



Cayuga



Funnelle



Hart



Johnson



Lonis and Moreland



Oneida



Onondaga



Riggs



Scales



Seneca



Sheldon



The Village



Waterbury

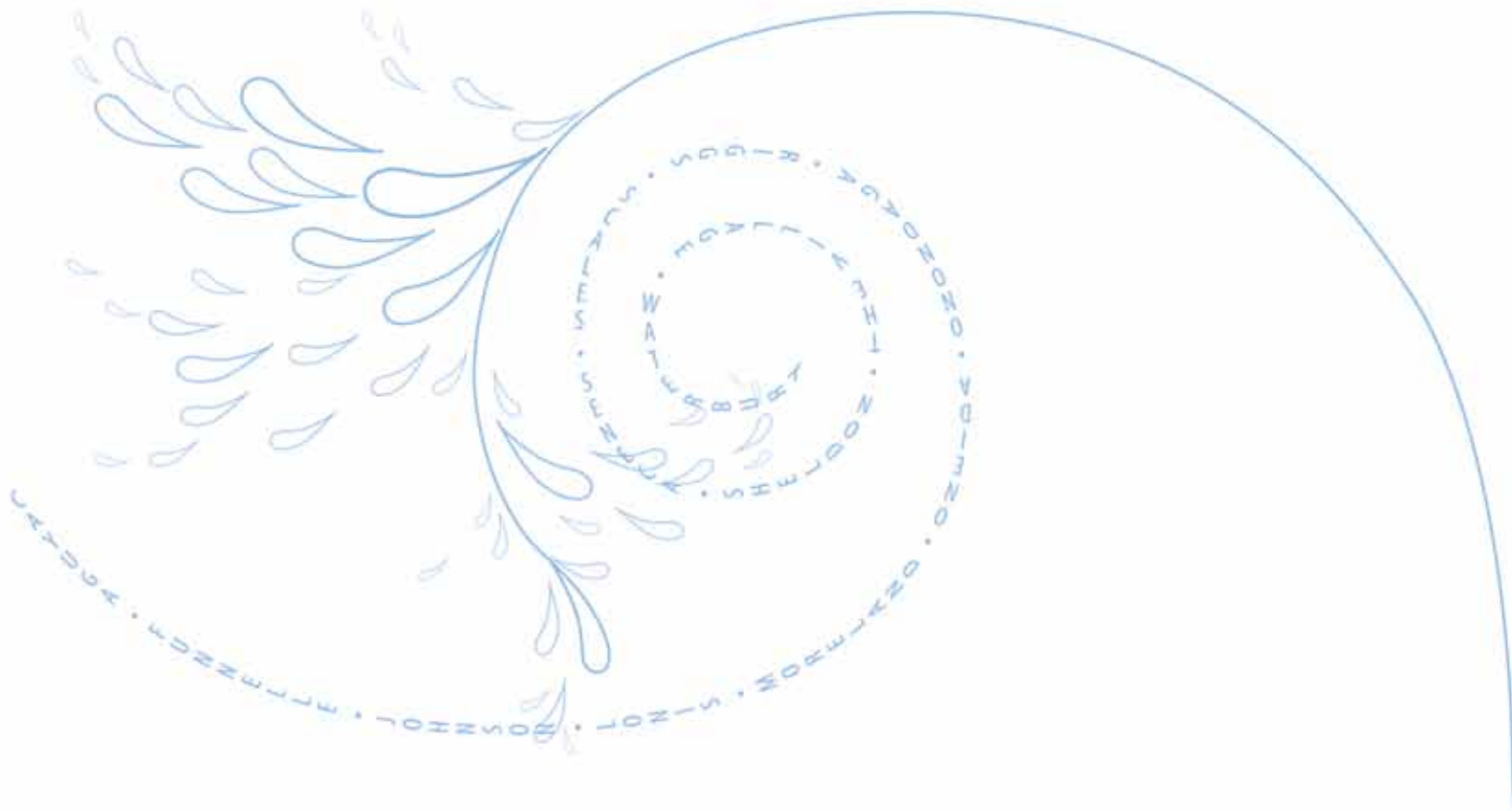
SUNY OSWEGO residence life AND HOUSING

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RESIDENT STUDENT HANDBOOK *All about on-campus living*

2011 - 2012





Mission

The Department of Residence Life and Housing actively and continuously strives to enhance and support students' Personal Growth, Intellectual Development, and outlook on Civic Engagement.

The Department of Residence Life and Housing values a VIBRANT, CARING and JUST LEARNING COMMUNITY.

Did you know?...

- Approximately 4300 residents will be housed on campus
- Our residents come from 22 states and 16 countries.
- 97% of all freshmen live on campus

**Residential Community
Opening & Closing Schedule
2011–2012
Academic Year**

Fall Semester 2011

- Thursday, August 25th Halls open for new non-registered students (9 am)
- Friday, August 26th Halls open for new students (9 am)
- Saturday, August 27th The Village Townhouses open (9 am)
- Sunday, August 28th Halls open for returning students (9 am)
- Monday, August 29th Classes begin
- Wednesday, November 23rd Halls close for Thanksgiving Recess (8 am)
- Sunday, November 27th Halls re-open (12 Noon)
- Saturday, December 17th Halls and The Village close for Winter Recess (10 am)

Spring Semester 2012

- Monday, January 2nd The Village reopens (9 am)
- Thursday, January 19th Halls open for new students (9 am)
- Sunday, January 22nd Halls open for returning students (9 am)
- Monday, January 23rd Classes begin
- Saturday, March 10th Non-break residence halls close for Spring Break (10 am)
- Sunday, March 18th Halls re-open (12 Noon)
- Saturday, May 12th Halls and The Village close for Summer Recess(10am)

For end-of-semester closing (winter and summer recesses), students are expected to leave within 24 hours after their last final examination, but no later than 10:00 am on Saturday, December 17, 2011 (for winter recess), and Saturday, May 12, 2012 (for summer recess). Upon request, the Department of Residence Life and Housing can provide limited housing during periods of recess.

Need more clarification?

For details on any information in this handbook, go to:

www.oswego.edu/reslife

Our web site also allows you to "search" for information that you cannot find in this handbook.

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Residence Life and Housing at SUNY Oswego

Introduction

The residence life program at SUNY Oswego is an integral part of the educational program and academic support services of the institution; the residential education program is geared toward assisting students in achieving essential learning outcomes. Living in a residential environment is a unique and rich experience providing the opportunity for students to live in close proximity to persons whose backgrounds, goals, values and lifestyles often differ from their own. This living/learning environment requires of residents self-exploration, openness to diversity, participation in residential community activities and respect for the rights of others. The reward is the development of a repertoire of skills, attitudes and experiences that will serve them throughout their lives.

Oswego's housing policy requires that all single, full-time undergraduate students who are not 21 years-of-age live in College housing unless commuting from the domicile of their parent(s)/legal guardian(s) or approved by the Department of Residence Life and Housing to live off campus.

The Residence Life and Housing Department is staffed and structured to assist students in making personal adjustments and a smooth transition into the College community. Programs and policies are designed to help students understand the responsibilities of membership in this community, participate in programs and enhance their personal development. Examples of these programs include wellness, stress management, fitness, self-esteem and roommate relationships.

The standards, policies and procedures contained in this handbook are designed to provide basic information about and foster understanding of the residential community. While we have attempted to make it as comprehensive as possible, inevitably some areas have not been included. Residents should contact departmental staff regarding any questions of interpretation or exclusion.

The Residential Community: A Community of Similarities & Differences

As you get to know the other students in your community, you will probably become aware of a number of differences. Some of these will be immediately apparent as you meet students of different races and nationalities. Other differences may become known over time as you get to know each other better: differences in socioeconomic status, political affiliation, religion, philosophy, lifestyle, physical ability and interests. At the same time, there is much that you share in common; you are all college students living together in a residential community. And, you probably share many of the same concerns about both your academic and social college life. One of the most exciting and challenging learning experiences you will have in college is this very experience of living with individuals who may be similar to you in some ways but different in others. This very diversity creates an enriching "laboratory of learning" right in your residential community. Although the experience of living and learning with those different from yourself is not always easy, your success in building relationships within this community will serve you well long after your college career is over.

While you are here you can choose to remain open to the diversity around you by sharing yourself with others and learning about them as well. Even if you do not share another's perspective, you will have an opportunity to gain a clearer understanding of the basis for your differences and will be ultimately more able to accept others for who they are and what they believe. To close yourself to persons or ideas based on past information or experiences, or because you feel uncomfortable or awkward, robs you of one of the richest learning experiences available to you here. It is understandable that you will want, at times, to seek out and spend time with individuals who share a similar background, interests and/or lifestyle - but it is also desirable to stretch your personal boundaries and expand your knowledge and understanding by availing yourself of opportunities to interact with a variety of individuals.

What You Do Is Important

As a resident student you are expected to respect your fellow residents and should expect that you will be treated with respect and courtesy as well. Communication is critical in creating this community of mutual respect. Small misunderstandings and acts or comments which inadvertently cause hurt to someone else can continue to grow and escalate if they are not discussed so that there can be learning and understanding. Acts of bias are often the result of inexperience, lack of understanding or ignorance, and can often be prevented from recurring through gentle confrontation and honest communication; however, there are certainly some comments and acts which are intentionally meant to hurt and demean.

Residents often choose to confront such behaviors on their own; however, they are always encouraged to bring acts of bias to the attention of residence life staff, all of whom are prepared to provide assistance. Confronting a situation or mediating a conversation is often sufficient to prevent recurrences of biased comments or behaviors, but at times other measures are necessary. Residence life staff support the belief that respect for individual and group differences is an appropriate expectation to place on resident students and when individuals act in a manner which shows disregard for the feelings of others, staff are trained and expected to intervene.

As a community member, you are encouraged to:

- * **Set a positive example**
- * **Speak up against negative behavior**
- * **Offer support to victims of prejudice and bias**
- * **Negotiate peaceful solutions to conflict**
- * **Inform staff of acts of bias and involve them in seeking a resolution**
- * **Give every member of the community the kind of respect that you want to receive from them**

The Residence Life Curriculum: Opportunities for Involvement and Growth

The on-campus advantage. Living on campus offers a wealth of exciting and interesting opportunities right in your own residential community, but it's up to you to get involved. Why should you get involved? You'll meet other students, get acquainted with faculty and staff, explore career possibilities, sharpen your academic study skills, take part in hall government, pick up a new skill, learn about a variety of issues and campus opportunities, and have a good time! Read on for more details...

Off to a good start! When you first arrive on campus you will find programs to help you adjust to campus and residential community life. As part of your orientation we will offer programs on living with a roommate, personal safety and dealing with differences. You will be exposed to an entire menu of other program offerings as the semester goes on.

A myriad of program possibilities. Your Resident Student Staff (RSS) - Resident Assistants/Resident Mentors/Village Community Assistants/Graduate Resident Mentors - will organize activities which might include floor dinners, intramural sports, movie nights, trips to local attractions in Oswego and Syracuse, and a variety of other programs. In addition, RSS organize a number of other activities and programs designed to meet your personal, academic and life needs. These programs are designed to build on your classroom experience and contribute to your development as a whole person.

Wherever you are in your college career or personal development - whether you are choosing a major or choosing a career, experiencing the excitement of a new relationship or the painful break-up of an old one, whether your interest is sports or music, literature or science, whether your concern is for the homeless or the health of the planet - residential community programs can respond to both your needs and your interests. Don't hesitate to let your hall staff know your ideas!

Where are these programs held? Most activities and programs are held in floor or community lounges, although sometimes RSS will organize groups to attend out-of-hall programs elsewhere on campus. Watch for posters on the bulletin boards, digital signage, and/or announcements in your mailbox for upcoming programs organized by your residential community staff. If you would like to get more involved by offering a suggestion or planning a program yourself, the staff would be happy to have your participation.

Special offerings. The Department of Residence Life also has two Fitness Centers (one beneath Cooper Dining Center and one beneath Littlepage Dining Center) which offer group exercise classes, Cybex circuits, free weights, and cardiovascular equipment. To sign up for the Fitness Centers, students can either go to the main desk of Cooper or Glimmerglass gyms, or to the Residence Life and Housing Office in 303 Culkin Hall. Also, Campus Recreation offers many popular programs and services for students, faculty and staff including: Intramural Sports, Open Recreation, Lee Hall Open and Lap Swim, Sports Equipment, Student Employment and other Special Events. For building hours and more information about Campus Recreation programs visit www.oswego.edu/campusrec. Contact Campus Recreation, 101 Lee Hall at (315) 312-3114.

Leadership opportunities. In addition to attending programs, resident students are encouraged to get further involved by participating in hall government. This involvement can range from attending meetings once a week to running for an office. Hall governments are excellent places to gain leadership experience and offer input on residence life and campus policies and programs.

Rights and Responsibilities of Student Residents

In accordance with Chapter 416 of the Laws of 1988 and the State University Board of Trustees Resolution 89-130, adopted June 21, 1989, Oswego State has adopted standards for policies on rights and responsibilities of student residents. In the development of policies, the College endorses and strives to incorporate the principles of the 1987 Association of College and University Housing Officers - International statement of student's rights and responsibilities. That statement is as follows:

Residents in university 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 campus life. However, these rights carry with them reciprocal responsibilities on the part of the individual to ensure 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 and/or food service.
- To written/electronic 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 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 university 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.

- To keep their room, suite, lounge, and floor reasonably clean.
- To study and academically succeed to the best of his/her ability.

The residential license (*Room and Board Agreement* or *Village Housing Agreement*), Student Handbook and departmental publications are written, edited and reviewed with the intent of being clear, concise, and stated in common and everyday language. They contain the specific policies and procedures of SUNY Oswego that delineate rights and responsibilities as well as the campus judicial system and administrative review and appeals process used to enforce them.

Residential Community Staff

Resident Student Staff (RSS)

Resident Assistants (RAs) are selected student leaders who live in the residence halls to serve as counselors, advisors, communication links, and activity planners for an assigned section of the hall.

Resident Mentors (RMs) fulfill all of the functions of the RAs and also serve as academic mentors in the Johnson Hall First Year Residential Experience program. The RM's main role is to help ease the transition to college and make the first year a successful one.

Village Community Assistants (VCAs) are students who live in various townhouses throughout the complex and serve as counselors, advisors, and communication links.

Graduate Resident Mentors (GRMs) are full-time graduate students who help to facilitate the living-learning environment in the Hart Global Living and Learning Center. This is an environment where students and faculty work together to develop learning opportunities around a theme of global interaction focusing on cultural, socio-political, and informational aspects.

Student Operations Services (SOS) staff

SOS Coordinators (SOSCs) are experienced upperclass students who assist the RHD and/or AHD in supervising the front desk, Recycling and Computer Lab operations in each residence hall.

Desk Attendants (DAs) are student employees who staff the front desk of each residential community. Their duties typically include sorting mail, communicating information and messages, and signing out equipment.

Recycling Technicians (RTs) are students who are employed to monitor the recycling rooms and the separation of recyclables from trash.

Computer Technicians (CTs) are students who are employed to monitor the computer labs located in Oneida and Scales Halls.

Professional Staff

Residence Hall Directors (RHDs) are full-time live-in professionals who supervise the staff and manage the complete operation of each residence hall. **The Village Community Director (VCD)** supervises the staff and manages The Village townhouses. These individuals typically have Master's degrees, generally in fields such as Higher Education or Counseling, and they reside in apartments within the hall/complex.

Assistant Hall Directors (AHDs) are full-time graduate students who live in the residence halls. In most halls, the AHD assists the RHD in the overall management of a residence hall. All residence halls housing 400 or more students have AHDs. There is also an AHD in Johnson Hall due to the nature of the First Year Residential Experience program. The residential area of Sheldon Hall is supervised by an AHD.

Community Development Specialists (CDSs) are experienced full-time professionals who supervise the RHDs/VCD for several assigned buildings. Each CDS lives in an apartment in one of the buildings s/he supervises. These individuals are part of the Residence Life and Housing Management Team and can be contacted at the main office in 303 Culkin Hall at 312-2246 (ext. 2246).

Residential Community Staff

Faculty Resident Mentors (FRMs) are liaisons between faculty and students who encourage the intellectual stimulation and academic success of students living in Hart Hall. The FRMs live in apartments in the Hart Global Living and Learning Center and work closely with the residential staff in developing the academic community and meeting the needs of students.

Custodial staff care for the public areas in our residential communities daily. In addition to cleaning, minor repairs are also made by the custodial staff. Residents are expected to report repair needs through the front desk.

In the event that residents need **emergency assistance**, there are a variety of sources available. A network of coverage exists for each individual residential community and on a campus-wide basis. In each community there is an on-call system which provides for RSS/VCA staff availability during evening and night-time hours. Information regarding who is on duty for a particular community is available at the front desk. The Village Community Director, all Residence Hall Directors and Assistant Hall Directors share in duty coverage for the campus. If a resident requires the assistance of a Residential community Director and s/he is not available, University Police can assist 24 hours a day, 7 days a week, at 312-5555 (ext. 5555).

General Residential Information

Asbestos

Asbestos is a collective term used to describe a group of naturally-occurring mineral fibers. Asbestos was mined and used commercially in North America beginning in the late 1800s. Its use increased greatly during World War II. Since then, it has been used in many industries.

Exposure to asbestos may increase the risk of several serious diseases including asbestosis (scarring of the lungs), lung cancer, and mesothelioma (a rare cancer of the pleural cavity lining). Nearly everyone is exposed to asbestos at some time during their life; however most people do not become ill from their exposure.

It is important to realize that the danger posed by exposure to asbestos occurs when asbestos-containing materials (ACM) become damaged or friable (able to be crumbled under hand pressure) and release asbestos fibers into the air. Most experts agree that asbestos poses no danger if it is in good condition and not disturbed. In fact, the Environmental Protection Agency (EPA) recommends often times managing asbestos in-place as more prudent than removal. The College currently follows operations and maintenance procedures for managing asbestos in buildings. These procedures include building inspections of asbestos-containing materials to monitor and assess the condition of these materials. Any asbestos-containing material which is damaged is repaired or removed by New York State certified asbestos handlers. The facilities staffs are trained in techniques for routine maintenance and cleaning of potentially asbestos containing materials without disturbing the integrity of the substance to avoid the possibility of exposure.

Asbestos is commonly used as an acoustic insulator, thermal insulation, fire proofing and in other building materials. Asbestos fibers are incredibly strong and have properties that make them resistant to heat. Many products are in use today that contain asbestos. Most of these are materials used in heat and acoustic insulation, fire proofing, and roofing and flooring. Although the EPA banned the manufacturing of asbestos in 1989, it was appealed in 1991 and some building materials still have asbestos as a constituent. Some of the more common products that may contain asbestos include:

| | |
|--|--------------------------------|
| Floor tiles | Pipe insulation |
| Mudded joints on pipe elbows or fittings | Sprayed-on building insulation |
| Wall plasters | Joint compounds |
| Ceiling plasters | Interior of fire doors |
| Mastic (glue) | Cove base molding |

If any of the listed materials become damaged in your room, please notify your hall director or the Residence Life and Housing Office. Appropriate personnel will then be notified to assess the situation. Any questions or concerns you may have regarding asbestos in College residential communities may be directed to Residence Life and Housing, extension 2246.

Bicycle Storage

Residents of Cayuga, Funnelle, Lonis, Moreland, Oneida, Onondaga, Scales, Seneca and Waterbury Halls may store their bicycles in their rooms or in bicycle racks in front of the building. Residents of Hart, Johnson, Riggs, Sheldon and The Village have access to designated bicycle storage on the premises and may not store them in their own rooms. If residents of other halls do not wish to keep their bicycles in their rooms over the winter, the Department will store them free of charge from Thanksgiving until Spring in a publicized location. Once in storage, bicycles must stay there until the announced dates for removal and will not be available for that warm day in January. Dates and location for storage and retrieval are announced in **Student Notes** (a publication of the Division of Student Affairs and Enrollment Management which is emailed to all students). Bicycles stored in resident rooms should be located in such a way that they do not interfere with entering or exiting the room. Bicycles that are not stored properly may be confiscated and will not be returned.

Break Housing

The College recognizes that some residents must remain in Oswego during periods of recess (i.e., Thanksgiving, Winter and Spring breaks) when our traditional residential communities are closed. The Department of Residence Life and Housing provides special Break Housing for our residents. Information about and applications for Break Housing may be obtained prior to each recess from the Office of Residence Life and Housing, 303 Culkin Hall, (315) 312- 2246.

Cable TV

All residential communities receive Time Warner and College-originated campus cable television programming. Each student room is equipped with a cable outlet. Connecting hardware is provided by the College. Residents will need cable-ready television receivers to receive the full range of channels offered. Occasional reception problems may occur and should be reported by calling the Campus Technologies Services Help Desk (3456) between 8:00 a.m. and 7:00 p.m. Monday through Friday; there are no evening or weekend services. Residents have the option to subscribe for additional programming packages directly with Time Warner. Information will be available in the residential communities.

The 2011 - 2012 cable channels include:

| | | | | | |
|----|--------------------------|----|---------------------------|----|------------------------|
| 2 | TV Guide Channel | 27 | CMT | 52 | TruTV |
| 3 | WSTM-3 (NBC, Syracuse) | 28 | MTV | 53 | YES Network |
| 4 | ION-56 (WSPX, Syracuse) | 29 | VH-1 | 54 | SportsNet NY |
| 5 | WTVH-5 (CBS, Syracuse) | 30 | Lifetime Network | 55 | VS |
| 6 | CW6 (WSTQ, Syracuse) | 31 | USA Network | 56 | MSG |
| 7 | My43 (WNYS, Syracuse) | 32 | The Discovery Channel | 57 | Golf Channel |
| 8 | WSYT-68 (FOX, Syracuse) | 33 | A & E | 58 | Univision |
| 9 | WSYR-9 (ABC, Syracuse) | 34 | Nickelodeon | 59 | OWN |
| 10 | WTOP | 35 | C-SPAN | 60 | HGTV |
| 11 | CKWS | 36 | E! | 61 | SyFy |
| 12 | College Use | 37 | CNBC | 62 | The History Channel |
| 13 | WCNY-24 (PS, Syracuse) | 38 | MSNBC | 63 | TCM |
| 14 | YNN | 39 | Fox News Channel | 64 | WE TV |
| 15 | CNBC World | 40 | The Weather Channel | 65 | Lifetime Movie Network |
| 16 | GOVT/ED | 41 | The Travel Channel | 67 | AMC |
| 17 | TBS | 42 | Mun2 | 68 | Fit TV |
| 18 | Animal Planet | 43 | Hallmark Channel | 69 | MSG Plus |
| 19 | Time Warner Cable Sports | 44 | EWTN | 70 | Bravo |
| 20 | ABC Family | 45 | TNT | 71 | Disney Channel |
| 21 | FX Network | 46 | Food Network | 90 | Oxygen |
| 22 | CNN | 47 | TV Land | 91 | TruTV |
| 23 | HLN | 48 | BET | 92 | C-Span 2 |
| 24 | ESPN | 49 | TLC: The Learning Channel | 95 | NY Net1 |
| 25 | ESPN2 | 52 | Comedy Central | 96 | Public Access |
| 26 | Spike TV | 51 | Cartoon Network | 98 | College Use |

Closing & Opening Schedule and Procedure

The residential communities close during the major recesses in the academic year (Thanksgiving, Winter and Spring Recesses). Prior to these closings, special security arrangements are implemented. Residents planning to remain in the hall/complex until closing time are required to communicate that to the Residence Hall Director/Village Community Director. Building security is changed to restrict access to the building during this period. Therefore, accessibility for those persons staying in the building may significantly change. Anyone failing to comply with security arrangements will be required to leave the building and may be charged accordingly through the campus judicial system.

Residents wishing to be housed during major recesses in the academic year must pay an additional pro-rated charge and specific accommodations will be determined by the College and may not be the resident's regularly assigned room. Student teachers will not pay an additional charge if engaged in student teaching during the break period. (For additional information, see the Break Housing section of the *Room and Board Agreement* in the back of this handbook.) The dates and times for the breaks listed in the Opening & Closing Schedule in the front of this handbook are based on information available at the time of printing. All are subject to change with the final schedule published in **Student Notes**, the official publication of the Division of Student Affairs and Enrollment Management. This will also be posted in each residential community.

Before residents leave for any break they should:

| | | | |
|----|--|----|---|
| 1. | Pull up blinds (except 1st floor) | 5. | Dispose of food that may spoil |
| 2. | Close windows tightly and lock | 6. | Make arrangements for care of pets and plants |
| 3. | Empty wastebaskets and properly dispose of recyclables | 7. | Lock door |
| 4. | Turn off lights and unplug all electronics, including refrigerator | 8. | Sign closing sheet and affix to room door |

Computer Rooms

Oneida, Scales, and Hart Halls are all equipped with computer rooms located in the basement of the hall. The Oneida and Scales Hall Computer Labs are available to all resident students during set operating hours posted at the front desk of each hall and are equipped with Mac and Dell PC computers networked to a laser printer. Oneida has 16 computers and Scales has 14. The Oneida Hall lab is also equipped with a scanner. The Hart Hall computer room is equipped with Mac computers and Dell PCs which are also networked to a laser printer. Use of the Hart Hall computer room is limited to Hart residents only.

Each of the above computers is connected to the campus network for e-mail and Internet access. There are a variety of software packages installed on each including word processing, spreadsheet, graphics, drawing, e-mail and WWW software.

Damages

The baseline condition of the room at the time of occupancy is established by completing a *Room Inventory and Condition Record* (RCR) form. This process is done with a Resident Student Staff member and is a shared responsibility. Residents are financially responsible for any damages to facilities and furnishings that exceed normal wear and tear. Upon termination of the *Room and Board Agreement* or *Village Housing Agreement* (which for most persons occurs at the end of an academic year) or at any time that a resident changes from one room to another, an inspection must occur. At this time, an RSS member will identify any damages and discuss with

the residents of the living unit the assignment of responsibility. The resident(s) will be advised of the charge or estimate at the time he/she signs out of the room. The resident's right of appeal of these charges is explained on the bill which is part of the *Room Inventory and Condition Record (RCR)* form.

Payment of damage charges is due within 30 days of billing. Students may not finalize registration for classes unless this payment has been received, deferred or voided. Once damage charges have been collected, every effort is made to repair the damage as quickly as possible. Exceptions to this would be due to shortages of personnel or instances when only partial payments were assessed and collected.

Incentive Fund Program. There is an incentive fund program intended to encourage active participation by residents in the reduction of damage to facilities in their halls. Each building receives an allocation of funds at the start of each semester. The cost to repair any unidentified damage caused by vandalism or abuse is deducted from this account. The remaining balance at the end of each semester may be used by the residential community council to purchase equipment and items of their choice that enhance the community. Examples of past purchases include DVD players, game systems and recreation equipment.

Decoration of Residential Areas

Individual Rooms—It is recommended that approved poster hangers be used to affix posters and other decorations to the walls. The use of other types of tape, staples, tacks or nails of any kind may result in damage to the walls and subsequent charges for repair. Strips for hanging pictures and other decorative items are provided in some student bedrooms. Pictures and posters may be hung on the room doors; tape; paint and marking pens should not be used on doors. Residents will be charged for cleaning or repairing both sides of their room door. Any alteration to the room that causes damage to the room is the responsibility of the occupants of that room. Any decoration which adds significantly to the combustibility of the room is prohibited. Please refer to the Residence Life and Housing Fire Safety policy in this section for more specific regulations related to Furnishings and Decorations. Furniture, decorations and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of the residence life staff.

Public Residential Areas—Decorations in the hall should not be excessive since they tend to increase the combustible load of the area in the event of a fire. Nothing should be attached to or hung from fire detectors or ceilings. Students may opt to decorate with fire-rated materials. (Information on murals and graphics is available through the Residence Life and Housing Office.)

Holiday Decorations—Experience has shown that precautions must be taken when decorating for the holidays to assure personal safety and avoid damage to facilities. Here are some general guidelines to follow:

1. Use only fire-resistant materials. These are generally no more expensive than flammable materials and goods.
2. Use aluminum papers and foils.
3. Use care when working with water colors and magic markers; they should not be applied to any building surface. Magic marker goes through construction paper and stains most surfaces including Formica.
4. Use masking tape sparingly to prevent paint chipping from walls and woodwork.
5. Use only Underwriters Laboratory (UL) approved equipment and materials.
6. There should be no natural Christmas trees in the residential facilities. Noncombustible artificial trees may be used in rooms and floor lounges.
7. Protect personal safety by refraining from blocking exits or decorating corridor lights and fire detectors.
8. Candles and other open flames are prohibited.
9. Use decorative lighting sparingly so that electrical consumption will not be increased.

Detripling

When overcrowding (or PLUS Occupancy, including triples) exists, the process of breaking down these overoccupied rooms (or detripling) begins as soon as vacancies are identified. Under most circumstances, residents in PLUS Occupancy are given first priority for available space before residents from other halls who would like to change buildings. The decision as to which roommate will leave the overoccupied room is typically left to the roommates.

Employment Opportunities

Numerous opportunities exist for student employment with the Residence Life and Housing Department. The positions, salary scale and qualifications are listed below. For further information, please contact Residence Life and Housing (x2246).

Resident Student Staff (RSS)

| Title | positions available (#) | Compensation | Minimum Qualifications |
|-----------------------------------|-------------------------|---|--|
| Resident Assistant (RA) | 117 | <ul style="list-style-type: none"> • Single room • 1/2 full board plan • on-campus telephone • Resnet and installation fee | <ul style="list-style-type: none"> • sophomore standing • one semester as resident student at a college/university • minimum academic load of 12 hours/semester • cumulative GPA of 2.4 with a minimum of a 2.0 GPA beginning with the semester immediately prior to, and during each semester of, employment. |
| Resident Mentor (RM) | 16 | <ul style="list-style-type: none"> • Single room • 1/2 full board plan • on-campus telephone • Resnet and installation fee • \$300 stipend per semester | See RA Qualifications above |
| Village Community Assistant (VCA) | 4 | <ul style="list-style-type: none"> • single room • 1/2 of the 5-meal plan • service fee for room telephone and Resnet | See RA Qualifications above |
| Graduate Resident Mentor | 8 | <ul style="list-style-type: none"> • Furnished one-bedroom apartment • full board plan • on-campus telephone service • Resnet service and installation fee covered • \$1000 stipend per semester | <ul style="list-style-type: none"> • acceptance into a full-time graduate degree-granting program at SUNY Oswego |

Student Operations Services Staff

| Title | positions available (#) | Compensation | Minimum Qualifications |
|--|-------------------------|-----------------|--|
| Desk Attendant (DA) | 10 - 12 per hall | \$7.75 per hour | <ul style="list-style-type: none"> • must reside on campus during term of employment • 2.0 semester and cumulative GPA |
| Recycling Technician (RT) | 2-4 per hall | \$7.75 per hour | <ul style="list-style-type: none"> • must reside on campus during term of employment • 2.0 semester and cumulative GPA |
| Computer Lab Technician (CT) | 25 | \$7.45 per hour | <ul style="list-style-type: none"> • must reside on campus during term of employment • 2.0 semester and cumulative GPA |
| Student Operations Services Coordinator (SOSC) | 1 per hall | \$7.75 per hour | <ul style="list-style-type: none"> • must reside on campus during term of employment • 2.0 semester and cumulative GPA • at least one semester as a Desk Attendant at SUNY Oswego |

*A limited number of summer positions are available. These include RAs, Desk Attendants, Recycling Technicians, mail sorters and Conference Assistants.

Fitness Center Staff

| Title | positions available (#) | Compensation | Minimum Qualifications |
|--------------------------------|-------------------------|---|---|
| Facility Attendant (FA) | 25-30 | <ul style="list-style-type: none"> • \$7.25 per hour • Fitness Center Membership | <ul style="list-style-type: none"> • must be a SUNY Oswego student • related experience preferred • call x3963 for more information |
| Group Exercise Instructor (GE) | 5-10 | <ul style="list-style-type: none"> • \$9.50 per hour • Fitness Center Membership | <ul style="list-style-type: none"> • must be a SUNY Oswego student • must complete 8 week instructional course • call x3963 for more information |
| Personal Trainer (PT) | 20-25 | <ul style="list-style-type: none"> • \$8.00 per hour • Fitness Center Membership | <ul style="list-style-type: none"> • must be a SUNY Oswego student • must complete 8 week instructional course • call x3963 for more information |
| Student Manager | 9 | <ul style="list-style-type: none"> • \$8.50 per hour • Fitness Center Membership | <ul style="list-style-type: none"> • must be a SUNY Oswego student • must be current fitness center employee • call x3963 for more information |
| Graduate Assistant Manager | 2 | <ul style="list-style-type: none"> • tuition waiver • Fitness Center Membership • \$7000 stipend | <ul style="list-style-type: none"> • acceptance into a full-time graduate degree-granting program at SUNY Oswego |

Fitness Center Membership Rates

| | SEMESTER | ACADEMIC YEAR |
|---|----------|---------------|
| RESIDENT STUDENT | \$60 | \$80 |
| OFF CAMPUS STUDENT *who lived on campus at Oswego for: | | |
| 6 or more full semesters | \$65 | \$90 |
| 4 or 5 full semesters | \$70 | \$100 |
| 1 to 3 full semesters | \$80 | \$110 |
| COMMUTER STUDENT | \$90 | \$125 |
| STUDENT SPOUSE/PARTNERS in qualifying domestic relationships | \$100 | \$130 |

* "Full semester" refers to Fall Semester and Spring Semester only; summer housing does not apply.

Front Desks

Each residential community has a front desk adjacent to the main lobby. The desk is a center of activity, where information and services are available on a daily basis. Desk services include providing items for sign-out such as kitchen utensils, vacuum cleaners, games, and recreational equipment. Residents should check with their desk staff for the specific items and sign-out procedures in their community. This is also where residents' mailboxes are located and where packages can be picked up.

Grades

Student grade information is provided to Residence Life and Housing professional staff members for confidential administrative use. Specific information on this policy may be obtained from the Residence Life and Housing Office.

Hall Government (Hall Councils)

Each residential community has a governing body which consists of elected officers (generally a president, vice president, secretary and treasurer) and student representatives from each floor/quad/living unit. The hall council is advised by the Director of the community and the regularly-scheduled meetings are open to all residents of that community. In some communities each resident has a vote and in others only the elected representatives can vote. Each community also has a senator for every 200 residents who is elected to represent that community's views in the Student Association (the government of the entire student body). Residential community councils provide input for departmental decisions, and are opportunities for involvement and leadership experience.

In addition to each residential community's council, the presidents and vice presidents (or other representatives) of those governments form the Residence Hall Advisory Board (RHAB). The Residence Hall Advisory Board meets bi-weekly with College officials and the Director of Residence Life and Housing, and serves as the major student consultative body to the Department of Residence Life and Housing.

Heat

The desired temperature in resident rooms is 68 degrees. Since 68 degrees is not a particularly high temperature, it is important to allow the heating system to be as efficient as possible. The most important factors are to keep the space near the radiators clear (at least 12") for air circulation and make sure that both windows, inside and storm, are tightly closed.

If you think your room is cold, contact your front desk. In response, a staff member will check the room temperature and see if the problem can be identified. An appropriate maintenance person will be contacted if necessary. There is no case in which a resident should be in a room below 68 degrees for longer than one or two hours after notification of staff. If a quick solution is not possible, portable heaters will be issued by Residence Life and Housing as a temporary solution until the problem can be remedied.

Insuring Personal Property

The College does not assume any liability or responsibility for loss or damage to personal property of residents except when negligence on the part of the College is established. There are occasions when system failures result in loss or damage to resident's personal property. Residents who find themselves in this position frequently believe that the College should be responsible for restitution; however, the College would not be responsible unless it was aware that the situation that caused the problem existed and did not resolve that situation, thereby resulting in loss or damage to personal property. To establish negligence, persons are usually required to file a suit against the State of New York in the Court of Claims. Persons believing their loss was the result of negligence should contact the Director of Residence Life and Housing for clarification.

All residents are encouraged to lock their doors and lock up their belongings. They should also review their family insurance to determine whether they have appropriate coverage for their personal property while they are away at school and are encouraged to obtain appropriate insurance coverage.

Internet

Resident rooms in our new and recently renovated buildings (The Village, Hart, Johnson and Riggs Halls) are equipped with an internet port for each resident. In all other buildings, multiple ports per room were not possible due to the lack of the number of data wires that existed in the building. Hubs, which allow roommates to share a port, are provided in each resident room in all other residence halls (Cayuga, Funnelle, Oneida, Onondaga, Scales, Seneca, Sheldon, Waterbury). Hubs are now part of your room check-in/check-out process. Please make sure they are in the room when you check in and check out, otherwise you may be charged by Residence Life and Housing for replacement. The per semester connection fee of \$49 is included in the College bill. **Wifi** is currently available in The Village and Hart, Johnson, Riggs, and Cayuga Halls. Additional residence halls will receive Wifi in the near future.

If You Experience Problems with your ResNet connection...The first step is to call the Technology Support Center at x3456. They will attempt to troubleshoot your problem over the phone. If they are unable to help you, a trouble ticket will be filed and they will escalate your problem to the next level. The appropriate technician will then attempt to contact you. If you don't hear from us, there may be several possible reasons:

Do you have Voicemail or an Answering Machine?

- If you don't, we might have called to set up an appointment but couldn't reach you. If this is the case, you should try and contact us at x3456.

Did you check your CTS e-mail account?

- We may have sent you an e-mail that says the problem has been resolved and your internet should be working now. E-mail is the quickest way for us to get the large amount of trouble tickets we have at the beginning of the semester done. It helps us provide faster and better service to you.

Kitchens

Kitchen facilities are available in each residential community. Generally, the number of kitchens per student is low and those facilities are primarily used for special occasions such as baking birthday cakes and cooking group dinners. Cooking utensils, including pots and pans, can be signed out from most residential community front desks.

Laundry Rooms

Each residence hall is equipped with laundry machines for use by residents. Laundry rooms are located in the basement of each hall; each Village townhouse has its own laundry room. The per semester user fee is included in your student bill. Any needed repairs to laundry machines should be submitted to the front desk. For safety reasons ironing is permitted only in laundry rooms. Irons should not be left unattended.

Mail

Mail is delivered to the residential communities daily except Sunday, federal holidays, and periods of academic recess.

Each resident is assigned a mailbox located near the front desk of each residence hall. Mail is received and sorted at the front desk Monday through Saturday. Mail delivery will work most efficiently if mail is addressed as indicated below. In most halls, each student has his or her own mailbox; in these halls (Cayuga, Hart, Johnson, Lonis, Riggs, Scales, Sheldon, Waterbury and The Village), the mailbox number is different from the room number. To send mail to students in these halls, be sure to include the student's mailbox number in the address.

Student Name (last name is very important!)
_____ Hall, Mail Box # _____ (Room)*
Street Address (see list below)
Oswego, NY 13126

*In Funnelle, Oneida, Onondaga and Seneca Halls, roommates share a mailbox; in these halls, the mailbox numbers are the same as the room numbers. To send mail to students in these halls, please include the student's room number in the address. Please note that the College cannot be responsible for cash or valuables sent through the mail.

Residential Community Street Addresses:

| | |
|----------------|--------------------|
| Cayuga Hall: | 20 Cayuga Circle |
| Funnelle Hall: | 25 Union Road |
| Hart Hall: | 15 Union Road |
| Johnson Hall: | 20 Rudolph Road |
| Lonis Hall: | 53 Sheldon Avenue |
| Moreland Hall: | 53 Sheldon Avenue |
| Oneida Hall: | 10 Onondaga Circle |
| Onondaga Hall: | 20 Onondaga Circle |
| Riggs Hall: | 28 Rudolph Road |
| Scales Hall: | 34 Rudolph Road |
| Seneca Hall: | 47 Cayuga Circle |
| Sheldon Hall: | 72 Sheldon Avenue |
| Waterbury Hall | 30 Rudolph Road |

| | |
|---------------------------------|-------------------|
| The Village buildings A thru F: | 90 Iroquois Trail |
| The Village buildings G thru L: | 80 Iroquois Trail |

Students who move to another residential community should leave a forwarding address card at the desk of the community from which they are moving. Forwarding address cards should also be filled out before leaving

the campus for the summer. Students are reminded to notify their magazine subscriptions of their home address 6 weeks before the end of school.

Mail Forwarding

First Class mail will be forwarded for one year. If no forwarding address is on file, the mail will be returned to sender. Second Class and Third Class mail will not be forwarded and will be returned to sender or discarded. Residents are asked to complete a forwarding address card as part of the check-out process.

Maintenance Concerns

The standards for custodial and maintenance work are contained in this handbook under Minimum Living Condition Standards for University Residence Halls. Maintenance and custodial concerns should be reported to the residential community staff by filling out a Service Request at the Front desk. The Desk Attendant can help you fill one out and will also forward it to the maintenance Operations Center (MOC), Building #12. You may need to make an appointment as Maintenance staff will be unable to enter your room without you being present or without prior consent from you and your roommate. Although we strive to deal with each report effectively, errors do occur. Residents should persist in reporting problems until they are resolved and maintenance emergencies should be reported to the front desk. If the desk is closed, contact the RSS on duty or University Police (5555).

Murals

Resident students may paint murals in public areas of residential communities following the guidelines listed below:

1. Secure approval of the Residence Hall Director/Village Community Director and hall council.
2. Develop a color drawing to scale of the proposed mural showing its relationship to all features of the wall. Starting and completion dates must be included.
3. Secure approval by the Associate Director of Residence Life and Housing responsible for the building.
4. Obtain paint supplied by Residence Life and Housing.
5. Pay for paint and supplies from incentive funds, hall council income funds, or cash.

Operation Identification

Residence Life and Housing encourages residents to utilize the Operation Identification Program sponsored by University Police. Students may borrow an engraver and mark their valuable items with a special number issued by University Police; the items can then be registered with University Police. Operation ID is a deterrent to theft because it makes property more identifiable to law enforcement officers and increases the likelihood of recovering lost or stolen property.

Posting and Distributing Promotional Material in Residential Communities

Each residential community has posting space on resident floors and in the main lobby area. Typically, floor bulletin boards are used to advertise in-hall/floor activities (hall council, programs, etc.), registered student organizations' activities and official announcements from College departments. Limited space is available in lobby areas for advertising by individuals and organizations not registered with the College.

Procedure to Post

Posting must conform with the campus policy on "Posting and Distributing Promotional Materials." Posters must be delivered to the residential community front desk. Posting of the material is the sole responsibility of the hall/community director and staff. Note: For the purposes of the posting policy, any area outside of an individual student room, including the side of the door facing the corridor, is considered public space.

1. Posting locations vary by building, therefore, the following is the number of postings each building required for the floor bulletin boards:

| hall/community | postings needed | hall/community | postings needed |
|-------------------------|------------------------|-----------------------|------------------------|
| Cayuga | 18 | Riggs | 8 |
| Funnelle | 9 | Scales | 8 |
| Hart | 9 | Seneca | 21 |
| Johnson | 9 | Sheldon | 5 |
| Mackin (Lonis/Moreland) | 6 | The Village | 2 |
| Oneida | 18 | Waterbury | 9 |
| Onondaga | 20 | | |

2. Postings should be no larger than 11" x 17".
3. All information on postings must conform with College policies and be consistent with the programmatic objectives of Residence Life and Housing.
4. Posting will be done by building staff assigned that responsibility, not representatives of the posting organization.
5. Postings will be displayed as soon as reasonable, but no later than 24 hours after receipt of the material and removed and destroyed after the date of the event.

Procedure for Mailbox Distribution of Promotional Materials

Mailbox distribution of material will occur only under the following guidelines:

1. All materials with proper U.S. postage will be distributed.
2. Distribution of materials without U.S. postage will be limited to:
 - a. College offices and departments
 - b. Building purposes
 - c. Registered student organizations with approval of Director of Residence Life and Housing

Recovered Property Policy

Periodically, lost personal property is found in residential communities. Such items usually fall into two categories: owner-identified and owner-unidentified. During periods when residential communities are occupied and during periods of recess, found items should be turned in at the front desk. If no owner is identified during a reasonable period (2-4 weeks), the item will be transferred to University Police.

At the conclusion of the Spring Semester, items that are found for which ownership can be determined (such as labeled personal property) should be given to the appropriate building director or University Police. The owner will be notified that the property has been found and asked to advise regarding disposition.

Property that is not identified must be disposed of in compliance with Article 7B of the New York State Property Law. Under this law as applied to the SUNY campus, persons are required to surrender found items to the University Police. University Police are then required to log and store the property and dispose of it in the following manner:

1. If the person who found the item is not an employee of the State and no one comes forward to claim the property, after a specified period of time determined by the value of the property, University Police will return the found item to the finder and it will become the finder's property.
2. If the finder is an employee and no one comes forward to claim the item, the finder may not claim the property. Instead, the property that goes unclaimed after the prescribed period of time must be placed in public auction, with the proceeds going to the State's general fund.

It should be noted that failure to follow the steps indicated above is a misdemeanor.

Recycling

Oswego County has a mandatory program that requires recycling of metals, glass, container plastics and most paper, pizza boxes, newspapers and magazines. Residents must bring their trash and recyclables to the central location(s) in each building. Residents can learn of procedures in each building from the residential community staff. Specific hours of operation will be posted in your residential community.

Refrigerator Rentals

Residents are permitted to have up to two refrigerators in their room with the maximum amperage per refrigerator of 2.0 amps and the maximum size per refrigerator of 6 cu. ft. Compact refrigerators can be rented through the Residence Life and Housing Office. Current residents can reserve one as part of the spring housing selection process.

Residential Community Security

The information below is from the *Student Handbook*. As a result of the newly-installed card access system, new policies and procedures are currently being developed. The updated policies and procedures will be provided to the campus community as soon as they are available.

In order to assure reasonable security, the following policies and procedures are in place:

1. Visitation and guests (see explanation in this handbook).
2. Lost keys are to be reported to the hall/community director by the residents of the room as soon as possible after the loss is detected. Lost keys are replaced by rekeying the lock and making new keys for all residents affected. A charge for the costs involved is assessed to the individual who lost the key(s).
3. Front desks are staffed from 10:00 a.m. to 3:00 a.m. daily. Residents may be required to present their College I.D. with a building resident sticker to gain admittance during certain hours.
4. Non-residents of the building are considered guests and must be accompanied by a resident in order to be in the building.
5. A telephone is located in the foyer of each building to facilitate the implementation of these security systems.

Residential and Dining Entrance Protocols

Residential Communities

All residence hall exterior doors will be locked 24 hours per day, seven days per week. Due to its multi-use, Mackin Hall main entrance will be unlocked 7:00 am to 8:00 pm Monday through Thursday. All other days, Mackin's hours will be consistent with all other residential communities. Access to residence halls and communities is as follows:

- Each building's residents will be able to enter their residence hall at designated entrances by use of their I.D. card 24 hours per day when college is in session.
- Each residence hall exterior door is labeled on the exterior side to indicate the type of authorization required to open the door.
- Selected residence hall doors are available to residents of the building for entrance during specific times. Please consult with your hall staff for details or consult the poster on the exterior of the door.
- Students who are not residents of the hall must enter via the main entrance to the building.

Faculty assigned to Hart and Johnson Halls and staff of the Department of Residence Life and Housing are given appropriate access to designated residential community. Other members of the College community will have daily access to residence halls according to the following schedule:

- **7:00 am to 7:00 pm:** College I.D. cards of all currently registered students, including commuters, will open the main entrance door of every residence hall. The main entrance door is that door located proximate to the reception desk.
- **7:00 to 11:00 pm:** All current resident students will be able to enter the main entrance using their I.D. card. Students who do not live on campus will have access to residential communities only as guests of a resident of the building and must contact that resident to meet them at the main door if they are not already accompanied by the resident. Note: house phones are available in the foyer of each residence hall for on campus calls only.
- **11:00 pm to 7:00 am:** Entrance to residence halls will be restricted to residents of that building only by using their I.D. cards. Entrance by all other persons requires accompaniment by a building resident and must be signed-in to the respective building.
- **Variable times:** Faculty and staff not listed above may request access to residence halls by contacting the Residence Life and Housing Office (extension 2246). U.S. Mail, UPS, Fed Ex ground/air, and Campus Mail will be given access to the residence halls for official business. Other deliveries such as food, flowers, etc., will require the person placing the order to be available to meet them at the entrance of the building by giving the delivery person a phone number at which you can be reached. If the previous method will not work, alternate arrangements must be made by the orderer.

Dining Centers

During hours of operation, Lakeside, Cooper and Mackin Dining Centers may be accessed without use of ID card via the following entrances:

- * Lakeside via Riggs/Lakeside tunnel
- * Cooper via Hart/Cooper tunnel
- * Mackin via Mackin main entrance

Also, students can access Lakeside via Johnson Hall and Cooper via Funnelle Hall.

Pathfinder and Littlepage Dining Centers are accessible for students via the attached residence halls. These entrances can also be used for "Late Night" service.

If your ID doesn't work, contact:

- Your residential community front desk. With the exceptions of The Village, Mackin and Sheldon, front desks are 10:00 am to 3:00 am daily. The Mackin Desk is open 10:00 am to 12:00 midnight. Sheldon Hall Desk hours are 10:00 am to 10:00 pm. The Village Desk hours are Sunday - Thursday, 9:30 am - Midnight; Friday and Saturday, 9:30 am - 3:00 am.
- Residence Life and Housing, 303 Culkin Hall, x 2246. Office hours are 8:00 am to 4:00 pm Monday through Friday.
- University Police, Pathfinder Hall, x5555. University Police is available to assist with ID concerns Monday through Friday from 4:00 pm to 8:00 am and 24 hours per day on weekends.

Respect for Residence Life Staff

Members of the Residence Life staff are to be able to perform their assigned duties free of harassment, intimidation or menacing behavior from those with whom they work. When a staff member is engaged in the performance of authorized duties, the following behavior by residents or their guests is strictly prohibited. The following violations may result in disciplinary action including arrest, removal from residence and suspension:

1. Verbal abuse (including, but not limited to ethnic, sexist or racial slurs).
2. Physical intimidations or menacing behavior directed at the staff member.
3. Display of visual materials that demean or humiliate a staff member.
4. Interference with a staff member engaged in the performance of assigned duties.
5. Failure to comply with a reasonable request from a staff member.
6. Failure to respond to the questions or instructions (including opening of a room door) of a staff member in the performance of their assigned duties.
7. Failure to acknowledge and comply with a staff member's request to enter a resident's room when that staff announces that they are acting in the performance of their assigned duties.

Room Changes

Changes of assignment within the same residential community must be approved by the Residence Hall Director or Village Community Director. Residents interested in moving to a different residential community must speak with the Director(s) of the building(s) involved. Students should see the front desk of the community they would like to move into to fill out a *Waiting List Application* form. In most cases, the Department will not force a resident to change his/her assignment, except when that staff member announces that they are acting in the performance of their assigned duties as part of a disciplinary response; however, the College reserves the right to reassign residents and determine the occupancy of a room. In all cases, the professional staff's decision is final.

Roommates

Living with a new roommate can be an excellent experience, but, as in any relationship, conflict is a possibility. Two important things each of you can do to establish respect and a positive relationship with your roommate are to get to know each other and communicate!! You should never feel uncomfortable in your own room, as it is your home. But it is also your roommate's home, and it is important to respect that. If one or both of you feel that you are communicating but still have not resolved any issues, contact your Resident Student Staff (RSS). RSS members are trained in mediation and conflict resolution. You may find that there is a simple solution and simply a trained, neutral party can help you resolve your issues.

A room change may seem like an easy way out, but will not solve the issues you may face in sharing living space, thus resulting in recurring problems with your next roommate. Through education and encouragement, solutions to these conflicts can often be found and the need for a room change eliminated. However, if a sincere effort has been made and a resolution has not been obtained, a room change could be possible upon availability and staff approval.

Room Condition and Inventory Records

Whenever a resident moves into a room, the condition of that room is determined by the resident and Resident Student Staff. The information is recorded on the *Room Inventory & Condition Record (RCR)*. It is the responsibility of the resident to thoroughly examine and note the condition of all listed items. The resident's signature on the inventory form indicates agreement with the stated condition of each item and any deterioration in the condition of the room, beyond normal wear and tear, is the financial responsibility of the resident.

Inspection for residential community damages which will be assessed to resident students are conducted, when possible, before residents vacate the residential community. At the time of check-out, student residents are informed of the damages which have been identified as assessable to them. To the extent possible, at the time damages are identified, student residents are given a standard repair summary listing the estimated costs for damages. Resident students who vacate residential communities without formal notification to campus officials will not receive pre-departure inspection or damage identification procedures prior to the assessment of damages; he/she also forfeits appeal rights.

Room Entry

Requests for entry by College personnel into resident rooms/suites/townhouses is infrequent and would occur only under the following circumstances:

- Most frequently when the residents are present and the staff person knocks on the door, announces him/herself and requests entry just to visit or perhaps to accomplish some administrative task such as a repair, survey, etc.
- Periodically to inspect rooms (not personal possessions, desk drawers, etc.) to determine their condition for health and safety purposes. In this case, written notice is given to residents at least 48 hours in advance of the inspection. Typically, in this situation rooms will be entered whether or not the occupants are present.
- To halt the continuation of an activity where imminent danger to life, safety, health, or property is reasonably feared and/or appears to be in violation of federal, state or local laws or College policy. The College staff member will knock, announce him/herself and request entry. If there is no response or the request for entry is denied, College staff member will obtain entry to the room to resolve the situation. Frequently University Police will be asked to participate in this response.
- To affect emergency repairs or deal with an emergency situation and maintain building security during break periods, College staff may enter a room without the occupants' knowledge. In these instances, a notice will be posted on the inside of the door identifying to the residents the person who entered and the purpose for that entry. College staff may confiscate items observed in resident rooms or in residents' possession if possession of those items is a violation of College policy. Items prohibited in the appliance and fire safety policies of this handbook will not be returned to the possessor or owner. Examples of such items would be hot plates, microwave ovens, George Foreman grills, etc.

In no instance are College personnel authorized to search a room by looking through closed drawers, etc. without a court-issued search warrant. (As part of the vacation closing procedure, staff do check closets to be sure the room is empty.) For further information regarding student privacy, please refer to the Code of Student Rights, Responsibilities and Conduct in the 2011–2012 *Student Handbook*.

Room Rental Refund Policy (Housing)

1. For the first semester of the agreement:
 - a. a student who has **signed into** the residential community and subsequently leaves, either because of **withdrawal** from the College or by receiving approval from the Office of Residence Life and Housing to terminate the *Room and Board Agreement* or *Village Housing Agreement* **prior to the designated date of certification** of occupancy, will either **forfeit the reservation deposit or pay the pro-rated weekly charge**, whichever is greater. (Note: The charge is based upon an occupancy week of Sunday through Saturday.)
 - b. a student who has **signed into** the residential community, **registered** for classes and subsequently leaves through **withdrawal or termination after the certification date shall forfeit the rent for that quarter.**
2. A fall semester resident who has registered for Spring Semester classes and/or paid the College bill and receives approval to terminate prior to the published date in **Student Notes** for reopening of the residential communities for the spring semester will receive a full refund provided they remove their belongings from their room/suite/townhouse and properly sign out of the residential community by the date designated on the approved *Request to Terminate*. Approval after the date for reopening will result in forfeiture of the balance of the room rent for the current quarter.
3. Refunds for disqualified students will be pro-rated based upon the date their belongings are removed from the room either by the resident or by College staff.
4. A student who has signed into the residential community, not registered for classes, and subsequently has the agreement terminated, will be charged the greater of a pro-rated weekly rate or the reservation deposit.
5. Withdrawal at any time due to active military service or circumstances beyond the control of the individual may result in a pro-rated refund. Sufficiency of such reasons is determined by the Director of Residence Life and Housing or designee and approved by the College President.
6. A resident's occupancy is terminated only after the room/suite/townhouse is inspected by the building staff, all belongings have been removed from the room, the resident turns in any assigned keys (i.e., room and mailbox), and has officially signed out of the residential community.

Room Selection and Assignment Policy

First year and transfer students are assigned by the College using the preferences indicated by each student and the availability of accommodations. Returning students participate in a housing selection process in the spring of each year and are generally allowed to select their own roommate and building depending upon the availability of accommodations. Students desiring to live on campus must participate in the housing selection process in order to guarantee themselves the largest number of options from which to choose. **Since the *Room and Board Agreement/Village Housing Agreement* is for the entire academic year, students who have met the housing requirement and whose priority is to live off-campus are encouraged not to participate in the spring housing selection process.** They may still have the option of paying a deposit and living on campus if they do not find suitable off campus housing; however, they will not have the on-campus choices they would have had if they had participated in the spring housing selection process. Students are encouraged to ask their Residence Hall Director/Village Community Director or call the Residence Life and Housing Office for more information regarding this matter. A detailed housing selection guide is available each spring well in advance of the housing selection process.

Sick Tray Policy

Dining Services at SUNY Oswego cares about its customers when they are sick or injured. If a resident is unable to attend a meal in a dining center due to illness or mobility issues (i.e. required use of crutches), a sick tray is available. A *Sick Tray Request Form* may be requested from the Residence Hall Director/Village Community Director, Assistant Hall Director, or Resident Student Staff by the resident, his/her roommate, or a friend. The completed form must be approved by the Director, Assistant Director, or Resident Student Staff member and submitted to the dining center manager or checker-cashier in the resident dining center along with the ill/injured student's I.D. card. For further information, please contact your Director, Assistant Hall Director, Resident Student Staff member or Dining Manager.

Snow Removal in Resident Student Parking Lots

Plowing of student lots requires the full cooperation of all students. Students can generally expect their lot will be plowed three to four days after a heavy snow storm. Emergency snow removal signs indicating the date and time that certain lots will be plowed will be posted on the main doors of all residential communities. Students are expected to move their cars to a designated lot before the time of plowing. University Police will assist students who are at their cars and have difficulty starting them. Unattended cars will be towed at the hour of plowing. After plowing, students must move their cars back to their original lot by a stated time. Failure to do so will result in towing. If a student is unavailable to move his/her car during the announced time, he/she should make arrangements to have a friend move it for him/her. Students going away for the weekend should also make arrangements with a friend to have his/her car moved to avoid possible towing costs.

Storage/Luggage Rooms

Storage space is available in some residential communities for residents' storage of small items such as trunks and suitcases. Although all storage areas are locked, absolute security cannot be guaranteed and it is not recommended that students use these areas to store items of significant value. Residents must remove their stored items when they sign out of the residential community. Fire regulations prohibit storage of cardboard boxes, internal combustion engines, paint and other flammables. See a staff member for access to storage. No summer storage is provided.

Student Records

Residence Life and Housing maintains a variety of records pertaining to residents. Included in this category are license administration documents (such as the *Room and Board/Village Housing Agreement*, *Petitions to Live Off Campus*, *Request to Terminate the Room and Board Agreement*), personal data cards, judicial records and occupancy records. These records are for College use and are available only to appropriate College offices, except as in compliance with a proper court order. These documents may be reviewed only by the student referenced only after the student confirms her/his identity via College identification card or photo DMV license. Copies may be made and given to the student referenced upon request. The preferred request is in person; however, if an in-person request is not possible, a written request from the student can be accepted. Telephone requests will not be honored.

Telephone Service

The College no longer provides active dial tone in individual residence hall rooms. For students' convenience, a campus phone is located on each residence hall floor. Students who wish to have dial tone in their room can request service by contacting the Campus Technology Services (CTS) Technology Support Center at help@oswego.edu. Students can also arrange for local and long distance service at this address.

Vending Machines

Each year, Auxiliary Services enters into a contract with a private vendor to provide vending machines for the campus, including the residential communities. Each residential community is equipped with a variety of vending machines, typically including a soda machine(s) and snack vending machine(s). These machines are usually located on the main floor or in the basement of each building. Any problems, including refund requests, should be reported to the residential community front desk.

RULES GOVERNING RESIDENTIAL FACILITIES

Alcohol

The residential alcohol policy is governed by the Alcohol and Other Drugs policy as stated in the College Policies section in the Student Handbook. The College permits individual consumption and possession of alcoholic beverages by individuals who have attained 21 years-of-age and prohibits consumption by persons under 21; this includes, but is not limited to, empty alcohol containers. Consumption from or possession of open containers of alcohol is prohibited in public areas of residential facilities. Group consumption of alcohol in residential facilities may occur only at registered events as explained in campus guidelines. Refer to the alcohol and drug section of the *Student Handbook* for the complete policy description.

Appliances

The department's policy on appliances reflects an effort to find a balance between the typical residents' use of their assigned room and the need for health and safety standards. Residence hall rooms are more than bedrooms; however, they are not appropriate for meal preparation. The appliances appropriate for use in resident rooms are those such as lamps, computers, hair dryers, irons, compact refrigerators, televisions, stereos, etc. Appliances used for meal preparation (such as microwaves) which operate at cooking temperatures are prohibited because they compromise the health and safety of the residents of the building. Residents may not possess any food-preparation appliances except popcorn poppers, coffee pots and hot pots and those appliances are permitted only if they do not have exposed heating elements and are UL approved.

All electrical appliances must be UL approved and must be in good working order. Air conditioners, space heaters and baseboard units of any type, except as may be provided by the College are prohibited.

Any prohibited appliance found in resident rooms will be confiscated by Residence Life and Housing staff and will not be returned to the owner.

Care of Facilities

It is the residents' responsibility to care for the condition of their assigned living units as well as other public areas including, but not limited to, bathrooms, elevators, corridors, laundry rooms, lounges, and their furnishings and equipment. Theft or littering of, or damage to College property is prohibited. Students engaging in such behavior may be subject to College disciplinary action and/or arrest and will be held financially and legally responsible. Residents will be held financially and legally responsible for the condition of their assigned living units and assigned contents. The removal of College-owned furniture from a resident's living unit or from a public area without staff authorization may result in a replacement charge and/or other disciplinary action. Structural modifications to the residential facilities, including the installation of wires or cords outside resident living units, are prohibited without prior written authorization from the Director of Residence Life and Housing. As part of their responsibility, residents of a facility are responsible for the actions of their guests whether or not those guests are students of SUNY Oswego.

Disruptive Behavior

Disruptive behavior including: 1) harassment or creating a hostile environment through discrimination, intimidation, ridicule, or insult toward any person; 2) acts of prejudice or bias targeted toward a person or group; 3) physical abuse, assault and/or battery; 4) threats toward or intimidation of any person, or intentionally or recklessly causing harm or reasonable apprehension of harm; 5) creation of a condition or situation that endangers mental or physical health; 6) conduct which inhibits the peace or safety of members of the College community*; 7) conduct related to the use, possession, or distribution of alcohol or other drugs are unacceptable and subject to disciplinary action. *Students are prohibited from playing sports or rough-housing in the halls as this may disrupt the living/learning environment. Hall sports include, but are not limited to, tossing, bouncing, or kicking a ball or frisbee, roller blading, biking, using a scooter, using nerf guns, water guns or water balloons.

Drugs

The residential drug policy is governed by the Alcohol and Other Drugs Policy as stated in the College Policies section of the *Student Handbook*. The use, possession, distribution or manufacture of controlled substances is prohibited on College premises. The possession and/or use of marijuana in one's room is a violation of New York State Law, and any consumption of marijuana in a public area is a criminal offense. Prohibited drugs or drug-related paraphernalia can be confiscated and may be used as evidence in campus judicial and/or criminal proceedings.

Fire Safety

Residential Fire Safety is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. In order to reduce fire hazards and comply with state fire codes, the College has established the following policies and procedures. Residents are expected to know and follow these procedures. Violators may face disciplinary action and/or arrest.

- A. Fire Drills and Evacuation
Each residential community will conduct periodic fire drills to familiarize students and staff with the proper evacuation procedures and escape routes. Evacuation procedures and routes are posted on the inside of each door in residential rooms and throughout the buildings. All students should familiarize themselves with the evacuation procedures, know the location of all the exits in their living area and how to reach them in case they need to evacuate in total darkness. When the alarm sounds, all persons in the building are required to exit the building immediately and remain outside until informed by Residence Life staff members that it is permissible to return. There is a designated alternative shelter location for each residential community; in instances of inclement weather and/or prolonged evacuation, residents will be directed to the appropriate shelter facility. Failure to evacuate a building during a fire alarm is a violation of residential community rules and can result in disciplinary action.
- B. Fire Detection/Fighting Equipment
Each residence hall is equipped with heat and smoke sensors, fire extinguishers and fire alarm pull boxes. Residents should familiarize themselves with the location of this equipment upon moving into a residential community. Tampering with any fire protection equipment is prohibited. Intentional activation of alarm systems for any reason other than reporting a fire is strictly prohibited.
- C. Furnishings and Decorations
Furniture, decorations and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of Residence Life staff. Excessive amounts of combustible wall decorations are particularly dangerous in that they can promote rapid flame spread in the event of a fire. Suspending combustible materials, such as fishnets, parachutes or tapestries, from ceilings is strictly prohibited. In common areas (i.e. bathrooms, hallways, and lounges) similar fire code regulations exist. Possession and/or ignition of combustible materials for the purpose of cooking, heating, lighting or display (including but not limited to candles, incense, lava and oil-burning lamps) is prohibited. Prohibited items that are found will be confiscated by Residence Life staff and will not be returned to the owner.
- D. Electrical Load
The following guidelines have been developed to prevent the overloading of electrical circuits which can create a life-threatening hazard.
 - 1. Extension cords are acceptable for use only if designed with breaker or fuse protection. Com-

monly referred to as surge protectors, they must be plugged into a wall receptacle and may not be joined together to extend their reach. All cords must be UL approved and recommended for intended use, in perfect condition, and either 12 or 14 gauge.

- a. If the appliance using the extension cord requires grounding (three pronged plug), only grounded extension cords shall be used.
 - b. The cord may not pass through wall openings, doorways, partitions, or under rugs.
 - c. The cord may not be spliced, tied in knots, wrapped around metal fixtures, or draped over pipes.
2. Heavy-load appliances, including corn poppers, must be plugged directly into permanent outlets by the cord attached to the appliance.
 3. Multiple outlet adapters (exclusive of extension cords permitted in 1. above) are not permitted.

E. Fire Safety Inspections

Residence Life staff inspect all residential living units (including bedrooms) with advance notice at least once each semester. Residents are advised of any fire safety and health problems and the required remedy.

F. Fire Safety Information and Education

The College offers a variety of opportunities and resources for students to learn about the various aspects of fire prevention. Students are encouraged to educate themselves about their personal fire safety needs. In addition to the information contained in this handbook, brochures and pamphlets, which provide detailed information, are available. Fire safety discussions will be a part of meetings conducted by Residence Life staff. Residence Life staff can also be considered as resources for such information. Any fire concerns should immediately be brought to their attention so proper preventative action can be taken.

G. In Case of Fire

Should a fire occur, the standard procedure for fires should be followed:

1. Notify the Fire Department by using the pull boxes. This notifies all residents of the need to evacuate the building.
2. If the fire is **very** small (ashtrays, wastebaskets, smoldering matter) you may try to fight it. **Keep near the doors so you can escape. Stay low, away from heat and smoke.** Aim extinguisher stream at base of fire. In floor fires sweep from edge of the room inward. If it is a wall fire, sweep from the bottom of the wall upward. Stay outside closets, etc. and shoot inward. Ventilate only after fire is completely out.
3. Use good judgement. The above responsibilities should be undertaken with due attention to your own personal safety.
4. Fire Extinguisher Use. The following information clarifies extinguisher type and use should it be necessary to put out a fire:
 - a. Pressurized water extinguisher: Wood, paper, textiles, and other ordinary combustible materials.
 - b. Carbon Dioxide (CO₂) extinguisher: Flammable liquids such as oils, solvents, grease, paint, etc. Live or energized electrical or electronic equipment.

H. Setting fires is prohibited with the exception of designated fireplaces.

Fire Evacuation Procedures

In order to ensure the safety of all residents and visitors of the residential community, the following guidelines must be followed. When an alarm is sounded, all residents and visitors should:

1. Immediately put on hard-soled shoes and wear clothing appropriate to weather conditions, as evacuation may be for an extended period of time. Take a towel to cover the face. This will aid breathing if there is smoke.
2. Close all windows.
3. Check room door before opening to see if it is hot. Smell for smoke. If the door is hot or you smell smoke, it should not be opened. Seal the cracks at the bottom and sides of the door with a towel or clothing. If trapped call University Police, x5555, give the hall and room number and then go to the window to attract the attention of the fire department.
4. If there is no sign of prohibitive heat or smoke, leave the hall by the nearest exit, using the stairwells. Do not use elevators.
5. Vacate the building by the shortest, safest route, and gather at the designated area. Follow instructions given by Residence Life staff, University Police, and Fire Department Personnel. Remain outside until directed to reenter or proceed to designated alternative shelter.

Note: Possession or ignition of combustible materials for the purpose of cooking, heating, lighting or display is prohibited. Examples include candles, incense, oil burning lamps, stereo and torchiere-style halogen lamps, and microwave ovens. Prohibited items will be confiscated and not returned.

Guns, Explosives, Flammables

Firearms, illegal weapons, firecrackers, explosives, harmful chemicals, and flammable liquids (i.e., oil-based paints, turpentine, and gasoline) are not to be stored or used in or around residential facilities. Internal combustion engines are prohibited within the buildings. Refer to the Judicial Policies section of the *Student Handbook* for the complete policy description.

Housekeeping

Residents are expected to maintain a level of cleanliness in their living unit compatible with reasonable health and safety and College standards. The College reserves the right to establish and enforce those expectations for individuals in order to insure reasonable compatibility with roommate(s) as well as health and safety. All residents are required to participate in the residential community recycling program.

Keys

Each resident is assigned keys, lock combinations and/or access codes when checking into residential facilities and is responsible for the return of assigned keys upon termination of residence. Loss of keys will result in charges for replacement. Unauthorized duplication of keys is prohibited. Residents are prohibited from using, or having unauthorized possession of keys or identification/access codes which have not been assigned to them by the College.

Noise

Quiet hours are established and observed in all residential facilities from 8:00 p.m. to 9:00 a.m. Sunday through Thursday nights and 2:00 a.m. to 9:00 a.m. Saturday and Sunday mornings. Courtesy hours are observed 24 hours per day. Individual halls and living units may extend quiet hours or establish specific additional quiet hours at their discretion and/or through the *Community Living Agreement*. Quiet hours are observed 24 hours per day during the week before and the week of final examinations. Residents are expected to defer to approved activity at all times.

Overnight Guests

Residents may have overnight guests with the consent of all residents of the living unit for a maximum of three consecutive days (72 hours). Guests and hosts must observe the registration requirements of each residential community and the resident host assumes full responsibility for their guest's behavior. Registration forms for overnight guests can be obtained at the front desk of every residential community. The frequency of guest visits is subject to review by the RHD/AHD/VCD and limitation by the College. Refer to the Judicial Policies section of the *Student Handbook* for the complete policy description.

Pets

Neither residents nor their guests may bring animals or pets of any kind into the residential community except as specified in the pet policy. Permission of all roommates and the written approval of the RHD/AHD/VCD must be obtained before any animal is brought into the building. In The Village townhouses, fish in aquariums up to 20 gallons are the only pets permitted.

In residence halls, hamsters, gerbils, domestically bred rats, parakeet sized birds, fish in aquariums up to 20 gallons, small lobsters 6 inches and smaller, turtles 9 inches and smaller, chameleons and geckos of a maximum 7 inches in length (including tail) and smaller, hermit crabs, soapdish crabs in aquariums up to 20 gallons, and guinea pigs are the only pets permitted.

The number of pets in any one area can affect the quality of life for all; therefore, residents may register a maximum of two same gender of one type of pet. For example, if you have a hamster, you may not have any other type of pet (such as gerbils or fish) and you may have a maximum of 2 hamsters and they both must be either male or female but not one of each gender. There is no gender or number restriction on fish.

Please be advised that any owner allowing their pet outside the confines of its cage when it is not in the owner's room is not acting in accordance with the established pet policy, and may be asked to remove their pet from the building. Also, owners should be aware that cleaning pets and their housing in bathrooms is strictly prohibited. Waste should be dumped in the recycling room. Housing can be cleaned in sinks found in the custodian closets located on each floor. In addition, the college reserves the right to limit the number of pets allowed in any room.

Pet policy approvals are valid from the time of approval, and may be invalidated should the status of the pet change in any way. Any student found neglecting or abusing a pet may have pet privileges revoked and/or be subject to judicial action.

The Department requires roommate agreement for all pets; therefore, residents new to Oswego are given a chance to become acquainted with each other before agreeing to have a pet in the room and may not obtain permission sooner than September 15 (Fall Semester) or February 10 (Spring Semester). Registration forms may be obtained from your Residence Hall Director.

Security

Security is a community issue which depends upon the complete cooperation of every resident and his/her guest(s). Residents are responsible for the general security of their residential community. Acts which compromise building security are prohibited (i.e., propping open exterior doors normally locked for security purposes). Entering rooms assigned to other students or non-public areas such as mechanical rooms or desk areas without appropriate authorization is prohibited.

Access to residential facilities beyond the lobby/Commons areas is limited to residents, resident's invited guests and authorized College staff. When students become residents of a community, they are issued an I.D. sticker for placement on the front of their student I.D. This sticker provides for easy verification as a resident of that community, thus facilitating easy entry into their assigned community. When moving from a residential community, students must present their student I.D. card so the residential community sticker can be replaced (keys to that community must also be surrendered at sign-out).

*All exterior doors except the main entrance are locked by 7:00 p.m. Persons who leave a locked exterior door open are endangering the security of residents and their property. Anyone observed or proven to have done so is subject to disciplinary action.

Smoking

Smoking is prohibited inside all buildings and within 20 feet of all residential facilities. Please refer to the Smoking Policy in the Administrative Policies section of the *Student Handbook*.

Solicitation and Sales in Residential Facilities

All kinds of sales and solicitation by students or private commercial enterprise in residential facilities are prohibited without the prior approval of the Residence Life and Housing Office and the appropriate residential community student government. Included in this ban is the use of a residential community telephone number as the contact for responding to an advertisement. Exceptions to this ban are limited to activities conducted by the residential community governments and charitable sales or collections approved by the Director of Residence Life and Housing.

Neither residents nor non-residents are allowed to advertise, solicit, or sell in campus residential facilities except by direct mail to residents and posting on designated bulletin boards. Unauthorized solicitors will be confronted by the Residence Life staff and asked to leave the premises immediately.

Visitation and Guests

Residents may host visitors in their residential community during the a.m. or p.m. hours with the consent of their roommate and/or suitemates/townhousemates. In order to aid in protecting personal safety, personal property and the right to privacy, the following definitions and procedures apply:

1. A resident of a community is one who is officially assigned to that community, has paid his/her room and board fees or has had those fees deferred by the Student Accounts office, has been issued appropriate room and building keys/codes by the building staff and has a completed *Room/Townhouse Inventory & Condition Record* on file in the residential community office.
2. A visitor is any person not a resident of that particular residential community.
3. All visitors must have a resident of the community they are visiting as their host.
4. Visitors between the hours of 8:00 a.m. and 12 midnight must proceed directly to their host's room and upon leaving proceed directly to the main exit. Visitors between the hours of 12 midnight and

8:00 a.m. must be met by their host at the front desk of the hall or main entrance to the townhouse. Phones are provided between the outer and locked inner front doors of each residence hall.

5. The resident host is responsible for assuring that the visitor knows and adheres to College and residential community rules and regulations. The host and visitor are subject to disciplinary action for failure to comply with the rules. The host may be held responsible for the actions of his/her visitor which may include receiving disciplinary charges when the guest violates College policy and/or residential community rules and regulations. Further, the Residence Life staff may ask a visitor to leave the building whenever that visitor's presence is determined by the staff member to be disruptive to the residential community.
6. It is the obligation of every resident to immediately report to the Residence Life staff or University Police the presence of any nonresident not hosted by a resident and not complying with these regulations.
7. Residents should attempt to resolve roommate conflicts stemming from visitation on a personal basis; however, mediation support will be provided by the Residence Life staff as needed.
8. Visitors will not be permitted if staff determine that their presence prohibits reasonable access to and use of the room/suite/townhouse by roommates/suitemates/townhousemates, or the visitor's presence is determined to be disruptive to other members of the community.
9. Visitors may only use residential community rest room facilities designated for use by persons of their gender.
10. Each residential community government has the option to further restrict visitation.

Windows

The removal, loss of, or damage to a window, screen or window stop from student rooms or public areas in a residential facility is prohibited and may result in an installation and/or replacement charge and disciplinary action. The placing of any objects outside the window, including aerials and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited. Refer to the Judicial Policies section of the *Student Handbook* for the complete policy description.

Minimum Living Condition Standards for University Residence Halls

In accordance with Chapter 416 of the Laws of 1988 and the State University Board of Trustees' resolution 89-130 adopted June 21, 1989, Oswego State has developed procedures to assure compliance with the standards and guidelines prescribed by the trustees. Listed in order below are the five standards, followed by the implementation guidelines developed by the SUNY Committee on Minimum Living Condition Standards. The Oswego procedures established to meet those standards and guidelines are in bold print.

Standard I

The residential communities shall be constructed and maintained to conform with all applicable safety codes and health standards.

1. All furnishings and equipment supplied by the University meet applicable fire and safety code standards promulgated by the State of New York.

Oswego State follows the NYS Uniform Fire Prevention and Building Code. Questions and concerns are forwarded to the Campus Safety Officer. At least once a year all buildings are inspected by local maintenance personnel and NYS fire inspectors. Minor deficiencies are repaired by maintenance personnel while major problems are prioritized on the capital budget request for life safety. All university supplied furnishings meet the applicable fire and safety standard extant at time of purchase.

2. Each resident's sleeping room will have an operational smoke detector.

Each student room is equipped with a smoke detector that is tested annually. Residents may also test detectors themselves as desired and report any problems for repair.

3. Student residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and appliances (where permitted).

Oswego State students are required to sign a *Room and Board Agreement* or *Village Housing Agreement* which informs them of college safety regulations regarding the use of individual appliances and equipment. Residence Life staff members are instructed to enforce those conditions. (See *SUNY Oswego Room and Board Agreement/Village Housing Agreement*.)

4. Access to residence hall living on each campus that operates residence halls will be provided for the differently abled in accordance with applicable codes and standards (e.g., section 504 of the Rehabilitation Act of 1973).

Many campus residential communities are accessible to differently abled individuals. Our residential communities have grade-level entrances, are equipped with elevator service and feature modified toilet stalls with grab bars.

5. Inspection and assessment of the physical facility and its components (e.g., water, electricity, and heating systems), will be conducted annually by appropriate campus personnel. The report of this inspection should be distributed to appropriate campus personnel. A priority list (as viewed by appropriate campus personnel) of repairs/refurbishment should be part of this report, with recommended timetables for completion. Backlogs from earlier reports should be noted.

SUNY Oswego completes a thorough building inspection at least once each year. The inspection team consists of the director and assistant director of the community, hall government representative, supervising janitor, facilities staff and Community Development Specialist. Repair needs are prioritized for repair, rehabilitation and/or refurbishment as appropriate. Rehabilitation and/or refurbishment lists are reviewed by Residence Life and Housing and prioritized project lists become part of the budget request. Lists are available for review by students upon request to their RHD/AHD/VCD and/or the Residence Life and Housing Office. Other inspections are currently performed annually by the Dormitory Authority and SUNY Systems Administration.

Standard II

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

1. A regular schedule for cleaning of common areas including lounges, hallways, bathrooms and areas used by all residents should be established. Copies of the schedule should be posted.

Under normal circumstances, common area bathrooms, lounges, hallways, stairwells, laundry rooms and other public areas are cleaned on a daily basis between 7:00 a.m. and 3:30 p.m. A daily custodial cleaning routine and documentation sheet are posted in each common bathroom. Employees performing this bathroom cleaning are required to sign, date and initial this sheet upon completion of the cleaning. Copies of cleaning routines for all other building areas are available at each residential community front desk upon request.

2. Every reasonable effort by the campus administration and student residents should be made to keep residential communities sanitary and vermin free, and all appliances provided by the University in working order or removed from service.

SUNY Oswego maintains a relationship with a licensed pest control company to provide monthly treatment and emergency attention.

Appliances such as microwaves, stoves, tvs, and DVD players are serviced as soon as possible and labeled “out of order” or “removed until repairs are accomplished.”

3. Campuses should have an established procedure, developed in conjunction with the Central Administration Offices of Finance and Business, Capital Facilities, and Student Affairs for declaring student rooms unlivable and for removing them from service until conditions are corrected.

The Director of Residence Life and Housing or designee in consultation with the housing maintenance supervisor, custodial supervisor, Residence Hall Director/Village Community Director and residents of the room determine whether a student room is unlivable due to substandard conditions including health and safety concerns that cannot be corrected in a reasonable period of time. If the room is determined to be unlivable, students are reassigned until the conditions are corrected.

Standard III

The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.

1. The campus will provide each student resident with adequate living and lounge furniture. As a minimum, except in the case of tripling, each student resident will be 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.

Resident rooms are furnished with closets/armoires, beds, mattresses, desks, desk chairs, dressers, floor lamps, mirrors, and wastebaskets. Each item within the room is inventoried and assigned to the room. On an annual basis all rooms are inspected to determine the condition of each piece of furniture/equipment. Pieces identified as unacceptable are removed from service.

2. Campuses should provide for a planned replacement or rehabilitation of residence hall furnishings.

An equipment replacement list is updated yearly, reviewed by Residence Life and Housing and becomes part of the budget request.

Standard IV

The campus shall establish procedures for routine and emergency repairs to residence hall facilities.

1. Protocols will be established to address promptly inquiries, requests and complaints regarding routine repairs and maintenance for the provision of heat, lights and hot water. The student resident should also be apprised periodically of the status of his/her request. These protocols, along with appropriate telephone numbers should be provided in writing to each student resident. All repairs, especially those involving heat, light and hot water, should be accomplished within a reasonable amount of time.

Routine work orders generated for student rooms generally will be completed within 72 hours of the request. Loss of heat or electric service is considered an emergency situation and is addressed as soon as staff and materials are available, 24 hours a day, seven days a week. If a repair of this type cannot be completed in a reasonable and safe period of time, the resident(s) are temporarily reassigned until the problem is corrected.

In order to determine the sufficiency of repairs, a Facilities representative follows up on all resident-initiated repairs including timeliness and quality by contacting the resident(s) by telephone or letter. Complaints may be addressed to the Residence Life and Housing Office.

Note: Residential community temperatures should not drop below 68 degrees. If the room seems cold, residents are to check to be certain that windows are tightly closed and that there is one to two feet clearance between the baseboard heating unit and furniture and bedding. If neither of these two items appear to be causing the problem, the RHD/VCD is contacted so that he/she can take a temperature reading. If the temperature is below 68 degrees, maintenance personnel are contacted. If the problem cannot be quickly resolved, Residence Life and Housing provides a special heater for the room until 68 degrees can be maintained.

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

All major rehabilitation projects, whenever possible, are scheduled and completed during times of recess or in a manner that results in the least disruption to the residents of the building.

Standard 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.

1. These procedures will include a plan for reassignment on campus if conditions continue for an unreasonable time which involve the loss of heat, light, or hot water or the creation of any other condition which is detrimental to the life, health or safety of the student residents.

In the event of the complete loss of heat, light, or electricity, the situation is considered an emergency. Maintenance personnel are dispatched as soon as possible. If the problem cannot be resolved within a reasonable amount of time, the student(s) are temporarily reassigned until the problem is corrected. Such reassignments may be to another resident bedroom, a lounge, or other space not designated as a resident bedroom depending upon levels of occupancy at the time of the incident.

In the event of a minor loss of heat, light or electricity or other deteriorated physical condition (i.e. leaks), maintenance personnel are dispatched to repair the problem in a reasonable amount of time. If the College cannot complete the repair in a reasonable amount of time, the student(s) are offered reassignment. If the student(s) choose(s) to remain in the room, they must sign a waiver relinquishing the College from any liability.

2. If reassignment on campus is not possible, the procedures should also include a plan for the provision of alternate housing at no additional charge to student residents and/or refund of a portion of room rental charges where applicable.

Every effort is made to reassign students to rooms or other temporary housing accommodations in the event of loss of utilities. If it is impossible to reassign the student(s) due to loss of heat, light, or electricity, the student(s) must make a request in writing to the Director of Residence Life and Housing for a refund of room rent. Refunds are based on the College's per diem rate for on-campus facilities for each day that the College was unable to reassign the student(s). The Director of Residence Life and Housing in consultation with the maintenance supervisor, custodial supervisor and the Associate Director of Residence Life and Housing for the area will determine a refund (if any).

SUNY OSWEGO ACADEMIC CALENDAR*

Online at: <http://www.oswego.edu/administration/registrar/academiccalendar>

Fall 2011 Semester

| | |
|--|----------------------|
| Arrival of Non-Registered New Students (freshmen & transfers in residence) | August 25 |
| New Faculty Orientation | August 25-26 |
| Orientation, Advisement & Registration for Non-Registered New Students | August 26 |
| Arrival of New Students (all freshmen & transfers in residence who attended summer orientation) | August 26 |
| Opening Picnic & Torchlight Ceremony | August 26 |
| Opening Events | Aug. 27-Sept.5 |
| Arrival of Returning Students in Residence | August 28 |
| President's Opening Breakfast Meeting | August 29 |
| Instruction Begins: Semester & Q-1 Courses | August 29 |
| Registration Changes (Add/Drop Period Begins) | August 29 |
| Final Date to Add a Q-1 Course | September 1 |
| Final Date to Select Pass/Fail Option for Q-1 | September 1 |
| Labor Day (No Classes/Residence Halls Remain Open) | September 5 |
| Q-1 Student Teaching Begins | September 6 |
| Final Date to Drop a Q-1 Course | September 8 |
| Final Date to Add an Undergraduate or Graduate Semester Course | September 8 |
| Final Date to Select Pass/Fail Option for Semester Course | September 8 |
| Final Date to Drop an Undergraduate or Graduate Semester Course | September 19 |
| Course Withdrawal Period (WP, WF, WN) in Effect | Sept. 20-Oct. 28 |
| Rosh Hashanah (No Classes/Residence Halls Remain Open) | September 29 |
| Fall Break Day | September 30 |
| Final Date for FACULTY to Remove Incompletes and Other Grade Changes | October 7 |
| Columbus Day Open House | October 10 |
| Final Exams: Q-1 Courses | October 17-21 |
| End of Q-1 Student Teaching | October 20 |
| Family & Friends Weekend | Oct. 21-23 |
| Instruction Begins: Q-2 Courses | October 24 |
| Q-2 Student Teaching Begins | October 24 |
| Final Date to Select Pass/Fail Option for Q-2 Course | October 27 |
| Final Date to Add a Q-2 Course | October 27 |
| Documented Late Course Withdrawal Period (WP, WF, WN) in Effect | Oct. 29-Dec. 9 |
| Final Day to Drop a Q-2 Course | November 2 |
| Veteran's Day Open House | November 11 |
| All Non-break Residence Halls Close | Nov. 23 @ 8:00am |
| Thanksgiving Recess | November 23-27 |
| All Residence Halls Reopen | November 27 @ noon |
| Classes Resume | November 28 |
| Last Day of Classes | December 9 |
| Reading Days | Dec. 10-11 |
| Common Finals | December 12 |
| Final Exams: Semester & Q-2 Courses | Dec. 12-16 |
| End of Q-2 Student Teaching | December 15 |
| All Non-break Residence Halls Close | December 17 @10:00am |
| December Graduation | December 17 |
| Winter Recess Begins | December 19 |

WinterSession 2012

| | |
|--|--------------------|
| WinterSession | January 3-20 |
| Martin Luther King Day: No Classes | Monday, January 16 |

Spring 2012

| | |
|--|-------------------|
| Arrival of New Students (all freshmen & transfers in residence) | January 19 |
| Orientation, Advisement & Registration for Non-Registered New Students | January 20 |
| Arrival of Returning Students in Residence | January 22 |
| Instruction Begins: Semester & Q-3 Courses | January 23 |
| Registration Changes (Add/Drop Period Begins) | January 23 |
| Q-3 Student Teaching Begins | January 23 |
| Final Date to Add a Q-3 Course | January 26 |
| Final Date to Select Pass/Fail Option for Q-3 Course | January 26 |
| Final Date to Add an Undergraduate or Graduate Semester Course | February 1 |
| Final Date to Select Pass/Fail Option for Semester Course | February 1 |
| Final Date to Drop a Q-3 Course | February 1 |
| Final Date to Drop an Undergraduate or Graduate Semester Course | February 10 |
| Course Withdrawal Period (WP, WF, WN) in Effect | Feb. 11-Mar. 23 |
| Final Date for FACULTY to Remove Incompletes and Other Grade Changes | March 2 |
| Final Exams: Q-3 Courses | March 5-9 |
| All Non-break Residence Halls Close | March 10 @ 8:00am |
| Spring Recess | March 12-16 |
| End of Q-3 Student Teaching | March 15 |
| All Residence Halls Reopen | March 18 @ Noon |
| Classes Resume | March 19 |
| Instruction Begins: Q-4 Courses | March 19 |
| Q-4 Student Teaching Begins | March 19 |
| Final Date to Add a Q-4 Class | March 22 |
| Final Date to Select Pass/Fail Option: Q-4 Course | March 22 |
| Documented Late Course Withdrawal Period (WP, WF, WN) in Effect | Mar. 24-May 4 |
| Final Date to Drop a Q-4 Course | March 28 |
| Good Friday (No Classes) | April 6 |
| Quest (No Classes, 8 am- 5 pm) | April 18 |
| Honors Convocation 3:00pm(Classes in session) | April 20 |
| Last Day of Classes | May 4 |
| Reading Days | May 5-6 |
| Common Finals | May 7 |
| Final Exams: Semester & Q-4 Courses | May 7-11 |
| End of Q-4 Student Teaching | May 10 |
| Torchlight Ceremony | May 11 |
| All Non-break Residence Halls Close | May 12 |
| Commencement | May 12 |

***Calendar subject to revision**

Room and Board Agreement: Residence Halls

STATE UNIVERSITY OF NEW YORK AT OSWEGO

ROOM AND BOARD AGREEMENT 2011-2012

Read carefully. You shall be bound by these Terms and Conditions.

Please Print Carefully

Name: _____ 8 0 _____
(Last) (First) (M.I.) (Student ID Number)

Permanent Address: _____
(Number) (Street)

(City) (State) (Zip Code) (Telephone)

TERMS and CONDITIONS of ROOM AGREEMENT

This Agreement is binding for the entire academic year (Fall 2011 and Spring 2012 semesters).

The College's policy prohibiting harassment or discrimination based on an individual's race, religious belief, gender, national origin and affectional orientation applies to all policies and procedures of the Department of Residence Life and Housing, including those related to room assignments, roommate relations, employment and behavioral expectations of residents.

COLLEGE HOUSING POLICY

The College believes that immersion in the educational environment is the preferred experience for new students. Therefore, all full-time undergraduate students who will need to establish an Oswego area residence in order to attend the College are required to live on campus to the extent that facilities are available and utilized.

Students exempted from that requirement are those who:

- will continue to reside with their parent(s) or legal guardian(s);
- will continue to reside in their official residence, which is separate from that of their parent(s) or legal guardian(s), and at which they had resided for at least three consecutive months prior to their acceptance of the admissions offer from the College;
- are married; or
- are twenty-one (21) years of age as of September 1 for fall admission or January 1 for spring admission.

Students in this category must submit a request for exemption form available on the Department's web site and at 303 Culkin Hall.

Students who have fulfilled the Housing Requirement and would no longer be required to live in College Housing are those who entered Oswego:

- as freshmen (less than 15 hours of college academic credit) and have lived in residence at SUNY Oswego for four (4) consecutive semesters (Fall and Spring) if admitted in the Fall or three (3) semesters if admitted in the Spring.

-or-

- as transfer students (15 or more college academic credits) and have lived in residence at SUNY Oswego for two (2) consecutive semesters (Fall and Spring) if admitted in the Fall or one (1) semester if admitted in the Spring.

ROOM ASSIGNMENTS

This Agreement's provisions shall not be effective and assignments cannot be made until the student's formal admission to the College is completed, the terms of this Agreement have been accepted and a \$100 Room Reservation Deposit has been received by the College. Acceptance of the terms of the Agreement can be declared electronically or by signing and returning a hard copy of the document to Residence Life and Housing. Room Reservation Deposits can also be made electronically or directly through the Student Accounts Office, 401 Culkin Hall.

Beginning in late January/early February, new students who have paid Room Reservation Deposits are sent information regarding when and how to log on to our online housing assignment system. After logging on, new students will indicate their preferences for housing and roommates (if applicable). New student room assignments are made based on the preference information submitted by the student online. In general, entering students are assigned rooms in accordance with the date on which their Room Reservation Deposit is received by the College. The College does not discriminate on the basis of race, religion, national origin, or affectional orientation in those assignments.

Although entering students (first year, transfer and readmitted) are given no guarantee of assignment to a specific building or room, every attempt is made to honor students' first or second preferences. Also, the Department of Residence Life and Housing will attempt to honor roommate requests when all students involved have mutually agreed in writing at least sixty (60) days prior to the upcoming semester's first day of classes. The College will assign roommates for students who do not express roommate preferences.

Current students select housing for the upcoming year through our online MyHousing process. Through this process, they pay the \$100 Deposit, accept the terms of the Room & Board Agreement and submit their housing preferences. They may express preference for a specific building, room, and/or roommate(s). Requests shall be honored in accordance with the housing selection procedures as established by the department.

OCCUPANCY TYPES (Standard Occupancy vs. Plus Occupancy)

The College designates the Standard Occupancy for living units. The Standard (or designed) Occupancy for most residence hall rooms is two individuals of the same gender; several other residence hall rooms have a standard occupancy of 3 individuals of the same gender. Plus Occupancy is defined as Standard Occupancy plus 1 (for example: 3 persons in a room designed for 2 or 4 persons in a room designed for 3).

OCCUPANCY CHANGES

The Assistant Vice President for Residence Life and Housing reserves the right to reassign residents, maintain rooms at their assigned occupancy by filling vacancies and adjust the occupancy of the rooms to designed occupancy. Generally, if a resident's occupancy of a standard room with a roommate(s) changes to occupancy without a roommate(s) at any time during the semester, the resident must sign an amendment to this Agreement choosing one of the following options: (1) request that another roommate(s) be assigned when available; (2) consolidate with another student who is also without a roommate; or (3) pay a single room rate for the balance of the Agreement. Generally, Option 3 is not offered to first year or sophomore students, or Hart Hall residents, and is only offered to others on a space-available basis. Residents choosing Option 1 must have the room in move-in condition satisfactory to the College within one class day after receiving notification of the assignment of a new roommate. Failure to do so or failure to accept a roommate when assigned by the department may result in a single rate assessment retroactive to the date on which occupancy without a roommate began.

Please note: During the term of the Agreement, if the number of residents assigned to a converted lounge drops below that lounge's Standard Occupancy (2 individuals in Cayuga; 3 in Oneida and Seneca), the remaining occupants will be asked to choose from available options which may include:

- identifying current student(s) who will move into the lounge to bring it to Standard Occupancy; or
- moving into a vacancy in a regular double room; or
- paying the designated premium to remain in the under-occupied lounge.

The Assistant Vice President for Residence Life and Housing or his designee may reassign any room at his discretion. In the event a student fails to officially check-in to the residence hall and occupy his/her assigned room by noon on the first day of classes, the room may be reassigned unless prior arrangements for late arrival have been made with the Assistant Vice President for Residence Life and Housing or his designee. Failure to officially check-out of the residence hall, without notifying the Assistant Vice President for Residence Life and Housing, may result in continuing liability for room rental charges.

BILLING PROCEDURES

New students are billed the standard double rate with an adjustment made if they are assigned to Plus Occupancy and remain there after the seventh calendar day following and including the first instructional day of the first and third quarters or the first day of the second and fourth quarters. A resident who receives notification from the Assistant Vice President for Residence Life and Housing or designee of a change in occupancy or assignment effective with the beginning of the next quarter will be recorded in that changed occupancy and billed accordingly.

WITHDRAWAL and TERMINATION POLICY and PROCEDURE

Residents withdrawing from the College are requested to terminate their Room and Board Agreement by notifying the Assistant Vice President for Residence Life and Housing in writing at the earliest possible date. Such notice must be signed by the student and must include the student's identification number and date on which the withdrawal becomes effective. In the event a resident withdraws or disqualifies from the College after the Fall semester and before the beginning of the Spring semester, and/or otherwise fails to register for the Spring semester, he/she must officially terminate residency prior to the date of re-opening of the residence halls for the Spring semester, which is published in the Resident Student Handbook. Failure to terminate occupancy as described below may result in room rental and/or storage charges for the period of elapsed time until such action is completed by the resident and/or the College will discard personal property left behind.

continues on the next page

After arranging for withdrawal from the College, the resident officially terminates residence hall occupancy by: (1) completing a *Request to Terminate* form at the Department of Residence Life and Housing; (2) removing all belongings from his/her room; (3) having the room inspected by a residence hall staff member including the completion of the *Room Inventory and Condition Record*; (4) turning in all assigned keys to the residence hall desk; and (5) completing all other official check-out procedures. Residents who withdraw from the College must vacate the residence hall and remove all personal belongings from the premises no later than 12 midnight of the date on which termination of this *Agreement* becomes effective.

OSWEGO GUARANTEE

Our Commitment to Excellence and Educational Value...

Through its *Oswego Guarantee*, the College shows its commitment to students' ability to complete their academic program in four years if they meet certain requirements. The Guarantee further promises that students will not experience a room or meal rate increase for four consecutive years. Therefore, students' room rates are determined by the year that they first matriculated at the College.* Actual room rates are listed on page 4 of the *Room and Board Agreement*. *This is a summary of the *Oswego Guarantee*. The full text of this pledge can be found at http://www.oswego.edu/admissions/undergraduate/oswego_guarantee.html

ROOM RESERVATION DEPOSIT REFUNDS

The Room Reservation Deposit is refunded only in accordance with the following:

- I. If, after paying the deposit, the student does not enroll the deposit is refundable if written application for refund is made to the College before August 1 for fall semester or before December 1 for the spring semester.
- II. If the application is made and the resident withdraws to enter military service, the refund will be granted automatically.

REFUND OF HOUSING PAYMENT

Room refunds are based upon the date personal belongings are removed from the room, the keys are returned, the room is inspected by a member of the Residence Hall staff, debts related to room rental incurred by the resident have been paid in full to the College and the resident signs out of the room. Guidelines for Room Rental Refunds are listed in the *Resident Student Handbook*. Students withdrawing from the College or released from residence after August 1, but prior to entering residence, who have prepaid room and board are entitled to a refund less the \$100.00 Room Reservation Deposit.

TERMINATION of ROOM and BOARD AGREEMENT

Permission to terminate this *Agreement* is requested by submitting a *Request to Terminate* form with requested documentation at least 30 days prior to the proposed date of termination. The Assistant Vice President for Residence Life and Housing or his designee may approve or deny a properly filed *Request to Terminate*. In exercising his discretion, he shall give consideration to documented individual circumstances beyond the control of the individual which did not exist at the time this *Agreement* was signed by the individual. This permission, if granted, is at the discretion of the College, not the student. The approval of a *Request to Terminate* releases the College from any present or future obligation to provide room and board for that resident and the space he/she has previously occupied may be reassigned at the option of the College. Failure to (1) pay room and board charges upon receipt of a bill, (2) officially check-in to the residence hall, or (3) use accommodations as provided does not release a resident from the obligations created by the signing/accepting the terms of the *Room and Board Agreement*.

USE of RESIDENTIAL FACILITIES

The room may be occupied only by the resident(s) to whom it is assigned and their visitors and guests. (See Rules Governing Residential Facilities section of the *Resident Student Handbook* for further guidelines regarding guests and visitors.)

New and returning students may occupy their rooms according to the schedule published by the Department of Residence Life and Housing. Students given permission to occupy their rooms prior to the published date will be charged \$30.00 per day for room and board or \$15.00 for leaving personal belongings only, unless the charge is specifically waived by the Assistant Vice President for Residence Life and Housing or designee.

Unless otherwise provided for by the Assistant Vice President for Residence Life and Housing or his designee, a resident shall have no right to enter, use, or occupy the residence hall during any period when the College is not in session for formal academic purposes (see HOUSING DURING PERIODS of RECESS below). Residents may leave personal property in assigned accommodations during periods of recess. However, the College cannot guarantee security or assume responsibility for any loss of those belongings. There is no storage available over the summer. For the purpose of this *Agreement*, personal property shall include any property, excluding College-owned furnishings, in the possession of the resident, located in the confines of his/her assigned quarters or in other areas including luggage and storage rooms in any building or on the grounds of the campus. Residents are encouraged to obtain insurance coverage for such belongings. The resident's and/or the parent's or guardian's acceptance of this *Agreement* shall be construed as acceptance of any and all such risk.

All residents must vacate the residence hall and remove all personal belongings from the premises in accordance with the termination or expiration of this *Agreement*. If personal belongings are not removed from the premises, the resident, by signing this *Agreement*, authorizes and agrees to pay a \$18 per day room rental charge to the College for each day that the room was not available for reassignment by the College. Further, the resident agrees to pay such fees as are assessed by the College for the labor involved in the removal and storage of the resident's personal belongings, and the College shall not be responsible for any resulting loss or damage to those belongings abandoned by the resident.

HOUSING DURING PERIODS of RECESS (BREAK HOUSING)

The College recognizes that some residents must remain in Oswego during periods of recess (i.e., Thanksgiving, Winter and Spring breaks) when our traditional residence halls are closed. The Department of Residence Life and Housing provides special Break Housing for our residents. Information about and applications for Break Housing may be obtained prior to each recess from the office at 303 Culkin Hall, ext. 2246.

Residents requiring such accommodations are asked to complete a reservation process by the dates published by the office for each break period. Residents will be assigned on a space-available basis. Frequently, assignments will be held equally rooms and buildings than their regular address. Also, residents assigned to Break Housing may be required to purchase a break meal plan at a cost of \$12* per day (2010-2011 rate).

All College and Residence Life and Housing policies are in effect during periods of recess as they are throughout the regular academic year. Further, residents living on campus during periods of recess are required to adhere to special security requirements as stated in the *Break Housing Agreement*. Break Housing can be reserved by the day, by the week or for the entire break period. Residents requesting housing for the entire break period are charged the best rate. Break Housing fees for Summer 2010 through Spring 2011 are listed on page 4.

USE, CARE and RESPONSIBILITY for ROOM and FURNISHINGS

Residents will be held responsible for any deterioration in the condition of their assigned room/suite/townhouse (including both sides of doors), its assigned furnishings, assigned bulletin board (as applicable) and for any loss or damage other than normal wear that may occur during their occupancy. All occupants of a living unit may be held equally responsible for losses or damages to the living unit or its furnishings and/or fixtures, including cost of replacement or repair and all reasonable expenses resulting therefrom. Residents of a living unit are responsible for the security and use of the living unit in accordance with College and Residence Life and Housing policies, rules and regulations. Charges for loss or damage will be added to the student's College bill and are to be paid within 30 days.

Unauthorized use of furnishings or fixtures, including but not limited to the moving of furnishings provided in a common area into or to a resident's living unit is prohibited and shall result in a liability for the expense of return to the common area and/or repair or replacement of said furnishings or fixtures. Any unauthorized repairs and/or alterations made to the premises or its furnishings by a resident shall not mitigate any damage expense incurred by the resident. The College will not be liable for the amount of money incurred by the resident or any expense for his/her services resulting from unauthorized alteration or enhancement of the premises, its fixtures, or its furnishings. If a student receives prior authorization from the Assistant Vice President for Residence Life and Housing or his designee, repairs and/or improvements may be made that could mitigate damage expenses if such work is accepted and approved by the Assistant Vice President for Residence Life and Housing or his designee. Assessment for damaged or missing property shall be made in accordance with the schedule of charges prepared by the Department of Residence Life and Housing. Items not covered by this schedule will be assessed by proration of depreciation or the cost in labor and materials to restore them.

Residents are expected to report to the residence hall staff specific items which they notice as damaged or in need of repair in their assigned living unit, public areas and corridors.

Residents' rooms are furnished with beds and mattresses, desks and desk chairs, dressers, floor lamp(s), mirrors, and wastebaskets.

Each item within the room is inventoried and assigned to the room. The exact numerically inventoried items must be in the room upon final inspection prior to checking out of the residence hall. Residents must review with a residence hall staff member and sign the *Room Inventory and Condition Record* form prior to taking occupancy. Upon termination of occupancy of their assigned room, residents must have a staff member inspect the condition of the room/suite/townhouse. Whenever possible, the resident will be informed and assessed a repair or replacement charge for damaged or missing items. Residents may appeal all or any part of the damage assessment with the exception of those who choose the "Express Checkout" option. If payment is not made by the resident or his/her parent or legal guardian whose signature appears on this *Agreement*, within thirty (30) days of the date the charge was placed on the student's College bill, a hold will be placed on all official College records, disallowing the student further access to registration and official transcripts until such time as the charge is paid. (See the *Resident Student Handbook* for more information.) Removal of College furnishings from a resident's room may result in liability to the occupant(s) for the replacement cost of the item(s) or expense incurred by the College as a result of such unauthorized removal. No such removal shall be deemed authorized unless designated in writing, dated, and signed by the resident and the Assistant Vice President for Residence Life and Housing or his designee.

RULES GOVERNING RESIDENTIAL FACILITIES

Any person signing this document is required to comply with all College and Residence Life and Housing rules, regulations, and policies as stipulated herein and in the current *Student Handbook* and the current *Resident Student Handbook*. The use of residential facilities is conditioned upon compliance with State and Federal laws and College regulations and is limited to residents and their authorized visitors or guests. Failure to comply with such policies, procedures, and regulations contained in this *Agreement* or in the *Resident Student Handbook* or law may result in the imposition of administrative reassignment, College disciplinary action and/or civil and/or criminal action including the denial of on-campus accommodations. Students are responsible to report all violations of the *Room and Board Agreement* to College officials.

The Assistant Vice President for Residence Life and Housing and his designees reserve the right to: (1) affect disciplinary action against a resident and/or revoke his/her privilege to use any residence hall facility for that resident's breach of any terms or conditions set forth in this *Agreement* and/or failure to comply with Federal or State laws and/or failure to comply with policies, rules and regulations, as set forth in this *Agreement*, the *Student Handbook* and the *Resident Student Handbook*; (2) repossess or reassign living units with notice; (3) periodically inspect living units to determine the condition thereof, in which case written notice shall be given at least two [2] class days in advance; (4) to affect other steps, including entry and inspection of living units necessary and advisable to the safety, maintenance, security and/or management of the residential facility and (5) make policy decisions regarding unforeseen circumstances that adversely affect the residence hall environment that are not specifically addressed in this *Agreement*, the *Student Handbook* or the *Resident Student Handbook*, students upon whom sanctions are imposed in relation to this *Agreement* shall have the right to appeal. Such appeals shall be addressed to the appropriate administrative officer as provided in the *Student Handbook* and/or the *Resident Student Handbook*.

Rules and regulations are authorized by the Assistant Vice President for Residence Life and Housing subject to the approval of the College Council and subject to periodic change. Prohibited items confiscated from living units will not be returned to their owners. Students are to abide by the following regulations and policies. Due to space limitations, descriptions may be abbreviated. For more complete descriptions of policies, please refer to the *Rules Governing Residential Facilities* section of the *Resident Student Handbook*.

Alcohol – The residential alcohol policy is governed by the Alcohol and Other Drugs policy as stated in the College Policies section in the *Student Handbook*. The College permits individual consumption and possession of alcoholic beverages by individuals who have attained 21 years of age and prohibits consumption by persons under 21. Consumption from or possession of open containers of alcohol is prohibited in public areas of residential facilities. Group consumption of alcohol in residential facilities may occur only at registered events as explained in campus guidelines. Refer to the alcohol and drug section of the *Student Handbook* for the complete policy description.

Appliances – All electrical appliances must be UL approved and must be in good working order. Compact refrigerators that clearly conform to proper electrical and chemical standards, operate on no more than 2.0 amps, have a capacity not exceeding 6 cubic feet and have an outside dimension that does not exceed 48 inches, are permitted. Refrigerators must be registered and approved in-hall by a residence hall staff person. Two refrigerators are allowed per resident room. Air conditioners, space heaters and baseboard units of any type, except as may be provided by the College, are prohibited.

Care of Facilities – It is the residents' responsibility to care for the condition of their assigned living units as well as other public areas including, but not limited to, bathrooms, elevators, corridors, laundry rooms, lounges, and their furnishings and equipment. Theft or littering of, or damage to College property is prohibited. Students engaging in such behavior may be subject to College disciplinary action and/or arrest and will be held financially and legally responsible. Residents will be held financially and legally responsible for the condition of their assigned living units and assigned contents. The removal of College-owned furniture from a resident's living unit or from a public area without staff authorization may result in a replacement charge and/or other disciplinary action. Structural modifications to the residential facilities, including the installation of wires or cords outside resident living units, are prohibited without prior written authorization from the Assistant Vice President for Residence Life and Housing. As part of their responsibility, residents are responsible for the actions of their guests whether those guests are students or non-students of SUNY Oswego.

Disruptive Behavior – Disruptive behavior including: 1) harassment or creating a hostile environment through discriminations, intimidation, ridicule, or insult toward any person; 2) acts of prejudice or bias targeted toward a person or group; 3) physical abuse, assault and/or battery; 4) threats toward or intimidation of any person, or intentionally or recklessly causing harm or reasonable apprehension of harm; 5) creation of a condition or situation that endangers mental or physical health; 6) conduct which inhibits the peace or safety of members of the College community; 7) conduct related to the use, possession, or distribution of alcohol or other drugs are unacceptable and subject to disciplinary action.

Drugs – The residential drug policy is governed by the Alcohol and Other Drugs Policy as stated in the College Policies section of the *Student Handbook*. The use, possession, distribution or manufacture of controlled substances is prohibited on College premises. The possession and/or use of marijuana in one's living unit is a violation of New York State Law, and any consumption

of marijuana in a public area is a criminal offense. Prohibited drugs or drug-related paraphernalia can be confiscated and may be used as evidence in campus judicial and/or criminal proceedings.

Fire Safety – All individuals are expected to evacuate the building upon the activation of the fire alarm system. Failure to evacuate a building during a fire alarm and the theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. Included in this prohibition are torchiere-style halogen lamps. Furniture, decorations, and other items that increase the flammability of living units or public areas may be prohibited at the discretion of the Residence Life and Housing Staff. Possession and/or ignition of combustible materials for the purpose of cooking, heating, lighting or display (including but not limited to candles, incense, and oil-burning lamps) is prohibited. Anything that is confiscated will not be returned. Setting fire is prohibited with the exception of designated fireplaces.

Guns, Explosives, Flammables – Firearms, illegal weapons, firecrackers, explosives, harmful chemicals, and flammable liquids (i.e., oil-based paints, turpentine and gasoline) are not to be stored or used in or around the residential facilities. Internal combustion engines are prohibited within the buildings.

Housekeeping – Residents are expected to maintain a level of cleanliness in their living units compatible with reasonable health and safety standards. The College reserves the right to establish and enforce those expectations for individuals in order to ensure reasonable compatibility with other residents of the living unit as well as health and safety. All residents are required to participate in the residential recycling program.

Keys – Each resident is assigned keys, lock combinations and/or access cards when checking into residential facilities and is responsible for the return of keys upon termination of residence. Loss of keys will result in charges for replacement. Unauthorized duplication of keys is prohibited; sharing pin codes and/or combinations is the equivalent of an unauthorized key duplication and also prohibited. Residents are prohibited from using, or having in their possession, pin numbers, combination codes, keys or identification/access cards which have not been assigned to them by the College.

Noise – Quiet hours are established and observed in all residential facilities from 8:00 p.m. to 9:00 a.m., Sunday through Thursday nights and 2:00 a.m. to 9:00 a.m. Saturday and Sunday mornings. Courtesy hours are observed 24 hours per day. Individual halls and living units may extend quiet hours or establish specific additional quiet hours at their discretion and/or through the *Community Living Agreement*. Quiet hours are observed 24 hours per day during the week before and the week of final examinations. Residents are expected to defer to approved activity at all times.

Overnight Guests – Residents may have overnight guest(s) with the consent of all residents of the living unit for a maximum of three consecutive days (72 hours). Guest(s) and hosts must observe the registration requirements of each residence hall and the resident host assumes full responsibility for the behavior of his/her guest(s). The frequency of guests' visits is subject to review by the hall director and limitation by the College.

Pets – Neither residents nor their guests may bring animals/pets of any kind into the residence hall except by the application and approval process as specified in the Residence Life and Housing Pet Policy.

Security – Security is a community issue which depends upon the complete cooperation of every resident and his/her guest(s). Residents are responsible for the general security of their residential community. Acts which compromise building security are prohibited (i.e., propping open exterior doors normally locked for security purposes). Entering living units assigned to other students or non-public areas such as mechanical rooms or desk areas without appropriate authorization is prohibited.

Smoking – Smoking is prohibited inside, and outside within 20 feet of, all residential facilities.

Solicitation – All kinds of sales and solicitation by students or private commercial enterprise is prohibited without the prior approval of the Department of Residence Life and Housing and the appropriate residence hall student government.

Telephones – Provision of telephone service to students who occupy College-owned & maintained residential facilities is subject to federal, state, and local regulations as outlined in the telephone service agreement. Fraudulent use and/or misuse of the College-owned telephone system including voice mail is prohibited.

Visitation and Guests – Residents may host visitors during the a.m. or p.m. hours with the consent of all occupants of the living unit. In order to aid in protecting personal safety, personal property and the right to privacy, specific procedures are in place and are outlined in the *Resident Student Handbook*.

Windows – The removal or loss of, or damage to, a window, screen or window stop from living units or public areas in residential facilities is prohibited and may result in an installation and/or replacement charge and disciplinary action. The placing of any objects outside the window, including ariels and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited.

ROOM RATES

Academic year room charges are based on the date of matriculation into a degree program in accordance with the "Oswego Guarantee." The "Oswego Guarantee" **does not apply to Break/Summer housing.**

| Year of 1 st matriculation: | 2007-08 | | 2008-09 | | 2009-10 | | 2010-11 | | 2011-12 | |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| | Semester | Year | Semester | Year | Semester | Year | Semester | Year | Semester | Year |
| Double Occupancy | \$ 2,945 | \$ 5,890 | \$ 3,195 | \$ 6,390 | \$ 3,445 | \$ 6,890 | \$ 3,695 | \$ 7,390 | \$ 3,945 | \$ 7,890 |
| Plus Occupancy ¹ | \$ 2,545 | \$ 5,090 | \$ 2,795 | \$ 5,590 | \$ 3,045 | \$ 6,090 | \$ 3,295 | \$ 6,590 | \$ 3,545 | \$ 7,090 |
| Single Occupancy ² | \$ 3,995 | \$ 7,990 | \$ 4,295 | \$ 8,590 | \$ 4,595 | \$ 9,190 | \$ 4,895 | \$ 9,790 | \$ 5,195 | \$ 10,390 |

1 Authorized by the Director of Residence Life and Housing when standard accommodations are not available due to over-subscription. Plus Occupancy is defined as 3 persons in a room designed for 2 or 4 persons in a room designed for 3. Persons in these accommodations will be reassigned to double accommodations as space becomes available and will be subject to an appropriate rate adjustment per quarter.

2 Single occupancy in a designed double is authorized by the Director of Residence Life and Housing only after the demand for standard accommodations has been satisfied.

Please Note: Rates are subject to change by action of the Board of Trustees of the State University of New York.

BREAK HOUSING RATES*

| Break | Daily | Weekly | Break Package |
|-----------------|-----------|-----------|---------------|
| Thanksgiving | no charge | no charge | no charge |
| Winter Recess** | \$30 | \$200 | \$400 |
| Spring*** | \$30 | n/a | \$200 |

*Dining contract may be required.

**Students enrolled in Winter Session course(s) will pay \$200 per week for the duration of the course(s). If they do not choose the break package, they will pay the applicable daily or weekly rate for housing needed when not enrolled in a course.

***Residents student teaching during the College Spring Recess are not required to pay for housing during that break.

TERMS and CONDITIONS of BOARD AGREEMENT (Dining Services – Auxiliary Services)

All resident students are required to participate in one of the five following meal plans:
The FULL BOARD Plan is a requirement for ALL FIRST YEAR students during their first semester on campus. For their second semester, the student may choose Full Board, Any 12 or the Any 9 Plan. In subsequent years, the student may choose from Full Board, Any 12, 9, 7 or 5 plans.

- Note:** 1) Meal Plan prices are based on the date of matriculation into a degree program in accordance with the "Oswego Guarantee."
 2) This Agreement is for the entire academic year (Fall 2011 and Spring 2012). Payments for meal plans are made TWICE YEARLY: Fall and Spring semester.
 3) Meal Plan changes are allowed during the first three weeks of each semester.
 4) Prices for 2011-2012 pending approval of the Auxiliary Services Board of Directors.
- Meal plans are not transferable and are to be used solely by the student to whom the ID/Meal Card is issued. Presentation of an ID/Meal Card is required for admittance to a dining center. Individuals using another person's ID/Meal Card are subject to campus judicial and/or criminal proceedings.
 - There are no refunds or exchange values for the Full Board or the Any 12, 9, 7, 5 or 2 Meal Plans at the end of each semester.
 - The Laker Dining Dollars portion of the meal plan rolls over from the Fall Semester to the Spring Semester, provided a Spring Semester meal plan is purchased.
 - The Laker Dining Dollars portion of the meal plan **does not** roll over from the Spring Semester to the Fall Semester.

- The first meal under this Agreement will be dinner on the new student arrival day as defined by the College Calendar for the Fall semester and all meals thereafter will be scheduled according to the Official College Calendar. The last meal served will be brunch on Commencement Day. Notices will be posted in the dining centers and residence halls during the year regarding meal service before and after recess periods. Meals served which are not in the defined contract period (i.e. recess periods) will be offered on an individual cash basis.
- Students shall abide by the College's rules and policies regarding their conduct and behavior while in a dining center. The Residence Life and Housing staff works cooperatively with the Dining Services staff in adherence to these policies. Deviation from these policies will result in disciplinary action by the campus judicial system.
- The ID/Dining Services Office, Room 504, Culkin Hall, www.oswego.edu/auxserv (phone 315-312-2588) administers the College ID and Meal Card Plan. New students are issued their first ID at no cost, which is used throughout their attendance at the College. Replacement cost for a lost card is per the fee schedule posted in the ID/Dining Services Office.

Withdrawal, Terminations, and Board Refunds

Students who withdraw from the College and have paid for their meal plans will be refunded according to a pro-rated schedule as determined by the SUNY Oswego Student Accounts Office. If a refund is due, it will be processed by the Student Accounts Office. This process takes approximately 6-8 weeks. Before leaving the campus, students must turn in their ID card to the ID/Dining Services Office, room 504, Culkin Hall.

| | 2008-09 | | 2009-10 | | 2010-11 | | 2011-12 | |
|--|----------|----------|----------|----------|----------|----------|------------------------|------|
| | Semester | Year | Semester | Year | Semester | Year | Semester | Year |
| Full Board (Availability to all meals served each week) with \$70.00 Laker Dining Dollars per Semester | \$ 1,890 | \$ 3,780 | \$ 1,990 | \$ 3,980 | \$ 2,110 | \$ 4,220 | See Note #4 above left | |
| Any 12 (12 meals per week) with \$80.00 Laker Dining Dollars per Semester | \$ 1,840 | \$ 3,680 | \$ 1,910 | \$ 3,820 | \$ 2,010 | \$ 4,020 | | |
| Any 9 (9 meals per week) with \$90.00 Laker Dining Dollars per Semester | \$ 1,690 | \$ 3,380 | \$ 1,780 | \$ 3,560 | \$ 1,880 | \$ 3,760 | | |
| Any 7 (7 meals per week) with \$100.00 Laker Dining Dollars per Semester | \$ 1,400 | \$ 2,800 | \$ 1,490 | \$ 2,980 | \$ 1,590 | \$ 3,180 | | |
| Any 5 (5 meals per week) with \$110.00 Laker Dining Dollars per Semester | \$ 1,080 | \$ 2,160 | \$ 1,150 | \$ 2,300 | \$ 1,250 | \$ 2,500 | | |
| Lonis/Moreland Residents Only: | | | | | | | | |
| Any 2 (2 meals per week) with \$250.00 Laker Dining Dollars per Semester | \$ 760 | \$ 1,520 | \$ 780 | \$ 1,560 | \$ 840 | \$ 1,680 | | |

THIS AGREEMENT IS BINDING FOR THE ENTIRE ACADEMIC YEAR (Fall and Spring semesters)

In order to live in College housing each student must sign the Room and Board Agreement. Such acceptance can be declared electronically or by signing and returning a hard copy of the document.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice from the Director of Residence Life and Housing, the Chief Administrative Officer, and/or the Board of Trustees.

I do hereby acknowledge that I have read and understand the foregoing articles. I agree to take residence in residence halls for the 2011-2012 academic year and to abide by all terms, conditions, regulations, and procedures stated in or referred to in the *Room and Board Agreement*.

Resident's Signature _____ Date _____

Parent's or Legal Guardian's Signature (if under 18 years of age) _____ Date _____

Please return to: Residence Life and Housing
 SUNY Oswego
 303 Culkin Hall
 Oswego, NY 13126



Village Housing Agreement: The Village Townhouses

STATE UNIVERSITY OF NEW YORK AT OSWEGO

THE VILLAGE HOUSING AGREEMENT 2011-2012

Read carefully. You shall be bound by these Terms and Conditions.

TERMS and CONDITIONS of THE VILLAGE HOUSING AGREEMENT

This Agreement is binding for the entire academic year (Fall 2011 and Spring 2012 semesters).

Any person signing/accepting the terms of this document is required to comply with all College and Residence Life and Housing rules, regulations, and policies as stipulated herein, in the current *Student Handbook*, *Resident Student Handbook* and *The Village Handbook*.

The College's policy prohibiting harassment or discrimination based on an individual's race, religious belief, gender, national origin and affectional orientation applies to all policies and procedures of the Department of Residence Life and Housing, including those related to room assignments, roommate relations, employment and behavioral expectations of residents.

COLLEGE HOUSING POLICY

The College believes that immersion in the educational environment is the preferred experience for new students. Therefore, all full-time undergraduate students who will need to establish an Oswego area residence in order to attend the College are required to live on campus to the extent that facilities are available and utilized.

Students exempted from that requirement are those who:

- will continue to reside with their parent(s) or legal guardian(s);
- will continue to reside in their official residence, which is separate from that of their parent(s) or legal guardian(s), and at which they had resided for at least three consecutive months prior to their acceptance of the admissions offer from the College;
- are married; or
- are twenty-one (21) years of age as of September 1 for fall admission or January 1 for spring admission.

Students in this category must submit a request for exemption form available on the Department's web site and at 303 Culkin Hall. Students who have fulfilled the Housing Requirement and would no longer be required to live in College Housing are those who entered Oswego:

- as freshmen (less than 15 hours of college academic credit) and have lived in residence at SUNY Oswego for four (4) consecutive semesters (Fall and Spring) if admitted in the Fall or three (3) semesters if admitted in the Spring.

-or-

- as transfer students (15 or more college academic credits) and have lived in residence at SUNY Oswego for two (2) consecutive semesters (Fall and Spring) if admitted in the Fall or one (1) semester if admitted in the Spring.

REQUIRED VILLAGE ORIENTATION SESSION(S)

Students assigned to The Village MUST attend at least one Village Orientation Session prior to taking occupancy; failure to do so will result in reassignment to a different residential community. All students assigned to The Village as part of a matched group may be reassigned to a different residential community if any one member of the matched group fails to attend the required Orientation(s).

ELIGIBILITY for THE VILLAGE

The Village townhouse community is for students of at least junior status who have lived on campus at Oswego for a significant portion of their undergraduate experience. Specifically,

- **current RESIDENT STUDENTS** who will be eligible to apply to live in The Village are those who entered Oswego:
 - as freshmen, and
 - at the time of application (February 21 – March 11, 2011):
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 3 regular academic semesters (not including current semester or summer/winter terms), and
 - are currently enrolled as full-time students.

OR

- as transfer students, and
- at the time of application (February 21 – March 11, 2011):
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 1 regular academic semester (not including current semester or summer/winter terms), and
 - are currently enrolled as full-time students.

- **current OFF-CAMPUS STUDENTS** who will be eligible to apply to live in The Village are those who entered Oswego:

- as freshmen, and
- at the time of application (February 21 – March 11, 2011):
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 4 regular academic semesters (not including summer/winter terms), and
- are currently enrolled as full-time students.

OR

- as transfer students, and
- at the time of application (February 21 – March 11, 2011):
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 2 regular academic semesters (not including summer/winter terms), and
 - are currently enrolled as full-time students.

HOUSING ASSIGNMENT PROCESS for THE VILLAGE

Occupancy of The Village townhouses is reserved for full-time Oswego State students who meet the stated eligibility criteria. All housing assignments for The Village are made through the Residence Life and Housing office. Subletting is prohibited. This *Agreement's* provisions shall not be effective and assignments cannot be made until the student has accepted the terms of this *Agreement* and the College has received his/her \$100 Housing Deposit. Acceptance of the terms of the *Agreement* can be declared electronically or by signing and returning a hard copy of the document to Residence Life and Housing. Housing Deposits can also be made electronically or directly through the Student Accounts Office, 401 Culkin Hall.

Current students select housing assignments for the upcoming year by participating in the online Housing Selection Process, which begins in February. Through this process, they pay the \$100 Housing Deposit, accept the terms of *The Village Housing Agreement* and are entered into the lottery process which determines the priority order in which students may choose from available spaces in The Village.

STANDARD OCCUPANCY

The College designates the Standard Occupancy for all on-campus housing facilities. Standard Occupancy for townhouses in The Village is 6 individuals and 4 individuals, all in single bedrooms; specifically, there are 38 townhouses that accommodate 6 students and 30 that accommodate 4 students as Standard. Townhouses can be single-gender or co-ed. Residents choosing assignment to a co-ed townhouse must sign a *Co-ed Townhouse Agreement* before taking occupancy.

OCCUPANCY CHANGES

The Assistant Vice President for Residence Life and Housing reserves the right to reassign residents, maintain townhouses at their assigned occupancy by filling vacancies and adjust the occupancy of townhouses as needed. Generally, if the occupancy of a townhouse falls below its Standard Occupancy, the residents must sign an amendment to this *Agreement* which outlines the residents' options for filling the vacancy(ies) as follows:

Such amendment will generally offer residents of single-gender townhouses the following options: (1) within a stated time period, identify an eligible student(s) who will move into the townhouse; or (2) request that Residence Life and Housing assign an eligible resident(s) when available.

The amendment for residents of co-ed townhouses will generally offer these options: (1) within a stated time period, identify an eligible and appropriate student(s) who agrees to live in the co-ed arrangement; or (2) request that Residence Life and Housing assign an eligible resident when available. However, based on campus housing needs, if residents are unable to identify eligible and appropriate student(s) to move in AND Residence Life and Housing has no eligible students wanting to move into the co-ed arrangement, the department may choose to convert the townhouse to single-gender and relocate those residents who are affected by the change.

Residents choosing Option 1 must have the townhouse in move-in condition satisfactory to the College within one class day after receiving notification of the assignment of a new townhouse. Failure to do so or failure to accept a townhouse when assigned by the department may result in assessment of a financial charge retroactive to the date on which occupancy of the townhouse fell below Standard.

The Assistant Vice President for Residence Life and Housing or his designee may reassign any room at his discretion. In the event a student fails to officially check-in to the townhouses and occupy his/her assigned room by noon on the first day of classes, the room may be reassigned unless prior arrangements for late arrival have been made with the Assistant Vice President for Residence Life and Housing or his designee. Failure to officially check-out of the townhouses, without notifying the Assistant Vice President for Residence Life and Housing, may result in continuing liability for room rental charges.

WITHDRAWAL and TERMINATION POLICY and PROCEDURE

Residents withdrawing from the College are requested to terminate their Village Housing *Agreement* by notifying the Assistant Vice President for Residence Life and Housing in writing at the earliest possible date. Such notice must be signed by the student and must include the student's identification number and date on which the withdrawal becomes effective. In the event a resident withdraws or disqualifies from the College after the Fall semester and before the beginning of the Spring semester, and/or otherwise fails to register for the Spring semester, he/she must officially terminate residency prior to the date of re-opening of the townhouses for the Spring semester, which is published in *The Village Handbook*. Failure to terminate occupancy as described below may result in room rental and/or storage charges for the period of elapsed time until such action is

completed by the resident and/or the College will discard personal property left behind. After arranging for withdrawal from the College, the resident officially terminates occupancy by: (1) completing a *Request to Terminate* form at the Department of Residence Life and Housing; (2) removing all belongings from his/her room and townhouse; (3) having the room inspected by a staff member including completion of the *Room/Townhouse Inventory and Condition Record*; (4) turning in all assigned keys to the main desk; and (5) completing all other official check-out procedures. Residents who withdraw from the College must vacate the townhouse and remove all personal belongings from the premises no later than 12 midnight of the date on which termination of this *Agreement* becomes effective.

OSWEGO GUARANTEE

Our Commitment to Excellence and Educational Value...

Through its *Oswego Guarantee*, the College shows its commitment to students' ability to complete their academic program in four years if they meet certain requirements. The Guarantee further promises that students will not experience a housing or meal rate increase for four consecutive years. Therefore, students' housing rates are determined by the year that they first matriculated at the College.* Students assigned to The Village will pay their *Oswego Guarantee Single Room Rate*.

*This is a summary of the *Oswego Guarantee*.

The full text of this pledge can be found at http://www.oswego.edu/admissions/undergraduate/oswego_guarantee.html

HOUSING DEPOSIT REFUNDS

The Housing Deposit is refunded only in accordance with the following:

- I. If, during the Housing Selection process, the student opts to participate in "Village Selection ONLY" and is not assigned to The Village.
- II. If, after paying the deposit, the student does not enroll, the deposit is refundable if written application for refund is made to the College before August 1 for fall semester or before December 1 for the spring semester.
- III. If the application is made and the resident withdraws to enter military service, the refund will be granted automatically.

REFUND OF HOUSING PAYMENT

Housing payment refunds are based upon the date personal belongings are removed from the townhouse, the keys are returned, the townhouse is inspected by a member of the Residence Life and Housing staff, debts related to housing incurred by the resident have been paid in full to the College and the resident officially terminates occupancy. Guidelines for Housing Payment Refunds are listed in the *Resident Student Handbook*. Students withdrawing from the College or released from residence after August 1, but prior to taking occupancy, who have prepaid housing are entitled to a refund less the \$100.00 Housing Deposit.

TERMINATION of THE VILLAGE HOUSING AGREEMENT

Permission to terminate this *Agreement* is requested by submitting a *Request to Terminate* form with requested documentation at least 30 days prior to the proposed date of termination. The Assistant Vice President for Residence Life and Housing or his designee may approve or deny a properly filed *Request to Terminate*. In exercising his discretion, he shall give consideration to documented individual circumstances beyond the control of the individual which did not exist at the time this *Agreement* was signed by the individual. This permission, if granted, is at the discretion of the College, not the student. The approval of a *Request to Terminate* releases the College from any present or future obligation to provide housing for that resident and the space he/she has previously occupied may be reassigned at the option of the College.

Failure to (1) pay housing charges upon receipt of a bill, (2) officially check-in to The Village, or (3) use accommodations as provided does not release a resident from the obligations created by the signing/accepting the terms of *The Village Housing Agreement*.

USE of RESIDENTIAL FACILITIES

Living units may be occupied only by the resident(s) to whom they are assigned and their visitors and guests. (See the Rules Governing Residential Facilities section of the *Resident Student Handbook* for further guidelines regarding guests and visitors.)

New and returning students may occupy their rooms according to the schedule published by the Department of Residence Life and Housing. Students given permission to occupy their rooms prior to the published date will be charged \$30.00 per day for room and board or \$15.00 for leaving personal belongings only, unless the charge is specifically waived by the Assistant Vice President for Residence Life and Housing or designee.

Unless otherwise provided for by the Assistant Vice President for Residence Life and Housing or his designee, a resident shall have no right to enter, use, or occupy the residential facility during any period when the College is not in session for formal academic purposes (see HOUSING DURING PERIODS of RECESS below). Residents may leave personal property in assigned accommodations during periods of recess. However, the College cannot guarantee security or assume responsibility for any loss of those belongings. There is no storage available over the summer. For the purpose of this *Agreement*, personal property shall include any property, excluding College-owned furnishings, in the possession of the resident, located in the confines of his/her assigned quarters or in other areas including luggage and storage rooms in any building or on the grounds of the campus. Residents are encouraged to obtain insurance coverage for such belongings. The resident's and/or the parent's or guardian's acceptance of this *Agreement* shall be construed as acceptance of any and all such risk.

All residents must vacate the facility and remove all personal belongings from the premises in accordance with the termination or expiration of this *Agreement*. If personal belongings are not removed from the premises, the resident, by signing this *Agreement*, authorizes and agrees to pay a per day room rental charge to the College for each day that the room was not available for reassignment by the College. Further, the resident agrees to pay such fees as are assessed by the College for the labor involved in the removal and storage of the resident's personal belongings, and the College shall not be responsible for any resulting loss or damage to those belongings abandoned by the resident.

HOUSING DURING PERIODS of RECESS (BREAK HOUSING)

The College recognizes that some residents must remain in Oswego during periods of recess (i.e., Thanksgiving, Winter and Spring recesses) when our traditional residential facilities are closed. The Village will remain open for the Thanksgiving and Spring Recesses; it will also be open for a portion of the Winter Recess (specific dates to be determined). Townhouse residents wishing to stay over breaks must contact the Residence Life and Housing office to make arrangements, which includes signing a *Break Housing Agreement*.

All College and Residence Life and Housing policies are in effect during periods of recess; further, residents living on campus during periods of recess are required to adhere to special security requirements as stated in the *Break Housing Agreement*.

USE, CARE and RESPONSIBILITY for LIVING UNIT and FURNISHINGS

Residents will be held responsible for any deterioration in condition of their assigned room and suite/townhouse (including both sides of the door), its assigned furnishings, assigned bulletin board (as applicable) and for any loss or damage other than normal wear that may occur during their occupancy. All occupants of a living unit may be held equally responsible for losses or damages to the living unit or its furnishings and/or fixtures, including cost of replacement or repair and all reasonable expenses resulting therefrom. Residents of a living unit are responsible for the security and use of the living unit in accordance with College and Residence Life and Housing policies, rules and regulations. Charges for loss or damage will be added to the student's College bill and are to be paid within 30 days.

Unauthorized use of furnishings or fixtures, including but not limited to the moving of furnishings provided in a common area into or to a resident's living unit is prohibited and shall result in a liability for the expense of return to the common area and/or repair or replacement of said furnishings or fixtures. Any unauthorized repairs and/or alterations made to the premises or its furnishings by a resident shall not mitigate any damage expense incurred by the resident. The College will not be liable for the amount of money incurred by the resident or any expense for his/her services resulting from unauthorized alteration or

enhancement of the premises, its fixtures, or its furnishings. If a student receives prior authorization from the Assistant Vice President for Residence Life and Housing or his designee, repairs and/or improvements may be made that could mitigate damage expenses if such work is accepted and approved by the Assistant Vice President for Residence Life and Housing or his designee. Assessment for damaged or missing property shall be made in accordance with the schedule of charges prepared by the Department of Residence Life and Housing. Items not covered by this schedule will be evaluated either through proration of depreciation or the cost in labor and materials to restore them.

Residents are expected to report to Residence Life and Housing staff specific items which they notice as damaged or in need of repair in their assigned living unit, public areas, corridors and grounds.

Each item within a living unit is inventoried and assigned to that living unit. The exact numerically inventoried items must be in the living unit upon final inspection prior to checking out of the living unit. Residents must review with a Residence Life and Housing staff member and sign the *Room Inventory and Condition Record* form prior to taking occupancy. Upon termination of occupancy of their assigned living unit, residents must have a staff member inspect the condition of the living unit. Whenever possible, the resident will be informed and assessed a repair or replacement charge for damaged or missing items. Residents may appeal all or any part of the damage assessment with the exception of those who choose the "Express Checkout" option. If payment is not made by the resident or his/her parent or legal guardian whose signature appears on this *Agreement*, within thirty (30) days of the date the charge was placed on the student's College bill, a hold will be placed on all official College records, disallowing the student further access to registration and official transcripts until such time as the charge is paid. (See the *Resident Student Handbook* for more information.) Removal of College furnishings from a resident's living unit may result in liability to the occupant(s) for the replacement cost of the item(s) or expense incurred by the College as a result of such unauthorized removal. No such removal shall be deemed authorized unless designated in writing, dated, and signed by the resident and the Assistant Vice President for Residence Life and Housing or his designee.

RULES GOVERNING RESIDENTIAL FACILITIES

Any person signing this document is required to comply with all College and Residence Life and Housing rules, regulations, and policies as stipulated herein, in the current *Student Handbook*, *Resident Student Handbook* and *The Village Handbook*. The use of residential facilities is conditioned upon compliance with State and Federal laws and College regulations and is limited to residents and their authorized visitors or guests. Failure to comply with such policies, procedures, and regulations contained in this *Agreement*, or in the *Student Handbook*, the *Resident Student Handbook*, *The Village Handbook* or law may result in the imposition of administrative reassignment, College disciplinary action and/or civil and/or criminal action including the denial of on-campus accommodations. Students are responsible to report all violations of *The Village Housing Agreement* to College officials.

The Assistant Vice President for Residence Life and Housing and his designees reserve the right to: (1) affect disciplinary action against a resident and/or revoke his/her privilege to use any residential facility for that resident's breach of any terms or conditions set forth in this *Agreement* and/or failure to comply with Federal or State laws and/or failure to comply with policies, rules and regulations, as set forth in this *Agreement*, the *Student Handbook*, the *Resident Student Handbook* and *The Village Handbook*; (2) repossess or reassign living units with notice; (3) periodically inspect living units to determine the condition thereof, in which case written notice shall be given at least two -2- class days in advance; (4) to affect other steps, including entry and inspection of living units necessary and advisable to the safety, maintenance, security and/or management of the residential facility; and (5) make policy decisions regarding unforeseen circumstances that adversely affect the residential environment that are not specifically addressed in this *Agreement*, the *Student Handbook*, the *Resident Student Handbook*, or *The Village Handbook*. Students upon whom sanctions are imposed in relation to this *Agreement* shall have the right to appeal. Such appeals shall be addressed to the appropriate administrative officer as provided in the *Student Handbook*, the *Resident Student Handbook*, and/or *The Village Handbook*.

Rules and regulations are authorized by the Assistant Vice President for Residence Life and Housing subject to the approval of the College Council and subject to periodic change. Prohibited items confiscated from living units will not be returned to their owners. Students are to abide by the following regulations and policies. Due to space limitations, descriptions may be abbreviated. For more complete descriptions of policies, please refer to the Rules Governing Residential Facilities section of the *Resident Student Handbook*.

Alcohol – The residential alcohol policy is governed by the Alcohol and Other Drugs policy as stated in the *College Policies* section in the *Student Handbook*. The College permits individual consumption and possession of alcoholic beverages by individuals who have attained 21 years of age and prohibits consumption by persons under 21. Consumption from or possession of open containers of alcohol is prohibited in public areas of residential facilities. Group consumption of alcohol in residential facilities may occur only at registered events as explained in campus guidelines. Refer to the alcohol and drug section of the *Student Handbook* for the complete policy description.

Appliances – All electrical appliances must be UL approved and must be in good working order. Air conditioners, space heaters and baseboard units of any type, except as may be provided by the College, are prohibited.

Care of Facilities – It is the residents' responsibility to care for the condition of their assigned living units as well as other public areas including, but not limited to, bathrooms, elevators, corridors, laundry rooms, lounges, and their furnishings and equipment. Theft or littering of, or damage to College property is prohibited. Students engaging in such behavior may be subject to College disciplinary action and/or arrest and will be held financially and legally responsible. Residents will be held financially and legally responsible for the condition of their assigned living units and assigned contents. The removal of College-owned furniture from a resident's living unit or from a public area without staff authorization may result in a replacement charge and/or other disciplinary action. Structural modifications to the residential facilities, including the installation of wires or cords outside resident living units, are prohibited without prior written authorization from the Assistant Vice President for Residence Life and Housing. As part of their responsibility, residents of a facility are responsible for the actions of their guests whether those guests are students or non-students of SUNY Oswego.

Disruptive Behavior – Disruptive behavior including: 1) harassment or creating a hostile environment through discriminations, intimidation, ridicule, or insult toward any person; 2) acts of prejudice or bias targeted toward a person or group; 3) physical abuse, assault and/or battery; 4) threats toward or intimidation of any person, or intentionally or recklessly causing harm or reasonable apprehension of harm; 5) creation of a condition or situation that endangers mental or physical health; 6) conduct which inhibits the peace or safety of members of the College community; 7) conduct related to the use, possession, or distribution of alcohol or other drugs are unacceptable and subject to disciplinary action.

Drugs – The residential drug policy is governed by the Alcohol and Other Drugs Policy as stated in the *College Policies* section of the *Student Handbook*. The use, possession, distribution or manufacture of controlled substances is prohibited on College premises. The possession and/or use of marijuana in one's living unit is a violation of New York State Law, and any consumption of marijuana in a public area is a criminal offense. Prohibited drugs or drug-related paraphernalia can be confiscated and may be used as evidence in campus judicial and/or criminal proceedings.

Fire Safety – All individuals are expected to evacuate the building upon the activation of the fire alarm system. Failure to evacuate a building during a fire alarm and the theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. Included in this prohibition are torchiere-style halogen lamps. Furniture, decorations, and other items that increase the flammability of resident living units or public areas may be prohibited at the discretion of Residence Life and Housing staff. Possession and/or ignition of combustible materials for the purpose of cooking, heating, lighting or display (including but not limited to candles, incense, and oil-burning lamps) is prohibited. Anything that is confiscated will not be returned. Setting fire is prohibited with the exception of designated fireplaces.

Guns, Explosives, Flammables – Firearms, illegal weapons, firecrackers, explosives, harmful chemicals, and flammable liquids (i.e., oil-based paints, turpentine and

gasoline) are not to be stored or used in or around residential facilities. Internal combustion engines are prohibited within the buildings.

Housekeeping – Residents are expected to maintain a level of cleanliness in their living unit compatible with reasonable health and safety standards. The College reserves the right to establish and enforce those expectations for individuals in order to ensure reasonable compatibility with other residents of the living unit as well as health and safety. All residents are required to participate in the residential recycling program.

Keys – Each resident is assigned keys, lock combinations and/or access cards when checking into residential facilities and is responsible for the return of keys upon termination of residence. Loss of keys will result in charges for replacement. Unauthorized duplication of keys is prohibited; sharing pin codes and/or combinations is the equivalent of unauthorized key duplication and also prohibited. Residents are prohibited from using, or having in their possession, pin numbers, combination codes, keys or identification/access cards which have not been assigned to them by the College.

Noise – Quiet hours are established and observed in all residential facilities from 8:00 p.m. to 9:00 a.m., Sunday through Thursday nights and 2:00 a.m. to 9:00 a.m. Saturday and Sunday mornings. Courtesy hours are observed 24 hours per day. Individual halls and living units may extend quiet hours or establish specific additional quiet hours at their discretion and/or through the *Community Living Agreement*. Quiet hours are observed 24 hours per day during the week before and the week of final examinations. Residents are expected to defer to approved activity at all times.

Overnight Guests – Residents may have overnight guest(s) with the consent of all residents of the living unit for a maximum of three consecutive days (72 hours). Guest(s) and hosts must observe the registration requirements of each residential facility and the resident host assumes full responsibility for the behavior of his/her guest(s). The frequency of guests' visits is subject to review by the hall director and limitation by the College.

Pets – Neither residents nor their guests may bring animals/pets of any kind into the residential facility except by the application and approval process as specified in the *Residence Life and Housing Pet Policy*. For The Village townhouses, all animals/pets are prohibited except fish in aquariums up to 20 gallons.

Security – Security is a community issue which depends upon the complete cooperation of every resident and his/her guest(s). Residents are responsible for the general security of their residential community. Acts which compromise building security are prohibited (i.e., propping open doors normally locked for security purposes). Entering living units assigned to other students or non-public areas such as mechanical rooms or desk areas without appropriate authorization is prohibited.

Smoking – Smoking is prohibited inside, and outside within 20 feet of, all residential facilities.

Solicitation – All kinds of sales and solicitation by students or private commercial enterprise is prohibited without the prior approval of the Department of Residence Life and Housing and the appropriate residential student government.

Telephones – Provision of telephone service to students who occupy College-owned & maintained residential facilities is subject to federal, state, and local regulations as outlined in the telephone service agreement. Fraudulent use and/or misuse of the College-owned telephone system including voice mail is prohibited.

Visitation and Guests – Residents may host visitors in their residential facility during the a.m. or p.m. hours with the consent of all occupants of the living unit. In order to aid in protecting personal safety, personal property and the right to privacy, specific procedures are in place and are outlined in the *Resident Student Handbook*.

Windows – The removal or loss of, or damage to, a window, screen or window stop from living units or public areas in residential facilities is prohibited and may result in an installation and/or replacement charge and disciplinary action. The placing of any objects outside the window, including aerials and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited.

THE VILLAGE HOUSING RATE

Students assigned to The Village will pay their *Oswego Guarantee Single Room Rate*, which is determined by the academic year the student first matriculated at SUNY Oswego. Village Housing rates for students who started at Oswego during the last 4 academic years are listed below.

| Year of 1st matriculation | Village Housing Rate Per Semester: | Village Housing Rate Per Year |
|---|---|--------------------------------------|
| 2007-2008 | \$3995 | \$7990 |
| 2008-2009 | \$4295 | \$8590 |
| 2009-2010 | \$4595 | \$9190 |
| 2010-2011 | \$4895 | \$9790 |

Please Note that The Village Housing Rate applies to housing only; meals are not included. Residents of The Village are not required to purchase board (meal) plans but may do so by arrangement with Dining Services. The Oswego Guarantee applies to board rates.

THIS AGREEMENT IS BINDING FOR THE ENTIRE ACADEMIC YEAR (Fall and Spring semesters)

In order to live in College housing each student must sign the *Room and Board Agreement*.

Such acceptance can be declared electronically or by signing and returning a hard copy of the document.

All regulations and provisions herein shall remain in effect unless changed or modified by official written notice from the Director of Residence Life and Housing, the Chief Administrative Officer, and/or the Board of Trustees.

I do hereby acknowledge that I have read and understand the foregoing articles. I agree to take residence in residence halls for the 2011-2012 academic year and to abide by all terms, conditions, regulations, and procedures stated in or referred to in the Room and Board Agreement.



Campus Contacts and Hours

| Department/Facility | Campus Address | Phone # | Hours of Operation |
|---|---|---|---|
| Residence Life and Housing | 303 Culkin Hall | -2246 | M - F: 8:00 am - 4:30 pm |
| Compass | 142 Campus Center | -3142 | M - F: 8:00 am - 4:30 pm Tuesdays and Wednesdays open til 7:00 pm |
| ID and Dining Services | 504 Culkin Hall | -2588 | M - F: 8:00 am - 4:30 pm |
| Fitness Center | Cooper Fitness Center Glimmerglass | -2431 -2185 | M - Th: 7:00 am - 10:00 pm F: 7:00 am - 8:00 pm S: 10:00 am - 8:00 pm S: 10:00 am - 9:00 pm |
| Information | Switchboard | -2500 | M - F: 8:00 am - 4:30 pm |
| Campus Technology Services (CTS) | 26 Lanigan Hall | -3456 | M - F: 8:00 am - 7:00 pm |
| Computer Labs | Mahar Hall 210/211 Penfield Library Snygg Hall Hart Hall Oneida Hall Scales Hall | -3456 -3456 -3456 -4200 (front desk) -2200 (front desk) -3220 (front desk) | Hours vary depending on location. For information regarding hours, please contact the computer lab using the phone number provided. |
| Parking Office | Rte. 104 near the main entrance to campus. See the parking map in this handbook. | -3227 | M - F: 7:30 am - 4:45 pm (For questions when the office is closed, contact University Police at -5555) |
| <p>* If calling from an off-campus phone, dial (315) 312-# listed above.</p> <p style="text-align: right;"><i>...continued on next page</i></p> | | | |

Campus Contacts and Hours continued...

| Department/Facility | Campus Address | Phone # | Hours of Operation |
|---------------------|--|---|--|
| Dining Halls | Cooper Dining Center Lakeside Dining Center Littlepage Dining Center Mackin Dining Center Pathfinder Dining Center | -4205 -4115 -3629 -2312 -4220 | <p>Lakeside Dining Center Monday thru Friday</p> <ul style="list-style-type: none"> • Breakfast - 7 am - 10 am • Lunch - 11 am - 1:30 pm • Dinner - 4:30 pm - 7 pm <p>Saturday and Sunday</p> <ul style="list-style-type: none"> • Brunch - 10 am - 1:30 pm • Dinner - 4:30 pm - 7:00 pm <p>Late Night</p> <ul style="list-style-type: none"> • Su, M, T, W, Th, F, Sa: 8:30 pm - 11:30 pm <p>Cooper Dining Center Monday thru Thursday</p> <ul style="list-style-type: none"> • Breakfast - 7 am - 10 am • Lunch - 11 am - 3 pm • Dinner - 4:30 pm - 8 pm <p>Friday</p> <ul style="list-style-type: none"> • Breakfast - 7 am - 10 am • Lunch - 11 am - 3 pm • Dinner - 4:30 pm - 7 pm <p>Saturday & Sunday</p> <ul style="list-style-type: none"> • Brunch - 9 am - 2 pm • Dinner - 4:30 pm - 7 pm <p>Sunday thru Wednesday</p> <ul style="list-style-type: none"> • Extended Hours - 8 pm - 10 pm <p>Pathfinder Dining Center Monday thru Friday</p> <ul style="list-style-type: none"> • Breakfast - 7 am - 10 am • Lunch - 11 am - 3 pm • Dinner - 4:30 pm - 7 pm <p>Saturday & Sunday</p> <ul style="list-style-type: none"> • Brunch - 10 am - 2 pm • Dinner - 4:30 pm - 7 pm <p>Littlepage Dining Center Monday thru Friday</p> <ul style="list-style-type: none"> • Breakfast - 7 am - 10 am • Lunch - 11 am - 1:30 pm • Dinner - 4:30 pm - 7 pm <p>Saturday and Sunday</p> <ul style="list-style-type: none"> • Brunch - 10 am - 1:30 pm • Dinner - 4:30 pm - 7 pm <p>Late Night</p> <ul style="list-style-type: none"> • Su, M, T, W, Th, F, Sa: 8:30 pm - 11:30 pm <p>Mackin Dining Center Monday thru Thursday</p> <ul style="list-style-type: none"> • Dinner - 3 pm - 7 pm |

