

# 2023-24

# GUIDE TO

# CAMPUS LIVING

**OFFICE OF RESIDENTIAL LIFE**

CAMPUS CENTER SUITE K-100: SUNY OLD WESTBURY



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## **Welcome to Residential Life**

The Office of Residential Life welcomes you to the State University of New York, Old Westbury. The entire Residential Life staff is dedicated to assisting you with meeting new people, learning new skills and becoming involved in a variety of activities and organizations that can help make your experience at Old Westbury rewarding, happy and productive. You are now a part of a Residence Hall community. We encourage you to become an engaged, positive, & contributing member of your community.

## **Purpose of the Guide**

The Office of Residential Life has prepared the Guide to Campus Living to help you enhance your residence hall experience. The information contained here will help you become more familiar with our residence hall system by describing its services, programs, facilities, staff responsibilities, policies and procedures; acquainting you with the philosophy and goals of residence hall living at SUNY Old Westbury; clarifying your rights and responsibilities as a residence hall community member; and serving as a reference guide that provides important dates and timely information for your use throughout the year.

It is important that you have an overall understanding of the residence hall program. You will be responsible for knowing and following the procedures and regulations contained in the Guide to Campus Living. Failure to abide by the policies within may result in damage charges and disciplinary action. This document may answer many of your questions; however, no publication can give you all the answers. Residence hall staff members are valuable information resources who will provide clarification and more specific information about the residence hall and campus communities.

For the purpose of this document “room” will refer to any living space.

## **Departmental Vision**

We aspire to create opportunities to live, to learn, and to succeed in society.

## **Departmental Mission**

The Office of Residential Life is dedicated to housing students in secure residential communities and fostering an inclusive environment for learning, student success, and personal growth.

## **Departmental Values**

1. There are 5 primary values for the Residential Life program at SUNY Old Westbury:
2. Well-Being: To maintain and improve the residential hall facilities to satisfy students' needs for a safe, secure, and comfortable environment.
3. Student Success: To maintain an environment that encourages academic achievement, integrates academic and social experiences, and fosters wholesome campus lifestyles.
4. Accountability: To create a community living experience in which resident students are encouraged to take responsibility for their own actions and to make purposeful, self-directed choices.
5. Inclusion: To provide experiences that will increase students' understanding of and respect for people with different lifestyles and backgrounds.
6. Community Engagement: To provide experiences that will promote interaction among the resident students and offer opportunities for personal growth, as well as social, intellectual, and career development.

## **Residential Life Staff**

The Office of Residential Life staff is highly committed to providing a positive residence hall environment. The staff consists of the Director, an Assistant Director, Residence Hall Directors, an Office Manager, and Resident Assistants. The Office of Residential Life is located in K-100 of the Campus Center. Office hours are from 9:00 A.M. to 5:00 P.M., Monday through Friday during the regular academic year. The professional staff who reside on campus provide evening on-call coverage of the residence halls in case of emergencies.

**Director of Residential Life** - The Director of Residential Life is responsible for the overall administration of the residence halls and Office of Residential Life. This includes the management of the budget planning and implementation, staff recruitment, supervision, facilities, and residential programming. The Director is also responsible for enhancing the depth of student development in all aspects of the Office's operations. The Director supervises one Assistant Director, one Office Manager, four to five live-in professional staff and thirty (30) to thirty-two (32) Resident Assistants.

**Assistant Director of Residential Life** - The Assistant Director is charged with the responsibility of the Housing Operations of the office. This includes room assignments, coordinating with facilities staff, managing the opening and closing of the residence halls and the day-to-day supervision of the Residential Life operations. The Assistant

Director assists the Director in budget preparation, furniture purchases and smooth operation of the residence halls programs.

**Residence Hall Directors (RHDs)** - Residence Hall Directors are full-time live-in professionals who are responsible for the daily operation of one to two residence halls. They have the responsibility to assist in conflict resolution, counseling, advising and supervising the administrative functions of their respective halls and community office operations. Each RHD has significant experience in the areas of crisis intervention, counseling and advising, mediation, and residence hall management. The RHD's offices are located by the main entrances of the hall on the first floor of each hall. Residence Hall Directors conduct and schedule daytime and evening office hours Monday through Friday and participate in various evening activities and programs".

**Resident Assistants (RA)** - Your Resident Assistant (RA) can be one of the most helpful and resourceful people you will interact with at SUNY Old Westbury. The RA is a paraprofessional student staff member who lives on a floor in a residence hall and serves as a role model, peer counselor, resource and referral person, advocate, policy enforcer, programmer and campus leader. The RA also assists with daily emergency coverage rotation and plans and implements social/educational programs. The primary goal of the RA position is the development of an environment conducive to the academic and personal growth of residential students. The RA position is widely recognized and considered one of the highest student leadership and employment positions on college and university campuses.

As peers, the RAs not only provide general information, referral help and models of successful adjustment to college living but they may assist you with roommate conflicts and planning educational, social and cultural program/activities.

RA's complete extensive and ongoing training to fulfill their many roles and responsibilities such as planning of suite/room meetings, creating activities for residents, providing evening residence hall duty coverage, arranging study groups and/or answering specific questions regarding academic or university policies and procedures.

**Desk Attendant (DA)** - The Desk Attendant program is currently in its 5th year, and we are looking for new and returning students to actively participate in helping us manage residence hall security. This program is designed to offer job opportunities to our students who might otherwise have classes during regular business hours as well as be involved in their hall communities. The program works in conjunction with Office of Residential Life Professional and para-professional Staff.

DA positions are usually filled in the first 2 weeks of each academic semester. Students are required to fill out an application and have an interview prior to being selected for the position. Priority is given to students who have approved Work Study status.

### **Residence Hall Communities**

The Woodland Halls are traditional, central-hallway style with bathrooms on each wing and a small kitchenette on the first floor.

The Academic Village Residence Halls offer a more independent living opportunity with suite-style accommodations sharing a common area with suitemates.

All residence halls are equipped with study lounges, laundry rooms, and high-speed access to the Internet.

As a resident of one of these halls, you are a member of a residential community. This community further extends to include residents of your room, suite, floor, hall and entire residence hall complex. With other community members' help and that of your residence hall staff members, you can work to make your residence hall your home. The key is to communicate and work together to build a positive environment that recognizes academic achievement and performance as the common purpose for attending SUNY Old Westbury. Before you act, remember to consider the impact of your behavior on the lives of your fellow community members.

Living at Old Westbury will provide you with the opportunity to meet and communicate with a variety of people from different backgrounds and lifestyles. The interactions you have with these people may well be one of the most important aspects of your college career. As a resident student you are encouraged to freely and actively explore, listen and learn from these experiences and to be willing to share your own in return.

The Office of Residential Life has provided staff, facilities, policies and procedures to help you make the most of your residence hall experience. Your level of involvement in your residential community, as well as the wider OW community, will have an important impact on your personal development and those around you.

### **Hall Leadership**

#### **The Residence Hall Association**

The Residence Hall Association (RHA) is the student governing body for the residence halls. They serve two major functions:

- Campus wide program initiatives, including coordinating with RHDs as well each Residence Hall Council. Some of the programs that RHA coordinates annually include Spring Fest and Tunnel of Oppression.
- Raise concerns of resident students. The RHA seeks to determine what needs/issues are of particular concern to residential students, to determine the appropriate university channels for voicing those concerns, and to then empower other resident students to make a difference in campus living.
- RHA and Hall Councils provide a great opportunity for students to get involved and shape their residential experience. Each semester students run for executive board positions and are elected within their respective communities.

### **Resident Student Rights and Responsibilities**

SUNY Old Westbury is committed to a firm policy of nondiscrimination and provides housing without regard to race, age, sex, religion, physical disability, creed, national origin, sexual orientation, gender identity and expression. The University will not condone any action by individuals or groups that may be contrary to this policy.

As a resident student you have the potential to govern yourself in a mature and responsible manner. Your behavior and conduct should not interfere with the established educational goals of the University or the Office of Residential Life or infringe on the rights and privileges of any other person. Therefore, the residents of SUNY Old Westbury residence halls, and their guests, are expected to both know and abide by Office of Residential Life's License Agreement, Code for Student Conduct and Rules, University Regulations & Policies. Students are expected to be checking their SUNY OW email as our official means of communication for any conduct information and for any potential emergency changes to policy and/or procedure.

SUNY Old Westbury also subscribes to the "Statement of Students' Rights and Responsibilities" promoted by the Association of College and University Housing Officers-International (ACUHO-I) reprinted here:

Residents in University housing facilities possess specific individual and group rights and responsibilities, which must serve to guide Housing Personnel in making decisions concerning student welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities. Each resident has the right to engage in activities that are a part of college life. However, these rights carry with them reciprocal responsibilities on the part of the individual to insure these same rights for other residents. Individuals must be educated regarding these rights and responsibilities that are associated with community living.

#### **Students have the right...**

- To have free access to their living accommodations
- To live in a clean and secure environment

- To expect a regionally competitive price on housing accommodations and/or food service
- To [have access to] written copies of University housing rules and regulations, or individual building policies, which govern individual and group behavior.
- To respect and safety of personal property
- To study without interruption or interference
- To be free from unreasonable noise
- To be free of intimidation or harassment
- To express themselves creatively within established guidelines
- To express enforcement of the housing agreement/contract
- To direct access of staff who provide assistance, guidance and support as needed.
- To equitable treatment when behavior is in question
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, gender identity and expression or political affiliation
- To participate in student governmental bodies, and housing departmental committees
- To individual and group educational and developmental opportunities in their living community

**Students have the responsibility...**

- To adhere to rules and regulations
- To comply with reasonable requests made by staff or University officials.
- To meet expected room and board payment schedules
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff
- To respect the rights of others, as stated above.
- To participate actively in self-governance, self-care, and hygiene
- To express themselves individually, or by association with groups
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities

**Residence Halls Regulations and Policies**

Please note this section is alphabetized.

## Access to Resident Rooms

1. The University recognizes residents' rights to privacy but maintains the right for its personnel to enter resident premises for:
  - a. Routine and immediate maintenance, and maintenance inspections.
  - b. During scheduled Room or Health & Safety Inspections
  - c. When a state fire marshal or other official comes to the buildings to do an inspection
  - d. In the event of emergencies or when there is reasonable evidence of imminent danger to life, safety, health or property, fire e.g.,.
  - e. When a condition is observed that is prohibited by the License Agreement or University policies and regulations.
  - f. When it is reasonably believed that a resident is using an assigned space in a manner contrary to the provisions of the License Agreement or University policies and regulations.

Where there is reasonable cause to believe that any of these conditions exist and before entering a resident's premises for any of the above noted reasons, university personnel will knock and announce themselves. If there is no response, this procedure will be repeated once. If there is still no response, University personnel will announce they are entering the premises before keying into the room. When consent is not able to be provided, the room may be entered without the student's permission and items in plain view that are specifically prohibited or pose an immediate danger to the room, safety or life will be removed. If the room is to be entered for any other reason, the resident should be notified at least 24 hours in advance.

2. At the close of the residence halls and during breaks, the Residential Life staff will enter rooms to check to ensure that all closing check list items have been completed; for example, appliances are unplugged, trash removed, open windows closed, lights turned off, doors locked etc.

Detailed instructions will be provided through publications and during floor meetings held by your Hall Staff. Failure to abide by checkout instructions could result in damage charges.

## Bicycles

Bicycles may not be chained to railings, left in lounges, public areas or stored anywhere that might hamper the exit of resident students during an emergency. Please place bicycles on proper racks, which are located in the front of the residence halls. Please ask an RA or other professional staff if you need assistance.

## Care of Rooms

It is the student's responsibility to keep their room clean. The responsibility of cleaning the room is to be shared among roommates. The responsibility of cleaning the common area and the suite bathroom is to be shared among roommates/ suitemates. Failure to keep the room and bathroom area clean can result in damage charges and/or disciplinary action.

## Code of Conduct

The code for student conduct is comprised of rules and regulations designed by SUNY Old Westbury to meet its particular needs and expectations. The code for student conduct is intended to protect the rights, personal security, and property of individuals and groups within the University community as well as the University community as a whole. Further, its intent is to restrain behavior which is detrimental to learning or contrary to the goals of the University. The Code of Student Conduct informs members of the University community of the conduct expected, prohibited conduct and disciplinary procedures and sanctions applicable for violations of the code. **As a student it is your responsibility to be familiar with and adhere to the Code of Student Conduct.**

Be aware that all violations of the Code for Student Conduct ("Code") may result in disciplinary proceedings from the Office of Residential Life staff, as well as follow up by the Office of Student Conduct or their designee. Residential Life staff can issue sanctions for violations of the Code, including but not limited to, reprimands, restitution, denial or restriction of the use of university facilities, room change, disciplinary probation, fixed term suspension from the residence halls, and expulsion from the residence halls. For more information regarding the Office of Student Conduct and Code for Student Conduct, please review the information on the following website:

<http://www.oldwestbury.edu/life/student-conduct>

## Common Area Cleaning

Community members are expected to treat common areas with respect and clean up after themselves. The custodial staff cleans common public areas such as stairwells, lounges, common bathrooms (in the Woodlands) and hallways. Failure to keep common areas and bathrooms clean can result in damage charges and/or disciplinary action.

### **Compliance with Staff**

Residents and their guests and visitors are expected to follow the instructions of Residential Life and University staff (including University administrators, University Police Officers, RHDs, and Resident Assistants) in the performance of their duties. Non-compliance with abuse or threat of abuse to (either physical or verbal), or any behavior which willfully restricts or prevents a member of the Residential Life or University staff from effectively executing their responsibilities will result in serious disciplinary action, up to and including expulsion from the University. Disruptive visitors and guests may be removed from campus, banned from campus, issued a citation, and arrested.

### **Confiscation**

Items which are prohibited, or which pose a danger to health and safety are subject to confiscation and the resident may be subject to disciplinary action. Alcohol, drugs, drug paraphernalia and weapons confiscated will not be returned. All other items may be coordinated for pick up and removal from the halls with your RHD, within 10 days after which the items may be discarded.

*See also Prohibited Items, and Room or Health & Safety Inspections*

### **Cooking**

Residents may cook in the kitchen of the first floor, or appropriately use common area microwaves. When cooking you may not leave the stove or microwave unattended for any period of time. Doing so poses a very serious safety risk.

Cooking is prohibited within resident rooms or in the common areas of suites.

### **COVID-19**

In the event that a residential student tests positive for COVID-19, the campus will consult and follow the guidance of local health departments in order to address the concerns. Students are strongly encouraged to report to the Student Health Center if they have any concerns.

*See also Student Health*

*See also COVID 19 resource page*

## **Electrical Appliances/Cords and Energy Conservation**

The electrical circuitry of the residence halls is not designed to handle certain electrical equipment or appliances. Equipment such as hair dryers, curling irons and clothing irons should be used with extreme caution and should be unplugged immediately following their use.

Use of refrigerators (*see Refrigerators*) and personal computers is permissible, providing they are within approved parameters. Wires and cords should never be placed under rugs or across walking paths. No appliances with frayed cords or damaged plugs should be used, nor may residents tamper with or change the electrical fixtures or wiring in the residence halls.

Electrical cords, including approved power strips and string/strip lights, should be plugged directly into the wall. Electrical cords of any kind are not to be chained (i.e., one set of string lights plugged into another set of string lights, a power strip plugged into another power strip, etc.).

Residents are advised to check with a residence hall staff member before using any electrical appliance or piece of equipment in the residence halls. Residents should be advised that if any prohibited electrical equipment or appliances are found, they will be confiscated, and disciplinary action will follow.

*See also Confiscation, Prohibited Items, and Room or Health & Safety Inspections*

## **Elevators**

Riding on top of, tampering with or damaging elevator equipment is strictly prohibited. Should the elevator break down during operation please contact the University Police department for assistance 516-876-3333.

## **Emergencies – Contact UPD: (516) 876-3333**

Officers of the University Police Department are available 24-hours a day 365 days of the year and can be reached by calling (516) 876-3333. If you are experiencing or witnessing an emergency, please contact them immediately.

As a precaution we encourage all students to have the UPD number saved and easily accessible in their cell phones.

## Emergency Contact & Missing Student Contact

All resident students are required to complete the emergency contact and missing student contact forms. Students may update this information by contacting the student housing portal.

## Extension Cords

Extension cords are expressly forbidden in residence halls. Along with candles they have been the cause of many fires in residence halls. For everyone's safety:

- Only UL approved surge protector power strips are permitted.
- Surge protectors must have an off/on switch.

*See also prohibited items list.*

## FIRE SAFETY SECTION

### Fire Alarms

Take alarms seriously. When the fire alarm sounds, all residents must immediately vacate the building as quickly as possible by following the procedures as outlined below. Failure to evacuate in a timely manner (within 3 minutes) during a fire alarm puts your life as well as the lives of emergency responders at jeopardy. Doing so will result in disciplinary action.

### Fire Alarm Evacuation Procedures

1. Upon hearing the sound of an alarm, remain calm.
2. **DO NOT OPEN HOT DOORS** – Feel the top of the doors with the back of your hand before opening any door. If the door is hot, do not open. If cool, open the door slowly and stay behind the door while opening it. Close all doors immediately after entering or exiting. If you are caught in a room and cannot leave, try to seal cracks around the door to prevent smoke from entering.

3. Proceed to evacuate the building using the nearest exit door to the staircase located down the corridor on each wing of every floor.
4. If smoke is encountered during your exit, do not walk upright crawl. The air is cooler and less toxic near the floor.
5. Do not use the elevators.
6. Close doors behind you as your exit, to help contain fire.
7. Follow the directives of Residential Life staff, University Police and emergency responders as you exit the building.
8. Once exiting the building at the ground level, walk to the designated residential hall assembly area (50 feet away from the building). Stay out of the pathway of vehicles and emergency responders.
9. No one shall be allowed to return to the halls for any reason until directed to do so by the University Police and the Office of Residential Life staff.

### **Emergency Exit / Fire Doors**

**Emergency Exit doors are alarmed and should only be used in case of emergency, such as when the fire alarm is sounding.** Tampering, blocking, and/or exiting with Emergency Exit / Fire Doors (in a non-emergency) poses a serious risk to the community and will likely result in sanctions.

### **Fire Safety Training**

All residents are required to participate in Fire Safety Training. First year students and transfers are required to do this as part of the Week of Welcome activities. Returning students will receive a refresher by RAs as part of the mandatory floor meeting. If you miss the training, it is your responsibility to follow up with staff to receive the information.

### **Fire/Smoke**

If you see smoke or fire (and no alarm is sounding) follow the Fire Alarm Evacuation Procedures. On route, as you exit, pull the nearest manual fire alarm pull station to activate the alarm and to evacuate the building. If for any reason you are unable to do this, please call UPD 516-876-3333.

## Smoke Detectors

Never cover, attempt to dismantle, or otherwise tamper with the smoke detectors in your room or hallways. Tampering with fire equipment is a misdemeanor offense, it also endangers the lives of all community members.

Interference with or misuse of fire alarms or other life safety/security equipment or programs is a violation of the University's Code for Conduct and may lead to fines and/or removal from the residence halls.

## Smoking & Vaping Policy

Smoking and vaping are prohibited in all residence halls regardless of age. Smoking and vaping are permitted in pre-approved designated areas only. Designated smoking areas can be found using this link:

<https://www.oldwestbury.edu/tobaccofree>

## Sprinkler Systems

Sprinkler systems help contain and extinguish fires in buildings. The sprinkler heads are delicate pieces of equipment and will discharge water if damaged. Residents are required to maintain an 18-inch clearance around the sprinkler heads. Never hang items from the sprinkler heads or pipes as they are easily damaged and may activate. Misuse/tampering with a sprinkler head is a violation of the University's Code of Conduct.

## Furnishings

Depending on its design and capacity, each student room is furnished with, including but not limited to one of the each of the following for each student: desk chair, bed, mattress, desk, wardrobe, nightstand, and dressers. The resident is responsible for the proper care and use of all furnishings. All items in the room are expected to be returned in the same condition they were at the point of occupancy by the resident of the room.

Residents are permitted to rearrange furniture in the room in a reasonable manner as long as roommates agreed upon the arrangement. Furniture must remain on the floor and may not be suspended or placed on supports of any kind, which includes bed risers. Furnishings and any items brought into the room may not be arranged in a manner that prevents clear access to exits, including windows. **Residents may not move furniture from one room to another, nor may residents remove lounge furniture from any lounge or common areas.**

Residents are permitted to bring personal items, such as rugs, throw pillows, lamps and bedspreads. However, all rugs, curtains, and tapestries must have a fire retardant/flame retardant label (NFPA 701, ASTM E-84) affixed to the fabric. Residents are not permitted to

drape, or otherwise cover, lights or hang items from the ceilings **in any manner**. Paper or other flammable decorations (posters, collages, etc.) should be used in moderation. More than 50% of the wall may not be covered by any item and they may not be placed in a manner which could fall onto a person's face while sleeping. Futons are prohibited.

### **Furnishings – Lounge**

Lounge furniture must remain in their respective lounges. Residents may not move lounge furniture into their room. If the resident is found in possession of lounge furniture, they will be required to return it to the appropriate lounge. Additional disciplinary action and/ or fees may be incurred if deemed appropriate.

### **Heating and Air Conditioning Policies and Procedures**

In line with the University's Energy Conservation Policy, Woodlands residence halls are maintained during the winter (Typically October 15th – April 15th) between 68°F and 72°F. During the Summer months, Air conditioning typically operates within a 72°F - 75°F range. To assist the units function students should not block the intake of the room units (at the bottom of the unit) or the vents on top of the unit. **Unit controls should be set and left on auto and windows should be closed.**

Please note that that variable conditions outside can impact the heating system. For example, when outside temperature is 60°F or above the units may not heat. Due to variable temperatures, buildings may feel warm when the units are on. If you have concerns regarding your heat or cooling please follow the following procedure.

### **Heating Issue Procedure**

Heat issues during the winter are taken seriously. If you believe that you have a heating issue within your room, please contact a member of the Office of Residential Life (in your hall, or in the main office) immediately. If you are unable to reach a staff member, please contact University Police for assistance. The following procedure should then follow:

1. Office of Residential Life staff member will measure the temperature of the room using a thermometer.
2. If the heat is below an acceptable range (Less than 68°F) then the Heat Plant will be called.
3. Heat plant will work to correct the issue as soon as possible.

Please note students are not permitted to use space heaters as they cause fires. Concerns regarding cooling are managed in a similar fashion.

*See Prohibited Items*

## Identification

Identification must be available upon request to all residential staff members (I.e. Residence Hall Directors, Resident Assistants, Desk Attendants, University Police, etc.). Student ID cards are non-transferable (just like room keys) meaning you may not give your Student ID card to another individual to gain access to University facilities or events.

Should you lose your Student ID Card you should notify your RHD so that door access to the hall can be deactivated. You should also deactivate your Student ID Card to ensure that your other Dollars and meals are protected. To deactivate your Student ID Card, log into the student portal, navigate to Campus Life, Panther Card and in the account, menu select Deactivate Card. If you have difficulty navigating the process, please touch base with the ID Office.

## Keys and Lockouts

All keys issued are the property of the University. Keys may not be duplicated or transferred to other persons. Keys must be presented when requested by University administrators, University Police, Residence Hall Directors and Resident Assistants.

Keys must be returned to the appropriate locations to avoid unnecessary billing charges. Lost or found keys should be returned to the building Resident Assistant (RA) Office or the Resident Hall Director (RHD) Office when the student leaves/ checks out of housing or at the end of each semester.

Students must appropriately inform the Office of Residential Life or a student or professional staff member within 24 hours of keys being misplaced or lost.

Keys must be surrendered immediately upon termination of the Housing License Agreement.

If you are locked out of your room, you should contact the appropriate person(s) working in your residential hall RA/RHD office at the time. Please be aware that lock-outs are not considered to be emergencies or priorities and you may experience delays in obtaining a response to your request. You will be required to show your Old Westbury Student ID Card to verify your Residence Hall assignment.

## Kitchenette

Each Woodland Hall is equipped with a Kitchenette on the first floor.

Academic Village is equipped with Kitchenettes in various locations

- Laundry Room (next to Anthony Hall)
- 3<sup>rd</sup> Floor Lounge in Anthony Lounge
- 3<sup>rd</sup> Floor Lounge in Bolivar Lounge
- 3<sup>rd</sup> Floor Lounge in King Lounge

- 4<sup>th</sup> Floor Lounge in Roosevelt Lounge

Maintaining the kitchenettes is the responsibility of the student who last used the facility. If the student has not cleaned after themselves the student will be sanctioned with up to and including the loss of privileges of using the kitchenette again. In the event that repeated issues occur and responsible parties cannot be identified the kitchenette may be closed for a period of time.

### **Limitation of University Liability**

The University cannot be held responsible for loss of or damage to personal possessions in student rooms or suites resulting from fire, theft, leaks, vandalism, confiscation, mechanical failure or acts of nature. **Residents are encouraged to carry personal property insurance.**

### **Mandatory Reporting and Prevention of Child Sexual Abuse**

Any employee, student or volunteer for the State University of New York who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on the State University property or while off campus during official State University business or University-sponsored events shall have an affirmative obligation to report such conduct to the relevant University Police Department immediately. Such a report should include the names of the victim and the assailant (if known), other identifying information about the victim and assailant, the location of the activity and the nature of the activity.

### **Missing Student Protocol**

*What does Missing Mean?*

A Residential Student will be considered to be missing if the following circumstances apply:

- a) They are overdue in reaching a predetermined destination by more than 24 hours past their expected arrival time.
- b) After checking their University residential space, evidence supports the view they are not present there and preliminary efforts to contact the student fail.

Additional factors may be used by University officials to determine a student is missing depending on circumstances.

This policy is designated for those students living within the University residence halls. In the event of a missing student, the Office of Residential Life will also work directly with the University Police Department to verify cases in which a person may not be missing but has voluntarily left their items at their campus residence.

Each student living within the residence halls has the opportunity to list an Emergency Contact by completing the Emergency Contact section of their housing application. The student should notify the Emergency Contact that they have been designated as an Emergency Contact. This information will be maintained in Office of Residential Life records that will be immediately

accessible by University staff who will implement this policy. In the event of a determination that the student is missing, the University will attempt to notify the listed Emergency Contact within 24 hours.

At any point during a student's enrollment, they may choose to register or change Emergency Contact information with the University by notifying the Office of Residential Life. This information is confidential but may be released to the University Police and University staff as necessary to carry out the purposes of this policy.

1. In order to notify staff of a potential missing student, please contact the Office of Residential Life or the University Police Department.
2. Please be prepared to provide as much information as possible.
3. Office of Residential Life staff will immediately contact the University Police Department when a student is reported missing.
4. The University Police Department will be responsible for filing all related missing person reports with other agencies as may be required and conduct an investigation.
5. No later than 24 hours after a student is reported missing, the VPSA or their designee will be responsible for contacting the appropriate Emergency Contacts as established above.
6. The VPSA or their designee will notify both the parent or legal guardian and missing student contact person no later than 24 hours after a student is determined to be missing if a student is under the age of 18.
7. Office of Residential Life staff will serve as support personnel when a student is determined missing and make appropriate contacts within the University (Counseling Center, Dean of Students, academic dean of student's school, and University Police Dept.).

## Noise

Living in a residence hall requires students to develop sensitivity to the needs and rights of others. The noise that you make (through TV, music, loud talking/laughing/and yelling etc...) may be offensive or disturbing to others. The following noise policy is in effect:

1. **24-hour courtesy hours.** Residents are expected to monitor their own noise levels and to initiate and respond to requests for noise reduction in a courteous and respectful manner. When others fail to reasonably respond to the request for the lowering of noise, the resident should seek the aid of a Resident Assistant.
2. Quiet hours are observed during the hours of 10:00 p.m. through 8:00 a.m. unless otherwise stated, (e.g. 24-hour quiet hours buildings).
3. Noise or music should not extend outside your room/bathrooms.
4. No stereo speakers, radios, etc. are permitted at or near windows.
5. No music or excessive noise is allowed in the hallways and in front of the halls except with written permission from the Office of Residential Life.
6. Any excessively loud stereo equipment (i.e. DJ equipment) is not allowed to be used in the residence halls and may be subject to confiscation by University staff.

7. During final exam period all halls are 24-hour quiet. The date in which 24-hour quiet begins will be posted within the halls.

### **Parties and Authorized Events**

Individuals (non-resident students) attending authorized parties and special events at the University are not considered authorized visitors for either overnight or day visitation purposes. The presence of such individuals on the campus is governed by the authorization filed pursuant to the regulations on parties and events in the Center for Student Leadership and Involvement (CSLI).

#### **Pets**

Residents may keep an aquarium, for non-poisonous fish only, in their rooms. The aquarium must be in good repair and no larger than 5 gallons. No other pets of any kind are allowed in the residence halls.

### **Prohibited Items**

Residents are prohibited from possessing or using the following items in the residence halls:

- A. Firearms or recreational weapons (including but not limited to gel blaster guns, airsoft guns, Nerf guns, etc.)
- B. Knives (outside of those for the sole purpose of cooking) and/or switchblades
- C. Alcoholic beverages/liquors & alcohol paraphernalia including but not limited to: Kegs, Beer Ball, taps, shot glasses, beer pong tables, funnels, alcohol bottles, alcohol cans, alcohol containers used for decorative or any other purpose, etc.
- D. Illegal drugs & prescription medications not in your name
- E. Drug paraphernalia – Hookahs, grinders, rolling papers, rolling trays, bongos, pipes, etc.
- F. Candles, incense, wax melters, or anything with that can have an open flame, even if not in use
- G. Halogen bulbs/ lights, medusa lamps, lava lamps, oil and gas lamps, and any lamps with more than 2 heads/bulbs
- H. Cooking appliances or other high-wattage equipment, such as hot plates/pots, electric coffee pots or tea kettles that utilize hotplates/external heating elements, immersion heaters, popcorn poppers, electric frying pans, deep fat fryers, air fryers, electric woks, microwave ovens, stoves, toaster ovens, waffle makers, refrigerators over 4.2 cubic feet or any other appliance more than 1,000 watts, with the exception of handheld hair dryers.
  - a. Any appliances that have an exposed heating element are not allowed in the residence halls.
- I. Air conditioners, electric heaters, space heaters, or heated blankets
- J. Non-UL certified, non-surge protected power strips
- K. Electrical octopuses of any kind, outlet splitters, extension cords, power towers, or items for similar purposes
- L. Futons, waterbeds, or any mattress not approved by Res Life

- M. Bed risers, cinder blocks or other materials used to elevate the bed posts
- N. Non-flame/fire resistant rugs, carpet, curtains, or tapestries (see the Furnishing section for more information about required labeling)
- O. Hoverboards or other electric mobile devices utilizing lithium-ion batteries
- P. Any product which has been recalled for safety reasons

Any additions may be added per NY State Law and Fire Code. Please note Residents are personally liable for damage or injuries resulting from the use of unsafe appliances. The Office of Residential Life reserves the right to update and amend this list at any point. For the most up to date listing please go to our website.

*See also Room and Safety Inspection, and Confiscation.*

### **Quiet Hours**

1. Quiet hours are observed during the hours of 10:00 p.m. through 8:00 a.m. unless otherwise stated, e.g. 24-hour quiet hour building(s).
2. Twenty-four (24) Quiet Hours are strictly enforced during examination periods.

Repeat violators of quiet hours will be subject to disciplinary action, including confiscation of the equipment associated with the violations. Disruptive, loud behavior or playing loud music in or around the residence halls is not permitted.

### **Refrigerators**

A student is permitted to have a refrigerator in their room provided that it meets the following specifications: must not exceed 115-200 volts, maximum power 2.0 running amps, maximum capacity of 4.2 cubic feet, UL-approved and in good working condition, and arranged in the room in a manner that permits of 2" clearance on all sides. No refrigerator will be allowed in a common or suite area. All refrigerators must be emptied, unplugged, defrosted and cleaned before each recess period. Check with an Office of Residential Life staff member for further information or clarification.

Any fridges units which are contracted with an outside vendor, including but not limited to, Microfridges fall solely under the responsibility of the renter and supplier: *Neither the University, the Office of Residential Life, nor the Division of Student Affairs is responsible for fulfilling any aspect of the agreement between the vendor and the renter.*

### **Restricted Areas/Unauthorized Entry**

No one is permitted on the roof of any building; on the edge, sill or railing of windows or on the fire escapes. Furthermore, no one is allowed to drop or suspend any objects from windows, roofs or fire escapes. Your screens should remain in place at all times. Damaged or missing screens will be billed to the student. This also includes unauthorized entry into bathrooms. Please respect the gender designation of our bathrooms. A guest bathroom is available in the

lobby area of each hall. Any unoccupied residence hall or room are restricted areas to all students. Additionally, no one is permitted to access the basement of any residence hall.

### Room Door Decorations

In compliance with NYS Fire Code, SUNY Old Westbury has created the following policy for decorations on student room/suite doors: Each door should only consist of name tags, dry eraser boards and one 8-1/2"X11" sheet of paper per student, but at no point will have more than 50% covered.

Please note that stickers and other adhesives on the door may cause damage to the door finish which may be billed per our damage charges policies. Any student found in violation of this policy will be required to remove the additional decorations on the door.

Each door is required to have a door tag. All decorations on door must fit inside the door frame and cannot have any explicit language or mentions of drug/alcohol and may not exceed 50% of the door

### Room or Health & Safety Inspections

When conducting Room or Health and Safety Inspections, and before entering a resident's premises, Office of Residential Life staff will knock and announce themselves. If there is no response, this procedure will be repeated once. If there is still no response, staff will then announce that they are entering the premises before keying into the room. When consent is not provided, the room may be entered without the student's permission and items in plain view that are specifically prohibited or pose an immediate danger to the room, safety or life will be removed.

At the close of the residence halls and during breaks, the Residential Life staff will enter rooms to check that the proper checkout procedure was followed for example: appliances unplugged, trash removed, windows closed, lights off, doors locked, etc. The complete checkout instructions are disseminated at closing floor meetings. Failure to checkout properly, will incur an improper checkout charge.

The Residential Life staff may conduct room or health & safety inspections several times each semester. Rooms are inspected for illegal prohibited items and/or anything that poses a hazard to the health and safety of residents. Violations will result in disciplinary action against the resident and confiscation of prohibited items. Inspection periods will be announced in advance. Removal of violation at the time of inspection does not negate participation in the SUNY OW student conduct process. It is preferred that students be present during inspections, however, staff will enter rooms with or without the presence of students.

The New York State Fire Marshal may conduct fire safety inspections at any point during the semester or year. Rooms are inspected for fire safety violations, illegal prohibited items and/or anything that poses a hazard to the health and safety of residents. Violations will result in disciplinary action against the resident and confiscation of prohibited items. Removal of

violation at the time of inspection does negate participation in the SUNY OW student conduct process. Inspection periods are typically not announced in advance and are at the discretion of the New York State Fire Marshal. All inspections are done with a member of Residential Life Staff. It is preferred that students be present during inspections, however, staff will enter rooms with or without the presence of students.

*See also Prohibited Items and Confiscation.*

## **Room Usage**

Residents are expected to utilize the room in a manner that is consistent with the standards established by this guide, the code of conduct, and university rules and regulations.

Residents are expected to share space equitably with roommate(s). The shared space may not be set up in such a way that prevents easy access to exits and windows in case of an emergency. Each student is allocated 1 bed, desk chair, drawers, desk & closet. Students who misappropriate more than their allocated furniture, at any point during the year, may be held accountable through the Student Code of Conduct

## **Sales and Solicitation**

Residents may not sell or solicit any services or products within the residence halls, nor use their room or suite for commercial purposes.

## **Service Animals**

A service animal assisting a person with disabilities in accordance with ADA guidelines are permitted within the residence halls. All service animals must be approved by the Office of Student Disabilities prior moving into the halls. You can get further information directly from the Office of Student Disabilities website.

<https://www.oldwestbury.edu/division/office-student-affairs/office-services-students-disabilities>

## **Sexual Assault, Sexual Harassment, Title IX**

SUNY Old Westbury will promptly respond to all complaints of sexual discrimination, harassment and violence. The purpose of Title IX is to prevent sex discrimination on campus, address reported assaults and incidents, limit the effects of harassment on the educational environment, and prevent its recurrence.

For the most up to date policy information and list of campus resources see

<https://www.oldwestbury.edu/title-ix>

We encourage all students to seek safety and support through reporting and utilizing Office of Residential Life staff within the halls and our offices.

Additional resources are available at:

<https://www.suny.edu/violence-response/>

### **Smoke Detectors**

Never cover, attempt to dismantle, or otherwise tamper with the smoke detectors in your room or hallways. Tampering with fire equipment is a misdemeanor offense, it also endangers the lives of all community members.

Interference with or misuse of fire alarms or other life safety/security equipment or programs is a violation of the University's Code for Conduct and may lead to fines and/or removal from the residence halls.

### **Smoking & Vaping Policy**

Smoking and vaping is prohibited in all residence halls regardless of age. Smoking and vaping is permitted in pre-approved designated areas only. Designated smoking areas can be found using this link:

<https://www.oldwestbury.edu/tobaccofree>

### **Social Event Policy**

A resident wishing to conduct a social gathering, that is not a club or organization event, must properly register the event with the RHD of the area no less than 10 business days prior to the event and adhere to all social event policies outlined below:

1. No social events are permitted in rooms
2. A gathering is considered a social event when there are: four people in a single room, six in a double room, and nine in a triple room
3. The number of people attending a lounge social event may not exceed fire code regulations. The total number of people varies for each lounge. Contact your RHD for exact totals
4. The resident(s) hosting a social event are responsible for insuring that all housing policies and regulations are followed, that the noise level does not carry beyond the immediate area of the event, and for preventing the overflow of guests or the event into the hallways and other areas of the residence hall
5. The lounge and lounge furniture must be returned to its original condition
6. The resident(s) hosting the social event are liable for all room, suite area and/or lounge area damages that occur, including those for which guests are responsible

Failure to comply with any of the above policies will result in the termination of the social event, and possible disciplinary action.

## Sports in the Halls

Engaging in games of frisbee, football, handball, basketballs, hockey, lacrosse, soccer, bicycle riding in-line skating, hover boarding, scooter or skateboard riding, running, and participating in other such activities within the residence halls is not allowed.

100% of resident rooms are protected by sprinklers within the Woodlands Residence Halls.

**Academic Village** – The Academic Village residence halls have an automatic smoke detection system with automatic alerting to the fire department and University Police. 0% of resident rooms has sprinkler coverage.

## Subletting

Students shall not assign or sublet their housing license to any part or all of the premises. Subletting includes short-term or temporary rental arrangements including, but not limited to, those offered through peer-to-peer accommodation services including but not limited to Airbnb, Craigslist, or Couchsurfing. Assigning or subletting may result in disciplinary measures and/or license revocation without compensation.

## Trash

Dumpsters for trash are located in the rear of each residence hall. It is the residents' responsibility to properly dispose of trash and to assist housekeeping staff in keeping the residence hall area clean. Under no circumstances should trash or any other item be thrown in hallways, stairwells, and lobby areas or out of windows.

## Visitation and Overnight Policy

The Office of Residential Life's Visitation & Overnight Guest Policy was developed to protect Residents' rights to security, privacy and comfort and to prevent unauthorized persons from entering the campus and/or staying overnight in the residence halls.

The Visitation & Overnight Guest Policy is suspended during the first two (2) weeks of each new semester. Guests may not be approved during winter break and summer sessions. The Office of Residential Life can adjust, extend or suspend visitation and overnight guests as needed.

### *Resident's Responsibilities for Hosting a Guest*

- **Host Residents** are responsible for the behavior of their guest(s) at all times. A Host should be *with* their guests at all times while in their building. A Host's roommate has the right to free access and privacy of their room. Therefore, the Host

must carefully discuss visitation with their roommate(s), so that everyone has a clear understanding of preferences, expectations, rights and need for privacy.

- Violations of the Visitation & Overnight Guest Policy may likely result in the suspension of visitation privileges for a specified period, among other possible disciplinary actions; subsequent violations may result in longer restrictions of visitation privileges or suspension from the residence halls.
- Hosts are allowed no more than two (2) visitors at any given time. High volume of guests in the building can result in the limiting of guests allowed entrance into the building at the discretion of Office of Residential Life staff and/or University Police.

## Visitation Policy

A Visitor is defined as any person who does not reside in the hall, but they wish to visit. The Office of Residential Life professional staff and/or University Police can suspend visitation to any residence hall for safety or security concerns.

### *RESIDENTIAL STUDENTS (Hall to Hall Visitation)*

A “Hall to Hall” Visitor is defined as a current Resident student wishing to visit another Resident student in a residence hall other than their own. A “Hall to Hall Visitor” wishing to visit can do so by having their Host sign them in and providing a valid SUNY Old Westbury ID to the Office of Residential Life staff at the front desk located in the residence hall during designated times. All Visitors must sign in every time they enter the residence hall and sign out every time they leave. All visitations must be in compliance with the Residence Hall Roommate Agreement. Residents have the ability to update or make changes as necessary to accommodate all residents within the room.

### *COMMUTER STUDENTS*

A Commuter Student wishing to visit a Resident in the residence halls can do so between 9:00 a.m. and 12:00 a.m. by having their Host sign them in and providing a valid SUNY Old Westbury ID to the Office of Residential Life staff at the front desk office located in the residence hall. All Visitors must sign in every time they enter the building and sign out every time they leave. Commuter Students may not enter the building while the RA Office is not staffed. Commuter Students must leave the Residence Halls by 12:00 a.m.

### *NON-AFFILIATED INDIVIDUAL*

A Non-Affiliated Individual (friends, parents, and relatives, etc.,) wishing to visit a Resident in the residence halls can do so between 9:00 a.m. to 12:00 a.m. by having their Host sign them in and providing a proper photo identification to the Office of Residential Life staff at the front desk office located in the residence hall. All Visitors must sign in every time they enter the residence hall and sign out every time they leave. If an RA is not present in the office, the Resident should call the RA-On Duty number.

Non-Affiliated Individuals may not enter the building, while the RA Office is not staffed. Un-Affiliated Individuals must leave the Halls and campus by 12:00 a.m.

### *UNDERAGE GUESTS*

An Underage Guest is any person under the age of 18 wishing to visit a Resident in the residence halls. All underage guests must be pre-approved by the Office of Residential Life before entering the residence halls, regardless of the time of day. Residents wishing to have an Underage Guest in the residence halls must submit a request to their RHD (Resident Hall Director) by 5 p.m., two (2) business days before the date of the Underage Guest's visit. Approved Underage Guests can visit a Resident in the residence halls between 9 a.m. to 11 p.m. Underage Guests may not enter the building while the RA Office is not staffed.

### *Overnight Guest Policy*

Residents are limited to one (1) Overnight Guest per night. The maximum number of Overnight Guest visits per resident is four (4) nights per month.

- Any Overnight Guest is defined as a Non-Resident person who is in a Resident student's room after 12:00 a.m. (midnight).
- An Overnight Guest is permitted only after obtaining an approved Overnight Guest Pass.
- All Overnight Guest Pass applications must be agreed upon by the Host's roommate(s) through signed approval.
- Overnight Guests will not be approved during the first two (2) weeks of the semester and final exam periods.
- Overnight Guests may not be approved during winter break and summer session.
- Each Overnight Guest has a limit of four (4) nights overnight in the residence halls per thirty (30) calendar days regardless of Host.
- Overnight Guests under the age of 18 *will not* be approved for overnight passes and must leave at designated times as indicated above.
- \* In collaboration with the SUNY Old Westbury Athletics program, there is a separate pre-approved process for the Overnight Athletic Guest Program.

Residents wishing to host an Overnight Guest must complete an Overnight Guest Request Form. Approval from the roommate(s) must be obtained before the issuance of the Overnight Guest Pass. Once registered, the Overnight Guest's name will be provided to University Police for placement on the Overnight Guest List.

- The form must be completed and approved by the RHD by 4p.m. two (2) business days before the date of the Overnight Guest (i.e., requests for an Overnight Guest on Friday night should be submitted by 4 p.m. on the Wednesday beforehand).
- An Overnight Guest Pass will be issued to the Overnight Guest when they initially enter the residence hall of their Host Resident. Overnight Guests are required to carry the Overnight Guest Pass at all times. The Overnight Guest Pass must be produced

upon request by any member of the University Police Department, Office of Residential Life Staff, or SUNY Old Westbury staff member for the duration of their stay. Overnight Guest Passes must be claimed by 11:30 p.m. at the RA Office of the building where the Host lives. Overnight Guest Passes cannot be issued after this time.

- Any Resident found responsible for hosting Overnight Guests without permission may face strict sanctions including the possibility of immediate suspension from the residence halls. Areas not designated for sleeping (lounges, hallways, suites, etc.) may not be used for sleeping by anyone.

#### *Residence Hall Visitation Procedures*

1. In the Woodlands residential community, a Visitor passes the first sliding door and comes to the front desk and awaits their Host. In the Academic Village residential community, a Visitor comes to the Bolivar Hall RA Office with their Host.
2. Visitors must present valid physical photo identification: Current Resident students and Commuter's Student Visitors will show their valid SUNY Old Westbury ID for identification. Non-affiliated Guests must show state/other government photo identification.
3. Office of Residential Life Staff will complete the Visitor's Log with the Visitor's information.
4. Visitors and Hosts will notify the Office of Residential Life staff upon exit.

No Visitor (hall to hall or otherwise) shall be allowed to enter any residence halls without following the above steps. This process must happen every time a student enters and exits the building. Failure to do so is a violation of the SUNY Old Westbury Code for Student Conduct.

**\*\* Please note the Office of Residential Life can suspend the Visitation and Overnight Guest Policy as needed due to extenuating circumstances\*\***

*See also Campus Access.*

#### **Windows**

Residents responsible for any noise or objects coming out of windows will be subject to appropriate disciplinary action. Residents are not permitted to remove the screens from windows, yell, play music loudly, drop things from windows, climb out of windows, sit on the window ledge, or climb up onto any roofs. This applies to all lounge windows as well as individual room windows. Damage to windows and screens will be billed to the responsible parties.

#### **Residence Halls Facilities & Services**

Please note this section is alphabetized.

## Academic Support

SUNY Old Westbury is committed to providing comprehensive services and activities that complement the learning process and maximize students' abilities to realize their educational and life goals.

The University offers a number of academic support services ranging from academic advising to tutoring.

All staff and faculty associated with these functions work together to assist students in understanding and meeting the University's requirements and in obtaining timely, accurate information and assistance.

- Academic Advising Center
- Office of Services for Students with Disabilities (OSSD)
- Educational Opportunity Program (EOP)
- First-Year Experience (FYE)
- Math Learning Center
- Math Redesign Lab
- Writing Center
- Tutoring Center
- Women's Center

Please see <https://www.oldwestbury.edu/academics/support> for the most updated information. A number of RA and RHA/RHC programs within the halls center on academic success.

## Counseling and Psychological Wellness Services (CPW)

Many students encounter challenges throughout their time at SUNY Old Westbury. Problems can be current, such as difficulties with a roommate, problems in relationships with other people in their lives, or any sources of stress, such as academic, or financial difficulties. Some problems may even be bigger than that, such as depression, anxiety, eating problems or substance abuse. Counseling is aimed at helping students navigate these challenges, whatever they might be.

The Counseling and Psychological Wellness Services (CPW) offers FREE and CONFIDENTIAL counseling to all students. Those services include individual counseling, couple counseling and psychiatric consultations. CPW are open Monday to Friday, 9am-5pm, and you can find them at the Student Union, Lower Level, Room 100 (next to the piano). To make an appointment, call them at 516-876-3053 or just stop by. The Office of Residential Life staff are happy to walk over with you to connect you with their helpful staff.

When social distancing guidelines are in effect, counseling and psychiatric services will be delivered by video-chats and phones. To schedule an appointment during social distancing, please email [counselingcenter@oldwestbury.edu](mailto:counselingcenter@oldwestbury.edu).

## Food Services

All residents are required to have a meal plan on campus. A number of dining options are available in different locations across campus. Students with food allergies are encouraged to speak with the Director of Dining Services about their needs.

### **Internet Access**

Each room in the Woodlands is equipped with an wireless internet. ResNet, our WiFi service, is available throughout the Woodlands Halls and Academic Village. Any connectivity or internet issues can be submitted through ITS.

### **Laundry Facilities**

Each Woodlands hall has its own laundry facility, which is currently open 24 hours a day, seven days a week. They are operated with our laundry app, PayRange, and connect your Panther Card to pay. You may reload Panther Dollars through the connect.oldwestbury portal. Problems with the laundry and card readers should be addressed to the Resident Assistant or the Residence Hall Director

### **Lounges**

Lounges are to be used for relaxation and as places for study. Lounges are designated as either General/Multi-purpose or Study Lounges. Ask your RA or Residence Hall Director for specific designations. The Resident Assistant Staff utilizes these lounges for resident student programs and activities. A resident wishing to reserve lounge space must register the event with the Residence Hall Director no less than 2 weeks prior to the event and adhere to all social event procedures as outlined in the Guide to Campus Living.

All lounge space is for the use of resident student or resident student group only. Use of the facilities by other campus students or groups is at the discretion of the Residence Hall Director.

### **Mail**

The University operates a post office substation. The mailroom handles the distribution of residents' mail.

The University will assign each resident a mailbox in each Residence Halls. Woodland Hall mailboxes are located on the ground floor by the RA office. Mailboxes for Academic Village is located by the Mailroom in the Campus Center (next to the library and opposite the main Office of Residential Life. If mail is found that is not addressed to the student, that student should be bringing the mail to the RA office or return to the mailroom. Large packages must be picked up at the mail room located in the Campus Center next to the library and opposite the main Office of Residential Life.

Your mailing address is:

PERSONAL MAIL including the US Postal Services

Name: \_\_\_\_\_  
Res Hall Name: \_\_\_\_\_  
Mailbox #: \_\_\_\_\_  
SUNY Old Westbury  
PO BOX: 410  
Old Westbury, NY 11568-0410

DELIVERY SERVICES except the US Postal Services IE: UPS, DHL, FEDEX, ETC

Name: \_\_\_\_\_  
Res Hall Name: \_\_\_\_\_  
Mailbox #: \_\_\_\_\_  
SUNY Old Westbury  
223 Storehill Rd  
Old Westbury, NY 11568-0410

### **Maintenance**

Facilities Management handles maintenance requests and is responsible for maintaining all residence halls and other campus facilities. The services provided include plumbing, carpentry, electrical, painting and common area custodial care. In the event that service is needed in your room, please submit a maintenance request through your OW portal, where a work order will be generated to remedy the problem(s). In the event that a service is needed in a common space (i.g. common room, bathroom, etc.), please notify your RA/RHD through email for a work order to be generated. Your signature may be necessary to process the work order. Work order requests are processed in the order of severity of the situation.

Residents are encouraged to report all maintenance problems promptly through the maintenance request system. Student rooms and their furnishings are property of the University, and therefore, appropriate personnel have been assigned to complete the necessary repairs. If it is determined that a student is responsible for the damages, they will be billed for the repair. Such requests may result in a billing for the time and labor associated with the repair.

### **RA Office**

Each Woodlands residence hall has an RA office on the first floor by the main entrance to the hall. This office also accommodates front desk. The RA Office for the Academic Village is located in Bolivar Hall, adjacent to the first floor lounge. The offices are open various hours during the day from 9:00 a.m. to 8:00pm, Monday - Friday. Specific day and nighttime office hours are posted on the community office's front windows. The RA Office provides the following services: recording/reporting emergency maintenance requests, room check-in/check-out, equipment check-in/check-out, resident room lock-outs, and lounge accessibility.

In the Woodlands, the front desk is staffed by RAs and Desk Attendants. After hours, the Front Desk of each hall is open every night Friday through Wednesday from 8:00 p.m. to 2:00 am and 10:00 pm – 3:00 am on Thursday, unless otherwise posted.

### **RHD Office**

In the Woodlands, the RHD Office is located within the RA Office. RHD office hours are posted within the hall.

In the Academic Village, the RHD Office is located in Bolivar Hall, adjacent to the first floor lounge, next to the RA office.

### **Safety and Security**

The safety and security of our community is of paramount importance. Some measures in place for your safety include:

- Office of Residential Life Staff
- Safety Aids
- The University Police Department (UPD)
- Security Cameras, Desk Attendants, ID secure entry system (in the Woodlands)
- Pin pad bathrooms with unique codes by wing (in the Woodlands)

We expect that all community members do their part to ensure our community is safe. Please report any suspicious or security issues to residential life staff or UPD as soon as possible. UPD can be reached at 516-876-3333.

### **Student Health Center**

The Health Center is open to all registered students of the University. The Center is staffed by registered nurses, physicians, and a nurse practitioner. Hours of operation are available on the Student Health Center webpage. Please call the Health Center to schedule an appointment.

Contact Information

Campus Center, I-Wing (just past the Office of the Registrar)

Phone: (516) 876-3250

Fax: (516) 876-3142

Email address: [studenthealth@oldwestbury.edu](mailto:studenthealth@oldwestbury.edu)

Website: <https://www.oldwestbury.edu/life/student-health>

## **Fall & Spring Semester Hours**

- Monday & Tuesday- 8:30 a.m.- 7:00 p.m. (last appointment is at 6:30 p.m.)
- Wednesday, Thursday, & Friday- 8:30 a.m. - 5:00 p.m. (last appointment is at 4:30 p.m.)

Any resident with a medical condition must dispose of medical waste in an appropriate manner. Students should consult with professionals at Student Health about the appropriate disposal of medical waste.

## Housing Policies - Assignments and Billing

### Eligibility for Campus Housing

You are eligible for campus housing only if you are:

- A full-time student (carrying 12 or more credits)\*
- Completed an online housing application
- Paid the housing deposit – also available online (\$50)
- Are in good financial and disciplinary standing with the University

\*Exceptions to full-time status can only be granted by the Director of Residential Life (D-ORL) or Vice President of Student Affairs (VPSA)

### Check-In

The procedures for check-in are as follows:

1. Report to the assigned area/building office at the date and time indicated in your assignment letter. You will then receive confirmation of your room assignment, if you have not already received it.
2. You will be required to complete some administrative forms, for example, our Kerry Rose fire safety sheet, and financial cancellation process\*, etc, prior to receiving your keys.
3. Upon receiving your key from your area/building office, you will receive a copy of your Room Condition Report (RCR). Your RCR was completed by a Residential Life staff member before your arrival. Your signature on this form acknowledges that you have received a copy of the RCR with all pre-existing damages/imperfections that the Office of Residential Life is aware of. You should thoroughly walk your room, note any damages not listed on the RCR at your check-in time, and return it to the RA Office within 24 hours of your arrival. Failure to complete, sign and return your copy of the form will result in the resident's assumption for any damage in the room as per the Office of Residential Life's records.

\*Please note: Students with financial holds will be required to clear all financial holds before they are allowed to check-in to their rooms. You must have a current Bursar's receipt stamped "Approved for Room and Board" if your name is on the not allowed in housing list.

## Check-Out

At the end of your housing contract, you are required to vacate or checkout from your room no later than 24 hours after your last examination or the official closing date, whichever comes first. The Office of Residential Life will provide the specific closing dates and times, which will be communicated at closing floor meetings. The University reserves the right to remove residents prior to or charge for occupancy beyond the deadline.

Whenever you permanently check out of your room you must abide by the following check-out procedures:

1. At least 24-hours prior to you leaving your housing, please arrange for a check-out in the process in which designated by your buildings RHD. Does not apply for those wishing to express check out.
2. Remove all personal belongings, empty closets and drawers (double-check for overlooked items), dispose of all trash from your room, in the dumpster outside your building. The University cannot be held responsible for items that you have left in the room after checkout or closing of the residence halls. Additionally, all such items will be disposed of at the cost of the student.
3. During your check-out appointment, you, together with your Resident Assistant, will carefully review the condition of your room and furnishings. All findings will be recorded on your RCR, which will serve as a preliminary assessment of damages. Then, return your keys to the staff member. You will receive a copy of the RCR before you leave.
4. If you are the last person to vacate a room, you should make certain that windows are locked, blinds are left open, all lights are off, and all doors are locked.
5. The final damage assessment is completed by the Residence Hall Director responsible for the hall. RAs cannot guarantee that no charges will be assessed for the room.

## Express Check-Out

This option is available to students who either wish to leave at a non-traditional time or are unable to arrange for a check-out time with their RA. Students must pick up an Express Check-out envelope from the Office of Residential Life or from their RHD. Students must provide the requested information on the envelope, place their keys inside the envelope, seal it and return it to either their RHD or to the Office of Residential Life. Students must note that using the Express Check-out option results in forfeiture of the ability to appeal any room damage charges.

## Early Arrivals

Residents may not occupy or deliver items to their rooms prior to the official Residence Hall opening date. The official opening date for new residents is different from the official opening date for continuing residents.

### Late Arrivals

For both Fall and Spring semesters, residents must notify the Office of Residential Life if they plan to arrive after the official opening date for University housing. **Housing assignments will not be held beyond 12:00 am midnight on the 2nd day of classes.** Residents who do not check into their assignment after this deadline may forfeit their housing deposit and assignment.

### Immunizations

New York State Public Health Law (Article 21, Title VI, Section 2165) requires all enrolled university students born after January 1, 1957 to show proof of immunity against measles, mumps and rubella (MMR).

These records are required upon entry to the University and are kept on file in the Office of Student Health Services. Failure to comply with immunization requirements will result in termination of your Housing License Agreement.

### Vaccination Requirement

New York State Public Health Law (Article 21, Title VI, Section 2165) requires all enrolled college students born after January 1, 1957 to show proof of immunity against measles, mumps and rubella (MMR).

These records are required upon entry to the University and are kept on file in the Student Health Center. Failure to comply with immunization requirements will result in termination of your license agreement.

### Improper Check-Out

All personal possessions, furnishings, trash, and discarded items must be removed from the resident's assigned room prior to checking out of the space. Failure to comply with any checkout procedures will result in the forfeiture of your room and common area damage and key deposits (amounting to \$110.00). Additional damages incurred will be billed to the residents' student's account, to be paid in excess of the \$110 improper checkout fine. Improper checkout also results in forfeiture of the ability to appeal any room damage charges.

Remaining items will be considered abandoned 24-hours after the semester ends.

### Abandoned Items

The Office of Residential Life does not provide storage. Items remaining in a room will be considered abandoned 24-hours after a resident moves out or 24-hours after the semester's scheduled moveout period ends. Staff will remove remaining items in the resident's room after

checkout, at the owner's expense. Please note this policy does not apply at the end of the Fall semester providing that the student is registered for classes and housing for the subsequent Spring semester.

### No Show Item Removal

Students who fail to claim their space for the Spring semester will be given 5 business days to make arrangements to remove their belongings. If students fail to make such arrangements or fail to follow through on their obligation to retrieve items on an agreed timeline, the University will consider these items abandoned and dispose of the remaining items as it deems fit. Such action will be communicated via your SUNY Old Westbury e-mail account.

Charges for room occupancy and associated charges with item removal and disposal will be billed to the student account.

Staff will remove remaining items in the resident's room after checkout, at the owner's expense. Please note this policy does not apply at the end of the Fall semester providing that the student is registered for classes and housing for the subsequent Spring semester.

### Damage & Key Deposits - \$110

The University requires a \$110 deposit for campus residency which is applied to your student account when a room assignment is made. It is held for the following items:

1. **Room Damage:** You are required to maintain a room damage deposit throughout each semester you live on campus, including summer sessions. Damages to University property within your room/suite and/or charges for reconditioning (e.i. unclean rooms), will be assessed against your room/suite damage deposit. In the event two students occupy the same room and it cannot be ascertained which student is responsible for the damage and/or charges, the assessment will be made against both equally.
2. **Common Area Damage:** You will be required to maintain a deposit to defray costs of repair to public areas in and around the halls throughout each semester you live on campus. This deposit policy is in line with SUNY regulations and is intended to curtail vandalism in the halls as well as to help the University recover its costs for repairing and/or excessive cleaning of common area surfaces, structures or windows (in lounges, hallways, stairways, etc.) and for replacing, repairing or servicing discharged, damaged or missing fire equipment. The policy will be used only in cases when a person or persons cannot be identified as responsible for the specified damages. In such instances, all residents of a particular floor or residence hall will share equal financial responsibility for damage to a common area.
3. **Key:** you are required to maintain a key deposit. Keys must be returned to your area office at the end of each semester. Failure will result in forfeiture of your damage and key deposits amounting to \$110.00. If keys are lost or stolen, all appropriate cylinders will be changed at an additional cost of per cylinder (\$110 for a double room). All

charges for replacement cylinder(s) and/or key(s) will be deducted from your damage and key deposit. In order to receive your key-deposit refund, all keys must be surrendered immediately upon check out from your room. In the Academic Village, lost keys replacement will include any keys for suitemates

## Damage Charges

Residents are liable for all damages to the room, floor and residence hall that occur during their residency (including those for which guests are responsible). Damage charges are defined as damage, theft, repair or replacement of University property that have resulted from deliberate acts of destruction, negligence or theft. Repairs and replacement of items resulting from normal use will not be included in damage assessments. Whenever damages or theft of University property cannot be assigned to specific individuals, the charges are divided equally among the residents of the affected suite, floor, residence hall, or residence hall complex. This means that if any damage or theft occurs in such areas as a bathroom, suite or common areas such as stairwells, hallways, lounges, or building exterior which cannot be properly charged to an individual, all members of the suite, floor, building or area community will be billed equally. Damages and/or charges occurring within your room will be billed equally between roommates if the responsibility cannot be determined.

Residents are therefore encouraged to lock their room and suite doors whenever they leave their living area and immediately report all suspicious behaviors or persons to the Office of Residential Life or University Police staff. Also, if building doors are not functioning properly or are not locked by the designated time, immediately report these concerns to the Office of Residential Life or University Police staff.

Damages will be assessed for the possession and removal of extra or unauthorized furnishings found in student room or area (e.g., lounge furniture, extra beds or mattresses, etc.). Any abandoned items left in rooms will be discarded, and the student will be assessed a damage charge for removal.

Final damage charge assessments will be completed by Residence Hall Directors through a review of your RCR and thorough inspections of all residence halls. If no damage charges are apparent, residents will receive a full refund of their damage deposits. If damage does exist, but cannot be assigned to specific individuals, damage charges will be assessed against resident damage deposits and a letter delineating the charges will be mailed to them. The assessed amount will be deducted from the deposits, and the balance will be forwarded to the student from the Bursar's office.

*Please Note:* Damage charges that extend beyond a resident's room damage deposit will be the responsibility of that resident and assessed to their University bill.

*See also Damage & Key Deposits - \$110*

## Financial Cancellation

All student bills must be cleared prior to the beginning of each academic semester. Typically, this due date is in August for the Fall semester and in January for the Spring semester. Please consult your e-bill, within <http://connect.oldwestbury.edu/> for the most up to date information on your bill and due dates.

Students who clear their account bill are able to move into their halls at the assigned time.

Students who are not cleared by the pre-set due date are "financially cancelled" from their classes, residential housing assignment, and meal plan. Students will not be able to move in until their bills have been cleared at the Bursar's Office.

Students who are then cleared must bring an "Approved for Room & Board Stamp" from the Bursar Office to the Office of Residential Life to reactivate their housing and meal charges.

Please contact the Bursar with questions regarding your bill.

### **Medical / Accessible Room Requests**

There are limited ADA rooms in each of the Woodland halls. A student who wishes to request an ADA room for reasons of disabilities must have their medical or mental health professional provide supporting documentation to the Office of Services for Students with Disabilities (OSSD). The Student Health Center, Counseling and Psychological Wellness Services and/or OSSD will discuss the student's medical and/or mental health records with the provider and make a recommendation to the Director of Residential Life. Assignments are made based on greatest need.

### **Minors in Housing**

Because our supervisory capacity is not geared toward the accommodation of those under the age of consent, SUNY Old Westbury does not typically provide on-campus housing for students who enroll at the age of 17 but will not turn 18 years old until after their first year of studies have ended. Such applicants may contact the Director of Residential Life, at 516-876-3210 to request special consideration for campus housing. Students under the age of 17 at the time they enroll will be considered for campus housing with special approval from the Vice President of Student Affairs. In all cases legal guardians for students under the age of consent at move in will be required to complete the "authorization for a minor child" form.

### **Not Allowed in Housing**

Students with financial holds will be required to clear all financial holds before they are allowed to check-in to their rooms. You must have a current Bursar's receipt stamped "Approved for Room and Board" if your name is on the not allowed list.

### **Advance Cancellation**

The housing deposit is not refundable after July 1 for Fall semester reservations and December 15 for Spring semester reservations. If you cancel after these dates you forfeit your housing deposit. A housing deposit made after these dates is non-refundable 30 days from the date your application is received by the Office of Residential Life or the first day of classes, whichever comes first. However, if you are placed on a housing waiting list and you cancel your application, you will be entitled to a housing deposit refund, providing you were not offered a space within the halls.

### **Housing License Agreement Termination**

The Housing License Agreement is in effect for both the Fall and Spring semesters of the academic year. Students may be released from their Housing License Agreement after the Fall semester only under the following conditions: Not enrolled at the university, December graduation, Study abroad and/ or other similar situations. Residents who fulfill the above mentioned criteria may request permission to cancel their License Agreement by submitting a "Housing Cancellation" form and any supporting documentation.

Filling out this form does not relieve you from your housing agreement; you must receive written approval from the Director of Residential Life. In addition, a resident who vacates their room without a Housing License Agreement cancellation approval is not relieved of the responsibility to fulfill the terms.

The approval of a "Request to Terminate" releases the University from any present or future obligation to provide room and board for the resident, provides for the reassignment of the space the resident had previously occupied at the option of the University, and releases the resident from the responsibility to fulfill his/her License Agreement obligations.

Students will have 24 hours to vacate the room unless approved by the Director of Residential Life or their designee.

If you are suspended, dismissed or expelled from the residence halls or the University for academic or disciplinary reasons, you will not be given refunds of any deposits or room charges. In the event that your housing is terminated, you will receive a letter from the Dean of Students (DOS) outlining your check out timeline (see Check-out section). If you remain in the residence halls after the outlined process, you will be subject to arrest for trespassing.

The Office of Residential Life reserves the right to either cancel housing contracts or to refuse housing assignments to those students who consistently violate the rules and regulations in the *Guide to Campus Living and/or the Code for Student Conduct*.

### **Refund Policy**

Please note that the Bursar's policy on refunds supersedes any information published here and this information is subject to change without notice. For the most up to date refund information please contact the Bursar.

For residents continuing from the Fall to the Spring semester, occupancy is defined as failure to obtain written approval of a "Request for Housing Termination" cancellation request, failure to remove all possessions from the residence and/or failure to return all keys prior to the opening day of the residential facilities for the Spring semester.

Rooms occupied during a portion of a week shall be considered as having been occupied the room space for a full week. There shall be no refund for less than a week. The request for refunds shall include the reason that the refund is sought.

Requests for refund of a room rent and/or board (meals) must be made by completing a "Request for Housing Termination" obtained from the Office of Residential Life. Room rent is payable in advance of occupancy. A student who withdraws from the residence halls at any time prior the midpoint of the semester is liable for rent at prorated based upon the week of termination. A student who withdraws after the 6th week of the semester is liable for the full semester's rent.

Room occupancy charge rates are not affected by brief lapses in service. Residents who are suspended/dismissed/expelled from the Residence Halls or the University for academic or disciplinary reasons will not be given refunds of room occupancy charges and damage deposits.

*Proration Schedule for Housing and Meal plan refunds*

<b>WEEK*</b>	<b>PERCENTAGE (%) RETURNED**</b>
1	94
2	88
3	82
4	76
5	70
6	64
Remaining Weeks	0

## Additional Information

### **Campus Access (not limited to Residence Halls)**

After the hour of 10:00 P.M. the entry point for all student visitors to the campus is the Main Campus entrance on Route 107 ("Gate A"). Unless a visitor's name appears on the Authorized Visitors List or the subject of visitor's pass, entrance to the campus will not be permitted. For resident and commuter students a valid Old Westbury ID card is necessary for entrance to the campus. All visiting non-students must leave a form of photo identification with the UPD Officer at the Gatehouse upon entering the campus. The identification will be returned to the visitor upon exiting the campus by 12:00 midnight.

Persons who attempt to enter Campus or the residence halls without authorization are considered to be trespassing and are subject to arrest. Residents who harbor unauthorized persons or otherwise permit their rooms to be shared by persons not assigned by the University may be subject to immediate interim suspension of visitation privileges or interim suspension from the residence halls, pending a hearing.

### **University Campus Safety Report**

At the State University of New York Old Westbury, the safety and well-being of our students, faculty and staff is always a primary concern. The University Police Department has primary responsibility for safety on campus however; a truly safe campus can only be achieved through the cooperation of students, faculty and staff. Each year the university prepares a University Campus Safety Report which addresses safety issues on campus and details crime statistics for that and the previous two years. It is very important for all members of the University community to examine the information supplied in the Campus Safety Report. A review of the report will help develop and maintain a safe environment for all on campus. The report is published by October 1st of each year and can be found in hard copy throughout the campus and at University Police Headquarters and can also be located on the University website in the University Police Section.

### **Emergency Communications**

SUNY Old Westbury is participating in SUNY-NY Alert, an emergency information system that sends text messages, e-mail announcements, and automated voice-mail messages to those who wish to receive them in the event an emergency occurs at Old Westbury. This system will also be employed in times of inclement weather to announce class cancellations. **All students, faculty and staff are urged to sign up for this system.**

#### *Further Information*

*Should you have difficulty locating information or resources, the University website is a good first step to locating it. If you need further assistance, our staff would be happy to help you connect with the appropriate resource(s).*