



FIVE TOWNS COLLEGE



2018-2019

RESIDENCE LIFE HANDBOOK

631-656-2110 • 305 N. Service Road, Dix Hills, NY 11746



Welcome to the Five Towns College Living/Learning Center!

Living on campus creates unique opportunities for Five Towns College students. Residence life activities and educational programs are available through the Residence Hall Association that will enhance your personal and academic growth. You will make memories, discover new friendships, and join a unique community of scholars committed to excellence and passionate about their professional goals. Interdisciplinary and collaborative projects await and a supportive environment exists that appreciates individual differences and respects individual rights.

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;
- 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 important information that you need to know when you live on campus. Read it thoroughly as you will be expected to abide by Five Towns College institutional policies and procedures. Also, be sure to review the Five Towns College ***Student Handbook*** that has the ***Code of Conduct***. This contains important protocols for behavior and conduct that are expected of college students and is incorporated by reference herein. Further, all of these important handbooks, the ***Code of Conduct***, and institutional policies are located on the College's website at <https://www.ftc.edu/institutional-policies/>.

Campus life @ Five Towns College is exciting! Educational programs, institutional events, opportunities to **focus**, **thrive** and **create** abound here. We hope that you engage and participate in as many experiences as possible.

Welcome to Dix Hills and to exploring your college years @ Five Towns College!

TABLE OF CONTENTS

I. Residence Life Office	1
II. Residence Hall Guest Policy	2
a. Who is a Visitor/Overnight Guest?	
b. When and how do I apply for an Overnight Guest Pass?	
c. How does Resident-to-Resident visitation work?	
d. Group Visitation in the Lounge	
III. Residence Hall Policies	4
IV. Activities and Programs	10
V. Public Safety and Security	11
VI. FAQs: Frequently Asked Questions	12
VII. Non-Permissible Items	18
VIII. Phone Directory	18

I. Residence Life Office

The Residence Life Office is located in Room 106B in the Main Building of Five Towns College. The hours of operation are 9:00 a.m. to 6:00 p.m., Monday through Friday. The full-time staff consists of the Associate Dean of Students/Director of Residence Life, Assistant Director of Residence Life/Student Affairs Support Specialist, Director of Student Activities, Area Director (AD), and Housing Coordinator (HC).

The Residence Life Office handles housing records and performs business and services related to living on campus. Student services, including personal and disciplinary counseling, developmental, and cultural and educational programming derive from this area. Full-time staff members live on campus and are integral to ensuring that a healthy and safe living environment is established for all students.

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 and personal development of the students within the residence halls. Responsibilities include, but are not limited to, recruitment, selection, training and supervision of the full-time staff as well as the Resident Assistants. In addition, overseeing management of the Residence Life Office and serving as a primary resource for students who live on campus are duties of the Associate Dean of Students/Director of Residence Life.

Director of Student Activities

The Director of Student Activities is responsible for coordinating and administering all activities and functions of the Student Activities Office. This includes the supervision of all student clubs and organizations, education and assistance with programming and events, and leadership and training for student leaders. The Student Government Association maintains a meeting room within the Student Activities Office located in the Downbeat in the lower level of Symphony Hall. Students are welcome to get involved with all that campus life offers.

Assistant Director of Residence Life/Student Affairs Support Specialist

Assistant Director of Residence Life/Student Affairs Support Specialist is responsible for assisting the Associate Dean of Students/Director of Residence Life in coordinating and administering all activities and functions of the Residence Life Office. He/she assists in ensuring that the well being of students is served by following institutional protocols that promote the health and safety of residence students. He/she evaluates student feedback that includes a Quality of Life Survey to implement improvements and helps to enhance the student life experience.

Area Director (AD)

Area Directors (AD) assist in the selection, training and supervision of undergraduate residence life staff. In addition, the AD supports the management of all the residence halls. They provide services to students such as personal and disciplinary counseling, developmental, cultural and educational programming. ADs process all room changes within on-campus housing, mediate roommate conflicts if they arise, and conduct lower-level judicial hearings. ADs live in the residence halls and help to assure a healthy, safe and comfortable living environment for all.

Housing Coordinator (HC)

The Housing Coordinator (HC) is responsible for the assignment of student rooms and processes all room changes within on-campus housing, assists in the mediation of roommate conflicts if they arise, and is integrally involved with supervision and management concerns related to residence life.

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/or 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 has specific day and evening office hours during the week. These hours are posted in your residence hall. There is a RA on duty on any given night. Take time to meet and get to know all of these people – they are here to help!

Resident Assistants (RA)

The Resident Assistant is probably the most important staff member 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 with anything – whether it is 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 night from 9:00 p.m. to 1:00 a.m., an RA is on duty in the RA Booth located in the lobby of 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 students living on campus. As a member of the residence life community, your safety and the safety of others, depends on your actions. While residence students are allowed guests and/or visitors on campus, the college has instituted a set of guidelines and policies to assure compliance with its mission so that a safe and secure learning environment inures to everyone's benefit. Violations of the college's guest policies may result in the loss of visitation privileges and/or other sanctions. So, it is important that residence students are aware and follow the institution's guest/visitor policies. All guests/visitors are required to adhere to the College's **Code of Conduct** included in the *Student Handbook* and posted on the website at <https://www.ftc.edu/institutional-policies/>. Please be aware that residence life students who host visitors are held accountable for their conduct.

Q: Who is a Visitor/Overnight Guest?

A: Anyone who is not a Five Towns College resident student and/or the occupant of an assigned room/residence hall 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 a.m. and leaves by 12:00 a.m. An **Overnight Guest** is defined as someone who is in the residence hall or room after 12:00 a.m., 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. Someone who does live in the FTC Residence Halls, but is visiting another building must "Sign-In" with the RA on duty. **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 a.m.

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. Sometimes exceptions are made but require the written permission of either the Dean of Students or the Associate Dean of Students/Director of Residence Life and appropriate parental permission. This request should be in writing at least two weeks in advance. *(Please remember to plan ahead.)*

Q: When and how do I apply for an Overnight Guest Pass?

A: 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 a.m. and 3:00 p.m., with your roommate to complete the necessary paperwork. It is important for residence students to realize that having a Visitor/Overnight Guest is a privilege and will not override the rights of roommates. Therefore, roommates should strive to have open communication and obtain mutual consent for Visitors/Overnight Guests. **No individual may be a late night/Overnight Guest for more than two (2) nights in any seven (7) day period, and a maximum of six (6) nights in any thirty (30) day period.** If a resident student wishes to have an overnight guest stay longer than the two-night period, he/she must submit a written request and receive approval from either the Dean of Students or the Associate Dean of Students/Director of Residence Life.

When your guest arrives to campus, please take them to the Public Safety Office to be signed in and to submit his/her 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 12A.M.! IF YOUR GUEST HAS NOT SIGNED IN BY 12A.M., THE OVERNIGHT GUEST PASS WILL AUTOMATICALLY BE VOIDED AT THAT TIME.

Q: How does Resident-to-Resident visitation work?

A: 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.

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 may 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:

- 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 and follow the College's Code of Conduct.
- In order to request an overnight pass for a minor, you must have the written permission of the Dean of Students or Associate Dean of Students/Director of Residence Life and written parental permission two weeks in advance.

III. Residence Hall Policies

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

The Five Towns College **Code of Conduct** governs the behavior of residence students in attendance and other members of the College community. The **Code of Conduct** is incorporated herein by reference from the Five Towns College ***Student Handbook*** and the provisions and policies of N.Y.S. Education Law, Article 129-B, *Enough is Enough*, are adopted and apply to residence life students, visitors/guests, and others on the College campus. It can also be found on the College's website at <https://www.ftc.edu/institutional-policies/> and <https://www.ftc.edu/nys-education-law-article-129-b/?preview=true>. Be sure to read these institutional codes, policies and procedures and become familiar with them. Further, all policies and procedures related to Sexual Misconduct under Title IX and N.Y.S. Education Law Art. 129-B are available here: https://www.ftc.edu/wp-content/uploads/2014/09/FINAL-Title-IX.7.27.18_links-1.pdf.

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

(1) Warning; (2) No Contact Order; (3) Probation; (4) Suspension; or (5) Expulsion or any combination depending on the facts of each case. Further, in some instances, appropriate fines are assessed.

Alcohol

- Possession or consumption of any alcoholic beverage or alcohol paraphernalia (including empty bottles, and shot glasses) 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.
- Be advised that while certain state laws may decriminalize certain substances, the College's policies prohibit drugs that are deemed illegal under federal law.

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 constructed out of any material.

Sexual Assault and Violations of N.Y. S. Education Law, Article 129-B

- Sexual assault, domestic violence, dating violence and stalking are illegal and any activity undertaken without the Affirmative Consent of the individual as defined under the NYS Education Law, Article 129-B, *Enough is Enough*, will be subject to the procedures articulated under this statute.
- The provisions of *Enough is Enough*, including definitions, policies and procedures are located on the College's website at <https://www.ftc.edu/institutional-policies/>, <https://www.ftc.edu/nys-education-law-article-129-b-2/>, and <https://www.ftc.edu/nys-education-law-article-129-b/?preview=true>.
- Also, sexual misconduct and all aspects of discrimination as described under Title IX are expressed prohibited; visit <https://www.ftc.edu/title-ix/> for more information.

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 institutional policies that address unacceptable conduct under the Code of Conduct.

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 disrupts the residence hall community.
- Sexual harassment and/or misconduct that falls under Title IX of the Education Amendments of 1972 and/or the new NYS Sexual Harassment Prevention law.
- Any form of online, virtual or physical communication that intends to instill fear or sends a message deliberately to intimidate, demean or bully another.
- There shall be no disorderly, indecent, violent, defiant or unruly behavior or conduct in violation of any College or governmental law or regulation that leads to a hostile, offensive, intimidating, abusive, learning/living environment. This includes behavior that is discriminatory or harassing based on gender, race, color, creed, ethnicity, religion, age, marital status, veteran status, national origin, sexual orientation, or disability. Further, this includes any conduct or behavior that violates provisions of the N.Y. S. Education Law Article 129-B and the federal Title IX of the Education Amendments of 1972.

Bias Incidents

- The 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 housekeeping/maintenance closets), student room or elevator.
- Entry/Exit through a residence hall window.
- Entry/Exit into a residence hall via a locked or propped door (which is prohibited).
- Entry/Exit through an emergency exit.
- Entry into a residence hall after having been evicted restricted or banned.

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; this includes vaping, cigarettes/cigars, etc.
- Smoking outside must be at least 200 yards away from the building.
- Failure to evacuate in the event of a fire alarm.

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.

Gathering

- No organization will be permitted to hold any function or activity within a residence hall or its immediate grounds without written approval, obtained in advance from the Associate Dean of Students/Director of Residence Life or Area Director.
- 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.

Note: Quiet Hours:

- Due to the academic nature of the College, institutional policy requires all persons to respect the rights of others to study, sleep and fulfill academic responsibilities without interruption from excessive noise. Therefore, 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 p.m. –9:00 a.m. from Sunday to Thursday and 11:00 p.m.– 10:00 a.m. 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 prohibited 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 idea or purchase merchandise or services for personal profit or organization gain.
- Receiving business offers or goods in the residence halls for business purposes 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/Director of Residence Life for written approval.

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 (including fish).

Drum Kits

- Drums are not allowed to be played in the Residence Halls and failure to comply can result in removal of drum kits.

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 keys 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 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:
 - (1) To personally attempt to cease the behavior (except in those cases where violence or physical threat is present or may result);
 - (2) To leave the scene of the violation (if not responsible for the space in which the violation is occurring); and/or
 - (3) 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, 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, and 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, all the students living in the building will share a group bill. Occurrences of common-area damages will also result in disciplinary action.

Cancellation and Refunds

All cancellations and refunds must be requested in writing to 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 works with the Student Government Association (SGA) to develop a wide range of college programs that interest the student body. The Student Activities Office is located in the lower level of Symphony Hall adjacent to the Downbeat Café and FTC Store and meetings are held there. A Calendar of Events is published each month and posted on the Institutional Events Calendar on the homepage of the College's website. Be sure to check with your RA, the website, and bulletin boards around campus to stay informed about these activities

and opportunities to be involved with happenings on campus. Also, try to explore the various clubs and organizations and participate in the programs that you enjoy, or try something new!

Residence Hall Programs

In the residence halls, events are scheduled by the Residence Life Staff along with the student-run Residence Hall Association (RHA). You are encouraged to participate! You will have the opportunity to make suggestions, and share ideas about programs you would like to participate in. Events are publicized in your building-so, check out the bulletin boards as well as the website. 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 manage stress, time-management, improvement of studying methods and more.

Q. Can I plan an event?

A. Residence Life staff welcomes students' ideas, suggestions and participation. Very often students' needs or concerns 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 or Downbeat Cafe for small, informal gatherings (celebrate a friend's birthday, game night with the residents on your floor, etc.) by submitting a Facility Use Application if the venue is available. The Facility Use Application can be found here: <https://www.ftc.edu/facility-use-application-institutional-events-calendar-approval/>.

V. Public Safety & Security

Among other things, the Public Safety Office is responsible for: emergency situations (including medical transportation), lock-outs, foot patrols, motor patrols, ticketing and towing, securing buildings, taking action when college policies are violated, and overseeing all traffic matters on campus. You will find the Public Safety Officers to be very helpful when you need assistance. If you have any complaints, suggestions or problems, please speak with the Director of Public Safety located in the rear of the Main building or call (631) 656-2196.

Campus safety begins with you!

Personal safety and security 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:

- **Don't prop open outside doors.**

Only authorized residence life students, their visitors and/or guests are permitted in the Residence Halls. Aside from the possibility of damaging the door hinges, these doors are to assist FTC Staff in monitoring residents and visitors entering and leaving the facility and should be properly closed after use.

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

Always lock and close your door and keep your keys secure. Do not give your keys to anyone to use. It is wise to permanently label your valuables and keep a record of serial numbers. Be sure to lock your windows and don't prop open your door as it damages the hinges.

- **Report all incidents to the Public Safety Office 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!

Q. What do I do if something I own is stolen?

A. Let your RA or the Residence Life Office know about the theft and also contact Public Safety immediately. Should an outside law enforcement agency be needed, the Public Safety Office will contact them for you.

Q. Does the school have insurance to cover loss or damage to my property?

A. Insurance is not provided by Five Towns College. Information and applications for theft and fire coverage, provided by an outside agency, may be 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.

VI. Frequently Asked Questions (FAQs)

Q. Who is permitted to live on campus?

A. 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 life program. In addition, the College's Residence Life Office reserves the right to conduct regular and routine health and safety room inspections.

Q. How long may I live on campus?

A. 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.

Q. Is there off-campus or married-student housing available?

A. Five Towns College does not maintain any off-campus housing facilities nor does it offer married-student housing. 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.

Q. May I change my room assignment?

A. 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 initially be encouraged to try to work things out with their assigned roommate. After that, a RA will work

with the students to improve the situation before a room change request will be granted. No student may change his/her room assignment without authorization.

Q. Can I request a specific roommate?

A. 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 Bursar/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.

Q. Once I have a room, must I sign up again?

A. 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 in 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.

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

A. Typically, residence students must vacate their rooms whenever the residence halls are closed during vacation periods. In some instances, exceptions are made but this is rare. For international students, the College has implemented a 10-month residential housing policy that has different payment and billing policies. Should you be interested in that, please review the College Catalog and request information from the Bursar's Office as there is limited space available. Aside from that, you may only stay in the Residence Halls with the express permission of the Dean of Students and/or Associate Dean of Students/Director of Residence Life and if classes are offered during such vacation period. An additional cost will be incurred if classes are in session as well.

Q. Is housing available during the summer?

A. 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 on the application process.

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

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

Q. Are all residence halls alike?

A. Yes. The majority of the rooms in the residence halls are double occupancy. Each room is typically furnished with window shades, desk, chair, bed, mattress, wardrobe/closet, and dresser for each student. Each room has a private bathroom-something that makes FTC residence halls very comfortable for students.

Q. How do I receive mail?

A. The Office of Residence Life will provide all roommates with keys to a shared mailbox located on the main level of their residence hall for letters and small packages. Large packages are received in the Public Safety Office. Notices are emailed to students upon receipt and/or students can check there when they expect deliveries. You will need to bring your ID card with you when you pick up a package in the Public Safety Office. All mail should be addressed as follows:

**Name
Residence Hall, Mailbox #
Five Towns College
305 North Service Road
Dix Hills, 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.

Q. What is room inventory all about?

A. 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 your RA has not noted something, 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, a member of the Residence Life staff will check your room and you will be billed for damages, if necessary.

Q. Are the rooms air-conditioned?

A. 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.

Q. Are the rooms heated?

A. 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.

****Heat and Air Conditioning is turned on each semester at the discretion of the Residence Life and Maintenance staff****

Q. May I bring additional furniture into my room?

A. 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.

Q. Is there storage space available on campus for belongings that do not fit in my room?

A. Unfortunately, the residence halls do not have storage space available for students' surplus 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.

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

A. 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.

Q. What are damage charges?

A. 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.

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

A. 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.

Q. What is group billing for damages?

A. 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(s) 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.

Q. Where can signs be posted?

A. 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.

Q. What do I do if I need something repaired in my room?

A. 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 other daily work or non-emergency requests may take somewhat longer – so please be patient.

Q. What does the custodial staff do?

A. 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 but that you are responsible to do so on a daily basis. 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.

Q. Are there any restrictions on the use of the College computer network and Internet?

A. 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 as well as the Code of Conduct. Attention to acceptable use policies should be reviewed and followed. These institutional policies will be enforced accordingly.

Q. What is the judicial process?

A. When a student is accused of a Code of Conduct, or other 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. For matters that may be considered sexual misconduct, sexual assault or harassment, the Title IX or NYS Education Law, Article 129-B Policies and Procedures will

be followed; please go here: <https://www.ftc.edu/nys-education-law-article-129-b/?preview=true> and https://www.ftc.edu/wp-content/uploads/2014/09/FINAL-Title-IX.7.27.18_links-1.pdf. The Code of Conduct is included in the *Student Handbook* and posted online here: <https://www.ftc.edu/code-of-conduct/>. Be sure to read, review and be familiar with its provisions.

Q. How can I appeal a decision or sanction?

A. 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, usually the College Provost or designee.

Q. How do I become a Resident Assistant?

A. 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.

Q. What is the Five Towns College ID Card?

A. The Five Towns College ID Card is the identification card that every student must obtain when registering at Five Towns College. The ID 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 ID 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 without authorization. You will be issued a new card and charged a replacement fee, as set forth in the *Five Towns College Catalog*.

Q. What if I get locked out or lose my room key?

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

Q. Is there a bus service?

A. 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. For more information, contact the Residence Life Office.

Q. May I register to vote?

A. 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 and may be obtained from the Residence Life Office.

VII. NON-PERMISSIBLE ITEMS

Below is a list of items that resident students may **not** bring to the Residence Halls in compliance with the Five Towns College Fire & Personal Safety policies. All Five Towns College resident students must comply with these policies. The College reserves the right to remove prohibited items and put an end to prohibited actions. The College also reserves the right to deem any unlisted item or action to be inappropriate or objectionable. Confiscated items deemed to be in violation of the *Residence Life Handbook* and/or Code of Conduct will be disposed of and students should not expect to have these items returned nor be reimbursed for them.

- Routers (or any other device that will interrupt the Residence Halls Wi-Fi signal)
- Microwave, Hot Plates, Griddles, George Foreman Grills or ANY OTHER cooking appliances (Microfridge units are allowed-go to: www.universitylogistics.com)
- Coffee Makers & Keurigs
- Weapons (Guns, Knives, Swords, etc.)
- Alcohol/Drug Paraphernalia (including empty alcohol bottles for decoration & shot glasses)
- Candles/Incense
- Air Fresheners that heat up (Glade Plug-Ins for example)
- Extension cords (Surge Protectors are allowed)
- Water Guns & Nerf Guns
- Drum Sets (may be brought to campus but NOT set up in the room)
- No Pets (Including fish)
- Halogen and Black Light Lamps, tapestries and car (if freshman)

VIII. Phone Directory*

(*If dialing from an on-campus landline, just dial last four numbers)

Residence Life	(631) 656-3130
Student Activities	(631) 656-2151
Public Safety Office	(631) 656-2196
Public Safety Booth	(631) 656-2156
Upbeat Cafeteria	(631) 656-2125
Academic Support	(631) 656-2185
Counseling Services	(631) 656-3191
Symphony RA Booth	(631) 656-3120
Harmony RA Booth	(631) 656-3121
Rhapsody RA Booth	(631) 656-3122
Melody RA Booth	(631) 656-3123



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