



# FIVE TOWNS COLLEGE

# RESIDENCE LIFE HANDBOOK

## 2022-2023



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## RESIDENCE LIFE HANDBOOK *Long Island's College for Creative Students*

**NOTICE FOR ACADEMIC YEAR 2022-23:** *The institution complies with all requirements and regulations of the USDOE, NYSED, NYSDOH and the CDC and WHO as relates to the Coronavirus, its variants, and any other global pandemic concern. FTC Public Bulletins and Institutional Policies posted on FTC.EDU supersede and are fully incorporated by reference herein.*

### 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. These important handbooks, the ***Code of Conduct***, and institutional policies are updated and posted on the College's website at [www.ftc.edu](http://www.ftc.edu).

Campus life at Five Towns College is exciting! Educational programs, institutional events, opportunities to focus, thrive and create abound here. **Good luck in your college journey!**

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## **I. Office of Residence Life**

The Office of Residence Life is 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, Area Directors (AD), and Housing Coordinator (HC).

The Office of Residence Life oversees all aspects of operations within the residence halls and provides student services to maintain a safe and healthy living-learning environment. Full-time professional staff members live on campus and work alongside a team of student Resident Assistants (RA) to provide services such as personal and disciplinary counseling, developmental, cultural, and educational programming. The individuals who staff the Office of Residence Life have many roles: educator, counselor, trainer, manager, programmer, problem-solver, and/or disciplinarian. The Residence Life staff has specific day and evening office hours during the week. These hours are posted in each 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!

### **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.

### **Assistant Director of Residence Life**

The Assistant Director of Residence Life 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, and 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 within the residence halls to help 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.

## **Resident Assistants (RA)**

The Resident Assistant may be 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 Office of Residence Life. RAs are happy to assist you with any – whether it is academic or personal. RAs are responsible for making sure your floor is a place where you can study, sleep, feel comfortable, and have a great time! However, as full-time students, RAs are not on duty all the time. RAs are assigned weekday and weekend 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. If a problem arises, contact them immediately. These staff members are trained to handle situations 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 residence halls must obtain a Visitor's Pass from the Office of Public Safety. Someone who does live within the residence halls but is visiting another building must sign-in to the guest log with the RA present on duty. All Visitors/Overnight Guests must check in and submit a valid photo ID card with the Office of Public Safety to receive a Visitor's Pass, or they will not be permitted to enter a residence hall. No Overnight Guests will be authorized 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 at one time—this applies to overnight guest only- the occupancy requirement is “double the occupancy plus 1” this would allow up to 3 guests in a double room. You are the “Host” and must accompany all Overnight Guests/Visitors at all times.

Individuals under the age of 18, must be accompanied by a parent/guardian to visit the Residence Halls. Overnight Guest under the age of 18 require parental consent and written approval from the Dean of Students or the Director of Residence Life. This request should be in writing at least two weeks in advance.

### **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 Office of

Residence Life sometime on Monday through Friday between 9:00 a.m. and 3:00 p.m., with your roommate to complete the Overnight Guest Pass Form. Residents are encouraged to complete the form a few days in advance of their guest's arrival. Any requests made after 3:00 p.m. on the date of an overnight guest's arrival may be denied. Residents should be aware 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 an 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 wishes to have an Overnight Guest stay longer than the two-night period, they must submit a written request and receive approval from the Director of Residence Life. When your guest arrives to campus, please take them to the Office of Public Safety to sign in and to submit their valid photo ID. Once this is completed, the Public Safety Officer will issue them a Visitor's Pass which you will show to the RA on duty that evening. If your guest has not signed in by 12:00 a.m., the Overnight Guest Pass will 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 Office of Public Safety for a Visitor's Pass, but they will be required to sign-in to the guest log with the RA present on duty in the building they are visiting. If the guest is planning to stay overnight, the host's roommate is required to be present to sign in the Overnight Guest with the RA.

**Group Visitation in the Lounge:**

Students who reside on campus are allowed to sign into the first-floor lounge if they have a host from that building. This is the only time a host may have more than two guests and each guest must have a College ID card on them at all times.

A TV is located on the first-floor lounge in each of the residence halls. The TV is intended for community use and is equipped with *AT&T Now* streaming service as well as other accessible streaming options. Students may connect their own devices or accounts at their own expense. As with any shared resources offered by the college, students are expected to use these devices with respect, and report any issues to an RA.

**Remember:**

- All visitors/overnight guests must have a valid photo ID card to enter the residence halls.
- All students must always carry their ID cards; 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.
- 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. 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. These can be found on the College's website here: <https://www.ftc.edu/institutional-policies/> and <https://www.ftc.edu/enough-is-enough/>.

Be sure to read these institutional codes, policies and procedures and become familiar with them. 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/title-ix/> and <https://www.ftc.edu/enough-is-enough/>.

Due to the inherent nature of the academic programs, students in the Film and Television, Mass Communication, or other divisions may on occasion seek to conduct production projects in the residence halls. Please be advised that no common area within the residence halls shall be utilized for filming without advanced approval from the Office of Residence Life or Office of Campus Events.

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, too.

#### **Alcohol**

- Possession or consumption of any alcoholic beverage or alcohol paraphernalia (including empty bottles, shot glasses, etc.) on campus.
- Being in the presence of an alcohol violation (see also **Complicity** below).
- Disruptive behavior related to alcohol consumption or intoxication.

#### **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 (see also **Complicity** below).
- Be advised that while certain state laws may decriminalize certain substances, the College's policies prohibit drugs that are deemed illegal under federal law; this includes medical marijuana, which is 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.
- Any prop item that appears to be firearm or weapon must be stored in a location approved by the Director of Public Safety and the academic department sponsoring the production that uses that prop.

## **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 as cited above.
- 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 oneself 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.
- Tampering, covering, disarming, or causing a smoke detector to sound when no fire is present.
- 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.

### **Filming**

- No common area within the residence halls shall be utilized for filming without advanced approval from the Director of Campus Events or Office of Residence Life.

### **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 Office of Campus Events or Office of Residence Life.

- Gatherings of more than double plus one of a room's assigned occupants are prohibited. For example, more than three persons for a single room or more than five persons for a double 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**

- 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 always in effect.
- 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 11:00 p.m. – 9:00 a.m. from Sunday to Thursday and from 1:00 a.m. – 10:00 a.m. on Friday and Saturday or may otherwise be designated by the Office of Residence Life during periods such as midterms and final exams.
- Designated practice rooms or studio space is available for vocal and instrumental practice on campus; 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 or providing business offers, services, or goods within the residence halls for business purposes of any nature. Individuals or organizations requesting an exemption to this policy must contact the Office of Campus Events or the Office of Residence Life.

### **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).
- Read below for information about Service and Emotional Support Animals.

### **Drum Kits**

- No drum playing is allowed in the Residence Halls; 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 any door, including the entry door to one's residence hall room.
- Unauthorized duplicating, lending, or borrowing of room keys or building entry card.
- Cooking in any residence hall rooms, common areas, 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

- Possession or use of any item on the **Non-Permissible Items List**, included herein
- 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.
- Any/all room decorations, including but not limited to curtains, tapestries, and mobiles 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 except for UL listed power strips with surge protectors. Further, plugging a surge protector into another surge protector is prohibited.
- 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.
- Halogen and/or Black Light Lamps and/or UV bulbs and/or Heat Lamps/Heat Pads
- In case of a fire, do not use elevators.

## Identification Cards (ID)

- Students must always have their ID cards on their person and available for inspection at the request of any college official.

## 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 Office of Residence Life 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.

### **Health & Safety Inspections**

The Office of Residence Life regularly conducts routine Health and Safety Inspections throughout the Residence Halls on a bi-monthly or more frequent basis. Staff will enter all students' rooms and conduct a visual inspection of the space, looking for any violations of the residence hall policies or non-permissible items. Students who fail Health and Safety Inspections are given 24 hours to correct the indicated violation(s) before a follow-up inspection. Items that pose an imminent danger to the safety of students and/or staff will be immediately confiscated, and/or destroyed. When confiscated, taken, or destroyed, students should have no expectation of return or reimbursement for the item(s). Rather, the college policy is to dispose of these items since they violate these rules.

### **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.

Unauthorized 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. Residents will be held responsible, jointly, and individually, for any damage to their assigned room, furnishing contained therein, or any part of the residence hall and its 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, or private rooms.

### **Multiple Liability**

If 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**

All residents are held jointly responsible for the proper use and care of the common areas of their assigned residence hall (i.e., hallways, lounges, etc.). In instances of damage or vandalism in a common area, all residents of 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 Office of Residence Life. If you plan to cancel your assigned room, submit your written cancellation/refund request to the Office of Residence Life. Refunds involving your room are subject to the policy stated in the Student Housing Application. After a request is made and approved, your refund will be processed by 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 Office of Residence Life is subject to disciplinary action and/or charges.

### **Housing Lottery**

Students who will be returning to the College Residence Halls for the next academic year are encouraged to participate in the Annual Housing Lottery. This priority room selection allows returning students to select their desired room assignment and/or roommate for the next academic

year. Students are assigned a number in the order of their completed housing application and when

the fall course registration is received, which creates the order of selection. Returning students with specific housing preferences are strongly encouraged to participate in this process.

## **IV. Service and Emotional Support Animals**

Five Towns College is committed to ensuring equal access for individuals with disabilities on campus. Five Towns College permits Service Animals, as defined below by the Americans with Disabilities Act, in all approved campus areas; and it may permit emotional support animals, as a reasonable accommodation, in the residence halls for students with a documented disability.

**A. Service Animals.** A service animal is any dog (or miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. For instance, not only must the service animal be a dog, but the dog must be trained to perform specific tasks. The work or tasks performed by a service animal must be directly related to the individual's disability.

Some examples of work or tasks may include, assisting blind individuals or those who have low vision with navigation and other tasks, alerting individuals who are deaf to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The student may be asked two questions if the animal meets the ADA definition of a service animal:

- (1) Is this a service animal that is required because of a disability? and
- (2) What work or tasks has the dog been trained to perform?
- (3)

## **B. Emotional Support Animals**

Under the federal Fair Housing Act (FHA), an emotional support animal is viewed as a "reasonable accommodation" in a housing unit that has a "no pets" rule for its residents. An emotional support animal is usually a dog, cat or other common domestic animal that provides therapeutic/emotional support to an individual with an identified disability. Emotional support animals may not be brought onto campus and/or into residential housing assignments without prior notice and approval.

Further, to obtain approval, qualified individuals with documented disabilities who may request reasonable accommodations including the assistance of service or emotional support animals, should follow the process set forth in the **Student Access Office**. Once the Student Access Registration Form, the Consent and Release of Academic and Disability Related Information form and supporting copies of current (one year or less) disability documentation from a federal or state licensed mental health professional are submitted to the Student Access Office, an appointment to review will be scheduled. This appointment may be virtual or in person.

Due to the College's small size and close living environment, there are several guidelines applicable for determining when an animal may be permitted once the required procedure has been initiated. As a threshold matter, the relevant law sets parameters that include animals commonly kept in households (cats and dogs) and excludes non-domesticated or unique animals (monkeys and reptiles) that are not considered to be common household animals.

If approved, emotional support animals are only permitted to remain within the student's on-campus housing assignment. Emotional support animals are not permitted in other college buildings, classrooms or roaming on campus. Each request is reviewed on a case-by-case basis and requires advanced documentation as outlined in this policy.

## **C. Procedures for Approval of Service and Emotional Support Animals in Campus Housing**

### **(a) Requesting Permission to Have Service Animals On-Campus**

The student should contact the Student Access Office as soon as she/he is aware of plans to bring a Service or emotional support animal to campus. There is no guarantee that requests will be granted and the stated process must be followed.

## **D. Documentation for a Service Animal**

The student requesting permission to have a Service Animal on-campus must provide from a certified clinician a letter which substantiates a) if the Service Animal is required because of a disability, and b) what work or task the Service Animal has been trained to perform. The letter must be dated and on letterhead and it must provide information establishing the existence of an impairment and sufficient information concerning his/her functional limitations to show that the work or tasks performed by the animal is related to those limitations. Insufficient documentation that does not fulfill the outlined requirements may result in accommodation delays or denial. The letter must contain an explanation of the tasks or function the animal has been trained to perform as a disability-related accommodation, and the type/description of animal.

## **E. Documentation for Emotional Support Animal**

Documentation of the need for an emotional support animal should follow the Student Access

Office guidelines for documentation of disability, and should, generally, include the following information:

- a. Verification of the individual's disability from a federal or state licensed physician, psychiatrist, or other licensed mental health professional.
- b. Statement on how the animal serves as an accommodation for the verified disability; and
- c. Statement on how the need for the animal relates to the ability of the resident/student to use and enjoy the living arrangements provided by Residence Life.
- d. Current documentation of items requested above to be dated within the last 6 months of submission of the application.
- e. Such other and additional information as may be requested by the College to determine the reasonableness of the accommodation being requested, such as information related to equipment, chemicals or other requirements that may be necessary for the proper care and maintenance of a specific emotional support animal.

The Student Access Office will review documentation in conjunction with the Office of Residence Life and, if the request is approved, it shall arrange a meeting with the person requesting that a Service or emotional support animal be housed on campus. This policy will be carefully reviewed with the person at that time. Decisions made by the Student Access Office and/or the Office of Residence Life about whether the request for reasonable accommodations for an emotional support animal are approved or denied are final.

#### **F. Conflicting Health Conditions**

- Upon approval of an emotional support animal, the student's roommate(s) will be notified (if applicable) to request their acknowledgement and consent of the approval; and, to notify them that the approved animal will be residing in the shared assigned living space.

In addition, the College will notify the appropriate staff in the Office of Residence Life, the Office of Public Safety, and Facilities Management where the approved emotional support animal will be located to address health and safety concerns. The student owner of the emotional support animal agrees and understands that the other residents on their assigned floor and/or residence hall may be made aware or generally informed about the existence of the emotional support animal and should be provided an opportunity to raise any personal health or safety concerns about their potential exposure to the animal i.e., allergic reactions, etc.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the Student Access Office and/or Office of Residence Life if they have a health or safety related concern about exposure to a Service or emotional support animal and to provide supporting documentation. The College will consider the needs of both individuals in meeting its obligations to reasonably accommodate all disabilities and to resolve the concerns in an efficient and timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved. If an agreement cannot be reached Student Access and/or Office of Residence Life decision is final and not subject to appeal.

#### **G. Owner of Emotional Support Animal/Student's Responsibilities in Campus Housing**

- a. The student is responsible for assuring that the approved emotional support animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
- b. The student is financially responsible for the actions of the approved emotional support animal including bodily injury or property damage. The student owner should have

- appropriate liability insurance in the event of a bite, scratch or similar injury to other students or staff. Further, the student's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering, and the like. The student is expected to cover these costs at the time of repair and/or move-out and/or the damage deposit will be applied to cover any damage.
- c. The student is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to the institution's premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
  - d. The student must notify Student Access or Residence Life in writing if the approved emotional support animal is no longer needed as an approved emotional support animal or is no longer in residence. To replace an approved emotional support animal, the owner must file a new Request via the Student Access Registration Form. The Owner's residence may be inspected for fleas, ticks, or other pests on a regular basis as needed and pursuant to Health and Safety Inspections conducted. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
  - e. All roommates of the student owner of the emotional support animal must sign an agreement allowing the approved emotional support animal to be in residence with them. If one or more roommates do not approve, either the owner and animal or the non-approving roommates, as determined by the Office of Residence Life, may be moved to a different location.
  - f. Service Animals may travel freely with their owner throughout campus housing. Emotional support animals must always be contained within the privately assigned residential room, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. When outside the residence, the owner of the emotional support animal shall carry proof that the animal is an approved emotional support animal.
  - g. Any evidence of mistreatment or abuse of the emotional support animal may result in immediate removal and discipline of the responsible individuals.
  - h. The student owner must cooperate fully with college staff regarding following the terms of this policy and developing procedures for the care of the approved animal. Further, all emotional support animals must be crated or caged in the student owner's room whenever the student owner is not present in the room. Approved emotional support animals may not be left overnight in on-campus housing to be cared for by another student. Animals must be taken with the student if they leave campus for a prolonged period. Should the student owner require a personal emergency or medical care, they are required to provide an emergency contact who is local who can come and retrieve and care for the animal. If said emergency contact is not available in this event, the student owner consents to the College arranging for an Animal Rescue Shelter to act in its stead as the primary caregiver and agrees to pay for any related expenses.
  - i. The Office of Residence Life can relocate the student owner and approved emotional support animal as necessary according to current contractual agreements.
  - j. The student owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
  - k. Any violation of the above rules may result in immediate removal of the emotional support animal from the campus and the student will be afforded all rights of due process and appeal as outlined in that process.
  - l. Should the approved emotional support animal be removed from the premises for any

reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing agreement.

- m. The student owner undertakes to comply with all relevant licensing, registration, vaccination, and public health laws related to animal health and well-being requirements.
- n. All service or assistance animals must be neutered or spayed; must be vaccinated in accordance with local ordinances and regulations; all animals, including cats and dogs, must have an annual clean bill of health from a licensed veterinarian; and upon request, the student owner must provide the College with documentation showing that the animal has been licensed in accordance with New York law.
- o. Five Towns College staff shall not be required to provide care or food for any emotional support animal, including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. The student owner takes responsibility for actions and behaviors that may result in injury to the animal (e.g., an animal with fear of thunder or separation anxiety that jumps through a window). In the unlikely event of a catastrophic situation i.e., fire or natural disaster, the College will not be held liable for death or injury of the animal.
- p. The student owner must provide written consent for the Student Access Office to disclose information regarding the request for and presence of the emotional support animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life staff and potential and/or actual roommate(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

## **H. Guidelines for Maintaining an Approved Emotional Support Animal**

### **A. Maintaining an Approved Emotional Support Animal**

These guidelines apply to all approved animals and their student owners, unless the nature of the documented disability of the owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

### **B. Care and Supervision**

Care and supervision of the animal are the responsibility of the individual who benefits from the approved animal's use. The person is always required to maintain control of the animal. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College. Indoor animal waste, such as cat litter, must be placed in a secure plastic bag and tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats to diminish damage to surfaces.

## **1. Animal Health and Well-being**

Vaccination: In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the normal shots required for a healthy animal. Local licensing requirements should be followed.

2. Health: Animals, other than cats and dogs, to be housed on campus must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health. The College has authority to direct that the animal receives veterinary attention and that local licensing laws are followed.
3. Licensing: The College reserves the right to request documentation showing that the animal has been licensed (e.g., New York law requires that every dog be licensed and provides that service dogs are exempt from the license fee).
4. Training: Service Animals must be properly trained.  
Leash: If appropriate, the animal must be on a leash, unless the leash would inhibit the animal's ability to be of service.
5. Spay/Neuter: Service or emotional support animals must be spayed or neutered. Owner must provide verification of spaying/neutering from a licensed veterinarian.
6. Other Conditions: Student Access Office may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

## **I. Requirements for Faculty, Staff, Students, and Other Members of the College's Community**

Members of the College are required to abide by the following practices:

- a. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
- b. They are not to touch or pet a Service or emotional support animal unless invited to do so.
- c. They are not to feed a Service or emotional support animal.
- d. They are not to startle a Service or emotional support animal, deliberately.
- e. They are not to separate or to attempt to separate an owner from his or her Service or emotional support animal.
- f. They are not to inquire for details about the owner's disabilities. The nature of a person's disability is a private matter.

## **J. Removal of approved animal**

The College may exclude/remove an approved animal when

1. the animal poses a direct threat to the health (including mental health) or safety of others, or
2. the animal's presence results in a fundamental alteration of the College's programs, or
3. the student owner does not comply with Student/Owner's Responsibilities in campus housing, or
4. the animal or its presence creates an unmanageable disturbance or interference with the Five Towns College community.

## **K. Damage**

Owners of approved animals are solely responsible for any damage sustained to persons or College property caused by their animals.

## **L. Possible Restricted Areas -Service Animals**

The College may prohibit the use of Service Animals in certain locations because of health and safety restrictions i.e., where the animals may be in danger or other similar situations. Restricted areas may include janitorial and facilities maintenance storage areas, boiler rooms, facility equipment rooms, areas where protective clothing is necessary, set, or technical construction areas, and areas outlined in state law as being inaccessible to animals. Exceptions to restricted areas may be granted on a case-by-case basis by contacting Student Access and Facilities and the appropriate department representative; the person directing the restricted area has the final decision.

#### **M. Areas Off Limits to Emotional Support Animals**

All areas except for privately assigned living space in campus housing are off limits to approved emotional support animals without prior authorization from Student Access or Dean of Students Office.

## **V. Activities and Programs**

The Office of Campus Events works with the Student Government Association (SGA) to develop a wide range of college programs that interest the student body. The Office of Campus Events is in the Downbeat adjacent to the FTC Store. 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**

Within the residential community, events are scheduled by the Resident Assistants (RA), the Office of Residence Life, and the student-run Residence Hall Association (RHA). You are encouraged to participate and will have the opportunity to make suggestions, and share ideas about programs you would like to participate in. Events are advertised in your building and occasionally through FTC email alerts. The nature of programs scheduled within the residence halls range from a variety of topics such as recreational, social, cultural, educational, 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 Downbeat for small, informal gatherings (celebrate a friend's birthday, game night with the residents on your floor, etc.) on occasion 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/>.

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

Among other things, the Office of Public Safety is responsible for: emergency situations (including medical transportation), lockouts, 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.

- **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 Office of Residence Life know about the theft and contact Public Safety immediately. Should an outside law enforcement agency be needed, the Office of Public Safety 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 Office of Residence Life. Students are encouraged to investigate 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.

## **VII.**

### **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 Office of Residence Life reserves the right to terminate housing contracts, 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. Room access and Health and Safety Inspections are addressed above.

#### **Q. How long may I live on campus?**

A. Provided that you maintain yourself in good standing with the College, all full-time undergraduate and graduate students 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 Office of Residence Life maintains a limited listing of local apartments, house, and rooms for rent by independent owners. You may stop by the Office of Residence Life 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 Office of Residence Life. 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 Office of Residence Life 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/Office of Residence Life 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 based on race, color, and 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 Office of Residence Life.

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 Office of Residence Life in writing by the seventh week of the semester, 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 Office of Residence Life during the Spring Semester to obtain more information.

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

**A.** Applications for housing are typically accepted beginning mid-way through the previous semester. The Office of Residence Life will announce specific dates and deadlines. Commuter students may be assigned to housing only after all returning resident students have been accommodated.

**Q. Are all residence halls alike?**

**A.** Yes. Most 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.** Letters and small envelopes of mail received for residents will be available for pickup with the RA on duty at the RA Booth located in the lobby of each residence hall. Large packages are received in the Office of Public Safety. 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 Office of Public Safety. All mail should be addressed as follows:

**Name  
Residence Hall, Room #  
Five Towns College  
305 N. Service Road  
Dix Hills, NY 11746**

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. 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 Office of Residence Life will notify students when the residence hall's climate control systems are being transitioned from heating to cooling. The date of this transition varies each year in consideration of forecasted outdoor

temperatures. Students may wish 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.** Every room within the residence hall is heated. It is important that the bottom and top vents of the radiators be kept clear of obstructions (beds, books, stereo speakers, etc.) for the heat to operate efficiently. Portable electric or fuel-powered heaters are prohibited in the residence halls and are subject to confiscation and disciplinary action. If you encounter problems with your room heat, notify your RA or the Office of Residence Life immediately.

**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 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.** You may decorate and style the room to fit your personality. However, you must follow all fire safety policies and the non-permissible item list within this handbook. You are responsible for the condition of your room, its furnishings, cleanliness, and any damage or loss that may occur during occupancy. The use of contact paper, paint, markers, tape, paste, glue, nails, tacks, or screws on walls, ceilings, furniture, woodwork, doors, or floors is prohibited. Do not remove any furniture from your room. Any furniture, fixtures, or other college-provided items that are damaged or missing at check-out will be billed to you. Your assigned room must be in the same condition that it was when you originally checked in.

**Q. What are damage charges?**

**A.** The Office of Residence Life 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 involving solicitation of any type are considered a policy violation unless approved by the Office of Residence Life or the Office of Campus Events. When approved, posting may take place on designated bulletin boards.

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

**A.** Contact your RA and ask them to submit a *Maintenance Request*. Once a 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 completed as quickly as possible, but other daily work or non-emergency requests may take somewhat longer.

**Q. What does the custodial staff do?**

**A.** Our custodial staff is responsible for regularly cleaning the common areas (hallway, common areas, stairwells, etc.). Although the custodial staff cleans regularly, you have a shared responsibility to keep these areas clean. All residents in your hall may be billed for extra cleaning expenses if a common area is unusually messy. Custodial staff will enter rooms for the purpose of scheduled cleaning of bathrooms during specific notified break periods. You are responsible for the regular cleaning of your bathroom and assigned room. Regarding trash, it is expected that each student will remove their 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 Office of Residence Life. 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 Office of Residence Life. 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 always carried. **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 Office of Public Safety if you lock yourself out of your room. And, if you believe that your room key is lost, report this immediately to the Office of Residence Life. 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 Railroad, with numerous stops and connections in between. County bus schedules may be picked up at the Admissions office and the Downbeat. For more information, contact the Office of Residence Life.

### **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 Office of Residence Life.

## VIII.

## 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](http://www.universitylogistics.com))
- Coffee Makers, Keurigs, or any device that boils water
- Weapons or prop weapons (Guns, Knives, Swords, etc.)
- Alcohol/Drug Paraphernalia (including empty alcohol bottles for decoration, shot glasses etc.)
- Candles/Incense
- Air Fresheners that heat up (Glade Plug-Ins for example)
- Extension cords or surge protectors without an on/off switch.  
Surge protectors with a switch 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/or Black Light Lamps and/or UV bulbs and/or Heat Lamps/Head Pads
- Tapestry, flags, and banners
- Personal shower heads
- Curtains
- Live Pine trees

## IX.

## Phone Directory\*

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

Residence Life	(631) 656-3130
Campus Events	(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



**FTC.EDU**