



Office of Residence Life
SUNY Delhi College of Technology
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<http://www.delhi.edu/studentlife/residencelife/>

2008-09 Housing Policy Guide

Frequently-Used Terms & Acronyms

CADI - College Association at Delhi, Inc.

CADI is a not-for-profit auxiliary corporation that provides many campus services, including ID cards, dining services and vending machines for the students living in the residence halls. The CADI office is located at 141 Sanford Hall, telephone 607-746-4750. Office hours when school is in session are M-F 8:00 a.m. - 4:30 p.m.; during intersession, M-F 8:00 a.m. - 4:00 p.m. Their website is: <http://cadi.delhi.edu>.

RD - Resident Director

A full-time professional staff member employed by the College responsible for the overall operation of the residence hall to which they are assigned.

The RD lives in their residence hall; he/she also has an office in the residence hall and keeps regular posted office hours. The RD supervises the RAs. **The RD for your hall is the person to go to for help with any situation that might arise** (e.g., furniture or maintenance requests, roommate problems, room change requests, etc.).

Russell Hall, which houses twice as many students as the other halls, has an RD and a Complex Coordinator; Catskill Hall has an Assistant Director of College Housing. For convenience, throughout this booklet the term “RD” will also refer to the Complex Coordinator and the Assistant Director of College Housing who, along with additional duties, also serve the function of RD for their halls.

RA - Resident Assistant

An upper-level student who has been selected for showing good judgment and skills, has received training from Student Life staff, and is assigned to a floor or quad in a residence hall in order to assist students.

RAs report to the RD of their residence hall. RAs organize events and programs, assist in enforcing policy, can help resolve problem situations, answer questions and point you to other sources that can assist you. **If you have a question or problem, you should first consult your RA.**

LLE - Living Learning Environments and Peer Mentors

Certain areas are set up within the residence halls to foster an atmosphere conducive to academic excellence for students majoring in Nursing, in Veterinary Science, or in Golf, Recreation, and Plant Science. Students living in one of these LLEs have access to a resource room and share their space with others in the same major, including Peer Mentors, who assist the students in the resource room and in the lab. Peer Mentors tutor, give tips on studying, help set up subject-related instructional programs and workshops, as well as advance social networking among the students through group activities. Space is limited, so it is important to apply early if you want to be assigned to one of these sections.

Night Hosts

During the hours of 11 p.m. to 3 a.m. on Thursday nights, and 11 p.m. to 4 a.m. on Friday and Saturday nights, student employees called Night Hosts are stationed at the main entrances of each hall. Night Hosts are responsible for signing in all students who do not reside in that building, as well as ensuring that all non-student guests are registered. Students who do not comply with the requests of the Night Host may be held accountable through the campus judicial system.



Academic Buildings
 3 Thurston Hall
 4 South Hall
 5 Bush Hall
 6 Evenden Tower
 7 Sanford Hall Computer Technology Center
 8 Smith Hall
 9 Farnsworth Hall
 26 Alumni Hall Hospitality Center

Student Services
 2 Kunsela Hall and Pool
 15 Sports and Recreation Complex
 16 North Hall and Child Care Center
 18 Mini-Dome
 25 Foreman Hall Health Center
 29 Farrell Hall
General Services
 32 Wall Service Complex

Residence and Dining Halls
 27 Gerry Hall
 28 DuBois Hall
 30 Murphy Hall
 31 O'Connor Hall
 33 MacDonald Hall
 34 Catskill Hall
 36 Russell Hall

Applied Technologies Complex
 10 Plumbing, Heating and Pipefitting
 11 Refrigeration and Air Conditioning
 12 Welding
 14 Electrical Technologies Center

Parking
 Handicapped parking spaces are designated in Lots A, C, E, F, H and K, and in lots adjacent to residence halls.

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Welcome to SUNY Delhi!

The Office of Residence Life extends a warm welcome to you. We look forward to helping make your residence hall experience one that is full of friendship and educational achievement. This booklet contains the rules, regulations, policies and procedures necessitated by group living conditions. **You are responsible for familiarizing yourself with all the specifics for living in the residence halls.**

Life in the residence hall provides you the opportunity to take responsibility for your learning outside the classroom environment. You will meet students from various cultures and with different backgrounds, interests, and values. As you become acquainted with your classmates and participate in residence hall activities, you will learn from, appreciate and contribute to the diversity of the student body. This diversity adds to making SUNY Delhi a very special place.

I. Residence Life Staff

Each residence hall is administered by a professional staff member, the RD, who lives in and has an office within the hall. The RDs are responsible for the overall operation of the residence hall. They deal with a multitude of tasks, such as setting community standards, enforcing the student code of conduct, supervising the RAs, individually counseling or referring students to other services on campus. The RD is an advisor to students and coordinates the educational, social, cultural, and recreation programs in their hall.

The RAs can be friends and advisors. They organize events and programs, and are responsible for policy enforcement. An RA lives in each corridor of the residence halls and maintains an environment

conducive to study and living for approximately 30-35 students. They are knowledgeable about the College, its resources and personnel, and are available to counsel students on their residence floors. RAs are carefully selected, full-time undergraduate students who are chosen for their communication and leadership skills and their ability to resolve problems and deal with emergencies. Their academic performance and their skills in developing and presenting programs to the hall community are also considered in the selection process. **If students have questions or problems, they should first consult their RA.**

Residence Hall Staff On-Duty

An RD is on duty for all the residence halls from 5 p.m. to 8 a.m., Monday through Friday, and 24 hours a day on weekends. He/She should be contacted for more serious problems. Students should first attempt to contact the RA on duty in their hall. In case of emergency, students should contact University Police; from a campus phone, simply dial 4700 or 911. University Police will also contact the RD on duty.

The RA office is open and staffed by at least one RA from 8 p.m. to 12 midnight, Sunday through Thursday, and from 9 p.m. to 2 a.m. on weekends. Students can check-out equipment such as vacuum cleaners, brooms, games, etc. (check with the RA office in your building to see what specific equipment is available).

Resident Director's Office

Each hall has its own RD, and their office is the "communications center" for that residence hall. Many services are available, such as:

- reporting maintenance problems in your room or on your floor

- receiving information regarding campus and hall events
- discussing issues of concern or asking questions about campus living

When classes are in session, RD office hours are 10 a.m. - 12 p.m. and 1 p.m. - 3 p.m. on Mondays, Wednesdays, Thursdays and Fridays, and 1 p.m. - 5 p.m. on Tuesdays. RDs also schedule additional hours at their discretion and can make appointments with students outside their regular office hours.

II. SUNY Delhi Housing Policy

Terms and Conditions of Occupancy

To live in the residence halls, students must be full-time matriculated students and actively attending all classes. Exceptions can be made by the Director of Residence Life for students employed by the College during the summer semester. The College reserves the right to remove students from campus housing who are not actively attending classes or registered for less than 12 credit hours each semester. Students are billed for campus housing on a semesterly basis.

The rules and regulations regarding residence hall housing as promulgated by the State University of New York Board of Trustees state:

Every student in full-time attendance at a state-operated unit of the University, other than married students or students residing with a parent or guardian, shall be required to live in a residence hall maintained and operated by such unit, or have permission under such provisions as may be made therefore, by the chief administrative officer of such unit, to live off campus.

All full-time undergraduate students must live in SUNY Delhi residence facilities, with the following exceptions:

- married students
- students living with parents or guardians and commuting (within a 50 mile radius)
- students 21 years of age or older, prior to October 1 of the academic year in which they enroll (prior to March 1 for those enrolling for the spring semester)
- students who are closed out of on-campus housing and therefore must live off campus

Once a student enters into the housing contract, they are financially obligated for the entire academic year, even if they meet the above requirements.

Each student living in the residence halls is responsible for keeping current their college, home and emergency address on file with the Office of Residence Life (111 Catskill Hall, telephone 607-746-4630, email reslife@delhi.edu).

Failure to check into the hall, reside in the assigned room, eat meals, or pay room and board charges does not release a student from the obligations set down by the College for living on campus. Students who have applied for on-campus housing and who decide not to attend college, having previously been in attendance, must notify the Office of Counseling and Health Services for official withdrawal from the College. Until this is done, the student will be held responsible for the housing costs under his/her residence hall contract.

Requests for any alterations in the contract will be considered on an individual basis by the Director of Residence Life. **Students requesting release from their residence hall contract must do so in**

writing before they vacate their residence hall assignment. Making a request does not ensure release from the housing contract. Students should not make alternate housing arrangements until they receive official notification of their release.

Room and Board Rates and Refunds, Social Fee

Room Rates

The cost for a standard double room is determined during the Spring semester for the following academic year. New students will be notified under separate cover of the rates for all residence hall rooms and occupancies. Students living in tripled rooms are rebated a portion of their room payment. The amount of money rebated is based on a pro-rated schedule. Rebate credits are issued in two installments, one after the first two weeks of the term and the other after mid-term. Students are housed on an academic year basis and billed by the semester. Each student is required to pay a \$100 advance room deposit. All bills are due and payable prior to the first day of classes.

Refund

Any refund of the \$100 advance room deposit must be requested prior to June 1 or within 30 days from the date of acceptance into school.

Refunds, if any, after a student is registered and has occupied a room, are based upon the following listed circumstances:

Academic and Disciplinary Dismissals

A student who is dismissed from school for academic or disciplinary reasons shall be liable for all tuition, fees, and room charges for that term.

Removal from College Residence Hall

A student who is removed from a College residence hall for disciplinary reasons shall be liable for all room charges for that term.

Voluntary Withdrawal from College

A student who voluntarily withdraws from the College will receive the following refund of their residence hall rental fee based on the date on which personal belongings are removed from the room and the check-out procedures are completed:

- First Day of Classes - 100% Refund
- Week 1 - 85% Refund
- Week 2 - 70% Refund
- Week 3 - 50% Refund
- Week 4 - 30% Refund
- Fifth and Subsequent weeks – NO REFUND

* For further information concerning refunds, please see the College Catalog.

Meal/Board Plan

All students living in College residence halls are required to purchase a meal contract. Full meal plan descriptions are available at the MacDonald Hall Dining Center, the CADI Office in Sanford Hall, or on the CADI website: <http://cadi.delhi.edu>.

The cancellation period for optional meal plans ends with the close of business on the 10th day of scheduled classes. After the cancellation period, no refunds will be authorized except for voluntary withdrawal or dismissal from the College. Refund schedules may be obtained from the CADI office.

Social Fee

There is a non-refundable Residence Hall Social Fee of \$20 per academic year (full

or partial) collected from each student upon checking into their residence hall. This social fee entitles the students to participate in activities within or specifically for their individual residence hall (e.g., BBQs, parties, movies, shopping trips, contests, etc.).

General Conditions

Students agree to abide by all rules and regulations concerning living in a College residence hall as stated in this Housing Policy Guide and in the Student Code of Conduct.

The residence hall contract is binding for **one academic year** (fall and spring semesters). Exceptions are made for students graduating at the end of the fall semester or entering the residence hall during the spring semester. The agreement period **does not** include vacation periods or scheduled breaks.

Resident Conduct

The Coordinator of Judicial Affairs, or the Vice President of Student Life's designee, has the option of instructing residents to find other accommodations, either on or off campus, if their behavior is deemed unduly disruptive or a danger to the well-being of themselves or others.

For reasons of health, safety, security, or conduct, the College reserves the right to remove a student from residence halls. Students may be restricted from either residing or entering residence halls for violations of the rules stated in the Housing Policy Guide and/or the Student Code of Conduct.

Search by Consent/Inspections/Repairs

The College reserves the right to enter

and inspect student rooms for the purpose of health and safety, to perform maintenance repairs, and in emergency situations. Every effort will be made to notify the student in advance of entry into occupied rooms. Additionally, the College complies with New York State law which allows police and law enforcement officials with proper warrants to enter and search a student room. If University Police have reason to search a room, they will first ask consent of the occupant and state the property for which they are searching. The student may deny the right to search unless a proper warrant is presented.

Search Incidental to Arrest

University Police may conduct a search incidental to arrest by warrant or for a crime committed in their presence.

Search by Warrant

University Police may conduct a search when issued a search warrant by a court. This search can be conducted in the presence or absence of the occupant. If the occupant is absent, a copy of the search warrant can be obtained at the University Police office in North Hall.

Service of Warrants or Other Papers

Whenever outside law enforcement agencies, process servers, or other legally authorized individuals are required to serve official papers or enforce arrest or search warrants, the College will attempt to cooperate in order to minimize interference with campus activities and to protect all persons. In the case of students, Student Life staff will assist in locating the students involved and will attempt to protect the rights of the students. This policy is not binding on external law enforcement agencies.

Inspection vs. Search

Part of the College's responsibility for the supervision of College residence halls is a responsibility for student health and safety, as well as protection of property. To this end, public and private areas of College residence halls are inspected. This may include representatives from local, state and federal inspection agencies, as well as college personnel. Whenever possible, inspection of a student's room is accomplished with a student present. Health, safety and fire inspections will occur during the closing of the residence halls for breaks or vacations and do not require the presence of the occupants of the room.

The Director of Residence Life, as the College's Chief Housing Officer, may give permission to residence hall staff to enter and search a student's room under specific circumstances and with no legal ramifications. This right is seldom used and can be employed only when a suspicion exists that College regulations and NY State laws are being violated, or in case of an emergency.

Confiscated Items

Prohibited items (e.g., cooking appliances, candles, etc.) that are found in residence hall rooms will be confiscated by residence hall staff during health and safety inspections, room visits, or when violations of College policy warrant entry into a student room. These items may be claimed by students through the RD of the hall at the end of that semester. **Any confiscated items not claimed at the end of the semester will be disposed of at the conclusion of the semester.**

III. Residence Hall Policies and Procedures

Explanation of Room Assignment

The method of assigning rooms is based on both State University Policy and on factors that Residence Life staff have determined lead to roommate compatibility. The procedure for assigning rooms takes into consideration the following:

1. College policy requires that all students living in the residence halls, both new and continuing, pay an advance room deposit of \$100 and submit a Residence Hall Contract and Request Form each academic year.
2. Once both the deposit and contract are received by the Office of Residence Life, the student's application for on-campus housing is complete. Students will be assigned housing in the order in which they complete their housing application.
3. University regulations require that men be housed with men and women be housed with women. The Office of Residence Life separates male and female applications for the purpose of room and roommate assignments.
4. The Office of Residence Life allows students to indicate the hall of their choice and attempts to accommodate that choice when possible. Please indicate your preferences on the Housing Contract and Request Form using the numbers 1 through 5 ("1" for your first choice, "5" for your last choice). While we try to give students what they request, availability sometimes requires going to second and third choices, and sometimes beyond.
5. Experience has demonstrated that greater compatibility is achieved by placing students together who have similar smoking habits. Experience has also indicated that students with similar academic interests, similar class sche-

ules, and common study needs have a greater compatibility and a greater chance of success than simple random assignments of roommates. For this reason, we request that the student honestly answer the questions on the Residence Hall Contract and Request Form.

6. Students who are in need of specific room assignments because of special needs should complete the indicated section on the Housing Contract and Request Form and contact the Office of Residence Life **before June 1st**. We must know of your needs before housing arrangements are finalized so that we can provide you with appropriate accommodations. Supporting documentation from a licensed professional must accompany your request. The Office of Residence Life reserves the right to make decisions regarding special need accommodations housing based on state and federal law and fair housing practices. The request for special need accommodations does not imply that the desired occupancy level and/or housing assignment will be received.
7. If you would like to request a roommate, please write the person's name on the Residence Hall Contract and Request Form where indicated. **We must receive all parties' deposits, contracts and requests to room with one another by June 1st. Roommate requests will be honored based on space availability.**

Housing will not be guaranteed for contract forms received after June 1, 2008.

Room Assignment Notification

You will receive a mailing from the Office of Residence Life in late July informing you of your housing assignment (residence hall and room number), your

roommate's name and contact information, and other move-in information. **Please do not call the Office of Residence Life for this information. It will be mailed to you as soon as it is available.**

Room Assignments

The Office of Residence Life reserves the right to change room or hall assignments, to assign roommates, to consolidate vacancies, and to change occupancies as it deems necessary and without consent of the occupants. **The College reserves the right to assign new occupants to fill vacancies and to move students to fully utilize its residence facilities.** All room assignments are made by the Office of Residence Life. Residents are prohibited from taking a roommate or permitting any part of the room to be shared by persons not duly assigned by the Office of Residence Life.

Students assigned to double or triple occupancy rooms should expect a roommate unless otherwise notified by the Office of Residence Life. Students who, due to high occupancy levels, are assigned to live in a triple room will be refunded a portion of their room rental charge. Students without roommates will be contacted by their RD and given a period of one week in which to request a roommate or have one assigned to them or to move to a new assignment.

At times, because of high occupancy rates, students may be assigned to temporary "overflow" housing. As space becomes available, these students will be re-assigned to permanent assignments. Students housed in temporary assignments will receive a partial refund credited to their student account after the second week of classes. A second partial refund will be issued after the semester midterm,

if the temporary assignment has still not been resolved.

The College reserves the right to change the occupancy of a room with an adjustment in room costs for all students involved. Any change in room rental rates occurring because of a change in the status of a student's room becomes effective on the date that the change occurs.

The Residence Life Program at SUNY Delhi is committed to a policy of non-discrimination in all its operations and facilities. Assignments to the residence hall are not based upon race, religion, creed, color, or national origin.

Holding of Room Assignments

Room assignments will not be held longer than the first day of classes. Students who do not check into their assigned residence hall room on time will forfeit their deposit, their hall assignment, and roommate assignment. **Students who anticipate or experience a problem with their arrival should contact the Office of Residence Life in writing or at reslife@delhi.edu to make special arrangements to have this date extended.** Failure to do so may result in the assigning of the room to a student currently on the waiting list.

Check-In

Students will receive information regarding checking into the residence hall with their assignment letter. Please follow these directions to avoid delays and confusion on your scheduled check-in day

No provisions can be made for students who wish to arrive early. Students with transportation problems should plan to take commercial transportation to the College and have their belongings

shipped to their campus address or brought at a time convenient to their families. Students who arrive before their scheduled check-in day and time will be assessed a \$25.00 per day charge applied to their account and may be held liable through the campus judicial system.

The residence hall staff will be on hand to make moving into the residence hall a smooth process. University Police Officers will be available to direct traffic and help with parking. Faculty, staff, administration, and upper division students will be present to assist new students with move-in.

Room Change Request Policy

Please note, no room change requests will be accepted once the assignments have been mailed through the first two weeks of classes. All changes must be approved by the Director of Residence Life or his/her designee.

A student's room assignment cannot be changed without serious cause. When a room change is necessary, the following guidelines must be adhered to by each student involved:

- 1.No student may initiate a room change during the first two weeks of the semester.
- 2.After the second week of classes, approval may be given, based on space availability, for a student to move. Decisions will be made on a case by case basis. Priority for room changes will be determined by the administrative staff for the residence halls.
- 3.Any room or roommate change request must have the approval of the RD of each residence hall concerned.
- 4.The Office of Residence Life reserves the right to fill all vacancies that occur

throughout the academic year in accordance with current waiting list and room change procedures. The remaining student(s) must accept the roommate assigned by the Office of Residence Life.

Withdrawal/Dismissal/Checkout

A student who vacates his/her room before the expiration of an academic year will be fully liable for the applicable academic year charge for campus housing.

Residents who are granted an academic leave of absence or withdraw from the College must check-out of the residence halls within 24 hours of the effective date of their leave of absence or withdrawal.

Dismissal or any other separation from SUNY Delhi shall automatically revoke a student's occupancy of an on-campus room. A resident who is dismissed or otherwise separates from school must vacate their assigned room within 24 hours of such dismissal or separation.

At the time of check-out, students must return their assigned room key. Lost or unreturned keys will result in a lock change and key replacement charge billed to the student's account. The room must be left broom-swept and in proper physical condition by the resident(s) and all personal property must be removed. Students must follow all checkout procedures issued by the Office of Residence Life. **SUNY Delhi will not be held responsible for any items left behind after checkout.**

Damages to Resident Rooms

It is the responsibility of all students to keep their rooms clean and neat and to maintain a basic standard of health and

safety. Minimal standards of cleanliness will be set and assessed by the Residence Life staff. At move-in, a room condition report is completed for each room. When a student moves out of a room, a member of the Residence Life staff will inspect the room for damages and estimate the cost for repairs. Damages to the room that are beyond normal wear and tear will be billed to the individual(s) assigned to the room. If individual responsibility cannot be established, all occupants of the room will be charged the total cost of the repair divided by the number of residents in the room. Extraordinary cleaning required because of abuse of facilities or trash left in the room will also be charged to the occupants.

Common Area Damages

When a common area, such as the bathroom, hallway or lounge, is damaged or vandalized, every resident that lives in that area is billed a share of the cost for repair or replacement. Please be aware that trash left behind, spills, room trash in the bathroom or a mess of any kind is considered vandalism. To avoid being billed, residents must properly dispose of their trash in the trash room or the dumpster, clean up messes that occur, and report any acts of vandalism or damage witnessed to an RA or RD.

Damage Charge Appeals

Students with unpaid charges on their account, either for their room or for common area damages, will not be able to receive grades or transcripts or register for classes for upcoming terms. Students appealing damage charges must do so in writing to the Assistant Director of College Housing by July 1, 2009 (Office of Residence Life, 111 Catskill Hall, SUNY Delhi, Delhi, NY 13753, email: reslife@delhi.edu).

Hall Closings

All halls are closed during the following breaks and vacations:

- Fall Break (Columbus Day weekend)
- Thanksgiving Break
- Christmas Intersession
- Mid-Winter Break
- Spring Break
- Summer recess

At the end of each semester residents must vacate their rooms no later than 24 hours after their last exam. Students will not have access to their rooms, campus mailboxes, or residence hall facilities during breaks. **Only those students (e.g., international students, athletes) who have approval from the Director of Residence Life or his/her designee will be allowed to stay in the residence hall over any break period.** There may be an additional daily charge for students who stay over the break period.

All students except graduating seniors must vacate their rooms within 24 hours after their last exam in the spring. Graduating students must vacate the halls following commencement services by 6:00 pm. The residence halls officially close for maintenance, cleaning, and renovation for the summer immediately after graduation ceremonies.

Residence Hall Guest Policy

1. Residents may have a guest by registering them with a staff member (RA or RD) of that residence hall at least 24 hours prior to the arrival of their guest. All overnight guests must have an overnight pass. An overnight guest is anyone, other than your roommate, that remains in your room overnight.
2. Students must obtain their roommate's permission to have an overnight guest.

3. No one under the age of 18 is permitted in the residence halls at any time, unless the person is a full-time student enrolled at SUNY Delhi. Exceptions can be made with the approval of the Director of Residence Life or his/her designee, or during special College functions and events.
4. Students are responsible for the behavior of their guests (whether staying overnight or not) and may be held accountable through the campus judicial system if their guest(s) violate College regulations.
5. Overnight guests are limited to a stay of no more than 4 nights per month. No more than 2 guests per student are allowed during any one visit.
6. Guests who are not officially registered may be removed from the residence hall and/or campus.
7. Overnight guests are not permitted during final exam periods.
8. Temporary parking passes may be obtained by guests from University Police. The guest must present a valid overnight pass in order to receive a parking pass.

IV. Residence Hall Regulations

Note: All expectations and regulations found in the Student Code of Conduct also pertain to students in the residence halls, though they are not reprinted entirely herein.

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

1. Offensive or disorderly acts which interfere with the rights of any person are prohibited on campus. Of special concern is excessive noise anywhere in or around a residence hall.

2. Hazing in any form is prohibited and is considered to be an interference with the personal liberty of others. This includes any act of harassment or intimidation which may lead to personal injury or fighting, emotional disturbances, physical discomfort, or humiliation. Harassment also includes persistent ridicule or criticism, as well as playing abusive and humiliating tricks or pranks. Hazing involving the forced consumption of liquor or drugs for the purpose of initiation into, or affiliation with, any organization is specifically prohibited and violates New York State Law as well as College regulations.
3. Smoking in any building on campus, including in College residence halls, is prohibited. Smoking is also prohibited within 15 feet of an entrance and underneath overhangs.
4. Consumption and/or possession of alcoholic beverages in College residence halls is prohibited.
5. Consumption and/or possession of illegal drugs and the possession or use of drug paraphernalia is prohibited on campus.
6. Possession of property illegally procured (e.g., State, Federal, Local or miscellaneous signs or equipment) is prohibited on campus.
7. Gambling is prohibited on campus.
8. Solicitation and sales by residents or others is strictly forbidden in the residence halls or dining areas unless approval is granted by the Office of Residence Life and/or Vice President of Student Life. Solicitors are required to acquire approval in advance and provide proof of approval upon request.
9. Knives or tools approved for academic purposes that are stored in residence hall rooms must be kept secure in

locked boxes, trunks, or appropriate storage units.

10. Fireworks, firearms, weapons, air pistols, BB guns, and paintball guns are prohibited on campus.
11. Explosive and dangerous chemicals are prohibited in the residence halls.
12. Electrical devices which produce heat, such as space heaters, are prohibited in residence hall rooms. The only exceptions are heating pads, electric blankets and hair dryers. Students in possession of prohibited electrical devices will have them confiscated.
13. Halogen lights are prohibited in student rooms.
14. Large game machines, table tools, fuel-driven engines or motors, and weight lifting equipment are prohibited in the residence halls.
15. Occupying roof tops or window ledges is prohibited.
16. Students are reminded that any item dropped or thrown from a window is a potential hazard. Such activity is strictly prohibited and violators will be charged as appropriate.
17. Air conditioning equipment is prohibited in the residence halls.
18. Refrigerators, except those that are 4.0 cubic feet or less and limited to one per room, are prohibited.
19. Animals and pets are not allowed in any part of a residence hall at any time. Only fish living within a 10-gallon or less tank are permitted.
20. Television aerials, masts and other radio transmitting or receiving equipment are prohibited. Citizen band/ham radio equipment that interferes with College communication equipment is likewise prohibited.

21. Ironing and washing should take place only in designated areas.
22. Tampering with elevators or any College-owned or -operated electrical device (e.g., computer, phone, cable system, etc.) is prohibited.
23. Furniture must be left in the room to which it has been allocated. Furniture is not to be disassembled, nor are mattresses to be removed from bed frames. Damaging or moving College property from its designated location is similarly prohibited. **Any bed not supplied by the College, including lofts and waterbeds, are prohibited. Students with medical needs should contact the Director of Residence Life for an exemption to this policy.**
24. Floor-standing speakers and DJ equipment are prohibited.
25. Tampering with the outside security screens of your residence hall room is prohibited.
26. Playing sports and riding bikes, scooters or skateboards in the building or hallways at any time is prohibited.
27. If you plan to bring a bicycle to campus, please note that bicycles may not be stored in hallways, stairways, or in any trafficked areas.
28. Cordless telephones or other wireless devices operating at 2.4 Ghz are not permitted as they interfere with the wireless internet service on campus.

Study/Quiet Hours

SUNY Delhi is committed to the concept that residence halls compliment and foster the academic and intellectual development of students. It is expected that campus residence halls will be conducive to studying, especially in the evenings. Study/Quiet hours are in effect after 10

p.m. until 10 a.m. Sunday night through Friday morning, and 12 midnight to 12 noon Friday night through Sunday morning throughout the academic year. During quiet hours, radios, TVs and CD players must be audible only to the occupants of the room in which the equipment is being played. **At all times, common courtesy must prevail.** Loud noise and disorderly behavior is not accepted at any time. All residents share the responsibility for enforcement of study hours.

The right to a quiet atmosphere precedes and takes priority over all social functions and gatherings.

There are areas where study/quiet hour rules apply 24 hours a day. This is meant to produce an atmosphere that is highly conducive to academic achievement. In these areas, radios, TVs and CD players must be audible only to the occupants of the room in which the equipment is being played at all times. The areas with 24-hour quiet rules are the 4th floor in Murphy Hall and the Living Learning Environments in DuBois Hall. Stereos, CD players, radios, TVs, etc., will be confiscated if the RD determines them to be a nuisance.

V. The Residence Halls

SUNY Delhi maintains six residence halls for approximately 1450 students who are enrolled and attending classes on a full-time basis. There is a full-time professional staff member living in each residence hall. Each residence hall has laundry facilities, a TV room and lounges. Though each residence hall does not have its own parking lot, there is adequate parking on campus. If you plan to bring a car to campus, be aware that all vehicles must be registered with University Police. All residence halls are networked for wireless connection to the internet. All

residence halls are “smoke free” environments.

Each hall offers a distinctly unique living environment. A brief description of the services offered and description of each building is given in this section. A more complete description can be found on the department website: www.delhi.edu/studentlife/residencelife.

Catskill Hall (suite style)

Catskill Hall houses 150 “upper division” students and transfer students. Twenty-five suites house 6 students each: 12 suites with 3 double rooms and 13 suites with 2 double rooms and 2 single rooms. In addition to a common living room, each suite has a bathroom with two showers (one handicapped accessible), two sinks, and one toilet. There is a differential cost for students who reside in Catskill Hall. All residents, including those in Catskill Hall, are required to purchase a meal plan. Catskill Hall has a game room/TV room and a large lounge (“The Great Room”) on the first floor. Residents are issued a key for their individual room, and use their student ID to access the front door of the residence hall as well as their individual suite doors.

DuBois and Gerry Halls (corridor style)

DuBois and Gerry Halls each house approximately 200 students. Each building is three stories high and has both men’s and women’s floors. Student rooms are located along both sides of long corridors with common bathroom facilities for approximately 35 students. Each hall has a main lounge and a TV/Recreation area. In addition, each floor has its own lounge for study purposes or social gatherings. DuBois is the home of the “24-hour quiet” Living Learning Environments for

female students enrolled in the Nursing Program and Veterinary Science of Technology Experience Program (V-STEP). In addition to the RA on each floor, the Living Learning Environments are staffed by Peer Mentors, who tutor, give tips on studying, help set up instructional programs, as well as social activities, and staff the resource room. Space is limited, so it is important to apply early if you want to be assigned to one of these sections.

Murphy and O’Connor Halls (corridor style)

Murphy and O’Connor Halls are four-story co-ed buildings, each housing approximately 215 students. The first floors of both buildings have specially adapted facilities to accommodate students with disabilities. Both buildings have a main lounge that includes a study area and a working fireplace. **Most first year students requesting Murphy or O’Connor Hall will be housed in a triple occupancy room (3 students to a room).** The 4th floor in Murphy Hall is designated as a 24-hour quiet floor (see Quiet/Study Hours description on page 15)

Triple Occupancy Room Information (Murphy and O’Connor Halls)

Triple rooms in Murphy and O’Connor Halls are only assigned to rooms that have an added alcove allowing for the placement of additional room furniture. Each triple room will include bunk beds and a specially designed “loft unit” for the third bed which will allow the dresser and desk to be placed underneath the lofted bed.

Russell Hall (quad style)

Russell Hall is the largest residence hall on campus, housing approximately 480 students. Student rooms are located in

alcoves, or “quads,” off long corridors. Rooms in the quad surround common bathroom facilities for 12-16 students. The entire building is segmented into 17 quads, designated by the letters A-L. Russell Hall has a TV and a recreation lounge. The Golf, Recreation, and Plant Science Living Learning Environment for male students enrolled in these majors is housed in Russell Hall. In addition to the RA on the floor, the Living Learning Environment is staffed by a Peer Mentor, who tutors, gives tips on studying, helps set up instructional programs, as well as social activities, and staffs the resource room.

VI. Student Room Furnishings for Residence Halls

The College provides the following for each student:

- an extra-long twin bed and mattress (81”x31”)
- a desk and chair
- a dresser
- a closet for hanging clothes

In addition, each room contains window blinds, a floor lamp and a wastebasket.

Furniture is not to be removed from the room to which it is assigned. Any bed not supplied by the College, including lofts and waterbeds, are prohibited. Students with medical needs should contact the Director of Residence Life for an exemption to this policy. Students should plan their accessories accordingly.

You need to provide your own linens, mattress cover, blankets and bedspread. The size of campus mattresses is 81”x31,” which is longer than a usual twin bed mattress. Thus, it is suggested that you use either flat sheets or fitted bottom sheets in the extra-long twin size.

Personal refrigerators/micro-fridges meet-

ing the guidelines set forth by the College may be brought to campus or rented from a local supplier (Refrigerator Leasing company, 1-800-423-9220). They may be kept in student rooms in accordance with the following guidelines:

- only one refrigerator/micro-fridge allowed per room
- the unit can be no larger than 4 cubic feet

You are encouraged to contact your roommate(s) before moving into the residence hall to determine who, if anyone, will bring or acquire a refrigerator.

With the exception of specially designed micro-fridges, microwaves are not allowed in the residence halls. Catskill Hall allows one microwave per suite in the common area only. The wiring in College residence halls is not designed to handle high-wattage appliances such as microwaves. **The use of any such appliance causes circuit breakers to be tripped off.** Student will be held liable for all damages resulting from violations of restrictions and prohibitions, and such items may be subject to confiscation. Judicial action may also be taken.

VII. Residence Hall Services

Residence Hall Maintenance

The College custodial staff cleans the residence hall lounges, corridors, stairwells, and lobbies on a daily basis, Monday through Friday. Custodial staff clean all student bathroom facilities, with the exception of Catskill Hall. Students may empty their room’s wastebasket in trash receptacles provided in each hall in designated trash rooms. Damaged or broken items should be brought to the attention of residence hall staff so that a work order request can be submitted to the College physical plant and maintenance staff for repair or replacement.

Residence Hall Security

The College maintains a staff of University Police Officers who are on duty 24 hours a day. Officers are equipped to deal with security problems or obtain help during emergency situations. Officers make security checks of each hall several times during the night. The University Police office is located in North Hall and their telephone number is 607-746-4700. On campus you can reach them by dialing either 4700 or 911.

Additionally, each residence hall provides a Night Host during the hours of 11 p.m. to 3 a.m. on Thursday nights and 11 p.m. to 4 a.m. on Friday and Saturday nights. Night Hosts are stationed at the main entrances of each hall and are responsible for signing in all students who do not reside in that building, as well as ensuring that all non-student guests are registered. Students who do not comply with the requests of the Night Host may be held accountable through the campus judicial system.

Room Key and Card Access

Keys

Each student will be assigned a key to their room upon check-in. You are responsible for locking your door and carrying your key at all times. If your key is missing, you should inform your RD immediately. Students that lose their key or do not return their key at the end of the spring semester (or when they check-out of their residence hall) will be charged for the lock change and key replacement. **Your room key may not be duplicated** or given to anyone else and must be returned at the end of the year or upon withdrawal.

Card Access

Each student’s ID card also serves as an

access card to the entrance doors of their residence hall. Access is given only to the residence hall that you currently reside in. (In Catskill Hall, the ID card also serves as access to your assigned suite.) Lobby phones can be used when visiting students living in other buildings.

College policy requires that you carry your room key and student ID card with you at all times. **Entrance doors may not be propped for any reason.** It is the responsibility of all residents to make sure residence hall entrance doors are properly closed.

Student Mail

All students have their own mailbox where personal mail, as well as inter-campus communications, will be delivered. Mailbox numbers and keys are issued in the Student Mail Room on the second floor of Farrell Hall during the New Student Orientation Program on move-in day. Hours of operation for the Student Mail Room are posted outside the Mailroom.

To ensure prompt service and to avoid errors, your mail should be addressed as follows:

Your Name
Box # , Farrell Hall
SUNY Delhi
2 Main Street
Delhi, NY 13753-1144

All UPS parcels, Federal Express mail, insured/certified mail or large packages are delivered to the Student Mail Room. A notice is placed in your mailbox to notify you if you have received mail that requires a signature or items that are too big for the mailbox. These items may be picked up at the Student Mail Room window during operating hours. Please remember to bring your ID with you.

Package/Trunk Delivery

The College does not have storage or receiving facilities for student belongings. If you need to send any personal belongings to campus, you should have them arrive after you have settled in (no earlier than the first day of classes). Most students use either the US Postal Service or United Parcel Service (UPS). For the services of other shipping agencies, you will need to check with them directly regarding their delivery policies. Packages/trunks must be properly marked with your campus address as indicated above.

Telephones

Each residence hall room is provided with one telephone jack and campus and local telephone service, including voicemail, which will be immediately available upon your arrival, free of charge. You must provide your own touch-tone telephone and plug it in. Students may bring a cordless phone if they desire, **as long as it does not operate at the 2.4 GHz level**, so as not to interfere with the wireless computer network. As there is only one phone jack per room, you are encouraged to contact your roommate(s) prior to moving in to determine who will bring this equipment.

Even if you plan to use a cell phone, you need to connect a telephone to your room's phone service so you can check your voicemail. Students are responsible for checking their voicemail, as this, along with student email, is a method many College faculty and staff will use to inform you of important information. Students should coordinate with their roommate(s) regarding programming the greeting and password for their voicemail.

In order to make long-distance calls, you will need to use a calling card (available

at the campus bookstore, as well as many other retail locations).

Pay phones are also located in the lobby area of each residence hall.

ResNet Internet Service

Each residence hall on campus has wireless networking that allows students to access the Internet 24 hours a day, 7 days a week. Laptop computers must have a built in wireless adapter or an available PCMCIA slot and desktop computers must have a wireless card installed or an available USB connector. For additional information, consult the ResNet website, <http://www.delhi.edu/cis/resnet.asp>, or contact the campus Technology Help Desk at 607-746-4835, or email them at helpdesk@delhi.edu.

Laundry

Laundry facilities are located in each residence hall. Residents can use washers and dryers free of charge. Hours of service are posted outside the laundry rooms in each building.

Cable Television

Access to basic cable service is provided free of charge in each residence hall room and will be immediately available to you upon arrival. You must supply your own television and RCA and coax cables. As there is only one hookup per room, you are encouraged to contact your roommate(s) prior to moving in to determine who, if anyone, will bring this equipment. Each residence hall also provides a television in the main lounge for programming and community viewing of special televised events.

Snack & Beverage Vending Service

Vending machines are conveniently located within each building's common lounge or lobby area. Malfunctioning machines should be reported immediately to the CADI office in Sanford Hall, or to a member of the residence hall staff. Refunds are available through CADI at the CADI office in Sanford Hall.

Storage

Students are urged to bring only those items appropriate to each season (i.e., do not bring skis in August). **The College does not store student belongings during the summer recess. Items unclaimed at the end of the academic year will be disposed of immediately at the discretion of the College.**

VIII. Security and Safety Information

Security Tips for Personal Property

Although incidents which cause damage to personal property are rare in the residence halls, students are strongly advised to have all their personal property protected against theft, damage, and other loss by appropriate individual or family coverage. **The College is not responsible for theft or damage of personal belongings.** It is up to each student to make arrangements for insuring these goods. Generally, a family homeowner's or renter's policy may provide coverage for student belongings. If additional coverage is necessary to insure your property in your residence hall room, you may contact National Student Services, Inc., at 1-800-654-6814, or on the web at www.nssinc.com They supply low-cost insurance to students for their personal property in the residence halls. It is wise to keep a record of the serial numbers of personal property.

Students should plan to take valuables

home during holidays and vacations.

The following are some tips to help avoid theft:

1. Record the numbers of all credit cards and checking accounts. Also, keep a list of the addresses of these companies and banks so that they may be notified if credit cards are lost or stolen.
2. Keep money and valuables in a secure place. Students should not keep excess amounts of cash in their rooms.
3. Keep room doors locked whenever the room is unoccupied or when occupants are sleeping.
4. If keys are lost or stolen, notify your RD immediately so that a lock change can be done. Though there is a charge for a lock change, residents' personal safety is more important.
5. First floor residents should make sure their windows are locked and secure when they are not in the room. All first floor student rooms have a security screen installed. This screen should not be opened and should be latched shut at all times. Any problems should be immediately reported to the RD of the building.
6. Any resident who is a victim of a crime should notify their RA, RD and University Police immediately.

Fire Safety Standards

In accordance with the Uniform Fire Code for the State of New York, the Office of Fire Prevention Control (OFPC) will conduct an annual fire safety inspection of the residence halls. During these inspections, students' rooms may be opened and visually inspected for hazardous conditions. Students found in violation of campus fire safety policies will be held accountable

through the campus judicial process. In addition, OFPC can levy fines for violations of the State fire code.

2. Know the location of all fire exits, fire alarm pull stations and fire extinguishers on your floor.
3. Every student must evacuate the building by the nearest marked exit during fire drills and alarm activations.
4. Wastepaper baskets and trash cans should not be used as ashtrays. Please use proper receptacles when disposing of lit smoking materials. Remember: there is no smoking in the residence halls.
5. Do not take chances with fire. Even a small fire can get out of control. If a fire should occur, activate the fire alarm by pulling the nearest manual fire alarm pull station.
6. Cooking in student rooms is prohibited. Cooking appliances are also prohibited, including but not limited to: hotplate, George Forman grill, rice cooker, coffee pot, stand-alone microwave oven, anything that boils water.
7. Candles, incense, flame-emitting and/or open element appliances, halogen lamps and extension cords are prohibited.
8. Giving false alarm of fire, tampering with fire protection equipment or any fire alarm device (e.g., pull station, smoke detector, heat sensor, etc.) is prohibited

Quick Reference to Student Responsibilities & Requirements

You are responsible for familiarizing yourself with all the specifics for living in the residence halls, as contained in this Housing Policy Guide and as described in the Student Code of Conduct (found in your SUNY Delhi Datebook and online at <http://www.delhi.edu/studentlife/judicialaffairs>). Following is an incomplete summary of some of the major items.

1. The residence hall contract is binding for one academic year (fall and spring semesters). Any request to be released from the contract must be made in writing and addressed to the Director of Residence Life. There is no guarantee you will receive a release. A student who voluntarily withdraws from school prior to the end of an academic term may or may not receive a refund of housing fees, depending upon the date of withdrawal (see schedule on page 6). A resident who loses student status prior to the end of an academic term through academic or disciplinary dismissal will not be permitted to remain in the residence halls but will still be liable for all charges for that term. A student removed from the residence halls for disciplinary reasons prior to the end of an academic term will still be liable for all room charges for that term.
2. Each student living in a residence hall is responsible for keeping current their college, home, and emergency address on file with the Office of Residence Life, 111 Catskill Hall, telephone 607-746-4630, email reslife@delhi.edu.
3. You are responsible for locking your door and carrying your key and student ID card at all times. The key may not be duplicated.

If your key is missing, you should inform your RD immediately. Students that loose or do not return their assigned key when they check-out of the residence hall will be charged for the lock-change and key replacement. Your student ID card will permit you entrance to your residence hall (and your suite in Catskill Hall). Entrance doors may not be propped open for any reason. It is the responsibility of all residents to make sure residence hall entrance doors are properly closed.

4. The campus provides a voicemail system as part of the telephone service to each residence hall room. Students are responsible for checking their voicemail, as this, along with student email, is a method many College faculty and staff will use to inform you of important information. Students should coordinate with their roommate(s) regarding programming the greeting and password for their voicemail.
5. Residence Life staff alone assign students to specific rooms within the residence halls. Residents are prohibited from taking a roommate or permitting any part of the room to be shared by persons not duly assigned by the Office of Residence Life. Residents do not have a right to refuse a duly assigned roommate. During the period between the initial room assignment prior to the term through at least the second week of classes, no room change requests will be accepted. Once this freeze is lifted, requests may be made to your RD.
6. All halls are closed during breaks and vacations; only those students (e.g., international students, athletes, etc.) who have approval from the Director of Residence Life will be allowed to stay in the residence hall over a break period. All students may leave their belongings in their rooms over breaks,

provided they are returning to school at the end of the break period.

7. The College cannot store student belongings during the summer recess. Any confiscated items or items left in rooms or otherwise unclaimed at the end of the academic year will be immediately disposed of at the discretion of the College.

8. Each resident is responsible for the condition of their building and room and the furnishings in it. College property is not to be removed from the room to which it is assigned. Missing furniture or damages beyond normal wear and tear will be billed to the individual(s) assigned to the room. If individual responsibility cannot be determined, each occupant of the room will be charged the total cost of repair or replacement divided by the number of residents of the room.

9. Offensive or disorderly acts, hazing or harassment in any form, gambling, tampering with any College-owned or -operated electrical device (elevators, computers, telephones, cable systems, etc.) are strictly prohibited on campus.

10. Unauthorized solicitation or sales are prohibited from the residence halls and dining areas. Approval may be granted by the Office of Residence Life and/or Vice President of Student Life. Solicitors are required to acquire approval in advance and provide proof of approval upon request.

11. There is no smoking in any building on campus, including the residence halls. Smoking is also prohibited within 15 feet of an entrance and underneath overhangs. Alcohol, illicit drugs, and alcohol and drug paraphernalia are prohibited from campus. Weapons of any sort are prohibited from campus. Cooking and cooking appliances are prohibited in the residence halls (some excep-

tions apply to Catskill Hall). In addition, the following items are prohibited from campus and will be confiscated (judicial action may also follow):

- any cooking appliance, including but not limited to: hotplate, George Forman grill rice cooker, coffee pot, stand-alone microwave oven, anything that boils water
- extension cords
- weapons of any kind, firearms, BB guns, airpistols, paintball guns
- fireworks
- halogen lamps
- candles, incense
- weights
- overstuffed, non-fire-resistant furniture
- space heaters
- skateboards
- knives (limited exception for culinary students; tools must be kept in a locked storage unit.)
- amplified music, bass systems, floor-standing speakers, DJ equipment
- alcohol, drugs, alcohol or drug paraphernalia (including “decorative” items)
- any pet other than fish kept in a 10-gallon tank or smaller
- any refrigerator over 4.0 cubic feet or with more than a 1.2 amp electrical draw
- 2.4 gigahertz cordless phones and other wireless devices (interferes with the wireless network)