

Office of Residence Life
GUIDEBOOK
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SAINT PETER'S COLLEGE



GUIDEBOOK 2011-2012

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Residence Life Guidebook

Table of Contents	Page
Mission Statement	2
Residence Hall Experience	2
Housing Eligibility	2
Contact Information	2
Residence Life Staff	3
Student Staff	4
FERPA	5
Policy and Procedures	
<u>Community Standards</u>	5
Noise and Quiet Hours	5
Guest Policy	5
Health and Safety Inspections	6
Lounge Reservations	7
No Pet Policy	7
Prohibited Items	7
Smoking Policy	8
Alcohol and Other Drugs	9
College Judicial Procedure	9
<u>Housing/Operations Policies</u>	10
Entry to Rooms/Apartments	10
Maintenance and Repairs	10
Pest Control	10
ID Card Use	11
Lockout Procedures	11
Lost/Stolen Keys	12
Room/Apartment Condition Reports	12
Vacation and Break Housing	12
Check-Out Procedures	13
Room Changes	14
Room Damage	15
Damage Assessments	16
Floor/Building Fines	16
Personal Property Insurance and Safety	16
Fire Policy and Procedures	17
Communication	19
E-mail	19
Mailing Address	19
Get Connected (Telephone Service)	19

Mission Statement

The Office of Residence Life serves resident students of Saint Peter's College by providing care to each student, encouraging personal responsibility, and promoting academic achievement. We provide care and attention to the holistic growth of each individual and empower our students to accept responsibility for themselves and our community. We guide our students' efforts to clarify their personal values and ethics, and promote service in the spirit of men and women for others.

Residence Hall Experience

Living on campus greatly enhances your experience at Saint Peter's College by providing many opportunities to get involved. Whether it is a lecture at noon, a group meeting in the evening or a spontaneous gathering at midnight, you are available to participate fully while living on campus. You can step out of your front door for classes, meals, sporting events, or prayer. Campus living is a wonderful and unique experience, a catalyst for personal growth and independence. It provides innumerable opportunities to live with others different from yourself, to become a leader, to improve communication skills, to manage conflict successfully, to make sound decisions, and to broaden your perspective of the world. We invite you to reach out beyond yourself, take some risks willingly, meet your challenges and responsibilities honestly, learn from your mistakes humbly, and respect yourself, your neighbors, your community, and your environment enthusiastically!

Housing Eligibility

Eligibility for residence is limited to full-time SPC undergraduate day session students who meet all applicable eligibility requirements set by the Office of Residence Life. Students must be a full-time registered day student carrying a course load of 12 credits and under the age of 25 years. In addition, students must be in good academic standing (students on academic probation may also be considered for eligibility at the Office of Residence Life's discretion) to reside on campus.

Contact Information

Phone: 201-761-7130

E-mail: Reslife@spc.edu

Website: www.spc.edu/livingoncampus

Front Desk Phone Numbers:

Millennium Hall: (201) 761-7141

Saint Peter Hall: (201) 915-9067

Veterans Memorial Court: (201) 761-7172

Whelan Hall: (201) 761-7156

In the event of an emergency, please contact the Office of Campus Safety at **(201)761-7400**.

Residence Life Staff

We want your stay on campus to be a positive one. To enhance your experience, we provide a staff comprised of professionals and paraprofessionals trained to work in a living and learning setting. Our office is located on the 2nd floor of Saint Peter Hall and is open daily from 9am-5pm. Generally, students are encouraged to go to the Office of Residence Life if they have questions or concerns that cannot be addressed with the Community Directors.

Interim Director of Residence Life: Michael P. DeJager

The Director of Residence Life coordinates the overall effort to provide a positive living environment for our residential students. This position oversees the Office of Residence Life and the positions listed below.

Assistant Director of Residence Life for Community Development: Dianne K. Villar

The Assistant Director directly supervises the Community Directors and indirectly supervises the Resident Assistants. This position oversees community development efforts, organizes Resident Assistant and Community Director training and is supervised by the Director of Residence Life.

Assistant Director of Residence Life for Housing and Operations:

The Coordinator of Operations manages the general operations of all on-campus housing facilities. The Coordinator serves as the primary contact for housing-related issues and provides information to applicants, students, parents, staff, and the College community regarding housing availability, housing policies and procedures. The Assistant Director is supervised by the Director of Residence Life

Community Director (CD): East Campus – Omar Mahmoud; West Campus – TBA

There are two CDs that live within the residence halls and are supervised by the Assistant Director for Community Development. There is one CD on the East Campus and one on the West Campus. They supervise the Resident Assistants, hold office hours (located in Millennium Hall and Veterans Memorial Court respectively), and help provide a safe, healthy, secure, and developmental living environment for their respective areas.

Assistant Coordinator of Operations: Christopher “CJ” Mulero

The responsibilities of the Assistant Coordinator of Operations include assisting with key control and organizing the locks within the halls, supervising the student Desk Attendants and Maintenance Assistants for the campus, and managing lock changes and lost key procedures. The Assistant Coordinator is supervised by the Assistant Director for Conduct and Operations.

Office Manager: Karen Connolly

The Office Manager manages the daily operations of the office. The Office Manager distributes all incoming questions and concerns, coordinates messages, organizes the filing system, and manages front office operation.

Student Staff

Resident Assistants (RA)

Resident Assistants are student staff members who facilitate, plan and implement community development and educational events within the residence halls. Events in the residence halls provide students with the opportunity to get to know each other, socialize, and explore different issues. RAs also enforce College policies, listen to your concerns, and help you with referrals. RAs hold Resource Hours from 1pm-8pm in the Whelan and Veterans Memorial Court staff offices. These hours exist so that RAs can be accessible to residents during the daytime hours, and to help with answering any questions that may arise. After 8pm there is an RA on-duty on each campus that will do rounds to ensure the safety and security of the residents.

Senior Resident Assistant (SRA)

The Senior Resident Assistant (SRA) assists the Community Director with the administration of the Community Development initiatives for the area to which they are assigned, and helps develop leadership initiative for the staff and community with which they work.

Maintenance Assistants (MA)

Maintenance Assistants are a vital part of the Office of Residence Life, and are responsible for addressing minor maintenance issues and projects throughout the Residence Halls. He/she assists the Professional Staff in preparing the Residence Halls for Fall/Spring Check-In.

Federal Education Right to Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. You are welcome to review Saint Peter's College policies regarding FERPA at the following website: <http://www.spc.edu/pages/1059.asp>.

Residence Life Policy and Procedures

COMMUNITY STANDARDS

Within the residence halls we expect that all students will conduct their behavior in a civil manner according to the standards outlined in *The NET*. Violation of the College's policies results in judicial proceedings, as outlined in *The NET*. Furthermore, the following policies and procedures are a guide to maintaining civility within the residence halls. Any infractions of the following will result in judicial proceedings with the Office of Residence Life.

NOISE POLICY/QUIET HOURS

Quiet Hours in the Residence Halls are as follows:

Sunday – Thursday 10:00pm-10:00am

Friday and Saturday 12:00am-10:00am

“Courtesy Hours” are enforceable 24 hours a day. If a resident or staff member asks you to lower your volume, whether it is a stereo, television, voice, or other noise, you are expected to comply. RAs are available to facilitate discussions amongst community members in order to set appropriate volume levels for your community.

No music, voices or other noises should be heard outside of your room or apartment during quiet hours. If residents are found loitering during Quiet Hours in areas surrounding the residence halls (courtyards, lawn areas, etc.) and the noise level warrants a response, the RA on duty and/or Campus Safety will disperse the gathering. During final exam periods, all residential communities adhere to 24-hour Quiet Hours beginning on the Reading Day and lasting until the end of the semester. Any communities that determine by group decision that Quiet Hours will be expanded on a regular basis will post the new hours in a visible location in their community.

GUEST POLICY

The right of the student to live in reasonable privacy (in the judgment of a Residence Life staff member) takes precedence over the right of his/her roommate to entertain guests. The Office of Residence Life reserves the right to ban individuals from entering the residence halls if the individual in question is suspected of living on campus without a contract or abusing the visitation privilege. When hosting visitors please follow these guidelines:

- The rights of the roommate(s) shall be respected at all times, and proper conditions for privacy, study, and relaxation are maintained for all residents.
- All guests must be signed in and escorted up to the room by his/her resident host.
- Guests must leave a valid picture ID at the desk (drivers license, school ID).
- Guests are given a Guest Pass for the time he/she is in the building. At no time is the pass to be removed from the building. The Pass must be returned when the guest is signed out by the hosting resident. If it is not returned the resident will lose guest pass privileges for the duration of the semester.
- Residents must escort their guests at all times while in the residence halls.
- When leaving the building the guest should be escorted down to the desk and signed out by the host. Security Officers are not permitted to give back a guest's ID unless they are signed out by the host and the guest pass is returned.
- Although there are no security desks in Durant Hall, 140 Complex, and Murray Hall, residents must adhere to all other aspects of the guest policy.
- Violations of the guest policy may result in suspension of guest privileges for the resident and/or guest.

OVERNIGHT GUESTS

Guests may register for overnight stays by filling out an Overnight Guest Form online, at the Office of Residence Life website. Overnight Guest Forms must be totally completed at least 24 hours in advance. For overnight guests on Fridays and weekends, the form must be completed by 12pm noon on Friday. Both the host and his/her roommates must contact the Community Director with their approval of the overnight guest to consider the form for approval. At that time, the Community Director will inform the host via e-mail whether or not their Guest Request is approved. If the request is approved, an Overnight Guest Pass will be placed at the appropriate front desk. This Overnight Guest Pass must be carried at all times by the guest. Guests must leave their ID at the Front Desk while in the building. This pass must be returned to the Front Desk in order for the guest to get their ID back. No one guest may stay more than two (2) consecutive nights per month. No guest may be an overnight guest anywhere on campus more than five (5) times per semester. The hosting resident must obtain permission from his/her roommate(s) for an overnight guest. Overnight guests of the opposite gender are not allowed. No one particular resident may have more than eight (8) overnight guest registrations per semester. Any questions about this policy can be directed to the relevant Community Director.

HEALTH AND SAFETY INSPECTIONS

Health and Safety Inspections are scheduled at the end of each month to ensure student safety and to encourage students to maintain a reasonable living environment throughout the entire year. Health and Safety Inspections are conducted by the Community Director and the Resident Assistant(s) for the respective community. Resident Assistants post signs in his/her community to notify students of the scheduled Health and Safety Inspection. Typically students are given at least 48 hours notification as to when an inspection will occur but the Office of Residence Life reserves the right to inspect a student room/apartment without prior notice.

During the Health and Safety Inspection the CD and RA will inspect room/apartment for the following:

- Overall cleanliness of room/apartment (floors, desk tops, beds, kitchen, bathroom, etc)
- Garbage is removed
- Screens are in the windows
- Cleanliness of refrigerator/stove/microwave and/or Microfridge
- Smoke Detector and Carbon Monoxide Detector batteries in Saint Peter Hall
- Communal lounge and/or computer furniture
- Prohibited Items (see page 11)

Once the CD and RA complete the Health and Safety Inspection, the RA will complete the Health and Safety Inspection Form and leave it on a desk in the room to notify the roommates of passing or failing the inspection. If a room fails the Health and Safety Inspection, and the violation does not pose an immediate threat, students are notified of failure and the room/apartment will be re-inspected within one day. Failure to pass inspections may result in fines, judicial action, sanctions, or eviction from the residence halls.

LOUNGE RESERVATION

If you would like to reserve a lounge/study room, please submit the form to the Office of Residence Life located on the second floor of Saint Peter Hall. If you would like to submit the form via e-mail, please send to reslife@spc.edu. The e-mail must be sent through your SPC e-mail account. Please note that by submitting the form via e-mail you agree to the terms and conditions listed on the reservation form.

NO PET POLICY

Pets are not permitted in the residence halls or apartments. Experience has shown that pets cause damage to furniture and carpets, create odors, aggravate allergies, and sometimes constitute serious health and sanitary problems. In the event that a live animal or fish is found in your possession, you must remove the animal from the Campus in a time determined by a Residence Life staff member, and a sanction will be imposed as deemed appropriate by the Office of Residence Life. If you are found responsible repeatedly for violations of the pet policy, you may be subject to removal from housing. No pet equipment, food or supplies may be brought into the residence halls.

PROHIBITED IN YOUR ROOM/APARTMENT:

1. Hotpots, immersion coils, and hot plates, grills (no open heat sources allowed)
2. Coffee pots, blenders, and toasters
3. Microwaves (As an exception to this rule, only one Microwave is permitted in Veterans Memorial Court, Durant Hall, Murray Hall, and 140 Glenwood. Microfridges are the only type of microwave device permitted in St. Peter Hall, Millennium, and Whelan halls. One microfridge unit per room is allowed unless special permission granted by the Office of Residence Life.)
4. Non college issued microwaves or refrigerators on East Campus.
5. Weights at the discretion of the Community Director
6. Non-Firesield powerstrips. See www.universityelectronics.com/spu.html for more details.
7. Electric Blankets and Electric Heaters
8. Halogen lamps
9. Firecrackers or other explosives

10. Candles, incense, oil lamps, lava lamps, open flame devices
11. Gasoline or other flammable liquids
12. Automobile batteries
13. Illegal drugs, chemicals
14. Drug paraphernalia
15. Alcohol containers used as decoration
16. Firearms and/or any offensive or defensive weapons
17. Pets or animals of any kind
18. Pet equipment or supplies
19. Homemade or modified cords over 6 feet in length
20. String decorative electrical lights (e.g. Christmas lights)
21. More than 3 electrical receptacles connected to 1 outlet.
22. Live cut Christmas trees
23. Non-College issued furniture, water beds, lofts, futons or any other structures
24. Traffic and street signs
25. Substances with offensive odors
26. Large stereo systems, amplifiers, large speakers, bass boxes
27. Non-College issued lock or similar device installed on doors

PROHIBITED ITEMS-CONFISCATION

Prohibited items will be confiscated. When appropriate, the Office of Residence Life will store confiscated items. Students must make an appointment to pick up their item, and this must be at a time when the student is able to bring the item directly off campus. Returned prohibited items cannot be brought back into the Residence Halls. Should prohibited items be found a second time, they will be confiscated permanently, and additional sanctions will be imposed. Confiscated items that are not retrieved within one week of the last day of the semester will be considered abandoned. The items will be discarded. These same guidelines apply if prohibited items are observed or reported at times other than during routine inspections.

SMOKING POLICY

The residence halls at Saint Peter's College are a smoke-free environment. Smoking of any substance in any form is not permitted in any of the residence halls, including in individual rooms/apartments. Smoking residue, ashes, ashtrays, etc., are also not allowed in the residence halls. Violators of this policy are subject to disciplinary action as deemed appropriate by the Office of Residence Life.

Smoking areas outside on East Campus are at the patio in the rear of Saint Peter Hall, and on the North facing side of Millennium Hall.

ALCOHOL AND OTHER DRUGS

The policies and sanctions for drugs and alcohol are specifically described in *The Net*.

- Possession and/or consumption of alcohol by any individual under the age of 21 years is prohibited.
- Being present where alcohol is being consumed by any individual under the age of 21 years is not permitted.
- It is the responsibility of the student to be aware of the ages of people with whom s/he is socializing.
- Alcohol may only be present in rooms where all occupants are 21 years or older. Murray Hall is a substance and alcohol-free building, regardless of student age. The East Campus buildings of Millennium, Whelan, and Saint Peter Hall are also alcohol free, regardless of student age.
- Consumption of alcohol in “public areas” in or around any residence hall is not permitted. Public areas include hallways, stairwells, lounges, elevators, bathrooms, lobbies, courtyards, the grounds surrounding residence halls, etc.
- Possession, manufacture, preparation, buying, selling using, giving, or otherwise dispensing any controlled or dangerous substances within any residence facility or any Residence Life property is prohibited.
- Being present in a room or apartment in which a controlled or dangerous substance is being used is prohibited.
- Presence in or around College property under the influence of a controlled or dangerous substance is prohibited.

Party Policy – To register a legal party in the residence halls where alcohol is to be served, students must complete a *Party Request Form*, available from the Office of Residence Life. Students must complete the form and deliver it to the Assistant Director of Residence Life for Community Development at the Office of Residence Life at least 48 hours in advance of the party/event.

An illegal party is defined as an event where eight or more people are attending an event in a residence facility where alcoholic beverages are present without prior consent of the Assistant Director for Community Development. A guideline for governing student-sponsored parties and/or events at which alcohol is being served is outlined in *The Net*. Students should allow only twice the number of legal residents in a room or apartment at any one time.

SAINT PETER’S COLLEGE JUDICIAL PROCESS

For a comprehensive overview of the judicial process, please consult the Saint Peter’s College Student Handbook, *The NET* online at <http://www.spc.edu/PDFFiles/DeanOfStudents/NET.pdf>.

HOUSING/OPERATIONS POLICIES

ENTRY TO ROOMS/APARTMENTS

The Office of Residence Life develops and maintains a positive quality of life through focusing on the health and safety of our residents. To do so, the staff may need to periodically access your apartment/room in order to inspect or improve your current living space. The appropriate staff will enter a room/apartment in order to: Clean, exterminate, address a maintenance issue, engage in check in/out procedures, and/or determine if a prohibited condition exists or is reasonably suspected. This list is not comprehensive, and Residence Life reserves the right to enter a resident room based on stated need.

If it becomes necessary for a staff member to enter your living space for any reason, the staff member will knock first and announce themselves. If after a reasonable length of time there is no response, the staff member will announce their entry into the room, using a key to access the room/apartment. You cannot refuse entry to a staff member for any reason once s/he has stated a purpose for entering.

If a room/apartment is entered for the purpose of cleaning, Residence Life will give notice to the residents to remove their personal belongings from the affected areas. Anything left behind will be removed and discarded by College staff members. The owner of any removed property may incur moving or cleaning costs, and no reimbursements will be made for any discarded materials.

MAINTENANCE AND REPAIRS

If you have a maintenance problem in your room/apartment, you must fill out a Maintenance Request form online at <http://www.spc.edu/pages/1854.asp>. Please be as specific as possible. Residents of the same apartment or room should not submit duplicate reports of the same problem.

Repairs are handled as soon as possible; however, students should contact their Community Director if the repair has not been made within (5) business days. Problems reported over the weekend/holidays must wait until at least the next working day to be dealt with (unless the problem is an emergency, i.e. heating, burst pipe, etc.). If the problem is an emergency, contact Campus Safety immediately at (201)761-7400. Repairs that you or your roommate(s) request grant the maintenance staff the authorization to enter your apartment. Unless the repairs are urgent, a repair person(s) will enter your apartment during regular working hours to take care of the reported problem.

PEST EXTERMINATION

A reality of city living is that occasionally there is a pest presence within areas of our community. If you spot a pest in any form, please contact your Resident Assistant and proceed to the Office of Residence Life to complete a Extermination Request Form. Per your request, an exterminator, accompanied by a staff member, will enter your room/apartment to address the pest issue.

Typically, the exterminator is scheduled to be on campus on Tuesdays, except where immediate attention is needed.

In order to aid in the prevention of pests, be sure to:

- Throw away all used food materials
- Store all food products in a plastic bin off of the floor
- Dispose of trash in a timely manner
- Do not leave any food items out, unwrapped, or in open areas
- Clean all plates, bowls, utensils, or other food related items immediately after use
- Regularly clean your room/apartment. Mice and other vermin enjoy living in piles of dirty laundry.

IDENTIFICATION CARD (OneCard)

All students are issued a Saint Peter's College picture identification (ID) card, known as the OneCard. Resident students are required to have their OneCard with the appropriate housing sticker on the front in their possession while on campus, and must present the card to a College staff member upon request. Residents must show their ID to the Campus Safety officer each time they wish to enter the residence halls. Keys are not accepted as proper identification. Failure to properly identify yourself as a resident will result in denial of entry and/or disciplinary action. This is to protect the safety of all residents.

Use of your OneCard by another person is strictly prohibited. If someone is found using your OneCard, both the person using the OneCard and the OneCard owner will be subject to disciplinary action.

LOCKOUT POLICY

If you are locked out between the hours of **9:00am – 1pm, Monday- Friday**, report to the front desk of your building, or to the Office of Residence Life.

If you are locked out between the hours of 1pm-8pm, Monday-Friday report to the respective RA Office (East Campus RA office is located in Whelan Hall on the first floor and West Campus RA office is located in Veteran's Memorial Court in the lobby behind the front desk).

If you are locked out between the hours of 8pm-9am, Monday-Friday, or at any time during the weekend you must report to the front desk of the building and instruct the Security Officer or Desk Attendant to call the RA On-Duty.

You must pay a lockout charge of \$10. If you do not have the money at the time of the lockout, the CD or RA will document the lockout and your will be required to pay at a later date.

LOST/STOLEN KEY

If your key is lost, you must immediately report it to the Office of Residence Life, and complete a lock-change form. Once you complete the form, your lock will be changed, and new keys will be issued to you and your roommate(s) at cost to you. The cost of replacement keys are:

- \$110 for each lock change
- Replacement key for each room/apartment resident. Price ranges \$2 - \$3 per key
- Mailbox core: \$40 per core
- Mailbox key replacement: \$2 per key

You are not permitted to make a duplicate of your room/building key. If you make a duplicate of your room and/or building key, there is a \$50 key duplication fine per key, and you are also responsible for the cost of changing any locks associated with that key.

In the event that a key is stolen, you will still be responsible for any charges incurred for the cost of the lock change.

ROOM/APARTMENT CONDITION REPORTS

The Office of Residence Life inspects all rooms/apartments and compiles a detailed inventory of all furniture before students move in and out of the residence halls. Condition reports help to keep an accurate record of any damages that may occur throughout the year. It is important that you inspect your room when you move in for any items that should be indicated on your RCR/ACR and review your Condition Report with your Resident Assistant (if not available, then with another member of the Office of Residence Life). Once you review your RCR/ACR with your Resident Assistant and make any additions or changes, you will be required to sign and date the form. Any damage beyond normal wear and tear will be charged against your Damage Deposit.

VACATION AND BREAK HOUSING

The residence halls are closed immediately after finals, (except for graduating seniors participating in Senior Week in the spring semester). Because damage assessments and preparation for Summer Housing and other maintenance concerns are completed during this time, all rooms must be vacant. If you cannot leave campus at that time, you must make alternate arrangements during this period (i.e. stay with a friend or at a hotel). Residents may live on campus during this period only if they are enrolled in summer classes, special courses (i.e. co-op programs), or if they participate in seasonal intercollegiate athletics. Residents must complete a Summer Housing Application form and submit it to the Office of Residence Life. Once the application form has been reviewed you will receive approval or denial to stay on campus for these programs. Summer Housing is limited because of space, clean up, damage assessment, orientation, and conference housing. Requests for Summer Housing must be made to the Office of Residence Life.

All residents are required to vacate the residence halls by the closing date of each semester. Students should depart within 24 hours of their last final, or by the closing date of the residence halls for the semester, whichever is sooner. All students wishing to reside on campus during Winter Break must submit a Winter Housing application to Residence Life by the appropriate

deadline. West Campus residents may reside on campus in their apartments during this time if approved, but because the East Campus (Millennium Hall, Whelan Hall, and Saint Peter Hall) closes for Winter break, all East Campus residents must reside in a West Campus apartment during the vacation period. In the event that you are an East Campus resident, it will be your responsibility to find a host to stay with on the West Campus.

Students are reminded that all Residence Life policies are enforced during vacation periods. A student entering any residence hall during these periods who has not been approved for Interim housing will be considered trespassing and will be disciplined accordingly. Any students found allowing an unauthorized person(squatter) into his/her apartment during either the summer or winter breaks will be subject to disciplinary actions, including but not limited to the charge for housing for the unauthorized person and loss of housing for both the remainder of the break, and possibly for the coming semester.

CHECK-OUT PROCEDURES

Before you check-out for Winter break or the end of the school year, your RA will be holding a MANDATORY floor/building meeting to go over the procedures to follow. Below are some of the Check-Out periods and procedures to follow:

Fall (December) Check-Out:

- You must check-out 24 hours after your last exam or by 8:00PM on the last day designated for checkout
- Remove all belongings you will need for the duration of Winter Break. You will not be allowed back into the building once Check-Out is completed.
- Clean out your room and the common areas of the room/apartment
- Clean and sanitize all appliances – refrigerator, oven, stove, broiler pan. (All food must be removed from the refrigerator and oven. Be sure to remove perishable food from cabinets or other locations.)
- Vacuum all carpeting. Sweep and mop all floors.
- Complete all Check-out paperwork
- Return both apartment/room and mailbox keys and your housing ID sticker to the Residence Life staff checking you out in the respective RA offices (East Campus located in Whelan Hall and West Campus located in Veteran's Memorial Court)
- Unplug all appliances (nothing should be plugged into the wall outlets during the break)
- Close and lock your room windows, turn off the air conditioner/heater keep your shades open, and your room lights off.

Spring (May) Check-Out:

- You must check-out 24 hours after your last exam or by noon on the last day designated to checkout
- Remove all belongings from the building. **Your check-out will not be official until all of your belongings are removed from your room/apartment.**
- Clean out your room and the common areas of the apartment.
- Remove marks and tape from the walls, ceilings, floors, carpet, furniture, counter tops, etc.
- Empty and clean out cabinets/shelves.
- Clean and sanitize all appliances – refrigerator, oven, stove, broiler pan. (All food must be removed from the room, including the refrigerator and oven.)
- Assemble all beds (if you debunked the bed) and return the furniture to its original condition and location.
- Vacuum all carpeting. Sweep and mop all floors.

- Complete all check-out paperwork
- Return both apartment/room and mailbox keys and your housing ID sticker to the Residence Life staff checking you out in the respective RA offices (East Campus located in Whelan Hall and West Campus located in Veteran's Memorial Court)
- Close and lock your room windows, turn off the air conditioner/heater, keep your shades open, and your room lights off.
- You are not permitted to enter the residence halls after you have successfully completed your checkout process

Check-Out due to cancellation of housing contract: In the event that you cancel your Housing Contract (i.e. Personal or judicial sanctions) before the date of expiration, you will forfeit your Housing Deposit to Saint Peter's College. As a result of the termination of your Housing Contract, you will not receive a refund for your \$250 Housing Deposit. Once you have submitted a Housing Cancellation Form to the Office of Residence Life you will be given 48 hours to vacate your occupied space. Follow the spring check out procedure to properly check out of your room.

Please follow the abovementioned procedure to ensure a smooth departure from your residence. All residents checking out in December or May must move out within 24 hours of their last final exam or by noon on the last day designated to checkout. Graduating students may remain in housing until 12:00 pm the day after Commencement Day (providing all appropriate request procedures have been made).

PLEASE NOTE: FAILURE TO CHECK-OUT OF THE RESIDENCE HALLS PROPERLY FOR THE WINTER AND/OR SUMMER BREAK WILL RESULT IN \$100.00 IMPROPER AND LATE CHECK-OUT FEES.

ROOM CHANGES

Students contemplating room changes should begin by discussing the situation with his/her roommate(s). If a conversation with your roommate(s) does not improve the situation, follow these steps to resolve the issue:

1. Create a Roommate Agreement Form (For West Campus, as all East Campus Residents are mandated to complete a Roommate Agreement Form at the beginning of the fall semester)
2. Revisit the completed Roommate Agreement
3. If after reviewing the agreement, there is no improvement after a set period of time, consult your Resident Assistant.
4. If consulting with your RA and implementing their advice does not bring any improvements, consult your Community Director.
5. If implementing the recommendations of your Community Director does not resolve the situation, you can discuss other options with your Community Director, and he/she in consultation with the Assistant Director of Residence Life for Community Development will determine how to best resolve the situation.

This process is in place to make every attempt to teach civility among residents of a community. Going straight to the Assistant Director before consulting with an RA or CD will not make the process flow any faster. Room changes must be approved by a professional staff member in the

Office of Residence Life in order for the room change to be official. An unauthorized room change will result in a minimum \$100.00 fine.

During the second week of each semester, there is a “Room Swap” week, structured so that individuals who wish to switch rooms can do so, as long as all students involved in the move agree to the switch. Information on Room Swap week will be publicized at the start of each semester.

REASSIGNMENT AND NOTIFICATION OF NEW ROOMMATES

The Office of Residence Life reserves the right to reassign any student to another space for reasons of disciplinary action, safety, health, unresolved conflict or to achieve maximum space utilization. Consolidation may be necessary when numerous students are living in rooms without roommates. Whenever possible, 24 hours notification will be given to current residents informing them that they are receiving a new roommate. Occasionally it becomes necessary to move students into a room/apartment in a very short period of time. The Office of Residence Life reserves the right to move students into a new space without any notification to current residents if necessary.

ROOM DAMAGE

Each student is responsible for the room or apartment in which she/he resides, and possesses an equal share of responsibility for the “common areas” (living room, hallways, bathroom & kitchen, if applicable). Residence Life is aware of and expects normal “wear-and-tear” to occur. There will not be charges for those types of occurrences.

Being part of a community involves respect for the people and space around you. Your room or apartment is your space while you are a resident at Saint Peter’s College. We want you to have the opportunity to express yourself and individualize your space. While there are many ways to express yourself, you do have certain obligations toward your space:

- You may not paint your room/apartment. If you do, it will have to be repainted and you will be charged for both materials and labor.
- You may not puncture the walls with nails or screws. Posters may be hung on the walls with the *3M Poster Strips*. They will not leave a residue behind and will keep your poster on the wall all year long.
- You are assessed a shared charge for common area changes/damages should one or more roommates not assume responsibility for damages.

DAMAGE ASSESSMENT

One of the goals of Residence Life is to encourage students to accept responsibility for the community in which they live. It is important that students be concerned with the safety and treatment of all Saint Peter’s College property, including the property found in individual and common areas. Students should likewise encourage their fellow residents to share in accepting the responsibility for ensuring that College property is not damaged or stolen. If you notice any damage or theft within your apartment or anywhere else within the residence halls, or are aware of

any person(s) responsible for specific damages, contact an RA or the Office of Residence Life immediately.

FLOOR/BUILDING FINE

Each resident is equally responsible for the community in which they live in, which includes cleanliness and orderly conduct. When damages occur in a common area, the charges are divided among the residents of that community (building or floor) unless the damage is attributed to a specific person(s). Therefore, any excessive cleaning needed for a community, such as trash removal or issues caused by unsanitary living will result in area cleaning charges.

Total damages will be charged to your student account in May or at the time of your departure from residence. In the event that you are graduating, or do not plan to return to housing the following academic year, the total charge will be deducted from your \$250.00 damage deposit. The remaining amount will be refunded to you upon graduation as long as there is no outstanding balance on your student account. Any damage assessment exceeding \$250.00 will be billed to the resident. A hold will be placed on the students' records and the student will not be permitted to return to housing for the following semester until payment for all charges is received in full. Excessive room or common area damage may result in the reassignment or termination of the housing contract of the individual(s) found to be responsible.

The amount for any charge is determined by the level of damage and/or the amount of labor involved. The discretion of charges is determined by the Office of Residence Life and the Maintenance Department.

PERSONAL PROPERTY INSURANCE AND SAFETY

While the Office of Residence Life strives to make our residence halls as safe as possible, thefts and other illegal activity do occur. Saint Peter's College strongly advises that each resident have a "Renter's" insurance policy or be certain that the student is covered on your parent's homeowner's policy. You, not Saint Peter's College, are responsible for your property.

In addition, we suggest the following tips to increase the safety of your personal property:

- Lock your door whenever you leave your room or apartment
- Secure all of your small personal property.
- Identify your large personal property with an engraver. Your driver's license number is an excellent means of identification.
- Avoid leaving your valuables out in plain view.
- Keep only small amounts of money in your room.
- Report any stolen property immediately to your RA, Residence Life, and to Campus Safety.

FIRE POLICY AND PROCEDURES

Fire equipment, fire alarm systems, smoke detectors, and fire evacuation procedures are provided for the protection of the life and property of residents. Residents should familiarize themselves with the type and location of equipment, exits, windows, and the proper evacuation procedure from their floor/building and residence hall.

FIRE AND EMERGENCY EVACUATION PLAN

WHAT TO DO WHEN A SMOKE OR FIRE ALARM SOUNDS

- A. **PROCEED TO THE NEAREST EXIT.** Do not use elevators. Keep low or as close to the floor as possible if smoke is present or near your eye level.
- B. **WHEN LEAVING A ROOM OR ENTERING A STAIRWELL, FEEL THE DOORKNOB OR TOUCH THE DOOR WITH THE BACK OF YOUR HAND.** If it is too hot to touch, **DO NOT** open the door. If the door is warm but not too hot, brace yourself and open the door slightly. If intense heat or smoke is present, do not open the door any further; close the door and stay inside the room.
- C. **IF UNABLE TO EVACUATE A ROOM, SEAL THE BOTTOM EDGE OF THE DOOR WITH CLOTHING, TOWELS SHEETS, ETC. (WET, IF POSSIBLE)** Pull up shades or blinds and hang a white or light colored object (e.g. towel, shirt, sheet, etc.) out the window to attract attention. Shield your face with a towel, shirt, sheet, etc. (wet, if possible). Follow the instructions given by the firefighters or emergency response personnel.
- D. **AFTER YOU HAVE LEFT THE BUILDING, MOVE WELL AWAY FROM IT.** Responding firefighters need room to maneuver. **DO NOT** re-enter the building until an “all clear” is announced by a uniformed firefighter or the Campus Safety department.

WHAT TO DO WHEN FIRE OR SMOKE IS SEEN

- A. **INITIATE AN ALARM BY ACTIVATING THE NEAREST FIRE ALARM PULLBOX.** These are generally found at the ends of hallways, at entrances to stairwells, or doors leading directly to the outside.
- B. **CALL CAMPUS SAFETY USING “DIAL 5” ON COLLEGE PHONES or DIAL “911” ON ANY OTHER PHONE,** and provide the following information:
 - Your name, telephone number, and location you are calling from
 - The location of the smoke or fire condition (e.g. Second floor bathroom, etc.)
 - Describe the situation (e.g. smell of smoke, open flame, etc.)
 - If possible, describe what is burning (e.g. wastebasket, stove, etc.)
- C. **PROCEED TO THE NEAREST EXIT.** Do not use elevators. Keep low or as close to the ground as possible if smoke is at or near eye level.
- D. **WHEN LEAVING A ROOM OR ENTERING A STAIRWELL, FEEL THE DOORKNOB OR TOUCH THE DOOR WITH THE BACK OF YOUR HAND.** If it is too hot to touch, **DO NOT** open the door. If the door is warm but not too hot, brace yourself and open the door slightly. If intense heat or smoke is present, do not open the door any further; close the door and stay inside the room.

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- F. **AFTER YOU HAVE LEFT THE BUILDING, MOVE WELL AWAY FROM IT.** Responding firefighters need room to maneuver. **DO NOT re-enter the building until an “all clear” is announced by a uniformed firefighter or the Campus Safety department.**

If the alarm sounds and the Fire Department and/or Police find that you did not leave the building even though you could do so, they could place you under arrest. Failure to evacuate and/or tampering with the fire safety equipment will result in disciplinary action from the Office of Residence Life, including a monetary fine, community service, and/or eviction from the residence halls. Furthermore, such acts could result in suspension/expulsion from the College.

FIRE SAFETY EQUIPMENT

Fire extinguishers, sprinklers, heat detectors, smoke detectors, fire alarms, pull boxes, fire escapes, and exit lights are located on each floor. Fire safety equipment should only be used in emergency situations. Misuse or tampering with fire safety equipment may result in immediate eviction from College housing, other College disciplinary measures, as well as possible fines and prosecution through the city/state legal system.

SMOKE CAUSED BY COOKING

It is your responsibility to exercise caution while cooking. (No cooking whatsoever is permitted on the East Campus except in designated cooking areas.) However, if you accidentally burn something that causes smoke, you must be careful to ensure that you do not unnecessarily set off the building smoke and fire alarms. If you do burn your food and have positively determined that there is no real fire, do the following:

- Open all windows to allow the smoke to clear out.
- Keep the door to the apartment **CLOSED!** Opening it will cause the smoke to set off the building alarms, which require evacuation of the building. Unnecessary evacuation is annoying and inconvenient, and invariably results in apathy in response to fire alarms- this is obviously a dangerous situation should a real fire occur. Therefore, please be careful, and do not leave the cooking area, including microwaves, unattended while you are preparing food.

E-mail

The Office of Residence Life uses e-mail as a primary method of communication through your SPC account. Important information about closings, breaks, and announcements will be communicated through your account. It is vital that you are checking this account to assure you have the most updated information. If you need to contact the Office of Residence Life for questions or concerns feel free to email us at Reslife@spc.edu

Telephone Service

Although telephone service is not provided, students can contact Verizon to connect a telephone line to their residence hall room or apartment.

To order telephone service, please call:

If you are calling from New Jersey: 1-800-427-9977

If you are calling from outside of New Jersey: 1-800-755-1068

Mailing Addresses

East Campus

Millennium Hall

802-806 Montgomery Street #000
Jersey City, NJ 07306

Saint Peter Hall

2652 Kennedy Blvd. #000
Jersey City, NJ 07306

Whelan Hall

2640 Kennedy Blvd. #000
Jersey City, NJ 07306

West Campus

Veteran's Memorial Court

146-152 Glenwood Avenue #000
Jersey City, NJ 07306

140 Glenwood Ave. Apartments

140 Glenwood Avenue #00
Jersey City, NJ 07306

Murray Hall #000

850 Westside Avenue
Jersey City, NJ 07306

Durant Hall

131 Glenwood Avenue #000
Jersey City, NJ 07306

Campus Cable Provider: service@privatelinc.com

Laundry provider contact info:

www.coinmach.com/ServiceRequest/ServiceRequest.aspx