Residential Communities

Opening & Closing Schedule

2015–2016 Academic Year

Fall Semester 2015

- Thursday, August 20th: Residence Halls open for new Non-Registered students (9 a.m.)
- Friday, August 21st: Residence Halls open for new students (9 a.m.)
- Saturday, August 22nd: The Village Townhouses open (9 a.m.)
- Sunday, August 23rd: Residence Halls open for returning students (9 a.m.)
- Monday, August 24th: Classes begin
- Wednesday, November 25th: Residence Halls close for Thanksgiving Break (8 a.m.)
  The Village will remain open
- Sunday, November 29th: Residence Halls re-open (12 Noon)
- Saturday, December 12th: Winter Commencement & All on-campus housing facilities close for Winter Recess (10 a.m.)

Spring Semester 2016

- Sunday, January 3rd (tentative): The Village reopens (9 a.m.)
- Thursday, January 21st: Residence Halls open for new students (9 a.m.)
- Sunday, January 24th: Residence Halls open for returning students (9 a.m.)
- Monday, January 25th: Classes begin
- Saturday, March 19th: Non-break Residence Halls close for Spring Break (8 a.m.)
  The Village will remain open
- Sunday, March 27th: Residence Halls re-open (12 Noon)
- Saturday, May 14th: Spring Commencement & All on-campus housing facilities close for Summer Recess (10 a.m.)

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 a.m. on Saturday, December 12, 2015 (winter recess), and Saturday, May 14, 2016 (summer recess). Upon request, the Department of Residence Life and Housing may provide limited housing during periods of recess.

Need clarification?

For details on any information in this handbook, visit:
www.oswego.edu/reslife

or email:
reslife@oswego.edu

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

Living on campus is an integral part of the college experience at SUNY Oswego. 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 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 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 our residential community. While we have attempted to make it as comprehensive as possible, inevitably some areas have not been included. Residents should contact Residence Life and Housing staff regarding any questions of interpretation or exclusion.

Mission—Residence Life and Housing strives to provide a secure and inviting learning community focused on academic and personal success.

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

Learning Outcomes—The Division of Student Affairs and Enrollment Management and Department of Residence Life and Housing are committed to providing students the opportunity to embrace:

- Intrapersonal Development
- Interpersonal Competence
- Humanitarianism and Civic Engagement
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 learn more about each other: 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 time in college.

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 in return. 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, unfortunately, 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 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 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 and academic 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 student conduct 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 help make the first year a successful one.

Village Community Assistants (VCAs) are students who live in The Village townhouses 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 Mackin-Sheldon “complex” is assisted 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).

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 residence hall 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 Residence Hall or Village 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 staff 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
- Mudded joints on pipe elbows or fittings
- Wall plasters
- Ceiling plasters
- Mastic (glue)
- Pipe insulation
- Sprayed-on building insulation
- Joint compounds
- Interior of fire doors
- 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

Options for bicycle storage vary depending on the student’s assigned residence hall. Residents of Cayuga, Funnelle, Lonis, Moreland, Oneida, Onondaga, Scales and Seneca Halls are welcome to store their bicycles in their assigned room or in bicycle racks outside the residence hall. Residents of Hart, Johnson, Riggs, Sheldon, Waterbury Halls and The Village are not to store bicycles in their rooms; with the exception of Waterbury Hall, all of these buildings have limited indoor bicycle storage on the premises. Residence Life and Housing typically provides winter bicycle storage free-of-charge for residents of Cayuga, Funnelle, Lonis, Moreland, Oneida, Onondaga, Scales, Seneca and Waterbury Halls. In this case, bicycles can be stored from late in the fall semester until spring in a publicized location. Once in storage, bicycles will remain there until the announced dates for removal and will not be available for occasional use. Dates and location for storage and retrieval are announced in the fall semester. 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. Residents must provide their own digital televisions (including connecting hardware); see more specific information below.

In an effort to improve the television service for students and staff, SUNY Oswego has recently upgraded the channel line-up received from Time Warner. Most of the channels are digital, high definition, and do not require a set-top box cable receiver.

However, a QAM (quadrature amplitude modulation) tuner is needed to receive the full range of channels offered. Many newer televisions come equipped with QAM tuners. For televisions without QAM tuners, a digital conversion box can be purchased; Campus Technology Services recommends the iView 3500STBII.

Occasional reception problems may occur and should be reported by calling the Campus Technology Services Help Desk (phone #: 315-312-3456) between 8:00 a.m. and 7:00 p.m. Monday through Thursday and 8:00 a.m. and 4:30 p.m. on Fridays; there are no evening or weekend services. More information will be available in the residential communities.

Fall 2015 cable channels include:

1 ABC HD/Broadcaster-WSYR 23 BBC America HD 41 Fox News HD
2 CBS HD/Broadcaster-WTVH 24 BET HD 42 FX HD
3 CW HD/Broadcaster-WSTQ 25 Bravo HD 43 Golf Channel HD
4 FOX HD/Broadcaster-WSYT 26 Cartoon Network HD 44 HGTV HD
5 NBC HD/Broadcaster-WSTM 27 CNBC HD 45 History Channel HD
6 PBS HD/Broadcaster-WCNY 28 CNN HD 46 Lifetime HD
7 Time Warner News HD 29 Headline News HD 47 LMN (Lifetime Movie
8 Weather Channel HD 30 MSNBC HD Network)
9 C-SPAN HD 31 Comedy Central HD 48 WE HD
10 A&E HD 32 Discovery HD 49 Ovation HD
10.2 WTOP 33 Discovery Fit & Health 50 OWN HD
10.3 WTOP 34 Disney Channel HD 51 EWTN HD
11 ABC Family HD 35 E! HD 52 MTV HD
12 AMC HD 36 ESPN HD 53 MTVu
13 Animal Planet HD 37 ESPN2 HD 54 VH-1 HD
14 CNN (analog) 38 ESPN News HD 55 CMT HD
15 ESPN (analog) 39 ESPNU HD 56 Fuse HD
17 CKWS 40 Food Network HD 57 Logo TV

Continued on next page...
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 student conduct 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.
Before residents leave for any break they must:

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

Computer Labs available to all resident students are available in the basements of Oneida Hall and Scales Hall. These rooms are staffed during set operating hours posted at the front desk of the hall. Each is 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.

Residents of Hart Hall and Waterbury Hall have 24-7 access to a computer room within the building. Each is equipped with Mac and PC computers networked to a laser printer. These rooms are only available to Hart and Waterbury residents respectively.

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 the time of inspection, 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 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. Window curtains must meet NFPA 701 Standard.

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.

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. Natural Christmas trees are prohibited in ALL 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) exists, the process of breaking down these over-occupied rooms 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 over-occupied 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).

Continued on the next page…
## Resident Student Staff (RSS)

<table>
<thead>
<tr>
<th>Title</th>
<th>positions available (#)</th>
<th>Compensation</th>
<th>Minimum Qualifications</th>
</tr>
</thead>
</table>
| Resident Assistant (RA)      | 124                     | • Single room                                                               | • sophomore standing/complete 1 year out of high school  
• 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 semester GPA beginning with the semester immediately prior to, and during each semester of, employment. |
| Resident Mentor (RM)         | 16                      | • Single room                                                               | • See RA Qualifications previously                                                                                                                                 |
| Village Community Assistant (VCA) | 4              | • single room                                                                | • Must be a current staff member of four semesters or higher                                                                                                                                                   |
| Graduate Resident Mentor (GRM) | 8              | • Furnished one-bedroom apartment  
• full board plan  
• on-campus telephone service  
• ResNet service and installation fee  
• $1000 stipend per semester | • acceptance into a full-time graduate degree-granting program at SUNY Oswego                                                                                                                                     |
### Student Operations Services Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>positions available (#)</th>
<th>Compensation</th>
<th>Minimum Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Attendant (DA)</td>
<td>10 - 12 per hall</td>
<td>$8.75 per hour</td>
<td>• must reside on campus during term of employment&lt;br&gt;• 2.0 semester and cumulative GPA</td>
</tr>
<tr>
<td>Recycling Technician (RT)</td>
<td>2-4 per hall</td>
<td>$9.25 per hour</td>
<td>• must reside on campus during term of employment&lt;br&gt;• 2.0 semester and cumulative GPA</td>
</tr>
<tr>
<td>Computer Lab Technician (CT)</td>
<td>25</td>
<td>$8.95 per hour</td>
<td>• must reside on campus during term of employment&lt;br&gt;• 2.0 semester and cumulative GPA</td>
</tr>
<tr>
<td>Student Operations Services Coordinator (SOSC)</td>
<td>1 per hall</td>
<td>$9.25 per hour</td>
<td>• must reside on campus during term of employment&lt;br&gt;• 2.0 semester and cumulative GPA</td>
</tr>
</tbody>
</table>

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

### Fitness Center Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>positions available (#)</th>
<th>Compensation</th>
<th>Minimum Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Attendant (FA)</td>
<td>25-30</td>
<td>$8.75 per hour</td>
<td>• must be a SUNY Oswego student&lt;br&gt;• related experience preferred&lt;br&gt;• call x3963 for more information</td>
</tr>
<tr>
<td>Group Exercise Instructor (GE)</td>
<td>5-10</td>
<td>$11.00 per hour</td>
<td>• must be a SUNY Oswego student&lt;br&gt;• must complete 8-week instructional course&lt;br&gt;• call x3963 for more information</td>
</tr>
<tr>
<td>Personal Trainer (PT)</td>
<td>20-25</td>
<td>$9.50 per hour</td>
<td>• must be a SUNY Oswego student&lt;br&gt;• must complete 8-week instructional course&lt;br&gt;• call x3963 for more information</td>
</tr>
<tr>
<td>Student Manager</td>
<td>9</td>
<td>$9.75 per hour</td>
<td>• must be a SUNY Oswego student&lt;br&gt;• must be current fitness center employee&lt;br&gt;• call x3963 for more information</td>
</tr>
<tr>
<td>Graduate Assistant Manager</td>
<td>2</td>
<td>tuition waiver</td>
<td>• acceptance into a full-time graduate degree-granting program at SUNY Oswego</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fitness Center Membership</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$7000 stipend</td>
<td></td>
</tr>
</tbody>
</table>
Fitness Center Membership Rates

<table>
<thead>
<tr>
<th></th>
<th>SEMESTER</th>
<th>ACADEMIC YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENT STUDENT</td>
<td>$50</td>
<td>$95</td>
</tr>
<tr>
<td>OFF CAMPUS STUDENT</td>
<td>$55</td>
<td>$105</td>
</tr>
</tbody>
</table>
| *who lived on campus at Oswego for:*
| 4 or more full semesters | $55 | $105          |
| 1 to 3 full semesters | $60      | $115          |
| COMMUTER STUDENT     | $65      | $125          |

* "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 Governance (Hall Councils, Residence Hall Association)

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 residence hall/residential community’s council, the presidents and vice presidents (or other representatives) of those governments form the Residence Hall Association (RHA). The RHA meets bi-weekly with College officials and the Assistant Vice President for 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 a resident believes his or her room is cold, s/he should contact the 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 Assistant Vice President for Residence Life and Housing for clarification.

All residents are encouraged to lock their doors and secure 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, Riggs and Waterbury 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). Hubs are now part of the room check-in/check-out process. Residents are asked to make sure hubs are in the room at check-in and check-out, otherwise, residents may be charged by Residence Life and Housing for replacement. The per semester connection fee of $49 is included in the College bill.

Wireless service is available in all residence halls.

If residents experience problems with their ResNet connection...The first step is to call the Campus Technology Services Help Desk at x3456. They will attempt to troubleshoot the problem over the phone. If they are unable to fix the problem over the phone, a trouble ticket will be filed and they will elevate the problem to the next level. The appropriate technician will then attempt to contact the resident via phone or email.

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 is equipped with a washer and dryer. The per semester user fee is included in each student’s College 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 Sundays, 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 residential communities, each resident has his or her own mailbox; in these communities (Cayuga, Hart,
Johnson, Lonis, Riggs, Scales, Sheldon, Waterbury Halls 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.

*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.

Return Address

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

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

Please note that the College is not responsible for cash or valuables sent through the mail.

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 in the "Minimum Living Condition Standards for University Residence Halls" section. Students can request repairs and/or report maintenance and custodial concerns by submitting an online service request (iService) on the Facilities Maintenance & Operations web page. Residents may need to schedule an appointment, as Maintenance staff will be unable to enter the room without the resident present or without prior consent from the resident and any roommate(s). 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).

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” which can be found in the Student Handbook. Organizations from outside Residence Life and Housing must obtain approval from the Assistant Vice President of Residence Life and Housing for distribution of promotional material in residential facilities. Posters must then 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 requires for the floor bulletin boards:

<table>
<thead>
<tr>
<th>hall/community</th>
<th>postings needed</th>
<th>hall/community</th>
<th>postings needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cayuga</td>
<td>18</td>
<td>Riggs</td>
<td>8</td>
</tr>
<tr>
<td>Funnelle</td>
<td>9</td>
<td>Scales</td>
<td>8</td>
</tr>
<tr>
<td>Hart</td>
<td>9</td>
<td>Seneca</td>
<td>21</td>
</tr>
<tr>
<td>Johnson</td>
<td>9</td>
<td>Sheldon</td>
<td>5</td>
</tr>
<tr>
<td>Mackin (Lonis/Moreland)</td>
<td>12</td>
<td>The Village</td>
<td>2</td>
</tr>
<tr>
<td>Oneida</td>
<td>18</td>
<td>Waterbury</td>
<td>9</td>
</tr>
<tr>
<td>Onondaga</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 the Assistant Vice President for 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 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 of New York 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 of the State of New York and no one comes forward to claim the item, the finder may not claim the property. Instead, the property that remains 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 designated location(s) in each building (typically the hall’s Recycling Room). Residents can learn of procedures in each building from the residential community staff. Specific hours of operation for the Recycling Room will be posted in your residential community.
Refrigerators

Residents are permitted to have up to two compact refrigerators in each residence hall room, with the maximum amperage per refrigerator of 2.0 amps and the maximum size per refrigerator of 6 cu. ft. Compact refrigerators can also be rented through the Residence Life and Housing Office.

Residential Community Security

General Information

Generally, all exterior doors to residence halls are locked 24 hours per day, seven days per week. Please see Residential Communities, Fitness Centers and Dining Centers Entrance Protocols below.

United States Postal Service (USPS), UPS, Fed Ex ground/air, and Campus Mail will be given access to the residence halls. 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.

Policies and Procedures

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

1. Visitation and guests (see explanation later in this handbook).
2. Lost keys are to be reported to the hall 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. With the exceptions of The Village and Sheldon Hall, residential community front desks are open 10:00 a.m. to 3:00 a.m. daily. Sheldon Hall Desk hours are 10:00 a.m. to 10:00 p.m. The Village Desk hours are Sunday - Thursday, 10:00 a.m. to 12:00 Midnight; Friday and Saturday, 10:00 a.m. to 3:00 a.m.
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 Communities, Fitness Centers and Dining Centers

Entrance Protocols

Residential Communities

All residence hall exterior doors are locked 24 hours per day, seven days per week. Due to its multi-use, the Mackin Hall main entrance will be unlocked 7:00 a.m. to 5:00 p.m. Monday through Friday. Mackin's weekend 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 communities. Other members of the College community will have daily
access to residence halls according to the following schedule:

- **7:00 a.m. to 7:00 p.m.:** 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 p.m. to 11:00 p.m.:** 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 p.m. to 7:00 a.m.:** Entrance to residence halls will be restricted to residents of that building through the main entrance 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). USPS, 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 requestor to meet the delivery person at the entrance of the building; the requestor must provide his/her phone number to make such arrangements. If this method will not work, the requestor must make alternate arrangements.

**Fitness Centers and 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 main entrance
- * 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 a student’s ID doesn’t work, contact:**

- **Residential Community Front Desks - see page 19, Policies and Procedures number 3, for service hours.**
- Office of Residence Life and Housing, 303 Culkin Hall, x 2246. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.
- University Police, Pathfinder Hall, x5555. University Police is available to assist with ID concerns Monday through Friday from 4:00 p.m. to 8:00 a.m. 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. Students who are interested in potentially changing rooms can add their names to the online Waiting List, which becomes available at 9:00 am on the first day of classes each semester. 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 roommate can do to establish respect and a positive relationship are:
1. get to know each other; and
2. communicate!

It is important for all residents to understand that the residence hall room is each roommate’s "home." Each roommate should be comfortable living in the room. If one or both residents feel that they are communicating but still have not resolved any issues, they are to contact their Resident Student Staff (RSS). RSS members are trained in mediation and conflict resolution. Most often, residents will find that there is a simple solution and simply a trained, neutral party can help roommates resolve issues.

A room change may seem like an easy way out, but will not solve the issues each roommate may face in sharing living space, thus resulting in recurring problems with future roommates. 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 Inventory and Condition 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 into resident rooms/suites/townhouses by College personnel 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, the 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 2015–2016 Student Handbook.

Room Rental Refund Policy (Housing)

1. For the first semester of the Room and Board Agreement and Village Housing Agreement
   a. A student who has checked into the residence hall and subsequently leaves either because of withdrawal from the College or by receiving approval from 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 checked 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 (half-semester).

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 for reopening of the residential community for the spring semester will receive a full refund provided s/he removes his/her belongings from the assigned room/suite/townhouse and properly checks out by the date designated on the approved Request to Terminate. Approval after the date for reopening of residential communities will result in forfeiture of the balance of the room rent for that 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 checked into the residence hall, is 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 Assistant Vice President for Residence Life and Housing or designee and approved by the College President.

6. A resident’s occupancy is officially terminated only after: the room is inspected by the building staff; all personal belongings have been removed from the room; the resident has checked out and turned in any assigned room and/or mailbox keys.

Room Selection and Assignments

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 room selection process early in the spring semester of each year and are generally allowed to request their own roommate and building depending upon the availability of accommodations. Students wishing to live on campus for the upcoming year must complete all steps of the room selection process on time as prescribed in order to guarantee 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 SHOULD NOT participate in the room 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 room 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 about room selection and assignments. Detailed room selection information is available at www.oswego.edu/reslife well in advance of the room 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 an appropriate professional staff member (Residence Hall Director, Assistant Hall Director, Community Development Specialist, dining Center Manager or Mary Walker Health Professional) 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 Residence Hall 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, conduct 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) Help Desk 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.

**Waiting Lists**

Residents who wish to request a room change (within the same residential community and/or in a different community) can add their names to that semester’s online Waiting List. However, placing one’s name on the Waiting List does not guarantee that a room change will be offered. When space becomes available, Residence Life and Housing professional staff (usually RHD or AHD) will typically offer room changes to students on the Waiting List on first-come first-served basis.

Each fall and spring semester, a new Waiting List opens online at 9:00 am on the first day of classes and closes on the published date (typically several weeks before the end of classes for that semester). Waiting List entries do not carry over between semesters.
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, possession of empty alcohol containers. If, at any time, alcohol is found in a residence hall, room, suite or apartment, all individuals in the presence of alcohol (i.e., guests, visitors, residents, etc.) may be found in violation of this policy. Drinking contests/games and all other forms of excessive drinking are prohibited in residential facilities. 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 Other Drugs policy 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 resident's 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, compact refrigerators, televisions, stereos, etc. Appliances used for meal preparation (such as microwave ovens) which operate at cooking temperatures are prohibited because they compromise the health and safety of the residents of the building. Residence hall residents may not possess any food-preparation appliances except popcorn poppers, coffee makers and hot pots and those appliances are permitted only if they do not have exposed heating elements and are UL approved. Because all Village townhouses have full kitchens, Village residents are allowed to possess other food preparation appliances, provided they 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, suites or apartments 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 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 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 living unit is a violation of New York State Law, and any consumption of marijuana in a public area is a criminal offense. If, at any time, drugs are found in a residence hall, room, suite or apartment, all individuals in the presence of drugs (i.e., guests, visitors, residents, etc.) may be found in violation of this policy. Prohibited drugs or drug-related paraphernalia can be confiscated and may be used as evidence in campus conduct 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 residential facility 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. 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 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 (at least 50 feet from the building). 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.

D. 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 decorations are particularly dangerous because they can promote rapid spread of flames in the event of a fire. **Suspending combustible materials, such as tapestries, curtains, flags, fishnets, etc., is strictly prohibited.** Window curtains must meet NFPA 701 standard. Additionally, any personal furniture must meet NFPA 701 standard. 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 is prohibited. Examples include, but are not limited to, candles, wax burners, incense, sterno, microwave ovens, and certain types of lamps (including oil-burning, halogen, torchiere- and tree-style, as well as multi-head or “octopus-style” and lava lamps). **Prohibited items that are found will be confiscated by Residence Life staff and will not be returned to the owner.**

The illustrations below show examples of some prohibited lamps. The list of prohibited lamps (above) and examples below are for reference only and are not intended to show every possible lamp that is prohibited in the residence halls.

![Illustrations of prohibited lamps](image)

E. Electrical Load
The following guidelines have been developed to prevent the overloading of electrical circuits which can create a life-threatening hazard.

1. **The use of electrical extension cords is strictly PROHIBITED** in residence halls and academic buildings on campus.

2. Circuit-breaker-protected multi-outlet power strips that are Underwriter’s Laboratory (UL)-approved can be used. These must be plugged directly into a wall receptacle and may not be joined together to extend their reach. They must be in perfect condition, recommended for the intended use and either 12 or 14 gauge.
a. If the appliance using the power strip requires grounding (three-pronged plug), only grounded power strips shall be used.
b. Cords may not pass through wall openings, doorways, partitions, or under rugs.
c. Cords may not be spliced, tied in knots, wrapped around metal fixtures, or draped over pipes.

3. Heavy load appliances, such as blow dryers, must be plugged directly into permanent outlets by the cord attached to the appliance.

4. Multiple outlet adapters (exclusive of power strips permitted in 2. above) are not permitted.

F. 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.

G. 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, additional information can be found at oswego.edu/reslife/fire. 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.

H. 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 (wastebasket, 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. For floor level 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 judgment. 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:


   b. Carbon Dioxide (CO2) extinguisher: Flammable liquids such as oils, solvents, grease, paint, etc. Live or energized electrical or electronic equipment.

   c. ABC (All-Purpose) Dry Chemical extinguishers: Wood, paper, plastic, combustible and flammable liquids, grease, paint and energized electrical.

I. Setting fires is prohibited with the exception of designated fireplaces.
Note: Possession or ignition of combustible materials for the purpose of cooking, heating, lighting or display is prohibited. Examples include, but are not limited to, candles, wax burners, incense, sterno, microwave ovens and certain types of lamps (including oil-burning, halogen, torchiere- and tree-style, as well as multi-head or “octopus-style” and lava lamps). 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, lighter fluid 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 Student Conduct Policies and Procedures 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

Sunday through Thursday nights, quiet hours begin at 10:00 p.m. and end at 10:00 a.m. the following morning. Friday and Saturday nights, quiet hours begin at 12:00 a.m. (midnight) and continue until 10:00 a.m. the following morning. 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 Visitation and Guests later in this section.

Pets

Neither residents nor their guests may bring animals or pets of any kind into the residential community except by the application and approval process as specified by Residence Life and Housing. Permission of all roommates and the written approval of the RHD/AHD/VCD must be obtained before any animal is brought into the building. Fish in aquariums up to 20 gallons are the only pets permitted.
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

SUNY Oswego is a tobacco-free and smoke-free campus. Smoking of any kind and other uses of tobacco products on campus, at extensions campuses, at all indoor and outdoor events, College-sponsored programs and activities off campus, in personally-owned vehicles parked on campus, and all vehicles and equipment owned, leased or operated by the College and its affiliate organizations is strictly prohibited. Use of tobacco products other than smoking products and other smoking apparatus such as pipes, hookahs, and e-cigarettes, etc. is also prohibited.

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 Assistant Vice President for 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.
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 to 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.

   SUNY Oswego follows the NYS Uniform Fire Prevention and Building Code. Questions and concerns are forwarded to the campus Fire Marshal. All buildings are inspected at least once each year by local maintenance personnel and New York State fire inspectors. Minor deficiencies are repaired by maintenance personnel; major problems are prioritized on the capital budget request for life safety. All College-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 bedroom is equipped with a smoke detector that is tested annually.

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).

   To live in campus housing, SUNY Oswego students are required to sign a Room and Board Agreement or Village Housing Agreement, which include information about 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 and/or 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. Most 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 inspection of each residential community 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. Facilities needs are prioritized for repair, rehabilitation and/or refurbishing, as appropriate. Rehabilitation and/or refurbishment lists are reviewed by Residence Life and Housing and prioritized project lists become part of the budget request. Project 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 documentation sheet is posted in each residential and public bathroom. Employees performing this bathroom cleaning are required to sign, date and initial this sheet upon completion of the cleaning. Cleaning routines for all other areas of the residential community are available at each 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 treatment when necessary.

   College-supplied 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” as appropriate.

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 Assistant Vice President for Residence Life and Housing or designee, in consultation with the maintenance supervisor, custodial supervisor, Residence Hall Director/Village Community Director and residents of the room determine whether or not 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 bedrooms are furnished with closets/armoires, beds, mattresses, desks, desk chairs, dressers, floor lamps, mirrors, and wastebaskets. Each item 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 maintenance and custodial concerns should be reported through the Facilities Maintenance and Operations electronic work order link http://iservicedesk.oswego.edu/.

iServiceDesk will provide:
- Immediate e-mail confirmation of your request.
- E-mail confirmation once the request is reviewed and converted to a work order.
- An automatic e-mail notification when your work order status changes.

Residents may need to make an appointment, as Maintenance staff will be unable to enter the room without the resident present or without prior consent from the resident and any roommate(s). 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).

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 urgent 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, Maintenance and Operations representative follows up on all resident-initiated repairs, including timeliness and quality by contacting the resident(s). 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 seem 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 urgent. 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 resident(s) is/are offered reassignment. If the resident(s) choose(s) to remain in the room, they must sign a waiver absolving 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 resident(s) due to loss of heat, light, or electricity, the resident(s) may request a refund of room rent in writing to the Assistant Vice President for Residence Life and Housing. 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 resident(s). The Assistant Vice President for 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

State University of New York at Oswego - 2015 Fall Semester College Calendar

Arrival of Non-Registered New Students (freshmen & transfers in residence) ................. Thursday, August 20
Orientation, Advisement & Registration for Non-Registered New Students.............. Friday, August 21
Arrival of New Students (all freshmen & transfers in residence who attend summer orientation) ..... Friday, August 21
Opening Picnic & Torchlight Ceremony ................................................................. Friday, August 21
New Faculty Orientation ....................................................................................... Mon-Tues, Aug. 17-18
Opening Events ....................................................................................................... Aug. 21 – Aug. 28
Arrival of Returning Students in Residence ......................................................... Sunday, August 23
President’s Opening Breakfast Meeting ............................................................... Monday, August 24
Instruction Begins: Semester & Q-1 Courses ..................................................... Monday, August 24
Registration Changes (Add/Drop Period Begins) ............................................. Monday, August 24
Final Date to Add a Q-1 Course ............................................................................ Thursday, August 27
Final Date to Select Pass/Fail Option for Q-1 Course ........................................ Thursday, August 27
Final Date to Drop a Q-1 Course .......................................................................... Wednesday, September 2
Final Date to Add an Undergraduate or Graduate Semester Course .............. Wednesday, September 2
Final Date to Select Pass/Fail Option for Semester Course ......................... Wednesday, September 2
Labor Day (No Classes/Residence Halls Remain Open) .................................. Monday, September 7
Q-1 Student Teaching Begins ............................................................................. Tuesday, September 8
Rosh Hashanah (No Classes) ............................................................................. September 14-15
Final Date to Drop an Undergraduate or Graduate Semester Course ........ Tuesday September 15
Course Withdrawal Period (WP, WF, WN) in Effect ...................................... Sept 16-Oct 23
Yom Kippur (No Evening Classes – all classes will end by 4:00 pm) ............... Tuesday, September 22
Yom Kippur (No Classes) ..................................................................................... Wednesday, September 23
Final Date for FACULTY to Remove Incompletes and Other Grade Changes ........ Friday October 2
Columbus Day Open House .............................................................................. Monday, October 12
Final Exams: Q-1 Courses .................................................................................. October 12-16
Mid-term Grades Posted ..................................................................................... October 16
Instruction Begins: Q-2 Courses ...................................................................... Monday, October 19
Final Date to Add a Q-2 Course .......................................................................... Thursday, October 22
Final Date to Select Pass/Fail Option for Q-2 Course ........................................ Thursday, October 22
End of Q-1 Student Teaching ............................................................................ Thursday, October 22
Family & Friends Weekend .............................................................................. Oct 23 - 25
Documented Late Withdrawal Period (WP, WF, WN) in Effect ...................... Oct 24 – Dec 4
Q-2 Student Teaching Begins ............................................................................ Monday, October 26
Final Date to Drop a Q-2 Course .......................................................................... Wednesday, October 28
Veteran’s Day Open House ................................................................................ Wednesday, November 11
All Non-break Residence Halls Close ............................................................... Wed., November 25, 8:00 am
Thanksgiving Recess ......................................................................................... Wed-Sun, November 25-29
All Residence Halls Reopen ............................................................................... Sun., November 29, 12:00 pm
Classes Resume .................................................................................................. Monday, November 30
Last day of classes ............................................................................................. Friday, December 4
Reading Days ...................................................................................................... Sat-Sun, Dec. 5-6
Common Finals ..................................................................................................... Monday, December 7
Final Exams: Semester & Q-2 Courses .............................................................. Mon-Fri, December 7-11
End of Q-2 Student Teaching ............................................................................ Thursday, December 10
All Non-break Residence Halls Close .............................................................. Sat., December 12, 10:00 am
December Graduation ...................................................................................... Saturday, December 12
Winter Recess Begins ....................................................................................... Monday, December 14

Dates subject to change
SUNY Oswego College Calendar - Spring 2016

Arrival of New Students (all freshmen & transfers in residence) Thur, Jan. 21, 9:00 am
Orientation, Advisement & Registration for Non-Registered New Students Friday, January 22
Arrival of Returning Students in Residence Sunday, January 24
Instruction Begins: Semester & Q-3 Courses Monday, January 25
Registration Changes (Add/Drop Period Begins) Monday, January 25
Q-3 Student Teaching Begins Monday, January 25
Final Date to Add a Q-3 Course Thursday, January 28
Final Date to Select Pass/Fail Option for Q-3 Course Thursday, January 28
Final Date to Add an Undergraduate or Graduate Semester Course Wednesday, February 3
Final Date to Select Pass/Fail Option for Semester Course Wednesday, February 3
Final Date to Drop a Q-3 Course Wednesday, February 3
Final Date to Drop an Undergraduate or Graduate Semester Course Friday, February 12
Course Withdrawal Period (WP, WF, WN) in Effect February 13 – April 1
Final Date for FACULTY to Remove Incompletes and Other Grade Changes Friday, March 4
Final Exams: Q-3 Courses Mar 14-18
End of Q-3 Student Teaching Thursday, March 17
All Non-break Residence Halls Close Sat., March 19, 8:00 am
Q-4 Student Teaching Begins Monday, March 21
Spring Recess (Includes Good Friday) Mon-Fri, March 21-25
Mid-term Grades Posted Friday, March 25
All Residence Halls Reopen Sun., March 27, 12:00 pm
Classes Resume Monday, March 28
Instruction Begins: Q-4 Courses Monday, March 28
Final Date to Add a Q-4 Course Thursday, March 31
Final Date to Select Pass/Fail Option for Q-4 Course Thursday, March 31
Documented Late Course Withdrawal Period (WP, WF, WN) in Effect April 4 – May 6
Final Date to Drop a Q-4 Course Wednesday, April 6
Quest (No Classes, 8 am – 5 pm) Wednesday, April 13
Honors Convocation 3:00 pm (Classes in session) Friday, April 15
Last day of classes Friday, May 6
Reading Days Sat-Sun, May 7-8
Common Finals Monday, May 9
Final Exams: Semester & Q-4 Courses Mon-Fri, May 9-13
End of Q-4 Student Teaching Thursday, May 12
Torchlight Ceremony Friday, May 13
All Non-break Residence Halls Close Saturday, May 14
Commencement Saturday, May 14
Reunion Weekend June 10-12
Room and Board Agreement: Residence Halls

STATE UNIVERSITY OF NEW YORK AT OSWEGO

ROOM AND BOARD AGREEMENT 2015-2016

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

Please Print Carefully

Name: ____________________________

Last Name: ______ (First) ______ (M.I.) ______ (Student ID Number) ______

Permanent Address: ________________________________

City: ______ (State) ______ (Zip Code) ______ (Telephone)

(Street)

(Number) ______ (Street)

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

TERMS and CONDITIONS of ROOM AGREEMENT

This Agreement is binding for the entire academic year (Fall 2015 and Spring 2016 semesters).

The College's policy prohibiting harassment or discrimination based on an individual's race, religious belief, gender, national origin and sexual 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 generally exempted from this 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 offers 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 these categories must submit a Request for Exemption form available on the Department's web site and at 303 Culkin Hall.

*Due to current facility availability, students who fulfill specific criteria will be considered as having fulfilled the Housing Requirement and would no longer be required to live in College Housing; these students are those who first enrolled at SUNY Oswego as:

• first year/freshmen students 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.

• transfers 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 complete, the terms of this Agreement have been accepted and a $100 Housing 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. Housing 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 Housing 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 Housing Deposit is received by the College. The College does not discriminate on the basis of race, religion, national origin, or sexual orientation in those assignments.

Although returning 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' 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 Room Selection 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 room selection procedures as established by the department.

OCCUPANCY TYPES (Standard Occupancy vs. Plus Occupancy)

The College designates the Standard Occupancy for residence hall rooms that 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 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 room 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 (3 individuals in Cayuga; 4m Oneda 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.

During the term of the Agreement, the number of residents assigned to a converted lounge may change due to the addition of new students or the withdrawal of current students. Residents withdrawing from the College are requested to terminate their Residence Life and Housing and their designee may reassign any room at his discretion. In the event a student fails to officially check-in to 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 that his/her assigned assignment to a specific building or room, every attempt is made to honor students' 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 Room Selection 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 room selection procedures as established by the department.

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, 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 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 qualifies 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.

Residence Life & Housing

a-3
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

HOUSING DEPOSIT REFUNDS
The Housing 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 Housing 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.

TERMIDATION 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 a 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 $35.00 per day for room (plus $12 per day for meals) or $20 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 $25 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 in rooms and buildings other than the student’s regular assignment. Also, residents assigned to Break Housing may be required to purchase a break meal plan at a cost of $12 per day (2014-2015 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 rates 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 damage 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 residence life staff specific items which they notice as damaged or in need of repair in their assigned living unit, public areas and corridors.

Resident’s 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 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 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/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 and in the current Student Handbook, Resident Student Handbook and The Village Resident 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 Student Handbook, Resident Student Handbook and The Village Resident 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 and 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, Resident Student Handbook and The Village Resident 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, Resident Student Handbook and The Village Resident 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 College Student Handbook and/or Resident Student Handbook and/or The Village Resident Handbook.

The Village Resident 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 and The Village Housing Agreement to College officials.

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; this includes, but is not limited to, possession of empty alcohol containers. If, at any time, alcohol is found in a residential facility room, suite or apartment, all individuals in the presence of alcohol (i.e., guests, visitors, residents, etc.) may be found in violation of this policy. Drinking contests/games and all other forms of excessive drinking are prohibited in residential facilities. Consumption from or possession of open containers of alcohol is prohibited in public areas of residential facilities. Refer to the Alcohol and Other Drugs policy 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. 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, but not limited to: 1) harassment, intimidation, stalking, domestic violence, bullying, or creating a hostile environment toward any individual or group of individuals; 2) acts of bias, or inciting violence, targeted toward an individual or group of individuals; 3) physical abuse, assault and/or battery; 4) threats toward any individual or group of individuals, or causing harm or reasonable apprehension of harm, or invasion of privacy; 5) creation of a condition or situation that endangers mental or physical health of self or others; 6) conduct which interferes with the peace or safety of members of the College community; 7) conduct related to the use, possession, or distribution of alcohol or other drugs including intoxication and driving while intoxicated or impaired; 8) retaliation, harassment or coercion of parties to student conduct actions or witnesses.

Drugs – The residential drug policy is governed by the Alcohol and Other Drugs Policy as stated in the Column 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 prohibited by the New York State Law and any consumption of marijuana in a public area is a criminal offense. If, at any time, drugs are found in a residential facility, room, suite or apartment, all individuals in the presence of drugs (i.e., guests, visitors, residents, etc.) may be found in violation of this policy. 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 during a building fire and the theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. 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. Included in this prohibition is the use of halogen, torchiere, octopus or tree-style, and lava lamps. 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, fireworks, 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 recycle.

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 – Specific quiet hours are established and observed in all residential facilities. Courtesy hours are observed 24 hours per day. Individual halls and living units may establish 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 community 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/or the College.

Pets – Neither residents nor their guests may bring animals/pets of any kind into the residential facility except by the approval and by permission of the Resident Life and Housing. The only pets allowed in campus residential facilities will be 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 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 not permitted on the SUNY Oswego campus.

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 community student government.

Telephones – Provision of telephone service to students who occupy College-owned & maintained residential facilities is conditioned upon compliance with State and Federal laws and College regulations as outlined in the Telephone Service Agreement. Fraudulent use and/or misuse of the College-owned telephone system including voice mail is prohibited.

Violation 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 ailerons 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.

Residence Life & Housing
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.

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<td>Semester</td>
<td>Year</td>
<td>Semester</td>
<td>Year</td>
<td>Semester</td>
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<tr>
<td>Double Occupancy</td>
<td>$3,945</td>
<td>$7,800</td>
<td>$3,995</td>
<td>$7,990</td>
<td>$3,995</td>
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<tr>
<td>Plus Occupancy¹</td>
<td>$3,545</td>
<td>$7,000</td>
<td>$3,595</td>
<td>$7,190</td>
<td>$3,595</td>
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<tr>
<td>Single Occupancy²</td>
<td>$5,195</td>
<td>$10,390</td>
<td>$5,295</td>
<td>$10,590</td>
<td>$5,295</td>
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1 Authorized by the Assistant Vice President for 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, students 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.

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 2015 and Spring 2016).
3) Meal Plan changes are allowed during the first three weeks of each semester.
4) Prices for 2015-2016 pending approval of the Auxiliary Services Board of Directors.

• Meal plans are not transferrable 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 503, Cullin Hall, www.oswego.edu/auserv (phone 315-312-2558) 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.

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<td></td>
<td>Semester</td>
<td>Year</td>
<td>Semester</td>
<td>Year</td>
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<tr>
<td>Full Board (Availability to all meals served each week) with $70.00 Laker Dining Dollars per Semester</td>
<td>$2,260</td>
<td>$4,520</td>
<td>$2,310</td>
<td>$4,620</td>
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<tr>
<td>Any 12 (12 meals per week) with $80.00 Laker Dining Dollars per Semester</td>
<td>$2,145</td>
<td>$4,290</td>
<td>$2,190</td>
<td>$4,380</td>
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<tr>
<td>Any 9 (9 meals per week) with $90.00 Laker Dining Dollars per Semester</td>
<td>$2,015</td>
<td>$4,030</td>
<td>$2,060</td>
<td>$4,120</td>
</tr>
<tr>
<td>Any 7 (7 meals per week) with $100.00 Laker Dining Dollars per Semester</td>
<td>$1,725</td>
<td>$3,450</td>
<td>$1,770</td>
<td>$3,540</td>
</tr>
<tr>
<td>Any 5 (5 meals per week) with $110.00 Laker Dining Dollars per Semester</td>
<td>$1,385</td>
<td>$2,770</td>
<td>$1,430</td>
<td>$2,860</td>
</tr>
<tr>
<td>Lonis/Moreland Residents Only: Any 2 (2 meals per week) with $250.00 Laker Dining Dollars per Semester</td>
<td>$930</td>
<td>$1,860</td>
<td>$960</td>
<td>$1,920</td>
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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 2015-2016 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
333 Cullin Hall
Oswego, NY 13126

Residence Life & Housing
Village Housing Agreement: The Village Townhouses
STATE UNIVERSITY OF NEW YORK AT OSWEGO
THE VILLAGE HOUSING AGREEMENT 2015-2016
Read carefully. You shall be bound by these Terms and Conditions.
Please Print Carefully

Name: ____________________________ (Last) ____________________________ (First) ____________________________ (M.I.)

Permanent Address: ____________________________ (Number) ____________________________ (Street)

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

(Student ID Number) ____________________________ 8 0 ____________________________

TERMS and CONDITIONS of THE VILLAGE HOUSING AGREEMENT
This Agreement is binding for the entire academic year (Fall 2015 and Spring 2016 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 Resident Handbook.

The College’s policy prohibiting harassment or discrimination based on an individual’s race, religious belief, gender, national origin and sexual 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 generally exempted from this 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;
• are twenty-one (21) years of age as of September 1 for Fall admission or January 1 for Spring admission.

Students in these categories must submit a Request for Exemption form available on the Department’s web site and at 303 Culkin Hall.

*Due to current facility availability, students who fulfill specific criteria will be considered as having fulfilled the Housing Requirement and would no longer be required to live in College Housing; these students are those who first enrolled at SUNY Oswego as:
• first year/freshmen students 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:
• transfer students 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 may 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). “Students assigned to The Village after all scheduled Orientation Sessions have taken place MUST attend a session shortly after move-in as directed by Residence Life and Housing.

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, to take occupancy in The Village, residents must have at least 57 earned credits and have fulfilled the requirement for semesters lived on campus at SUNY Oswego based on their status when they first enrolled at SUNY Oswego (3 regular semesters if they first enrolled as freshmen; 1 regular semesters if they first enrolled as transfer students).

Most assignments to The Village are made during the Village Room Selection process, which takes place during the preceding spring semester. To be eligible to participate in the spring Village Room Selection process for the upcoming year,
• current RESIDENT STUDENTS who first enrolled at SUNY Oswego as freshman must:
  • have at least 42 earned credits,
  • have lived on campus at Oswego for at least 3 regular academic semesters and
  • be enrolled as full-time students.

• current RESIDENT STUDENTS who first enrolled at SUNY Oswego as transfer students must:
  • have at least 42 earned credits,
  • have lived on campus at Oswego for at least 1 regular academic semester and
  • be enrolled as full-time students.

• NON-RESIDENT STUDENTS who first enrolled at SUNY Oswego as freshman must:
  • have at least 42 earned credits,
  • have lived on campus at Oswego for at least 3 regular academic semesters and
  • be enrolled as full-time students.

• NON-RESIDENT STUDENTS who first enrolled at SUNY Oswego as transfer students must:
  • have at least 42 earned credits,
  • have lived on campus at Oswego for at least 1 regular academic semester and
  • be 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. Subleasing 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 room assignments for the upcoming year by participating in the online Room Selection Process, which begins in February. Through this process, eligible students 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 they 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 reallocate residents, maintain townhouses at their assigned occupancy by filing 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 townhousemate. Failure to do so or failure to accept a townhousemate 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 assign 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 or designee, 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 Resident 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; and, (4) completing all 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 11:59 p.m. 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, listed on page 5.

*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 Room Selection process, the student 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 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,

Residence Life & Housing
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 reallocated 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 a $35 per-day room rental fee, 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 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 staff specific items which they notice as damaged or in need of repair in their assigned living unit, public areas and corridors. Resident’s 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 inventoried items must be in the room upon final inspection prior to checking out. Residents must review with a Residence Life and Housing staff member and sign the Room/Townhouse 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/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 and in the current Student Handbook, Resident Student Handbook and The Village Resident 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 guests or guests. Failure to comply with such policies, procedures, and regulations contained in this Agreement or in Student Handbook, Resident Student Handbook and The Village Resident 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 and 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...
prior written authorization from the Assistant Vice President for Residence Life and guests whether those guests are students or non-students of SUNY Oswego. The removal of College-owned furniture from a resident's living unit or from public areas may be prohibited at the discretion of the Residence Life and Housing Staff. Included in this prohibition is the use of halogen, torchiere, octopus or tree-style, and lava lamps. 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.

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. 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. Included in this prohibition is the use of halogen, torchiere, octopus or tree-style, and lava lamps. 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 recycle.

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 – Specific quiet hours are established and observed in all residential facilities. 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(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 community 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 by Residence Life and Housing. The only pets allowed in campus residential facilities will be 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 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 not permitted on the SUNY Oswego campus.

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 community 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 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.

<table>
<thead>
<tr>
<th>Year of 1st matriculation</th>
<th>Village Housing Rate Per Semester</th>
<th>Village Housing Rate Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-2012</td>
<td>$5195</td>
<td>$10,390</td>
</tr>
<tr>
<td>2012-2013</td>
<td>$5295</td>
<td>$10,590</td>
</tr>
<tr>
<td>2013-2014</td>
<td>$5295</td>
<td>$10,590</td>
</tr>
<tr>
<td>2014-2015</td>
<td>$5295</td>
<td>$10,590</td>
</tr>
</tbody>
</table>

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.

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 residential facilities for the 2015-2016 academic year and to abide by all terms, conditions, regulations, and procedures stated in or referred to in the The Village Housing Agreement.

Resident’s Signature ___________ Date ___________

Parent’s or Legal Guardian’s Signature (if under 18 years of age) ___________ Date ___________
# Campus Contacts and Hours

<table>
<thead>
<tr>
<th>Department/Facility</th>
<th>Campus Address</th>
<th>Phone #</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life and Housing</td>
<td>303 Culkin Hall</td>
<td>x2246</td>
<td>M - F: 8:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>Compass</td>
<td>145 Campus Center</td>
<td>x3142</td>
<td>M - F: 8:00 a.m. - 4:30 p.m. Navigators: M - F 10 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>ID and Dining Services</td>
<td>503 Culkin Hall</td>
<td>x2588</td>
<td>M - Th: 8:00 a.m. - 6:30 p.m. F: 8:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>Cooper Fitness Center</td>
<td>x2431</td>
<td>M - Th: 7:00 a.m. - 10:00 p.m. F: 7:00 a.m. - 8:00 p.m. Sa: 10:00 a.m. - 8:00 p.m. Su: 10:00 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Glimmerglass</td>
<td></td>
<td>x2185</td>
<td></td>
</tr>
<tr>
<td>ID and Dining Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information</td>
<td>Switchboard (102 Culkin)</td>
<td>x2500</td>
<td>M - F: 8:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>Campus Technology Services (CTS)</td>
<td>26 Lanigan Hall</td>
<td>x3456</td>
<td>M - Th: 8:00 a.m. - 7:00 p.m. F: 8:00 a.m. - 4:30 p.m.</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>Mahar Hall 210/211</td>
<td>x3456</td>
<td>Hours vary depending on location. For information regarding hours, please contact the computer lab using the phone number provided.</td>
</tr>
<tr>
<td>Penfield Library</td>
<td></td>
<td>x3456</td>
<td></td>
</tr>
<tr>
<td>Snygg Hall</td>
<td></td>
<td>x4200</td>
<td></td>
</tr>
<tr>
<td>Hart Hall</td>
<td></td>
<td>x4200</td>
<td></td>
</tr>
<tr>
<td>Oneida Hall</td>
<td></td>
<td>x2200</td>
<td></td>
</tr>
<tr>
<td>Scales Hall</td>
<td></td>
<td>x3220</td>
<td></td>
</tr>
<tr>
<td>Parking Office</td>
<td>Rte. 104 near the main entrance to campus. See the parking map in this handbook.</td>
<td>x3227</td>
<td>M - F: 7:30 a.m. - 4:00 p.m. (For questions when the office is closed, contact University Police at x5555)</td>
</tr>
</tbody>
</table>

* If calling from an off-campus phone, dial (315) 312-# listed above.

Continued on the next page…
## Campus Contacts and Hours continued...

<table>
<thead>
<tr>
<th>Department/Facility</th>
<th>Campus Address</th>
<th>Phone #</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Halls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooper Dining Center</td>
<td>x4205</td>
<td></td>
<td>Lakeside Dining Center</td>
</tr>
<tr>
<td>Lakeside Dining Center</td>
<td>x4115</td>
<td></td>
<td>Monday thru Friday</td>
</tr>
<tr>
<td>Littlepage Dining Center</td>
<td>x3629</td>
<td></td>
<td>• Breakfast - 7 a.m. - 10 a.m.</td>
</tr>
<tr>
<td>Mackin Dining Center</td>
<td>x2312</td>
<td></td>
<td>• Lunch - 11 a.m. - 1:30 p.m.</td>
</tr>
<tr>
<td>Pathfinder Dining Center</td>
<td>x4220</td>
<td></td>
<td>• LiteBite - 1:30 p.m. - 3:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Dinner - 4:30 p.m. - 7 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Saturday and Sunday</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Brunch - 10 a.m. - 1:30 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Dinner - 4:30 p.m. - 7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Late Night</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Su, M, T, W, Th, F, Sa: 8:30 p.m. - 11:00 p.m.</td>
</tr>
</tbody>
</table>

### Cooper Dining Center
Monday thru Thursday
- Breakfast - 7 a.m. - 10 a.m.
- Lunch - 11 a.m. - 3 p.m.
- Dinner - 4:30 p.m. - 7:00 p.m.
Friday
- Breakfast - 7 a.m. - 10 a.m.
- Lunch - 11 a.m. - 3 p.m.
- Dinner - 4:30 p.m. - 7 p.m.
Saturday & Sunday
- Brunch - 9 a.m. - 2 p.m.
- Dinner - 4:30 p.m. - 7 p.m.
Sunday thru Wednesday
- Extended Hours - 8 p.m. - 10 p.m.

### Pathfinder Dining Center
Monday thru Friday
- Breakfast - 7 a.m. - 10 a.m.
- Lunch - 11 a.m. - 3 p.m.
- Dinner - 4:30 p.m. - 7 p.m.
Saturday & Sunday
- Brunch - 10 a.m. - 2 p.m.
- Dinner - 4:30 p.m. - 7 p.m.

### Littlepage Dining Center
Monday thru Friday
- Breakfast - 7 a.m. - 10 a.m.
- Lunch - 11 a.m. - 1:30 p.m.
- Dinner - 4:30 p.m. - 7 p.m.
Saturday and Sunday
- Brunch - 10 a.m. - 1:30 p.m.
- Dinner - 4:30 p.m. - 7 p.m.
Late Night
- Su, M, T, W, Th: 8:30 p.m. - 11:00 p.m.

### Mackin Dining Center
Monday thru Thursday
- Dinner - 3 p.m. - 7 p.m.
Parking Information and Campus Map

PARKING LOTS
E = Employee
C = Commuter
R = Resident

Handicap parking
Van access
Wheelchair entrance
Bus stop
Wheelchair route
CLOSED: Construction

EC-5
Shuttle Service

EC-7
Shuttle Service