Residence Life General Information

Mission Statement

In support of the mission of the College and Student Development, the Office of Residence Life cultivates in each student self- and community-responsibility. We complement academic opportunities by encouraging students to gain an understanding of diverse lifestyles, share thoughts and ideas freely, and make lifelong friendships.

Residency Requirement

While the College values the benefits that students receive by living on-campus in a community setting, during this time, the 2-year housing requirement will not be in effect until further notice.

If a student has documented special needs, the Office of Residence Life will provide the most reasonable and appropriate on-campus housing assignment, in consultation with the applicable Saint Rose office(s).

All students residing in Saint Rose residence halls (except Centennial Hall, other college-owned apartments, or meal plan-optional buildings) are required to select one of the College’s meal plans. Students who have special dietary needs should contact Dining Services to learn what options are available for them.

Eligibility to Live on Campus

Housing on campus is available to students enrolled in full-time undergraduate and graduate programs. Generally, students must be at least 17 years of age, enrolled full time in an undergraduate program, and remain academically engaged at The College of Saint Rose to live in College-provided housing. A student whose course load falls below full-time status should contact the Office of Residence Life for permission to remain a resident.

Other exceptions will be granted on a space available basis. In order to maintain a positive learning and social environment, the College reserves the right to deny housing to any individual who is determined to be a potential risk to the comfort and wellbeing of other residents.
Residence Halls

The College recognizes the importance of different living environments to help students grow and develop as both individuals and members of a community. As such, we offer students a variety of living options, including: traditional corridor-style buildings, suite-style, town houses, Victorian-style houses and apartments. Most residence halls contain a common area, a kitchen, and laundry facilities. Rooms are furnished with standard twin beds, dressers, desks, chairs, closet or wardrobe, wireless internet, and basic cable television access. College-owned apartments are also furnished, based on availability of furnishings and space limitations.

Staff

The Residence Life Staff consists of a Director, an Assistant Director, four Area Coordinators, a Graduate Assistant, the Administrative Secretary and 35 paraprofessional Resident Assistants (RA). The Director of Residence Life has overall responsibility for the Office of Residence Life while each member of the Professional Staff has individual and specific tasks that assist in supporting the Residence Life Program.

The role of the RA is that of a liaison serving as a link between the Residence Life staff and the students. The primary responsibility of the RA is to create programs, build community, act as a resource for students, and be supportive of the overall growth and welfare of each individual in the house/floor and the community.

What Every Resident Student Needs to Know

Policy Changes Related to Covid-19: Changes to our guidelines have been made to ensure residential students comply with local, state, and national health and safety laws/guidance, orders, ordinances, and regulations adopted by the College (as it relates to public health crises, including COVID-19). This guidance will evolve as the public health crisis evolves. Please refer to the policy changes in the 2020-2021 Student Handbook. The changes include the following:

**Early Termination and Move-Out:** The College may terminate a student’s housing agreement with the College, without notice, if the resident fails to become, or continue as, a full-time student in good standing at the College, as defined in the College and residence rules, regulations and policies; or, follow the applicable provisions of the Student Handbook and Residence Life Guidelines; or, comply fully with any of the terms and conditions in this Housing Contract Addendum Acknowledgement Form.

**Early Termination of Housing Contract:** The College reserves the right to terminate housing contracts due to public health emergency needs, including COVID. In the event Saint Rose terminates housing contracts due to public health concerns, residential students will be instructed on move-out processes and other expectations.

**Room Changes:** Due to public health concerns, room changes after students move into on-campus housing will not occur until further notice. If there is a concern about a roommate
conflict, the Office of Residence Life will work to mediate the situation and if it cannot be
resolved, one of the students may be released from their housing contract to pursue housing off-
campus.

**Guest Policy:** Due to federal/state/local health guidelines in reference to the 2020 COVID-19 pandemic, residents are prohibited from entertaining guests within the Residence Halls. A guest in this context is defined as any individual that does not attend the College of Saint Rose; or, does not live on campus; or, does not reside in the same residence hall or room. In accordance with social distancing practices, only students assigned to a specific room can be present in the space at any given time. This policy may evolve as the public health guidelines evolve throughout the 2020-2021 Academic Year.

**Health and Safety:** Residential students are required to comply with all health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the College as they relate to public health crises, including COVID-19. This guidance will evolve as the public health crisis evolves. Changes to regulations will be communicated regularly to all students. Current regulations include the following;

- **Masks**: Students are required to wear a mask in all communal spaces within the residence halls outside of a student’s bedroom. These spaces include but are not limited to—suite/apartment common areas, kitchens, computer labs, hallways and entryways.
  
  *If you are registered with the Office of Services for Students with Disabilities (OSSD) and are not able to wear a face mask, the College will work with you to identify reasonable modifications to the face mask policy. Contact Lynn Cantwell, Director of OSSD at cantwell@strose.edu for more information.

- **Social Distancing:** Residential students are required to maintain a minimum of six feet between themselves and others when in common spaces within the residence halls: i.e hallways, communal bathrooms, computer labs, kitchens, laundry spaces, lounges, suite and apartment common rooms, etc. where possible. Each lounge within a residence hall will have posted a maximum number of individuals who may be present at one time. Before entering common areas check the signage for the number of students allowed to gather in the space.

- **Personal Items in Common Spaces:**
  
  a. **Kitchen**— Residential students are required to keep all personal cookware (Pots, Pans, Dishes, Utensils, etc.) within their private room. Students must clean their cookware and return it to their private room when they are done using the common kitchen. We strongly recommend that large items placed in the refrigerator of the communal kitchen be placed in storage bags and labeled.

  b. **Laundry**— Residential Students are not allowed to remove laundry from any laundry machine within the Residence Halls that is not their own. If you leave your laundry in a machine, you must leave some form of identification with it.

- **Mass Gatherings:** Due to health and safety concerns, students are not allowed to gather in large groups within the residence hall. Before entering common areas check the signage for the number of students allowed to gather in the space.

- **Isolation and Quarantine:** Residential students are required to comply with requests from the Department of Health, Office of Health Services and/or Office of Residence Life to move to an isolation space if they have tested positive for COVID-19 or to move to a quarantine space if they have been exposed to COVID-19 and are awaiting test results or
are experiencing symptoms. In both instances, you will be required to move out of your current space and not return until you have tested negative or the term of your confinement has concluded and you are symptom free. You will not be allowed to return to your room or leave your quarantine or isolation space, so please take all necessary belongings with you, when notified.

**Beginning of Semester 14-day Quarantine:** New York State has issued binding travel advisories in response to increased rates of COVID-19 transmission in certain states within the United States. To align with the New York State travel advisories, the College of Saint Rose is requiring resident students coming from or through the New York State list of specified states to quarantine for a 14-day period at the beginning of the Fall semester or thereafter whenever they are staying such states. The quarantine will start when students move in and means the following:

- Students will be required to remain in the room to which they are assigned (either on-campus or in an off-campus location)
- Meals will be arranged for students who are quarantining and information will be provided to these students.
- There is to be no in-person socializing with other students.
- Depending on the date the student moves in, the quarantine may last into the first two weeks of classes. The student will be solely responsible to work with faculty to take their classes remotely and/or stay current with assignments.

All students returning to New York who are from a state with either:

1. A positive test rate higher than 10 per 100,000 residents over a seven-day rolling average; or
2. A testing positivity rate of higher than a 10% over a seven-day rolling average will be required to quarantine for a period of 14 days consistent with the Department of Health (DOH) regulations for quarantine. The list of states will be updated regularly on the Residence Life webpage and the Housing and Dining area of the Restart Plan.

**Abandoned/Misplaced Property**

When a student vacates any College-owned or leased space, and items are left in residence hall rooms, common rooms, or storage areas, the College shall declare them abandoned and dispose of them at their own discretion.

**Academic Engagement**

In order to remain eligible for campus housing, students are expected to actively be engaged in their academic course work, including, but not limited to, being registered full-time and attending classes on a consistent basis. Residence Life staff will work in partnership with Student and Academic Affairs to evaluate individual circumstances and determine eligibility for residence hall occupancy on an as needed basis.
Asbestos

At The College of Saint Rose, asbestos-containing material exists in several areas, but air sample tests show very low concentrations. The Department of Labor has tested the air and stated that the asbestos concentrations are similar to those in the air we breathe outdoors. Nevertheless, due to the vintage of the College’s buildings, we insist that students refrain from attaching anything to ceilings or making holes in the walls in any building.

Furniture

No items may be used to elevate residence hall beds or other furniture, including cinder blocks and bed risers. Students who violate this by building a loft, bed, deck, etc., of their own design will be ordered to remove it immediately. Failure to remove the loft/construction will result in student conduct action.

Only College installed lofts and bunks are permitted. Bunk beds and bed lofts are only set in rooms where the College deems it necessary; requests to bunk or loft beds will only be considered in extreme circumstances. In addition, furniture will not be removed from student rooms due to vacancy. Disassembly or de-lofting College furniture is not permitted and may result in a fine being placed on the student’s account for reassembly. Bunk beds are not allowed to be placed in front of windows.

Bulletin Boards

Bulletin boards are provided in the residence halls as a means for the College to communicate information to resident students. For fire safety reasons:

- Postings should not overlap.
- Once a week, the RA in the building or floor must purge any outdated information posted to maintain proper usage.
- Only Residence Life staff will post on residence hall bulletin boards.
- Destruction, defacement, or any other form of damage to bulletin boards is prohibited.

Building Access and Security

Card Access

All College residence halls and apartments are equipped with card access facing the campus quad. In Brubacher and Lima Hall, students also swipe their cards at the Security Desk. Students should not lend their College identification card to any person at any time. Students who violate this expectation may be subject to student conduct action.
Keys and Lock Out

Students living in residence are issued a room key by the Office of Residence Life and Office of Safety and Security. There is a $30.00 charge for replacement keys and locks. Duplicating keys is prohibited. In addition, students may not loan their own or use another student’s key for any reason. Resident students must carry their key with them at all times. The Office of Residence Life reserves the right to allow Resident Assistants to institute a nominal fee for excessive lock-out requests.

Balconies, Porches and Roofs

Due to safety concerns, students are not allowed to access building balconies or roofs. In addition, accessing porches that are adjacent to an individual room is prohibited.

Care and Use of Resident Rooms

Students are expected to keep their rooms and common areas clean by removing trash on a regular basis, keeping food in sealed containers, etc. If a student’s room is found to be a health risk, the student may go through the student conduct process and/or receive a cleaning fee. Non-painter’s tape, thumbtacks, nails or furnishings may not be fastened to the walls, doors, woodwork, ceilings, lamps, or furniture. If a room is in need of repair, the RA should be notified. Overhead lights, wall sockets, peep holes, smoke detectors and door number may not be covered by any posters, pictures, tapestries, flags, cloth or other flammable material. Students may not remove room screens, suspend articles from windows or ledges, sit in windows or ledges, or throw objects from buildings. Removal of College furniture assigned to a room will result in a replacement and/or moving fee.

Windows and Screens

Screens may not be removed from windows at any time. Students may not suspend objects from windows or ledges, sit in windows or ledges, or throw objects from buildings. Damage to screens or windows will be assessed at actual replacement, repairs and/or labor costs.

Care and Use of Public Spaces

Due to public health concerns we have amended this policy, please review the section above “Policy Changes related to COVID-19” for more information regarding updates to this guideline.

A public space is defined as any Residence Hall area that is not designated as part of a student room. This includes, but is not limited to, bathrooms, hallways, kitchens, laundry rooms, lounge areas, and stairwells. Students are expected to show the same care, respect, and caution when using public spaces as their rooms. When property in a public space has been damaged, left unclean, or removed, students who are found to be responsible for the damaged property will be billed. When the individual(s) responsible for the damage cannot be identified, the cost of
replacement, reassembly, repair, or cleaning will be divided equally among the residents of the building, floor, or room.

Sleeping in student lounges and other public spaces is prohibited. “Hall sports” and the use of any sports equipment is prohibited in public spaces and student rooms.

The College is not responsible for damages, loss, or theft of student-owned items stored, kept, or otherwise left unattended in public areas.

Computer Equipment/Facility Usage

The College reserves the right to suspend or revoke the privilege of system access if a user’s system activity threatens to overload the system network, threatens the security or integrity of the College, threatens the computer system, or if the user has violated institutional policies or committed a violation of law. A College official may enter a student’s room to verify a threatening activity. The College’s Acceptable Use Policy regarding the use of technology resources can be found under Policies at: https://www.strose.edu/campus-offices/its/about-its/policies/

Damage Assessment

The RA will check each student into his/her room to ensure that each room is properly equipped using a check-in form. This will occur after thorough checks by the Residence Life Staff to be sure the space is ready for occupancy. Written documentation from the resident must be provided to the Office of Residence Life if a room is found to be not in good order upon arrival.

Damage may be assessed at the time that it is reported to the Office of Residence Life, at the close of each semester, or whenever a student vacates the premises. The form used by the student to check-in will be used at check-out to verify the room’s condition upon move-in. Students will be billed for individual room damage and common area public damage – this includes any additional cleaning that needs to be done by the Housekeeping staff. When the individual(s) responsible for the damage cannot be identified, the cost of replacement, reassembly, repair, or cleaning will be divided equally among the residents of the building, floor, or room.

Disposal of Sharps in the Residence Halls

The College will make every effort to ensure the health and safety of all students. To reduce the exposure to medical waste/contaminants, any student who has a medical need to use needles, syringes and/or finger stick devices must dispose of these materials in an approved Sharps container.
• Approved containers will be available free of charge through the Health Service and can be picked up during normal business hours.
• Students will dispose of used Sharps in the approved container immediately after use to prevent accidental exposure.
• Once full, the container is to be closed securely and returned to the health service for proper disposal as required by law. A replacement container will be provided at that time.

Emergency Hospital Transports

The College reserves the right to enforce legitimate safety requirements necessary at any time for our program to operate in a manner that protects the well-being of our students, staff or other individuals on the premises. To this end, the College, in consultation with EMS and/or Mobile Crisis, will make a decision regarding our students’ physical and psychological well-being.

If it is deemed necessary, due to illness, injury, or other circumstance, a student may be transported to a local hospital.

If it is necessary for a student to be transported to a local hospital or to the Capital District Psychiatric Center, the cost for the ambulance will be applied to the student’s account. In some instances, students may be required to remain out of housing for a designated period of time. See the Policies and Procedures Section in the Handbook on the Policy for Mandatory Evaluation and Involuntary Withdrawal.

Fire/Fire Safety

In the case of emergency, refusal to leave or prevention of a College official to evacuate a building is prohibited. Tampering with fire or safety equipment (i.e. fire alarms, door alarms, carbon monoxide detectors, fire extinguishers, exit signs, emergency phones, fire doors, sprinklers, or smoke or heat sensors) is a violation of law and can result in a criminal penalty as well as College disciplinary action and a fine. Failure to attend the mandatory fire safety/crime prevention meeting may result in disciplinary action and a fine. The use of a non-College provided portable heater is not permitted in the residence halls. Any student found with an item that is a fire safety violation faces a fine, disciplinary action and the item will be confiscated and disposed of by Residence Life or Security Staff. Any student who activates a fire alarm due to reasons including, but not limited to, cooking, hair spray use, smoking, candles, incense, etc. will face a fine. Disciplinary action may be taken if repeated alarm activations occur in same location by the same student.

Candles, Incense, & Potpourri
Candles, burned or unburned, with or without a wick, are prohibited from all buildings. In addition the use of potpourri, wax burners and incense is also strictly prohibited. Any illegal items found can, and will, be confiscated and disposed of by Residence Life Staff or Security.

**Christmas Trees**

Flame-retardant artificial Christmas trees are allowed in the residence halls from November 1\textsuperscript{st} until the residence halls close for the fall semester. The use of live Christmas trees is prohibited.

**Cooking**

Most residence halls are equipped with at least one cooking unit in a common area, which can be used by the residents of that building. The residents of the building/community, not the housekeeping staff, are responsible for the upkeep of the cooking area. This includes items left in the sink. It is at the discretion of Residence Life to discard unsanitary items that have not been removed or cleaned in a timely fashion, but they have the authority to dispose of dishes after 24 hours from the time of notification.

One cup coffee makers with an automatic shut-off and without an exposed heating element in the base are permitted in student rooms. Other small appliances, such as other coffee makers with an automatic shut-off, as well as a blender, may be stored in the kitchen. The College is not liable for damages, loss, or theft of student-owned items stored or kept in public areas. For further information concerning prohibited items, please see the prohibited items section.

**Curtains**

New York State Fire Regulations do not allow for the use of curtains on Residence Hall windows or any other parts of residence rooms. To provide students privacy, the College hangs shades and/or blinds in every resident room.

**Decorations**

Residents are free to decorate their rooms or apartments. Such decorations must not present a fire or safety hazard. Because of the wide variety of possible decorations, it is impossible to detail regulations to cover every situation. However, the following examples should provide a guide to what is and is not acceptable.

According to the College’s interpretation of the applicable policies of Chapter 8 in the 2015 International Fire Code, as it relates to the question of decorations on the walls, the College has established limits for the decorations including a restriction allowing no decorations/combustibles to be hung over any student beds, due to the possibility of flaming decorations falling on the beds.

Regarding coverage of walls in student rooms, there are two different limitations based on the space the student lives in. In rooms with a Fire Sprinkler System, approximately
50% of the walls can be covered, while in rooms without a Fire Sprinkler System, only 20% of the walls can be covered.

This understanding does not apply to anything hanging from the ceilings - No items can be hanging from the ceiling in any student room. Any approved wall hangings must be 18 inches from the ceiling. Any hangings must be fire-rated and non-combustible.

Posters, photographs, etc. are acceptable. Large, bulky paper or fabric decorations hanging from the ceiling or wall are not acceptable (i.e. fish nets, tapestries, parachutes, sheets, etc.), nor are constructions such as room dividers, as they add significantly to the combustibility of the room and its contents. Room murals are not acceptable, nor are any decorations or appliances that require wiring into the electrical system (i.e. ceiling fan).

The use of up to two (2) light strands will be permitted provided they are UL (Underwriter’s Laboratories) approved and designated as indoor lighting. Light strands must be unplugged when unattended. Only “miniature” lights may be used. Lighting within residence hall rooms must be hung in ways that will not cause wires to wear thin. Lighting cannot be mounted on doors or doorframes. Electric powered lights must not cross doorways or go through windows.

The use of extension cords is prohibited. Students are permitted to use UL rated surge protectors only.

**Guests**

Due to federal/state/local health guidelines in reference to the 2020 COVID-19 pandemic, residents are prohibited from entertaining guests within the Residence Halls. A guest in this context is defined as any individual that does not attend the College of Saint Rose; or, does not live on campus; or, does not reside in the same residence hall or room. In accordance with social distancing practices, only students assigned to a specific room can be present in the space at any given time. This policy may evolve as the public health guidelines evolve throughout the 2020-2021 Academic Year.
**Hold**

The Office of Residence Life reserves the right to place a hold on a student account for failure to follow, or complete student conduct sanctions. Students with holds are not able to register for classes, request transcripts, receive semester grades, or participate in the Room Reservation process.

**Housing Assignments**

The College reserves the right to plan for the most efficient, effective and safe use of the residence hall space. The Office of Residence Life makes all room assignments. Vacant spaces may be filled at any time by assignment of new or transferring students, or as a result of a room change request; therefore, residents must keep unassigned space available for occupancy.

Students may not refuse another College-assigned student the use of an unoccupied bed. Students may not move their belongings into an empty space without the explicit permission of their Area Coordinator or the Assistant Director of Residence Life. Consolidation of students into unoccupied spaces may occur at the discretion of the Director of Residence Life or their designee. This includes during break periods when some students are required to be on campus and the residence halls are officially closed.

*Housing Contract*
Due to public health concerns we have amended this policy, please review the section above “Policy Changes related to COVID-19” for more information regarding updates to this guideline.

The Housing Contract for room and board, available only on a combined basis, is binding for the academic year (Fall and Spring) except for students graduating at the end of the Fall semester or entering residence for the Spring semester. The contract shall not be construed as a lease of assigned accommodations for any period when the College is not in regular session. The Director of Residence Life reserves the right to remove a student from the residence hall system, when necessary, to protect the health, safety, and welfare of the campus community at large. If the student’s behavior warrants immediate termination of the housing contract, the student will not be refunded any fees.

**Check-In Procedures**

Students may not move into their room before the official designated opening at the start of each semester and following vacation periods. All residents are responsible for checking in to their residence hall by completing the appropriate paperwork with their RA. Residents who fail to check-in beyond the first week of classes will be declared "no shows", forfeit their requested spaces, and are liable for room and board fees.

**Check-Out Procedures**

Students wishing to check-out from their residence are required to:

a. sweep floor and remove trash and all personal belongings;
b. request a check-out appointment with the Area Coordinator by the deadline communicated or return their keys to the Office of Residence Life (or other designated area);
c. fill out a mail forwarding card in the Campus Mailroom;
d. fill out an official withdrawal form with the Office of Residence Life if not returning as a resident student.

Failure to do any of these may result in additional fees being assessed to your account. A moving fee will be assessed for removal of privately owned furniture and/or non-assigned College furniture that has been left in a room following check-out.

**Vacating Rooms**

Due to public health concerns we have amended this policy, please review the section above “Policy Changes related to COVID-19” for more information regarding updates to this guideline.

Students must vacate their rooms within 24 hours of any of the following events, or by the official closing time, whichever is earlier:

- Their last exam.
- A student or school initiated withdrawal.
• Completing their last scheduled class
Failure to vacate a room according to above procedure and the aforementioned check-out procedures may result in a “late stay” fine of $25.00/half hour. Additional sanctions including, but not limited to, removal from residence may occur.

**Reassignment from Temporary Accommodations**

First-Year students will be reassigned from expansion space (also referred to as “Overflow Housing”) in upperclass housing as soon as vacancies are confirmed. Students in these accommodations will be assigned to open spaces First Year Residence Halls as they become available.

**Room Changes**

Due to public health concerns we have amended this policy, please review the section above “Policy Changes related to COVID-19” for more information regarding updates to this guideline.

Due to public health concerns room changes after students move in to on-campus housing will not occur until further notice. If there is a concern about a roommate conflict, the Office of Residence Life will work to mediate the situation and if it cannot be resolved, one of the students may be released from their housing contract to pursue housing off-campus.

**Extended Housing**

Due to the fall 2020 academic schedule, the residence halls will close at 10:00am on Wednesday, November 25, 2020. Students must vacate the residence by that time. The Office of Residence Life will work with international students and students with severe hardship if they need housing beyond November 25, 2020. Students will be charged for housing during this time and there will be no meals available through dining services.

**Room Reservation**

**Returning Saint Rose Residents**

Students who are currently living in college-provided housing have the ability to participate in the Room Reservation process, which occurs in the spring semester for the upcoming academic year. After students have completed their housing agreement, they will receive a lottery selection day and time that is randomly generated based on the number of their academic credits earned. This information is provided by the Registrar’s Office. Students participating in the Room Reservation process should look for information regarding the necessary deadlines and dates that are part of the selection process. This information will start to be communicated towards the end of January. Students will only be able to select housing if they do not have any holds on their account. Questions regarding the Room Reservation process can be sent to reslife@strose.edu.
**Students Studying Abroad**

We recognize that some of our resident students may look to take advantage of the rich opportunity to study abroad for one of their semesters at Saint Rose. For students who are planning to study abroad in the following fall semester, you should select housing through the Room Reservation process during the spring. Prior to leaving campus in May, you should come to the Office of Residence Life and fill out a Withdrawal from Housing Form indicating that you are studying abroad in the fall, but will be returning in the spring semester. We will be sure the space is available for you in the spring upon your return. Please understand depending on the interest in on-campus housing, we may temporarily need to house someone in your space for the fall semester.

For students who are planning to study abroad the following spring semester, you should participate in the Room Reservation process to reserve housing for the fall semester. As the end of the fall semester nears, students will need to come to the Office of Residence Life and fill out a Withdrawal from Housing Form for the spring semester.

Students who are currently studying abroad in the spring semester and need to select housing for the fall will be able to do so provided they have access to internet, complete their housing application and have no holds on their account. Questions regarding the Room Reservation process can be sent to reslife@strose.edu.

**Returning Saint Rose Commuters**

Any Saint Rose student, who is currently living off-campus and is interested in living on-campus for the upcoming academic year, must complete the housing application and have all holds cleared from their account participate in the Room Reservation Process. The Office of Residence Life will maintain a wait list for students to be placed in campus-provided housing should all other spaces be filled. Questions regarding the Room Reservation process can be sent to reslife@strose.edu.

**Laundry Facilities**

Due to public health concerns we have amended this policy, please review the section above “Policy Changes related to COVID-19” for more information regarding updates to this guideline.

All residence halls and Centennial Hall are equipped with washers and dryers. Students residing in other College-owned apartments are not provided with laundry facilities. Only resident students are permitted to use laundry facilities within the building in which they reside. Problems with these machines should be reported to the Office of Residence Life or the Resident Assistant. Due to the current health pandemic, students are not to remove another student’s belongings from the laundry machines.
Mail

Mailboxes for resident students are located in the lower level of the Events and Athletics Center. Each student is assigned their own mailbox. The student’s mailing address is:

[Student Name]
The College of Saint Rose
[Student’s Mailbox Number]
366 Western Avenue
Albany, New York 12203

Mail delivery is made in accordance with postal schedules.

Upon leaving residence, students are encouraged to provide a forwarding address to the Mail Room. Mail will be forwarded for one month after check-out. After the first month of absence, mail will be returned to sender.

Meal Plans and Changes

Every resident student is required to select a meal plan. Several options are available and it is suggested that you choose the plan that best accommodates your schedule. Meal plan changes must be submitted through MyHousing and are accepted up until the first week of each semester. No changes will be granted after that period.

Musical Instruments

Musical instruments are allowed in the residence halls for the purpose of practicing. Students may practice between the hours of 10:00am and 10:00pm providing there is no disruption to any of their fellow residents. In general, sound should not travel outside the confines of your own room. Percussion instruments other than a drum practice pad are not allowed in any residence hall. Brass players must use a mute. In addition, electrical amplification of any instrument is not permitted.

Students are under a continuous obligation to be respectful of each other at all times. Residents are expected to be considerate of their neighbors during all hours of the day. Residents should always comply with requests from their neighbors to cease bothersome noise or activity. Failure to comply with requests to cease bothersome noise or activity may result in student conduct action. Students are strongly encouraged to take advantage of the practice rooms provided in Massry Center for the Arts.
Practice or use of musical instruments in the residence halls are not permitted the week preceding an exam period or during final exams.

**Personal Property**

Due to public health concerns we have amended this policy, please review the section above “Policy Changes related to COVID-19” for more information regarding updates to this guideline.

Residents are responsible for their personal belongings. The College accepts no responsibility for loss or damage of personal property due to theft, fire or other causes. Residents are strongly encouraged to keep their rooms locked, as the College is not responsible for the loss or damage to personal articles of the student. The Office of Residence Life recommends that each student acquire insurance coverage on their personal belongings either through their family homeowner’s policy or separate coverage.

In the event of an unplanned facility issue during the academic year (including, but not limited to break periods), the College is authorized to have individual student belongings in personal and/or common areas packed, catalogued, and moved to a locked, secure location under the supervision of Saint Rose Security. This will allow the College to remedy such facility issues in a timely fashion. In addition, the College is authorized to take any measures necessary to restore damaged belongings if possible. Students will be contacted through authorized College personnel as quickly as possible and will be provided with updates as appropriate and necessary.

**Pets**

With the exception of fish (in properly maintained aquariums of 10 gallons or less), no animals will be allowed in residence halls. Students are responsible for unplugging tanks and/or water heaters during break periods when the residence halls are closed. Service and Emotional Support Animals are excluded from this. Please refer to the Policies section of the Handbook for a complete description of the Service Animal and Emotional Support Animal Policies.

Leaving a visiting pet unattended on campus is prohibited. Unleashed and/or unlicensed animals are not permitted in residence halls, food preparation, or service areas and are subject to removal from other areas of the campus.

**Prohibited Items**

The College recognizes that students need to feel comfortable living on campus and that students will want to bring personal belongings from home to facilitate that. However, for safety reasons, there are some items that the College cannot let students have in their room. Although not an exhaustive list, the following items are prohibited from the residence halls:

- Air conditioners
- Bed risers
• Candles
• Cinder blocks
• Curtains
• Empty alcohol containers
• Extension cords
• Flags
• “Gel Wall Stickers”
• Halogen lamps or Torchières
• Heat Producing Cooking Appliances
  o Electric coils
  o Electric percolators
  o George Foreman grills
  o Hot plates or burners
  o Hot pots
  o Toaster/toaster ovens
  o Any other heat producing appliances
• Incense
• Lava lamps
• Loft kits
• Non-College Provided Heaters
• Potpourri burners
• Wax burners/warmers
• Refrigerators larger than 3.1 cubic feet or that are NOT Energy Star rated or that are over 115 volts
• Sunlamps
• Tapestries/hanging fabric (blankets, flags, etc.)

All students living outside of First Year Residence Halls may not bring their own microwave; you may use the one provided in your kitchen. Students in the First Year Residence Hall areas are allowed to have microwaves no larger than 700 watts and 0.7 cubic feet.

Students may have desk lamps with plastic shades provided that the bulb used in the lamp matches the recommended wattage by the manufacture and we recommend the usage of a LED bulb.

Students who are found to be in possession of these prohibited items may be subject to student conduct action.

**Quiet Hours**
Quiet Hours in the Residence Halls exist to support the academic mission of The College of Saint Rose. As a member of the residential community, students are expected to contribute to the maintenance of an environment conducive to the sleep and study needs of others. Residents are expected to attempt to resolve problems by speaking politely and directly to others in the community about disruptive noise. As a result, residents are expected to comply with requests from other community members to cease bothersome noise or activity. The RAs will assist residents in bringing these issues forward for discussion and address reoccurring concerns.

**Quiet Hours as it Relates to Residence Halls**

The quiet hours for all residence halls are:

a. 11pm – 8am on Sunday – Thursday
b. 1am – 9am on Friday and Saturday.

Residents are expected to be considerate of their neighbors during all hours of the day and help keep an atmosphere conducive to both sleep and study. To help keep this atmosphere, conversations, music, television, and other electronic devices must be kept at a level where they cannot be heard outside of the residents’ room.

**Quiet Hours as it Relates to Courtesy Hours**

24 hour courtesy hours are enforced daily. Regardless of the time of day, residents are expected to keep noise to a minimum and maintain a positive living atmosphere. Residents should always comply with requests from their neighbors to cease bothersome noise or activity.

**Quiet Hours as it Relates to Final Examinations**

In an effort to provide support for academic success, a week prior to, and during, final examinations, quiet hours are from 8 pm to 12 noon.

Residents are expected to be considerate of their neighbors during all hours of the day and help keep an atmosphere conducive to both sleep and study. Courtesy hours are in effect 24 hours a day.

**Room Entry**

The College reserves the right to enter an assigned space to inspect the room for repair, maintenance, health and safety checks, and in cases of emergency. "Inspection," not to be confused with the term "search," refers to checking a room for cleanliness, damage, fire hazards, and the general order and well-being of the building.
Any Residence Life staff may enter rooms to investigate possible violation of policies and may confiscate contraband, such as alcohol or stolen property, when deemed appropriate by College staff. Confiscated items may be disposed of at the discretion of the Residence Life staff when possession of these items violates policies and regulations.

Students must comply with requests from College officials to open rooms when acting in an official College capacity. Failure to cooperate may result in disciplinary action including dismissal from residence and/or the College.

Typically, facilities staff may enter student rooms to make repairs or complete assigned work requests, even if a student is not present. A student may request, via the work request form and/or through the Assistant Director of Residence Life, that the repair/work be scheduled when an occupant of the room is present.

**Room Painting**

Painting of any residence hall space by a non-College designee is not permitted.

**Solicitation**

Students are not permitted to use their rooms for any commercial purpose.

**Telephones**

Due to the high volume of cell phone usage by our students, room phones will only be made available based on requests to Technology Support Services. The ITS Technology Support Services is located in Saint Joseph Hall 016 and can be reached at x4357(HELP) or (518-454-2190). All students are strongly encouraged to program the number for Security into their cell phones, 518-454-5187.

**Vending Machines**

Problems with the machines in residence halls or refunds for those machines are handled through the Office of Student Affairs located in the Events and Athletics Center.
Withdrawal

Written notification of withdrawal from housing must be submitted to the Office of Residence Life so as to void a residence contract. Failure to provide this information and to properly check-out of a room may result in charges for cleaning, lock change or other services required to prepare that space for use by a new resident. “Withdrawal From Residence” Forms are available in the Office of Residence Life.

Refunds/Cancellation Fees

The Housing Agreement is in effect for the entire academic year. Resident refunds/cancellation fees are computed from the date on which the Office of Residence Life receives written notice of withdrawal and/or the date that the student officially vacates the residence hall and returns their key. The schedule for room refunds is listed below. Meal plan refunds are prorated based on when the student withdraws.

Fall Semester

If a student withdraws from the College after the semester starts, the room refund schedule is listed below:

<table>
<thead>
<tr>
<th>Notification Received that a Student is Withdrawing and/or Keys to the Room are Returned</th>
<th>Room Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Week of Classes</td>
<td>Full Refund</td>
</tr>
<tr>
<td>Second Week of Classes</td>
<td>50% of Room Rate</td>
</tr>
<tr>
<td>After Second Week of Classes</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

In all situations, the charge for a student’s meal plan will be prorated based on the number of days into the semester when a student withdraws from housing.