

2013-2014

Conklin Hall Housing Handbook



DUTCHESS COMMUNITY COLLEGE

Office of Residence Life and Housing

53 Pendell Road
Poughkeepsie, NY 12601
(845) 790-3676

studenthousing@sunydutchess.edu

Welcome from the Dean of Student Services and Enrollment Management

Welcome to your new home away from home! You're about to begin an exciting, enriching and rewarding journey through which you'll learn much about yourself – as well as others. You'll grow both personally and academically in ways you hadn't even imagined.

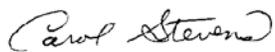
We are pleased to offer you the opportunity to live on campus in this beautiful new Residence Hall made possible by the DCC Association. Living in the hall, you will interact with students, staff and faculty to build a diverse living and learning community that will complement your education and contribute to your personal growth and development as a young adult.

Living on campus, you will find it convenient to attend classes, take advantage of resources such as the library and learning centers, and access comprehensive services outside the classroom. Co-curricular programs and activities, sporting events, lectures and cultural events held in the evenings and on weekends will be just a quick walk across campus.

Please remember that Conklin Hall is more than just a place to live; it is an opportunity to become immersed in a vibrant campus community that will enhance your entire educational experience and positively influence your life forever. I have wonderful memories of living in a Residence Hall; it opened up a new world of social and intellectual possibilities and fostered lasting friendships that continue to this day.

I wish you much success at Dutchess Community College. Have a wonderful academic year – and remember to take advantage of all we have to offer!

All the best,



Dr. Carol Stevens

Vice President and Dean of Student Services

Important Dates

FALL 2013

August 23, 2013

9:00 a.m.-1:00 p.m.: New students move in. *Dinner service will be available.*

November 8, 2013

5:00 p.m.: Last day to turn in housing withdrawal form to the Office of Residence Life and Housing

November 27, 2013 – December 1, 2013

6:00 p.m.: Residence Hall closes for Thanksgiving Break and reopens at noon on Sunday, December 1.

Residents will not be allowed to enter the hall during the break and are expected to take all belongings they will need during this time. *The last meal served before Thanksgiving Break is Wednesday lunch. The first meal served after Thanksgiving Break is Monday breakfast.*

December 13, 2013

6:00 p.m.: Last day of regularly scheduled classes and in-class finals. Residence Hall closes for Winter Break.

All residential students who have block finals, upon presenting verification to their RA, will be permitted to stay in the Residence Hall up to 24 hours after their last final exam. *The last dining plan meal before Winter Break is dinner on the last day of classes. Flex dollars, cash and credit cards will be accepted during block finals.*

SPRING 2014

January 12, 2014

10:00 a.m.-4:00 p.m.: New students move in.

12:00 p.m.: Residence Hall Opens for returning students. *Dinner will be served in the Atrium.*

January 28, 2014

5:00 p.m.: New student application opens for the 2014-2015 academic year.

February 28, 2014

10:00 a.m.: Returning student applications for the Housing Assignment Process (HAP) for 2014-2015 opens.

March 16, 2014

5:00 p.m.: Returning student applications for the Housing Assignment Process for 2014-2015 closes.

March 5, 2014

5:00 p.m.: The Residence Hall closes for Spring Break and reopens at noon on Sunday, March 16. Residents will not be allowed to enter the hall during the break and are expected to take all belongings they will need during this time.

May 7, 2014

6:00 p.m.: Students who are not graduating (nor receiving an award at the May 15 Honors Convocation) and who have in-class finals will vacate the Residence Hall by 6 p.m. Those who have block finals, upon presenting verification to their RA, will be permitted to stay in the Residence Hall up to 24 hours after their last final exam.

May 15, 2014

Students who are graduating and participating in the 6 p.m. graduation ceremony, and/or who are receiving an award at the afternoon Honors Convocation, must complete the move-out process by 4 p.m.

Residence Life Mission Statement

The mission of the Office of Residential Life and Housing is to encourage the development of an environment that supports the academic mission of the College, and provides services which promotes the retention of and advocates the graduation of students.

This is accomplished through the following objectives:

- to provide personal support for the individual student in transitioning to the College environment and to provide academic advising and related services.
- to provide a sense of belonging in the Residential Community and the College through providing and supporting social, recreational, athletic and cultural programming.
- to maintain community and an academic supportive environment by establishing limits and enforcing policies which follow College regulations, and limits damage to property.
- to promote an atmosphere that is conducive to creating an appreciation, understanding, and acceptance of individual differences and lifestyles regardless of physical abilities, race, ethnicity, sexual orientation, religion, age, gender or political affiliation.
- to encourage the retention of residents and to facilitate the student growth and development through Residence Life services and educational programs and through support of selected College programs.

The Residence Hall environment includes several opportunities to become involved in your College experience in a living/learning community that will help you to develop lasting and memorable relationships with peers and others on campus. You will soon find that your academic work in the College will be enhanced by the experiential out-of classroom initiatives provided in your Residence Hall. It is our goal to provide you with as many new learning experiences as possible that will benefit your overall growth and development as a productive citizen in society. We encourage you to take the time to learn new things, experience new ideas and develop new friendships while living in our community.

Residence Life Team

Director of Residence Life and Housing

The Director of Residence Life and Housing is a student services professional who lives in the facility and is responsible for all aspects of the residential life program at DCC, including housing, technology and budget management and program development. The Director of Residence Life and Housing supervises, trains and evaluates the professional and student staff and coordinates the student conduct system for residential students.

Assistant Director

The Assistant Director is responsible for assisting the Director in coordinating and administering all activities and functions of the Office of Residence Life and housing. S/he directly supervises Residence Life

staff working in the Residence Halls, including professional and paraprofessional staff; coordinates hall association development; staff recruitment, selection, training, and evaluation. S/he oversees the methods for obtaining student feedback about campus living. Additionally, the Assistant Director supervises the room assignment/housing operation within the Residence Halls and conducts student conduct hearings.

Housing Operations and Business Manager

The Housing Operations and Business Manager oversees the day-to-day operation of housing incoming and current students. Additionally, the Housing Operations and Business Manager handles all housing-related concerns and issues of a logistical or business nature, including room assignments, vacation and summer housing, the spring housing lottery, and the room-change process. Residents may schedule an appointment to meet with the Housing Operations and Business Manager in the Residence Life and Housing Office located on the first floor on Conklin Hall.

Administrative Assistant

The Administrative Assistant provides support in the implementation of various operational functions within the Department of Residence Life and Services, serves as a central office support staff professional participating in all major programs and system-wide activities.

Resident Assistants (RAs)

Resident Assistants (RAs) are student staff members who live in the Residence Hall. There will be two to three RAs assigned to each floor. RAs are selected on the basis of leadership and other personal qualities that enable them to assist residential students with concerns and everyday issues.

Front Desk Assistants (FDAs)

Front Desk Assistants (FDAs) assist in maintaining a safe and comfortable Residence Hall environment. The FDA is responsible for checking in each resident and their guest(s) according to established procedures. The Desk Attendants may be asked to assist the Residence Life and Housing staff and Campus Security and Public Safety in responding to emergency situations. Overnight and on weekends, FDAs will be Campus Security and Public Safety Officers.

Residence Hall Council

Students will have a representative body (Residence Hall Council) that provides resident input into all phases of Residence Hall life. This is accomplished by providing a method whereby residents can work together to facilitate program activities and recommend changes in Residence Hall policies. The Council plans and supports programs throughout the year that offer a variety of social, cultural, recreational, and educational activities. The student leaders holding these offices are eager for student input and encourage your involvement. The primary purpose of RHC is to facilitate communication, to provide leadership training, to provide programming, and most importantly, to work on behalf of residents in the investigation and resolution of issues and policies related to Residence Hall living.

Hours of Operation

The Office of Residence Life, on the first floor of Conklin Hall, is open Monday through Friday from 9:00 a.m.-5:00 p.m. Our office staff is always willing and ready to assist you with all of your questions. (Of course, Residence Life staff is on duty in the residence hall at all times.) **Please note: All phone numbers begin with the (845) area code unless otherwise noted.**

Contact our Office:

Dutchess Community College Office of Residence Life and Housing

Phone: 790-3676, Fax: 1-855-262-2746 Conklin Hall Main Floor, Email: studenthousing@sunydutchess.edu

53 Pendell Road, Poughkeepsie, NY 12601

Housing Eligibility and Requirements

Students who have submitted a Housing Application/License form, who have remitted the \$300 housing/security deposit, who are full-time matriculated students enrolled in no more than three credits in online courses and, who otherwise comply with the terms of this License Agreement, are eligible to be considered to reside in the Residence Hall. Full-time is defined as 12 credit hours or more; this includes courses added or dropped during the add/drop period. Students must be 18 years of age by December 31 of the academic year they are planning to live on campus.

Students who live in counties other than Dutchess and Putnam must have a high school average of at least 70 in order to be eligible to live in the Residence Hall. Those who do not meet this requirement may attend DCC, but not live on campus until completing at least one full-time semester at DCC and demonstrating satisfactory academic progress. Students transferring from another College to DCC with a GPA of below 2.0 will be individually considered for housing eligibility.

Prospective residents must satisfy all applicable health requirements prior to placement in the Residence Hall. The New York State Public Health Law requires all post-secondary students living in a Residence Hall at a College and university to demonstrate proof of immunity against measles, mumps, rubella and meningitis (or a signed meningitis waiver). Immunization for Hepatitis B is strongly recommended.

Additionally, all students living in the Residence Hall must choose a meal plan per semester. The housing and meal plan fees are payable, in full, on or before July 31, 2013 for the fall semester and January 3, 2014 for the spring semester.

Students must maintain a 2.0 overall GPA in order to retain their housing. Students who are placed on Academic Probation will go before the housing committee on an individual basis to determine if the student is eligible to return to housing. Students who are eligible for academic dismissal will not be asked to return to housing and will need to remove their belongings within 72 hours of being notified.

Returning Student Housing Assignment Process

The returning student Housing Assignment Process (HAP) is the system we use to assign enrolled students to their academic year housing.

All full-time students who are currently enrolled at DCC during the spring semester **and** are planning to be enrolled in on-campus classes during the fall semester are eligible to participate in this process. This process **is not** open to students who have withdrawn from the College or have been suspended or dismissed from the College.

Housing Student Rights and Responsibilities

The College seeks to provide a living environment that facilitates the accomplishment of students' academic, career and social goals. The expectations and requirements for on-campus residents are intended to ensure an optimal learning environment for all students, and to create a vibrant and engaging community. In order to meet these goals, the College supports the following rights and responsibilities regarding student housing residents, in accordance with living condition standards adopted by the Association of College and University Housing Officers International.

Students have the right:

1. To have access to their living accommodations
2. To live in a clean and secure environment
3. To expect a regionally competitive price on housing accommodations and/or food service
4. To have access to copies of College housing rules and regulations or individual building policies which govern individual and group behavior
5. To the respect and safety of personal property
6. To study without interruption or interference
7. To be free from unreasonable noise
8. To be free of intimidation or harassment
9. To express themselves creatively within established guidelines
10. To expect enforcement of the housing agreement/contract
11. To direct access of staff who provide assistance, guidance, and support as needed
12. To equitable treatment when behavior is in question
13. To enjoy individual freedoms without regard to race, gender, national origin, disability, age, religion, sexual orientation, or political affiliation
14. To participate in student governmental bodies, and housing departmental committees
15. To individual and group educational and developmental opportunities in their living community

Students have the responsibility:

1. To adhere to rules and regulations
2. To comply with reasonable requests made by staff or College officials
3. To respect the rights of others, as stated above
4. To monitor and accept responsibility for behavior of guests
5. To report violations of rules and regulations to appropriate staff
6. To actively participate in self-governance
7. To participate in housing departmental committees as requested
8. To express themselves as individuals, as well as by association with groups
9. To participate in judicial proceedings to determine appropriate standards of behavior
10. To positively contribute to the community by participating in educational and developmental activities
11. To meet expected room and board payment schedules

Dutchess Community College supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status or sexual orientation in education, employment or in any of its policies or programs. All actions toward employees and students are based upon performance related criteria. Further, Dutchess Community College will not tolerate sexual harassment of employees or students.

Residence Hall Facilities and Services

Cable Service

Basic cable service is provided free of charge in each residential bedroom as well as in the suite living room. This service consists of 47 HD-DTV channels. Most flat screens TV (those with a QAM digital tuner) will be able to directly connect to the cable outlet. Older analog televisions (those with NTSC tuners) are not compatible with the system without the use of a DTV to analog converter. These converters, along with RF splitters and other assorted cables, will be available for purchase in the DCC Bookstore. Please visit your myHousing account for an up to date list of channels.

Computer Services

The DCC campus and Residence Hall are equipped with wireless Internet service. All DCC students receive a student account, which is used for registering residential students' computers. To utilize these services, bring a computer with 802.11b/g/n wireless capability. External wireless routers are not permitted. For questions or problems regarding Technology services contact the DCC Help Desk:

- Call the DCC help desk at 431-8000, ext. HELP (4357)
- Send an inquiry to helpdesk@sunydutchess.edu
- From the web use the myDCC Help Desk channel found on your My Courses Tab.

Disclaimer:

The student system consists of about 9,000 accounts, which are automatically created and deleted based on student record information. There are no implied warranties or guarantees regarding the security and/or reliability of the system. While every effort has been made to maximize system uptime, reliability, and security, these cannot be guaranteed. Further, while the student system is backed up, we will not restore individual accounts or messages. The backups exist for disaster recovery purposes so that in case the server or servers crash, we can restore the entire system. Please keep your own backup copies of everything that is related to your class work, as well as anything else that is important to you.

Fitness Center

Students may use the Fitness Center in Falcon Hall, or for added convenience, may pay a \$25/semester membership fee for access to the Fitness Center located on the lower level of the Residence Hall.

Laundry

Swipe card-operated washers and dryers are located on the lower level. The laundry room is always open. Washers cost \$1.75 per load; dryers cost \$1.75 and run a 50-minute cycle (25 cents for each additional 10 minutes). For student convenience, we've implemented a "laundry alert" system that provides real-time, online access that enables residents to determine the availability of washers and dryers. The laundry alert website will let students know whether a machine is available, in use or if the cycle is complete—and will automatically send a notification to pre-registered users. Please report any problems with the washers and dryers to 790-3676 immediately. Dutchess Community College Association, Inc. is not responsible for lost, stolen or damaged items left unattended in the laundry room.

Heating and Air Conditioning

For best heating results, do not block the air vents, and keep all windows closed. Poughkeepsie winters are cold; cooperation in helping to conserve energy is appreciated. If there are questions about heating/air units, please contact a member of the Residence Life and Housing staff for assistance.

Telephones

There are no provisions for land lines in the suites and rooms; residents are responsible for bringing their own cell phones.

Mail Service

Each resident is assigned a mailbox and receives a key upon arrival. All mailboxes are located on the lower level of the Residence Hall. Mail is delivered daily, with the exception of Saturdays, Sundays, federal holidays and during breaks when the hall is closed. If there are any questions concerning mail delivery or if your mail key is lost/stolen, please contact an HGA. When a resident receives a package, a slip will be placed in the resident's mailbox, and the resident will be able to pick it up during posted pick up hours.

The mailing address for residents is as follows:

Student Name

Conklin Hall

53 Pendell Road Box (Number to be assigned upon arrival)

Poughkeepsie, NY 12601

Every resident is responsible for checking his or her on-campus mailbox daily. Important, dated intercampus mail will be sent to residents via resident mailboxes from various offices. If you wish to have your mail forwarded at the end of the academic year, please complete the mail forwarding form with the Mailroom located in Hudson Hall. First class mail received at the end of the academic year will not be forwarded.

Falcon One-Card

This is your student ID card. Residential students may add money (via cash or credit card) to their cards at kiosks located on the lower level of Conklin Hall, Dutchess Hall, or via credit card online, at www.onecard.sunydutchess.edu. Money added to this card may be used to purchase additional food in the dining hall, K & D Deli, or for laundry or vending machines.

Vending

Vending machines with snacks and beverages are conveniently located on the lower level of the Residence Hall.

If a machine is broken, be as specific as possible about which machine is not working and about the nature of the problem. If a machine fails to dispense a product, please report the loss to the Bookstore at 431-8080.

Deliveries

Residents who order takeout food, flowers, balloons, etc. from off campus must provide the vendor with their room number and their cell phone number. The vendor is to call the resident upon arrival at the hall. It is the resident's responsibility to meet the delivery person at the lobby door to pick up and pay for the food. No delivery person will be allowed to enter the living areas of the Residence Hall.

Late Night at the Atrium

Students are able to purchase meals at the Atrium in Conklin Hall after hours. Located on the first floor students are able to purchase meals, individual items, and beverages using their meal plans or cash. Food is available Sunday through Thursday from 7:00 p.m. to 10:00 p.m.

Meal Plan Options

Those living in Conklin Hall are required to have a meal plan. Dining services at DCC are provided by Sodexo, a well-established company that operates College dining facilities locally and nationwide. Meal plans may be upgraded at any time; for more information please contact the Bookstore at 431-8080. Residents can refer to the Residence Life and Housing web page on myDCC for updates and information regarding meal options.

Shuttle Service and Cab Agreement

All residential students with a valid DCC student ID are able to utilize the shuttle service available Friday through Sunday. This is a free service and is only available to residential students. Through the Office of

Student Activities, students are eligible for a reduce cab fare rate when traveling locally and with two or more people. For more information, please see the Conklin Hall front desk for rates and cab information.

Parking

All Dutchess Community College Campus Traffic and Parking Regulations are in effect and applicable for on-campus residents. Residence Hall parking permits are available at no charge and must be obtained in person from Campus Security and Public Safety located in the Student Services Center. Residents will park in Parking Lot D. Each resident will be permitted to register one vehicle. During inclement weather, you may be asked to move your vehicle to assist with snow removal.

Pest Control

Please notify a Residence Life and Housing staff member if there is any problem with insects or rodents in a room or suite. A service request form detailing the problem must be submitted as well through your myHousing account. All non-perishable food should be stored in airtight containers and be well wrapped. Food must be properly stored or discarded during vacations.

Maintenance

The staff is responsible for cleaning the hallways, lounges and other public areas. Our custodial staff is provided to remove trash and clean common areas of the Residence Hall. Part of responsible community living is picking up after personal items and not littering. The staff is not responsible for cleaning individual suites or bedrooms.

Submitting a Work Order for Routine Room/Suite Repairs

If problems with furnishings or other items in the Residence Hall rooms arise during the semester, it is the responsibility of the resident(s) to submit a Student Work Request. A member of the maintenance staff will make the repair or assess the damage.

As previously stated, completing a Work Request Form grants permission for maintenance personnel to enter a room in order to make repairs, whether or not the occupants of the rooms are present.

Step 1 - The Resident

The resident is responsible for completing a Work Request and stating the date and time of availability.

Step 2 – Physical Plant

Work requests will be reviewed by Physical Plant. All Work Order Requests are distributed by the Physical Plant to the appropriate shop (i.e., electrical, plumbing, construction, moving crew, grounds, etc.). All Work Order Requests are prioritized and given a target date of completion.

Step 3 - Follow-Up

Should a Work Order not be completed by the Estimated Completion Date, or an item breaks again or is not repaired in a satisfactory manner, it is the responsibility of the student to contact their RA or the Director of Residence Life, who will follow up with the Physical Plant.

Emergency Work Requests

Maintenance problems that compromise the health and safety of residents or involve Fire Safety Equipment are generally considered to be emergencies. Other facility emergencies include:

- Plumbing
- Heat and Hot Water
- Electrical
- Entrance/Exit Doors
- Outside Lighting
- Locks

Residents should immediately bring these types of emergencies to a Residence Life staff member, who will contact the Physical Plant.

Trash and Recycling

Students are required to remove all personal and suite garbage and recycling to the dumpster located on the West end of the building. Access to the dumpster is provided on a lit path from the first floor entrance to the Residence Hall. Garbage bags are available at the front desk for students.

Safety and Security

The College has an outstanding security record due to features like secure card access readers, blue light emergency phone stations, state-of-the-art smoke/heat alarm systems, camera monitoring system, and 24-hour public safety surveillance around campus.

Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Residence Life and Housing staff member and/or Campus Security. Potential criminal actions and other emergencies on campus can be reported by any student, faculty member or employee directly to Campus Security. It is extremely important to notify them so they are aware and involved with any action or investigation. If dialing from a Residence Hall phone, dial 4911 to contact Campus Security. If dialing from a cell phone or off-campus line, dial 431-8070. Emergencies also can be reported by using blue-light courtesy phones located throughout campus. Upon receiving a call, officers are dispatched immediately to the site of the complaint. The College encourages accurate and prompt reporting of all crimes or suspected criminal activity. Reports may be made anonymously to the Security office 431-8070.

Personal Property

DCC and the Office of Residence Life and Housing assume no responsibility for the theft, damage to personal property or loss of money, valuables, or personal effects of any student or guest. It is essential that each student check with his/her family concerning the extent of coverage under existing insurance policies. Students are encouraged to consider obtaining some form of personal property insurance if they are not covered under their family's homeowner's or renter's insurance policy.

Personal Safety...What You Can Do

- Use the peephole on suite doors to see who is knocking before opening the door.
- When leaving the hall at night, residents should inform room/suitemates of the time they expect to return.
- When walking alone at night, stay in well-lit areas or use the Campus Escort Program (431-8070).
- Any resident who is a victim of a crime should immediately notify Campus Security and Public Safety at 431-8070.
- Emergency call boxes are located in the Residence Hall and around campus, and can be used to contact Campus Security directly

Tips for Personal Belongings

- Record the numbers of all credit cards and bank accounts. Keep a list of the contact information of these companies and banks so that they may be notified if cards are lost or stolen.
- Keep money and valuables in a secure place. Do not keep excess amounts of cash in the room.
- Keep room and suite doors locked whenever unoccupied or when occupants are sleeping.
- If keys/ID cards are lost or stolen, notify Residence Life and Housing immediately so that a lock change can be completed.
- Establish a checking and/or savings account at one of the local banks or credit unions.
- Record the serial numbers of all electrical appliances and valuable items.
- Students are encouraged to take valuables home during breaks.

If You Are the Victim of A Crime

The first thing to do is notify the authorities at once. If the incident happened on campus, call Campus Security at 431-8070. If the incident happened off campus, contact the local law enforcement.

Mental Health Emergencies

Students may access the Counseling and Career Services Office weekdays 8:00 a.m. -5:00 p.m. at 431-8040. Campus Security is available 24 hours/day at 431-8070 or ext. 4911. The Dutchess County Helpline is a crisis counseling hotline available 24 hours/day at 485-9700.

First-Aid Medical Care

In case of sickness or injury of a serious nature, report the injury or illness to your Resident Assistant or, if not available, to the Campus Security. The Resident Assistant or Security Officer will call for emergency medical services and/or transportation to a local health care facility if necessary. Students are encouraged to use local health services whenever necessary. Saint Francis hospital and walk-in immediate medical care centers are located near the campus and cab vouchers are available. The student will be financially responsible for all medical bills and cab voucher usage.

Other Safety-Related Information

NY Alert Emergency Communication System

SUNY NY Alert is an alert system that DCC has implemented in conjunction with the State Office of Emergency Management (SEMO) and SUNY System Administration. SUNY NY Alert enables the College to send out critical emergency information about the campus which can be disseminated concurrently through email, phone and text messaging. You can participate by logging into myDCC and clicking on “Sign up for SUNY NY ALERT Emergency System.” This option will bring you to a screen where you enter your email address(es) and/or phone number(s). If there is a CRITICAL EMERGENCY on campus, College officials will notify SUNY NY Alert with appropriate information. You will then be notified by email, by phone and/or text messaging within a very short period of time. You must reregister for NY Alert every September.

Dangerous Behavior

Students demonstrating any of the following behaviors may be subject to disciplinary actions that may include the loss of housing privileges, expulsion from the College and/or criminal prosecution:

1. Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when there is no fire.
2. Setting a fire, or possessing or using flammable or highly combustible materials.
3. Tampering with or misusing (accidentally or intentionally) individual room or public area fire safety equipment, including fire extinguishers, sprinklers, smoke or heat detectors, exit signs, alarm pull stations, evacuation maps or floor/room signs.
4. Possessing, using, or manufacturing fireworks or explosives.
5. Failing to leave a building at the sound of a fire alarm or when so instructed by Residence Hall staff, fire department or campus official.

Security Escorts

Campus Security and Public Safety officers can escort College community members who are on campus. Call 431-8070 to utilize this service.

Residence Hall Entrances

All entrances to the Residence Hall are under a 24-hour lock policy. Entrance doors may not be propped open for any reason. It is up to residents to make sure that Residence Hall doors are closed. Campus Security on foot patrol do rounds of the hall at night to check the doors and to ensure the security of the buildings.

Closed Campus Hours

College community members are prohibited from entering any campus building, excluding the Residence Hall, between 11:00 p.m. and 6:00 a.m. unless permission for a special event is granted.

Class Cancellations

A listing of daily class cancellations is available on message boards inside the Residence Hall, on the Internet at www.sunydutchess.edu, or by calling 431-8000.

Emergency Relocation Plan

In the event that all or a portion of the Residence Hall is rendered uninhabitable due to fire and smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

1. All existing vacancies will be used to relocate those persons who are displaced.
2. Should available vacancies and overflow spaces not suffice, rooms may be tripled as needed. A reduction in room rates will be applied to the accounts of those affected.
3. When feasible, and in appropriate situations (e.g. short-term dislocation and/or when no other options are available), residents may be housed at area motels, at no additional expense to the student or emergency shelters until other suitable arrangements are made. In this event, transportation to and from campus will be provided in order to accommodate academic and food service needs.
4. If, as the result of some unforeseen calamity, the number of Residence Hall spaces affected renders the above actions impossible, the College will immediately formulate and adopt an alternate emergency response plan which addresses the academic and personal needs of those involved.

Fire Safety

Fire safety is an issue the College takes very seriously. Violation of campus regulations concerning fire alarms and fire safety may result in expulsion. The Residence Hall is equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. Fines for misuse or abuse of safety equipment can range from \$100-\$1500 plus cost of damages.

Fire Safety Equipment

1. The Residence Hall is equipped with a sprinkler system.
2. All activated fire alarms will automatically alert Campus Security.
3. All student rooms have a direct wired, local smoke/heat detector.
4. The Residence Hall has a fire alarm system, which is activated by a pull box, a public area smoke detector, or by a smoke/heat sensor in a student's room.

5. All student rooms and suites have a solid core door, which offer a high level of protection from an active fire penetrating into the living space.
6. The Residence Hall mattresses and upholstered furniture in resident student rooms and lounges must meet the standards outlined in the Caltech 133 Fire Retardant Bulletin.
7. All carpets used in public areas must meet the State's fire retardant standards.
8. The Residence Hall has clearly marked exits and hallway fire doors where required by law, which close automatically during an alarm.
9. The Residence Hall fire alarm pull stations have a "Fire Stopper" cover over them. These covers, once released, activate a loud, local alarm to deter false alarms.
10. College personnel test the Residence Hall fire alarms twice a year. This includes the testing of all student room smoke/heat detectors and the activation of the alarm system to check that all systems are functioning properly.
11. The Residence Hall has fire extinguishers that are placed in specific locations as prescribed by law. These are inspected weekly by hall staff when the hall is occupied.
12. All extinguishers are professionally inspected annually as prescribed by the National Fire Protection Association. An outside contractor administers pressure testing.

Fire Alarm Procedure and Evacuation

1. Residents need to become familiar with all of the building's exits and know that the Residence Hall will have at least two planned fire drills per semester. One is always done "pre sunset" and one is always "post sunset". Refer to your RA for evacuation procedures and acquaint yourself with the evacuation plan located near the elevators on each floor.

The following procedures must be followed during a fire alarm:

1. When the alarm is sounded, consider it an emergency.
2. Failure to evacuate during a fire alarm will result in student conduct action as well as a \$150 fine.
3. If an alarm sounds when the residence staff is not available, leave the building immediately and contact Campus Security from your cell phone or the nearest campus phone outside that building.
4. Residents should immediately get dressed, taking weather conditions into account and putting on hard-soled shoes as they may be outside for an extended period of time or may be relocated to a safe place. Also, a towel may be used to cover one's face to assist with breathing if smoke is encountered.
5. Take your key and ID with you as you will be asked to show identification upon reentering the building.
6. BEFORE opening any door, you should feel it to see if it's hot. Also, you should look and smell for smoke. Should a door be hot or if you smell smoke, stay in the room/suite. Keep the door closed and place a towel under the door to prevent smoke from entering. Call 431-8070 to let them know where you are in the building. Do not panic. Fire department personnel will assist you.
7. If there is no sign of heat or smoke, be sure your windows are closed before opening your door. Leave your room/suite and the building quickly, but carefully, via the shortest route to the safest exit. Close your room/suite door as you exit.

8. When evacuating the building, continue to check doors for heat, look and smell for smoke, and look for flames. Should you encounter any of these conditions, quickly change your exit route and report what you saw to personnel once outside.
9. Once outside, students must assemble at a safe distance from the hall (at least 150 feet away from the building), gathering at a predetermined location. If someone is missing or needs assistance evacuating, contact emergency personnel or staff.
10. It is important that roadways and routes to the building are kept clear so that emergency vehicles and personnel can get through quickly.
11. Students must respond to directions given by Residence Hall Staff, Campus Security, the Fire Department, and/or other College officials.
12. Students will not be allowed to re-enter the building until directed to do so even if the alarm stops sounding.

****A student who does not follow these evacuation procedures
may face disciplinary actions and/or arrest.****

Fire Safety Rules

The following is a list of rules and regulations specific to fire safety. Students found in violation of those listed below may face student conduct charges and/or removal from residence.

1. Stairwell doors leading to hallways should be kept closed.
2. Hallways must be kept clear at all times. Furniture and personal belongings may not be placed in the hallways.
3. Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and sprinkler system. Room decorations shall be non-combustible or flame retardant.
4. No items are allowed to be placed on the top of the standing closets (armoires).
5. Wall decorations must be 18 inches below the ceiling height and cannot take up more than 20 percent of each wall. Wall decorations cannot cover windows, such as blankets or tapestry.
6. Bicycles are not permitted in the Residence Hall. Bike racks are provided by the College near the Residence Hall. Students are strongly encouraged to always lock up their bicycles.
7. Flammable holiday decorations such as live Christmas trees (cut or balled) and wreaths are not permitted in the building.
8. Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in student rooms or anywhere in the building.
9. Lighting or heating devices that can produce an open flame are prohibited. Please see the list of prohibited items beginning on page 24.
10. Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the Residence Hall.
11. When cooking, do not leave your food unattended in the microwave and make sure to read all cooking instructions.

Community Living and Housing Policies

Life in the Residence Hall is exciting, fun, and challenging. You will learn about different cultures, interests and values while your roommates and community members learn about you. While the Office of Residence Life and Housing strives to provide a pleasant and safe building, each individual who lives, works, or studies in our environment has a responsibility to be courteous to neighbors and to observe basic personal safety practices. To make positive contributions to your hall's community, you must recognize and respect the rights of your neighbors. This collaboration allows for your growth as well as the growth of others.

The following are Residence Life housing policies and community standards all students, their guests, and visitors are expected to follow. In addition to the housing policies, all residents must abide by the Dutchess Community College Student Code of Conduct.

Residence Hall Check-In/Check-Out Procedure

When students move into the hall, they will find staff ready to check them into their rooms. Each student will complete a Room Condition Form that specifies the current condition of the room and the furniture provided. All residents are held accountable to the original Suite and Room Condition Form. It is the responsibility of the student to check over the room carefully, noting any damages at the time of check in. Residents will have 24 hours from the time of check-in to claim any additional damages to the room condition report. After the 24 hour grace period has expired, the resident is responsible for the condition of the room/suite. The student will be assessed a damage charge for any deviation in the condition of the room or the furniture at the time s/he checks out. (See Damage and Fine Responsibility Sheet.)

Room Changes

Residents may not change rooms without the prior approval from the Office of Residence Life and Housing. Room changes are permitted (based upon space availability) after the second week of classes. If a student desires to change his/her room assignment, the proper paperwork may be obtained from the Office of Residence Life. All room changes cease before the last three weeks of classes. Students must check out of their old room then check into their new room during staff office hours, unless otherwise pre-arranged with the Office of Residence Life and Housing.

Room Vacancies

Room charges for double rooms are based on two persons per room occupancy. If a student fails to occupy a room or moves out after the beginning of the semester, the College may assign another student to the room at any time.

Residents may not use or occupy a vacant space in their suite. Empty spaces should always be ready for an incoming resident to occupy. Using an empty space could result in being charged for said space, as well as additional fees for cleaning and/or repairing damages.

Room Consolidation

Room consolidations are required in semesters where there are many rooms in which only one student resides. Consolidations are done in order to ensure equity amongst residents and to maximize use of available space.

The Office of Residence Life understands that the house and hall community is very important. In order to not disrupt this community, consolidations will be conducted and every attempt will be made not to perform them beyond the midpoint of the semester.

In semesters where consolidations are necessary, students living alone will get a written notice explaining that consolidations will take place at a later date. It will be the student's responsibility to find a roommate of his/her choice before the consolidation process takes place. Students who do not find a roommate will be paired up randomly. One of them (also chosen randomly) will be required to move into the other's room.

Room Decorating

Students are permitted to decorate their rooms within fire/safety guidelines. Residents are reminded that they are responsible for any damage to the walls as a result of hanging objects. Walls may not be painted. Room/suite walls are not to be vandalized or written upon. All residents are expressly prohibited from attaching any item to the ceiling of the room or suite. Students are not permitted to place holes in the walls to hang items. Additionally, residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. When attaching items to the walls, use one of the following, available in the DCC Bookstore:

- 3M Command White Picture-Hanging Strips
- White Loctite Fun-Tak Mounting Putty

Room Furniture

Furniture is not to be removed from the room and/or suite, under any circumstances, without permission from the Residence Life and Housing Office. Students found with lounge and/or suite furniture may face student conduct as well as fines and damage fees. Students may not bring upholstered furniture into the Residence Hall at any time.

Lounges/Community Area Furnishings

Public area furniture is provided for the use of all residents and may not be taken to student rooms. A charge may be assessed for common area furniture that is damaged or found in student rooms. Damage to common area furniture will be charged to the responsible individual(s).

Room Cleanliness/Orderliness

It is the sole responsibility of each resident to provide the cleaning of his/her room and bathroom. It is the responsibility of all roommates to provide cleaning for the common areas. Inspections will take place periodically. Residents failing room inspection will receive a Class “C” violation by the Office of Residence Life and Housing. The College expects that reasonable standards of cleanliness will be maintained. Students will be charged a cleaning fee for trash and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.

Roommates

The quality of the environment that each resident establishes will be very important. This will be greatly affected by the personal belongings that students elect to bring with them as well as the relationship they establish with their roommate(s) and/or suitemates. Living with a roommate(s) and/or suitemates can be a rewarding learning experience, but as at home, some ground rules need to be established. Talking to one another before difficulties arise is essential. It will be important to remain open-minded, respectful, and cooperative when sharing space with another person(s). Establish expectations of each other early in the year, before the stress of classes, a new environment, or other pressures get in the way of dealing with issues in an appropriate manner.

All residents have the opportunity to request a roommate prior to move in. Requests should be submitted via E-mail to studenthousing@sunydutchess.edu no later than July 15th. Please note the Office of Residence Life will work to accommodate all roommate requests based on availability.

Roommate and Suite-mate Agreements

Resident Assistants will assist student with establishing community living standards between roommates and suitemates by providing suite/roommate agreement forms and assisting with suite meetings as necessary. Residents are given agreement forms at the beginning of each semester and can make any changes throughout the semester as needs or expectations change. Failure to comply with the agreement may result in further documentation and a possible conduct violation.

Day Visitation/Overnight Guests

For the purpose of this policy, a “guest” is defined as any non-resident of the Residence Hall. Students are responsible for their guest behavior when on College property or attending any College sponsored events. Any guest in violation of College policy will be asked to leave College property immediately and conduct procedures will be filed against the student. Residents are responsible for all activities that occur within their rooms.

A resident’s right to privacy and comfort takes precedence over the community member’s privilege to have guests. No resident may have more than **one** day visitor or overnight guests at any time. At no time may a suite be occupied by more than twice the number of students who live in the suite (For example, no more than 10 people can assemble in a 5-person suite.). All visitors and overnight guests must be in the presence of their host resident at all times. The visitation policy will be strictly enforced.

Please note, resident students will not be allowed to sign in any day visitors or overnight guests for the first two weeks of a semester and for the last two weeks of each semester. This policy is in place to allow students to acclimate to their new home as well as to allow students to study within their own space.

Any overnight guest or day visitor may be asked to vacate the Residence Hall at the discretion of the Director, Campus Security, or the Housing Graduate Assistant. Failure to vacate the premises upon request may result in the issuance of a persona non grata or trespass warning which prohibits future visits to the Residence Hall as well as the campus. Failure to comply with this issuance may result in the arrest of the individual and conduct action upon the host.

Students are reminded that entertaining visitors and/or guests is a privilege, not a right. It is vital that suite/roommates discuss the entertaining of visitors and guests prior to anyone visiting or staying overnight. The College's commitment is to a student's right to privacy as well as to a comfortable, safe and quiet place to live and study. Students should never assume that having an overnight guest is OK with his/her suite/roommate without discussing the matter first.

Day Visitation Policy. The day visitor is required to notify the host that they are present in the lobby and waiting to be escorted. The resident must come down to the front desk with their ID to register the guest at the front desk and to escort the guest into the building. Guests are required to leave a photo ID at the front desk until such time as their host escorts them back to the desk to be checked out. A photo ID is defined as any identification card with the individual's photo and full name present on the card. Credit cards are never accepted as a form of ID, nor are non-photo identification cards.

Day visitors are permitted in the Residence Hall from 10 a.m. until 10 p.m. Sunday through Thursday. Friday and Saturday day visitors are permitted in the Residence Hall from 10 a.m. until 11p.m. Host residents who fail to have their visitor sign out by this time are subject to student conduct action and may lose visitor privileges. All visitors must carry their visiting passes with them at all times and show to Security upon entering the Residence Hall.

Overnight Guest Policy. Overnight guests are permitted on Fridays and Saturdays only. No resident may have more than **one** overnight guests at any time. Overnight guests must be 18 or older and must register with the front desk. Overnight guest passes are valid for a maximum of 48 hours or as determined by the Office of Residence Life. Overnight guest passes must be picked up and returned to the Assistant Director's Office, located in Conklin Hall 118, by the host resident at least 24 hours before their guest's arrival. Upon arrival, the guest will call their host to meet them at the Front Desk to sign in and pick up their overnight guest pass. All guests are required to turn over a valid photo ID.

Mandatory Floor and Hall Meetings

During each semester, certain wing and hall meetings will be designated as "mandatory" by the Office of Residence Life and Housing staff. Residents must attend mandatory wing/hall meetings with their Resident Assistant and/or the Director of Resident Life. Failure to attend these meetings could result in missing out

on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.

Quiet Hours/Noise

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their suite/roommates or other residents. Excessive noise and disorderly behavior will not be tolerated.

The Residence Hall has a mandatory 24-hour Courtesy policy. The residents of each floor, with the assistance of the Resident Assistants, enforce the Courtesy policy. During this time, students are asked to conduct themselves in a manner that will not disturb those around them. During final exam periods, Quiet Hours are in effect 24 hours a day in the hall.

In addition, at all times students are expected to be considerate of the rights of other students who may be studying or sleeping. Specifically, students are expected to maintain Quiet Hours, Sunday through Thursday, 10:00 p.m. to 9 a.m., and Friday and Saturday, from 11:00 p.m. until 11:00 a.m. At all other times, Courtesy Hours exist, i.e., reasonable quiet should prevail. This may be achieved by:

1. Keeping music and televisions turned down so as not to disturb others.
2. Keeping doors closed when entertaining guests.
3. Refraining from loud talking or laughing, running, and/or congregating in hallways and stairwells.

Located on the fourth floor of Conklin Hall, this unique living environment is designed for those students who like it a little more on the quiet side. While our entire Residence Hall has 24 hour “courtesy hour” and designated quiet hours during the night, the 24 hour quiet floor carries the quiet hours expectation throughout the day as well. Incoming and returning residents may request to live on this floor.

Keys/ID

Residents will be issued one suite key and one mailbox key. Students will also be issued a new student ID at the beginning of each fall semester. It is the resident’s responsibility to carry their keys and DCC Student ID at **all** times and present IDs when requested by a College official or member of the Office of Residence Life and Housing Staff. Residents must report lost/stolen keys to the Office of Residence Life and Housing as well as Security.

Students are responsible for replacement costs of lost keys and ID cards, as well as lock changes and reprogramming of card readers. A lost ID card must be reported to Campus Security and Public Safety. A locksmith will change the locks on the suite door and all bedroom doors in the suite within a reasonable timeframe of the resident reporting the key lost or stolen. Please refer to the Damage Responsibility Sheet for fees.

Keys/cards issued to a student are not to be duplicated, loaned, given, or transferred to another individual under any circumstances. Any student violating this policy may be subject to both campus and criminal judicial proceedings.

Lockouts

Residents who are locked out between the hours of 8:00 p.m. and 8:00 a.m. should come down to the front desk on Conklin Hall and fill out a lock out form. Once completed, the resident should contact the Resident Assistant on call. Residence Life staff will only let students into their assigned rooms. Resident ID must be presented at the time of lockout. If ID is in their room, the resident must provide their banner ID number. Staff members will not give access to other resident's rooms. Staff will not unlock doors for guests or visitors.

Residents are required to carry their student ID and keys at all times. Repeat offenses for lockouts will result in lock change charges and lockout fines as well as student conduct action.

Pets

Animals of any sort are not permitted anywhere in the Residence Hall. This includes any pet that is just visiting. If an illegal pet is found in the Residence Hall, the Office of Residence Life will contact the owner of the pet and he/she will be informed that there was an illegal pet found in their room. The owner will be told where the pet was taken as well as the steps that they must take to retrieve their pet. All expenses that are incurred due to the removal of the animal will be billed back to the student. Any bills not paid will result in a hold on the student's records. All bills must be paid prior to returning the animal. The billing charge will be \$50.00 per pet.

Service/Assistance Animals

Students who require a therapy or support animal must receive the proper approval **before** moving on campus. Written approval must be granted by the Dutchess Community College Accommodative Services Office. Residents approved to keep an animal on campus must care for the animal appropriately, including cleaning up waste. Animals must be attended to by their owner at all times. Violation of this policy may result in fines and immediate removal of the animal.

Hall Sports

Sports and physical games are not allowed in the Residence Hall; this includes common areas and individual student rooms. Balls, pucks, bats, and other sporting equipment may do serious damage to walls, ceilings, floors, and fire safety equipment as well as cause a noise disruption to other students. People who need to walk down the hall should not worry about getting hit or hurt while walking in a public space. Any damage that occurs will be charges to the resident(s) responsible.

Gambling

All forms of gambling are prohibited within the Residence Halls and on College property.

Vandalism and Damages

Residential students are responsible for any loss/damage to personal property, College property, or the property of the DCC Association, Inc. Anyone causing damages or witnessing someone causing damage must report the incident to their Resident Assistant. Damages occurring during the academic year will be billed to the resident(s) responsible. Students found responsible for vandalism to individual, College or DCC Association, Inc. property may face removal from housing.

Damage or vandalism that occurs in a community space and cannot be attributed to an individual(s) will be billed to all residents of the community. As a reminder, residents can be held responsible for the actions of their guests. All residents are encouraged to immediately report incidents of damage or vandalism to their Hall Director, Resident Assistant, or to the front desk.

Building Entry

All residential students must show their student ID to Security every time they enter Conklin Hall. Students without an ID will be asked to go to Security for a new ID. Additionally, anyone entering Conklin Hall is subject to a random bag inspection. This is done to ensure the safety of our community. All weapons, drugs, and/or alcohol found in a resident or non/resident bag will be confiscated and local authorities may be called. Prohibited items found during random bag checks will be subject to disciplinary action.

Room Entry

The College recognizes and respects the student's right to privacy. However, the Office of Residence Life and Housing has the responsibility of maintaining the Residence Hall. For this reason, the Office of Residence Life and Housing reserves the right to authorize personnel to enter into any area of a suite in the absence of the resident. Authorized personnel include, but are not limited to: maintenance/repair personnel, Campus Security, Resident Assistants, Director of Residence Life, Graduate Assistants, and professional Student Services staff. Entrance into a residents suite will be for the purpose of health and safety inspections, securing the premises, and making necessary repairs.

By submitting a Work Request, a resident gives permission for College personnel to enter a room in order to make repairs, whether or not the resident is present when staff arrives.

The College accepts the responsibility to maintain a safe and orderly environment in the Residence Hall, and therefore, reserves the right to enter a suite or a student's room:

1. To ensure the building has been evacuated when a fire alarm is sounded.
2. When there is reason to believe that the health and/or safety of an occupant is threatened.
3. There is reasonable cause to believe that federal, state or local laws or College Regulations are being violated.

Except in emergency situations, no suite/room will be entered without first knocking and allowing a reasonable period of time for response.

Health and Safety Inspections

HGAs and Resident Assistants conduct Health and Safety Room Inspections of each student room once a month and during breaks. Students are notified of inspections at least 24 hours in advance via E-mail to their myDCC account. This is to ensure that safety issues such as overloaded electrical outlets, extension cords, prohibited electrical appliances and other health and safety concerns or violations are discussed with residents. This allows the resident to become aware of safety issues within the room or suite. Health and Safety checks include visual checks of the entire room and/or suite. Is the room too dirty? Have bathrooms been cleaned properly and consistently? Have work requests been completed? Does anything need to be repaired?

The inside of the closet may only be visually inspected and the same applies for looking under the beds. At no time will Residence Hall staff go through any resident's belongings. The purpose of checking these areas is not to invade a student's privacy but to ensure health and safety hazards are not present.

Should a resident fail a safety inspection, he or she is given a written Official Request/Warning describing the violation and requesting that said violation is removed or corrected. Residents will have 24 hours to comply with the request(s). Failure to comply with such requests will result in disciplinary action. Residents who have continued violations may face removal from housing.

Electrical Appliances

Because of the danger of fire and the limits on the amount of electricity which can be safely used on any given electrical circuit, the Department of Residence Life and Housing requests that good judgment be exercised in using electrical appliances in College housing facilities. Televisions, DVD players, stereos, and computer equipment are permitted provided that all occupants of the room agree.

Refrigerators must be UL approved, cannot exceed two (2) cubic feet in volume and must require three (3) or less amps of electrical power. Limit one refrigerator of this type per bedroom. (A full-size refrigerator is provided in the kitchen of the suite). Microwave ovens are not permitted in student rooms; the one provided by the College is to remain in the suite's kitchen.

Window/Window Blinds

Entering or exiting the Residence Hall through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a window sill or building ledge is strictly prohibited. Screens may not be removed from the windows at any time. Window blocks are in place as a safety measure, at no time should these blocks be removed. A fine will be assessed for all missing or damaged windows, screens, and window blocks.

All rooms/suites are furnished with window blinds. Bedrooms are furnished with black out window blinds for added comfort and privacy. The blinds furnished to each room must remain installed at all times.

Storage

Storage of resident belongings on College property is not provided. Please contact the Office of Residence Life and Housing for information about off-campus storage options. The DCC Association, Inc. assumes no responsibility for loss of personal property on the campus. The Office of Residence Life and Housing may dispose of any belongings left by residents who have withdrawn, have been dismissed, removed from housing or who vacate their room/suite for any other reason.

Solicitation

Solicitation and sales of any service or product door to door, within students' rooms or by the mail system is prohibited in the Residence Hall and on College property. Commercial sales will not be allowed from individual resident rooms or other areas within the Residence Hall. Residents may not use the Residence Hall room or common areas as a place of business or for the purpose of solicitation or for any purpose other than as a residence. Advertisement, sale, or solicitation of alcoholic beverages is not allowed in the Residence Hall, College property, or resident mailboxes. Solicitation is defined as:

- The sale of services or products, or the seeking of funds, signatures, merchandise or supplies.
- Attempts to urge, incite, request, or advise a person or persons to adopt an idea, political solicitation, or purchase merchandise or services for personal profit or organizational gain.
- Receiving business offers or goods in the Residence Hall for business purposes of any nature.

Individuals or organizations seeking an exemption to this policy must contact both the Director of Student Activities and the Office of Residence Life and Housing for approval in advance.

Publicity and Posting

All promotional material must be approved by the Office of Residence Life and Housing. Only events that meet one or more of the following criteria will be allowed to be advertised in the Residence Hall:

1. Sponsored by a recognized DCC club/organization or department
2. A function taking place on the DCC campus
3. Residential student run program supervised by Residence Life staff

Online Communication

Participation in any online communities or social media networks which include, but are not limited to, Facebook, Twitter, Instagram, Tumblr, MySpace, and YouTube, where residents are violating or promoting the violation of any of the Conklin Hall or College policies and/or where College staff can identify the location as being Conklin Hall is prohibited. Examples of such behavior include, but are not limited to: sending verbal threats which harm or cause reasonable apprehension of harm, sending messages that are malicious or that a reasonable person would find to be malicious; posting photos or videos of staff members or residents without their expressed permission, and distribution of inappropriate information and/or confidential correspondence.

Alcohol and Other Drugs

The use, sale, transfer, possession, or being in the presence of alcoholic beverages and/or drug/drug paraphernalia in the Residence Hall or on College premises is prohibited. No alcohol beverage containers or drinking game devices or paraphernalia are allowed in the Residence Hall or on the College premises, regardless of age. See the Prohibited items section for a full listing

Individuals involved with the illegal possession, use, sale, transfer, or being in the presence of any controlled substances, including those used for medicinal purposes, may be dismissed from the Residence Hall without refund. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to College student conduct action.

Smoking

There is absolutely no smoking in the Residence Hall. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookas, and burning incense. With the exception of hookas, smoking is permitted only in designated areas outside of the Residence Hall. Students found in violation of the smoking policy will be removed from housing.

Prohibited Items

The following are prohibited in or around the College Residence Hall and violators are subject to immediate action and/or removal by College personnel. The Office of Student Residence Life and Housing reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or College property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up may be disposed of by the Office of Residence Life staff.

Students will be subject to disciplinary action for repeat offenses.

To ensure the health, safety and well-being of our students, the following are not permitted in the Dutchess Community College Residence Hall:

1. Halogen lamps; clamp-on, clip-on or upward-facing bowl lamps; black lights; lava lamps; cloth shades
2. Toasters, Toaster Ovens; Any Indoor Grilling devices (such as George Forman grills); All open coil burning devices; All hot plates; rice cookers, hot pots, portable ranges, electric fry pans, woks, waffle, sandwich and quesadilla makers, open-element popcorn poppers, oil fryers
3. Candles/Incense or any open flame device;
4. Air Conditioners; Ceiling fans; Space heaters
5. Cinder blocks (only store bough plastic bed risers are permitted – a majority of beds on campus adjust in height for storage); Lofts of any kind
6. Sand; Inflatable pools; Liquid filled furniture; Air mattresses
7. Extension cords or multi-prong outlets; Appliances in need of electrical repair or which may be considered hazardous

8. Electrically amplified instruments, including DJ equipment and drum sets
9. Live-cut Christmas trees and flammable decorations
10. Neon signs and traffic, construction or other public/street signs
11. Weightlifting apparatus (barbells, free weights, exercise machines, pull-up bars etc.)
12. Pets of any kind
13. Tapestries
14. Curtains and other window coverings that are not UL-approved
15. Exterior television, radio antennas, or satellite dishes or any object that protrudes from a window or attaches to the exterior of the Residence Hall.
16. Weapons of any kind – including for decorative purposes.
17. Drugs and/or Drug Paraphernalia.
18. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways, and doors).
19. Liquor and related items, including kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including beers designated “non-alcoholic”).

The State of New York will occasionally instruct campuses to add items (especially new products) to the list of prohibited items if it is determined that they pose a health or fire hazard. Residence Life will inform students if this happens. At that point, any student in possession of such an item will need to remove it from the premises immediately.

Damage and Fine Responsibility Sheet

Any damages involving Residence Hall rooms and common areas will be assessed to the student or students who live in that area. Below is an estimated listing of damage charges which are subject to change. Other damages will be assessed on a case-by-case basis. Additionally, below are fines associated with several policy violations.

Item	Cost
Student ID	\$25
Replacement/repair of suite door	\$750
Lockset for suite/room door	\$250
Replacement/repair of bedroom door	\$600
Window Screen	\$50
Window Per pane/broken or cracked-prices vary for each building.	\$60-\$125
Blind	\$100+
Damage requiring room painting	\$50+
Drywall repair	\$100 +
Light fixtures	\$40
Light fixture cover	\$25
Replacement room key	\$50
Replacement mailbox key	\$25
Lock change for lost key	\$75
Lockout	\$10 per lockout after second time

Mattress	\$100
Room chair	\$125
Bedroom desk	\$250
Armoire mirror	\$60
Armoire	\$500
Dresser	\$250
Metal bedframe	\$100
Bedposts	\$100
Shower Curtain/Rod	\$25
Towel hook	\$35
Bathroom mirror	\$60
Toilet paper dispenser	\$35
Toilet	\$150
Toilet seat	\$15
Plunger	\$35
Cable outlet	\$35
Wall thermostat	\$100
Ceiling vents	\$75
Smoke/Heat detectors	\$250
Outlets	\$25
Outlet cover-electrical	\$3 per cover
Kitchen stool	\$125
Kitchen cabinets	\$25-\$150
Refrigerator	\$600
Microwave	\$80
Trash can	\$15
Loveseat	\$500
End table	\$125
Coffee table	\$150
Artwork in hallways and suite common area	\$150
Floor tile repair	Per estimate
Room cleaning	\$25+
Fire Extinguisher	\$100
Tampering with Fire Extinguisher sign/apparatus	\$70
Failure to vacate during Fire Alarm	\$150 and mandatory Fire Education Workshop
Fire Alarm Activation	\$200 and student conduct
Illegal room change	\$50
Illegal check-out	\$25 and up

Housing Code of Conduct

Each student may be subject to this Code whether misconduct occurs on College premises, at College-sponsored activities, or at any location off-campus when such conduct is brought to the attention of the College. As a member of this community, each individual must recognize that all members of this community have the same rights as a resident and as a student, and that their rights stop where another's rights begin. For this reason, it is important that each individual learn to compromise with others in order to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The Housing Handbook list includes, but is not limited to, conduct which may subject a student to disciplinary action. Please review and familiarize yourself with the Student Code of Conduct which addresses College policy for all students.

Learning Outcomes

The Office of Residence Life and Housing has developed the following learning outcomes for students that go through our process:

- Students will have an understanding of College policies - particularly the policy violations he/she is charged with.
- Students will be able to articulate how their actions impacted their personal wellbeing and academic goals as well as how their behavior connects to personal values and beliefs.
- Students will be able to articulate how their actions impacted the community.
- Students will be able to better identify their needs, understand the resources available to them, and problem solve as an entrepreneurial leader.

Policy Violation Classification

The following categories are examples of student conduct that are violations of College policies and guidelines. The Director of Residence Life and Housing, in consultation with other College Officials, will make the final determination of the level of severity for each incident.

Any offense that is not listed below will be assigned a class rating by the Director of Residence Life and Housing and the Dean of Student Services and Enrollment Management.

Level “A”

Students engaging in any of the following acts are subject to the maximum penalty of permanent denial of campus residency and/or dismissal or expulsion from the College:

- Pulling a false fire alarm
- Calling in a false alarm
- Use, possession, manufacture, or storage of any weapon.
- Use of an object used as a weapon to threaten another individual or persons.
- Engaging in acts or deeds violating existing federal, state, county, or local law or ordinances.
- Fighting
- Physical harassment and/or bullying. Any action or situation producing physical or psychological discomfort of an individual or group, or placing the individual or group in danger of physical injury.
- Repeated violation of the campus alcohol policy
- Unauthorized use of school property (i.e. vehicles, machines, telephones, computers, Fax machines)
- Jamming open Residence Hall exterior doors
- Removing or tampering with smoke detectors
- Acts of sexual misconduct

Level B Offenses

Students engaging in any of the following acts may be subject to non-academic probation up to denial of campus residency held in abeyance.

- Repeated violations of any Level “C” offenses
- Violation of the terms of any disciplinary sanction imposed in accordance with the Code of Conduct and Housing Handbook
- Possession, use, consumption, and/or distribution of alcohol (mandatory alcohol education)
- Public drunkenness (mandatory alcohol education)
- Emergency transport as a result of alcohol use (mandatory alcohol education)
- Possession, use, and/or distribution of illicit drugs, paraphernalia and/or controlled substances (mandatory drug education)
- Tampering with campus mail
- Smoking or use of any tobacco product inside residence room/suite
- Unauthorized visitors/guests
- Possession or use of fireworks
- Theft of College property and/or theft of personal property
- Refusing to show or surrender a College ID card upon request by Residence Life Staff or employees acting the performance of their duties
- Failure to comply with the directions of Residence Life personnel acting in the performance of their duties and/or harassment of Residence Life personnel
- Unauthorized presence in a room or hallway

Level C Offenses

Students engaging in any of the following acts will be subject to the maximum penalty of non-academic probation with additional educational based sanctions.

- Possession of alcohol paraphernalia
- Being in the presence of alcohol and/or drugs
- Repetitive loss of room or apartment key
- Excessive noise (includes car stereo in parking lot)
- Littering in Residence Hall or on campus
- Failing multiple room inspection
- Guest policy infraction
- Illegal room change
- Prohibited appliances
- Use of candles or incense
- Unauthorized room change

Removal from Residence Hall

Removal from the Residence Hall is justified if a resident remaining in the hall would prove detrimental to either the residential community or the resident. The decision for removal from the Residence Hall will be made by the Dean of Student Services and Director of Residence Life and Housing.

Offenses which may cause removal from the residences hall include, but are not limited to the following.

1. Continued disruption of the day-to-day activities of residents, including, but not limited to, disturbances to normal sleep and study habits and disregard of the roommate's rights and privileges to the room.
2. Behavior detrimental to the resident or others.
3. Behavior which presents a continuing health problem.
4. Criminal or civil offenses which may pose a threat to residents (i.e. drug or alcohol possession, theft, assault, vandalism).
5. Repeated or flagrant violation of published DCC rules and regulations as stated in the Student Code of Conduct, located in the DCC Catalog or the Housing Handbook.
6. Behavior that may be a safety issue or may be the cause of damage to anyone's property or person.
7. Any action deemed necessary by the offices of the Dean of Student Services.

The Housing Conduct Process

The conduct system is a framework for the discipline process to ensure that the Conklin Hall community is built around personal growth, positive community development, and respect. As a student progresses through the disciplinary process, or repeatedly chooses to violate policies, potential sanctions may become more severe. In addition, the conduct hearing may be heard at progressively higher levels of housing or the Office of Student Services. Although the Office at Residence Life and Housing uses the framework outlined below for consistency purposes, the emphasis is on the circumstances and development of the individual student.

Documentation

A student who is documented for alleged involvement in a policy violation should expect the following response, and has the following responsibilities:

- Verbal and/or written notice of documentation by a housing staff member for in-hall policy violations.
- A hearing officer will subsequently review filed documentation and decide specific policies that were allegedly violated.
- Notification of alleged policy violations will be delivered through campus E-mail. Students will be notified by E-mail through their myDCC account. It is the student's responsibility to check their myDCC provided account and failure to do so does not negate the student's responsibility to schedule or attend a scheduled hearing.
- After a student is notified of alleged policy violation, it is the student's responsibility to schedule and/or attend the meeting as instructed in the notification letter. Assuming reasonable effort have been made by housing staff to notify a student, if a student chooses not to schedule or attend a conduct meeting, a decision will be made in his/her absence.
- The hearing will be conducted within a reasonable time frame in relation to when the incident report was submitted.

Conduct Hearing

The conduct hearing is a formal meeting students are required to attend after documentation by a Residence Life staff member. This meeting is the forum for the student to share his/her perspective on the situation.

During a conduct hearing, written documentation of alleged policy violation will be reviewed and discussed with the student. An explanation of the student's rights and responsibilities during the accountability process will also be discussed. The student will be given the opportunity to state their recollection of the incident. The hearing officer may contact witnesses if further information is needed.

Following the conduct hearing, the student will receive a follow-up letter and/or email denoting the student's level of responsibility regarding the alleged policy violations, as well as any related sanctions implemented following the completion of the hearing officer's investigation.

Appeals

Students have the right to file a written appeal of the decision and/or sanctions in accordance with the following guidelines:

- Students may choose to appeal the decision based on one or more of the following:
 - Due process was violated (you believe the hearing officer violated your student rights/responsibilities or didn't follow the written conduct process/procedures).
 - Presence of new information. The presentation of the new information must be considered sufficiently substantial to change the outcome in a significant manner.
 - The sanctions given were inappropriate given the nature of the violation.
- Students wishing to appeal must submit a typed statement within (5) business days following the receipt of the results letter. The written appeal is reviewed by the Dean of Students, and she may affirm or reverse the decision, or remand the case to another Hearing Officer for further deliberation.
- **While the appeal is being reviewed, the student must comply with any given sanctions and deadlines.**

Disciplinary Sanctions

Whenever a student is found to have acted in a manner contrary to the Office of Residence Life and Housing policies and regulations, he/she can expect that some form of official disciplinary action will be taken. The goal in selecting an appropriate sanction in every discipline case is to provide the students with an educational experience and to balance the perceived needs of the individual student with those of the entire community. Therefore, the type of action taken in any particular case will depend on several factors, including the degree of seriousness of the violations, the violator's awareness about the problems caused by his/her behavior, and the violator's degree of maturity and apparent ability and readiness to learn more positive behaviors.

The following sanctions represent a range of actions starting with the less serious and ending with the most severe. The sanctions are considered in order of severity. Discipline is also progressive so a student who is already on "General Probation" and is found to have violated another College and/or Housing rule can expect to receive a more severe sanction such as "Disciplinary Probation" and so forth on through "Expulsion from the College." The actions, which may be taken in disciplinary cases, are:

Case Dismissed - An action which closes a case for any one of the following reasons: a) not responsible finding is reached by the Hearing Officer, or b) there is a lack of sufficient information and/or evidence.

Written Reprimand - Written notification from a Hearing Officer to a student containing an official reprimand and indicating that repetition of infractions of Housing policy regulations will most likely result in more severe disciplinary action.

Behavioral Agreement: A behavioral agreement may be used when a student needs clear guidelines for acceptable behavior. This document outlines expectations for future behavior, and potential consequences if the behavioral guidelines are not followed. This document is kept with the student's file, and, depending on the severity of the incident, may be filed with the student's educational record.

Parent/Guardian Notification: Hearing Officer may contact the parents/legal guardians of dependent children involved in any alcohol or drug violations, or if there is an alcohol/drug related hospitalization. Additionally, parents/legal guardians will be notified when a student receives a sanction of non-academic probation and/ or housing held in abeyance. This notification advises that any further violation of the Code of Conduct may result in immediate removal from housing and suspension from the College.

Community Billing for Damages: In the case of damages to a community where the responsible party is unknown, all community members may be charged equally for repair/ replacement of damaged items. All reasonable efforts will be made to identify responsible parties; however, community members are expected to cooperate with investigations of vandalism and report any suspected individuals directly to housing staff.

Restitution: Restitution is used as an educational sanction when a student's policy violation has negatively impacted the community. Community restitution may be performed on-campus or at one of many off-campus locations.

Alcohol/Drug/Psychological Health Assessment: This sanction, typically to be completed through the Dutchess Community College Counseling Center, is given for repeat offense or when there is concern for the safety and well-being of the student.

Interim Suspension/Interim Removal: This action temporarily removes a student from housing/ the College pending a conduct meeting or a hearing through the Dean of Student Services. In this case, the student is responsible for finding alternative housing at his/her expense.

Denial of Campus Residency held in abeyance: This sanction indicates that a student is no longer in good standing within the College and/or the Office of Residence Life and Housing. Further violations may result in more severe sanctions, such as removal from the Residence Hall, College suspension, or expulsion.

Denial of Campus Residency: This sanction formally suspends the housing contract of the student, without refund.

Expulsion: Indefinite removal from the College which will result in immediate removal from the Residence Hall, student will not receive refund for housing if this sanction is imposed.