

 Office of Residence Life
and Off-Campus Housing



NYIT

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Residential Community Living Standards for
NYIT Residential Housing at Old Westbury
2013 - 2014

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■ Welcome New and Returning Students,

The Office of Residence Life and Off-Campus Housing have been working vigorously throughout the summer to enhance your NYIT residence hall experience. For those of you returning, welcome back! We hope you see how we've implemented some of your ideas. For our new students, welcome to our community! We look forward to your participation in helping us create a better experience for yourself, and for all NYIT students.

In this booklet are the policies and procedures you are expected to follow in order to have a successful residential experience. The foundation of our community is grounded within the concept of civility with enduring respect for others and self. Therefore, these standards are in place to ensure all members of our community are able to reside within a safe and supportive learning environment.

As an NYIT residential student residing on the SUNY-Old Westbury campus, you will enjoy the best of both worlds. You will have full access to all the programs, activities, and services on the NYIT campus as well as access to the services that the SUNY-Old Westbury campus has to offer.

The Residence Life staff in your building is available to assist you throughout your time at NYIT. They plan social activities so you can meet new people and make lifelong friends. They will also never let you forget the reason why you decided to attend NYIT: to receive a quality education that will enable you to follow your dreams and aspirations.

Once again, welcome to the residence halls at NYIT. We look forward to meeting and working with you throughout the year, as well as hearing your stories of success. Please stop into our office if you have any questions or concerns, or need assistance. And you're always welcome to stop by just to say hi, too.

Best Regards,

The Office of Residence Life and Off-Campus Housing

■ Community Living

A residential community is defined by the learning that occurs within the environment and the willingness of residents to accept responsibility for their behavior, actions, and decisions as members of the community. Residents are expected to be aware of how their actions...be they written or spoken words, sounds or public displays of visual material... may make a person or group feel harassed, intimidated and/or discriminated against. The Office of Residence Life and Off-Campus Housing places an important value on the ability of community members and staff to support the diverse range of student needs and experiences. Included these range of needs and experiences are the right to privacy, a conducive atmosphere to study, the protection of personal and public property, respect for the needs and values of each individual and freedom from discrimination and harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, or sexual orientation.

■ Residence Life and Off-Campus Housing

The Office of Residence Life and Off-Campus Housing at the Old Westbury campus has a director, associate director and administrative assistant, hall directors, resident assistants, and community development assistants. Our staff members are carefully selected and highly trained to provide a positive residential experience. Contact our office by dialing 516.686.1402 or ext. 3918 from your residence room.

The Director of Residence Life and Off-Campus Housing is responsible for the overall administration of the residential community and for collaborating with the administration of SUNY-Old Westbury about infrastructure issues.

The Associate Director of Residence Life and Off-Campus Housing is responsible for the overall management of all para-professionals within the Old Westbury residence halls. This role is also responsible for staff selection, training and development, programming implementation, web page management, and judicial matters.

The Administrative Assistant is responsible for the overall daily management of office operations. Included within this structure is corresponding with students, coordination of room and meal plan assignments and changes, adjusting charges/credits for residential students, hiring student staff assistants, and providing off-campus housing assistance.

Hall Directors (HDs) are para-professional staff members who are responsible for the overall development and management of a residence hall. HDs plan, organize, and direct community and student development, staffing functions, and administrative duties. The HD directly supervises the Resident Assistant and receives direct supervision from the Associate Director. HDs assist in all aspects of the residence life program.

Resident Assistants (RAs) are para-professional staff members who report directly to one of the HDs. Primarily, the RA is concerned with the growth and development of each individual on his/her floor and creating the building community as a whole. Additionally, RAs are continually striving to enhance the quality of life for all within our residential community.

Community Development Assistants (CDAs) are para-professional staff members who provide support mainly in areas of assisting with monitoring facilities workers, clerical assistance, and safety operations and management. The three titled CDAs are: Community Development Assistant for Office Campus-Housing, Community Development Assistant for Mosaic Mentors, and Community Development Assistant for Leadership and Living Learning Communities. They are individually assigned to an HD who is directly supervised by the Associate Director.

■ Cancellation Policy Before Occupancy

After July 1, students and prospective students who contract for housing for the full academic year contract period and subsequently decide to withdraw will be charged a \$350 contract liquidation fee. After January 1, students and prospective students who contract for housing during the contract period and subsequently decide to withdraw will be charged a \$350 contract liquidation fee.

■ Cancellation Policy After Occupancy Commences

1. Students who have submitted their housing application and who have commenced occupancy in NYIT residence halls will be held responsible for fulfilling their obligation under the contract. Occupancy commences upon issuance of the room key to the student. A residence hall student who withdraws from NYIT housing while remaining a student will be obligated to pay in full for the contract period.

2. Residence hall students who withdraw from NYIT will be charged, on a percentage basis in accordance with the NYIT refund policy below. Additionally, there will be a charge of \$350 as a contract liquidation fee.

During first week of classes	75% refund
During second week of classes	50% refund
During third week of classes	25% refund
During fourth week of classes and thereafter	No refund

3. If a residence hall student graduates during the contract period, the contract shall be terminated. Residence hall students graduating during the contract period must submit a Residence Hall Contract Termination and the Petition for Release from Housing forms completed to the Office of Residence Life and Off-Campus Housing by Dec. 1, in order to avoid the \$350 contract liquidation fee. Forms may be obtained on-line.

4. If the residence hall student has a medical concern, chooses to study abroad, is withdrawn academically by NYIT, or is required to teach or co-op outside a 50-mile radius of the residence halls during the contract period, the contract may be terminated by the student or NYIT. Residence hall students who wish to withdraw from housing must submit a Residence Hall Contract Termination and the Petition for Release from Housing forms completed to the Office of Residence Life and Off-Campus Housing by Dec. 1 in order to avoid the \$350 contract liquidation fee. Forms may be obtained online. Official documentation to support the student's withdrawal request from housing must also be provided prior to Dec. 1. Residents who are removed from housing due to a judicial sanction will not receive a refund of their housing charges.

5. If an extraordinary and unforeseen circumstance exist and all avenues of resolution have been exhausted, a student may file a Residence Hall Contract Termination and the Petition for Release from Housing forms completed to the Office of Residence Life and Off-Campus Housing (roommate conflicts, findings "preferable" housing and/or not being assigned to your first choice accommodation are not valid reasons for release). If the petition is approved refunds will be prorated based upon number of weeks lived in housing up to the effective date of release (even if you did not check into or you vacated NYIT housing before the approved effective date.)

■ Candles and Incense

The possession and/or use of candles, incense or any "open flame" receptacles are not permitted in the residence halls.

■ Care of Room and Suites

Students are responsible for keeping their rooms clean. In addition, the cleanliness of the suite and bathroom areas is to be shared among suite mates. Housekeeping staff clean the public areas such as: stairwells, lounges, and hallways. The storefront offices have limited cleaning supplies that residents may use (buckets, mops, brooms and dustpans).

■ Confiscation

Items that are prohibited or that pose a danger to safety are subject to immediate confiscation and the student(s) responsible may be subject to disciplinary action. Students will be given a time to retrieve the confiscated item in order to take the item home or store it somewhere other than on campus. Confiscated items that are not retrieved within the specified timeline will be discarded or donated to charity.

■ Cooking

Approved combination microwave/refrigerator units (Microfridges) for food preparation are permitted in all college residence halls and one is placed in every suite common area. UL listed refrigerators no larger than 5.0 cubic feet, 36 inches in height, and 1.5 amps are also allowed provided the room assignment allows for at least two inches of clearance on all sides. For fire safety considerations however, microwaves, hot plates/pots, toasters and toaster ovens are not permitted in student rooms or suites. Only "to go" coffee makers with automatic shut off and enclosed heating elements are allowed in student rooms.

Microfridge units may be rented for an additional cost from University Logistics at 1.800.525.7307 or universitylogistics.com. Applications may be picked up in the Office of Housing and Residential Life.

■ Check Out

At the end of each semester, you are expected to check out of your room within 24 hours after your last exam or by 6 p.m. on the Friday of finals week, whichever comes first. When checking out of a room/suite at the end of the semester or at any time during the semester, residents must make an appointment with Residential Life staff to check out properly.

Residents must:

- Remove all personal belongings from the room and suite area; all items that are not removed will be discarded. The college assumes no responsibility for lost, damaged, or discarded items.
- Restore your room to its original condition, including the removal of trash and arrangement of furniture.
- If you are the last to leave, make sure all windows are locked, blinds are left open, lights are off, and room is locked.
- Sign and return the Room and Common Area Inventory Forms and return room keys to a residential staff member upon checkout.

The Room and Common Area Inventory Forms serve as a preliminary assessment for damages. The director or his designee is required to inspect all residential areas with SUNY-Old Westbury facilities staff after students have vacated the buildings. Additional charges may be assessed due to common area and building damages, considered community damage. A student who fails to check out from their assigned residence by the closing date and time may be subject to a late and/or improper check out charge. If a student is checking out at any time other than the scheduled check out period at the end of the semester, they must come directly to the Office of Residence Life and Off-Campus Housing and speak with the director and/or associate director.

Upon checkout, it's required that you inform the university mailroom and the Office of Residence Life and Off-Campus Housing, as well as any vendors, in order to arrange for mail to be forwarded. All mail will be forwarded to your permanent home address if you do not inform us where to send it. All periodicals and newspapers received thereafter will be discarded.

If a student cannot leave by the established checkout time, they must complete an Extension Application, which will be approved or denied by the Director of Residence Life and Off-Campus Housing and/or a designee. Students will be charged \$65 for each additional day and \$455 per week. Students approved for the extended checkout are responsible for

following all of the guidelines above.

If the room has sustained damage beyond usual wear and tear, the cost of repairs will be charged to you. The following prices will be used in determining financial liability for damage caused (prices subject to change):

ITEM REPAIR/REPLACEMENT COST

Bed frame.....	\$125
Mattress.....	\$125
Closet	\$150
Closet curtain.....	\$75
Desk	\$310
Desk chair.....	\$95
Desk book shelf.....	\$152
Desk shelf light.....	\$95
Dresser large.....	\$298
Dresser small	\$95
Floor lamp	\$96
Lamp shade.....	\$35
Mirror	\$75
Wall paint (each).....	\$125
Wall clean (each).....	\$50
Ceiling paint (each).....	\$125
Ceiling clean (each).....	\$50
Ceiling light	\$100
Lens	\$45
Floor	\$250
Window blinds.....	\$150 and up
Window screens.....	\$60 and up
Window screen repair.....	\$20
Wall switch.....	\$25
Cover	\$15
Wall outlet.....	\$25
Cover	\$15
Smoke detector.....	\$60
Heat detector	\$75
Phone jack.....	\$40

DOOR PARTS

Door	\$800
Striker plate.....	\$25
Door knob.....	\$40
Lost door key.....	\$65
Replace lock cylinder	\$85
Lost mail box key.....	\$50

BATHROOM

Floor tile clean.....	\$100
Shower tiles (each).....	\$15
Mirror	\$75
Partition.....	\$200
Sink	TBA
Counter.....	TBA
Toilet	\$175
Toilet seat.....	\$35
Toilet paper holder.....	\$20
Shower head.....	\$55

Shower curtain	\$35
Shower hooks.....	\$2

MISCELLANEOUS

Cleaning (general).....	\$50 and up
Lock change.....	\$80
Replacement room/suite key	\$65
Replacement mailbox key.....	\$35
Replacement door key	\$65
Room/suite not clean.....	\$50 and up
Improper checkout.....	\$75
Removal of non-college furniture.....	TBA
Replacement ID	\$25
Replacement swipe card.....	TBA

■ Damage Policy

Damage may lead to curtailment of services, loss of ability to make repairs, and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, NYIT has established the following measures of accountability for damage incurred to the residence halls.

1. Students are required to complete Room and Common Area Inventory Forms when they check in and return the completed forms to their RA or the Office of Housing and Residential Life. The inventory forms are used to assess the condition of the room during or after the check out process. The cost of repair or replacement of college property damaged since the completion of the inventory forms will be charged to the resident(s) of the room. Room furnishings must be in their proper location at check out.
2. Students are expected to behave in a manner that is respectful of the environment they live in and reduces the risk of damage occurring.
3. Damage may be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is damage occurring through intentional happenings, happenings related to alcohol use or through disruptive behavior resulting in damage. Damage includes any occurrence that necessitates surplus and/or unreasonable custodial and/or maintenance services.
4. Students are liable for all damages to college residences resulting from negligence, vandalism, accidents or misuse. In the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated.

■ Damages in Student Rooms and Suites

Charges for damage to individual student rooms or for suites will be the responsibility of:

- The student who accepts responsibility or is found to be responsible for the damage.
- The resident(s) of a room or suite where the damage occurred.

Common/Community Area Damage

A common/community area is defined as any space other than individual student rooms (i.e. hallways, stairwells, lounges, bathrooms, lobby/storefronts areas, etc.) Charges for damage within the residence hall may be the responsibility of:

- any individual who accepts responsibility or is found to be responsible for the damage
- all the residents of a particular suite, floor, or building where the damage occurs. The HD of the residence hall and facilities staff will determine the appropriate action to be taken related to common/community area damage. All findings will be reported to the Director of Residence Life and Off-Campus Housing.

Replacement Cost for Damage or Loss

It may be necessary to bill students for damages, misuse, or loss of items. See the damage charge list under the "Check Out" section.

Damage to or Loss of Personal Property

The college does not assume responsibility for residents' or other person's loss of money or valuables, or for loss of, or damage to personal property for any reason. The College recommends that all residence students contact an insurance carrier concerning the availability of protection against such losses. Brochures and applications for insurance protection are available in the Office of Housing and Residential Life.

■ Delivery Service

All residents must pick up their food, laundry and other deliveries at the flagpole/bus stop in the Academic Village. Delivery services are not allowed in the buildings.

■ Disruptive Behavior

Behavior that disrupts, impairs, interferes with or obstructs the orderly conduct, processes, and functions of NYIT or the rights of other members of NYIT community.

PASS: First Offense

- Verbal warning

Second Offense

- \$35 fine

■ Drugs

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs are governed by local, state and federal laws. All cases or evidence of use, possession, cultivation, or sale of drugs or evidence of use, possession, cultivation, or sale of drugs in the residence halls will be handled by the appropriate law enforcement agencies and reported to the Office of Housing and Residential Life.

■ Electrical Appliances and Equipment

Limitations in the availability of power to each room/suite as well as concern for fire hazards place restrictions on the types of equipment allowed in student rooms/suites. For this reason, cooking is only permitted in student rooms/suites in approved combination microwave/refrigerators. Residents are responsible for ensuring their electrical appliances and electronic equipment conforms to the following guidelines:

1. Approved electrical and electronic equipment and appliances:
 - a. Combination microwave/refrigerator units supplied by University Electronics.
 - b. Compact portable refrigerators (size may not exceed 5 cubic feet, 36 inches in height and 1.5 amps).
 - c. Power strips with surge protectors (Do not plug one power strip into another).
 - d. Televisions, stereos, CD players, computers and peripherals and other personal electronic equipment.
 - e. All electrical appliances must be UL approved.
 - f. A surge suppressor should be used with all stereos, computers, televisions and other sensitive electronic equipment.
2. Disapproved Electrical and electronic equipment and appliances:
 - a. Appliances with exposed heating elements. Among other things, this includes the George Foreman Grill and all similar devices
 - b. Microwaves
 - c. Hot plates, electrical stoves, toasters and toaster ovens
 - d. Air conditioners
 - e. Quartz halogen lights

- f. Portable heaters
- g. Extension cords

■ **Explosives, Fire Arms and Weapons**

Explosives, firearms, fireworks, firecrackers and similar devices, and weapons of any kind create a potential safety hazard and, therefore, the use or possession of these items is prohibited in the residence halls. Weapons include, but are not limited to, knives with blades over three inches, guns, pellet guns, paint guns, bows and arrows, machetes, ninja stars, grenades, swords, etc.

■ **First Year Experience Program**

King and Anthony Halls are designated for our First Year and transfer students. As part of the first-year experience, the Resident Assistants are required to provide programming and educational activities geared towards new students. New students are highly encouraged to attend these activities.

■ **Fire Safety Policies**

■ **Fire Drills/Alarms and Evacuation**

Fire drills are scheduled periodically for the residence halls in compliance with state and local regulations. Every time the fire alarm sounds it must be treated as a real fire, and you must evacuate immediately. All persons must vacate the residence any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until the University Police or a Residential Life staff member gives permission. College, state or city officials may enter rooms to verify evacuation of residents.

■ **Fire Safety Equipment**

Fire extinguishers, smoke detectors and fire alarm systems are there for the well being of the residents and should be treated with care and respect. Smoke detectors in student rooms are not to be disconnected under any circumstances. Tampering with fire safety equipment is a violation of the Student Code of Conduct. Students found responsible for tampering with any equipment (i.e. pull stations, fire extinguishers, smoke detectors) will be subject to disciplinary action and possible criminal action.

■ **Fire and Emergency Safety**

PASS: Basic Health and Safety Violation

- **First Offense:** Written warning to be corrected in 24-hour period
- **Second Offense:** Non-compliance of first offense - \$50 fine

Acts and/or actions which compromise egress (exit) and/or create greater risk

- **First Offense:** Written warning and educational sanction (minimum)
- **Second Offense:** Probation and \$350 fine

Acts and/or actions that may compromise fire suppression systems

- **First Offense:** Written warning and educational sanction (minimum)
- **Second Offense:** Probation and \$350 fine

Acts and/or action that are intended to disable fire suppression systems

- **First Offense:** Probation, possible termination of Housing Contract, educational sanction, \$350 fine (minimum)
- **Second Offense:** Possible suspension from the college

Acts and/or actions with egregious disregard for the community at large

Failure to evacuate during a fire alarm in allotted time

■ **First Offense:** Written Warning and educational sanction (minimum)

■ **Second Offense:** Probation, community service hours, and \$350 fine

■ **Third Offense:** Termination of Housing Contract and loss of all housing privileges and recommended suspension from the college

Deliberately causing and false fire alarm

■ **First Offense:** Termination of housing privileges and \$350 fine, possibility of arrest

Use of Fireworks and Explosives

■ **First Offense:** Residence hall suspension, probation and \$350 fine, possibility of arrest

■ **Second Offense:** Termination of Housing Contract and loss of all housing privileges, possibility of arrest

Removal of Fire Hazards

The college reserves the rights to eliminate all potential fire hazards in any residence if deemed necessary and appropriate.

Fire/Theft Insurance

Residents are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parents' homeowners or tenant homeowners insurance policy through a rider or contract with a carrier sponsored by NYIT. Information about carrier contracts may be attained in the Office of Residence Life and Off-Campus Housing and/or online.

Failure to Comply (Non Compliance with Officials)

Failure to comply with a request and/or directive of an NYIT official acting in the performance of their duties as assigned.

PASS: \$25 fine (Doubled for each subsequent offense throughout attendance.)

Residents are strongly advised to maintain fire/theft insurance. You can usually add your possessions to your parent's homeowners or tenant homeowner's insurance policy through a rider or contract with a carrier sponsored by NYIT. Information about carrier contracts may be attained in the Office of Housing and Residential Life.

Furniture

Each student is provided with a standard extra-long twin bed, large dresser, small dresser, floor lamp, desk, desk top/bookcase, desk chair and smoke detector. Residents may not exchange or remove furniture from their rooms. Furniture removed without the permission will be considered missing, requiring student billing for replacement.

All furnishings must be returned to the original position in the room during the final exam week of the semester the student is checking out of the room or when the student checks out of the room during the semester, whichever is earlier. If furniture is not returned to its original position, you may be assessed a fee for labor.

Lofts

For the resident's safety, lofts are not permitted in any residence hall. Some beds may be bunked. Please place a maintenance request to have beds properly and safely bunked. Some loftable furniture has been placed in student rooms, only these pieces may be lofted. All college furniture must remain in the room in which it was originally placed.

Water Beds

Water beds are not permitted in the residence halls because of weight restrictions and possible water damage to the buildings.

■ Mercury Thermometers

Mercury thermometers are prohibited in all residential buildings as they pose a serious health and safety hazard if broken.

■ Guest and Visitation Policy

Residence hall policies and procedures related to guests and visitors exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintains an appropriate level of safety and security in the residence halls. The following general policies apply to all guests:

- A person is considered a guest if he or she is not registered through the Office of Residence Life and Off-Campus Housing to occupy a specific residence hall room. A guest is also defined as a resident student that is in any room other than their assigned room.
- Regardless of the length of his or her stay, the guest is expected to abide by all college and housing policies, procedures, regulations and standards.
- The host is responsible for the actions of his or her guests at all times. The host will be held accountable for any violation that his or her guest may commit.
- There may be special times of the year, such as semester breaks, summer sessions and exam periods, when the guest and/or visitation policy may be restricted or modified. Residents will be notified of guest policy modifications for interim periods.
- Guests must have a valid photo ID in order to be registered.
- Guests must not be listed on the college or campus persona non grata (PNG) list. The PNG (CAR-Campus Access Restriction) list is available through the Office of Residence Life and Off-Campus Housing.
- Any consistent violation of the guest and visitation policy may warrant disciplinary action.
- Cohabitation and living or allowing another individual to live in a space to which he or she is not assigned is not permitted.

■ Short-Term Guests

Provided there is no unreasonable interference with the rights of a roommate(s), a resident may have a short-term guest (one who stays for a few hours but not overnight) at any time.

A non-student (friends, parents, relatives, etc.) wishing to visit a student in the residence halls can do so during office hours and up to 10:00 pm, Monday through Friday, by providing a proper identification to the Office of Housing and Residential Life. Non-student visitor(s) must leave the residence halls and campus by midnight.

A commuter student wishing to visit the residence halls can do so by providing valid NYIT identification. Commuter students must leave the residence halls and the campus no later than 1 a.m. Sunday through Thursday and by 2 a.m. on Friday and Saturday. All visitors must have picture identification for University Police or Residential Life staff examination upon request.

The following procedures and conditions must be met:

- It is the responsibility of the host to meet his or her guest at the main entrance of the residence hall. The host must remain with that person at all times while the guest is in the residence hall.
- A resident may have no more than twice the occupancy plus one person in their room at any given time.
- Children are not permitted in or around the residence halls at any time.

■ Overnight Guests

Provided that there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest (one who stays for longer than a few hours and/or sleeps in the room overnight). In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by short-term guests, as outlined above. Please note: Individuals under the age of 18 are not permitted as overnight guests. The residence halls are not equipped to meet the needs of infants or children.

■ Extended Stay

In some situations, a guest may need to stay for longer than the time periods stated previously. A request for an extended stay must be submitted to the Director of Housing and Residential Life 72 hours prior to the arrival of the guest. This request must also be approved by SUNY University Police.

■ Guest Passes

It is SUNY–Old Westbury's intent to limit the use of overnight guest passes. An overnight guest is defined as a non-student who is in a resident's room after midnight. An overnight guest is permitted only for Friday and/or Saturday nights. In order to facilitate the entrance and exit of guest visitors, particularly those who will be overnight guests, it is required that the host obtains a guest pass from the Office of Housing and Residential Life. It is to be completed and returned to the office no later than 3:00 p.m. on Friday. All requests for overnight guest applications are subject to the host's roommate's signed approval. 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 to 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.

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. Any student violating this policy may be subject to disciplinary action.

It is the responsibility of the host to meet his or her guest at the main entrance to the residence hall upon arrival and accompany them throughout the visit. When entering the building, the guest must present the pass and appropriate ID to any staff member upon request.

■ Harassment

As defined in the Student Code of Conduct, harassment directed at any individual will not be tolerated in the residence halls. Any student who feels as though they are being harassed is encouraged to document the situation and contact the Residence Life staff or University Police.

■ Identification Cards

Identification cards are for personal use. They may never be borrowed or used by anyone other than the resident to whom they are assigned. As an NYIT student, you must always have your ID card on you and available to present upon request of any college official.

Your NYIT ID card will act as your NYIT and SUNY meal cards. If you lose your ID card, please follow these steps:

- Notify SUNY food service that your card is missing. They will disable your account and not allow anyone else to use your meal plan.
- Go to the NYIT Office of the Bursar, inform them that you are a residential student with a meal plan, and provide the \$25 fee for a replacement ID card.

- Go to NYIT Campus Security, show them your bursar receipt and obtain a new ID card.

■ **Interession/Vacation Policy**

Residence hall charges are based upon a standard 15-week semester, as approved by the NYIT Academic Senate and Board of Trustees. Students are only permitted to occupy the residence halls during the recognized semester. Students who have academic internships, scheduled classes, live a great distance from campus, international visa status, athletes or provide administrative support to campus offices must elect to live in Bolivar Hall. All other residence halls are closed during all scheduled break, vacation and summer session periods.

All residence halls are closed from Dec. 21 through Jan. 2. January interession is Jan. 3-20. Any student who wishes to stay on campus for January Interession must be a current resident of Bolivar Hall (exceptions may be made for FYE buildings), complete a interession housing application and pay the additional fees in order to live on campus for any or all of the interession period.

Summer housing is not guaranteed. During the spring semester, information will become available to students about summer housing. If summer housing is available, any student who wishes to stay on campus for the summer session must complete a summer housing application and pay the additional fees in order to live on campus for any or all of the summer period.

All students are expected to move out of their rooms 24 hours after their last exams or by 6:00 p.m. on May 15, whichever comes first. If you are a graduating senior, you must go to the Office of Residence Life and Off-Campus Housing and sign up to stay throughout Commencement. Any student wishing to stay on campus during Thanksgiving or Spring break must sign up in the Office of Residence Life and Off-Campus Housing no less than three days in advance of the start of the break period.

■ **Keys**

The proper use of keys is extremely important in providing security within the residence halls. Each student will receive a key to their building, room/suite and mailbox. Keys are for personal use. Students are not to loan, share or give their room keys to anyone else. All keys are the property of the College and must be returned when a student checks out of the room and/or suite or at the request of a college official. Students are expected to return all room keys to the appropriate Residential Life staff person as part of the normal check out process.

■ **Laundry/Café 9**

The laundry facility is located in Café 9, the large lounge area extending from Anthony Hall. In order to use the machines, you must purchase a laundry card from the vending unit within the facility. Laundry cards cost \$3 to purchase, and you can add money in \$5, \$10, \$20 increments (machines do not take change or singles). Assorted food and snack vending machines are also located within this facility. The area is open seven days a week, 6 a.m. until midnight.

To report a machine not working properly, call 800.843.9274 and/or 800.THE.WASH. Students may also report information to the Office of Residence Life and Off-Campus Housing.

■ **Littering**

Dispersing litter in any form or from any point on NYIT grounds, property, or facilities, including the throwing of objects out of windows or the inappropriate dispensing of cigarette butts, flyers, cans, bottles, etc.

PASS: \$50 fine

■ Lock Changes

In the event you or your roommate(s) lose your keys, a lock change fee of \$150 will be required. The student who lost the keys will be responsible for paying the lock change fee and the fees for any new keys cut.

■ Lock Outs

If you are locked out of your room, during business hours (Monday through Friday 9:00 a.m. – 5:00 p.m.), contact the Office of Housing and Residential Life. A staff member will come and let you into your room. You must be prepared to present some type of identification. Please be patient, as staff may take some time to get to your location. If you are locked out after the office has closed or on a holiday, you must contact the RA on duty in your building. If you can not find the RA on duty, call University Police at 516.876.3333 and ask them to call the staff member on duty for you.

Charges for lockouts are as follows (all funds go to the RHC):

Time	Charge
9 a.m. – 7 p.m.	\$2
7 p.m. – Midnight	\$1
Midnight – 9 a.m.	\$3

■ Lost Keys

If a student loses or misplaces a key, be sure to contact the Office of Residence Life and Off-Campus Housing immediately and complete a work order, keys can only be made weekdays from 8 a.m. to 2 p.m. Students will be given the option of either requesting an immediate lock change or waiting two days to see if you can find your keys. After the two-day period, a lock change will be requested. Be sure to include a contact number so when the key is brought to the Office of Residence Life and Off-Campus Housing you can be contacted. Until the key is delivered, you will have to contact the RA on duty to gain access to your room.

■ Lounges and Common Areas

Every residence hall contains a variety of common area. Some are designated study lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the HRA of the residence hall they wish to use. All lounge furniture and wall hangings should remain in the assigned location for use by all community members. Lounges are not to be used to provide overnight accommodations for guests. Please be respectful of other residents using this room and help maintain the area by cleaning up after yourself.

■ Mail and Package Delivery

A Post Office substation is located on the ground floor of the Campus Center. The mailroom is equipped to handle most postal services, such as purchasing stamps and posting packages. It is open for service Monday through Friday from noon – 2 p.m.

Each student will receive a key to their designated mailbox in the Campus Center. Students are responsible for checking mailboxes frequently so you can be knowledgeable about important information and updates from NYIT and the Office of Residence Life and Off-Campus Housing distribute.

To receive mail, use the following address:

REGULAR MAIL

Your Name
NYIT@SUNY Old Westbury
P.O. BOX 333 – Student MB#
Old Westbury, NY 11568

PACKAGES, FED EX, etc.

Your Name
NYIT@SUNY Old Westbury
Student MB#
223 Store Hill Rd.
Old Westbury, NY 11568

■ Maintenance

All maintenance requests must be reported to the Residential Life staff in your residence hall. The maintenance staff will not respond directly to student requests for work to be done in their rooms. Residents should never attempt to make repairs themselves. Students may not exchange or remove furniture from their rooms unless given written permission by their HRA. Furniture removed without the permission of the HRA will be considered missing, requiring student billing for replacement.

■ Maintenance Requests

All concerns regarding building maintenance and/or repairs should be brought to the attention of the Office of Residence Life and Off-Campus Housing by completing an online work order. The online work order can be found at nyit.edu/reslife. When submitting a maintenance request you are giving consent for the facilities staff to enter your living space. Requests must be clearly identified and the problem fully explained on the work request. If your work order is not completed in a timely fashion, please see your HRA.

■ Parking and Traffic (Residential)

The University Police oversee the regulation of parking and traffic on campus. Drivers on campus must obey all New York state vehicle and traffic laws and be properly registered, insured and inspected. A complete description of all parking and traffic regulations may be found in the Campus Motor Vehicle Regulations Handbook found at the University Police Department in Academic Village room D-100. Radar is used and enforced. Please do not speed.

All vehicles operating on college property must be registered with the college. If you plan to operate any motorized vehicles on campus, we encourage you to register your vehicle(s) during move-in. After move-in, you must go to the Office of Residence Life and Off-Campus Housing and complete a parking decal application. In most cases, decals will be provided within 24 hours of application submission. Your parking decal will be placed in your SUNY mailbox. SUNY parking decals are to be affixed to the driver's side rear window of the vehicle. Resident student parking is located in rows five through eight of the Campus Center parking lot or in the southeast rear tier of the Clark Center parking lot.

■ Performance of Duty

College officials reserve the right to enter a student's room/suite, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behavior, maintenance problems, illness, hazards, and other similar emergencies or potential crises.

■ Personal and Community Expectations

In order for safety measures to be effective, students must make proper use of their features. Residents are encouraged to lock their doors when leaving the room/suite for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building.

■ Personalizing Your Living Space

Students are encouraged to add personal touches to their rooms and suites that make their living areas more comfortable. Balancing this need for comfort against the need to maintain a safe living environment can sometimes be difficult. To assist you in this process, the criteria for maintaining a safe living environment are outlined below.

■ Wall and Door Decorations

Please make your room feel more at home by putting posters and pictures on the walls. White adhesive putty is the most recommended way to do this. Avoid two-sided tape or colored putty as it leaves residue that you will have to remove at check-out or risk being charged. Students will be charged if they make holes in the walls with nails or thumb tacks.

■ Decorations

In an effort to maintain an environment that is safe and free of potential fire and other life safety hazards, residents are asked by the Facilities Department to adhere to the following decoration guidelines within the residence, be that within their own rooms or suites or within the common areas of the building:

■ General Requirements

1. All decorations shall be fire resistant or non-combustible. Decorations must have the label of Underwriters Laboratory (UL) or similar standard.
2. No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, stairwells or exit routes.
3. Sprinkler pipes, exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, and audible fire signals cannot be decorated or covered or obstructed in any way.
4. Straw, hay, leaves and dry vegetation are not permitted in any building.
5. Dirt or sand is not permitted in any building, except when used for flowers or plants of reasonable size.
6. Alcohol containers of any kind (whether empty or full) are not permitted as decorations.

■ Lighting

1. Crepe paper or other materials are not to be wrapped around lights.
2. Building light bulbs are not to be painted or moved. Commercially manufactured colored bulbs may be used if positioned by custodial or maintenance employees.
3. Only use lighting sets that show Underwriters Laboratories (UL) or Canadian Standards Association (CSA) label.
4. Decorative lights used inside buildings must be "miniature" types.
5. Lighting sets can wear out or become damaged and should be checked closely before installation for bare wires, worn insulation, broken plugs, loose sockets, etc.
6. Extension cords are not permitted in student residences. Surge protector power strips must be used in place of extension cords.
7. Be sure circuits are not overloaded with too many lights. If circuit breakers shut off or fuses are blown, there may be a short or an overloaded circuit.
8. There should be no pinch in electrical cords. For instance, electrical cords should not be run through door openings.
9. Decorative lights must not be tightly coiled or pinched, such as under or around a bed post.

■ Christmas trees

1. Live or cut trees are not permitted in the residence halls.
2. Artificial trees must be of a certified slow burning or fire resistant material; trees not meeting this standard will not be permitted. Artificial trees may be located in student suites as long as the tree does not exceed two feet in height.

■ Pets

Pets are not permitted in the residence halls, except fish in an aquarium no larger than 10 gallons. Electrical aquarium accessories must be unplugged during extended vacation periods. If any unauthorized pet is kept in a resident's room, disciplinary action will be taken and a cleaning fee may be charged to that resident.

■ Posters, Flyers and Advertising

Distribution of announcements and posters in the residence halls must be approved by the Office of Residence Life and Off-Campus Housing. Materials needing approval must be submitted to the Director of Residence Life and Off-Campus Housing. Approved posters, flyers, and advertising may be distributed within a residence hall only by persons employed by the Offices of Residence Life and Off-Campus Housing and Campus Life.

■ Quiet and Consideration of Others

The College strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are thus expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. Quiet hours and courtesy hours are the vehicles for achieving this environment. In each residence hall quiet hours is established initially the Office of Housing and Residential Life, once the hall council in the building is established, the hall council may amend the quiet hours for the building. Quiet hours must fulfill the following minimum requirements:

1. Sunday through Thursday: Quiet hours must begin no later than Midnight and continue until at least 9 a.m.
2. Friday and Saturday: Quiet hours must begin no later than 2 a.m. and continue until at least 11 a.m. (Note: Specific quiet hours for each hall may be adjusted within the minimum guidelines at the first hall council meeting. The established hall quiet hours can be reviewed at any time when deemed necessary by residents of each hall within the established guidelines listed above.)
3. Twenty-four hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at midnight the Sunday prior to the final exam period and continue until the residence closes at the end of the semester. No alterations of the 24-hour policy during finals week are permitted.

During quiet hours, the noise level in student rooms and suites must be kept at a minimum. Music, talking, or other sounds are too loud if the sound can be heard by neighbors, in the corridor, or outside the building. At no time is a person to create a disturbance or noise that disrupts the activities of another person within the residence. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. In the spirit of community, stereo speakers and stereos must not be directed out the windows/doors or used outside the residence. The use of headphones is also strongly encouraged. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student room/suite.

Courtesy hours, defined as hours of reasonable quiet, are to be maintained at all times, even during those times not designated as quiet hours. During courtesy hours, residents are expected to keep noise and activities at a level that will not disturb neighboring residents, including those living on other floors. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. Residents are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum annoyances or obstacles to academic pursuits and student wellness.

■ Residence and Room Environment

Residents are expected to treat all residence hall common spaces and individual rooms/suites with respect and care and may be held accountable for damages, other than normal wear and tear, found in the room/suite. In order to protect the health and safety of all residents, it is expected that all rooms/suites be kept at an acceptable level of cleanliness.

■ Roofs and Ledges

Safety concerns restrict access by students to roofs and ledges of the residence halls. Access to roofs and ledges is prohibited outside of their use as fire evacuation routes. In addition, radio and television antennae, satellite dishes, or similar devices are not permitted on the roofs, ledges, or any building exterior. Students found on roofs may be subject to disciplinary action.

■ Room Changes

Room changes are the last resort for roommate conflicts. New York Institute of Technology maintains the philosophy that students need to learn to live with one another in a residential environment. This may be difficult at times due to differences among roommates. Residence hall staff has been trained to deal effectively with roommate conflicts. Room changes may result once there has been an attempt by both roommates to resolve the conflict. These room changes will occur only with the approval of the HRA and Director of Housing and Residential Life.

Room changes, including moves made within the same buildings, must be initiated with the HRA prior to moving. Room changes between residence halls must be initiated with the HRA before a new room assignment will be offered. A short period is established at the opening of each semester during which no room/suite or residence changes are made. Requests for room assignment changes will not be honored for reasons involving age, race, ethnicity, color, national origin, sexual orientation, disability, or religion.

■ Room Change Procedures

The Office of Residence Life and Off-Campus Housing will consider room change requests after the second week of the semester. If students wish to change rooms at that time, they must obtain and complete a room change form and submit it to their HRA for approval. A student may not complete the room change unless permission is granted by either the Director or Associate of Housing and Residential Life.

Unless permission is granted otherwise, students must complete the room change and physically move within the room change period and no later than the end of the third week of classes. A student may only move to a new room after officially checking out of their original room. Students must make an appointment with their original RA and/or their new RA in order to successfully complete the check-out and check-in process. Failure to follow the room change and official check out/check-in process may result in student billing.

■ Unauthorized Room Changes

Unauthorized room changes are defined as those room changes that occur without authorization from the HRA. Due to the administrative needs of the college and emergencies that may arise, it is essential that an accurate housing roster be maintained. An unauthorized room change also may occur if the student does not follow proper procedures. Students who make an unauthorized room change may be subject to disciplinary action and may be assessed a fine. Students will be responsible for any damages found in the room where the illegal room change occurred.

■ Room Consolidation

At the end of the room change period, all students who do not have roommates may be consolidated. The applicants of partially empty rooms will be brought together to make a full room. This means that some students will be reassigned. Where possible, the reassignments

will be done within the same floor and building, but this cannot be guaranteed. If, during the course of the semester, one student moves out of a room, the student remaining in the room may be required to accept or find a roommate or be assigned to another room. If a situation occurs such that there is no student to place in a partially occupied room, the occupant will likely be charged the normal room rate only.

■ Room Entry

College officials, including Office of Housing and Residential Life staff members, are authorized to enter, search and/or inspect student rooms, suites and public rooms in the residence halls.

■ Room Inspections

The college reserves the right to enter and inspect rooms for the purpose of:

- Observance of college residence policies and procedures as well as college regulations and requirements of public law.
- Maintaining sanitary standards that protect the safety, health and well-being of residents.
- Ensuring that college property is being properly maintained.
- Ensuring against fire hazards.
- For the maintenance and repair of equipment.
- Health, well-being, emergencies, etc.

The time and date for building inspections will be posted at least 24 hours in advance. The Fire Marshal will make regular inspections to all buildings and kitchens where applicable.

■ Room Searches

Searches of student rooms by college officials shall be authorized and conducted under one or more of the following conditions:

- By the consent of the occupants of the room.
- By warrant issued by an appropriate legal body/agent.
- Upon reasonable cause to believe that there is a violation of the Student Code of Conduct, or the Residential Community Living Standards.

■ Room Selection/Assignment Process

During the last few weeks of the spring semester, after early registration, students who currently live in the residence halls are able to select their room assignment for the upcoming year through the housing lottery. Preference is given to students who have resided in the residence halls for the most semesters. In order to participate in the lottery, you must: submit proof that you have registered as a full-time student for the fall semester, pay all parking tickets, complete a housing application and contract, pay the non-refundable \$315 deposit, and submit proof that you have no outstanding balances.

New students must mail the housing application and \$315 deposit to the Office of Housing and Residential Life. Only applications including the housing deposit will be considered. The Administrative Assistant completes all housing assignments. We do our best to accommodate special requests, but do not guarantee that residents will receive the room of their choice.

■ Roommate and Suite Agreements

Since sharing living accommodations is a new experience for many students, all roommate pairs will be asked to complete a roommate agreement, and all suite members will be asked to complete a suite agreement. These agreements encourage honest and open communication among roommates and suite mates as well as agreement for standards to be followed in the room and suite. No agreement is permitted to contain clauses that allow

for the violation of any college or housing policy. If assistance is needed in establishing this agreement, you are encouraged to meet with your Resident Assistant. Since the needs and routines of roommates change during the year, it is recommended that the roommate agreement be modified as needed.

■ Smoking

PASS: \$50 fine

1. Pursuant to New York Public Health Law, Article 13E (New York state Clean Indoor Act) and Regulations of Smoking in Public and Work Places, smoking is prohibited in all NYIT buildings and/or sections thereof, owned, leased, or operated by NYIT. This includes, but is not limited to, classrooms, stairwells, bathrooms, offices, hallways, labs, roofs, libraries, common area of residential facilities, or private areas of residential facilities where smoking is prohibited.
2. Smoking is prohibited at the entrances and exits of NYIT facilities and residence halls. Actions that cause smoke to enter into NYIT facilities or residence halls are prohibited. When smoking outside of a building, you must be 15 feet from doors and windows.

■ Soliciting

Soliciting in residences is not permitted. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for, or membership in, any group, association or organization and includes door-to-door canvassing. Selling such items as cosmetics, magazines, bagels, candy bars, etc. Advertising signs, posters and fliers may not be distributed or posted in college residences. Fund raising events/soliciting are not permitted in residences unless authorized by the Director of Housing and Residential Life. Selected sales of fraternity/sorority jewelry and supplies may be approved by the director. If there is an unfamiliar person in your building who is soliciting items, please call University Police immediately to have them removed from the building.

■ Storage

Storage is not available in any of the NYIT residence halls. Property left in a room will be discarded, or student will be responsible for occupancy charges.

■ Telephone Services

Student rooms are provided with one telephone jack per room. This includes room-to-room dialing and incoming calls. In order to get telephone service, you must contact a local service provider. Verizon serves the residential community; you may pick up a telephone application from the Office of Housing and Residential Life.

Per college policy and applicable law, it is unlawful to obtain or attempt to obtain telecommunication services by use of a false, fictitious, or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit card number of another person without valid authority. Avoiding or attempting to avoid payment for telecommunication services by use of any fraudulent scheme, devices, means, or method is prohibited by law and by college regulations. Criminal prosecution and/or disciplinary action may be taken. Students are responsible for any long distance calls made from the telephone line in their room.

■ Trash

All trash must be taken to designated trash areas. Trash may not be taken to or left in the lounges, outside building doors, rest rooms, hallways or thrown in the Academic Village. All trash must be removed from the building and placed in the dumpsters provided. Failure to do so may result in disciplinary action, fines, and penalties.

■ **University Police Department**

The University Police Department (UPD) is located directly across from the Student Union and can be contacted via your room phone by dialing x3333 (516.876.3333) from outside lines. UPD offers 24 hour coverage of the residential campus.

If there is an emergency, do not hesitate to contact the University Police. If there is a less severe situation in your residence hall, you are encouraged to contact the Residential Life staff on call and they will determine whether or not it is necessary to contact University Police.

■ **Use and Misuse of Equipment or Property**

Expectations and standards for behavior in college residence communities are outlined in these Residential Community Living Standards. When resident behavior does not meet these standards, Residential Life staff will address the behavior with the resident. When appropriate, staff will provide notice to residents on misuse of equipment or property and residents will be given the opportunity to rectify the situation prior to fees being assessed. Charges for items vary depending on the scope of the loss, damage, or mess. The amount to be charged to the resident is determined by the HRA in conjunction with custodial and maintenance personnel and the Director of Housing and Residential Life.

■ **Windows**

Window screens must not be removed at anytime. Outside window sills must be kept clear of all objects. No objects may be thrown from the window under any circumstances.