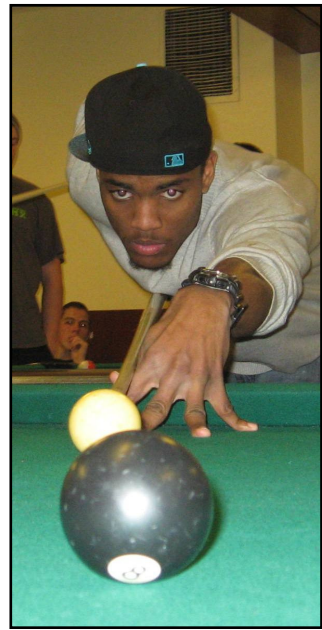




# 2011-12 Housing Policy Guide



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## 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 Farrell 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://www.delhi.edu/cadi>.

### **RD - Residence 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 the 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 two RDs; Catskill Hall has a Complex Coordinator. For convenience, throughout this booklet the term "RD" will also refer to the Complex Coordinator who, along with additional duties, also serves the function of RD for Catskill Hall.

### **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 an area 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 residents to other sources for assistance. **If you have a question or problem, you should first consult your RA.**

### **Special Interest Housing and Living Learning Environments (LLE)**

Certain areas within the residence halls are set up for Special Interest Housing. Students in particular majors or programs are housed in the same area to foster an atmosphere conducive to academic excellence and social networking.

The area established in DuBois Hall for incoming female freshmen Veterinary Science majors, in addition to being a Special Interest Housing, is also a Living Learning Environment (LLE) with a resource room and 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. There is an additional \$50 charge per semester for the Veterinary Science LLE to help cover these extra services.

Space is limited, so it is important to apply early if you want to be assigned to Special Interest Housing.

### **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.

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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.

The Housing and Residence Life program exists as an integral part of the educational program and academic support services of the institution. The mission of the department includes:

1. Providing reasonably priced living environments that are clean, attractive, well maintained, comfortable and which include safety features.
2. Ensuring the orderly and effective administration of the program through effective management.
3. Providing a learning environment and related co-curricular programs that promote maturity and academic success. Programs and staff interventions designed to promote maturity are grounded in human development and student learning theory.<sup>1</sup>

The Office of Residence Life at SUNY Delhi supports the educational mission of the College by providing a living-learning environment that is conducive to academic achievement and optimal personal growth. We seek to develop a sense of belonging and respect within our residential community by helping our students to acquire knowledge and skills, make informed choices, develop critical thinking skills, make ethical choices, and assume self-responsibility.

The Office of Residence Life engages in regular assessment of its services for continuous improvement of the residential community and the residence hall facilities

The State University of New York College of Technology at Delhi does not discriminate on the basis of race, sex, color, national origin, religion, marital status, age, sexual orientation, veteran or military status, disability, gender identity, genetic predisposition or carrier status or domestic violence victim

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<sup>1</sup> Standards for College and University Housing, ACUHO-I, 2001.

status. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Bonnie Martin, Title IX and Section 504 Coordinator, Director of Administrative Services, SUNY Delhi, 2 Main Street, Delhi, New York 13753, Phone: 607-746-4495.

## **I. RESIDENCE LIFE STAFF**

Each residence hall is administered by a professional staff member, the Residence Director (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 the hall.

A Resident Assistant (RA) lives in each corridor of the residence halls and maintains an environment conducive to study and living for approximately 30-35 students. RAs are full-time undergraduate students who are carefully selected 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. The RAs can be friends and advisors. They organize events and programs, and are responsible for policy enforcement. They are knowledgeable about the College, its resources and personnel, and are available to counsel students on their residence floors. **If students have questions or problems, they should first consult their RA.**

### **RESIDENCE HALL STAFF ON-DUTY**

One 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; from any other phone, dial 607-746-4700. University Police will 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).

### **RESIDENCE DIRECTOR'S OFFICE**

Each hall has its own RD whose 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 who are registered for fewer 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; students who meet the following exceptions are not required to reside in SUNY Delhi residence facilities:

- 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 completes a housing application, agreeing to the terms and conditions for on-campus housing, they have entered into the housing license and they are financially obligated for the entire academic year, even if they meet the above requirements.**

**All students living in the residence halls are responsible for keeping current on file, with the Office of Residence Life, their permanent home address (via the BroncoWeb) and their emergency contact information (via the online Student Housing Management System).**

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 license

#### **REQUESTS FOR RELEASE FROM HOUSING CONTRACT (LICENSE)**

Students requesting release from their residence hall license must complete the release process 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.

Forms and information regarding the release process can be obtained in the Office of Residence Life, Catskill Hall, room 111.

#### **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 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.

#### **REFUNDS**

**Any refund of the \$100 advance room deposit must be requested in writing prior to June 1 or within 30 days from the date of payment.**

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.

Students who are dismissed or removed from the residence halls or who withdraw from college mid-term and leave personal belongings in the room must arrange with the RD of their hall to collect their belongings within one week of their departure. Failure to do so will result in the student's belongings being packed up by Residence Life staff members and stored at a cost of \$25 per day. Items unclaimed at the end of the term will be disposed of immediately at the discretion of the College.

Students who are dismissed or removed from the residence halls or who withdraw from college during the intersession between fall and spring terms and have left personal belongings in their assigned room must arrange to collect their belongings no later than one week before the first day of classes for spring term. Failure to do so will result in the student's belongings being packed up by Residence Life staff members and stored at a cost of \$25 per day. Items unclaimed at the end of spring term will be disposed of immediately at the discretion of the College.

### **MEAL PLANS**

**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 Farrell Hall, or on the CADI website: <http://www.delhi.edu/cadi>. In purchasing a meal plan, the student enters into a contract with CADI for a tax exempt, non-refundable, non-transferable meal plan. Students are responsible for reviewing and adhering to the CADI Rules and Regulations found at <http://www.delhi.edu/cadi/regulations.php>.

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 collected from each student living in the Residence Halls. 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 Director of Residence Life, the Assistant Director of College Housing, the Coordinator of Judicial Affairs, or the Vice President for 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 in 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. In addition, campus police and other duly sworn law enforcement officials with proper warrants may 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. Rooms found to be improperly secured during breaks may be entered by an agent of the College to conduct a health and safety inspection. A report will be made and the unsecured room will be secured.

## **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.

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/or 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.

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. Once both the deposit and contract are received by the Office of Residence Life, the student's application for on-campus housing is complete. Continuing student assignments are completed before incoming students are assigned.

Rooms are designated male or female and the Office of Residence Life separates male and female applications for the purpose of room and roommate assignments. A student's male or female status is determined by the designation given in the school's official record.

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 as early as possible. We must know of the student's needs before housing arrangements are finalized so that we can provide appropriate accommodations. Supporting documentation from a licensed professional must accompany the 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 needs accommodations does not imply that the desired occupancy level and/or housing assignment will be received. Additional support and learning accommodations can be made by contacting the Office of Services for Students with Disabilities at 607-746-4593.

### **Incoming Students: New Freshmen and Transfer Students**

The procedure for assigning rooms takes into consideration the following:

1. New freshmen and transfer students will be assigned housing in the order in which they pay their housing deposits and complete their housing application.
2. The Office of Residence Life allows students to indicate the hall of their choice and attempts to accommodate that choice when possible. We request preferences be indicated on the Housing Contract and Request Form using the numbers 1 through 5 ("1" for first choice, "5" for last choice). While we try to give students what they request, availability sometimes requires going to second and third choices, and sometimes beyond.
3. 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 schedules, 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.
4. Incoming 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 1<sup>st</sup>**.
5. If a student would like to request a specific person as a roommate, that person's name should be on the Residence Hall Contract and Request Form where indicated. **Both/All parties must mutually request each other and we must receive all parties' deposits, contracts and requests to room with one another by June 1<sup>st</sup> in order to attempt to honor a roommate request. Roommate requests will be honored based on space availability.**

**Housing will not be guaranteed for contract forms received after June 1, 2011.**

### **Continuing Students: Housing Selection**

Unlike incoming students, continuing students select their own roommates and housing assignments. **Detailed instructions are disseminated during spring term for housing for the following academic year.**

1. Returning students must pay the advance room deposit of \$100 and submit a Residence Hall Contract and Request Form for the next academic year during a specific announced window of time, generally during March and April.
2. Assigned times for selecting room assignments are ordered by the number of credits the student has earned by the end of the fall term prior to Housing Selection.
3. If a student pays the advance room deposit and submits a Residence Hall Contract but fails to select their housing assignment by the stated deadline, the Office of Residence Life will select an assignment for them, based on the preferences indicated on the housing contract. For this reason, we request that **the student** honestly answer the questions on the Residence Hall Contract and Request Form.
4. Continuing 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 **by the announced deadline**. If the student has previously received a special needs assignment in SUNY Delhi housing, they must still complete the indicated section on the Housing Contract and Request Form and contact the Office of Residence Life; at that time they will learn whether they are required to provide updated supporting documentation from a licensed professional.

**Housing will not be guaranteed for contract forms received after the announced deadline.**

### **ROOM ASSIGNMENT NOTIFICATION**

Room assignments appear on the Student Housing Management System website as soon as they are made. Students may log onto that system to check their assignment status at any time. New freshmen and transfer students who have completed an application for on-campus housing receive a mailing from the Office of Residence Life in early August informing them of their housing assignment (residence hall and room number) and other move-in information.

### **ROOM ASSIGNMENTS**

The Office of Residence Life reserves the right to change room or hall assignments, to assign roommates, to consolidate assignments due to 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.

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.

#### **OVERFLOW HOUSING, CONSOLIDATION AND BUYOUTS**

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.

Sometimes, through graduation, withdraw or a room change, a student may find themselves assigned to a room without a roommate. Students temporarily without a roommate must confine their belongings to their section of the room in readiness for a roommate to move into the open space. Failure to do so may result in additional charges and/or judicial action.

Under such circumstances, the Office of Residence Life will usually assign another student as a roommate. Often, but not always, the resident of the room will be allowed a specified window of time, usually no more than one week, to arrange for a friend to become the new roommate. The student's RD assists in making these arrangements.

When two or more students are without a roommate, the Office of Residence Life may choose to consolidate these assignments to conserve resources or maximize hall occupancy. This would mean that, at the discretion of Residence Life staff, one of these students would be moved into the other student's room.

When space permits, the Office of Residence Life may permit the student to buyout the room as a single. Because the **cost of a single room is greater than the cost of other rooms on campus**, we advise students to **consult with anyone who may assist them in financing their college expenses prior to choosing to buyout a room as a single**.

If a student is given a letter requesting they either (1) arrange for a new roommate of their choice, (2) prepare to have their room assignment

consolidated, or (3) buy out their room as a single, they will be given a specified period of time in which to inform the RD of their choice and accomplish the action. If the student fails to arrange for a new roommate or to comply with a request to consolidate their assignment, the student will default to incurring charges for buying out the room as a single.

#### **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 at [ResLife@delhi.edu](mailto: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 as part of their assignment notification. 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. To help ensure possessions don't get lost in this process, students should clearly label all boxes, etc., with the student's name, hall and room number.

#### **ROOM CHANGE REQUEST POLICY**

**Please note, no room change requests will be accepted once the assignments have been completed and released to students until after the second week of classes. All changes must be approved by the Director of Residence Life or his/her designee.**

When a room change is granted, 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.

#### **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 or placed into storage.**

#### **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. Prior to move-in, a room condition report is completed for each room. It is the student's responsibility to access the online Student Housing Management System and approve or comment on their room condition report. Failure to do so within five days of moving in will result in the room condition report becoming finalized without the student's input.

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 a 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 if the ensuing investigation does not result in the guilty party either coming forward on his/her own or being identified by an eye witness. 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 regarding the 2011-2012 academic year must do so in writing to the Assistant Director of College Housing by July 1, 2012 (Office of Residence Life, 111 Catskill Hall, SUNY Delhi, Delhi, NY 13753, email: [ResLife@delhi.edu](mailto:ResLife@delhi.edu)).

### **HALL OPENINGS AND CLOSINGS**

Halls open to NEW students for fall term on Friday, August 26, 2011.

Halls open to RETURNING students for fall term on Sunday, August 28, 2011.

Halls open to NEW students for spring term on Saturday, January 21, 2012.

(These are student coming to SUNY Delhi beginning in spring 2012; students

who were “new” in fall 2011 return on Sunday, January 22, 2012—see Inter-session break below.)

All halls are scheduled to be closed during the following breaks and vacations for the 2011-2012 academic year:

Fall Break:	8 pm Fri., Oct. 7 through noon, Tues., Oct. 11, 2011
Thanksgiving:	8 pm Tues., Nov. 22 through noon, Sun., Nov. 27, 2011
Inter-session:	10 am Sat., Dec. 17 through noon, Sun., Jan. 22, 2012
Mid-Winter Break:	8 pm Fri., Feb. 24 through noon, Sun., Mar. 4, 2012
Spring Break:	8 pm Fri., Apr. 6 through noon, Sun., Apr. 15, 2012

Halls close to non-graduates for the summer at 11 pm, Friday, May 18, 2012.

Halls close to graduating students for the summer at 6 pm, Saturday, May 19, 2012.

Students will not have access to their rooms, campus mailboxes, or residence hall facilities during breaks. Students may leave their belongings in the room over break periods, providing they are returning to school after the break; it is advisable not to leave valuable items in the room over break, however, just as a precaution against damage or theft.

As stated under “General Conditions” in this *Guide*, the housing agreement period does not include vacation periods or scheduled breaks. The residence halls will not be open for student occupancy during the break periods. **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. **Students need to make arrangements to leave campus during break periods.**

At the end of each semester residents must vacate their rooms no later than 24 hours after their last exam, with the exception of graduating seniors in spring semester, who must vacate the halls following commencement services by 6:00 pm. The residence halls officially close for maintenance, cleaning, and renovation 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)’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 a building entrance and underneath overhangs.
4. Consumption and/or possession of alcoholic beverages and the possession or use of alcohol paraphernalia in College residence halls is prohibited.
5. Consumption and/or possession of illegal drugs and 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. Weapons of any kind, firearms, BB guns, air pistols, and paintball guns are prohibited on campus.
11. Fireworks and 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, extension cords, candles, incense, overstuffed non-fire-resistant furniture and any unsafe or defective equipment deemed a fire hazard in accordance with the New York State Office of Fire Prevention and Control are prohibited in student rooms.

14. Large game machines, table tools, fuel-driven engines or motors 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 or roof 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. Any cooking appliance, including but not limited to: hotplate, George Foreman grill, rice cooker, anything that boils water, and water coolers are prohibited in the residence halls.
20. Weights, weight lifting equipment and skateboards are prohibited in the residence halls.
21. 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.
22. 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.
23. Ironing and washing should take place only in designated areas.
24. Tampering with elevators or any College-owned or -operated electrical system or device (e.g., computer, phone, cable system, etc.) is prohibited.
25. 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.**
26. Amplified music and equipment designed to amplify or broadcast music is prohibited.
27. Tampering with or operating without cause the security screens of your residence hall room is prohibited.
28. Playing sports and riding bikes, scooters or skateboards in the building or hallways is prohibited at all times.
29. 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.
30. 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, CD players and digital music equipment 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, CD players and digital music equipment 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 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 1600 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:

<http://www.delhi.edu/ResLife>.

### **CATSKILL HALL (SUITE STYLE)**

Catskill Hall houses 150 students who have completed at least 20 credit hours and transfer students. Twenty-five suites house 6 students each: 11 suites with 3 double rooms and 14 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 card to access the exterior doors of the residence hall as well as their individual suite doors. There is also a kitchen (with a stovetop, oven, microwave and full-sized refrigerator) on the first floor for the use of Catskill residents.

#### **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. The female side of DuBois Hall has 24-hour quiet hours in the Living Learning Environment for female students enrolled Veterinary Science of Technology Experience Program (V-STEP) and in the special housing set aside for female students in the Nursing Program. In addition to the RA on each floor, the Living Learning Environment is 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. Both buildings have a large main lounge and smaller lounges used for a variety of social and academic programs. **Most first year students requesting Murphy or O'Connor Hall will be housed in a triple occupancy room (3 students to a room).**

#### *Triple Occupancy Room Information (Murphy and O'Connor Halls)*

Triple occupancy 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 includes bunk beds and a specially designed "loft unit" for the third bed which will allow a 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 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 (excluding I). Russell Hall has a TV lounge and a recreation lounge.

## **VI. STUDENT ROOM FURNISHINGS**

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.

Students provide their 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, microwave ovens, and micro-fridges meeting the guidelines set forth by the College may be brought to campus or rented from a local supplier (Refrigerator Leasing Company, 607-431-9525, [www.refrigeratorleasing.com](http://www.refrigeratorleasing.com)). They may be kept in student rooms in accordance with the following guidelines:

- only one microwave per room, 1.1 cubic feet or less, 1100 watts or less
- only one refrigerator per room, 4.0 cubic feet or less, 1.2 amp electrical draw or less
- only one micro-fridge allowed per room
- a room may not have both a microwave and a micro-fridge.
- a room may not have both a refrigerator and a micro-fridge.
- a room may have a microwave and a refrigerator only if they are both plugged into an amperage overload protector, which in turn is plugged directly into the wall outlet. This device allows only the microwave or the refrigerator to operate at one time. One such device is the Avanti AC-3 Inn Control available online at [www.compactappliance.com](http://www.compactappliance.com) (type "AC3INN" into the search function) or you could type the words "amperage overload protector" into a search engine (like google, for example) and possibly find other options.

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

Students causing electrical problems, such as blown circuit breakers or damage to the electrical outlet, will have the items confiscated and will be sanctioned through the campus judicial system, and may be charged for repairs of the damage. Students not following all the guidelines for the use of microwaves and refrigerators in the residence hall will have the items confiscated and will be sanctioned through the campus judicial system.

## **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 logged as a maintenance request through the online Student Housing Management System. If a repair is not made within three business days the student should bring the situation to the attention of the RD of the building. **Urgent repairs should be brought to the Residence Life Staff Immediately.**

### **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, with a satellite office in Russell Hall on weekends. Their telephone number is 607-746-4700. You can reach them from a campus phone by dialing simply 4700.

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 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 room) 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 from the College.

### **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.) College policy requires that you carry your room key and student ID card with you at all times.

Lobby phones can be used when visiting students living in other buildings.

**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. Food delivery persons are not authorized to enter the residence halls. If you place an order for food to be delivered to you at your residence hall, you must be prepared to meet the delivery person at the entrance to the residence hall.

## **STUDENT MAIL**

All students have their own mailbox where personal mail, as well as intercampus communications, will be delivered. Mailbox numbers and combinations are issued in the Student Mail Room 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 avoid errors, your mail should be addressed as follows:

Your Name  
Box #  
2 Main Street -- Stop 1  
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 along with 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 should 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. Your RA can assist you in learning to use the voicemail system.

A calling card (available at certain retail locations) is required in order to make long-distance calls from the room phone.

Pay phones are also located in the lobby area of each residence hall, except Catskill Hall.

### **BRONCO WIRELESS 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 Bronco Wireless website, <http://www.delhi.edu/cis/wireless>, or contact the campus Technology Help Desk at 607-746-4835, or email them at [helpdesk@delhi.edu](mailto:helpdesk@delhi.edu).

### **LAUNDRY**

Laundry facilities are located in each residence hall for the use of that hall's residents. Hours of service are posted outside the laundry rooms in each building.

The laundry rooms are equipped with LaundryView, an internet application that allows residents to monitor the status of washers and dryers remotely wherever they have access to a browser or e-mail messages. Students can check on availability of machines as well as set up the system to alert them when machines become available or their washing or drying cycle is about to finish.

### **CABLE TELEVISION**

Access to enhanced 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. A cable converter box that allows viewing HBO and other premium channels is available for check-out from the RA Office in each hall.

### **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 Farrell Hall, or to a member of the residence hall staff. Refunds are available through CADi at the CADi office in Farrell 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](http://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.

### **CRIME STATISTICS**

A copy of the State University of New York at Delhi campus crime statistics as reported annually to the U.S. Department of Education will be provided upon request by University Police, the Vice President for Student Life Office, or the campus Personal Safety Committee. Please direct all such requests to University Police at (607) 746-4700. Information can also be obtained from the SUNY Delhi University Police website: [http://www.delhi.edu/campus\\_life/university\\_police/](http://www.delhi.edu/campus_life/university_police/) or at the U.S. Department of Education website at: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>.

### **FIRE SAFETY STANDARDS**

1. 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 Foreman grill, rice cooker, anything that boils water.
7. Candles, incense, flame-emitting and/or open element appliances, halogen lamps, extension cords and any unsafe or defective equipment deemed a fire hazard in accordance with the New York State Office of Fire Prevention and Control 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/campus\\_life/judicial\\_affairs/](http://www.delhi.edu/campus_life/judicial_affairs/)). 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 4).  
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. All students living in the residence halls are responsible for keeping current on file with the Office of Residence Life their permanent home address (via the BroncoWeb) and their emergency contact information (via the online Student Housing Management System).
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.
4. 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 room 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.
5. 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.
6. 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

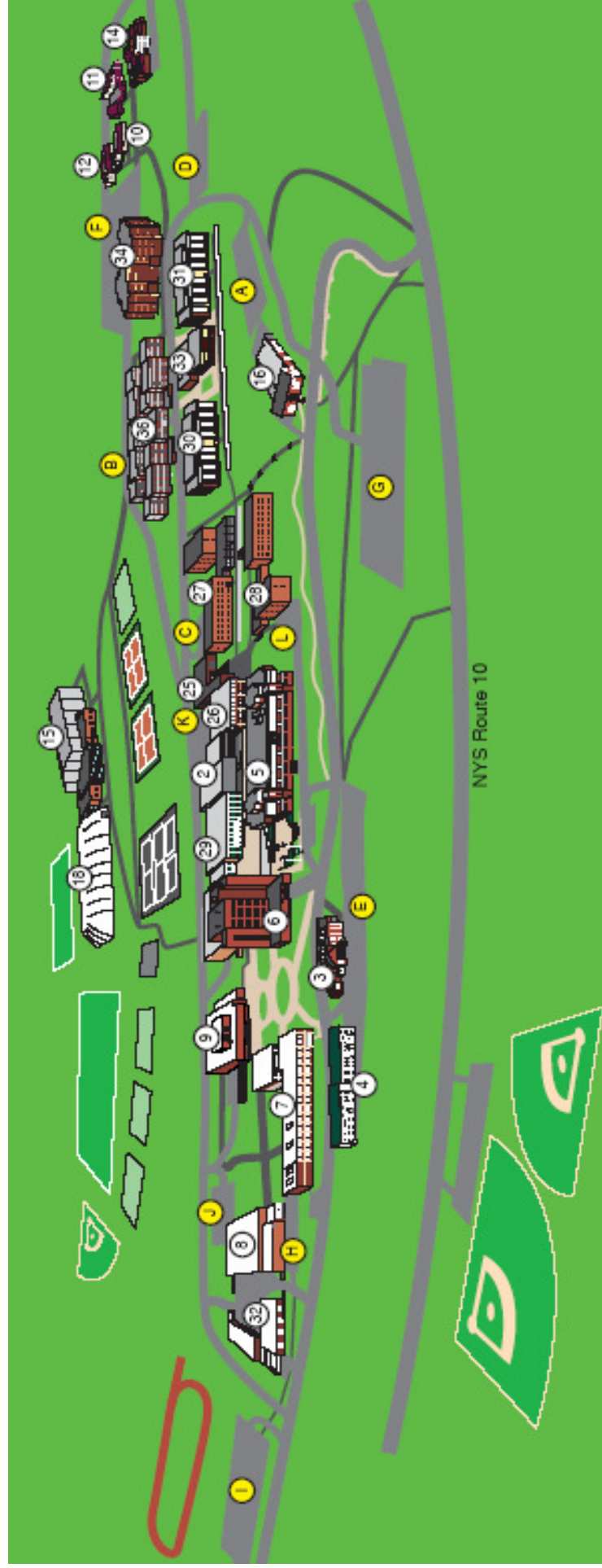
assignment prior to the term through at least the second week of classes, no room change requests will be accepted. Once this freeze is lifted, requests may be made to your RD.

7. 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.
8. The College cannot store student belongings during the summer recess. Any unclaimed 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.
9. 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.
10. 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.) and tampering with the outside security screens of residence hall rooms are all strictly prohibited on campus.
11. Occupying rooftops or window ledges, dropping any item from a window or roof, playing sports or riding bikes, scooters or skateboards in buildings at any time is strictly prohibited on campus.
12. Unauthorized solicitation or sales are prohibited in 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.
13. 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. In addition, the following items are prohibited from campus and will be confiscated (judicial action may also follow):
  - alcohol, drugs, alcohol or drug paraphernalia (including “decorative” items)
  - any cooking appliance, including but not limited to: hotplate, George Foreman grill, rice cooker, anything that boils water
  - water coolers
  - weapons of any kind, firearms, BB guns, airpistols, paintball guns
  - fireworks, explosive and dangerous chemicals
  - air conditioning equipment, large game machines, table tools, fuel-driven engines or motors, television aerials, masts or other radio

transmitting or receiving equipment, citizen band/ham radio equipment that interferes with College communication equipment,

- property illegally procured (e.g., State, Federal, Local or miscellaneous signs or equipment)
- halogen lamps, extension cords, candles, incense, any unsafe or defective equipment deemed a fire hazard in accordance with the New York State Office of Fire Prevention and Control
- overstuffed, non-fire-resistant furniture
- electrical devices which produce heat, such as space heaters
- weights and weight lifting equipment, skateboards
- knives (limited exception for culinary students; knives and tools must be kept in a locked storage unit.)
- amplified music, bass systems, floor-standing speakers, DJ equipment
- 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 or otherwise in violate of policy
- 2.4 gigahertz cordless phones and other wireless devices (interferes with the wireless network)





## Welcome to SUNY Delhi — Main Campus

### 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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