



RESIDENT STUDENT

Handbook

WELCOME

HOME

TO LIFE ON CAMPUS

2018-2019



All about on-campus living...



Residential Communities Opening & Closing Schedule

Opening & Closing Schedule 2018–2019 Academic Year

FALL Semester 2018

- Thursday, August 23rd.....Residence Halls open for new Non-Registered students (9 a.m.)
- Friday, August 24th.....Residence Halls open for new students (9 a.m.)
- Saturday, August 25th.....The Village Townhouses open (9 a.m.)
- Sunday, August 26th.....Residence Halls open for returning students (9 a.m.)
- Monday, August 27th.....Classes begin
- Wednesday, November 21st.....Residence Halls close for Thanksgiving Break (12 noon)
The Village will remain open
- Sunday, November 25th.....Residence Halls re-open (12 Noon)
- Saturday, December 15th.....Winter Commencement &
All on-campus housing facilities close for Winter Recess (10 a.m.)

SPRING Semester 2019

- Wednesday, January 2nd.....The Village reopens (11 a.m.)
- Thursday, January 24th.....Residence Halls open for ALL new students (9 a.m.)
- Sunday, January 27th.....Residence Halls open for returning students (9 a.m.)
- Monday, January 28th.....Classes begin
- Saturday, March 16th.....Non-break Residence Halls close for Spring Break (8 a.m.)
The Village will remain open
- Sunday, March 24th.....Residence Halls re-open (12 Noon)
- Saturday, May 18th.....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 15, 2018 (winter recess), and 10:00 a.m. on Saturday, May 18, 2019 (summer recess). Upon request, the Department of Residence Life and Housing may provide limited housing during periods of recess. **Information and fees can be found in the *Room and Board Agreement* at oswego.edu/reslife/forms.**

Need clarification? For details on any information in this handbook, visit oswego.edu/reslife or e-mail reslife@oswego.edu. Our web site also allows you to “search” for information that you cannot find in this handbook.

Resident Student Handbook: TABLE OF CONTENTS

Residential Communities: Opening & Closing Schedule.....	inside front cover
Residence Life and Housing at SUNY Oswego.....	1
Introduction	1
The Residential Community:	
A Community of Similarities & Differences	2
Student Learning and Success:	
Opportunities for Involvement and Growth.....	3
Rights and Responsibilities of Student Residents	4
Residential Community Staff	6
Resident Student Staff (RSS)	6
Student Operations Services (SOS) staff	6
Professional Staff	6
Custodial Staff.....	6
General Residential Information	8
Asbestos.....	8
Bicycle Storage	8
Break Housing.....	8
Cable TV	9
Closing & Opening Schedule and Procedure	10
Computer Rooms	10
Damages.....	11
Decoration of Residential Areas	11
Detripling	12
Elevators	12
Emotional Support Animals in College Housing	12
Employment Opportunities	13
Fitness Center Membership Rates.....	15
Front Desks	15
Grades.....	15
Guest Registration Procedure	15
Hall Government (Hall Councils, Residence Hall Association)	16
Heat	16
Insuring Personal Property	16
Internet	16
Kitchens	17
Laundry Rooms	17
Mail	17
Mail Forwarding.....	18
Maintenance Concerns.....	18
Medical Housing Requests.....	18
Operation Identification	18
Posting and Distributing Promotional Material in Residential Communities	18
Recovered Property Policy	19
Recycling	20
Refrigerators.....	20

Removal of Personal Belongings	20
Residence Hall Waiting Lists	20
Residential Community Security	20
Residential Communities, Fitness Centers and Dining Centers Entrance Protocols	21
Respect for Residence Life Staff	22
Roommates	22
Room Inventory and Condition Records	22
Room Entry	22
Room Rental Refund Policy (Housing).....	23
Room Selection and Assignments	24
Sick Tray Policy.....	24
Snow Removal in Resident Student Parking Lots.....	24
Storage/Luggage Rooms.....	24
Student Records.....	24
Telephone Service.....	25
Vending Machines.....	25
RULES GOVERNING RESIDENTIAL FACILITIES	26
Alcohol	26
Appliances	26
Care of Facilities	26
Disruptive Behavior	26
Drugs.....	27
Fire Safety.....	27
Guns, Explosives, Flammables	30
Housekeeping	30
Keys	30
Lock Change Requests	30
Noise	30
Pets	30
Security	30
Smoking.....	31
Solicitation and Sales in Residential Facilities.....	31
Visitation and Guests	31
Windows	32
Minimum Living Condition Standards for University Residence Halls	33
SUNY OSWEGO ACADEMIC CALENDAR	
2018 Fall Semester College Calendar	37
2019 Spring Semester College Calendar.....	38
<i>Room and Board Agreement: Residence Halls & The Village</i>	39
Campus Contacts and Hours.....	47
Prohibited Items in the Residence Halls.....	49
Prohibited Items in The Village.....	50
Residential Communities, Parking Information, and Campus Map	inside back cover
Mission	back cover
Contact and Social Media.....	back cover

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 provides secure, welcoming and engaging living environments that encourage and support the academic and personal success of residential students.

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



Photo by Jim Russell

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 experience of living with individuals who may be similar to you in some ways but different in others. This 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**

Student Learning and Success: 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 Culklin 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.



Photo by Jim Russell

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 their ability.



Photo by Jim Russell



The residential license (*Room and Board 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 lab located in Oneida Hall.

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.



Photo by Alexandra Sorbello

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 their assigned residential communities. 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 one is not available, University Police can assist 24 hours a day, 7 days a week, at 312-5555 (ext. 5555).



Photo by Alexandra Sorbello

Residence Life and Housing management staff.



Photo by Jim Russell

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

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

Bicycle Storage

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 Spectrum 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 upgraded the channel line-up received from Spectrum in 2015. 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 more information, visit oswego.edu/cts/cable-tv-channels.

Fall 2018 cable channels include:

1.1 ABC HD/Broadcaster-WSYR	34.1 Disney Channel HD	66 Nickelodeon HD
2.1 CBS HD/Broadcaster-WTVH	35.1 E! HD	67 SyFy HD
3.1 CW HD/Broadcaster-WSTQ	36.1 ESPN HD	68 TBS HD
4.1 FOX HD/Broadcaster-WSYT	37.1 ESPN2 HD	69 TLC HD
5.1 NBC HD/Broadcaster-WSTM	38.1 ESPN News HD	70 TNT HD
6.1 PBS HD/Broadcaster-WCNY	39.1 ESPNU HD	71 Travel HD
7.1 Time Warner News HD	40.1 Food Network HD	72 USA HD
8.1 Weather Channel HD	41.1 Fox News HD	73 TruTV HD
9.1 C-SPAN HD	42.1 FX HD	74 TV LAND HD
10.1 A&E HD	43.1 Golf Channel HD	75 CBS Sports HD
10.2 WTOP	44.1 HGTV HD	76 NBCSPT HD
10.3 WTOP	45.1 History Channel HD	77 SportsNet NY HD
11.1 ABC Family HD	46.1 Lifetime HD	78 YES HD
12.1 AMC HD	47.1 LMN (Lifetime Movie Network)	79 WGN America HD
13.1 Animal Planet HD	48.1 WE HD	80 TWC Sports HD
14.1 Public Access (analog)	49.1 Ovation HD	81 MSG HD
16.1 College Use	50.1 OWN HD	82 MSG+ HD
17.1 CKWS Kingston Ontario	51.1 EWTN HD	83 Univision HD
17.2 CKWS-2 Kingston Ontario	52.1 MTV HD	84 Telemundo SD
19-21 College Use	53.1 MTVu	85 Aljazeera America HD
23.1 BBC America HD	54.1 VH-1 HD	Music Choice:
24.1 BET HD	55.1 CMT HD	100 Hit List
25.1 Bravo HD	56.1 Fuse HD	101 Hip - Hop and R&B
26.1 Cartoon Network HD	57.1 Logo TV	102 MC Mix Tape
27.1 CNBC HD	Premiums:	103 Dance/Electronica
28.1 CNN HD	58.1 HBO	104 Rap
29.1 Headline News HD	59.1 SHOW	105 Hip - Hop Classics
30.1 MSNBC HD	62 TCM HD	106 Throwback Jamz
31.1 Comedy Central HD	63 Spike TV HD	107 R&B Classics
32.1 Discovery HD	64 NASA TV HD	108 R&B Soul
33.1 Discovery Fit & Health	65 National Geographic HD	Continued on the next page...

109 Gospel	123 Solid Gold Oldies	137 Singers & Swing
110 Reggae	124 Party Favorites	138 Easy Listening
111 Classic Rock	125 Stage & Screen	139 Classical Masterpieces
112 Retro Rock	126 Kidz Only	140 Light Classical
113 Rock	127 Toddler Tunes	141 Musica Urbana
114 Metal	128 Today's Country	142 Pop Latino
115 Alternative	129 True Country	143 Tropicales
116 Love Songs (new)	130 Classic Country	144 Mexicana
117 Adult Alternative	131 Contemporary Christian	200.1 Digital Signage Marano Campus Ctr
118 Soft Rock	132 Sounds of the Season	200.2 Digital Signage General Campus
119 Pop Hits	133 Soundscapes	200.3-8 Future Use
120 90's	134 Smooth Jazz	
121 80's	135 Jazz	
122 70's	136 Blues	

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:

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

Computer Rooms

Computer rooms are located in Oneida, Hart, Scales and Waterbury Halls. Each is equipped with Mac and Dell PC computers networked to a laser printer. The Oneida Computer Lab is accessible to Oneida residents and guests according to the posted schedule.

Residents of Hart Hall, Scales 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, Scales, and Waterbury residents respectively.

Each of the previously mentioned 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* (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 of checkout. 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—Affixing items to walls using tape, staples, tacks, nails, etc. may result in damage to the walls and subsequent charges for repair. Therefore, attaching items to walls is done at the student's own risk. 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 Residence Life and Housing 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.

Elevators

To ensure safety, all elevators are inspected weekly and tested annually. Elevators are for the sole purpose of riding from one floor to another. Misuse of elevators (holding the doors open, jumping, etc.) may cause damage to the elevator. Individuals found responsible for damage to the elevators may be held financially responsible.

Items lost down the shaft of the elevator should be reported to the Residence Hall Director. Retrieval of items from the elevator shaft may be billed to your student account.

Emotional Support Animals in College Housing

Residence Life & Housing will allow an emotional support animal if certain conditions are met. The animal must be necessary for a resident with a disability to have equal access to housing and the accommodation must also be reasonable. An accommodation is unreasonable if it presents an undue financial or administrative burden on the College, poses a substantial and direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the service or program.

With advance approval, a person with a disability may have an emotional support animal in their residence hall room as a reasonable accommodation.

A. Requests for emotional support animals in residence hall Students requesting an emotional support animal in college housing must complete a three-step interactive process:

1. Indicate a special needs request (specifically an emotional support animal) on the housing application when applying for housing, annually, in advance of the start of the academic year or term
2. Seek approval for ESA by submitting documentation of a disability to the Office of Accessibility Resources and discussing with OAR staff
3. Complete the *Animal Registration & Agreement Form* for Service and Emotional Support Animals in Residence Life & Housing annually, and submit a picture of the animal and animal health records (with up-to-date vaccinations and veterinary contact information)

B. Documentation guidelines for Emotional Support Animal in Residence Halls

1. Documentation must be submitted to the Office of Accessibility Resources
2. Documentation must be on letterhead from a licensed mental health provider (e.g. licensed mental health counselor, licensed clinical social worker, licensed marriage & family therapist, psychologist, or psychiatrist) who has can validate the existence of an established relationship with the student
3. Licensed mental health provider must be from New York state or from the state of the student's permanent residence. Documentation from online providers will not be accepted.
4. Documentation must include diagnosis, and specific reasons that an emotional support animal is necessary (i.e. a nexus between the accommodation and the disability)

C. Timing of Request

1. In order to adequately process a request for an emotional support animal, students are recommended to begin the process at least 60 days prior to the start of the semester. Requests initiated during the semester will be considered for the start of the following semester.

D. Conflicting disabilities

1. Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. SUNY Oswego will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the Office of Accessibility Resources.

E. Compliance with state and local animal laws

1. Animals that are not allowed as pets in New York state, or in the Town of Oswego are not allowed as Emotional Support Animals.

F. Process once approved by the Office of Accessibility Resources

1. Residence Life & Housing will notify roommate(s), and other residents as appropriate
2. Residence Life & Housing will address residents' concerns related to the emotional support animal
3. Emotional support animals may not enter the residence hall until the *Animal Registration and Agreement Form* is approved by the Assistant Vice President for Residence Life & Housing.

G. Expectations for animal care and control

1. Student is expected to provide daily and necessary care of the emotional support animal to include bathing, feeding and managing waste.
2. Student is expected to minimize any disruption to the living/learning environment caused by animal odors or noises.
3. If student needs to take animal outside for waste elimination, student is expected to keep animal on a leash and in control at all times.
4. If student leaves campus for extended period of time (that would impact the care of the animal), they are expected to take the animal with them.

H. Removing an emotional support animal

1. If concerns regarding the animal are reported to Residence Life & Housing, the student will be contacted within 24 hours and given the opportunity to address the concerns and or situation.
2. If SUNY Oswego determines the animal to be a substantial and direct threat to the health and safety of others, the *Agreement* may be revoked and University Police may order the animal to be removed from campus. This may occur as a result of a very ill animal or a substantial lack of cleanliness of the animal.
3. In addition, failure to comply with expectations for direct care of the animal may also result in the *Agreement* being revoked. If this occurs, student will be given written notice to remove the animal within 10 days.

For more information, please go to the *Student Handbook* online at www.oswego.edu/student-handbook/compliance.

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 refer to our website found at oswego.edu/reslife/employment.

Resident Student Staff (RSS)

Title	Positions Available (#)	Compensation	Minimum Qualifications
Resident Assistant (RA)	121	<ul style="list-style-type: none">• Single room• 1/2 full board plan• on-campus telephone• ResNet and installation fee	<ul style="list-style-type: none">• Sophomore standing/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.

Continued on the next page...

Title	Positions Available (#)	Compensation	Minimum Qualifications
Resident Mentor (RM)	16	<ul style="list-style-type: none"> • Single room • 1/2 full board plan • On-campus telephone • ResNet and installation fee • \$300 stipend per semester 	• See RA Qualifications previously
Village Community Assistant (VCA)	4	<ul style="list-style-type: none"> • Single room • 1/2 of a full board plan or no meal plan • On-campus telephone • ResNet and installation fee 	• Must be a current RSS staff member of four semesters or higher
Graduate Resident Mentor (GRM)	8	<ul style="list-style-type: none"> • Furnished one-bedroom apartment • Full board plan • On-campus telephone service • ResNet service and installation fee • \$1500 stipend per semester 	• Acceptance into a full-time graduate degree-granting program at SUNY Oswego

Student Operations Services Staff

Title	Positions Available (#)	Compensation	Minimum Qualifications
Desk Attendant (DA)	10 - 12 per hall	Minimum Wage	<ul style="list-style-type: none"> • Must reside on campus during term of employment • 2.0 semester and cumulative GPA
Recycling Technician (RT)	2-4 per hall	Minimum Wage + \$.50	<ul style="list-style-type: none"> • Must reside on campus during term of employment • 2.0 semester and cumulative GPA
Computer Lab Technician (CT)	1-2 (Oneida Hall Only)	Minimum Wage + \$.20	<ul style="list-style-type: none"> • Must reside on campus during term of employment • 2.0 semester and cumulative GPA
Student Operations Services Coordinator (SOSC)	1 per hall	Minimum Wage + \$.50	<ul style="list-style-type: none"> • Must reside on campus during term of employment • 2.0 semester and cumulative GPA • At least one semester as a Desk Attendant at Oswego

Please note: A limited number of summer positions are available; Summer Resident Assistant, Summer Desk Attendant, and Mail Clerk.

Fitness Center Staff

Title	Positions Available (#)	Compensation	Minimum Qualifications
Facility Attendant (FA)	35-45	<ul style="list-style-type: none"> • Minimum Wage • Fitness Center Membership 	<ul style="list-style-type: none"> • Must be a SUNY Oswego student • e-mail fitness@oswego.edu for more information
Group Exercise Instructor (GE)	10-15	<ul style="list-style-type: none"> • Minimum Wage + \$1.75 per hour • Fitness Center Membership 	<ul style="list-style-type: none"> • Must be a SUNY Oswego student • Must complete 8-week instructional course • e-mail fitness@oswego.edu for more information

Title	Positions Available (#)	Compensation	Minimum Qualifications
Personal Trainer (PT)	20-25	<ul style="list-style-type: none"> • Minimum Wage + \$.25 per hour • Fitness Center Membership 	<ul style="list-style-type: none"> • Must be a SUNY Oswego student • Must complete the course <i>Introduction to Personal Training</i> (HSC 232) • e-mail fitness@oswego.edu for more information
Student Manager	10	<ul style="list-style-type: none"> • Minimum Wage + \$.50 per hour • Fitness Center Membership 	<ul style="list-style-type: none"> • Must be a SUNY Oswego student • Must be current fitness center employee • e-mail fitness@oswego.edu for more information
Graduate Assistant Manager	2	<ul style="list-style-type: none"> • Tuition waiver • Fitness Center Membership • \$7000 stipend 	<ul style="list-style-type: none"> • Acceptance into a full-time graduate degree-granting program at SUNY Oswego • e-mail fitness@oswego.edu for more information

Fitness Center Membership Rates

	SEMESTER	ACADEMIC YEAR
RESIDENT STUDENT	\$60	\$110
OFF CAMPUS STUDENT who lived on campus at Oswego for:		
4 or more full semesters*	\$65	\$120
1 to 3 full semesters*	\$70	\$130
COMMUTER STUDENT	\$75	\$140

* "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.

Guest Registration Procedure

On Campus Guests

Resident guests should visit the hall front desk with their host each time they enter the building. The host and the guest will both swipe their SUNY Oswego ID cards into the Front Desk Website.

Off-Campus Guests

Daytime Guests: 7am-12am

The Guest will need to complete the following steps to obtain their guest pass:

1. Register at oswego.edu/reslife (Note: Only need to do this once.)
2. Upon arrival, the visitor and the host must check in at the front desk with the approved guest pass.

The host must log-in via myHousing.oswego.edu and follow prompts for a daytime guest visitor pass.

Overnight Guests: 12am-7am

The Guest will need to complete the following steps to obtain their guest pass:

1. Register at oswego.edu/reslife (Note: Only need to do this once.)
2. Upon arrival, the visitor and the host must check in at the front desk with the approved guest pass.

The host must log in via myHousing.oswego.edu and follow prompts for an overnight guest visitor pass.

All Guests must present their guest pass to campus officials if asked for it. Guests without a pass or an expired pass will be asked to leave the building. See *Visitation and Guests* section in this *Handbook* for further information.

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.

Residents who believe their room is cold 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

Residential Network

- **Wireless:** All residential communities are part of the SUNY Oswego Wireless Network. When attempting to connect a device to our wireless network, residents have two options; Oswego-Secure-RES and Oswego-Gaming-RES. Oswego-Secure-RES allows for the connection of tablets, smartphones, laptops, and desktop computers whereas Oswego-Gaming-RES allows for the connection of gaming consoles, streaming devices, and Smart TVs.

- **Wired:** The majority of our resident rooms are equipped with a wired network port for each resident. In Funnelle, Lonis, and Moreland Halls, residents are provided hubs that allow for multiple connections to the wired network.
- **Gaming Network:** In order to connect gaming or streaming device in the resident rooms, residents must first register their device at mydevices.oswego.edu. Once the device is registered, residents can connect to either the wireless, Oswego-Gaming-RES, or to the wired network via Ethernet cable.
- The per semester connection fee is \$74, which is included on your college bill.
- If residents experience problems with their connection, please reach out to the Campus Technology Services Help Desk at help@oswego.edu or 315-312-3456.

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 Monday - Friday except 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. Mail delivery will work most efficiently if mail is addressed as indicated below. In most residential communities, each resident has their own mailbox; in these communities (Cayuga, Hart, Johnson, Lonis, Moreland, 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.

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

Return Address



Student Name (last name is very important!)

Hall, Mail Box (or Room*)# _____

Street Address (see list below)

Oswego, NY 13126

*In Funnelle, Oneida, Onondaga and Seneca Halls, roommates share a mailbox; in these halls, the mailbox numbers are the same as the room numbers.

To send mail to students in these halls, please include the student's room number in the address.

Please note that the College 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).

Medical Housing Requests

Students with specific housing needs due to disability or medical necessity can request such by following the *Request for Medical Housing Consideration* process. The *Request for Medical Housing Consideration* form, including detailed instructions, is available on our website at www.oswego.edu/reslife/forms.

Properly submitted requests are reviewed on a regular basis by a team of College staff. Approved requests (such as granting of a "Medical Single Room") are honored on a space available basis. Approval is valid for the balance of the current academic year; requests must be re-submitted for each subsequent academic year.

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 Promotional Material on Campus*" 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. 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:

Hall/Community	Postings Needed	Hall/Community	Postings Needed
Cayuga	18	Riggs	8
Funnelle	9	Scales	8
Hart	9	Seneca	20
Johnson	9	Sheldon	2
Mackin (Lonis/Moreland)	9	The Village	2
Oneida	18	Waterbury	9
Onondaga	20		

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

PROCEDURE for MAILBOX DISTRIBUTION of PROMOTIONAL MATERIALS

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

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

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 outside dimensions that does not exceed 48 inches, are permitted. Two refrigerators are allowed per resident room; each must be UL approved. Compact refrigerators can also be rented through the Residence Life and Housing Office.

Removal of Personal Belongings

All residents must vacate the residential community and remove all personal belongings from the premises in accordance with the termination or expiration of the *Room and Board Agreement*. If personal belongings are not removed from the premises, the resident, by signing the *Room and Board 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 temporary 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.

Residence Hall Waiting Lists

Students who wish to move to a different room and/or residence hall can request a room change; returning students can do so by adding their names to Waiting Lists for specific residence halls. This is accomplished online at myHousing.oswego.edu, under the 'More Tasks' tab. Please note that adding oneself to a Waiting List does not guarantee that the student will have the opportunity to change rooms.

New students are to contact their Residence Hall Director to discuss the reasons they would like to move. If deemed necessary, the Residence Hall Director will add the student to the appropriate Waiting List(s).

Residential Community Security

General Information

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* later in this *Handbook*.

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* in the section *Rules Governing Residential Facilities* of the *Handbook*, and *Guest Registration Procedure* in the section *General Residential Information* of 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 their 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.

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:

- When residents are present, staff members will knock on the door, announces themselves and request 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. College staff members will knock, announce themselves and request entry. If there is no response or the request for entry is denied. College staff members 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 "Privacy" section in the *Student Handbook*.

Room Rental Refund Policy (Housing)

1. For the first semester of the *Room and Board 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* 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 they all remove their 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 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.

Once a student's room assignment is determined, changes are not permitted.

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, or the resident's roommate, or 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

Students who may be unavailable to move their car during the announced time should make arrangements for a friend to move the car. Students going away for the weekend or several days should make similar arrangements 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 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 their 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.



Photo by Jim Russell

RULES GOVERNING RESIDENTIAL FACILITIES

Alcohol

The residential alcohol policy is governed by the "*Alcohol and Other Drugs*" policy as stated 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 and possession 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 blenders, 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 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 *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 100 feet from the building). Follow instructions given by Residence Life staff, University Police, Fire Marshal and Fire Department Personnel. Remain outside until directed to reenter or proceed to designated alternative shelter.

D. Furnishings, Decorations, and Other Prohibited Items

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 is prohibited. Examples include, but are not limited to, candles, wax burners, incense, sterno, microwave ovens, rice cookers, hoverboards 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.



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. However, circuit-breaker-protected multi-outlet power strips that are UL-approved can be used. "Daisy chaining" (connecting one or more of these power strips to each other) is not permitted. All cords must be UL approved and recommended for intended use, in perfect condition, and either 12 or 14 gauge.
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 refrigerators and 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 www.oswego.edu/residence-life-and-housing/fire-safety. 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) and you have been trained, 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:
 - a. Pressurized water extinguisher: Wood, paper, textiles, and other ordinary combustible materials.
 - b. Carbon Dioxide (CO₂) extinguisher: Flammable liquids such as oils, solvents, grease, paint, etc. Live or energized electrical or electronic equipment.
 - 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 and/or ignition of combustible materials is prohibited. Examples include, but are not limited to, candles, wax burners, incense, sterno, microwave ovens, rice cookers, hoverboards 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 "*Weapons and Dangerous Materials*" 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.

Lock Change Requests

Room Key.....	\$15	Code Change.....	\$15
Mailbox Key	\$10	Room & Suite Key (Onondaga)	\$25
PIN Change (Village).....	\$15		

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.

Pets

Residence Life and Housing prohibits residents and their guests from bringing pets/animals into residential communities. Fish in aquariums up to 20 gallons are permitted.

Security

Security is a community issue which depends upon the complete cooperation of all residents and their 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, residents' 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 are locked 24 hours a day/7 days a week. 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.

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.

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 their 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 arials 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*, 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*.)

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 their 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 www.oswego.edu/facilities-services/service-requests.

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 re-assigned 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

2018 Fall Semester

New Faculty Orientation	Mon-Tues, August 20-21
Arrival of Non-Registered New Students (freshmen & transfers in residence)	Thursday, August 23
Orientation, Advisement & Registration for Non-Registered New Students	Friday, August 24
New Student Arrival (all freshmen/transfers in residence who attend summer orientation)	Friday, August 24
Opening Picnic & Torchlight Ceremony	Friday, August 24
Opening Events	Fri-Mon, Aug. 24-Sept. 3
Arrival of Returning Students in Residence	Sunday, August 26
Opening Breakfast Meeting	Monday, August 27
Instruction Begins: Semester & Q-1 Courses	Monday, August 27
Registration Changes (Add/Drop Period Begins)	Monday, August 27
Final Date to Add a Q-1 Course	Thursday, August 30
Final Date to Select Pass/Fail Option for Q-1 Course	Thursday, August 30
Labor Day (No Classes/Residence Halls Remain Open)	Monday, September 3
Q-1 Student Teaching Begins	Tuesday, September 4
Final Date to Drop a Q-1 Course	Thursday, September 6
Final Date to Add an Undergraduate or Graduate Semester Course	Thursday, September 6
Final Date to Select Pass/Fail Option for Semester Course	Thursday, September 6
Rosh Hashanah (No Classes)	Mon-Tues., Sept. 10-11
Final Date to Drop an Undergraduate or Graduate Semester Course	Thursday, September 20
Course Withdrawal Period (WP, WF, WN) in Effect	September 21 – October 26
Yom Kippur (No Evening Classes--all classes will end by 4:00 pm)	Tues., September 18
Yom Kippur (No Classes)	Wed., September 19
Final Date for FACULTY to Remove Incompletes and Other Grade Changes	Friday, October 5
Columbus Day Open House	Monday, October 8
Final Exams: Q-1 Courses	Mon-Thurs, October 15-18
End of Q-1 Student Teaching	Thursday, October 18
Fall Break (No Classes)	Friday, October 19
Mid Term Grades Posted	Friday, October 19
Q-2 Student Teaching Begins	Monday, October 22
Instruction Begins: Q-2 Courses	Monday, October 22
Final Date to Add a Q-2 Course	Thursday, October 25
Final Date to Select Pass/Fail Option for Q-2 Course	Thursday, October 25
Family & Friends Weekend	Fri-Sun, October 26-28
Documented Late Withdrawal Period (WP, WF, WN) in Effect	October 29-December 7
Final Date to Drop a Q-2 Course	Wednesday, October 31
Veteran's Day Open House	Monday, November 12
Thanksgiving Recess	Wed-Sun, November 21-25
All Non-break Residence Halls Close	Wed, November 21 (noon)
All Residence Halls Reopen	Sun, November 25 (noon)
Classes Resume	Monday, November 26
Last Day of Classes	Friday, December 7
Reading Days	Sat-Sun, December 8-9
Common Finals	Monday, December 10
Final Exams: Semester & Q-2 Courses	Mon-Fri, December 10-14
End of Q-2 Student Teaching	Thursday, December 13
All Non-break Residence Halls Close	Sat, December 15 (10 am)
December Graduation	Saturday, December 15
Winter Recess Begins	

2019 Spring Semester

Arrival of New Students (all freshmen & transfers in residence).....	Thursday, January 24
Orientation, Advisement & Registration for Non-Registered New Students.....	Friday, January 25
Arrival of Returning Students in Residence.....	Sunday, January 27
Instruction Begins: Semester & Q-3 Courses.....	Monday, January 28
Registration Changes (Add/Drop Period Begins).....	Monday, January 28
Q-3 Student Teaching Begins.....	Monday, January 28
Final Date to Add a Q-3 Course.....	Thursday, January 31
Final Date to Select Pass/Fail Option for Q-3 Course	Thursday, January 31
Final Date to Add an Undergraduate or Graduate Semester Course	Wednesday, February 6
Final Date to Select Pass/Fail Option for Semester Course	Wednesday, February 6
Final Date to Drop a Q-3 Course	Wednesday, February 6
Final Date to Drop an Undergraduate or Graduate Semester Course.....	Friday, February 15
Course Withdrawal Period (WP, WF, WN) in Effect	February 16 – April 5
Final Date for FACULTY to Remove Incompletes and Other Grade Changes	Friday, March 8
Final Exams: Q-3 Courses.....	Mon-Fri, March 11-15
All Non-break Residence Halls Close	Saturday, March 16 (8 am)
Spring Recess	Mon.-Fri., March 18-22
End of Q-3 Student Teaching	Thursday, March 21
All Residence Halls Reopen	Sunday, March 24 (noon)
Classes Resume	Monday, March 25
Q-4 Student Teaching Begins.....	Monday, March 25
Instruction Begins: Q-4 Courses	Monday, March 25
Final Date to Add a Q-4 Course.....	Thursday, March 28
Final Date to Select Pass/Fail Option for Q-4 Course	Thursday, March 28
Mid Term Grades Posted.....	Friday, March 29
Final Date to Drop a Q-4 Course	Wednesday, April 3
Quest (No Classes, 8 am – 5 pm).....	Wednesday, April 3
Honors Convocation 3:00 pm (Classes in session).....	Friday, April 5
Documented Late Course Withdrawal Period (WP, WF, WN) in Effect	April 8-May 10
Easter Weekend (No Classes).....	Fri-Sun, April 19-21
Last Day of Classes.....	Friday, May 10
Reading Days.....	Sat-Sun, May 11-12
Common Finals	Monday, May 13
Final Exams: Semester & Q-4 Courses	Mon-Fri, May 13-17
End of Q-4 Student Teaching	Thursday, May 16
Torchlight Ceremony	Friday, May 17
All Non-break Residence Halls Close	Saturday, May 18
Commencement	Saturday, May 18

DATES SUBJECT TO CHANGE

Complete College Calendar can be found online at <https://www.oswego.edu/registrar/college-calendar>

Room and Board Agreement: Residence Halls and The Village Townhouses

STATE UNIVERSITY OF NEW YORK AT OSWEGO

ROOM AND BOARD* AGREEMENT 2018 - 2019

*All students assigned to College residence halls are required to have a board (meal) plan; this requirement does not apply to residents of The Village townhouses.

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

Please PRINT Carefully

Name: _____
Last First Middle Initial Student I.D. Number

Permanent Address: _____
House Number Street
City State Zip Telephone Number

TERMS and CONDITIONS OF ROOM AGREEMENT

This agreement is binding for the entire academic year (fall 2018 and spring 2019 academic 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; 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.
- 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.

HOUSING OPTIONS

SUNY Oswego houses nearly 4400 students in traditional and suite-style residence halls and townhouses. Students are typically housed in Standard Occupancy (mostly Double Rooms, see below), single gender rooms, suites and townhouses. Exceptions to this include Gender-Inclusive Housing and approved specific housing options based on medical necessity.

Gender-Inclusive Housing

Gender-Inclusive Housing offers the option for two or more students to share a living unit regardless of gender. This option is currently available for returning students in The Village townhouses. Gender-Inclusive Housing may be available in other residential communities beginning with the fall 2018 semester.

Approved Medically-Necessary Housing Options

Students can request approval for and/or provision of specific housing arrangements due to disability or medical necessity; examples of such arrangements include, but are not limited to: occupancy type; room type or location; room and/or residence hall fixtures/equipment; permission to reside off-campus. The *Request for Medical Housing Consideration* form and instructions can be found at www.oswego.edu/reslife/forms.

ELIGIBILITY

General

All full-time matriculated undergraduate students are eligible to live in SUNY Oswego residence halls. Some specific residential communities have additional eligibility requirements. Specifically,

- Lonis Hall is an option for seniors, juniors in the College Honors Program, graduate students and other students who are 21 years-of-age or older.
- Onondaga Hall houses students with at least sophomore or second-year status.
- Sheldon Hall is available to students with at least 45 earned academic credits.

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 semester 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 freshmen must:
 - have at least 42 earned credits,
 - have lived on campus at Oswego for at least 3 regular academic semesters (can include current semester) and
 - be enrolled as full-time students.

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- 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 (can include current semester) and
 - be enrolled as full-time students.
- NON-RESIDENT STUDENTS who first enrolled at SUNY Oswego as freshmen must:
 - have at least 42 earned credits
 - have previously 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 previously lived on campus at Oswego for at least 1 regular academic semester and
 - be enrolled as full-time students.

HOUSING ASSIGNMENTS

The College does not discriminate on the basis of race, religion, national origin, or sexual orientation in making room assignments.

This Agreement's provisions shall not be effective and assignments cannot be made until the student's formal admission to the College is completed, the terms of this Agreement have been accepted and a \$100 Housing Deposit has been received by the College. Acceptance of the terms of this 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 Calkin Hall.

The Department of Residence Life and Housing will attempt to honor room, suite and housemate requests when all students involved have requested each other (electronically or in writing) before any of the involved students have been assigned to a room. The College will assign room, suite and housemates for students who do not request specific mates.

New Students

Each incoming new student who has paid a Housing Deposit will receive information regarding how and when to submit their *New Student Housing Application* online. This application process is required and includes the opportunity to request specific residential communities and/or specific roommates.

Current / Returning Students

Current students select rooms for the next academic year during Room Selection, which occurs each spring semester. There are two Room Selection processes: Village Room Selection and Residence Hall Room Selection. Both processes require pre-registration, payment of the \$100 Housing Deposit, acceptance of the terms of the *Room & Board Agreement*, submission of housing preferences and participation in lottery(ies); the lotteries determine each student's priority order for choosing from available rooms. Students can request specific buildings, rooms, and/or mate(s). Requests shall be honored in accordance with the room selection procedures as established by the department.

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.

ROOM AND OCCUPANCY TYPES

Room Types

The vast majority of residence hall rooms at SUNY Oswego are "doubles." A limited number of Triple, Quad and Single Rooms are available for eligible students.

Occupancy Types

- Standard Occupancy: The College designates the Standard Occupancy for all living units. This term refers to the number of individuals a specific type of room can comfortably accommodate.

The Standard Occupancy for each room type is:

Double Room: two students

Triple Room: three students

Quad Room: four students

Single Room: one student

Standard Occupancy for townhouses in The Village is six individuals and four individuals, all in single bedrooms. Townhouses can be single-gender or mixed-gender; residents choosing assignment to a mixed-gender townhouse must sign a *Mixed-Gender Townhouse Agreement* before taking occupancy.

- Plus Occupancy is defined as Standard Occupancy plus one (such as three persons in a double room, four persons in a triple room, etc.).

OCCUPANCY CHANGES

The Assistant Vice President for Residence Life and Housing, or designee, reserves the right to reassign residents, maintain rooms at their assigned occupancy by filling vacancies, and adjust the occupancy of rooms. Further, the Assistant Vice President, or designee, may reassign any room at his discretion. This includes, but is not limited to, reassigning students assigned to ADA-accessible living units in the event that such living units are needed for students requiring such accommodations.

In the event a student fails to officially check in to the residential facility and occupy his/her assigned room by 5:00 pm on the first day of classes, the room may be reassigned unless prior arrangements for late arrival have been made. Failure to officially check out of, and/or remove personal belongings from the residential community without prior approval from Residence Life and Housing may result in continuing liability for room rental charges and/or financial charges for removal and temporary storage of personal belongings.

When a vacancy arises in a room/suite/house with more than one occupant, the manner in which the vacancy will be filled is largely dependent upon the timing of the vacancy. When possible, while classes are in session during a regular academic semester, residents remaining in partially-filled living units will generally be given the opportunity to either request specific new room/suite/housemate(s) or agree to consolidate with other students in under-occupied living units.

Due to the College's commitment to provide on-campus housing for the upcoming semester's incoming new students, Residence Life and Housing does not offer residents the opportunity to request their new room/suite/housemate(s) when vacancies arise December 2nd through at least the first week of classes for the spring semester and over the summer. During these time periods, Residence Life and Housing fills these vacancies based on departmental needs.

Residents remaining in partially-filled rooms must have their room in move-in condition within one class day of receiving notification of the

assignment of new roommate(s). Failure to do so or failure to accept a roommate when assigned may result in a room rate increase retroactive to the date on which the room became under-occupied.

Gender-Inclusive Living Units

When vacancies arise in Gender-Inclusive living units, the remaining residents may be given the opportunity to request specific new room/suite/housemate(s). When such vacancies are not filled in this way, Residence Life and Housing may opt to convert the living unit to single-gender and relocate those residents affected by the change.

RATES, BILLING & REFUNDS

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' room 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, see page 7.

*This is a summary of the Oswego Guarantee. The full text of this pledge can be found at http://www.oswego.edu/admissions/undergraduate/oswego_guarantee.html

Room Rates

Based on the Oswego Guarantee, a student's room rate is based on their year of first matriculation at SUNY Oswego. Each student's Oswego Guarantee Room Rate is further broken down by Room and/or Occupancy Type; the specific residential facility assignment (specific residence hall or The Village) does not influence room rates.

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 academic quarters or the first day of the second and fourth academic quarters. A resident who receives notification from the Assistant Vice President for Residence Life and Housing or designee of a change in occupancy or assignment effective with the beginning of the next academic quarter will be recorded in that changed occupancy and billed accordingly.

Refunds

• 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.
- III. If, during the Village Room Selection process, the student is not assigned to The Village.

• Housing Payment Refunds

Housing payment/room rental refunds are based on the date personal belongings are removed from the room/suite/townhouse, any assigned keys are returned, the room/suite/townhouse is inspected by a member of the Residence Life staff, debts related to room rental incurred by the resident have been paid in full to the College and the resident officially checks out of the room/suite/

townhouse. Students withdrawing from the College or released from residence after August 1, but prior to taking occupancy, who have prepaid room and (meal plan) are entitled to a refund less the \$100.00 Housing Deposit. Details for Room Rental Refunds are listed in the *Resident Student Handbook*.

TERMINATION/CANCELLATION POLICIES AND PROCEDURES

Withdrawal from the College

Residents withdrawing from the College are required to terminate their *Room and Board Agreement* by notifying the Assistant Vice President for Residence Life and Housing at the earliest possible date. Such notice must be signed by the student and must include the student's identification number and the date on which the termination becomes effective.

Residents who withdraw from the College during an academic semester must vacate the residential facility and remove all personal belongings from the premises no later than 11:59 pm of the date on which termination of this agreement becomes effective.

In the event a resident withdraws or is academically disqualified from the College after the fall semester and before the beginning of the spring semester, the resident must officially terminate residency, remove all personal belongings from their assigned room and officially check-out of the residential community by the deadline given; such deadline will likely be before the date of re-opening of the residential facilities for the spring semester, which is published in the *Resident Student Handbook*.

Registered Students

Permission to terminate this Agreement is requested by submitting a *Request to Terminate the Room and Board Agreement* form with required 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/accepted by the individual. The specific documentation required is based on the individual circumstances cited as the reason for the request. Common types of requests include, but are not limited to, those based on financial situation, medical condition and personal circumstance. Detailed information about specific documentation requirements is available on our website and in our office.

PLEASE NOTE: Decisions regarding requests based on financial circumstance will not be considered unless the student/family has accepted all available financial aid and loans AND a significant unmet financial need still exists. Approval of a *Request to Terminate*, if granted, is at the discretion of the College, not the student; further, such approval releases the College from any present or future obligation to provide room and (meal plan) for that resident and the space the student has previously occupied may be reassigned at the option of the College.

Failure to (1) pay room and (meal plan) charges upon receipt of a bill, or (2) officially check-in to the residence hall, or (3) use accommodations as provided does not release a resident from the obligations created by signing/accepting the terms of the *Room and Board Agreement*.

Official Termination of Occupancy

All students terminating residence must:

- 1) Submit to Residence Life and Housing a completed *Request to Terminate the Room and Board Agreement*
- 2) Remove all personal property from the room/suite/townhouse
- 3) Have the room/suite/townhouse inspected by a Residence Life and Housing staff member, including completion of the *Room/Suite/Townhouse Inventory and Condition Record*

- 4) Turn in any assigned keys at the front desk of the community
- 5) Complete all other official check-out procedures.

Failure to do so by the stated deadline may result in:

- Continued room rental charges for the period of elapsed time until such action is completed by the resident, and/or
- Financial charges for the cost of the labor and materials used to pack and temporarily store abandoned personal property, and/or
- Disposal of personal property not reclaimed after temporary storage.

USE OF RESIDENTIAL FACILITIES

A room/suite/townhouse may be occupied only by the resident(s) to whom it is assigned and that resident's 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 \$40 per day for room (plus approx. \$20 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 residential facilities 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 residential community 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 temporary 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 and room assignments are not transferrable; students may not assign this Agreement or sublet the premises or any part thereof. Subletting includes, but is not limited to, short-term or temporary rental arrangements such as those offered through peer-to-peer services like Airbnb, Craigslist, or Couchsurfing. Assigning or subletting may result in disciplinary action and/or cancellation of the Agreement without compensation.

Housing During Periods of Recess (Break Housing)

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

commodations 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 \$20* per day.

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 below.

The Village remains open for the Thanksgiving and Spring Recesses and a portion of Winter Recess (specific dates are determined annually); Village residents wishing to stay during these times must contact the Residence Life and Housing office to make arrangements, which includes signing a *Break Housing Agreement*.

BREAK HOUSING RATES*

Break	Daily	Weekly	Break Package
Thanksgiving	\$40	n/a	\$150
Winter Recess	\$40	\$250	\$500
Spring**	\$40	n/a	\$250

*Dining contract may be required.

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

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 the resident's 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 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 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/Suite/Townhouse Inventory and Condition Record* form prior to taking occupancy. Upon termination of occupancy, 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 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 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* to College officials.

The Assistant Vice President for Residence Life and Housing and designees reserve the right to: (1) affect disciplinary action against a resident and/or revoke privileges 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*.

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 and possession 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 permitted 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 outside dimensions 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 situa-

5

tion that endangers mental or physical health of self or others; 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 including intoxication and driving while intoxicated or impaired; 8) retaliation, harassment or coercion of parties to student conduct actions or witnesses is prohibited and subject to disciplinary action.

Drugs – The residential drug policy is governed by the Alcohol and Other Drugs Policy as stated in the College Policies section of the *Student Handbook*. The use, possession, distribution or manufacture of controlled substances is prohibited on College premises. The possession and/or use of marijuana in one's living unit is a violation of New York State Law, and any consumption of marijuana in a public area is a criminal offense. 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 required to evacuate the building upon activation of the fire alarm system. Theft or improper use of fire fighting, detection, and/or alarm equipment is prohibited. Setting fire is prohibited with the exception of designated fireplaces. Possession and/or ignition of combustible materials (including, but not limited to, candles, incense and wax warmers) and suspending combustible materials (such as tapestries, curtains, flags, fishnets, etc.) are also prohibited. Additional furniture, decorations and other items that increase the flammability of living units or public areas may be prohibited at the discretion of Residence Life and Housing staff. Examples of prohibited items include: hoverboards; halogen, lava, multi-head/octopus/tree-style, oil-burning and torchiere-style lamps. The complete policy, including all strictly prohibited items and practices, is outlined in the *Resident Student Handbook*.

Guests – Residents may host guests with the consent of all occupants of the living unit in accordance with the Guest Policy. In order to aid in protecting personal safety, personal property and the right to privacy, specific procedures are in place and outlined in the *Resident Student Handbook*.

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 fobs 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.

Pets – Residence Life and Housing prohibits residents and their guests from bringing pets/animals into residential facilities. The only exception to this prohibition is 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. This includes, but is not limited to, e-cigarettes.

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.

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 arials and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited.

ROOM RATES

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

Year of 1 st Matriculation	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
	Semester	Year	Semester	Year	Semester	Year	Semester	Year	Semester	Year
Standard Occupancy (Double, Triple, Quad)	\$ 3,995	\$ 7,990	\$ 4,095	\$ 8,190	\$ 4,195	\$ 8,390	\$ 4,295	\$ 8,590	\$ 4,395	\$ 8,790
Plus Occupancy¹	\$ 3,595	\$ 7,190	\$ 3,495	\$ 6,990	\$ 3,595	\$ 7,190	\$ 3,695	\$ 7,390	\$ 3,795	\$ 7,590
Single Occupancy²	\$ 5,295	\$ 10,590	\$ 5,395	\$ 10,790	\$ 5,495	\$ 10,990	\$ 5,595	\$ 11,190	\$ 5,695	\$ 11,390

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 Standard Occupancy plus one (such as three persons in a double room, four persons in a triple room, etc.). Persons in these accommodations will be reassigned to standard 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 Assistant Vice President for 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 MEAL PLAN AGREEMENT (Dining Services – Auxiliary Services)

	2015-2016		2016-2017		2017-2018		2018-2019	
	Semester	Year	Semester	Year	Semester	Year	Semester	Year
Full Meal Plan (Unlimited access to all meals served each week) with \$80.00 *Laker Dining Dollars per Semester	\$ 2,400	\$ 4,800	\$ 2,500	\$ 5,000	\$ 2,575	\$ 5,150	\$ 2,675	\$ 5,350
Any 12 (12 meals per week) with \$80.00 *Laker Dining Dollars per Semester	\$ 2,250	\$ 4,500	\$ 2,330	\$ 4,660	\$ 2,400	\$ 4,800	\$ 2,490	\$ 4,980
Any 9 (9 meals per week) with \$90.00 *Laker Dining Dollars per Semester	\$ 2,120	\$ 4,240	\$ 2,200	\$ 4,400	\$ 2,265	\$ 4,530	\$ 2,350	\$ 4,700
Any 7 (7 meals per week) with \$100.00 *Laker Dining Dollars per Semester	\$ 1,830	\$ 3,660	\$ 1,910	\$ 3,820	\$ 1,970	\$ 3,940	\$ 2,045	\$ 4,090
Any 5 (5 meals per week) with \$110.00 *Laker Dining Dollars per Semester	\$ 1,480	\$ 2,960	\$ 1,555	\$ 3,110	\$ 1,600	\$ 3,200	\$ 1,660	\$ 3,320
Loni/Moreland Residents Only: Any 2 (2 meals per week) with \$250.00 *Laker Dining Dollars per Semester	\$ 1,000	\$ 2,000	\$ 1,060	\$ 2,120	\$ 1,090	\$ 2,180	\$ 1,130	\$ 2,260

*During Thanksgiving, Winter Recess and Spring Breaks normal academic meal plans are not in service. Laker Dining Dollars may be purchased to be used during these breaks at open venues.

All resident students, except those assigned to The Village, are required to participate in one of the five following meal plans:

The FULL MEAL Plan is a requirement for ALL FIRST YEAR students during their first semester on campus. For their second semester, the student may choose Full Meal Plan, Any 12 or the Any 9 Plan. In subsequent years, the student may choose from Full Meal Plan, 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 2018 and Spring 2019). Payments for meal plans are made TWICE YEARLY: Fall and Spring semester.
- 3) Meal Plan changes are allowed during the first three weeks of each semester.
- 4) Prices for 2018-2019 pending approval of the Auxiliary Services Board of Directors.
 - Meal plans are not transferable and are to be used solely by the student to whom the ID/Meal Card is issued. Presentation of an ID/Meal Card is required for admittance to a dining center. Individuals using another person's ID/Meal Card are subject to campus judicial and/or criminal proceedings.
 - There are no refunds or exchange values for the Full Meal Plan 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. Payment for meals served which are not in the defined contract period (ie. recess periods) will be the responsibility of each individual.
- 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 & Meal Plan Office, Room 503, Culkin Hall, www.oswego.edu/auxserv (phone 315-312-2588) administers the College ID and Meal Card Plan. New students are issued their first ID at no cost, which is used throughout their attendance at the College. Replacement cost for a lost card is per the fee schedule posted in the ID & Meal Plan Services.

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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THIS AGREEMENT IS BINDING FOR THE ENTIRE ACADEMIC YEAR (fall and spring semesters).

In order to live in College housing, each student must accept the terms of the *Room and Board Agreement*. Such acceptance can be declared electronically or by signing and returning a hard copy of this document. All regulations and provisions herein shall remain in effect unless changed or modified by official written notice from the Assistant Vice President for 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 2018 - 2019 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 Name PRINTED _____

Resident's Signature _____ Date _____

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



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

Fax to: 315-312-6329
Email to: reslife@oswego.edu

8

Campus Contacts and Hours

Department/Facility	Campus Address	Phone #	Hours of Operation
Residence Life and Housing	303 Culkin Hall	x2246	M - F: 8:00 a.m. - 4:30 p.m.
Compass	145 Campus Center	x3142	M - F: 8:00 a.m. - 4:30 p.m. Navigators: M - F 10 a.m. - 4:30 p.m.
ID and Dining Services	503 Culkin Hall	x2588	M - Th: 8:00 a.m. - 6:30 p.m. F: 8:00 a.m. - 4:30 p.m.
Fitness Centers	Cooper Fitness Center Glimmerglass	x2431 x2185	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.
Information	Switchboard (102 Culkin)	x2500	M - F: 8:00 a.m. - 4:30 p.m.
Campus Technology Services (CTS)	26 Lanigan Hall	x3456	M - Th: 8:00 a.m. - 7:00 p.m. F: 8:00 a.m. - 4:30 p.m.
Computer Labs	Mahar Hall 210/211 Penfield Library Shineman Hall Hart Hall Oneida Hall Scales Hall	x3456 x3456 x3456 x4200 (front desk) x2200 (front desk) x3220 (front desk)	Hours vary depending on location. For information regarding hours, please contact the computer lab using the phone number provided.
Parking Office	Rte. 104 near the main entrance to campus. See the parking map in this <i>Handbook</i> .	x3227	M - F: 7:30 a.m. - 4:00 p.m. (For questions when the office is closed, contact University Police at x5555)
<p>* If calling from an off-campus phone, dial (315) 312-# listed above.</p> <p style="text-align: right;">Continued on the next page...</p>			



Campus Contacts and Hours continued...

Department/Facility	Campus Address	Phone #	Hours of Operation
Auxiliary Services: Dining Centers	Cooper Dining Center	x4205	COOPER DINING CENTER Monday thru Thursday <ul style="list-style-type: none"> • Breakfast : 7 a.m. - 10 a.m. • Lunch : 11 a.m. - 3 p.m. • Dinner : 4:30 p.m. - 8 p.m. Monday thru Friday <ul style="list-style-type: none"> • Continental Breakfast : 10 - 10:45 a.m. Friday <ul style="list-style-type: none"> • Breakfast : 7 a.m. - 10 a.m. • Lunch : 11 a.m. - 3 p.m. • Dinner : 4:30 p.m. - 7 p.m. Saturday & Sunday <ul style="list-style-type: none"> • Brunch : 9 a.m. - 2 p.m. • Dinner : 4:30 p.m. - 7 p.m. Sunday thru Wednesday <ul style="list-style-type: none"> • Extended Hours : 8 p.m. - 10 p.m.
	Lakeside Dining Center	x4115	LAKESIDE DINING CENTER Monday thru Friday <ul style="list-style-type: none"> • Breakfast : 7 a.m. - 10 a.m. • Continental Breakfast : 10 - 10:45 a.m. • Lunch : 11 a.m. - 1:30 p.m. • Lite Bite : 1:30 p.m. - 3:00 p.m. • Dinner : 4:30 p.m. - 7 p.m. Saturday and Sunday <ul style="list-style-type: none"> • Brunch : 9 a.m. - 1:30 p.m. • Lite Bite : 1:30 p.m. - 3:00 p.m. • Dinner : 4:30 p.m. - 7:00 p.m. Su, M, T, W, Th, F, Sa <ul style="list-style-type: none"> • Late Night : 8:30 p.m. - 11:00 p.m.
	Littlepage Dining Center	x3629	LITTLEPAGE DINING CENTER Monday thru Friday <ul style="list-style-type: none"> • Breakfast : 7 a.m. - 10 a.m. • Continental Breakfast : 10 - 10:45 a.m. • Lunch : 11 a.m. - 1:30 p.m. • Dinner : 4:30 p.m. - 7 p.m. Saturday and Sunday <ul style="list-style-type: none"> • Brunch : 10 a.m. - 1:30 p.m. • Dinner : 4:30 p.m. - 7 p.m. Su, M, T, W, Th, F, Sa <ul style="list-style-type: none"> • Late Night : 8:30 p.m. - 11:00 p.m.
	Mackin Dining Center	x2312	MACKIN DINING CENTER Monday thru Thursday <ul style="list-style-type: none"> • Dinner - 3 p.m. - 7 p.m.
	Pathfinder Dining Center	x4220	PATHFINDER DINING CENTER Monday thru Friday <ul style="list-style-type: none"> • Breakfast : 7 a.m. - 10 a.m. • Continental Breakfast : 10 - 10:45 a.m. • Lunch : 11 a.m. - 3 p.m. • Dinner : 4:30 p.m. - 7 p.m. Saturday & Sunday <ul style="list-style-type: none"> • Brunch : 10 a.m. - 2 p.m. • Dinner : 4:30 p.m. - 7 p.m.

Prohibited Items in the Residence Halls

PROHIBITED ITEMS

Any prohibited item found in resident rooms, suites or apartments will be confiscated by Residence Life and Housing staff and will not be returned to the owner.

Furniture, decorations, appliances, and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of Residence Life staff.

The list of prohibited items includes, but is not limited to:

Tapestries	Microwaves
Flags	Air conditioners
Curtains	Toaster ovens
Fishnets	Space heaters
Candles	Rice cookers
Wax Burners	Sandwich makers
Incense	Grilling machines
Sterno	Hoverboards
Hot plates	Oil-burning lamps
Slow cookers	Halogen lamps
Crockpots	Torchiere & tree style lamps
Electrical extension cords	Multi-head/ "octopus-style" lamps
Multiple outlet adapters	Lava lamps
Firearms	Harmful chemicals
Illegal weapons	Flammable liquids
Firecrackers	Internal combustion engines
Explosives	Cinder blocks
All electrical appliances not UL approved	

The list of prohibited items (above) are for reference only and are not intended to list every possible item that is prohibited in the residence halls. Refer to the Student Conduct Policies and Procedures section of the Student Handbook for the complete policy description.

Prohibited Items in the Village Townhouses

PROHIBITED ITEMS

Village Townhouses

Any prohibited item found in apartments will be confiscated by Residence Life and Housing staff and will not be returned to the owner.

Furniture, decorations, appliances, and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of Residence Life staff.

The list of prohibited items includes, but is not limited to:

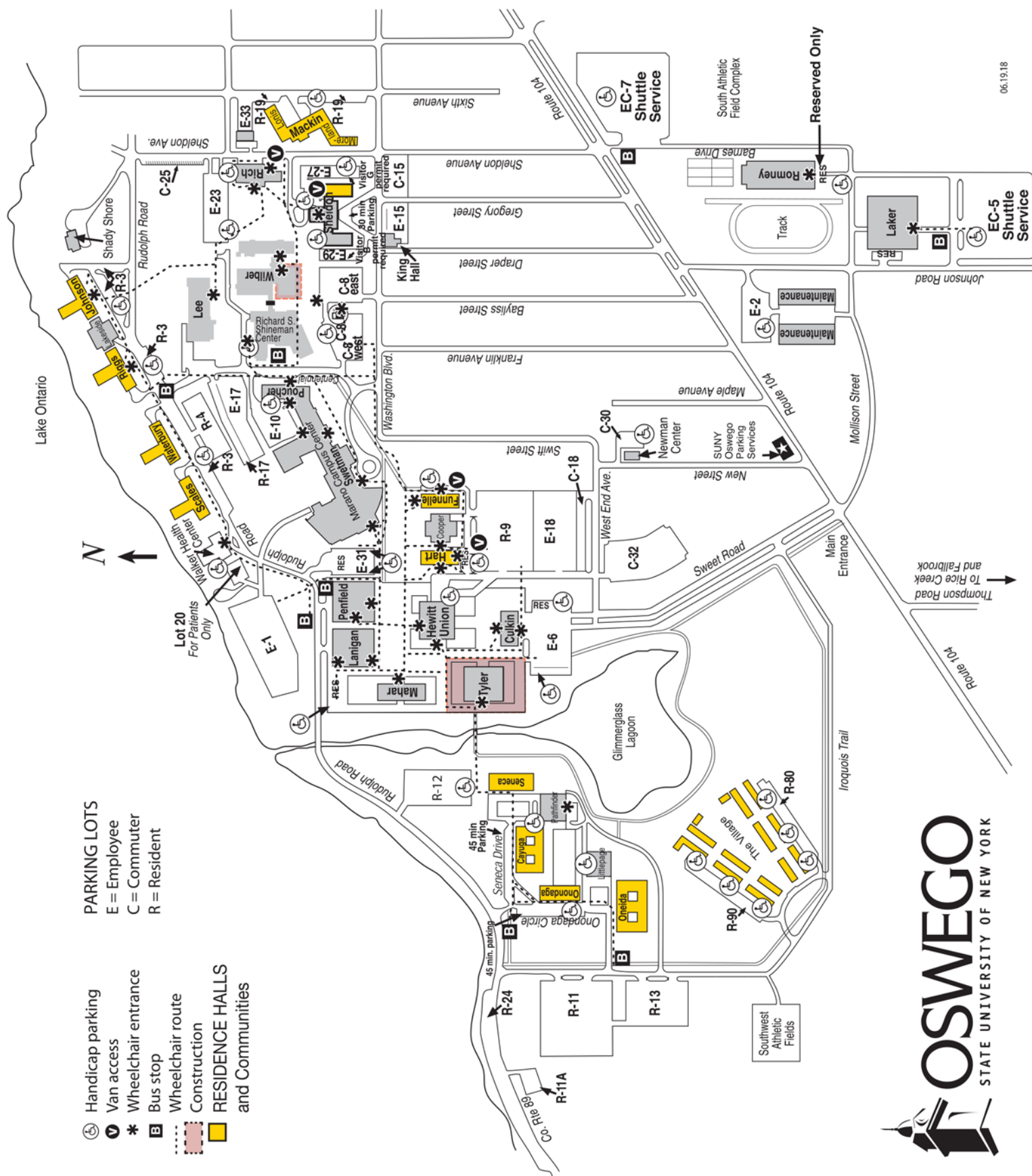
Tapestries	Microwaves
Explosives	Toaster Ovens
Flags	Air conditioners
Curtains	Space Heaters
Fishnets	Hoverboards
Candles	Oil-burning lamps
Wax Burners	Halogen lamps
Incense	Torchiere & tree style lamps
Sterno	Multi-head/ "octopus-style" lamps
Hot plates	Lava lamps
Electrical extension cords	Harmful chemicals
Multiple outlet adapters	Flammable liquids
Firearms	Internal combustion engines
Illegal weapons	Cinder blocks
All electrical appliances not UL approved	Firecrackers

As per the Residence Life and Housing policies "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." These items must remain in the kitchen. **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.**

The list of prohibited items (above) are for reference only and are not intended to list every possible item that is prohibited in the The Village. Refer to the Student Conduct Policies and Procedures section of the Student Handbook for the complete policy description.

(adapted from oswego.edu/parking/campus-parking-maps)

06.19.18



RESIDENT STUDENT

Handbook

MISSION

Residence Life and Housing provides secure, welcoming and engaging living environments that encourage and support the academic and personal success of residential students.



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