who do not receive permission through the appropriate channels will be liable for all housing charges. Exceptions are granted to those students whose academic program requires them to live outside the Plattsburgh area. (e.g., study abroad, certain student teaching assignments, certain internships/coops, Miner Center, etc.). Students who graduate, transfer, move home, withdraw from college, take a leave of absence, are disciplinarily suspended/dismissed from the college or whose exchange program ends are exempt.
- Living in a residence hall mandates each resident's participation in a full meal plan. The meal options available for purchase will be determined by College officials under the Board of Trustees Policy.
- Failure to: check-in to the hall, reside in the assigned room, eat meals, or pay room and board charges does not release a student from the obligations of the State University of New York at Plattsburgh Residence Agreement.

-Students, upon receipt of notice that they have been denied permission to register for the next academic term, must contact the Housing and Residence Life Office, complete check-out procedures and make arrangements to vacate the residence hall within 24 hours.

-Students who have been dismissed from the College for academic reasons who enroll in Clinton Community College or one of Plattsburgh's part-time student programs, should be aware that they may not remain in the residence hall.

-Returning students who have applied for on-campus housing and who decide not to attend college, having previously been in attendance, must notify the Academic Advising Office for official withdrawal from the College. Until this is done, the student will be held responsible for the payment of his/her Residence Agreement.

-New students who have applied for on-campus housing and who decide not to accept admission must notify the Admissions Office for official withdrawal from the College. Until this is done, the student will be held responsible for payment of his/her Residence Agreement.

-The College unconditionally reserves the right to inspect rooms at times convenient to its staff (Be reminded that inspection is not the same as search. Search is defined below.), to cancel any room and board assignment at any time, and to effect other steps necessary and advisable for the safety, security and conduct of its residence programs.

-All residence hall bathrooms are for the common use of the floor, wing or suite. In order for our custodial staff to adequately clean them in a timely fashion all residence hall bathrooms are designed as carry in/carry out facilities. Thus personal items may not be left in residence hall bathrooms.

Special Note

-Room reservations will not be held longer than 24 hours past the beginning of classes. Students who do not check into their assigned residence hall on time will **forfeit** their hall, room and roommate assignment.

-It is the responsibility of all students to keep their rooms and/or suites clean and neat, so as to maintain a basic standard of health and safety.

-The State University of New York at Plattsburgh reserves the right to adjust room rates at any time, should the need arise.

Liability

-The College does not take responsibility for losses suffered on campus because of fire, theft, water damage or other cause. It is, therefore, advisable that all students who will reside in a college residence hall check the extent of their current home insurance or seek coverage through a special policy. The risk of having personal property in a college residence hall is borne entirely by the student and not the College or University. **STUDENTS SHOULD KEEP THEIR ROOM AND SUITE DOORS LOCKED AT ALL TIMES.**

-When students move into their rooms and/or suite they should see that an accurate Initial Room or Suite Content Record is completed. All students assigned residence in a residence hall will be held responsible for any damage to their rooms or quarters, or to the furniture, fixtures, equipment and effects contained therein and for any damage caused by them to any part of the residence hall premises or attendant facilities. Failure to complete the check-out condition portion of this record does not exempt the resident(s) from financial responsibility for repair/replacement costs.

-Student residents have a responsibility to refrain from causing property damage through vandalism or other intentional or reckless misconduct. It is incumbent upon student residents to report to residence hall staff in a timely manner situations involving property damage due to vandalism along with the names of those responsible.

-Where two or more students occupy the same room or quarters and it cannot be ascertained which student(s) is responsible for the damage or loss, an assessment will be made against both or all equally.

-The cost of repairs and/or replacement shall be assessed against the individual involved or equally against residents of a building, wing, or floor, as appropriate in the event of damage to corridors, common rooms, and/or equipment, furniture, fixtures, effects contained therein for which responsibility cannot be specifically fixed.

-Inspection for residence hall damage that will be assessed to resident students is conducted when possible before residents vacate the residence halls. If such inspection has occurred at the time of their departure, student residents are informed of such damages that have been identified as assessable to them. At the time students check out of the residence halls, they are given a standard repair summary which lists the typical costs for certain categories of damages. Resident students who vacate residence halls without formal notification to campus officials are not entitled to these pre-departure inspection or identification procedures prior to the assessment of damages.

-Any student guilty of a breach of College regulations or who fails to pay any fee or assessment as required, shall be subject to such appropriate disciplinary action as may be determined by the College.

-Within the residence halls, items such as posters, etc., should be attached with materials that will not cause damage to the walls. (Use masking tape and not scotch tape.) Remember, you will be held responsible for any damage that should occur. Memo boards, picture hooks, etc., may be purchased at The College Store.

-All moneys collected from students attributable to damages for which they are responsible are applied, whenever possible, to the repair of that damage within one semester, or during the summer recess period.

Conditions of Occupancy

-Full-time matriculated students will have preference for residence hall assignments (double occupancy).

-All students will be assigned to double rooms and should expect a roommate unless otherwise notified by the Housing and Residence Life Office. Students are expected to maintain double occupancy whenever possible. (i.e., the room must be set up so that a new roommate can move in at any time.) In situations where all students who are requesting housing cannot be accommodated in double occupancy rooms, emergency triples (i.e., double rooms occupied by three people) may be assigned. Under these conditions a rent credit is earned on a quarterly basis as long as space is unavailable for double occupancy. Credits for fall semester triples are applied to spring invoices for continuing students.

-Students requesting occupancy of a double room as a single must be aware that these reservations can not be guaranteed. Those students with medical need for single accommodations must submit written verification from their physician or the campus office of Student Health Services at the time they apply. Once a semester begins, responsibility for payment of additional rent for a double room as a single will only be relinquished if the student obtains a roommate by finding someone to move in with or having someone move into their room. The student's bill will be adjusted at a time when changes are complete.

-The College reserves the right to fill vacancies or make any reassignments it deems appropriate. Students may not contract for specific rooms.

-At the beginning of each quarter and/or semester, students without roommates may be requested to double up or be charged for occupying a double room alone. (Students will not be allowed to move to an empty double room unless they are willing to pay the additional rent for a double as a single. Rent will be prorated if appropriate.) Students without roommates will be contacted by the Housing and Residence Life Office and given a period of one week in which to comply with the above.

-The University reserves the right to change the occupancy of a room with an adjustment in room costs for all students involved. Any change in room rental rates occurring because of a change in the status of a student's room becomes effective with the quarter following the quarter in which the change occurs.

-If students withdraw, get dismissed by the College, are officially released from their Residence Agreement, or have completed their last scheduled final examinations, arrangements must be made to vacate their room in good order within 24 hours. Graduating seniors are exceptions (see college calendar for dates and times).

-Students may opt for "Special Living Situations" which may require an additional agreement specific to the "Special" area. These agreements are then incorporated into the Residence Hall Room License Agreement.

Room Changes

-When warranted, students may request a change in their living situation. Students should be aware that before a change can occur roommates must be considered and taken into account. Changes within a residence hall may be arranged with the Residence Hall Director unless they involve singles. Changes between residence halls and to singles are arranged with the Housing and Residence Life Office.

-All room changes must be approved and arranged prior to the actual physical move. The actual physical move can occur only at certain times during the semester. At the time students arrange a move they are apprised as to when the physical move can occur.

-End of first semester room changes must be arranged before the last week of the semester. The actual physical move takes place during the last week of the semester and must be made before leaving campus. Students who leave rooms not ready for new occupants will be requested to return to campus during vacation to do so or be billed for cleaning and set-up or renting the room alone, as appropriate.

Refunds -- Room and Board

When a student decides not to attend the College, is refused permission to register, or is officially released from the contract by the Housing and Residence Life Office, housing refunds will be granted under the following conditions:

Fall Semester

* Students deciding not to attend, leaving the College or officially released from residence, will have the \$50.00 advance rental deposit refunded in full if a full written request is submitted prior to July 1 or within 30 days after notification of acceptance, whichever is later. Students will be eligible for a partial refund of \$10.00 if a full written request is submitted between July 1 and opening day for Fall Semester.

* Students deciding not to attend, leaving the College or officially released from residence after July 1 but prior to entering residence, who have prepaid room and board, will be refunded the room and board fee paid in advance less the \$50. advance rental deposit unless eligible for a refund as outlined above.

Spring Semester

* Students deciding not to attend, leaving the College or officially released from residence will have the \$50 advance rental deposit refunded in full if a written request is submitted prior to December 15 or within 30 days of notification of acceptance, whichever is later.

* Students deciding not to attend, leaving the College or officially released from residence after December 15 but prior to entering residence (for those applying for Spring Semester housing only), who have prepaid room and board, will be refunded the room and board fee paid in advance less the \$50 advance rental deposit unless eligible for a refund as outlined above. Continuing students are

reminded that they are also liable for this \$50 advance rental deposit should they decide not to attend, leave the College or be officially from residence after January 1.

* Cancellation Charge - Students who live on campus for the Fall Semester and are officially released from their residence hall license agreement for Spring, will be liable for a \$500.00 Cancellation Charge. (Exemptions are available for student teaching, internships, study abroad or for other reasons if your academic program requires living off campus.) See Terms and Conditions of Residence Agreement (page 3) for details.

Room and board refunds are based on the date personal effects are removed from the room and check-out procedures are completed. All refunds will be made by check and mailed to the student's last known permanent address of record. Room and board refunds are granted in accordance with the following:

* Room -- After a student has registered and once occupied a room, there will be no refund for the balance of that quarter (half of semester).

* Board – Meal refunds are issued to students who are withdrawing from college. See Student Guidelines for the refund policy adopted by the Executive Committee of the College Auxiliary Service.

RESIDENCE HALL REGULATIONS

NOTE: All expectations and regulations found in the publication *Student Conduct Manual* also pertain to resident students, but are not reprinted herein. Also not listed are those behavior expectations made of all mature, intelligent, reasonable human beings.

Social

The following are prohibited in and around University operated residence halls:

* An offensive or disorderly act that interferes with the rights of any person.

* Fraternity or sorority activities that include rushing, new member education and fund raising activities.

* Hazing in every form is prohibited, and is considered to be an interference with the personal liberty of others and includes any act of domination by some students over others that may lead to personal injury, emotional disturbances, physical discomfort, or humiliation. It is also defined as harassment by banter, ridicule or criticism as well as playing abusive and humiliating tricks or pranks. Also, hazing which involves the forced consumption of alcoholic beverages or drugs for the purpose of initiation into, or affiliation with, any organization is specifically prohibited.

* Consumption and/or possession of illegal drugs.

* Property illegally procured (e.g., State, Federal, Local or miscellaneous signs).

* Gambling.

* Solicitation and sales by residents or others is strictly forbidden in the residence or dining areas unless approval is granted by the Housing and Residence Life Office and/or Vice President for Student Affairs. Solicitors should be requested to prove such approval.

Alcohol

I. Legal personal consumption of alcohol is permitted in the college residence halls. Alcohol events or parties within the residence hall area are not permitted.

A. Students under 21 years of age may not possess alcohol or be present where there is an open container of alcohol.

B. Personal consumption is limited to reasonable quantities of alcohol. Kegs, half-kegs, quarter-kegs, etc., and other unreasonable quantities of alcohol are not permitted in and around residence halls.

C. Responsibility for violations of the college alcohol policy rests with the assigned occupants of the given room or suite and with any individuals who may be identified.

D. Alcohol beverages may be consumed only in student rooms. Upon request to the Residence Director, exemptions may be granted to consume alcohol in suites when all official occupants of that suite are 21 years of age or older.

E. Students found using and/or in possession of any device, mechanism or tool (e.g., pong table, funnel, etc.) used to promote dangerous (i.e., large quantities or rapid) alcohol consumption may be referred judicially and have the item in question confiscated.

F. Alcohol containers, whether opened or closed, may not be left unattended in suite lounges. When this is found to be the case all occupants of the suite will be subject to college judicial action.

G. Violators of established procedures will be subject to college judicial action.

H. Note: It is expected that students of legal drinking age will not consume alcohol in the presence of students under 21 years of age.

II. CIRCUMSTANCES DEFINING UNAUTHORIZED ALCOHOL EVENTS - The presence of any one of the circumstances defined below is sufficient for judicial action to be considered.

A. The Amount of Alcohol!

- If the amount of alcohol involved is adjudged excessive for the number of those present.

- B. The Number of People!
- If alcohol is present and the number of people present exceeds the following limits: (Note that a distinction is made between student rooms and suites).
 - Single Student Room - More than 2
 - Double Student Room - More than 4
 - Six Person Suite - More than 8
 - Eight Person Suite - More than 10
- C. The Behavior!
- 1. If the behavior of the people involved is disorderly.
 - 2. Drinking games that typically involve a set of rules designed to ensure a large and/or rapid consumption of alcohol are not allowed.
 - a. Drinking games include, but are not limited to, board games, commercial games, card games, and dice games involving alcohol, funnels, quarters, flip cup, around-the-world parties, beer pong and any other alcohol-consumption activities based on speed and/or volume of consumption.
- D. The Accessibility!
- If the alcohol involved is available on a help yourself basis.
- E. The Organization!
- If a gathering is organized in such a way as to invite people either verbally or in writing to come to the room or suite to drink or party.

III. Also, residents need to be cognizant of the law regarding the selling or dispensing of alcohol to those students under the age of 21. Such activity is illegal and as such cannot be tolerated or condoned by the college. Residents engaging in such activity subject themselves to college judicial charges and/or arrest and, if found responsible, risk severe sanctions. In rooms where it cannot be ascertained who has served or sold alcohol to those underage, the responsibility will lie with the designated occupant(s) of a given room and/or suite.

SPECIAL NOTE: Rooms and/or suites cannot always be assigned with students who are the same age although every attempt is made to match roommates ages. In a case where one or more residents of a suite are under the age of 21, any consumption of alcohol must take place in a private room of student(s) who are 21 or older.

Residence Hall Environment

The State University College at Plattsburgh is committed to the concept that its residence halls complement and foster the academic and intellectual development of its students. There is an expectation that campus residence halls must be conducive to studying, especially in the evenings. To that end, the ability to occupy and enjoy one's room for the purposes of studying in peace and quiet takes precedence over any other activity. On Friday and Saturday evenings common courtesy must prevail. Loud noise and disorderly behavior is not acceptable at any time. Breaches of conduct will be dealt with as appropriate and if necessary through judicial procedures. All residents share the responsibility for maintaining this academic environment. This is in no way the sole responsibility of the Residence Hall Staff. Following is the noise policy for all residence halls (Designated Mandatory Quiet floors have additional quiet hours.):

Sunday through Thursday – 10:00 am to 10:00 pm – **Common Courtesy Hours** (priority is always given to those students who wish to study, sleep, etc.) 10:00 pm to 10:00 am – **Quiet Hours** Between these hours noise should not be heard coming from residence hall rooms from a distance of 2 doors away. In suite buildings, RAs will close suite doors on second rounds (approx. 9 pm). Noise should not be heard coming from suites during this time.

Friday and Saturday - 10:00 am to 12:00 am (midnight) – **Common Courtesy Hours** (priority is always given to those students who wish to study, sleep, etc.) 12:00 am (midnight) to 10:00 am - **Quiet Hours** Between these hours noise should not be heard coming from residence hall rooms from a distance of 2 doors away. In suite buildings, RAs will close suite doors on second rounds (approx. 9 pm). Noise should not be heard coming from suites during this time.

Recycling and Residence Halls

Recycling stations have been established in each residence hall. It is the responsibility of each resident to bring their recyclables to the collection point. Watch for posters outlining what items are recyclable. Generally aluminum, newspaper, glass, #2 plastic and cardboard are always recyclable.

VISITORS TO THE CAMPUS

- Visitors to the campus of the State University College of Arts and Science at Plattsburgh are welcome, however, they are subject to all civil laws.

- Persons not officially connected with the College who attempt to interfere with the process of self-governance on campus by harassment, intimidation, disorderly conduct, loitering, criminal trespass or other illegal acts will be reported to Civil Authorities in accordance with the New York State Penal Law.
- Visitors to college residence halls must be hosted by students, faculty or staff members. Others may be denied access to facilities. Any unescorted person needing to enter a residence hall, other than a member of the College community, must gain access through the Housing Office. Visitors whose conduct is considered by College Officials to be inappropriate, even though they are guests of students, may be denied access to these and other college facilities.

ROOM VISITATION GUIDELINES

- Students residing in college residence halls may host **visitors** in their room with the permission of their roommate any time of the day or night. Please note that there is a distinction between visitors and overnight guests.
- To avoid visitation infringing on any individual's right to peacefully occupy his/her own room, the occupant of the room who is not hosting a visitor has **priority** over the use of the room.
- Visitors from outside the hall should be escorted during the hours that the hall is closed (i.e., midnight to 6:30 a.m.).
- Visitors must use the lavatory facilities designated for their gender or public facilities. It is the responsibility of the host to inform the visitor of these locations.
- Hall residents have the obligation to report any violations or abuses of these guidelines to their R.A. or Hall Director.

OVERNIGHT GUESTS

- An overnight guest must be hosted by a residential host and is limited to 3 consecutive nights on campus and a maximum of 2 times per month unless prior approval is obtained from the Residence Hall Director. All residential hosts must inform their Resident Assistant, in writing, indicating their roommate's permission when they plan to have an overnight guest. The same procedure is followed for anyone staying in a room on campus other than her/his own. Resident Assistants will maintain a residence hall student guest register. The College reserves the right to limit the number of overnight guests.
- An overnight guest may not occupy a room and/or bed/space in the absence of his/her host.
- Overnight guests must be at least young adults (12 years of age).
- Guests are subject to the same regulations as the host, with the host being responsible for his/her guest. The host should inform the guest of rules, hours and facilities. The rights and property of roommates and other residents of the College must be protected from unwanted intrusions and vandalism.
- Vacant rooms are not opened for overnight guests.
- Any unregistered guest may be ejected upon detection regardless of the hour. An unregistered guest is considered a trespasser and may be subject to arrest in accordance with New York State Penal Law.
- The procedure for overnight guests must be followed if a student wishes to stay overnight in a residence hall other than his/her own.

Lounge Usage

- * Unless prior approval is received from Housing and Residence Life, all residence hall space including lounges is reserved for use of hall occupants.
- * Functions in the Residence Hall Lounges must be approved by the Hall Government after consultation with the Residence Director.
- * Sleeping in Residence Hall Lounges is prohibited.
- * The College reserves the right to limit the number of guests who may be entertained by any one person in a Residence Hall Lounge.
- * Use of patios adjacent to the Residence Halls for social events is subject to the approval of the Residence Director and the Housing and Residence Life Office.
- * Decorations in any residence hall lounge must be approved by the Residence Director. String lights may not be used as a long-term (greater than one week) decoration in lounges.

Health and Safety

- * Due to personal injury to college employees, cinder blocks are highly discouraged. Occupants will be billed for removal of any left at departure.
- * Students are expected to keep their living area(s) clean and free of safety hazards.
- * Fire drills will be conducted in all residence halls in accordance with the State of New York fire regulations. Every student must evacuate during emergencies, fire drills, or whenever the alarm sounds.
- # Our present Housing Policy allows for construction and painting in residence halls within the guidelines established by the Housing and Residence Life Office. The concern for safety and possible damage mandates that such activity receive prior approval. Copies of the appropriate guidelines are available upon request.
- * In accordance with New York Fire Codes, wall decorations may only cover **20%** of the wall space. Curtain material must be flame retardant and would be included in the 20% maximum noted above. Decorations may not be hung from the ceiling and may not interfere with any fire safety equipment or exit from a room. Students will have 24 hours to comply with directives issued by Fire Inspectors and/or College personnel due to violations discovered during inspections.

The following are prohibited in and around University operated residence halls:

- * Burning of candles or incense, any flame-emitting article. Candles may be used as decoration only if the wick has never been lit.
- * Any fire hazard as determined by the Fire Department or Fire Inspectors during routine visits and/or mandatory inspections. This includes, but is not limited to, holiday lights especially when added to fabric or paper decorations, "piggy-backed" extension cords (one plugged into another) and excessive flammable decorations (over 20% of wall space).
- * Fireworks, all firearms, knives, weapons, etc.
- * Explosive and dangerous chemicals.
- * The use of devices which produce heat (e.g., hot pots, hot plates, etc.) are prohibited in residence hall rooms. Students in possession of these devices may use them only in designated areas (i.e., bathroom or the kitchenette unit only). Exceptions are heating pads, electric blankets and hair dryers.
- * Draping fabric or other material in the path of exit from the room.
- * Cooking in residence halls (except in kitchenette).
- * Microwave ovens.
- * Halogen lights.
- * Air conditioning equipment.
- # * Refrigerators (except those validated by the residence hall staff).
- * Animals are not allowed in any part of a residence hall at any time.
- * Giving false alarm of fire, tampering with fire equipment or any fire alarm device is prohibited.
- * Television aerials, masts and other radio transmitting or receiving equipment.
- * Ironing and washing, other than in designated areas of the residence hall.
- * Smoking - Smoking is prohibited within 25 feet of and inside all buildings and enclosed spaces on the Campus of SUNY Plattsburgh including the main campus and Field House complex. (Effective 7/1/2007.) Our smoking policy is in accordance with all SUNY guidelines. Breaches of College Smoking Policy will be dealt with as appropriate and if necessary through the formal disciplinary process.
- * Removal of screens from residence hall windows.
- * Light duty electrical (extension) cords. (Cords with a 3-prong plug and an internal circuit breaker or fuse rated at 15 amps or less may be used.)
- * Tampering with elevators or occupancy by more than 10 people at one time.
- * Students are reminded that any item dropped or thrown from a window is a potential hazard. Such activity is strictly prohibited and violators will be charged as appropriate.
- * Furniture must be left in rooms to which it has been allocated. Furniture is not to be disassembled nor are mattresses to be removed from bed frames. Bed frames must remain on the floor at all times. Students may arrange for bunk beds, when available, by contacting the Housing and Residence Life Office.
- * The playing of sports (including snowball fights) near or in residence halls. Nerf sports and hacky sack footbags are permissible in the courtyards of residence halls if they do not pose an obstruction to pedestrians. Other sports should be played either on Memorial Field or other appropriate athletic fields.
- * The corridor side of a resident's room door may not be utilized for display purposes with the exception of the room number as provided by the Housing and Residence Life Office, the occupant's identification sign (as provided by the Housing and Residence Life Office or limited to 4 in. X 8 in. in size) and a memo board (12 in. X 16 in. size limit). Lobby/corridor side of suite doors may display a memo board (12 in. X 16 in. size limit).

BEFORE YOU ARRIVE

This section deals with the final details which will concern you before you arrive on campus. For those who are new to the campus, the "What to Bring" section may assist you in deciding what basic items you will have to bring with you. Also included is a section detailing the actual arrival day.

Moneys Payable in Advance of Arrival

Washer/Dryer Fee - This fee is assessed to all campus residents. It is \$35 per semester and covers the cost of unlimited use of washers and dryers. Laundry machines are not coin or card operated. This amount will be billed by Student Accounts on your semester invoice. Charge is subject to change to cover costs.

Residence Hall Council Dues -- These dues are used at the discretion of your elected residence hall government. The money helps support residence hall social, cultural, educational and athletic activities. For the upcoming academic year, dues will be \$10 per semester.

What to Bring

Your residence hall room is equipped with basic furnishings, beds, desks, dressers, etc. You are expected to provide your own study lamp, pillow, mattress pad, bedspread, blanket, towels, throw rug, and hangers. *Please note that the mattress size is longer than a standard single bed (extra long twin sheets fit). The measurements are: 6'7" long, 3' wide, 6" thick. It is recommended that you bring these measurements with you if purchasing new sheets or that you bring flat rather than fitted bottom sheets.

Many students take a great deal of interest in personalizing their room and making it their home. Some of this decorating creativity has been captured in a small brochure on how to decorate and personalize your room without getting a damage bill. A copy of this brochure is available upon request. Also, guidelines have been established which allow students to paint their rooms. These guidelines detailing color, type of paint, procedure, etc. are available upon request.

Personal refrigerators meeting the guidelines set forth by the Student Association (S.A.) may be brought to campus. They may be kept in student rooms **only** in accordance with these guidelines. A complete copy of these guidelines is available upon request. In brief, only one refrigerator is allowed/room. It may be no more than 3 cubic feet in internal size, no more than 150 watts and no more than 115 volts. Also, it must have a 3-prong plug and be U.L. approved.

Often students have bicycles they wish to bring to campus. If you plan to bring a bicycle, note that it may be kept within a residence hall in accordance with the guidelines for bicycle storage. A copy of this policy is available from the Housing and Residence Life Office upon request.

If you plan to bring a car to campus be alerted that all vehicles must be registered with the University Police Office upon arrival. You must present your vehicle registration to University Police after parking fees have been posted on your bill by the Student Accounts Office.

Arrival Procedure

-A schedule for arrival will be forwarded to you along with your residence hall assignment. Assignments for the Fall semester will be mailed out beginning the third week of July and will continue throughout the summer until approximately mid-August.

-Assignments for the Spring semester will be mailed out beginning January 2 and will continue until such time as the Residence Halls open for the Spring semester.

-Students who have not received their hall assignments prior to the Friday before the beginning of the semester should contact the Housing and Residence Life Office directly.

Check-In Procedure

Fall semester check-in is at each residence hall, generally at the main lounge or lobby, from 8 am – 5 pm on the Saturday prior to the beginning of classes. It consists of signing in, registering personal refrigerators (see “What to Bring” section above), and completing a check-in condition form for your room. You will receive your room, suite and mailbox numbers and combinations. For Spring semester, all check-ins will be accommodated through the Housing & Residence Life Office – 103 Algonquin Hall.

SPECIAL NOTE

Room reservations will not be held longer than 24 hours past the beginning of classes. Students who do not check into their assigned residence hall on time will **forfeit** their hall, room and roommate assignment. Students who anticipate or experience an arrival problem should make personal contact with the Housing and Residence Life Office to make special arrangements to have this date extended.

Provisions cannot be made for students who wish to arrive early. It is suggested that students with transportation problems plan to take commercial transportation to the College and have their belongings shipped to their campus address or have their belongings brought up at a time convenient to their families.

The residence hall staff will be on hand to make moving into the residence hall a smooth process. College personnel will be directing traffic. Please obey their directions.

LOCATING YOUR RESIDENCE HALL

New students will receive their residence hall assignments through the mail as indicated under arrival procedures. Should you arrive on campus without an assignment, please contact the Housing and Residence Life Office located in Algonquin Hall.

Below is a list of residence halls on campus. For locations see map <http://www.plattsburgh.edu/admissions/campusmap.php>

Building Style

3-Story Corridor:

High-rise/Corridor:

High-rise/Suite:

Building Names

Macdonough, Harrington, Macomb, Kent, Mason, Adirondack

Wilson, Whiteface, Banks

Hood, deFredenburgh, Moffitt

ABSENCE FROM RESIDENCE HALLS

It is suggested that, if you plan to be absent from the residence hall for a period greater than 24 hours, you follow the procedures outlined below in case it becomes necessary to contact you in an emergency.

Notify your Resident Assistant or Director of your plans.

OR

Leave a sealed envelope in your mailbox containing your destination and telephone number.

VACATION PROCEDURE

During vacation periods and when the College is not in regular session, students must vacate their rooms. **Provisions are made for students wishing to stay in Plattsburgh if they have prearranged with the Housing Office during the week prior to vacation.** There is an extra charge for vacation housing. Mail is not routinely forwarded over the various college vacation periods. Students wishing to make special arrangements for this service should contact the Housing and Residence Life Office **prior to departure** from campus.

Students are required to vacate their rooms by the times indicated and follow directions outlined on the vacation procedures distributed prior to each vacation. Please note this and plan your travel arrangements accordingly.

During vacation periods it is expected that you will leave your room/suite in an appropriate condition, so that the maintenance staff can clean vacancies and public areas and make repairs as appropriate, if time allows, and a basic standard of health and safety can be maintained. This is particularly important for the Intersession vacation period (between Fall and Spring semesters). All rooms are inspected by residence hall staff at closing to insure vacation procedures have been followed. All students who are occupying a double room without a roommate are expected to leave the room in good order (i.e., there must be two separate beds in the room, one empty bed, dresser, desk and closet). Students who do not comply will need to return to campus to do so, or will be billed to have the College set the room up so that a new occupant can move in, or will be billed for renting the room as a single for the entire semester at the discretion of the College. Since continuing students generally return for Spring semester later than the new occupants arrival, it is important that your room be ready for someone to move into.

At times when students are not on campus, the College reserves the right to use student rooms in the event of an emergency. This would be done with careful attention to students' personal belongings and with advance notification when possible.

Search and Inspection Procedures

Inspections – The College reserves the right to inspect rooms for safety, security and maintenance purposes. Whenever possible, inspection of a student's room will be conducted on notice and/or when the student is present. All rooms are inspected at closings to insure vacation procedures have been followed. In all cases where the health and safety or welfare of a person may be in jeopardy or where college property or services are jeopardized, Residence Life staff may enter a room immediately and without notice.

Inspections involve sighting the interior of a student's room.

Common areas such as residence hall lounges and suite lounges, are considered public and may be inspected at any time and without notice or the presence of students who utilize the common area.

Searches – The College authorizes University Police to search room(s) pursuant to consent of the occupant or in accordance with New York State Law and in all cases where the health and safety or welfare of a person may be in jeopardy. Examples of searches, which are currently deemed legally bona fide per New York State Law include but are not limited to the following:

- Search by warrant – A court may issue a search warrant, which authorizes a designated police agency to search a room/area.
- Search incidental to arrest – Police may search a person and the area immediately around him or her for potential weapons and to prevent the destruction of evidence.
- Search in emergency situations – Police may enter a premises/room to protect individuals in distress, to assist victims of crimes that have just occurred or to investigate suspicious signs of impending danger. The area searched must be related to the emergency.
- Search by consent – Police may ask individuals for consent to search their room or a common area the individual has a legitimate interest in when they suspect criminal activity. Individuals have the right to refuse to consent.
- Search under the “plain view” exception – Police may make seizures without a warrant of contraband, evidence or instrumentalities of a crime where these items are in open view and the officer makes his/her observations from a lawful vantage point. This includes items in plain view after an officer has entered a room in an emergency situation or where the health and safety or welfare of a person may be in jeopardy or in the normal performance of their duties.

Common areas such as residence hall lounges and suite lounges are considered public and may be searched at any time and without notice or the presence of students who utilize the common area.

Noise Disturbances – On occasion, the College reserves the right to authorize residence hall staff to enter rooms when occupants are not present as a community service to other residents to turn off devices that produce noise (e.g., alarm clocks, stereos, TV, etc.).

CHECK-OUT PROCEDURES

Residents who are officially released from residence, withdraw or are released from the College, or who graduate at the end of an academic year must notify their Residence Hall Director and check-out with the Housing and Residence Life secretary. This process should be completed within 24 hours after the change in status. The check-out procedure is important since it permits residents to clear their hall obligations and insures the processing of refunds when appropriate.

The check-out procedure consists of:

- * Notifying the Academic Advising Office if you are withdrawing or requesting a leave of absence.
- * Completing of your Room Content Record or substitute “check-out form” provided by Housing & Residence Life by you and submitting it to a residence hall staff member.
- * Notifying the telecommunications office to cancel your PBN.
- * Signing out at the Housing Office which includes submitting a forwarding address. Note that mail will be forwarded for 60 days.

Following is a list of supplemental materials available upon request from the Housing and Residence Life Office, State University College, Plattsburgh, New York 12901 or check our website.

Brochure on personalizing your room	Refrigerator Guidelines	Painting Guidelines
Construction Project Guidelines	Alcohol Guidelines	Residence Hall Constitution
Renting Off-Campus Self-Help Manual	Visitation Guidelines	

SERVICES AVAILABLE IN RESIDENCE HALLS

General Services

Telephones Service – Telephone service is provided in each student room and basic service is covered in your residence hall rental charge. Please contact the Telecommunications Office for additional plans. When service is discontinued for any reason, it is the student's responsibility to arrange with Telecommunications Office for termination of service. Until this is done the student will be held responsible for any charges. Students are assigned a Personal Billing Number to use in making toll calls. This allows use of any on-campus phone instead of being in your own room. .

Voicemail -- Voicemail is available for all residence hall phones. Therefore you do not need to bring an answering machine. Instructions will be made available to set up your account when you arrive on campus.

Data Ports -- Each student room has data ports (usually found under the window) that enable personal computers to access the campus computer network, email and the Web. Cables and software are available at the College Store.

Cable Television -- Student rooms and most hall lounges have an outlet for cable TV (usually found under the window). Students have free access to the campus cable which currently offers the following channels: CNN, CAMPUS MOVIE CHANNEL, MTV, MTV2, FOX, FOX SPORTS, FOX NEWS, COMEDY CHANNEL, ESPN, ESPN2, ESPN NEWS, ESPN CLASSIC, USA, WB, TBS, BET, MSG, DISCOVERY, UNIVISION (Spanish), AMC, PAX, THE LEARNING CHANNEL, LIFETIME, NICHELODEON, A&E, CARTOON NETWORK, HISTORY CHANNEL, SCI-FI, TNT, WEATHER CHANNEL, ANIMAL PLANET, E!, TECH TV, SPIKE TV, 7 HBO CHANNELS, TV5 FRENCH, TV JAPAN, YES, C-SPAN, C-SPAN2, BLOOMBERG, CMTV, FUSE, COURT TV, HGTV, GAME SHOW NETWORK, ABC FAMILY, DISNEY EAST 7 WEST, FOOD NETWORK, TRAVEL, FRENCH CBC, NASA TV, PSTV (Student Broadcast), 2 academic satellites and seven local stations. Channels are selected with input from student committees.

Laundry Facilities -- Each residence hall is fully equipped with washers and dryers. Washers and dryers can be used freely by all hall residents as the cost involved for repair and replacement is covered by the Washer/Dryer Fee. Residents who observe outside users should report this theft of service to the Hall Director and/or University Police.

Kitchenettes are provided for resident student use in each residence hall. Such facilities (one/building) provide basic appliances for snack preparation, etc.

Televisions, Sewing Machines and Pianos -- These items are provided for residence halls.

Vending Service -- Vending machines are conveniently located within each residential area. Refunds are available by contacting the hall office. Malfunctioning machines should be reported immediately to the hall office or to a member of the residence hall staff.

Storage -- Storage is available in each hall or in an adjacent hall. Items must be properly tagged with date, name and home address. Items unclaimed after one year will be disposed of at the discretion of the College. As in all other areas of residence halls, the College does not take responsibility for losses suffered on campus because of fire, theft, water damage or other cause. It is, therefore, advisable that all students who will reside in a college residence hall check the extent of their current homeowners insurance or seek

coverage through a special policy. An inexpensive policy specially designed for college students will be sent in your room assignment packet. The risk of having personal property in a college residence hall is borne entirely by the student and not the College or University.

Study Areas -- While most students study in their rooms some have found that they would rather leave their rooms and study in a designated study area. To this end each residence hall has space or spaces within it designated for study. The type of space and facilities available are dependent on the vintage of the residence hall.

NOTE: Practice rooms for musicians and their instruments are **not** available.

Mail
Mail is delivered once a day and distributed by approximately 8:00 pm to student mailboxes in each hall. **(It is essential that your ROOM number and correct zip +4 code appear in your mailing address.)** You will be notified of your mailing address along with your housing assignment and roommates name and address as soon as it is completed. Following is a list of the zip codes for each residence hall:

ZIP +4 For Your Hall

Adirondack	12901-2687	Macdonough	12901-2680
Banks	12901-2689	Macomb	12901-2696
deFredenburgh	12901-2692	Mason	12901-2694
Harrington	12901-2685	Moffitt	12901-2691
Hood	12901-2693	Whiteface	12901-2688
Kent	12901-2695	Wilson	12901-2690

ADDRESS FORMAT

Name
Room #, Hall
Plattsburgh, NY 12901-____

Residence Hall Maintenance

The College Maintenance Staff normally cleans hall lounges, corridors, stairwells and lobbies. In addition, cleaning personnel clean all student bath facilities. It is for this reason that students may not leave personal belongings in bath facilities. Trash receptacles are provided in each hall. Repair or replacement items should be brought to the attention of the Residence Hall Staff.

Residence Hall Security/Door Access

Students' rooms and suites are secured by combination locks. To assure the security of your room, cover the lock when you push the buttons and **DO NOT GIVE YOUR COMBINATION TO ANYONE**. Combinations changes may be arranged by completing a form at the Housing and Residence Life Office.

Residence hall exterior doors are secured 24 hours a day. Access to residence halls is accomplished by use of the student's official identification card through a proximity reader. I.D. cards are issued by College Auxiliary Services (CAS) in Clinton Dining Hall. Temporary replacement cards are available through the Office of University Police when CAS is closed. There is a charge for permanent replacement of lost (\$15) or damaged (\$5) cards through CAS. Students will have access to their assigned residence hall 24 hours a day. Access to other campus residence halls will be available from 6:30 a.m. to 12 midnight.

Special notes about proximity cards: Proximity cards are quite sturdy but they can break. The antenna that controls access runs around the perimeter of the card so do not punch a hole in it.

The College maintains a staff of University Police Officers who are on duty 24 hours a day. Their cars are provided with equipment to meet security problems or to obtain help to cope with all security or emergency problems. All residence halls are locked twenty-four hours a day.

Residence Hall Personnel

Each residence hall is staffed with a Resident Assistant for approximately every 25 students and a Residence Director. A Resident Assistant is an upper-class student who has been selected because of his/her academic ability, knowledge of the campus and leadership qualities. The R.A. is available to you for both information and direction. The Residence Director is a member of the Student Affairs staff who supervises residence hall operation, advising both R.A.'s and Residence Hall Government.

Residence Hall Government

-Each residence hall has a governing body elected by the students in the hall. It is the objective of this organization to promote a more democratic form of government administered by the residents with the aid and cooperation of the residence hall director and resident assistants.

-This body, operating under a Constitution consists of the elected officers and the floor representatives.

-The Residence Hall Council representatives serve as the body of the council. They bring ideas from members of their floor to the Residence Hall Council and then in turn take information back to the floors for their approval or disapproval.

-Residence Hall dues will be collected on the students' bill. These dues are \$10.00 per semester. Residence Hall dues are used at the discretion of the residents for social, athletic, educational and cultural events.

-The residence hall governing body has responsibilities for developing social, educational, recreational and cultural programs; has administrative responsibility for implementation of some college policies and manages the Residence Hall Council Account under the direction of the Residence Hall Staff.

If you have questions regarding any of the preceding information, please contact the Housing and Residence Life Office at 518-564-3824 or housing@plattsburgh.edu.

**STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES
ADOPTED BY THE ASSOCIATION OF COLLEGE AND UNIVERSITY
HOUSING OFFICERS - INTERNATIONAL**

Residents in college housing facilities possess specific individual and group rights and responsibilities which must serve to guide Housing Personnel in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of college life. However, these rights carry with them reciprocal responsibilities on the part of the individual to insure these same rights for other residents. Individuals must be educated regarding these particular rights and responsibilities that are associated with community living.

Students have the right...

- To have free access to their living accommodations.
- To live in a clean and secure environment.
- To expect a regionally competitive price on housing accommodations.
- To written copies of college housing rules and regulations, or individual building policies which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves creatively within established guidelines.
- To expect enforcement of the housing agreement/contract.
- To direct access of staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To equitable treatment when behavior is in question.
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age religion, sexual orientation, or political affiliation.
- To participate in student governmental bodies, and housing departmental committees.
- To individual and group educational and developmental opportunities in their living community.

Students have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or college officials.
- To meet expected room and board payment schedules.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- 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.

CM:Housing Manual