



# 2014-2015 Residence Life Handbook



# Five Towns College



# FIVE TOWNS COLLEGE

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Dear Resident Student:

Welcome to the Five Towns College Living/Learning Center. By choosing to reside on campus, you have joined a unique community of scholars who strive to enhance their personal and social development.

National studies have concluded that resident students tend to:

- achieve higher grade point averages;
- graduate with greater frequency;
- become more active in campus life;
- utilize campus resources frequently;
- carry higher credit loads;
- have high self-esteem;
- develop broad artistic interests;
- have strong professional relationships with faculty members;
- become more involved in leadership opportunities; and
- be satisfied with their overall undergraduate college experience.

The *Residence Life Handbook* includes most of the information that you need when you live on campus. Please acquaint yourself with the policies in this handbook because you will be expected to abide by them.

Residing on campus is both convenient and enjoyable. We do hope that your educational experience in the Living/Learning Center at Five Towns College is a successful one!

Sincerely,

Thomas O'Boyle  
Associate Dean of Students  
Director of Residence Life

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# **I. Residence Life Office**

The Residence Life Office is located within the Student Center on the lower level of Symphony Hall. The hours of operation are 9:00 am to 5:30 pm, Monday through Thursday, and 9:00 am to 5:00 pm on Friday. The full-time staff consists of the Associate Dean of Students/Director of Residence Life, Assistant Director of Residence Life, and Area Directors. The Residence Life Office handles housing records and performs specific business and services related to living on campus.

## **Associate Dean of Students/Director of Residence Life**

The Associate Dean of Students/Director of Residence Life is responsible for promoting an atmosphere that advances the educational, cultural, social and personal development of the students within the Living/Learning Center. Responsibilities include, but are not limited to recruitment, selection, training and supervision of an Assistant Director of Residence Life, two Area Directors, two Head Resident Assistants, and approximately twelve Resident Assistants.

## **Assistant Director of Residence Life/Director of Campus Activities**

The Assistant Director is responsible for assisting the Director in coordinating and administering all activities and functions of the Residence Life Office. He or she directly supervises Residence Life staff working in the residence halls including professional and paraprofessional staff, coordinates hall council development, staff recruitment, selection, training, and evaluation. He or she oversees methods to obtain student feedback including the Quality of Life Survey.

Additionally, the Assistant Director supervises the room assignments/housing operations within the residence halls, supervises the Central Office Administrative Support Staff, and conducts upper-level judicial hearings.

## **Area Director (AD)**

Professional staff members are chosen for their interest in students' academic and interpersonal success, and their experience with campus living. Area Directors select, train and supervise our undergraduate Residence Life staff, and manage the operational functions of the two buildings in his/her area. They provide services to students such as personal and disciplinary counseling, developmental, cultural and educational programming. ADs processes all room changes within on-campus housing, mediate roommate conflicts should they arise, and conduct lower-level judicial hearings. ADs live in the residence halls to ensure a healthy and happy living arrangement for all students.

## **Residence Life Office Staff**

These trained individuals are full-time professionals who live on campus and are responsible for all aspects of operating the residence halls, including supervision of the Resident Assistants (RAs).

The individuals who staff the Residence Life Office have many roles: educator; counselor; trainer; manager; programmer; problem-solver; and disciplinarian. Overall, they aim to make sure your hall is a place where you can develop and succeed – academically, socially, and personally.

The Residence Life Staff have specific day and evening office hours during the week. These hours are posted in your residence hall. Also, there is an RA on duty on any given night. Take some time to meet and get to know all of these people – they are here to help!

## SRA Resident Assistants (SRA)

The Senior Resident Assistants are returning Resident Assistants with the leadership and experience necessary to assist the ADs with the day-to-day operations of the residence halls. Senior Residents will help to plan/facilitate RA training and collaborate with RAs throughout the semester to create a programming schedule for their areas. Senior Residents will hold office hours during the evening, which will be posted in the residence halls.

## Resident Assistants (RA)

The Resident Assistant is probably the most important staff members to you. Your RA is a full-time student living on your floor/wing, and will be your primary liaison with the Residence Life Office. RAs are happy to assist you, directly or through referrals, with anything – whether it's academic or personal. Your RA is also responsible for making sure your floor is a place where you can study, sleep, and have a great time!

Your RA is available most of the time. However, as full-time students, RAs are not on duty all of the time. To make things easy for you, RAs are assigned weekday and weekend work shifts. Every weekday, from 8:00 pm until 8:00 am the next morning, and throughout the weekend, an RA is on duty in each residence hall. The name of the staff member on duty is posted in the lobby of each hall. If a problem arises, contact them immediately. These staff members are trained to handle emergencies and are carefully selected through an interview process that focuses on their demonstration of maturity, competence and a desire to help others.

## II. Residence Hall Guest Policy

The guest policy has been developed to ensure the safety and security of everyone living within the residence hall community. As a member of the campus community, your safety as well as the safety of others, depends upon your actions. Anyone who violates the following guest policy may forfeit his or her visitation privileges.

During the first and last week of each semester, no Overnight Guests will be permitted. No room may have **MORE THAN TWO VISITORS OR OVERNIGHT GUESTS AT A TIME**. You are the “Host” and must accompany all Overnight Guests/ Visitors at all times. Individuals under the age of 18 may not be Visitors/Overnight Guests in the Residence Halls without written permission from the Assistant Director of Residence Life. You must request this in writing at least two weeks in advance. (*Please remember to plan ahead.*)

### A. Who is a Visitor/Overnight Guest?

Anyone who is not a resident of the building or the occupant of an assigned room is considered to be a **Visitor** or an **Overnight Guest**. A **Visitor** is defined as a person who comes into the residence hall or room after 9:00 am and leaves by 12:00 am. An **Overnight Guest** is defined as someone who is in the residence hall or room after 12:00 am, regardless of whether they stay the entire night. Anyone who does not live in the FTC residence halls must obtain a Visitor's Pass from the Public Safety Office. **All VISITORS/OVERNIGHT GUESTS** must submit a valid photo ID card to receive a Visitor's Pass/Overnight Authorization Slip, or they will not be permitted to enter a residence hall. No Overnight Guest Authorization slips will be issued after 12:00 am.

### B. When and how do I apply for an Overnight Guest Pass?

If you are applying for an Overnight Guest Pass for that evening, you must go to the Residence Life Office **Monday through Friday between the hours of 9:00 am and 3:00 pm, with your roommate** to complete the necessary paperwork. If you are applying for a pass for a later date, you and your roommate may complete the necessary paperwork with your Area Director during their evening hours in your building. **Overnight guests are permitted to stay with residents for two nights in a seven day period. If a resident and overnight guest wish to stay additional days exceeding the limit, they will require a written request and approval from the Director of Residence life.** When your guest arrives to campus, you will take them to the Public Safety Office so

that you may sign them in and they can submit their valid photo ID. Once this is completed, the Public Safety Officer will issue you an Overnight Guest Authorization Slip, which you will submit to the RA on duty.

**ALL OVERNIGHT AUTHORIZATION SLIPS MUST BE PICKED UP FROM PUBLIC SAFETY BY 12AM! IF YOUR GUEST HAS NOT SIGNED IN BY 12AM, THE OVERNIGHT GUEST PASS WILL AUTOMATICALLY BE VOIDED AT THAT TIME.**

**C. How does Resident to Resident visitation work?**

Residents visiting from building to building will not need to go to the Public Safety Office for a Visitor's Pass, but they will be required to leave their ID with the RA on duty in the building they are visiting. The RA will call the host to come downstairs to sign in the resident guest. However, if the guest is planning to stay overnight, the Host's roommate **MUST** be present to sign in the overnight guest with the RA.

**D. Group Visitation in the Lounge:**

Students who reside on campus will be allowed to sign into the first floor lounge as long as they have a host from that building. This is the only time a host may have more than two guests; each guest must have an ID card in order for the RA to sign them in. When the RA is clearing the building at midnight of visitors, they should give the student the option to sign their guest into the first floor lounge. The RA should also inform the students that while they are in the lounge the noise level should remain low, due to quiet hours.

**Remember:**

- In order to request an overnight pass for a minor, you must do so in writing two weeks in advance.
- All visitors/overnight guests must have a valid photo ID card to enter the residence halls.
- All students must carry their ID cards at all times; you will not be allowed to visit other buildings without your ID.
- **You are responsible for your guest and you must be with them at all times.**

### III. Residence Hall Policies

Five Towns College seeks to provide and maintain a secure and wholesome educational environment for its students, faculty and staff. In order to guarantee this environment and to safeguard its ideal of scholarship, character and student conduct, the College reserves the right to require the withdrawal of any student at any time.

The Student Code of Conduct governs the behavior of students in residence and is incorporated herein by reference from of the *Student Handbook*.

Students in violation of the Student Code of Conduct or the Residence Hall Policies stated below are subject to any one or more of the following penalties, depending upon the gravity of the infraction:

Warning                      Probation                      Suspension                      Expulsion

**THE ACTIONS LISTED BELOW ARE PROHIBITED.**

**Alcohol**

- Possession or consumption of any alcoholic beverage on campus.
- Being in the presence of an alcohol violation.

**Drugs**

- Refer to the Student Handbook for Guide to a Drug-Free Campus.
- Unlawful possession, use, or sale of controlled substances or drug paraphernalia.
- Behaviors related to illicit drug use consumed (within or outside of the residence halls).
- Being in the presence of a drug violation.

### **Firearms/Weapons**

- Possession, storage, use or manufacturing of firearms and weapons including but not limited to knives, hunting bows, ammunition, guns, B.B. guns, paintball guns, slingshots, martial arts weapons, stun guns, launching devices and pepper spray – or any equivalent of the aforementioned.

### **Sexual Assault** (refer to the Student Handbook)

- Sexual activity with a person who does not, is unable to, or unwilling to consent.

### **Physical Assault/Abuse**

- Physical abuse of any person (e.g. battery and fighting).
- Retaliation for physical assault/abuse to one's self or on behalf of another.

### **Hazing**

- Activities that are defined as hazing under New York State and Local laws, and the Five Towns College policies.

### **Harassment**

- Conduct that intimidates, threatens or endangers the health or safety of any person.
- Behavior that intentionally or recklessly causes physical, financial or emotional harm.
- Threatening violence to another person.
- Behavior that is construed as a nuisance and thereby disrupts the residence hall community.

### **Bias Incidents**

- Five Towns College does not tolerate any act that has the intent or effect of targeting any person(s) based on the actual or perceived race, color, religion, national origin, ethnicity, gender, gender identification, disability, or sexual orientation of that person. All reports of acts or publications that can be construed as a bias incident or "hate crime" will be investigated and full cooperation will be exercised with local law enforcement agencies as needed.

### **Vandalism**

- Willful or reckless damage to College premises or property, or the property of a member or guest of the College community. This includes littering and any excessive damage. A student is deemed to have caused excessive damage when they are found responsible for any repairs or maintenance services for which they incur a charge that exceeds the amount of the security deposit in any one semester.

### **Unauthorized Entry/Exit/Presence**

- Unauthorized entry into any restricted, locked or closed facility (including attic and housekeeper's closets), student room or elevator.
- Entry/Exit through a residence hall window.
- Entry/Exit into a residence hall via a locked or propped door.
- Entry/Exit through an emergency exit.
- Entry into a residence hall after having been evicted and/or restricted from a residence hall.

### **False Alarm/Smoking**

- Falsely reporting a fire or any other emergency.
- Pulling or tampering with a fire alarm pull-station or call box when no fire is present.
- Causing a smoke detector to sound when no fire is present or disarming a smoke detector.
- Sounding alarms or engaging the stop button on an elevator when there is no emergency.
- Smoking in any College building is prohibited.
- Smoking outside must be at least 200 yards away from the building.

### **Failure to comply**

- Interference with residence hall staff or other College officials in the performance of their duties.
- Disregarding a reasonable request from a College official.

### **Theft**

- Possession of stolen goods.
- Unauthorized use of telephone personal security codes or calling cards.

### **Gathering**

- No organization will be permitted to hold any function or activity within the residence halls or their immediate grounds without written approval obtained in advance from the Assistant Director of Residence Life.
- Informal gatherings may not exceed four (4) persons in a room.

### **Disruption/Noise**

- Behaviors that interfere with another person's free exercise of academic or personal pursuits.
- Conduct that is disruptive, loud, indecent or disorderly, including but not limited to stereos at a high volume. *Yelling and playing in the halls are strictly prohibited.*
- Quiet Hours: Because the academic nature of the College requires all persons to respect the rights of others to study, sleep and fulfill academic responsibilities without interruption from excessive noise, courtesy hours are in effect at all times. Students are expected to keep noise levels to a minimum so as not to disturb anyone. Reported incidents of excessive noise and/or repeated incidents will not be tolerated. Quiet Hours are 9:00 pm – 9:00 am from Sunday to Thursday and 11:00 pm– 10:00 am on Friday and Saturday, or as may otherwise be posted in the RA office of each hall from time to time.
- Rooms/Studio space/open jam sessions are available for vocal/instrumental practice; therefore, these activities are forbidden in the residence halls.

### **Solicitation**

- The sale of services or products for the seeking of funds, signatures, merchandise or supplies.
- Attempts to urge, incite, request, or advise a person(s) to adopt an idea or purchase merchandise or services for personal profit or organization gain.
- Receiving business offers or goods in the residence halls for business purpose of any nature. Individuals or organizations wanting an exemption to this policy must contact the Director of Student Activities, the Residence Life Office and the Associate Dean of Students.

### **Wireless Routers**

- Wireless Routers are not allowed in the residence halls under any circumstances. Failure to comply may result in removal of privileges, suspension, or expulsion from the residence halls.

### **Dishonesty**

- Presentation of false information to College officials in the performance of their duties.

### **Pets**

- The possession of pets is strictly forbidden.

### **Drum Kits**

- Drums are not allowed to be played in the residence halls under any circumstances. Failure to comply can result in removal of drum kit from the residence halls.

### **Personal Safes**

- Small safes are permitted. However, all safes are subject to search by College officials. Failure to comply may result in confiscation of safe.

## **Safety and Security**

- Dropping or throwing any object out of the window is strictly prohibited – window screens must be in closed position at all times.
- Possession of water-filled or lofted beds.
- Propping open an exterior and/or emergency exit door.
- Unauthorized duplicating, lending or borrowing of room key or building entry card.
- Cooking in residence hall rooms or other unauthorized areas.
- Items placed in front of or on top of the air conditioner/heating unit or on the window ledge.
- Devising any unsafe situation in which a member of the residence hall community can be injured.
- Use of a water gun, balloons or any water fights.

## **Fire Safety**

- Intentionally or unintentionally causing smoke or fire; including burning candles or incense.
- Failure to evacuate when a fire alarm sounds.
- Obstructing a door so as to prohibit entrance and/or exit from a room.
- Curtains, tapestries, mobiles and other room decorations affixed to or suspended from the ceiling, sprinkler heads, light fixtures, or placed in doorways are prohibited.
- Accidental or intentional misuse of fire safety equipment including but not limited to fire hoses, fire extinguishers, sprinkles, pull-stations, fire alarm bell and smoke detectors.
- Use or possession of microwave ovens.
- Use of extension cords or multi-receptacle outlets with the exception of UL listed power strips with surge protectors.
- Presence of live pine trees in room.
- Use or possession of open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas.
- Presence of highly combustible materials and/or liquids.
- Use or possession of plug-in air fresheners.
- In case of a fire, do not use elevators.

## **Identification Cards (ID)**

- Students must have their ID cards on their person and available for inspection at all times.

## **Complicity**

Encouraging, assisting, or allowing others to commit such acts as are prohibited by the College is in itself a violation and subject to judicial review. When in the presence of a potential or actual violation of policy, students are expected to choose one or more of the following:

- a. To personally attempt to cease the behavior (excepting those cases where violence or physical threat is present or may result)
- b. To leave the scene of the violation (if not responsible for the space in which the violation is occurring)
- c. To bring the situation/violation to the attention of a College staff member

## **Room Access**

The Residence Life Office respects the privacy of residents. At times, however, it may be necessary for staff to enter a student's room. Rooms may be entered, without prior consent, for custodial services, medical/facility emergencies, maintenance/health safety inspections, and whenever there is a reason to believe that a residence hall policy violation may have taken place.

## **Liability for Damages**

The furniture and facilities of the College must be kept in good condition. No student shall engage in or permit damage to, removal of, or unauthorized addition to any furnishings, equipment, or property belonging to the College. Nor shall a student engage in or permit any alterations to the floors, walls, furnishings, ceilings, doors, or

door locks. Room furniture left in common areas will be collected and no attempt will be made to determine its origin. Charges for missing or damaged items will be assessed at replacement cost including any necessary labor.

Persons assigned to a residence hall will be held responsible both jointly and individually for any damage to his/her assigned room or furnishing contained therein and for any damages caused by him/her to any part of the residence hall premises or attendant facilities. The College shall not be liable for any damages to or loss of personal property whatsoever, including, without limitation, any losses or damages that occur in common areas, outdoor areas, private rooms or mailboxes.

### **Multiple Liability**

In the event that it cannot be ascertained who in a room or wing is responsible for damage therein, the damage assessment shall be made against all equally.

### **Common Area Liability**

Each student, along with the other residents, is jointly responsible for the proper use and care of the public areas of the residence hall (i.e.: corridor, lounge, etc.) In situations involving damages or vandalism of a common area, a group bill will be shared by all the students living in the building. Occurrences of common-area damages will also result in disciplinary action.

### **Cancellation and Refunds**

All cancellations and refunds must be requested in writing at the Residence Life Office. If you are canceling your room, first notify the staff in your residence hall and then come to the Residence Life Office and submit your written cancellation/refund request. Refunds involving your room are subject to the policy stated in the Student Housing Application. After a request is made at the Residence Life Office, your refund will be processed in the Bursar's Office.

### **Checking Out**

Information regarding building closing and check out procedures will be publicized prior to the end of each semester. Residents are responsible for knowing and adhering to these procedures. Any resident who leaves the residence halls and fails to check out through the established procedures of the Residence Life Office is subject to disciplinary action and/or charges.

## **IV. Activities and Programs**

The Student Activities Office publishes a Calendar of Events for each month which is updated periodically and includes events sponsored and organized by the Student Government Association (SGA). Your RA can provide you with information regarding these activities.

### **A. Residence Hall Programs**

In the residence halls, events are scheduled by the Residence Life Staff along with the student-run Residence Hall Council (RHC) and Residence Hall Association (RHA). Both organizations were funded by each of you when you paid for Housing, and therefore you are encouraged to participate! You know better than anyone what kind of activities you would like to take part in, so sign up to help plan the events in your Residence Hall. These events are publicized in your building. The nature of programs scheduled in the residence halls range from recreational and social events to cultural and educational programs, such as workshops on how to reduce mid-semester and final examination anxieties.

### **B. Can I plan an event?**

Your ideas, suggestions and participation are welcome. Very often an expressed student need or concern will spark the development and implementation of an event. Check with either your RA or one of the SGA Officers, and they will get you started. You can also request the use of the Student Center for small, informal gatherings (celebrate a

friend's birthday, game night with the residents on your floor, etc.) by filling out a form with the Assistant Director of Residence Life.

## **VI. Public Safety & Security**

Among other things, the Department of Public Safety is responsible for: all emergency situations (including medical transportation), lock outs, foot patrols, motor patrols, ticketing and towing, securing buildings, taking action where college regulations are broken, and overseeing all traffic matters on campus. You will find the Public Safety Officers to be helpful should you need assistance. If you have any complaints, suggestions or problems, you should speak with the Director of Public Safety.

### **Campus safety begins with you!**

Your personal security and safety is a concern and responsibility of everyone living in the residence halls. As a shared responsibility, there are some things that you can do to help yourself, your fellow residents and the staff:

#### **1. Don't prop open outside doors.**

The hinges will be damaged. These doors are to assist us in monitoring residents and visitors entering and leaving the facility.

#### **2. Don't prop open the door to your room.**

The hinges will be damaged. Always lock and close your door and keep your keys secure and available to you only. It is wise to permanently label your valuables and keep a record of serial numbers. If you live on a ground level floor, you should be sure to lock your windows.

#### **3. Report all incidents to the Department of Public Safety and your residence hall staff immediately.**

Do not handle or touch any items that would hinder a follow-up investigation. Remember – act quickly – time counts!

### **What do I do if something I own is stolen?**

Let your RA or the Residential Life Office know about the theft and also contact Public Safety immediately. Should an outside law enforcement agency be needed, the Department of Public Safety will contact them for you. Residents are advised not to report incidents directly to the local police department, this will slow response time.

### **Does the school have insurance to cover loss or damage to my property?**

Insurance is not provided by Five Towns College. Information and applications for theft and fire coverage, provided by an outside agency, are available at the Residence Life Office. Students are encouraged to look into this option and decide if it is something that would be beneficial. Have your parents check their Homeowner's Insurance Policy; most insurance companies will cover belongings at college for an additional premium.

## **V. FAQs**

### **Who is permitted to live on campus?**

Priority for residence hall occupancy is given to all full-time undergraduate and graduate students. All residents must have clear accounts with the Bursar's Office.

The Residence Life Office reserves the right to inspect rooms when deemed appropriate, terminate rental agreements, reassign or consolidate rooms, and to take other steps necessary and advisable for the safety, security, and or proper conduct of its residence program.

**How long may I live on Campus?**

Provided that you maintain yourself in good standing with the College, resident students are given priority to renew their housing license for up to six semesters. Thereafter, students are expected to move off-campus, but may apply for on-campus housing on a “space available” basis.

**Is there off-campus or married-student housing available?**

Five Towns College does not maintain any off-campus housing facilities. For your convenience, the Residence Life Office maintains a limited listing of local apartments, house and rooms for rent by independent owners. You may stop by the Residence Life Office during office hours to review these listings. The College does not offer married-student housing.

**May I change my room assignment?**

Room changes will be permitted after the second full week of each semester. Forms will be available from the Residence Life Office. Be sure to fill out all required paperwork. Residents who prefer a different roommate and want to change their assignment will normally be expected to first work with a Resident Assistant to improve the situation before a room change request will be granted. No student may change his/her room assignment without authorization.

**Can I request a specific roommate?**

If you both live on campus, provisions for assigning you together are made during the sign-up period. If you have a friend living off-campus who wants to room with you, you should speak to the Residence Life Office for assistance. Students who live off-campus and who wish to live with another new resident student may make a request for a specific roommate on their housing application. These requests will be honored whenever possible, provided that the applications and deposits are received by the Residence Life Office at approximately the same time (we suggest you mail them together), and both applicants request each other as roommates on their applications. Five Towns College does not assign rooms or roommates on the basis of race, color, national origin, religious or sexual preference.

**Once I have a room, must I sign up again?**

Yes, only at the end of the Spring Semester, for the following academic year. If you have a room assignment for the fall semester, it will automatically apply for the Spring Semester as well, unless you cancel your housing for the Spring Semester. A schedule and memos concerning room change dates and procedures will be sent to you near the end of each semester. If you have questions about keeping or changing your assignment, ask your RA or someone at the Residence Life Office.

Students who have delinquent accounts or other unpaid financial obligations to the College may not continue residence until these matters are cleared. Students are also required to maintain a 2.0 GPA for the semester as well as cumulative to reside on campus. If you plan to leave the College between semesters for any reason (graduation, transfer, withdrawal, etc.) and wish to cancel your Housing Contract for the Spring Semester, you must notify the Residence Life Office in writing by the seventh week of the semester, in order to avoid being billed for the new semester.

**Can I stay in my room during school vacation? Will I be charged?**

You may only stay in the Residence Hall for a fee if classes and housing are offered during such vacation days.

**Is housing available during the summer?**

Housing may be available to students who take classes during the summer. Check with the Residence Life Office during the Spring Semester to obtain more information.

**How can my friend who lives off-campus apply to live on campus?**

Applications for the fall semester are accepted from off-campus beginning March 1<sup>st</sup>, and for the spring semester on November 1<sup>st</sup> of the previous semester. These assignments are made only after all returning resident students have been accommodated.

**Are all residence halls alike?**

Yes. A room is typically furnished with a window shade, desk, chair, bed, mattress, wardrobe/closet, and dresser for each student.

**How do I receive mail?**

All resident student mailboxes are located in each individual residence hall. Package slips will be issued for items that do not fit in the mailbox. You will need to bring your ID card with you when you pick up a package in the RA office. All mail should be addressed as follows:

**Name  
Residence Hall  
Five Towns College  
305 North Service Road  
Dix Hill, NY 11746 – 5871**

Mail will not be forwarded during the summer, so be sure to change your address about a month prior to the end of the spring semester.

**What is room inventory all about?**

We require that you leave your residence hall room exactly as it was when you moved in. In order to know what it was like when you moved in, Resident Assistants complete a Room Inventory form for each resident. When you move in, be sure that your room inventory is complete and accurate. If you determine that something has not been noted by your RA, have him/her review the inventory form and update it.

During the year, if items become damaged, be sure that the RA helps you to complete and issue a *Work Order* for repair. If the damage was determined to be wear and tear, no bill will be issued. If not, you will be billed for repair or replacement. Upon moving out, be sure that everything is in order and that all furniture is in the room and properly attached. Review your inventory sheet with your RA at the end of the year, after you have removed all your belongings. If you do not check out properly, your room will be checked by a member of the Residence Life staff and you will be billed for damages, if necessary.

**Are the rooms air-conditioned?**

Yes. However, air conditioning is available only during the warmer months. The Residence Life Office will notify students when the climate control systems are being changed from heating to cooling. Students may want to bring a small fan to increase room air circulation. The air conditioning units also have fans for the purpose of air circulation (that may be used throughout the year.) The installation of other air conditioning or heating units is strictly prohibited in the residence halls, and violators are subject to disciplinary action.

**Are the rooms heated?**

Each of the rooms on campus is heated. It is important that the bottom and top vents of the radiators be kept clear of obstructions (beds, books, stereo speakers, etc.) in order for the heat to operate efficiently. Portable electric or fuel-powered heaters are prohibited in the residence halls, and violators are subject to disciplinary action. If you encounter problems with your room heat notify your RA or the Residence Life Office immediately.

**May I bring additional furniture into my room?**

Only small furniture, which must be approved in advance by your roommate, may be added. If you bring any additional furniture, do not remove the furniture already in the room. Removing College furniture to other areas of the building or off-campus is a violation of the Housing Contract and will result in disciplinary action.

**Is there storage space available on campus for belongings I can't fit in my room?**

Unfortunately, the residence halls do not have storage space available for students' belongings. Therefore, residents are encouraged to coordinate with their roommate and bring to campus only those items which are absolutely necessary, while sending luggage, extra clothing, boxes, etc. back home.

**What can I do to decorate my room and not receive a bill for damages?**

Be creative, however, keep in mind that you must follow fire safety regulations (ex. gang plugs, excessive wall hangings, etc. are prohibited) and you will be held responsible for the condition (cleanliness) of your room and its furnishings – as well as for the damage or loss that may occur during occupancy. Other than College approved adhesive “Fun Tac”, the use of contact paper, paint, markers, tape, paste, glue, nails, tacks, screws on walls, ceilings, furniture, woodwork, doors and floors is prohibited. Do not remove furniture from your room. Anything missing when you check out will be billed to you. At the end of year, you must leave the room in the same condition that it was in when you originally checked in.

**What are damage charges?**

The Residence Life Office can provide you with a list of prices that are charged to students when they are found responsible for damages and/or excessive maintenance. These prices are subject to change and are only representative and do not include every conceivable charge.

**What is “shared responsibility,” and how does it affect me?**

Shared responsibility is one of the elements to the Living/Learning component of the Five Towns College residence experience. It means, as will be explained in the mandatory Living/Learning class, that the residents will be expected to participate in the upkeep and maintenance of the living environment. For example, students will be expected to clean up after themselves. Also, students will assume a variety of responsibilities in service to the greater community.

**What is group billing for damages?**

Group billing is a damage bill that is shared by all the students living on a wing or floor for damages to common areas (e.g. bathroom, corridor, lounge, etc.). The bill is issued only as a last resort when an investigation by Residence Life cannot determine the person or persons responsible for the damage.

Your cooperation in the investigation of these incidents is needed if group bills are to be avoided. If documented proof can be obtained concerning the individuals responsible, they will be billed rather than the students in your hall.

**Where can signs be posted?**

Signs that involve solicitation of any type are considered a policy violation unless they are stamped and approved by the Student Activities Office. When permission is granted, posting may take place on public bulletin boards approved by the Residence Life Office.

**What do I do if I need something repaired in my room?**

Contact your RA and ask him/her to fill out a Work Order Request. Once the work order is submitted you are authorizing access to your room in your absence. Please note that emergency repairs (e.g. electrical problems, plumbing problems, etc.) will be done as quickly as possible, but due to the large number of daily work requests, non-emergency requests may take somewhat longer – so please be patient.

**What does the custodial staff do?**

They are responsible for regularly cleaning the common areas (hallway, lobbies, stairwells, etc.). Although the custodial staff cleans regularly, you still have a responsibility to keep these areas clean. You and/or the students in your hall may be billed for extra cleaning expenses if a common area is unusually messy. Please note that custodial staff will enter rooms for the purpose of cleaning the bathrooms when scheduled to do so. A note about trash: It is expected that each student will remove his/her own trash to the dumpsters outside. Trash found in common areas will result in a building fine should no one claim responsibility.

**Are there any restrictions on my use of the College computer network and internet?**

All Five Towns College students are required to adhere to the Five Towns College Computer Laboratory and Internet Policy Statement, which they sign when first enrolling.

**What is the judicial process?**

When a student is accused of a policy violation, an incident report is written and filed with the Residence Life Office. A hearing notice is then issued. The hearing notice will include the date, time and location of the administrative hearing and the judicial body conducting the meeting. The student will receive a decision letter detailing the outcome and sanction (if any) thereafter.

**How can I appeal a decision or sanction?**

Students are entitled to request an appeal of the result of an administrative hearing. Requests for appeals must be made in writing within three (3) business days from the receipt date of the hearing outcome letter. Requests for appeals should be forwarded to the appropriate appellate officer.

**How do I become a Resident Assistant?**

All candidates for Resident Assistant positions are required to meet the designated selection criteria set forth by the Residence Life Office. After attending an informational meeting and submitting an application, each candidate proceeding through the selection process experiences an extensive series of interviews. Selection is determined a semester in advance, to begin employment at the start of the following semester.

**What is the Five Towns College Card?**

The Five Towns College Card is the identification card, which every student must obtain when registering at Five Towns College. The Card serves as an identification card, an access card for entrance into your residence hall and as a meal card for students on any College Dining Plan. It should be carried at all times. Duplication, lending, borrowing, misrepresentation or misuse of the student identification card is prohibited. If your Five Towns College Card is lost, notify the Public Safety Office. The card will be deleted from the system so that no one will be able to use the card illegally. You will be issued a new card and charged a replacement fee, as set forth in the Five Towns College Catalog.

**What if I get locked out?**

You must go to the Public Safety Office if you lock yourself out of your room.

**What if I lose my room key?**

When you have reason to believe that your room key is lost, report this immediately to the Residence Life Office. For safety purposes, the core to the door lock will be changed. You will be charged to cover the cost of changing the core and creating new keys. Never lend your key to anyone.

**Is there a bus service?**

Suffolk County Transit public bus S-23 makes regular stops on campus. This bus services the Walt Whitman Mall, and the Wyandanch and Babylon stations of the Long Island Rail Road, with numerous stops and connections in between. County bus schedules may be picked up at the Admissions office and the Student Center. A limited College shuttle bus operates off-hours. For more information, contact the Residence Life Office.

**May I register to vote?**

College Students who reside on campus may be considered to be residents of Dix Hills, and may register to vote. Federal law requires that colleges and universities provide students with voter registration information and forms. Voter Registration forms are made available each semester during voter registration drives. At other times, voter registration forms may be obtained from the Residence Life Office.



## PHONE DIRECTORY\*

Residence Life	656-3127
Student Activities	656-2150
Public Safety Office	656-2196
Public Safety Booth	656-2156
Cafeteria	656-2125
Academic Support	656-2128
Counseling Services	656-3191
Symphony RA Booth	656-3131
Harmony RA Booth	656-3132
Rhapsody RA Booth	656-3133
Melody RA Booth	656-3134

**\*If calling from an on campus landline, just dial the last four numbers.**