



GUIDE TO CAMPUS LIVING

**SUNY COLLEGE AT OLD WESTBURY
OFFICE OF RESIDENTIAL LIFE**



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I. Welcome

The Office of Residential Life welcomes you to the State University of New York, College at 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 the College at Old Westbury rewarding, happy and productive. You are now a part of a Residence Hall community. We encourage you to become a positive, contributing member of your community.

II. 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 College at 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*. 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.

III. Office of Residential Life Mission and Goals

The Office of Residential Life, an integral part of the Student Affairs office, is committed to facilitating the personal growth of each resident student and to creating a living environment that promotes educational achievement, embraces cultural pluralism and encourages positive social relationships. There are five primary goals for the Residential Life Program at SUNY College at Old Westbury:

1. To maintain and improve the residence hall facilities to satisfy students' needs for a safe, secure and comfortable environment.
2. To maintain an environment that encourages academic achievement, integrates academic and social experiences, and fosters wholesome campus life-styles.
3. 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.
4. To provide experiences that will increase students' understanding of and respect for persons with different life-styles and backgrounds.
5. 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.

IV. Residential Life Staff

The Office of Residential Life staff is highly committed to providing a positive residence hall environment. The Residential Life staff consists of the Director, an Assistant Director, Residence Hall Directors, an Assistant to the Director, and Resident Assistants. The Office of Residential Life is located in K-100 of the Campus Center. Office hours are from 8:30 A.M. to 5:00 P.M., Monday through Friday. The professional staff who reside on campus provide evening on-call coverage of the residence halls.

Director of Residential Life

The Director of Residential Life is responsible for the overall administration of eight residence halls. This includes the management of the budget planning and implementation, staff recruitment, supervision of the residential judicial system, facilities management 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 support staff, six live-in professional staff and 36 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 professional 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.

Resident Assistants (RA)

Your Resident Assistant (RA) can be one of the most helpful and resourceful people you will interact with at SUNY College at Old Westbury. These individuals are full-time, academically successful students who have been carefully selected because of their leadership potential, interpersonal skills, positive attitudes and sense of commitment to promoting a living/learning environment.

As peers, the RA's not only provide general information, referral help and models of successful adjustment to college living but they assist you with roommate conflicts, 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 college policies and procedures.

V. Residence Halls Community

The Woodland Halls are traditional hallway style with common bathrooms on each wing and a small kitchenette on the first floor. The Academic Village Halls provide the atmosphere of more 'independent' living environment featuring suite style room accommodations. All residence halls are equipped with study lounges, laundry rooms, land line phone access, and high-speed access to Internet and Campus Net.

As a resident of one of these halls, you are a member of a residential community. Your primary community consists of you and your roommates and/or suitemates. This community further extends to include residents of your floor, hall and entire residence halls complex. With other community members' help and that of your residence hall staff members, you can work to make your residence 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 College at Old Westbury. Before you act, remember to consider the impact of your behavior on the lives of your fellow community members.

Residence living at the College at Old Westbury will provide you with the opportunity to meet and communicate with a variety of people from any different backgrounds and life-styles. 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, too, in your residential community will have an important impact on your personal development and those around you.

The Residence Hall Association

The Residence Hall Association (RHA) is a recognized student group whose purpose is to raise concerns of resident students. The RHA seeks to determine what needs/issues are of particular concern to resident students, to determine the appropriate college channels for voicing those concerns, and to then empower other resident students to make a difference in campus living.

Resident Student Rights and Responsibilities

The College at 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 or sexual orientation. The College will not condone any action by individuals or groups that may be contrary to this policy.

As a resident student you have the potential for governing yourself in a mature and responsible manner. Your behavior and conduct should not interfere with the established educational goals of the College or the Office of Residential Life or infringe on the rights and privileges of any other person. Therefore, the residents of SUNY College at 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, Regulations & Policies.

The College at 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 College 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 particular 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 College 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, 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 College 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
- To participate in housing departmental committees as requested
- 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

VI. Residence Halls Regulations and Policies

Access to Resident Rooms

1. The College recognizes residents' rights to privacy but maintains the right for its personnel to enter resident premises for:
 - a. Routine and immediate maintenance.
 - b. In the event of emergencies or when there is reasonable evidence of imminent danger to life, safety, health or property, e.g., fire.
 - c. When a condition is observed that is prohibited by the License Agreement or College policies and regulations.
 - d. 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 College 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, college personnel will knock and announce themselves. If there is no response, this procedure will be repeated once. If there is still no response, College personnel will announce 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. If the room is to be entered for any other reason, the resident will 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 for plugged-in appliances, trash, open windows, lights, unlocked doors, etc.

Alcohol Policy

Possession, sale, consumption, forcing others to consume, other use of alcoholic beverages, or being knowingly in the presence of alcohol on College property or at College-sponsored or supervised functions, regardless of age, is prohibited. **(Refer to Code of Student Conduct 4.B.6).**

Bias/Hate Crimes

As per the Code for Student Conduct (*4A.9 Bias/Hate Crimes*), it is a State University of New York at Old Westbury University Police mandate to protect all members of the College at Old Westbury community by preventing and prosecuting bias or hate crimes that occur within the campus's jurisdiction. Hate crimes, also called bias crimes or bias-related crimes, are criminal activities motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics such as race, religion, ethnicity, gender, sexual orientation, or disability. Hate based crimes have received renewed attention in recent years, particularly since the passage of the **Federal Hate/Bias Crime Reporting Act of 1990** and the **New York Hate Crimes Act of 2000 (Penal Law Article 485)**. Copies of the law are available in the Office of the University Police at the College.

Bicycles

Bicycles may not be chained to railings, left in lounges, public areas or balconies, or stored anywhere that might hamper the exit of resident students during an emergency.

Care of Rooms

It is the student's responsibility to keep his/her room clean. The responsibility of cleaning the suite/room and bathroom (AV Halls only) areas is to be shared among suitemates. The housekeeping (custodial) staff cleans public areas such as stairwells, lounges and hallways and can provide such items as toilet paper (where applicable). Contact your area office to obtain these items. These supplies are maintained in your area office. Failure to keep the room, suite and/or bathroom area clean will result in damage charges and/or disciplinary action.

Children in Residence Halls

It is the judgment of the College Officers, in consultation with the College community, the College Council, and SUNY that children are not allowed to reside within the residence halls.

College Campus Safety Report

At the State University of New York College at 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 college prepares a College 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 College 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 College website in the University Police Section.

Compliance with Staff

Residents and their guests and visitors are expected to follow the instructions of Residential Life and College staff (including College administrators, University Police Officers, 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 College staff from effectively executing his/her responsibilities will result in serious disciplinary action, up to and including expulsion from the College.

Confiscation

Items which are prohibited or which pose a danger to safety are subject to confiscation and the resident may be subject to disciplinary action. **Confiscated items will not be returned.**

Drugs

Possession, sale, consumption, distribution or being knowingly in the presence of narcotics or other controlled substances is prohibited except as expressly permitted by law (**Refer to the Code of Student Conduct 4.B.7**).

Electrical Appliances/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 appropriate section) and personal computers is permissible, given the specified restrictions. 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.

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 result in disciplinary action.

Emergency Communications

SUNY College at 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. To sign up for SUNY-NY Alert, please visit the following URL: <http://www.oldwestbury.edu/campus/alert.cfm>.**

Fire Alarms/Drills

The College is required by state law to conduct a minimum of three fire drills in the residence halls per academic year. When the fire alarm rings, all residents must immediately vacate the building by following the fire drill procedures as outlined in the Guide to Campus Living. Failure to vacate during a fire alarm will result in disciplinary action. A copy of the College Emergency Response Procedures – Quick Reference Guide can be downloaded for review at <http://www.oldwestbury.edu/pdfforms/EmergencyQuickGuide4.pdf>.

Fire Drill evacuation procedures

- 1) Upon hearing the sound of alarm, please remain calm.
- 2) Proceed to evacuate the building using the nearest exit door to the staircase located down the corridor on each wing of every floor. Follow the directives of Residential Life staff and the University Police to exit the building. **Do not use the elevators.**

- 3) Once exiting the building at the ground level, walk to the designated residential hall assembly area (50 feet away from the building). Stay out the pathway of vehicles and emergency responders.
- 4) An immediate check of every room in the hall will be conducted to make sure that all rooms are cleared of students by the following departments:
 - a) University Police
 - b) Residential Life staff.
- 5) No one shall be allowed to return to the halls for any reasons until all students are accounted for and then directed to go back to the hall by the University Police and the Residential Life staff.
- 6) Failure to evacuate the hall during fire drill will result in disciplinary action.

Furnishings

Depending on its design and capacity, each student room is furnished with one of the each of the following for each student: desk chair, bed, mattress, desk, bureau/closet, and dressers. The resident is responsible for the proper care and use of all furnishings. The use of waterbeds is prohibited in the residence halls.

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. Furnishings and any items brought into the room may not be arranged in a manner that prevents clear access to exits, including windows. Residents can not move furniture from one room to another, nor may residents remove lounge furniture from any lounge. A \$30.00 fine per day is assessed if the resident is found in possession of lounge furniture (disciplinary action may also be taken if deemed appropriate).

Residents are permitted to bring personal items, such as rugs, throw pillows, curtains, lamps and bedspreads. However, all tapestry, window curtains and rugs 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 ceilings in any manner. Paper or other flammable decorations (posters, collages, etc.) should be used in moderation.

Gambling

Gambling on College property or at College-Sponsored or supervised functions is prohibited (Code of Student Conduct 4.B.8)

Harassment (4.C.1 Code of Student Conduct)

Harassing conduct includes actions which are intended to annoy, intimidate and/or alarm another or a knowing course of conduct directed at another person which reasonably and seriously alarms, torments or terrorizes that person including stalking. Stalking is defined as any behavior wherein an individual willfully and repeatedly engages in a knowing course of harassing conduct directed at another person which reasonably and seriously alarms, torments, or terrorizes that person. Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that must be severe, pervasive and objectively offensive which denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age, disability, citizenship, sexual orientation, marital status or any other characteristic protected by law.

Note: The College's Non-Discrimination/Anti-Harassment Policy can be found in the College Catalog and Student Handbook, as well as on the College website.

Kitchenette

Each Woodland Hall is equipped with a Kitchenette on the first floor. Maintaining the kitchenettes is the responsibility of the student who last used the facility. If the student has not cleaned after himself or herself, the student will be sanctioned with up to and including the loss of privileges of using the kitchenette again.

Limitation of College Liability

The College 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.**

Lock-Outs

If you are locked out of your room, you should contact the following persons/office according to the schedule indicated. 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 College ID to verify your Residence Hall assignment.

Monday through Friday

9:00a.m. to 12:00 midnight: Find an RA. If unavailable, please go to your ORL community office or call Building/community office.
12 midnight to 9:00 a.m.: Find an RA or Call your Building/Community Office.

Weekends

9:00 a.m. to 8:00 p.m.: Call the RA on Duty. The phone number is posted at each Building/Community Office.
8:00 p.m. to 12:00 midnight: Call or go to your Building/Community Office.
12 midnight to 9:00 a.m.: Find an RA or Call your Building/Community Office.

Loitering

Loitering in front of the halls and in the lobby is prohibited at anytime.

Meal Plan

All residential students are required to have a meal plan when residing on campus. Residents have the option of changing from one plan to another during the first week of each semester. Please note that students are responsible for the usage of their meal plan. No refunds for meal plans will be given due to non-usage of the meal plan. Only those students who have withdrawn from residence halls will be entitled to a meal plan refund based of the refund policy/rates listed above. Meals eaten during a portion of a week shall be considered as having been eaten for a full week. There shall be no refund for less than a week. The request for refunds should be directed to the Chartwells Office including the reason that the refund is sought.

WEEK	PERCENTAGE (%) RETURNED
1	94
2	88
3	82
4	76
5	70
6	64
Remaining weeks	0

Noise

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

1. Noise or music should not extend outside your room/suite.
2. No stereo speakers, radios, etc. are permitted at or near windows.
3. 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.
4. Any excessively loud stereo equipment (i.e. DJ equipment) is not allowed in the residence halls and may be subject to confiscation by College staff.

Open Flames

Use of candles (including birthday candles), incense, oil lamps, or any other item using open flames is prohibited in the residence halls.

Pets

Residents may keep a fish aquarium, for fish only, in their rooms. The aquarium must be in good repair and no larger than 5 gallons. For health reasons, no other pets of any kind are allowed in the residence halls.

Policy on 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 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.

Prohibited Items

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

- a) Alcohol beverages/liquors
- b) Alcohol bottles, cans, and containers used for decorative or any other purpose
- c) Kegs, Beer Ball, taps or any drug paraphernalia
- d) Hookahs
- e) Hot pots
- f) Candles, Incense or anything with an open flame
- g) Halogen, Spiders & Oil Lamps
- h) Toaster ovens
- i) Hot plates and anything with an open coil
- j) Electric frying pans
- k) Microwave ovens
- l) Convection ovens
- m) Space heaters
- n) Air conditioners
- o) High wattage electrical appliances
- p) Coffee makers
- q) Any cooking or food processing appliances
- r) Non-Surge Protected extension cords or octopuses
- s) Waterbeds
- t) Fire arms or other weapons (including hunting equipment, knives, etc.)

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 hours buildings.
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.

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.

Refrigerators

A student is permitted to have a refrigerator in his/her room provided that it meets the following specifications: must not exceed 115-200 volts, maximum power 2.0 running amps, maximum capacity of 5 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 a Residence Life staff member for further information or clarification.

Room/Suite Door Decorations

Based on the NYS Fire Code section 805, SUNY College at Old Westbury has created the following policy for decorations on student room/suite doors:

Each door will only consist of name tags, dry eraser boards and one 8-1/2"X11" sheet of paper per student. Any student found in violation of this policy will be required to remove the additional decorations on the door. Repeat violations will result in judicial sanctioning including fines, probation and cancellation of housing license.

Room Keys-Lost/Broken

If you lose your keys, you must immediately contact your Residence Hall Director (RHD) during their office hours. Your RHD will request a lock change at the cost of \$110. If your key is bent or broken your key(s) your RHD will provide you with replacements at the cost of \$30.00 for room key assuming you can prove the key to be replaced. In all cases of lost key(s) a charge for change of locks and/or replacement key(s) will be charged to student account prior to obtaining your replacement key(s). If a lock change is made, see your RHD to pick-up your new key(s).

Room and Safety Inspections

At the close of the residence halls and during breaks, the Residential Life staff will enter rooms to check for plugged-in appliances, trash, open windows, lights, unlocked doors, etc.

The Residential Life staff will conduct health and safety inspections several times each semester. Rooms are inspected for illegal or inappropriately used electrical appliances and/or health and safety hazards. Any violation will result in disciplinary action against the resident and possible confiscation. Inspection periods will be announced in advance. It is preferred that students be present during inspections, however, staff will enter rooms with or without the presence of students.

When conducting Health and Safety Inspections, and before entering a resident's premises, 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.

Sales and Solicitation

Residents may not sell or solicit any services or products door to door within the residence halls, nor use his/her room or suite for commercial purposes (including use of telephone).

Sexual Harassment (4.C.2 Code of Student Conduct)

Sexual harassment may include a range of subtle and not so subtle behaviors which must be severe, pervasive and objectively offensive and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or SUNY College at Old Westbury Code for Student Conduct, Page 4 of 8 circulation on the campus of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

Sexual Assault (4.C.3 Code of Student Conduct)

- a. Engaging or attempting to engage in unwanted sexual behavior toward any individual including but not limited to such sexually specific behaviors as touching, pinching, exposing oneself, and pressing up against.
- b. Engaging or attempting to engage in sexual intercourse or other sexual behavior with any individual if such behavior is against the will or without the consent of that person.
- c. Engaging or attempting to engage in sexual intercourse or other sexual behavior with someone who is physically helpless (e.g. drunk and/or under the influence of a substance or substances rendering them helpless), unconscious, or otherwise incapacitated or unable to accurately communicate unwillingness or to give consent to an act.

Smoke Detectors

Never cover, attempt to dismantle, or otherwise tamper with the smoke detectors in your room or hallways. Interference with or misuse of fire alarms or other life safety/security equipment or programs is a violation of the College's Code of Conduct.

Smoking Policy

Smoking is prohibited in all residence halls regardless of age.

Social Event Policy

A resident wishing to conduct a social gathering must properly register the event with the Community's RHD 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 room or suite areas.
2. A gathering is considered a social event when there are four people in a single room, six in a double room, nine in a "corner" room or eight in the suite area.
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 following, 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.
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, forfeiture of future privileges to hold social events and/or disciplinary action.

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 as they are easily damaged and may activate. Misuse/tampering with a sprinkler head is a violation of the College's Code of Conduct.

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 suite areas, hallways, stairwells, lobby areas or out of windows. Clean-up of excessive trash in any of the above mentioned areas will result in damages charges (see damage charge.)

Visitation and Overnight Policy

The College's Visitation 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.

Visitation Policy

A *visitor* is defined as any person who does not reside in the hall he or she wishes to visit.

1. A non-student (friends, parents, and relatives, etc.) wishing to visit a student 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 Building. Non-student visitor must leave the Halls and campus by 12:00 midnight.
2. A commuter student wishing to visit a student in the Residence Halls can do so between 9:00 a.m. and 12:00 a.m. (Sunday through Thursday), 9a.m. and 2:00 a.m. (Friday and Saturday) by having their host sign them in and providing proper photo identification to the Office of Residential Life staff at the front desk office located in the Building. Commuter student visitors must leave the Residence Halls by 12:00 midnight Sunday through Thursday, and 2:00 a.m. on Friday and Saturday.
3. A "Hall to Hall" visitor is defined as a 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 proper photo identification to the staff at the front desk located in the Building.

Residents are responsible for the behavior of his/her visitors and their adherence to the College rules and regulations.

Overnight Guest Policy

It is our intent to limit the use of overnight passes. An overnight guest is defined as a non-resident who is in student's room after 12:00 midnight. **An overnight guest is permitted only for Friday and Saturday nights through obtaining an**

Overnight Guest Pass. Residents wishing to host an overnight guest must obtain an Overnight Guest Pass from their RHD or from the Office of Residential Life. The pass must be completed and returned to the Office of Residential Life no later than 3:00pm on Friday. All requests for Overnight Guest applications are subject to the host's roommate's signed approval. Approval of the RHD must also be obtained before the issuance of the pass. Once registered, the guest's name will be provided to University Police for placement on the Overnight Guest List. An overnight guest is required to carry the Overnight Guest Pass at all times and must produce the pass upon request for any member of the University Police or Residential Life Staff. **THERE WILL BE NO APPROVAL FOR OVERNIGHT GUEST PASSES, WHICH ARE MADE BY RESIDENTS FOR ANY GUEST OF THE OPPOSITE GENDER. EMERGENCY EXCEPTION MAY BE MADE BY THE VICE PRESIDENT OF STUDENT AFFAIRS OR HIS/HER DESIGNEE IF GUEST HOUSING IS AVAILABLE.** Residents are limited to one overnight guest per night. The maximum number of overnight guest visitations per resident is two per week, not to exceed six passes per month. There will be no overnight guest passes **SUNDAY THROUGH THURSDAY.**

If any resident is found hosting illegal residents (person living in residence halls without consent, license agreement or payment) she/he will face strict sanction including immediate suspension from the Residence Halls. Areas not designated for sleeping (lounges, hallways, suites, etc.) may not be used for sleeping by residents or guests.

Residence Hall Visitation Procedures

- 1) A visitor passes the first sliding door and comes to the front desk.
- 2) A visitor shows his/her proper photo Identification Card to the Residential Life Staff at the desk and will contact their host to meet them at the front desk.
- 3) The Residential Life Staff will then check for (1) the validity of visitor's ID i.e. whether it is current or not and (2) complete the visitor's log with the visitor's information.
- 4) The intended host must come to the front desk and leave their valid Old Westbury I.D.
- 5) The Residential Life Staff will then grant access to the visitor.
- 6) The Residential Life Staff records the visitor's name, ID# (i.e. a valid Driver's License), the name of resident he/she is visiting, room number and time of entrance in the log.
- 7) The RA keeps the ID card until the visitor leaves the hall.
- 8) When the visitor departs, the ID card will be returned and the time recorded in the log book.

No visitor (commuter or otherwise) shall be allowed to enter any residence halls without following the above steps.

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. 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 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 College will be subject to immediate interim suspension of visitation privileges or interim suspension from the residence halls, pending a hearing.

Resident's Responsibilities for hosting a guest

Hosting residents are responsible for the behavior of their guest(s) at all times. Further, at no time will a host's roommate or suitemates not denied access nor be deprived of comfort or privacy in the use of his /her room or suite. Therefore, the host must carefully discuss visitation with his/her roommate and each member of the suite, so everyone has a clear understanding of preferences, expectations, rights and need for privacy.

Visitation on campus and in the residence halls is considered a privilege and not a right and may be restricted or revoked for groups or individuals if deemed appropriate by the Office of Residential Life. Violations of the Visitation Policy will minimally result in suspension of visitation privileges for a specified period; subsequent violations may result in longer restrictions of visitation privileges or suspension from the residence halls.

Parties and Authorized Events

Individuals (non-resident students) attending authorized parties and special events at the College 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).

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

VII. Residence Halls Facilities & Services

Community Offices

Each residence hall has a community office on the first floor by the main entrance to the hall. These offices accommodate the RHD's office and a front desk. 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 Community Offices provide the following services: recording/reporting maintenance requests, ordering lock core changes and key replacements, room check-in/check-out, equipment check-out, room change requests, resident room lock-outs, and lounge accessibility

Resident Assistant Hall Offices

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 8:00 pm – 3:00 am on Thursday, unless otherwise posted.

Laundry Facilities

Each Woodland hall has its own laundry facility which is currently open 24 hours a day, seven days a week. Academic Village has laundry facilities in Tubman Hall (Hall 6) and in Anthony Hall's Café Nine (Hall 9). Special attention must be given to the time of usage so not to inconvenience your fellow students who may be in bed. They are operated with a card, which can be purchased from the card machine located in the Student Union. Problems with the laundry and card machines should be addressed to the Office of Business Compliance at (516) 876-3979.

Lounges

Lounges are only 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 for resident student programs and activities utilizes these lounges. 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.

Telephone Service

The College provides each room with telephone line service to make on campus calls and receive calls from off campus. To arrange for out-going local, regional and long distance service in your room, you must contract directly with Verizon. The resident is responsible for the payment of out-going and long distance fees and any phone service disconnection or connection fees resulting from room changes, reassignment or consolidation. Students are also responsible for coordinating the disconnection of outgoing and long distance services directly with Verizon at the conclusion of every semester.

Although the College pays for the initial installation and on campus service for each room, the College will assume no responsibility for collection of out-going and/or long distance fees on behalf of telephone companies or students, nor will the College be held responsible for students' phone service disconnection or connection fees resulting from room changes, reassignments or consolidations. If jacks or other College-provided equipment are damaged, students will be charged for repair or replacement.

The College cannot provide message service for students; therefore, it is important that you notify family, friends, and other contacts of your phone number (and mailing address).

Cable Service

The College provides each room with a cable line. The cable service provides a wide variety of channels and programs. Sports, 24 hour news, concerts, music videos, weather, movies, history and comedy channels are just some of the special interest programming that is available through our cable service. Your TV set must be cable-ready and you need a coaxial cable to operate it. You may purchase this cable wire from any electrical store. Vital information from the Office of Residential Life and or the College will be available to you via Old Westbury access channel. Please tune into this channel so that you will be updated frequently.

VIII. Housing Policies & Procedures

Eligibility for Campus Housing

You are eligible for campus housing only if you are a full-time student (carrying 12 or more credits) and you are in good academic standing (2.0 cumulative GPA). Please contact the Office of Residential Life regarding room rates.

Advance Cancellation

The advance 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 advance housing deposit. An advance 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 an advance housing deposit refund.

License Agreement Termination

This license is in effect for both the Fall and Spring semesters of the 2014-2015 academic year. Students may be released from their Housing License Agreement after the Fall semester only under the following conditions: Not enrolled at the college, 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 his/her room without License Agreement cancellation approval is not relieved of the responsibility to fulfill the terms.

The approval of a "Request to Terminate" releases the College 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 College, and releases the resident from the responsibility to fulfill his/her License Agreement obligations.

If you are suspended, dismissed or expelled from the residence halls or the College 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 Director of Student Conduct 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*.

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. You must have a current Bursar's receipt stamped "Approved for Room and Board" if your name is on the not allowed list. Students with financial holds will be required to clear all financial holds before they are allowed to check-in to their rooms.
2. Upon receiving your Room/suite Inventory Form (RIF) from your area/building office, go to your room and check if the RIF has been accurately filled out. If so, return to the area/building office to sign the form. If not, go to the area/building office where a RA will accompany you to your room to check for discrepancies. Once completed, sign the form. Your signature on this form acknowledges that the form accurately describes the condition of your room/suite and furnishings.

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. Please refer to the Closing Newsletter provided by the Office of Residential Life for specific closing dates and times. 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 appointment with your RA.
2. Remove all personal belongings, empty closets and drawers (double-check for overlooked items), dispose of all trash from your room, suite and bathroom in the dumpster outside your building. The College cannot be held responsible for items that you have left in the room after checkout or closing of the residence halls.
3. During your pre-set 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 RIF, which will serve as a preliminary assessment of damages. Then, return your keys to the staff member and sign the completed RIF. You will receive a copy of the completed RIF as your confirmation of the completed checkout procedure.
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.

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 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.

Improper Check-out

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). Assessed damages will be billed to the individual's student's account, to be paid in excess of the \$110 improper checkout fine. Improper check-out also results in forfeiture of the ability to appeal any room damage charges.

Damage & Key Deposits

In accordance with SUNY policy, the college requires for campus residency the following deposits:

1. **Room Damage Deposit:** You are required to maintain a \$50 room damage deposit throughout each semester you live on campus, including summer sessions. Damages to college property within your room/suite and/or charges for reconditioning, e.g. 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 Deposit:** You will be required to maintain a \$30 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 College 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 Deposit:** you are required to maintain a \$30.00 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. Replacement keys will result in charges of \$30 for room key, \$10 for mailbox key and \$10 for proximity card/hall accesses card activation. If keys are lost or stolen, all appropriate cylinders will be changed at an additional cost of \$50 per cylinder, plus the cost of the replacement keys. All charges for replacement cylinder(s) and/or key(s) must be paid to the Bursar's Office prior to receiving the replacement keys. In order to receive your key-deposit refund, all keys must be surrendered immediately upon check out from your room.

Damage Charges

Residents are liable for all damages to the room/suite, 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 College 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 College 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 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 Residential Life or University Police staff.

Final damage charge assessments will be completed by Residence Hall Directors through a review of your room/suite inventory form 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. Note: Room damage charges that extend beyond a resident's room damage deposit will be the responsibility of that resident.

Fines

Fines will be assessed for the possession and removal of extra or unauthorized furnishings found in a 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 for removal.

Maintenance Requests

Facilities Management handles maintenance requests and is responsible for maintaining all residence halls and other campus facilities. Services provided include plumbing, carpentry, electrical, painting and common area custodial care. In the event that service is needed in your living area, notify your RHD/RA office immediately, where a work order will be generated to remedy the problem(s). Your signature may be necessary to process the work order. Work order requests are processed in the order of severity of the situation. Emergencies such as plumbing problems or loss of electricity are given highest priority. Occasionally service may be delayed. If after three days your work request has not been completed, contact your RHD/RA office and a follow-up work request will be submitted. Work requests not completed within five working days will be personally followed up by your RHD.

Residents are encouraged to report all maintenance problems promptly to their hall's RHD/RA office and complete a work request form. Student rooms and their furnishings are property of the College, and therefore, appropriate personnel have been assigned to complete the necessary repairs. If it is determined that a student is responsible for the damages, s/he will be billed for the repair. Such requests may result in a billing for the time and labor associated with the repair.

Medical Room Requests

There are no single rooms in the Woodland halls. There are, however, limited ADA rooms in each hall. A student who wishes to request an ADA room for reasons of disabilities must have their health or psychological professional provide proof to Student Health Services, Counseling and Psychological Wellness Services and/or the Office of Services for Students with Disabilities (OSSD). The Student Health Services, 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. The decision will be made by the Director of Residential Life.

Refund Policy

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 (**see 31 and 32 in the Housing License**).

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 midpoint 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 College for academic or disciplinary reasons will not be given refunds of room occupancy charges and damage deposits.

WEEK	PERCENTAGE (%) RETURNED
1	94
2	88
3	82
4	76
5	70
6	64
Remaining weeks	0

Room Changes

Under no circumstances may residents change their room assignments without written approval of their RHD. Residents who choose to make an illegal room change will face disciplinary action. Authorization to make a room change with another student is available only during the designated room change period after the initial two weeks room change freeze at the beginning of each semester.

If you are experiencing difficulties with your room assignment, you are encouraged to discuss the situation with your roommate or suitemates, as appropriate. Remember, your RA is able to suggest a variety of solutions or alternatives to problems that you are encountering. If you wish to change your room assignment, contact your RHD immediately. If vacancies exist and you do not have another roommate in mind, your RHD will direct you to someone who is currently residing without a roommate or who is also seeking a room change. The Office of Residential Life reserves the right to assign or re-assign any resident to any hall or room if appropriate or necessary. To complete a room assignment change, you must:

1. Obtain a room change application from your RHD.
2. Your current RHD and the RHD responsible for the area you are moving into must sign the form to provide initial approval for the room change. Room change is contingent upon RHD's approval.
3. Once a room change is approved, you will have 24 hours to complete the move and check out of your old assignment.

Approved Room Changes

Upon approval from your RHD, you will be required to complete the checkout process from your old room assignment and the check-in process into your new room assignment by the date and time indicated on the approved room change application. Student will need to contact both RA's to finalize the change by following the steps below:

1. The new RA will unlock the new room for the student by using the master key.
2. Student will complete moving to the new room by designated date and time.
3. Student completely checks out of the former room and surrenders the key to the former RA.
4. A copy of the old RIF will be required in order to receive the new key to the new room. *NOTE: Student will not be allowed to hold keys to two rooms at any time.*

Room Consolidation

The ORL reserves the right to reassign students at any time before or during occupancy. On occasion, it may become necessary for the ORL to fill vacancies or to consolidate rooms (prior to or at any time during the semester) in order to achieve the most efficient use of residence hall space. Whenever consolidation or reassignment becomes necessary, every effort will be made to minimize disruption to residents.

Residents are prohibited from switching rooms or permitting any part of their rooms to be shared by persons not assigned by the ORL, nor may residents refuse to reside with anyone assigned to an unoccupied bed space.

If for any reason you are reassigned to a new room, you will be expected to complete all necessary check-out and check-in procedures by the date and time indicated in your reassignment notification (see approved room changes).

IX. ROOM ASSIGNMENT AND GENERAL INFORMATION

Housing Policy

At Old Westbury, your education isn't limited to the time you spend in the classroom. Our entire campus becomes a place

for you to continue growing and learning. That is especially true for resident students. By living in campus housing, you will learn what it's like to live with people from different walks of life. Therefore, full-time students in good academic standing, who wish to live on campus, can do so and will be accommodated to the extent that facilities are available and utilized.

How Are Room Assignments Made?

Continuing students participate in the Room Selection process to reserve their rooms for the upcoming year. This process occurs during the Spring Semester either in March or April, with payment of the housing deposit. The current housing deposit is \$50.00.

The Housing Selection process for the Fall and Spring begins in March or April of each year. To participate in this process students will be required to participate in (1) early registration for the fall semester classes, (2) begin process of Financial Aid application (if applicable) and (3) make payment of the advance housing deposit at the Bursar's Office prior to completing the Housing selection process. No resident will be permitted to participate in the Housing selection without proof of completing the above three steps (i.e. early registration and payment of the advance housing deposit). Once this process is complete, each resident will be able to fill out the on-campus housing application.

The Housing selection process will be conducted by the Office of Residential Life at an assigned date, time and location, based on your class standing (Seniors, Juniors, Sophomores, etc.). At the time of application, students will also be required to sign a Residence Hall License Agreement and a Special Interest Housing Agreement, if applicable, indicating their willingness to abide by the policies and regulations governing all aspects of the residence halls.

New applicants receive "housing application packet" along with acceptance letter from the Admissions Office. Applicants must mail the advance housing to Bursar's Office and the housing application to the Office of Residential Life. An application will be considered complete when the \$50.00 Advance Housing Deposit (subject to change) has been received, the Application for On-Campus Housing has been received, any pertinent Special Interest Housing Agreements have been signed and returned to the ORL as well as student has successfully registered for full time classes for the upcoming semester. Once an application is complete, the student will be eligible for assignment in the residence halls.

The Office of Residential Life staff completes all room assignments. Efforts are made to honor all room requests, but there is no guarantee that residents will receive the room of their choice.

If students are cancelled out of their classes, room and board, they must be re-registered for their classes within seventy-two (72) hours in order to reclaim their room. After seventy-two hours they will be placed at the bottom of the waiting list according to the date the application was received by the ORL.

Recess/Intersession Periods

Residents wishing to reside on campus during the Thanksgiving recess must sign up with your RHD no less than two business days in advance of the start of the recess. The Residence Halls will be completely closed during the Winter Intersession, and summer sessions except for those authorized to stay. Residents may, however, leave their personal property in their assigned rooms during the winter intersession and Spring Break at their own risk. Any abandoned items left in rooms will be discarded by our facilities department and the cost of removing charged against student account. The college will not be responsible for any personal property left behind after formal closing of the residence halls at the end of every semester.

Residents are required to apply for on-campus housing during Summer Intersession. Information describing all application procedures and other requirements will be available in the ORL office. Interested students should consult with the Office of Financial Aid, if applicable, to determine the affect of their financial aid package.

If granted permission to reside on-campus during the Summer Intersession, residents may be required to relocate to a designated area. Residents residing for summer session(s) may be required to purchase a meal plan. Individuals who fail to complete these application processes will under no circumstances, be permitted to re-enter the residence halls after closing.

Unless otherwise provided for by the Director of Residential Life or his/her designee, a resident shall have no right to enter, use, or occupy any residence hall during any period when the College is not in session for formal academic purposes. The resident may leave personal property in his/her assigned accommodations during periods of recess only at the risk of the resident.

Upon closing of the residence halls for intersession, residents must:

1. Be certain to clean room.
2. For winter intersession/break: residents who have a vacancy in their room must prepare the room for possible assignment of a roommate (clear desk, bureau, wardrobe, bed, etc.).
3. Remove all trash and perishables from room, suite, and bathroom. Place in dumpsters outside the building.
4. Take home all valuables. The College will not assume responsibility for lost, damaged or stolen property.
5. Lock all windows and doors of the room and suite.

Residents who are permanently checking out of the residence halls before winter or summer intersession must follow the all checkout procedures (see checkout section).

Storage Policy

The College has no storage units available for students.

X. Damage Charges*

Bedrooms

Twin Mattress	\$60.25
Queen Mattress	\$125.00
Queen Box Spring	\$89.00
5 Draw Chest	\$194.00
2 Draw Chest	\$115.00
Open Desk	\$115.00
Mobile Desk Pedestal	\$88.00
Hutch Bookshelf	\$68.00
Bookshelf Light	\$25.00
Wardrobe Closet	\$253.00
Wardrobe 2 Drawers	\$324.00
Bunk-able Bed	\$154.00
2 Position Chair	\$89.00
Blinds	\$166.00
Blind Slats each	\$5.00
Blind handle	\$15.00
Lock Set	\$250.00
Door knob	\$20.00
Phone Jacks	\$40.00
Cable box	\$25.00
Floor Lamps	\$80.00
Lamp shade	\$27.27
Doors	\$400.00
Door viewer	\$20.00
Each window glass	\$175.00
Install window stops	\$5.00
Missing window stops	\$10.00
Spackle & paint wall	\$50.00
Paint room	\$175.00
Clean bedroom door	\$25.00

Bathrooms

Shower Head	
Toilet Seat	\$50.00
Toilet paper holder	\$35.00

Faucets	\$75.00
Doors	\$400.00
Blinds	\$112.00
Locks	\$450.00
Window	\$175.00

Hallway/Stairwell

Camera	\$475.00
Exit Signs	\$115.00
Ceiling tiles	\$15.00
Doors	\$300.00
Fire Extinguisher	\$110.00
Fire Extinguisher sign	\$10.00
Exit sign	\$115.00

Lounge Area

Barron 60" Table	\$413.00
Barron 36x72 Table	\$307.54
Gray Stack Chairs	\$82.00
30" electric Range	\$273.00
24" Electric Range	\$245.00
Range Hood	\$82.00
Window cranks	\$500.00
Lounge Blinds	\$166.00
Microwave Ovens	\$95.00

Office Area

Dbl. Ped. Desk	\$640.00
4 Dwr. File Cabinet	\$346.00
3 Shelf Bookcase	\$165.00
Desk Chair	\$260.00
Guest Chair	\$92.00
Monitors	\$425.00

* These charges are meant to provide a guide for our students. Actual charges may vary

XI. Academic Calendar Fall 2014 – Summer 2015

SUMMER 2014

Date	Academic Event
May 19 2014 (All day)	Summer Session IV begins (5 days/week)
May 26 2014 (All day)	Memorial Day observed - no classes; offices closed
Jun 6 2014 (All day)	Summer Session IV ends
Jul 4 2014 (All day)	Independence Day 2014
Jul 15 2014 (All day)	Summer Session II ends
Jul 21 2014 (All day)	Summer Session III begins (4 days/week, M-Th)
Aug 19 2014 (All day)	Summer Session I ends
Aug 21 2014 (All day)	Summer Session III ends
Jul 9 2014 (All day)	Summer College work Study placement for Fall registered students.
Jul 10 2014 (All day) to Jul 11 2014 (All day)	New Student Summer Orientation I
Aug 14 2014 (All day)	Bill payment due date for Fall 2014

FALL 2014

Date	Academic Event
Aug 31 2014	Residence halls open for all new students (Freshman and Transfer)
Sep 1 2014	Residence halls open for all returning students
Sep 2 2014 (All day)	Fall 2014 Classes begin.
Sep 2 2014 (All day) to Sep 8 2014 (All day)	Add/Drop, Late Registration (\$50 fee) on WEB (HTTPS://MY.OLDWESTBURY.edu)
Oct 1 2014 (All day)	Applications for graduation (Office of the Registrar) due from candidates expecting to complete requirements by December 2014
Oct 6 2014 (All day) to Dec 12 2014 (All day)	Academic advising by appointment in department offices for Spring 2015 registration
Oct 13 2014 (All day)	Columbus Day - no classes; offices closed
Oct 20 2014 (All day) to Oct 25 2014 (All day)	Mid-term week
Oct 21 2014 (All day)	Fall 2014 part-of-term "B" begins
Oct 29 2014 (All day)	Mid-term grades due
Nov 4 2014 (All day)	Election Day-classes in session; offices minimally staffed.
Nov 11 2014 (All day)	Veterans' Day-classes in session

Date	Academic Event
Nov 3 2014 (All day)	Spring 2015 Early Registration on the WEB (HTTPS://MY.OLDWESTBURY.edu): Seniors
Nov 6 2014 (All day)	Spring 2015 Early Registration on the WEB (HTTPS://MY.OLDWESTBURY.edu): Juniors
Nov 10 2014 (All day)	Spring 2015 Early Registration on the WEB (HTTPS://MY.OLDWESTBURY.edu): Sophomores
Nov 13 2014 (All day)	Spring 2015 Early Registration on the WEB (HTTPS://MY.OLDWESTBURY.edu): Freshman
Nov 14 2014 (All day) to Dec 12 2014 (All day)	Continual Spring 2015 registration on the WEB (HTTPS://MY.OLDWESTBURY.edu)
Nov 27 2014 (All day) to Nov 30 2014 (All day)	Thanksgiving Recess-no classes-offices closed
Dec 11 2014 (All day)	Make-Up Study Days for Tues/Thurs classes. If classes are cancelled for any reason, they will be made up on these days. Otherwise, students should utilize these days as study days.
Dec 12 2014 (All day)	Make-Up Study Days for Mon/Wed classes. If classes are cancelled for any reason, they will be made up on these days. Otherwise, students should utilize these days as study days.
Dec 15 2014 (All day) to Dec 20 2014 (All day)	Examinations Week (grades due 48 hours after final examination)
Dec 19 2014 (All day)	Residence Halls closed 1 p.m.
Dec 20 2014 (All day)	Fall 2014 semester ends after last examination
Nov 26 2014 (All day)	Dining Hall closes after dinner
Dec 25 2014 (All day)	Christmas Day
Dec 29 2014 (All day)	Winter Mini-Semester begins

SPRING 2015

Date	Academic Event
Jan 1 2014 (All day)	New Year's Day - no classes; offices closed
Jan 2 2014 (All day)	Winter Mini-semester begins
Jan 2 2014 (All day) to Jan 17 2014 (All day)	Continual registration for Spring 2014 for all students on the Web (https://my.oldwestbury.edu)
Jan 2 2014 (All day) to Jan 3 2014 (All day)	Winter 2014 Mini-Semester Add/Drop-Late Registration
Jan 2 2014 (All day)	Bill payment due date for Spring 2014
Jan 15 2014 (All day) to Jan 16 2014 (All day)	Advising for all students
Jan 17 2014 (All day)	Advising for all students
Jan 20 2014 (All day)	Martin Luther King, Jr. Birthday observed - no classes; offices closed
Jan 20 2014 (All day)	Residence Halls open

Date	Academic Event
Jan 21 2014 (All day)	Spring 2014 Classes begin
Jan 21 2014 (All day) to Jan 27 2014 (All day)	Add/Drop/Late Registration
Feb 11 2014 (All day)	<u>Last day to submit Credit/No Credit Application</u>
Feb 12 2014 (All day)	Lincoln's Birthday - classes in session; offices minimally staffed
Feb 17 2014 (All day)	President's Day - no classes; offices closed
Mar 3 2014 (All day)	Deadline to Apply for Graduation
Mar 3 2014 (All day) to May 7 2014 (All day)	Advising in department offices for Fall 2014 registration
Mar 10 2014 (All day) to Mar 15 2014 (All day)	Mid-term week
Mar 15 2014 (All day)	Dining Hall closes after breakfast
Mar 16 2014 (All day) to Mar 23 2014 (All day)	Spring Recess 2014
Mar 23 2014 (All day)	Dining Hall reopens for dinner
Mar 24 2014 (All day)	Classes resume
Mar 26 2014 (All day)	Mid-term grades due
Mar 31 2014 (All day)	Fall 2014 registration for seniors on the Web (https://myoldwestbury.edu)
Apr 3 2014 (All day)	Fall 2014 registration for juniors on the Web (https://myoldwestbury.edu)
Apr 7 2014 (All day)	Fall 2014 registration for sophomores on the Web (https://myoldwestbury.edu)
Apr 10 2014 (All day)	Fall 2014 registration for freshman on the Web (https://myoldwestbury.edu)
Apr 11 2014 (All day) to Aug 29 2014 (All day)	Continual registration for Fall 2014 for all students on the Web (https://myoldwestbury.edu)
Apr 24 2014 - 3:00pm	Convocation to Honor Academic Excellence
May 2 2014 (All day)	Deadline to submit financial aid documents for Fall 2014
May 2 2014 (All day)	Deadline to submit loan application for Spring 2014
May 6 2014 (All day)	Make-up Day
May 8 2014 (All day)	Make-up Day for Monday/Wednesday classes
May 9 2014 (All day) to May 15 2014 (All day)	Examinations week (Grades due 48 hours after final examination)
May 15 2014 (All day)	Spring semester ends after last examination

Date	Academic Event
May 16 2014 (All day)	Residence Halls close at 1 pm
May 18 2014 - 9:00am	Commencement, School of Arts & Sciences, 9 a.m.
May 18 2014 - 3:00pm	Commencement, Schools of Business & Education, 3 p.m.