

The College of New Rochelle

Residence Life Handbook 2012-2013

STUDENT DEVELOPMENT PHILOSOPHY

The Student Development (SD) staff aims to promote a lively and engaging campus community. We place a high emphasis on residence life-acknowledging that housing means more than a roof over your head. We believe residence life has a concrete educational value and that we are obligated to expose you to a variety of educational, cultural and personal growth experiences. To achieve this, resources have been allocated so that we can offer a wide range of activities that will accomplish the following goals:

- Expose you to new ideas, values, or cultures,
- Help you connect your in and out-of-class experiences,
- Help you understand, accept and function with interpersonal and cultural differences,
- Encourage you in the development of leadership, management, and interpersonal skills,
- Help you take advantage of the educational resources at CNR and in the surrounding community,
- Encourage your personal growth and awareness, and to support the development of a sense of community in the residence halls.

As a CNR resident student, you are now a member of a community of people-students, faculty, and staff-learning and growing with each other. You will be expected to balance personal freedom with respect for yourself and others.

STUDENT DEVELOPMENT STAFF

Student Development - Main Office Ext. 5862

Director of Student Development Ext. 5862

Assistant Director of Student Development Ext. 5488

Residence Director, Angela Hall Ext. 5372

Residence Director, Brescia Hall Ext. 5374

Residence Director, Ursula Hall Ext. 5371

The residence life staff at CNR is comprised of both professional and paraprofessional employees: the Residence Directors and Resident Assistants. Student leadership development, residence life, publications, clubs, orientations, and Family Weekend are important aspects of the SD Office. SD also sponsors events on and off-campus, such as motivational speakers, team building programs, game shows, spirit competitions, and trips/tours. To help make your excursions a little easier, SD offers bus trips/tours (using public transportation) to various events. Past programs have included Broadway shows, a Medieval Fair, and several festivals in New York City.

Residence Director (RD)

Residence Directors have a Baccalaureate degree, and some have a Master's Degree in Student Affairs or a related area. There are three RDs at CNR, residing in the buildings for which they are responsible. The RDs responsibilities include supervising the resident assistants of their buildings, maintaining the physical facilities of their residence halls, maintaining and supporting community standards, and helping you to meet the challenges that you may encounter. In addition to their hall responsibilities, each RD has a responsibility for another area in Student Development. Your RD has been trained to assist you with problems involving personal, educational, and/or career decisions. They are here to help you, so please feel free to get to know them!

Resident Assistant (RA)

Resident Assistants are full-time students who work to create a community environment in the residence hall through personal interaction with their peers and through the sponsoring of creative programs designed to enhance the moral, spiritual, intellectual, physical, and social development of each resident. In doing so, each RA supports each resident's search for values and identity in a context of responsibility and sensitivity to the needs and rights of others. In addition, they are responsible for identifying and processing your maintenance and housekeeping needs and enhancing communication by maintaining the bulletin boards and distributing important information from various campus offices. Your RA can help you with many concerns such as personal issues, roommate conflicts, and questions about CNR and/or the community. They are also responsible for interpreting and enforcing the College's policies and procedures. Although RAs have tremendous responsibility, they also live with you. Take advantage of them as a resource and make a friend!

Duty

The residence staff at CNR is responsible for campus coverage during evenings and weekends to help ensure your safety and security. There are 2 RAs on duty from Sunday to Thursday from 5 p.m. to 9:00 a.m. and 3 RAs on Duty from Friday to Sunday all day. On weeknights, RAs are required to be in the residence hall office, their room with the door open, or in a common area in their buildings. Residents are welcome to take this opportunity to stop by and get to know the RAs. There is also an RD on duty every night from Sunday to Thursday from 5 p.m. to 9 a.m. and all weekend. At night, the RAs on duty walk through the residence hall periodically to check in with residents and receptionists, to check on the condition of the building and to ensure no unusual or prohibited activities are going on. If you need assistance in the evening, you should check the Duty bulletin board located in your residence hall lobby and contact the RA on duty. The professional staff member on duty can be contacted through the RA on duty or security. If you cannot reach the RA on duty, please contact the switch board at ext 5204 for assistance. The RD is available for emergencies and to assist the RA staff in difficult situations.

THE RESIDENCE HALLS

The residence halls at CNR house up to 125 students, and offer a variety of living arrangements. Angela Hall is a senior and adult housing facility which is arranged in suites. Angela Hall hosts the Women in Transition Living Learning Community and guest housing for both men and women. Angela also houses Health Services, the School of Nursing administrative offices and the Learning Center for Nursing (LCN).

Brescia Hall features a spacious, formal living room with a stage on the main floor. Brescia also hosts a First Year Experience Living Learning Community and the Health and Wellness Living Learning Community.

Ursula Hall is a contemporary facility, featuring central living rooms on each floor. In addition, Ursula is equipped with a wheelchair ramp and modified bathroom facilities for students with physical challenges. Ursula also hosts a First Year Experience Living Learning Community, the Creating Opportunities in Science or Math (COSMOS) Living Learning Community, the Nursing Living Learning Community and the Honors Living Learning Community. The lower level houses the Wellness Center Annex, a Living Learning Community resource rooms, and a lounge with a kitchen.

Most rooms at CNR are doubles, although we also have some single rooms. The rooms have Venetian blinds or shades on the windows and are furnished with a bed, dresser, desk, and desk chair – per resident. CNR does not provide linen or maid service. The Maintenance and Housekeeping Department provides routine cleaning of hallways, bathrooms, lounges, and kitchens. However, each resident is personally responsible for the cleanliness and good order of the entire residence hall. A vacuum cleaner and other materials are provided in each building for your use. All buildings have kitchenettes and microwave ovens, but cooking utensils (pots, pans, etc.) are not provided. In addition, the residence halls are equipped with public access computer stations, community televisions, DVDs, vending machines, and washers and dryers.

Please note that The College of New Rochelle does not provide storage for students' belongings.

Living Together

The College attempts to pair roommates based upon individual interests. While no perfect pairing formula exists, the prime factor in any successful living combination is the effort you put into it. The following issues should be considered when pondering your living situation:

- You and your roommate have a mutual responsibility to decide what the living conditions of the room will be. Consider that you both have a need for study time and private time in the room, as well as for social time. It is important to discuss your feelings regarding visitors and visitation times for guests in your room.
- Rooming together on common ground does not imply that everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person. Discuss such things as the use of the stereo and borrowing each others' clothes.
- It is often helpful to begin the year by developing a Roommate Agreement (see your RA for assistance). Please don't forget to update it from time to time!
- Occasionally, conflicts between roommates arise. Some roommates can resolve conflicts by talking about their feelings, listening to each other, and by addressing little irritants as they arise. Sometimes, the assistance of an RA is required to resolve a conflict. Their training has prepared them to help you work things out. Another person who can help is your RD. As you and your roommate become more skilled at conflict resolution, you'll need the staff less often for this purpose.

- These same considerations apply to floor mates. Building a positive relationship with both your roommate and floor mates can give you a support group of friends to share both the pressures and the fun of college.

Closings

When the residence halls close for vacations you must leave your residence hall by the posted time unless you have made prior arrangements with your RD. Failure to vacate by the specified closing time may result in a fine. Additional room fees may be assessed for periods of illegal occupancy. Before you leave, you must abide by the following guidelines listed below. It is important that you:

- Remove all garbage from your room (sweep the floor, remove tape, stickers and decorations),⁵
- Unplug all appliances (except your refrigerator for vacations of one week or less in duration),
- Close and lock your windows, leaving your shades or blinds open,
- Turn off all lights, and
- Lock your door

When the residence halls close at the end of the fall and spring semesters you are required to vacate your room no later than 24 hours after your last exam. Times for check-out are posted in each residence hall. Check-out involves assessing the condition of your room, returning your key, signing out on the room condition form, and completing a Withdrawal from the Residence Hall form (if you are a non-graduating resident terminating residency). In addition, you should follow the Mail Center guidelines regarding the forwarding of any mail. If you are withdrawing from the College, you must return the College issued laptop to the Office of Information Systems. Failure to check-out with an RA may result in a fine. Rooms are expected to be left in suitable condition. When moving out/withdrawing make sure the proper furniture is in the room and in its original configuration. Failure to leave your room in the condition stated above may result in a fee. After closing, your residence hall staff will conduct a final inspection of each room and common area. Any additional damages found will be charged to your account. Therefore, it is required that the last person to check-out of a room lock the door so the room will be found in the condition in which it was left. Please note that only RDs and/or the Director of Student Development assess damage. RAs cannot assess damage and therefore do not have the authority to tell you whether or not you will be charged for a damage in your room.

Consolidation

Consolidation is the Office of Student Development's process of merging empty spaces to fill any open spaces. SD reserves the right to move/consolidate residents to fill vacancies that may occur throughout the year. The consolidation policy is intended to make the best use of residential space and to be fair to students who have already paid for a single room. Therefore, we require any student identified as living alone in a room designated as a double, for whatever reason, to take one of the following actions:

1. Move in with another student who is currently living alone in a double room; or
2. Find a student in a similar situation to move into your double; or

3. Call your RD, request a new assignment, and consolidate with the assigned new roommate. The RD will then notify each student of their consolidation partner, identify who is expected to move, and the date by which the move must be completed.

Intersession Housing

Intersession Housing is based on availability. Generally, a section of one residence hall may be set aside for intersession housing. Intersession housing includes the time between New Year's Day and the beginning of the Spring Semester. The College reserves the right to use any or all rooms for this purpose. If your room will be used for intersession housing you will be notified in advance. Eligibility for intersession housing (offered at an additional cost) includes international student status, CNR course enrollment, campus employment or out of state residency (usually outside of the tri-state area). Intersession housing, when available, must be reserved in advance at the Office of Student Development, located in SSC 231 or online at <http://www.cnr.edu/StudentLife>. You must also pay for intersession housing in advance at the Bursar's Office. Overnight guests are prohibited during intersession housing.

Openings

You are required to check-in at your residence hall upon your arrival on campus. At the initial time of check-in, you will receive your room key, room condition form, as well as any additional opening information. Procedures for other/holiday check-ins throughout the year will be posted throughout your building. The time of check-in varies and you will be notified. Your room condition form was assessed by your RA prior to your occupancy. Please check it for accuracy, note any necessary changes, and sign the form to indicate your agreement as to the condition of your room. If there is any deviation from your room condition form at the time of check-out, you will be assessed additional charges by your RD.

Room Selection

The Room Selection process is coordinated through the Office of Student Development. This process of selecting a new room for the upcoming academic year takes place after registration in the spring semester. In order to choose a room on Housing Selection Day you must be registered for classes in the upcoming fall semester and have completed and handed-in all of your paperwork, which includes your on line housing application and the housing license agreement.

Senior Week Housing

All graduating seniors are eligible to remain, free of charge, on campus during Senior Week. At times it is necessary to consolidate the housing accommodations for seniors during this time period. If this occurs, you will be notified by your residence hall staff of the specific procedures to follow.

Vacation Housing

Vacation housing is generally available during Intersession, Spring Break, and Summer Sessions I and II. When the residence halls officially close, please make sure you sign out of the residence hall. Please note that housing is not available the last two to three weeks of August as the College is preparing the residence halls for opening weekend.

RESIDENTIAL COMMUNITY STANDARDS

Brescia and Ursula Halls each share identical policies. Angela Hall has different policies due to the demographic of that population. These policies are articulated at the beginning of each semester. Angela should be familiar with basic campus policies and note the differences. It is expected that your behavior conforms to the community standards as articulated in the various policies or procedures. Any violation of these standards will be subject to administrative and/or judicial action. If you have any questions about residence hall policy, you should contact your Residence Director.

Section 1: ALCOHOL for RESIDENCE HALLS

The College has developed comprehensive alcohol and drug policies that may be found in the Student Handbook. A. Individual students are bound by federal and New York State Law as it pertains to alcoholic beverages and/or controlled substances. Alcohol is not permitted in Brescia, Maura, or Ursula Hall. Angela Hall has special alcohol guidelines.

B. Alcohol bottles/containers are not allowed to be used for decorative purposes in areas where alcohol is not permitted. Alcohol paraphernalia will be confiscated if found in possession of students who are violating the alcohol policy. This includes all empty bottles/containers whether used for consumption or for decoration. Violations of alcohol/drug policies will be processed judicially. The College reserves the right to disclose to parents and guardians violations of institutional policies or rules in addition to the local, state, and federal laws governing the use or possession of alcohol or a controlled substance if the student is under 21.

Alcohol Guidelines for Angela Hall

A. No resident may have in their possession more than one liter of hard alcohol OR more than one case of beer or more than two bottles of wine (open or closed) in their room at one time. Unauthorized containers will be confiscated. Residents may only bring alcohol to their own room and ONLY if both residents of that room are 21 years of age or older.

B. Alcoholic beverages may not be consumed or carried in open containers in the corridors, lounges, stairwells, lobbies, parking lots, and public areas of the Residence Halls.

C. Public intoxication will result in disciplinary action. This also applies to guests.

D. Kegs, beer balls, beer pong, funneling, and other potentially dangerous drinking games are strictly prohibited.

E. If you are under 21 but live in Angela Hall, you are not allowed to have alcohol in your room. No one under the age of 21 can drink alcohol in any room in Angela Hall.

F. Anyone under the age of 21 found in Angela Hall in the presence of alcohol is in violation of the CNR alcohol policy. They, as well as their host, will be held judicially responsible.

Section 2: CARD ACCESS TO RESIDENCE HALLS

Your CNR I.D. card provides both your identification as a CNR student and/or resident, as well as access to the halls. It is imperative that you carry your I.D. card with you at all times. It is also strongly recommended that you carry a second form of identification with you. This will be essential in providing access during restricted hours in the event you have lost your CNR I.D. card. The residence halls are locked at all times. As a resident student, you have access to all residence halls from 8:00 a.m. until Midnight (unrestricted hours). However, to ensure the security of each building, your I.D. card will be operable only in your particular residence hall from Midnight until 8:00 a.m. (restricted hours). To enter a building, slowly pass your card through the scanner located outside the building entrance. The door will click and then allow you to enter. Please remember to enter and exit through the designated door and pass through the door in a timely fashion. If you exit through the wrong door, or if you stand in the doorway for an extended period of time, an alarm will be activated in the Security Office.

Non-Restricted Hours

Individual residents or groups of residents may enter the residence hall by utilizing one card from 8:00 a.m. to Midnight.

Restricted Hours

If you wish to enter another residence hall after Midnight, use the outside extension 8 phone and call the person you wish to visit. That resident will let you into the building and must phone Security to notify them. In addition, you need to pass your card to demonstrate that you are a resident. If you are entering your residence hall in a group between the hours of Midnight and 8 a.m. each person in the group must swipe their card individually.

During restricted hours, any current resident visiting another resident of the opposite sex must be in a common area. Exception: If the host is an Angela Hall resident who is a senior (87+ credits) or 23 years of age or older, then the usual guest policy procedures must be followed.

Forgotten Cards

It is your responsibility to carry your card at all times. If you have forgotten your card, you can call a friend in the building by using the outside extension phone. Your friend will then be required to contact Security to inform them of the situation and pass their card through the scanner. Since it is not the responsibility of your residence hall staff to provide building access, you may be fined a lockout fee of \$7.00 each time, if an RA or RD is called to let you into the building. The fee is payable in cash to the RD. If you do not have the payment at the time, you can make arrangements to pay it at a later date. Note: You may not call Security to let you into the building. Security is NOT permitted to let students into the Residence Halls.

Lost/Stolen Cards

If you lose your card you must report it immediately to the Safety/Security Office to ensure both the security of your residence hall and of your meal and/or auxiliary service accounts.

Replacement

A replacement card may be obtained between 8:00 a.m. - 4:00 p.m., Monday through Friday at the Security Office. If it is over a weekend, you must wait until Monday to receive a replacement card. The cost of a replacement access card is \$25.00 if the card is lost.

Violations

Violations of the Card Access procedures include, but are not limited to:

- A. Giving your card to someone else,
- B. Not using your card during restricted hours,
- C. Using someone else's card,
- D. Using a card to let someone in without notifying Security,
- E. Allowing another resident(s) to enter with you during restricted hours,
- F. Failure to use your assigned card for access,
- G. Allowing entry to or exit from the building under false pretenses,
- H. Allowing a guest in during non-visitation hours.

Section 3: COMMON AREA RESERVATIONS

If you want to have a meeting or party on your floor, wing, living room, or lounge you may reserve the space with your RD at least 1 week in advance. Your RD will then give you the information and guidelines pertinent to building policies. Once you have determined the specifics regarding your event, inform your RD so they can submit your calendar reservation form.

Section 4: COMPUTER GUIDELINES FOR RESIDENTS

All policies on computer use can be found in the Student Handbook and on the CNR intranet webpage. Students are required to report problems with their College laptop and/or room data jacks immediately to the Office of Information Systems.

Residence Hall Public Access Computer Guidelines

Public access computer stations are provided in the lounges of each of the residence halls.

The following guidelines have been established for their use:

- The computers are available only for resident students. Residents of each particular residence hall take priority for use of those computers.

- Downloads are prohibited, including but not limited to music, movies, games, and other unauthorized or copyrighted material.
- Consideration needs to be taken during Mid-terms and Final Exams.
- Food and beverages are not permitted near or around the computers.
- Students are required to sign onto the computers, using their CNR student network ID.
- You may save only to the external drive. It is recommended that you save frequently and that you backup any important documents.

If you encounter any technical difficulties, please contact Information Systems Help Desk at x5012 or via email at helpdesk@cnr.edu. In the event your concern requires on-site technical support, an appointment will be arranged. In the interim, it would be appreciated by your fellow residents if you put a note on the computer so others do not try to use it and that you contact an SD staff member. Your courteous and respectful use of the residential computing facilities will enhance our community.

Section 5: DAMAGE ASSESSMENT

Students are held responsible for damage, misuse, or theft of any College property. The cost of damage to public areas of the residence halls will be divided among the residents of the wing, floor, or building involved (if the individuals responsible for the damage are not identified) at the discretion of your RD. Appeals of individual room and common area charges must be made, in writing, within thirty (30) days of the billing date to the Director of Student Development.

Section 6: FIRE SAFETY

Each residence hall conducts one scheduled, unannounced fire drill per semester. A map is located near your door which identifies where all the exits are found.

1. You must leave the building immediately and report to your designated station, (which is given to you by your RA during your first floor meeting) during drills and alarms. Due the seriousness of the situation, if you remain in the building during an alarm or drill, a judicial meeting will take place where sanctions and health and safety fines will be assessed.

The following is a list of situations that will result in a judicial meeting:

- A. Tampering with, disturbing, misusing, or rendering useless any type of fire/safety equipment (e.g. fire extinguishers, smoke detectors, automatic fire alarm system, exit signs, emergency lighting);
- B. Making a false report of an emergency to any campus or off-campus official;
- C. Having in your possession incense or being in the presence of candles, open burners, halogen lamps, etc. (see The Residential Life Policy on Health and Safety);

Section 7: FURNITURE

Room furniture or window screens should not be removed from your room, nor traded between rooms. If you encounter a problem, please contact your RD. Unauthorized removal of room furniture and/or window screens will result in a charge to the occupants of that room. Your room furniture is part of the damage assessment process when you move out. Furnishings in common areas are used by all residents of the hall and must not be removed to your room.

A. Appropriation of such furnishings for your personal use will be regarded as theft and you may be assessed a fine or referred to the judicial system.

Section 8: GUEST POLICY-VISITATION

Visitation hours are as follows for Brescia and Ursula Halls:

Sunday-Thursday 11:00 a.m. - 12:00 Midnight

Friday-Saturday 11:00 a.m. - 2:30 a.m.

Visitation hours are as follows for Angela Hall:

Sunday-Monday 11:00 a.m. - 12:00 Midnight

Tuesday-Thursday 11:00 a.m. - 12:00 Midnight

Friday-Saturday 11:00 a.m. - 2:30 a.m.

The following guidelines apply to guests, including overnight guests during visitation hours:

1. You are allowed up to three adult male or female visitors at a time. Arrangements for more than three guests must be made in advance.
2. You may have guests only in your own residence hall.
3. In accordance with the academic nature of the community, children/infants, defined as anyone under the age of 17 are not permitted in the residence halls. Individual requests for exceptions should be made directly to your RD, in advance.
4. Your families are also your guests in your Residence Hall and therefore are required to follow the established guest procedures.
5. You may not sign in a guest for another person.
6. Resident students who wish to sign in commuter students of The College of New Rochelle must follow the established guest procedures.
7. You will be held judicially and financially responsible for the behavior of your guests.

8. Guest Rules:

- A. You must escort your guest(s), male or female, at all times, including programs, lounges, bathrooms, etc.
- B. You must sign your guest in and out with the receptionist. When the desk is not staffed, sign your guest in and out with security, using the phone at the reception desk or front door and dialing x5204.
- C. Both guests and hosts will be documented and processed through the judicial system if guests fail to leave when guest hours end or if guests are found to violate policies.

Individual requests for guest privileges during non-visitation hours must be made directly to your RD.

Guests - Overnight

You are permitted to have overnight guests of the same sex in your room. Angela Hall has special rules due to the demographic of that population. The only exception in Angela Hall is that seniors or those over age 23 may have overnight guests of the opposite sex. All other policies and procedures that are listed within this book must be followed.

All other overnight guests are permitted within the following guidelines for Brescia, Maura, and Ursula Halls:

1. Overnight guests must be of the same sex as the resident signing them in (i.e., female guests in female student housing, male guests in male student housing).
2. No guest may remain overnight for more than two (2) nights, in any given seven-day period without prior approval from your RD. If the host is a senior or 23 and older and a resident of Angela Hall, the guest may stay for up to three (3) nights in a seven day period.
3. Overnight guests must have the verbal permission of all residents assigned to the room.
4. You must register your overnight guest with the RA on duty no later than midnight each night. This means that you may not call in overnight guest(s) to Security after visitation hours, unless you had already registered your guest as "overnight" with the RA on duty. The RA will log it into the Guest Registry and contact Security to inform them of the guest.
5. When an overnight guest is leaving, if the reception desk is not staffed, Security must be notified and the Overnight Guest Pass must be slid under the staff office door.

Overnight guests must be signed out of the residence hall by 11:00 a.m. If a guest plans on staying after 11:00am, he/she must re-sign in with security at that time.

Guest Procedures When the Front Desk is Not Staffed

Your visitor(s) should call you at your room to inform you of his/her visit. You are required to:

1. Greet your visitor(s) at the front door of the residence hall.

2. Contact Security at x5204 by using the extension phone at the front door to inform them of your name and name(s) of the visitor(s) you are accepting into the building.
3. Slowly pass your card through the scanner to signify that you are a resident and that you are accepting full responsibility for your visitor(s). If a guest swipes your card it is a Card Violation.
4. By using the extension phone at the receptionist desk, you are to phone Security at extension 5204 to inform them of the departure of your guest(s).
5. All guests must be signed out even if they plan on entering the building again throughout the night.

When the Front Desk is Staffed

Monday - Thursday 6:00 p.m. - Midnight

Friday 6:00 p.m. - 2:30 a.m.

Saturday 11:00 a.m. - 2:30 a.m.¹²

Sunday 11:00 a.m. - Midnight

At the first shift, during which the front desk is staffed, the information on visitors in each residence hall will be transferred from Security to the appropriate hall receptionist.

Residents must bring appropriate identification to the desk staff at this time for any guest who entered the residence hall when the front desk was not staffed.

Procedures are:

1. The Receptionist or RA must log every guest (male or female) into the guest registry.
2. The resident must show his/her I.D. and leave an appropriate up to date photo I.D. for the guest (whether male or female).
3. When the guest is leaving, the resident must accompany the guest back to the desk in order to retrieve the I.D. and to be signed out in the registry.

Appropriate forms of I.D. include a valid picture I.D. from another college, a driver's license, or a non-driver's license, etc. Credit cards, ATM cards, or other I.D.s without photos and/or validation dates will not be accepted. When guest hours end, all guests, with the exception of those who registered with the RA on duty as overnight guests, must report to the reception desk to sign out and retrieve their I.D.s.

By the end of visitation hours, all visitors should have vacated the residence halls. If there are names on the receptionists' records of residents who failed to sign-out their guest(s) or if there are I.D.s on file at the front desk, the individual resident in question will be contacted by the RA on duty. Failure to follow guest policy may result in a loss of guest privileges, fines, or judicial action. If Security observes a resident violating the procedures of the Card Access system, a member of the Student Development will be notified.

Guest Housing

Guests may be accommodated overnight on a limited basis in Guest Housing. There is a fee per guest per night, including linens. The facility is available on a first come, first serve basis and Student Development reserves the right to suspend guest housing at any time for any reason. There are two ways to request guest housing. It is preferable to make advance reservations by contacting the SD Office. Requests can be made the night of the visit and will be honored on a space availability basis. You must check in the guest with the RA on duty by 12:00 midnight. On both weeknights and weekends, every guest should be accompanied by a resident student. You should show your CNR I.D. card in order to register your guest. The guest must also register his or her name and provide one of the following forms of photo I.D. Photo I.D.s that are accepted are: Drivers License, College I.D., Photo I.D. from the DMV, passports and Military I.D.s. An I.D. may not be expired.

Guest Housing policies include:

1. CNR students are not allowed in Guest Housing rooms.
2. Cancellations/Requests for refunds must be made at least 24 hours prior to the scheduled reservation, otherwise the fee is forfeited.
3. You can register no more than two guests per night.
4. You are responsible for any damage incurred by your guest(s).
5. You and your guest(s) are expected to be aware of, and abide by, all Guest Housing policies and procedures.
6. Upon check-out please return your key and guest ID card to the RD or the Office of Student Development in the SSC Room 231. Failure to do so, may result in lost key or lost card fines.

Guest Housing privileges may be declined for failure of the guest or host to comply with guest housing policies.

The Guest Housing check-in and check-out hours are as follows:

Check-in 5:00 p.m.- 12:00 Midnight

Check-out by 11:00 a.m. on the day of departure

Section 9: HEALTH & SAFETY

Hospital Transports

If a student is transported to the hospital, whether by cab, private vehicle or ambulance, residence life staff will call the emergency contact person listed on your housing application.

General Guidelines

Guidelines have been developed to ensure your personal health and safety in the residence halls. It is expected that all residents maintain a clean and safe room, and hall environment. The College reserves the right to enter any area/room for the purposes of pest extermination to ensure the health and safety of the community. The following unsanitary conditions that could present a health hazard are also unacceptable and will result in a judicial meeting and sanctions. Please note, this list is not comprehensive:

- Dirty dishes left in room, bathroom and/or kitchen area,
- Used sanitary items left in bathrooms/showers,
- Excessive kitchen garbage,
- Personal garbage left in the bathroom or kitchen areas,
- Dirty stoves, ovens, sinks, counters, and/or tables,
- Failure to empty room garbage,
- Unflushed toilets,
- Food left in open containers, and/or,
- Disposal of food in bathrooms.

Safety standards that must be followed include:

- No extension cords are allowed in the Residence Halls. You may only use power strips with built-in on/off switches.
- Fire safety equipment may only be used in emergency situations.
- Keep lights and electrical cords away from metal bed frames and metal bed frames away from electrical outlets.
- Bed linens and papers should be a safe distance away from electrical outlets and power strips.
- Hallway corridor doors should remain closed at all times.
- No cords or wires may be hung across or between rooms, or placed under carpets.
- Do not overload electrical outlets.
- Use U.L. (United Laboratory) approved strips in only approved ways.
- Personal appliances should not be left on in your absence.
- Prohibited items include, but are not limited to, candles (including decorative candles or candles with no wick), incense, cooking appliances, and extension cords.¹⁴

- Hanging anything from the ceiling, or on or near heat (including lamps, light bulbs, and light fixtures) and/or smoke detectors, is a fire hazard and is prohibited.
- Refrigerators must be plugged directly into the wall.
- Live trees are prohibited.
- Door mats are not allowed in the hallway or in front of your room door

Because of the potential fire hazards, cooking equipment is not allowed to be used in individual resident rooms. Personal cooking appliances, such as U.L. approved coffee pots, popcorn poppers, and small toaster ovens, if brought to campus, must be stored and used in the kitchenettes only. All other cooking appliances such as hot pots, stoves, microwave ovens, hot coils, and electrical burners are strictly prohibited in the residence halls. These items will be confiscated and may result in judicial sanctions or fines. Health and safety checks are scheduled throughout each residence hall every semester, but checks can be conducted at any time at the discretion of the Office of Student Development. Signs will be posted, when possible, in each residence hall, in advance of scheduled Health & Safety checks. College personnel may enter your room for health and safety reasons at anytime.

Other electrical appliances that should be left at home include halogen lamps, lava lamps, electric blankets, portable heaters, sun and heat lamps, large refrigerators, and air conditioners. Students are required to use power strips in their rooms and not extension cords.

Due to fire code regulations, gas operated vehicles may not be brought into the residence halls and bicycles may not be placed in laundry rooms, stairwells, entryways, or corridors. Bicycles are to be housed in your rooms. A fine may be assessed for any unauthorized bicycles or for any bicycles found in unauthorized areas.

Room inspections may be conducted by appropriate College officials, including Student Development Staff/Security for reasons of health and safety and to locate unauthorized pets as well as dangerous weapons, articles, and substances. Personal belongings will not be disturbed. Prohibited articles may be confiscated and the occupant(s) of the room will be subject to judicial action. In addition, the Student Development Staff inspect all rooms during vacation times in order to insure that proper closing procedures have been followed.

Section 10: HOUSEKEEPING & MAINTENANCE

College personnel may enter your room for health, fire safety, and maintenance reasons. Maintenance staff is authorized to work in the residence halls beginning at 10:00 a.m. Monday through Friday (evenings and weekends as necessary). Whenever possible they will give notification of their presence in residence hall common areas (stairwells, bathrooms, and hallways) and keep a record of access into residents' rooms. It is your responsibility to allow College personnel into your room, and to report damages or needed repairs to your RA. Remember that all maintenance or housekeeping requests must go first through your RA or RD to be processed efficiently and correctly. It is expected that you remove your garbage to the appropriately identified containers. Personal garbage may not to be placed in the bathrooms or kitchen areas for health and safety reason.

Section 11: INTERFERENCE WITH THE RESIDENCE LIFE OF OTHERS

All students have the right to live in an environment that is conducive to learning. Any resident student interfering with the residential life of another resident student shall face judicial action. The following is a set of brief guidelines, but are not exhaustive:

- A. No person shall in any way create sounds inside or outside of the residence halls, which may be disturbing to students who may be sleeping or studying.
- B. No person shall enter shower areas or rest room facilities which are designated for use by the opposite sex.
- C. No person shall publicly display anything that may be found offensive, vulgar, or obscene to others living on campus.
- D. The residence halls have a 24 hour courtesy policy.

Section 12: KEYS & LOCK-OUTS

You are given one key to your room at your initial check in to the residence hall. If you are locked out of your room, you are to contact the RA on duty in your building or the RD during their office hours to have one of them let you into your room. There is a fee that must be paid at the time of the lock-out to the RA or RD handling the lock-out. Security does not respond to lock-outs. If you lose your room key, Student Development will issue a lock change and you may be responsible for the cost of changing the lock. It is important that you always carry your room key and CNR ID at all times. You should never leave your door open or unlocked for safety reasons.

Section 13: PET POLICY

Pets are not allowed in the residence halls. This includes all types of animals and fish.

Section 14: POSTINGS

- A. All bulletins and flyers must be posted on designated bulletin boards. Posting of bulletins except in assigned information areas is prohibited.
- B. All postings must be approved and stamped in advance of posting by the proper official. See Posting Regulations in the Student Handbook for additional information.
- C. Postings may not be hung on common area doors, walls or glass.
- D. To post a flyer in the residence hall, you must give the flyer to your RA or RD for proper posting in the enclosed bulletin boards.

Section 15: PROHIBITED ACTIVITIES & ARTICLES IN RESIDENCE HALLS

In keeping with the health, safety and community standards of the residence halls, the following activities and items are prohibited in the residence halls. Please note that this may not be a comprehensive list.

- A. Bicycles, except when stored in students' rooms or in designated areas where they do not block fire exit routes;
- B. Propping open residence hall fire or exit doors;
- C. Removing room screens, suspending articles from windows and/or ledges, or throwing objects out of windows, doors, etc.;
- D. Running, playing ball, roller-skating, rollerblading, in-line skating, skate boarding, and bicycling are prohibited inside all Residence Halls;
- E. Posting signs or decorations, or other personal items in windows which are visible to the community.
- F. Tearing down decorations, flyers, room décor, or bulletin boards within the Residence Halls.
- G. Distribution of unapproved materials.
- H. Posting unapproved materials on the walls, staircases, doors, etc. in the buildings.
- I. Drawing, writing on, vandalizing, or damaging any wall, door, furniture or surface in the Residence Halls.

Section 16: QUIET HOURS

As a member of a community, you are expected to be considerate of your roommate, floor mates, and hall mates at all times. In effect, there is a 24-hour consideration policy. It is recognized, however, that the perception of inconsiderate or excessive noise may vary from person to person, in which event your residence staff will make the final determination regarding an acceptable noise level.

Quiet hours: 11:00 p.m. - 8:00 a.m. Sunday - Thursday

1:00 a.m. - 8:00 a.m. Friday - Saturday

- A. The residence halls are a community of your peers. Please be sensitive to the needs of your neighbors.
- B. Extended quiet hours or 22 hour quiet hours occur during final exam periods.

Information is posted around the final exam period with more information.

The only exception to this is if you are residing in a residence hall quiet area requiring a higher standard of 24 hour quiet hours.

Section 17: RESIDENCE LIFE ACCESS TO ROOMS

While respecting your privacy, Student Development reserves the right to enter any residence hall room at any time. SD staff inspects residence halls throughout the year for reasons which include but are not limited to:

- A. Health and Safety Inspections
- B. Occupancy Checks
- C. Data jack/technology checks
- D. Closing and Opening checks
- E. Maintenance concerns or requests
- F. Emergencies

Section 18: ROOM CAPACITY

The capacity of student rooms must not exceed the total number of residents assigned to that specific room plus three guests per resident. The capacity of suites may not exceed sixteen people, with no more than eight people per side. If you want to gather in excess of these limits please go to a common area lounge or living room.

Section 19: ROOM CHANGES

Room changes occur solely at the discretion of your RD. Room changes will not take place during the first two weeks of any semester. The room change period will last for a maximum of two weeks. Please see the Residence Life Calendar for specific dates of room change periods. If you wish to change rooms, the first step is to talk to your RA. He/she will go over your roommate agreement with you and ask about your current living situation as well as the relationship you have with your roommate. Your RA will help you assess the situation and offer suggestions to help mediate any possible roommate conflicts that you may be experiencing. If the RA feels the best solution is still a room change, he/she will advise you to meet with your RD.

Your RD may ask you some of the same questions that came up with your RA to ensure that all efforts have been taken to improve your present situation.

If your RD agrees that a room change would be in the best interest of all involved, he/she will facilitate the move. You then have five (5) days to complete the move and any Room Condition Forms associated with the move. Please note that failure to properly check out of your old room and into your new room may result in a fine. Failure to return any keys may also result in a fine.

Section 20: SALES PROMOTION

Permission to sell any item or service on campus must be obtained from the Office of Student Development. We ask that you discourage unauthorized sales promotions, and report violators to the Office of Student Development, Security, or your RD

Section 21: SIGN-AWAY

If you are going to be away from your residence hall for 24 hours or longer, it is recommended that you notify your RA or RD before you leave in case of emergency. You should indicate the date of your departure and destination, and leave this information with both the RA on duty and your RA. While this information will not necessarily be shared, it assists the residential staff in accounting for your whereabouts and well-being.

It is always recommended that you let someone, such as a roommate or the RA on duty, know where you can be reached in case of emergency.

Section 22: SMOKING POLICY

In accordance with the Clean Indoor Air Act, smoking is prohibited in all residence halls, including in individual student rooms and in any common areas. Smoking is only permitted in designated outdoor areas on campus.

Section 23: STORAGE

Storage is not available on campus. It is recommended that you make arrangements in advance with an independent storage company.

Section 24: VIOLATION OF COLLEGE REGULATIONS

All students are responsible to know and abide by any regulations printed in the Student Handbook, College Catalogs, Residence Life Handbook, and any other regulations promulgated by the College. Violations of any College regulations may be handled judicially.

CLUBS & ORGANIZATIONS

Please visit www.cnr.edu/studentlife for more information about campus clubs, organizations and publication.

STUDENT RESOURCES

Auxiliary Accounts

An auxiliary account can be purchased by anyone who has an I.D. card. This account is separate from your meal card account, but can be used to purchase food. This account is used to make purchases in the mail room, the print shop, the book store and various vending machines on campus. Residents should be aware that if you place money on an auxiliary account and you run out of money for your meal plan, you may inadvertently use money from your auxiliary account. It is a good idea to keep track of your meal plan and auxiliary expenses.

Career Development

The Career Development Department at The College of New Rochelle is committed to the mission and goals of the college and supports them by providing comprehensive, quality services to empower students and alumnae/I to make insightful career choices throughout their lives.

This is achieved by helping clients to discover and identify their core values and contributions, develop realistic goals and make meaningful connections, continuously foster positive partnerships and successfully transition from academia to meaningful work.

Career Development works closely with nursing students, often on a one on one basis or in small group programs. Our Career Counselors assist nursing students in all aspects of career planning including employer identification, networking, resume writing, and interviewing along with goal setting and business etiquette. Career Development also provides support in the areas of time management and study skills for our students.

Career Development maintains a resource library, job vacancy listings, and online programs related to career planning. We encourage students to participate in a variety of workshops focused on topics. Several career initiatives have been developed and begin in the freshman year, each student will participate in a self-assessment process to help identify her areas of interest and strength by using the Myers-Briggs Type Indicator (MBTI) and the Learning and Study Strategies Inventory (LASSI).

Deliveries

When a personal delivery is to be made to the residence halls, the person making the delivery will use the extension phone outside your residence hall to call you. You should then go to the front door to retrieve your delivery. If you are not available, the person making the delivery is expected to ask if another resident will accept responsibility for the delivered item.

Delivery persons, including food vendors, are not permitted to enter the residence halls. In the event there is no one available to accept the delivery, the item (except if it is perishable food) may be delivered to the Student Development Office from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Dining Services

All resident students are on a meal plan. All food account balances will be reset each semester. You will forfeit any money left on your food account at the end of each semester, so please use your meal plan. If you have an auxiliary account, the balance will remain active until it is depleted. Dining services are available on a declining balance basis by utilizing your I.D. card. Your I.D. card is non-transferable, meaning you cannot lend it to a friend. It is important to realize that giving your card to someone else constitutes a card violation, as described under the Card Access Section. Full meals may be purchased in the Dining Hall during specified meal times. You can access the daily menu on-line. Arrangements for special dietary needs can be made, in consultation with your physician, through the Director of Dining Services at x5962. It may also be helpful to consult with Health Services if you have any special dietary needs.

For your enjoyment and the enjoyment of your fellow students, it is expected that you return your tray to the designated area when you have finished your meal, and leave your table neat and inviting for the next person. Food, glasses, dishes, utensils, and trays are not permitted to be removed from the Dining Hall.

The CulinArt Food Service Company manages the Dining Hall and also caters special events such as holiday dinners, or buffets. They can provide catering for special occasions, and assist student groups

that are planning parties. Hours of operation and menu selection are articulated in the Food Services Brochure.

Counseling and Health Services

Counseling Services, located on the first floor of Angela Hall, offer a private and confidential setting in which students can discuss any issues that may be getting in the way of making the most of their educational experiences. Our counselors are professionally trained to help students cope with a wide variety of educational, adjustment, and mental health issues. The counseling relationship allows students to confidentially discuss their personal thoughts and feelings. Counselors are available to speak with students about any issue causing concern or distress, including anxiety, depression, loneliness, eating disorders, alcohol and other drugs, rape and abuse issues, assertiveness, relationship issues, communication skills, time management, academic concerns, and issues related to sexuality. In addition to counseling on an individual basis, the counseling staff offers a variety of workshops dealing with personal growth topics such as: stress management, decision-making, and relationship-building.

Residence hall community outreach programs are available upon request.

Federal law mandates a comprehensive infectious waste management program in all health care facilities. The program requires the disposition of waste by a licensed individual in a way that will prevent injury or infection. Students who reside on campus and produce medical waste, such as insulin syringes, are required to be registered with the Health Services Office. The Health Services Office staff will follow established protocols in disposing of all hazardous waste in a safe manner.

Confidentiality

All health information is confidential and may only be released with the student's expressed written consent.

Mail

You have an assigned mailbox in the Sweeny Student Center. The mail is delivered once a day, Monday through Friday. In addressing your mail, your family and friends should write:

Your Name

Your Box Number

The College of New Rochelle

29 Castle Place

New Rochelle, NY 10805

U.S. Postal Service Blue mailboxes are located in front of the Sweeny Student Center and throughout downtown New Rochelle.

The New Rochelle Post Office is located on the corner of North Avenue and Huguenot Streets. You can mail packages; purchase money orders; and use express mail services at this location or contact the CNR Mail Center at x5483 for a variety of on-campus services.

Parking

On-campus parking for resident students is not available. It is recommended that you leave your car at home.

Security

Security personnel can be reached by calling x5204. It is of the utmost importance that there is cooperation between students and staff in order to ensure your personal safety and the security of your property. Here are a few basic suggestions for helping us to help you be safe:

1. Keep your room locked whenever you leave, even if it's only for a few minutes.
2. Don't leave your wallet, purse, jewelry, lap tops or other valuables lying around unattended.
3. Please be particularly careful about your room key and I.D. card. Do not loan them, or set them down carelessly.
4. If you lose your room key or I.D. card, please report the loss to a Student Development or Security staff member immediately.

You may want to leave valuables, such as jewelry which you don't use frequently, at home. It would be a good idea to check your parents' homeowner's insurance to see if your belongings are covered on their policy. The College does not provide insurance, so if you aren't covered by your parents, it might be a good idea to take out your own. You are also strongly urged to catalog those valuables you bring to campus by preparing a written inventory of your valuables.

Students can access the following website for information on crime statistics submitted annually to the Department of Education: <http://ope.ed.gov/security/>

Telephones

Each student room comes equipped with a working phone jack and voice mail. If you wish to use this, then you or your roommate should provide the phone. All you need to do is contact the Help Desk at ext. 5012 (914-654-5012) or helpdesk@cnr.edu. In addition, every floor has a campus phone which may be used for making and receiving calls to other extensions on campus. Several pay phones are located in each residence hall.

Televisions

Each room comes equipped with a cable television jack that provides access to basic and extended basic channels. If you bring a cable-ready television to campus, just make sure to bring a television cable to connect your T.V. to your room jack.

COMMUNITY RESOURCES

Banks

Bank of America 800-841-4000

Chase 800-242-7324

Citibank 800-627-3999

HSBC 800-975-4722

Taxis

Ridgewood 914-576-3200

Key Bank 914-712-2140

Community Places of Worship

Contact Campus Ministry for a listing of places to worship at 914-654-5592.

Pharmacies

CVS 914-235-6475

Walgreens 914-235-0850

Blue Bird 914-632-0909

Green Team Taxi 914-576-1200

Residence Life Calendar 2012-2013

RESIDENCE HALL STAFF PHONE NUMBERS

Location	Ext.
Angela Hall	
Desk	x4510
RD Office	x5372
RA 200	x2795
RA 300	x2567
Brescia Hall	
Desk	x4501
RA Office	x5515
RD Office	x5374
RA 127	x2780

RA 219	x2910
RA 229	x2602
RA 311	x2805
RA 323	x2471
Ursula Hall	
Desk	x4477
RA Office	x5470
RD Office	x5371
RA 122	x293422
RA 207	x2834
RA 222	x2378
RA 307	x2521
RA 322	x2909

CAMPUS PHONE EXTENSIONS

Administrative Offices

Bookstore x5368

Bursar's Office x5220

Computer Lab x5299

Financial Aid x5224

Mail Center x5483

Library x5340

Student Resources

Athletics x5315

Campus Ministry x5592

Counseling & Health Services x5563

Academic Affairs

Admissions x5452

Graduate School x5320

Learning Center for Nursing x5511

Payroll x5540

Registrar's Office x5213

School of Arts & Sciences x5248

School of Nursing x5804

Career Development x5568

Help Desk- Technology x5012

I.D.s x5204

College Calendar x5234

Dining Services x5960

Dining Services Menu x5471

Fitness Center x5812

Guest Housing x5862

Lost and Found x5204

Media Services x5278

Security x5204

Student Development x5862

Student Services x5364