

Delhi

STATE UNIVERSITY of NEW YORK

2015-16

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 the Farrell Student and Community Center, tel. 607-746-4750. Office hours when school is in session are M-F 8:00 am - 4:30 pm; during intersession, M-F 8:00 am - 4:00 pm. 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; (s)he 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 can be 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 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 pm to 3 am on Thursday nights, and 11 pm to 4 am 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.¹

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.

NOTICE OF NON-DISCRIMINATION

Pursuant to University policy, SUNY Delhi is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the college community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

The University's policy is in accordance with federal and state laws and regulations prohibiting discrimination and harassment. These laws include the Americans with Disabilities Act (ADA),

¹ Standards for College and University Housing, ACUHO-I, 2001.

Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as Amended by the Equal Employment Opportunity Act of 1972, and the New York State Human Rights Law. These laws prohibit discrimination and harassment, including sexual harassment and sexual violence.

Inquiries regarding the application of Title IX and other laws, regulations and policies prohibiting discrimination may be directed to:

Lynn Berger

Title IX and Section 504 Coordinator, Director of Employee Relations and Affirmative Action, 103 Bush Hall, SUNY Delhi, 454 Delhi Drive, Delhi, New York 13753; phone: 607-746-4495, Email: bergerla@delhi.edu.

Lori Osterhoudt

Director of Counseling and Health Services/Title IX Deputy Coordinator, 114 Foreman Hall, SUNY Delhi, 454 Delhi Drive, Delhi, New York 13753, Phone: 607-746-4692, Email: osterh1b@delhi.edu.

Inquiries may also be directed to the United States Department of Education's Office for Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. (646) 428-3800; Email OCR.NewYork@ed.gov.

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 pm to 8 am, Monday through Friday, and 24 hours a day on weekends; (s)he 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 pm to 12 midnight, Sunday through Thursday, and from 9 pm to 2 am on Friday and Saturday nights. 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 am–12 pm and 1 pm–3 pm on Mondays, Wednesdays, Thursdays and Fridays, and 1 pm–5 pm on Tuesdays. RDs also schedule additional hours at their discretion and can make appointments with students outside their regular office hours.

GRIEVANCES AND APPEALS OF NON-JUDICIAL MATTERS

If a student believes (s)he has a legitimate grievance with a member of the Residence Life Staff, or wants to appeal a decision made by a member of the Residence Life Staff that does not concern a judicial matter, that student may seek redress of the problem through the following steps:

1. When possible, the student should bring the complaint directly to the staff member concerned and together they should resolve the problem.
2. If the student cannot bring the complaint directly to the staff member concerned, or the matter is not resolved satisfactorily, the student may address the concern to that staff member's direct supervisor, preferably in writing (email is fine).
If the original problem was with an RA, then the student should pursue the matter with the RD of that building. If the original problem was with an RD, then the student should consult the Associate Director of Residence Life, located in the Residence Life Central Office in Catskill Hall.
3. If the matter is not satisfactorily resolved with the Associate Director of Residence Life, then the student may arrange a meeting with or file an appeal in writing (email is fine) to the Director of Residence Life.
4. If the student is still dissatisfied, (s)he may arrange a meeting with or file an appeal in writing to the Vice-President of Student Life, who will issue the final decision on the matter.

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 semester 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 may request permission to live off-campus; students who meet the following exceptions will automatically be approved to live off-campus but still must submit the Request to Live Off-Campus request form (under the “Forms” link located on the Residence Life home page www.delhi.edu/reslife):

- 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

Anyone not meeting the above requirements may submit the Request to Live Off-Campus request form and have their request considered on a case-by-case basis.

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 on file with the Office of Residence Life their current permanent home address (via the Bronco Web) 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. Students who are released from the housing contract have ten days from their release date, if prior to the tenth week of the semester, to contact the CADL Office in the Farrell Student and Community Center to make changes or alterations to their meal plan.

Forms and information regarding the release process can be found on the Residence Life website www.delhi.edu/reslife under “Forms.”

ROOM RATES

The cost for a standard double room is determined during the spring semester for the following academic year. The rates are available at http://www.delhi.edu/administration/student_accounts/hall_rates.php. Students are housed on an academic year basis and billed by the semester. College policy requires all students living the residence halls, both new and continuing, to pay an advance room deposit of \$100 prior to each academic year (or prior to spring semester, if beginning in the middle of the academic year). 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** (January 7 for students new to campus spring term) or within 30 days from the date of payment up to the first day of classes.

Refunds of the room charges for each semester, if any, after a student is registered and has occupied a room, are based upon the listing of refund deadlines and amounts found on the Student Financial Services webpage at http://www.delhi.edu/administration/student_accounts/withdraw.php.

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. Unclaimed items will be disposed of immediately at the discretion of the College.

DINING PLANS/CADI DINING PLAN REFUND POLICY

All students residing in SUNY Delhi residence halls, with the exception of Riverview Townhouses, must purchase a dining plan. Dining plans for commuter students are optional and must be added to your account. **The default dining plan for residential students is the 19-meals-per-week plan.** Dining plans can be reduced, upgraded or added during the first 10 days of scheduled classes by visiting www.delhi.edu/reslife and clicking on the green "Student Housing Management Access" button. Simply follow the directions from there. **After the 10-day period, no refunds will be authorized except for withdrawal or leave of absence from the College, official release from housing, or movement from main campus to the Riverview Townhouses prior to the 10th week of the semester.** This refund policy is in compliance with New York State Sales Tax Law, which stipulates that refunds be based solely on the passage of time as opposed to the consumption of food.

1. It is understood that there are administrative costs associated with our food service operation, such as insurance, equipment, maintenance and repair, depreciation, operating expenses, etc. This overhead is calculated annually and will be deducted from the total balance remaining as of the day of discontinuance.
2. Plan refunds will be made as indicated above up to and including the end of the tenth (10th) week of scheduled classes, after which no refunds will be made.
3. If at any time a student is dismissed for disciplinary reasons through the campus judicial process, no meal plan balances will be refunded.
4. Bronco Bucks are non-taxable, and will be refunded on the same schedule as the meal plan (1 & 2 above).

5. Bronco Buck balances remaining at the end of the Fall term will not be refunded. Bronco Bucks balances, however, will roll over to the spring semester if a meal plan is purchased for the spring term.
6. Spring term refunds do not include Fall rollover balances.
7. Refunds are coordinated with the SUNY Delhi Student Financial Services Office and will be applied to any balance owed to SUNY Delhi or the College Association at Delhi, Inc. (CADI).
8. Delhi Dollar balances can be refunded only upon graduation, transfer, withdrawal or dismissal from SUNY Delhi.

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

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 Associate Director of Residence Life, the Director 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.

SUNY DELHI SMOKING POLICY

As per New York State law, smoking is prohibited in all campus buildings and residence halls. As per SUNY Delhi policy, smoking is permitted only in designated gazebos and parking lots.

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/or 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; a notice of confiscation is given to the student. These items may be claimed by students through the RD of the hall at semester breaks or the end of that semester. Returned items must be removed from campus immediately upon their return. **Any confiscated items not claimed by the end of the semester will be disposed of by the College.**

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 for male or female occupancy 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.

Any student requesting accommodations due to special medical circumstances must submit supporting written verification from an appropriate licensed physician or health care provider to the Office for Access and Equity, 220 Bush Hall. Verification may be faxed to 607-746-4368. Requests and documentation from a licensed medical professional providing care should be received by June 1st for fall assignments, by January 2nd for spring assignments, and must include what the accommodation requested is and how the student would benefit from the accommodation. More information can be found on the Office for Access and Equity website at http://www.delhi.edu/academics/learning_center/disabilities_services/.

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.

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 1st** for fall assignments (January 2nd for students entering spring term).

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. The Office of Residence Life provides students access to RoomSync, a Facebook app that empowers students to interact with other Delhi students to find a roommate match for themselves. More detailed information and instructions are available at www.delhi.edu/roomsync. **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 1st for fall assignments (January 2nd for students entering spring term) 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 1st.

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. In order to participate in the Housing Selection process, 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 and request form. 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 will receive an email notifying them when the housing assignments are posted online (residence hall and room number). They will also receive a mailing from the Office of Residence Life in August informing them of their housing assignment 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 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 in separate assignments 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 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 prior to their arrival for the start of the semester. 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.

4. Students who move from a residence hall to the Riverview Townhouses have through the tenth week of classes of the semester to make any change or alteration to their existing meal plan. Changes must be made at the CADI Office located in the Farrell Student and Community Center.

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 the 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. 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 2015-2016 academic year must do so in writing to the Associate Director of Residence Life by July 1, 2016 (Office of Residence Life, 111 Catskill Hall, 454 Delhi Drive, Delhi, NY 13753-4454, email: ResLife@delhi.edu).

HALL OPENINGS AND CLOSINGS

For information on dates and times for Residence Hall and College Opening, Closing, semester breaks and vacations, students should consult their Student Handbook or the College website at <http://www.delhi.edu/calendar/index.php>.

All halls are scheduled to be closed during breaks and vacations for the 2015-2016 academic year. 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, 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 academic experience (exam, paper, etc.), with the exception of graduating seniors in spring semester, who must vacate the halls following commencement services by 6:00 pm (December graduates may remain until 10 am the morning following graduation). The residence halls officially close for maintenance, cleaning, and renovation immediately after graduation ceremonies. Keys not returned at checkout will result in a lock change and key replacement charge billed to the student’s account.

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.

COMMON AREA KITCHEN USE

Common area kitchens are located in some of the residence halls. Use of these kitchens is open to students living in the residence halls during specified hours. First priority for use of the kitchens will be given to the residents of the respective halls where the kitchens are located. College-recognized groups may reserve a kitchen for use for special events. Reservations and inquiries should be made with the RD of the respective building. Riverview Townhouses have full kitchens in each townhouse; these kitchens are for the use of the residents of that particular townhouse.

IV. RESIDENCE HALL REGULATIONS

Individuals found to be in violation of these policies can expect disciplinary action and confiscation of the prohibited items. All expectations and regulations found in the *Student Code of Conduct* also pertain to students and visitors in the residence halls, though they are not reprinted entirely herein.

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

1. Disrespect for, or failure to comply with the directives of college personnel acting in the performance of their duties, including failure to produce identification when requested to do so. This includes but is not limited to college professional staff, Resident Assistants and Night Hosts.
2. Reckless, disruptive or unsafe behavior, including but not limited to recreational activities and driving, conduct which threatens or endangers the health or safety of any person, and acts of vandalism and theft are prohibited at all times. Conduct that is disorderly, lewd or indecent.
3. Harassment, stalking, threats, and retaliatory acts are all strictly prohibited. Physical, verbal or psychological abuse will not be tolerated.
4. Hazing in any form is a serious violation of College policy and New York State law. SUNY Delhi policy specifically prohibits students from engaging collectively or individually in illegal practices in connection with initiation into or affiliation with any recognized, unrecognized organization or athletic team. This includes, but is not limited to: a serious violation of College policy and New York State law. SUNY Delhi policy specifically prohibits students from engaging collectively or individually in illegal practices in connection with initiation into or affiliation with any recognized, unrecognized organization or athletic team. This includes, but is not limited to: forced or required participation in physical activities, any form of tattooing or branding, coerced or required consumption of alcohol or other drugs, any form

of physical brutality, participation in illegal activities, engagement in conduct which creates a substantial risk of physical injury to another person, coerced consumption of any food or other substance, creation of excessive fatigue or sleep deprivation, any act that causes psychological harm, embarrassment, ridicule or emotional distress to any individual, forced inappropriate dress, or full or partial nudity in any situation for any reason, any violation of approved Greek Council Hazing regulations .

5. Offensive or disorderly acts which interfere with the rights of any person are prohibited on campus. Of special concern are violations of quiet hour rules or excessive noise at any time.
6. Entrance or use of bathroom or shower facilities intended for use by the opposite gender.
7. As per New York State law, smoking is prohibited in all campus buildings and residence halls. As per SUNY Delhi policy, smoking is permitted only in designated gazebos and parking lots. Smoking is specifically prohibited within 15 feet of a building entrance and underneath overhangs.
8. The possession, consumption, sale or transfer of alcoholic beverages by all students (regardless of age) or visitors on College or College Association property is not permitted. Exceptions to this policy apply only to academic programs and functions sanctioned by the College President. The College also holds students accountable for violations of law related to alcoholic beverages on or off campus. Students and/or visitors should be aware that their presence in an area where this alcohol policy is in violation will result in disciplinary action, regardless of their actual involvement in the consumption of alcohol. Possession of or the display of empty or refilled alcohol containers, and the display of alcohol posters, signs or advertising outside doors and windows is not permitted. Alcohol paraphernalia is not permitted on campus.
9. The possession, use and/or sale or transfer of illegal drugs or controlled substances is prohibited on or off college property. This prohibition applies to the misuse, distribution, sale or transfer of legally obtained prescription drugs. The College will uphold laws currently in effect in New York State. Students found to be engaged in the sale of drugs or in possession of misdemeanor or felony amounts of drugs (including marijuana) will face severe disciplinary sanctions, which would likely include suspension or expulsion from the institution. Students should be aware that their presence in an area where this drug policy is in violation will result in disciplinary action, regardless of their actual involvement in the use of drugs. Drug paraphernalia is not permitted on campus.
10. Gambling is prohibited on campus.
11. The operation of any business in any room or residence hall facility is prohibited, including solicitation, canvassing or advertising on college property without the authorization of the Vice President for Student Life.
12. Unauthorized setting of fires on College or College Association property is prohibited. Tampering with any fire safety equipment, including but not limited to fire extinguishers, heat and smoke detectors, pull stations, pre-alarm covers, electrical conduit and wiring is prohibited. Falsely activating a fire alarm is prohibited, as is failure to leave the building in a timely fashion as a result of a fire alarm.
13. Tampering with elevators or any College-owned or -operated electrical system or device (e.g., computer, phone, cable system, etc.) is prohibited. Structural modifications to student rooms, lounges, corridors or furniture are prohibited. Using tape or other material to seal a doorjamb is prohibited.

14. Tampering with doors such as disabling a locking mechanism, electronic card system or entrance-phone system or propping open a door intended to be closed or locked. Unauthorized possession, duplication or use of keys to any college premises including but not limited to unauthorized entry to student rooms or unauthorized sharing of any College key or SUNY Identification Card by students or their guests.
15. Tampering with or operating without cause the security screens of your residence hall room is prohibited.
16. Playing sports and riding bikes, scooters or skateboards in the building or hallways is prohibited at all times.
17. Occupying roof tops or window ledges is prohibited, as is creating a safety hazard by throwing objects into or out of residence hall windows or doors.
18. Failure to use proper trash and/or recycling containers, or dumping of trash in inappropriate locations.
19. Possession of illegally procured property (e.g., State, Federal, Local or miscellaneous signs or equipment) is prohibited on campus.
20. Presence in the residence halls during periods the halls are closed for occupancy is prohibited without prior permission requested and granted.
21. The following items are prohibited on campus: any weapon, including but not limited to fire arms, including BB or Pellet guns, bows, slingshots, "stun-guns", blow guns and/or darts, or use of any object with intent to harm or intimidate another individual including knives and/or any similar devices; any ammunition associated with such devices listed above (i.e., paintballs, BB's, blow darts, etc.); firecrackers, explosives, explosive ammunition, or dangerous chemicals; knives of any sort (including "box cutters") with the exception of approved knives or tools used for academic purposes, which must be kept secure in locked tool boxes, trunks or appropriate storage units; toy guns, water guns, cap guns or any type of imitation pistol or rifle; electric or gas powered scooters, bikes and mini-cycles; skateboards.
22. The following items are specifically prohibited in the Residence Halls: fuel-operated engines or electrically-operated table tools; large game machines; free weights over 50 pounds each, barbells, weight lifting equipment, pets and animals, with the exception of approved service or therapy animals, and fish living in a 10 gallon tank or smaller; air conditioners, electrical devices which produce heat, such as space heaters, with the exception of heating pads, electric blankets and hair dryers.
23. Cordless telephones or other wireless devices operating at 2.4 GHz are not permitted as they interfere with the wireless internet service on campus.
24. Halogen lights, light strings (such as Christmas lights), extension cords, candles, incense, flame-emitting and/or open element appliances, 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. New York State Fire regulations specifically prohibit furniture that does not meet the flammability requirements of California Technical Bulletin 133 (CAL 133). Students should realize this is a very high standard to meet to ensure fire safety in large, institutional environments; cushioned or upholstered furniture available at most retail stores will not meet the standard. Residence hall windows are fitted with blinds, but if curtains are put up, they must include a tag identifying them as fire resistant. In addition, no more than 20% of door or wall space can be covered with posters

or other combustibles. Holiday decorations are permitted, but must meet these fire and safety requirements.

25. The following are allowed in student rooms:

- One microwave per room, 1.1 cubic feet or less, 1100 watts or less.
- One refrigerator per room, 4.5 cubic feet or less, 1.5 amp electrical draw or less.
- One microfridge (combination refrigerator/microwave).

Students cannot have both a microwave and a microfridge; they cannot have both a refrigerator and a microfridge. Students can have a microwave and a refrigerator only if they are both plugged into an amperage overload protector. This device allows only the microwave or refrigerator to operate at a given time.

26. 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. Coffee-makers with automatic shutoff are acceptable.

27. 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.

28. The use of equipment designed to amplify or broadcast music is prohibited.

29. 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.**

30. 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.

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 pm until 10 am 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, broadcast systems 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 at all times 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. The areas with 24-hour quiet rules are the Living Learning Environments in DuBois Hall and any section designated as 24-hour quiet floor/quad. Stereos, CD players, radios, TVs, amplifiers, etc., will be confiscated if the RD determines them to be a nuisance.

V. THE RESIDENCE HALLS

SUNY Delhi maintains six residence halls for 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. All residence halls are networked for wireless connection to the internet. All residence halls are “smoke free” environments.

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.

Each hall offers a distinctly unique living environment. A brief description of each building and the services offered 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 either completed at least 20 credit hours at SUNY Delhi or have transferred from another college. 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 two showers, two sinks, and one toilet. Unlike residents of other halls on campus, Catskill residents are responsible for cleaning their own bathrooms, showers and common areas within their suites. 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. Catskill Hall has a game room/TV room and a large lounge (“The Great Room”) on the first floor. There is also a common area kitchen (with a stovetop, oven, microwave and full-sized refrigerator) on the first floor for the use of Catskill residents. All on-campus residents, including those in Catskill Hall, are required to purchase a meal plan. There is a differential cost for students who reside in Catskill Hall.

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 in the 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. Most rooms in DuBois and Gerry Halls are double rooms, but there are a few triple occupancy rooms in each hall (3 students to a room). DuBois and Gerry Halls are the only residence halls that do not have an elevator.

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. Common area kitchens for residents’ use were added to O’Connor Hall fall 2013 and Murphy Hall fall 2014. All on-campus residents, including those in Murphy and O’Connor Halls, are required to purchase a meal plan. Most rooms in Murphy and

O'Connor Halls are triple rooms, but there are a few double and single occupancy rooms in each hall. **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

Triple occupancy rooms are larger than rooms dedicated to double occupancy. In Murphy and O'Connor Halls these rooms have an added alcove allowing for the placement of additional room furniture. Each triple room is initially set up with two beds bunked and the third lofted.

RUSSELL HALL (QUAD STYLE)

Russell Hall is the largest residence hall on campus, housing approximately 480 students. Student rooms are located along corridors and in alcoves off the main corridors. The entire building is segmented into 17 quads, designated by the letters A-L (excluding I). Rooms in the quad surround common bathroom facilities for 12-16 students. Most rooms in Russell Hall are double rooms, but there are a few single rooms. 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. No additional furniture is permitted in the room that does not satisfy New York State Office of Fire Prevention and Control and New York State Dormitory Authority regulations. 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). 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 separate microwave and 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 a given time.

Most people are not able to locate an amperage overload protector in a brick-and-mortar store, but they are available online. One source is through the SUNY Delhi Residence Hall Association's (RHA) website: http://www.delhi.edu/campus_life/housing/rha. RHA is a student development organization based in the residence halls that promotes programming, leadership and advocacy on campus.

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 offending items confiscated, 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 or in the dumpsters located directly outside the halls. 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. Their telephone number is 607-746-4700. You can reach them from a campus phone by dialing simply 4700.

Additionally, each residence hall provides at least one Night Host during the hours of 11 pm to 3 am on Thursday nights and 11 pm to 4 am 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 checkout 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. Residents have 24/7 access to the residence hall they currently reside in; all on-campus residents have access to the front and back doors of all residence halls from 7 am to 9 pm. (In Catskill Hall, the ID card also serves as access to the assigned suite.) College policy requires that students carry their room key and student ID card with them 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 to avoid errors, your mail should be addressed as follows:

Your Name
649 Bronco Drive # ----
Delhi, NY 13753-4450

All UPS parcels, Federal Express mail, insured/certified mail or large packages are delivered to the Student Mail Room. A notice is placed in the student's mailbox to notify them they 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.

DELHI SECURE INTERNET SERVICE

This wireless network offers you the ability to "Bring Your Own Device" (BYOD), allowing you to register your device only one time. You can easily self-register up to three devices at a time, including your mobile phone, tablet, laptop, gaming system, etc. For additional information, consult the Computer Information Services website, <http://www.delhi.edu/cis/byod/index.php>, 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 for the use of that hall's residents. Residents do not need coins to operate the machines, but they do need to bring their own supplies (liquid laundry soap only). 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. For more information, please visit the Residence Life Laundry webpage at http://www.delhi.edu/campus_life/housing/laundry.php.

CABLE TELEVISION

Access to enhanced cable service is provided free of charge in each residence hall room and will be immediately available upon arrival. You must supply your own television and RCA and coax cables. As there is only one outlet 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 residence hall's common lounge or lobby area. Malfunctioning machines should be reported immediately to the CADl office in the

Farrell Student and Community Center, or to a member of the residence hall staff. Refunds are available through CADI at the CADI office in the Farrell Student and Community Center.

STORAGE

Students are urged to bring only those items appropriate to each season (i.e., do not bring skis in August). The College cannot provide storage area for students during the academic year. During the summer recess, there is limited on-campus storage available at a nominal cost for students returning in fall.

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. A family homeowner's or renter's policy may provide coverage for student belongings. If additional coverage is necessary to insure the student's property in the residence hall, National Student Services, Inc., at 1-800-654-6814, or on the web at www.nssinc.com is one company that specializes in low-cost insurance for students' personal property at college. It is wise to keep a record of the serial numbers of personal property. It is also advisable not to leave items such as books, laptop computers, etc. on the floor in one's room, but rather keep them on the desk or dresser.

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/ 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. **Please remember** that per New York State law, smoking is prohibited in all campus buildings and residence halls, and that per SUNY Delhi policy, smoking is permitted only in designated gazebos and parking lots.
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.
7. Halogen lights, light strings (such as Christmas lights), extension cords, candles, incense, flame-emitting and/or open element appliances, 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. New York State Fire regulations specifically prohibit furniture that does not meet the flammability requirements of California Technical Bulletin 133 (CAL 133). Students should realize this is a very high standard to meet to ensure fire safety in large, institutional environments; cushioned or upholstered furniture available at most retail stores will not meet the standard. Residence hall windows are fitted with blinds, but if curtains are put up, they must include a tag identifying them as fire resistant. In addition, no more than 20% of door or wall space can be covered with posters or other combustibles. Holiday decorations are permitted, but must meet these fire and safety requirements.
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.

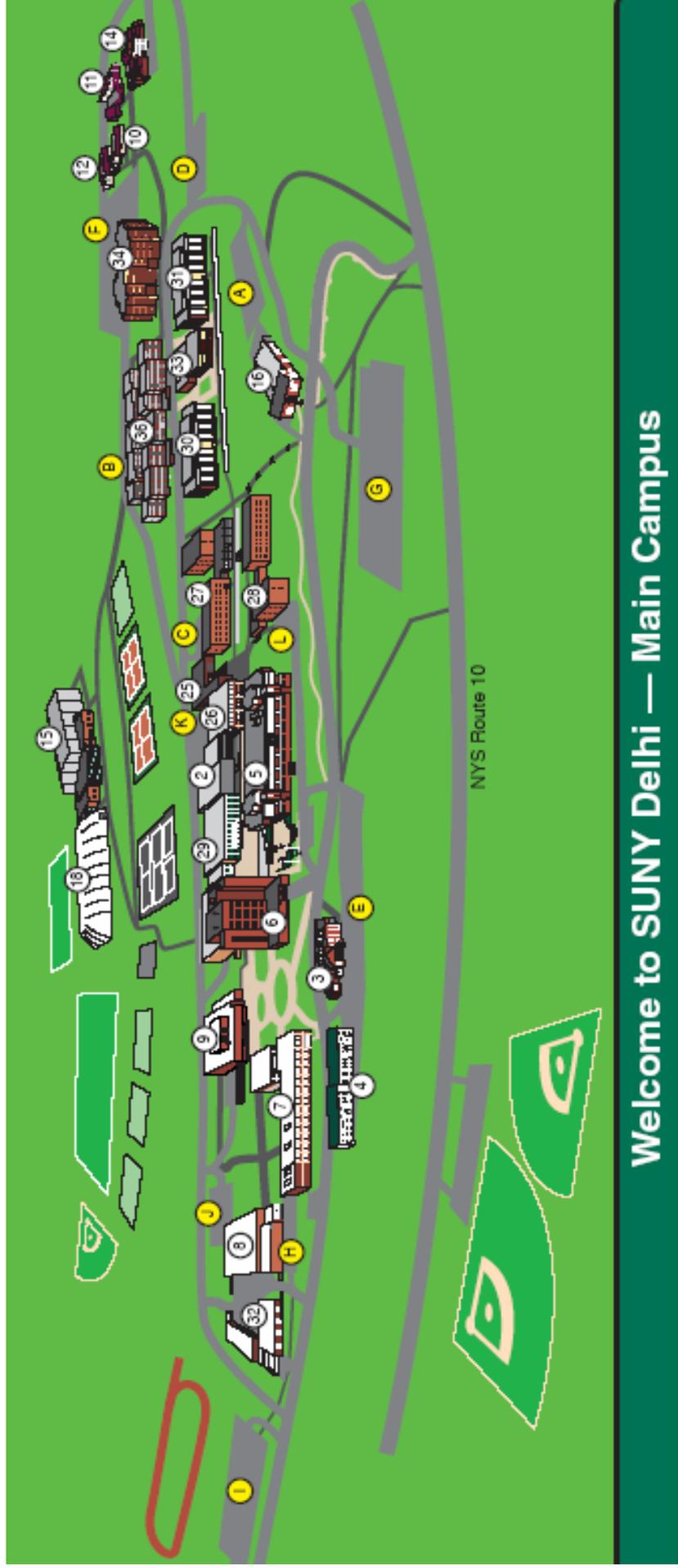
QUICK REFERENCE TO STUDENT RESPONSIBILITIES & REQUIREMENTS

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/). 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 using the online form available through a link on the Residence Life homepage (www.delhi.edu/reslife). 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 (A listing of refund deadlines and amounts is available on the Student Financial Services webpage at http://www.delhi.edu/administration/student_accounts/withdraw.php).
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 Bronco Web) 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. **Your room key may not be duplicated** or given to anyone else and must be returned at checkout or upon withdrawal from the College.
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 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. A listing of prohibited activities and items is available beginning on page 15 of this *Housing Policy Guide*.



Welcome to SUNY Delhi — Main Campus

Academic Buildings	Student Services	Residence and Dining Halls	Applied Technologies Complex
3 Thurston Hall	2 Kunsela Hall and Pool	27 Gerry Hall	10 Plumbing, Heating and Pipefitting
4 South Hall	15 Sports and Recreation Complex	28 DuBois Hall	11 Refrigeration and Air Conditioning
5 Bush Hall	16 North Hall and Child Care Center	30 Murphy Hall	12 Welding
6 Evenden Tower	18 Mini-Dome	31 O'Connor Hall	14 Electrical Technologies Center
7 Sanford Hall Computer Technology Center	25 Foreman Hall Health Center	33 MacDonald Hall	
8 Smith Hall	29 Farrell Hall	34 Catskill Hall	
9 Farnsworth Hall	General Services	36 Russell Hall	
26 Alumni Hall Hospitality Center	32 Wall Service Complex		
			P Parking
			Handicapped parking spaces are designated in Lots A, C, E, F, H and K, and in lots adjacent to residence halls.



***Office of Residence Life
111 Catskill Hall
SUNY Delhi***

***454 Delhi Drive, Delhi, NY 13753-4454
Tel: 607-746-4630 Fax: 607-746-4086***

***Email: ResLife@delhi.edu
Website: www.delhi.edu/ResLife***