

SOUTHERN CONNECTICUT
STATE UNIVERSITY



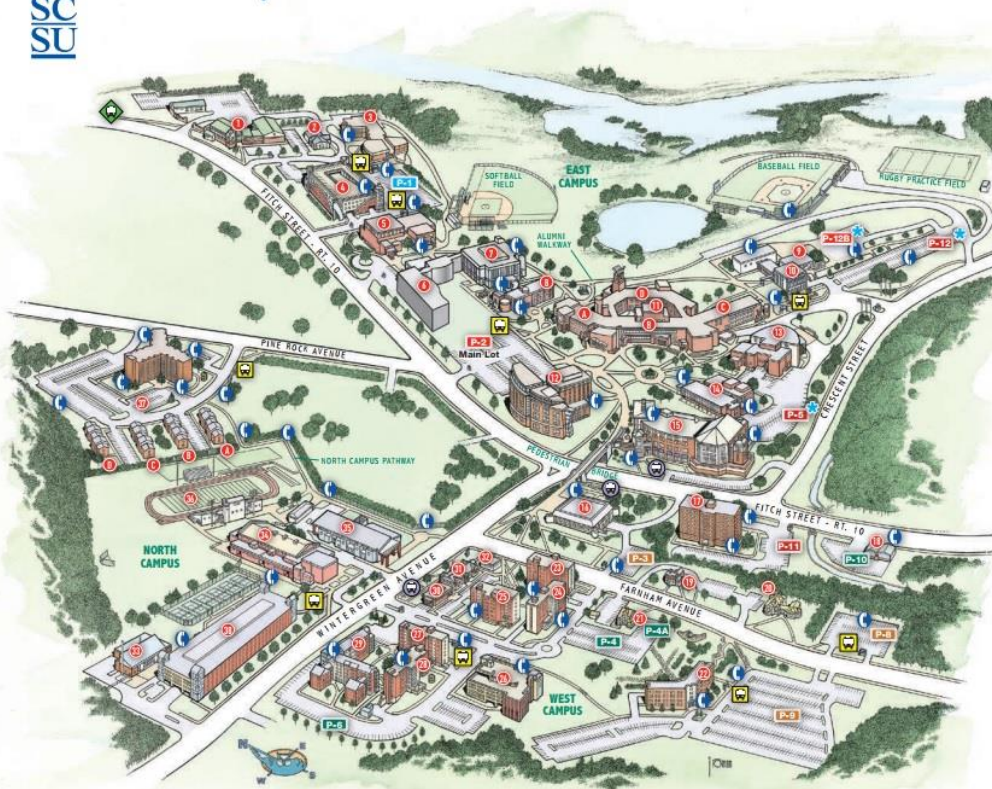
2023

STUDENT GUIDE TO
LIVING ON CAMPUS

CAMPUS PHONE NUMBERS

Academic Affairs	203-392-5350	Lyman Center	203-392-6169
Academic Success Center	203-392-8967	Multicultural Center	203-392-5888
Admissions	203-392-5644	Registrar	203-392-5301
Athletics	203-392-6000	Residence Hall Association (RHA)	203-392-9000
Bookstore	203-392-5270	Residence Life	203-392-5870
Career and Professional Development	203-392-8967	SAGE Center	203-392-8989
Counseling Services	203-392-5475	Southern News	203-392-6928
Dining Services	203-392-6976	Student Accounts	203-392-6140
Diversity and Equity Programs	203-392-5491	Student Conduct	203-392-6188
Facilities Operations	203-392-6061	Student Government Association (SGA)	203-392-6937
Financial Aid	203-392-5222	Student Involvement	203-392-5782
Graduate Studies	203-392-5240	University Card Office	203-392-7077
Health Services	203-392-6300	University Police	203-392-5375
Information Desk	203-392-5200	VPAS	203-392-6946
International Education	203-392-6756	Weather Check Line	203-392-7669
IT Help Desk	203-392-5123	Wellness Center	203-392-6526

CAMPUS MAP



- East Campus**
- 1 Facilities Operations (FO)
 - 2 Nursing Classroom Building (NU)
 - 3 Davis Hall (DA)
 - 4 Fitch Street Garage (FSG)
(Faculty, Staff, Commuter Students, Graduate Students, Visitors)
 - 5 Pelz Gymnasium (PE)
 - 6 Academic Science and Laboratory Building (ASL)
 - 7 Jennings Hall (JL)
 - 8 Morrill Hall (MO)
 - 9 Classroom Building 8 (TE8)
 - 10 School of Business (SB)
 - 11 Engleman Hall (EH)
 - 12 Buley Library (BL)
 - 13 Lyman Center (LY)
 - 14 Earl Hall (EA)
 - 15 Adanti Student Center (ASC)
- West Campus**
- 16 Connecticut Hall (CO) - Food Service
 - 17 Schwartz Hall (SZ) - Residence Hall and Housing Office
 - 18 Ethnic Heritage Center (ST)
 - 19 Alumni House (AH)
 - 20 Lang House (LA) - Department of Social Work
 - 21 Orlando House (OR) - Department of Public Health
 - 22 Brownell Hall (BR) - Residence Hall
 - 23 Farnham Hall (FH) - Residence Hall
 - 24 Wilkinson Hall (WI) - Residence Hall
 - 25 Chase Hall (CH) - Residence Hall
 - 26 West Campus Garage (WCG)
(Commuter, Residence Hall, and Graduate Students)
 - 27 Hickerson Hall (HI) - Residence Hall
 - 28 Neff Hall (NE) - Residence Hall
 - 29 West Campus Residence Complex (WC)
 - 30 University Police and Granoff Student Health Center (GR)
 - 31 Office Building 1 (OB1)
 - 32 Temporary Building 6 (TE6)
- North Campus**
- 33 Energy Center (EC)
 - 34 Moore Field House (MFH)
 - 35 Wintergreen Building (WT)
 - 36 Jess Dow Field (JDF)
 - 37 North Campus Residence Complex (NC)
 - 38 Wintergreen Avenue Garage (WTG)
(Faculty, Staff, Residence Hall and Commuter Students, Graduate Students, Visitors)
- Parking Information:**
Cars regularly parked on campus must display a current SCSU Parking Permit. Visitors to the campus must obtain a visitor pass at the University Police Department prior to parking. Specific instructions are contained in the Campus Parking and Traffic Regulations.
- Faculty and Staff Parking
 - Commuter Students Parking
 - Residence Hall Students Parking
 - Graduate Student Parking
 - Graduate Student Parking after 4:30 p.m.
 - Shuttle Bus Stop
 - Municipal Bus Stop
 - Emergency Phone



Southern Connecticut State University

Table of Contents

Campus Map and Important Phone Numbers	1
<hr/>	
Welcome Letter	3
From the Director of Residence Life	
<hr/>	
Housing Applications and Accommodations	4-5
Living-Learning and Themed Communities	
<hr/>	
Residence Life Information	6-13
Suggested and Prohibited Items	6
Residence Hall Services	7
Frequently Asked Questions	8-10
Residence Life Staff	11
Student Rights and Responsibilities	11-12
<hr/>	
Residence Life Policies and Procedures	12-21
Alcohol Policy	14
Good Samaritan Amnesty Statement	14
Guest Policies	14-15
Work/Business Operations in the Residence Halls	16
Tobacco Policy	16
Service and Emotional Support Animals	16-17
Facilities Policies and Procedures	18-20
Policies Regarding Room Assignments	20
Personal Injury Policy	20
Other Policies	20-21
<hr/>	
Residence Life Safety Information	21-27
Safety and Security Policies and Protocols	
<hr/>	
More Information and Campus Resources	27



On behalf of the Office of Residence Life, I would like to introduce you to Southern Connecticut State University and to our residence halls.

One of the most important decisions you will make at Southern is your decision to be part of our on-campus community. You will soon discover that our residence halls are far more than a place to sleep and study. Your residential experience will provide you with opportunities to live, learn, grow and become an engaged member of the university community.

Our residence halls are designed to help you adjust to college, develop independent living skills, and support your overall academic success. By living on campus, you will be able to take full advantage of all that Southern has to offer, including participating in co-curricular activities, developing long-lasting friendships, and experiencing personal growth.

We have developed this publication to provide you with some useful information to make the most of your experiences with the Office of Residence Life. Also feel free to check out our [Living on Campus](#) page to view an informational video and to find other helpful links. Please feel free to contact us at reslife@southernct.edu or (203) 392-5870 if you have any questions or if you need any further information.

I welcome you to Southern Connecticut State University and wish you the best during the academic year.

Sincerely,

Robert Yanez
Director, Office of Residence Life

Housing Applications and MyHousing Portal

For information on how to apply to university housing, please see the details under the [How to Apply for Housing](#) link on our webpage. Any student who is matriculated and enrolled in 6+ credits may apply for housing. Part-time students under 6 credits are not permitted to reside on campus. Please note: priority is given to full-time students.

For information on housing cancellation and the academic year housing contract, please see the annual housing contract (available on our website).

Housing assignment and roommate information can be found via the MyHousingPortal located through your BannerWeb account.

Housing Accommodations

SCSU offers a variety of accommodations to provide all students with equal access to on-campus living. Please visit our website for information including [Gender Inclusive Housing](#) and [special accommodations](#) for students with documented disabilities or chronic health conditions. Residence Life at Southern has also adopted a Pet Therapy policy for students needing the support provided by a therapy/emotional support animal.

Finally, for students seeking a living environment tailored to students with a given major, career path, or extracurricular interests, please see below for more information about Southern's Living-Learning Communities and Themed Housing.

Living-Learning Communities and Themed Housing

Living-Learning Communities (LLCs) or Themed Housing Communities are communities within the residence halls that are tailored to specific areas, majors, and interests. These communities allow students to:

- Live and study with residents with a similar interest or majors
- Develop a connection with SCSU beyond the classroom
- Participate in unique social and educational opportunities including off-campus trips



Honors Living-Learning Community **(West Campus) 0-59 credits**

For students who are accepted into the Honors College at Southern

- Live and study with other students who are engaged in this interdisciplinary program
- Participate in social opportunities and educationally enriching programs with like-minded residents



Sustainability Themed Community **(Hickerson Hall) 0-24 credits**

For first- and second-year students interested in green initiatives including recycling and energy conservation

- Enjoy environmentally themed programs
- Recommend and advise implementation of sustainable practices in the residence halls



**Global Living Themed Community
(North Campus) 45+ credits**

For juniors and seniors who wish to explore cultures of the world and global citizenship

- Available to both domestic and international students
- Benefit from opportunities to learn about world culture



**First-Generation Themed Community
(Wilkinson Hall) 0-24 credits**

For students who are the first in their family to graduate from college

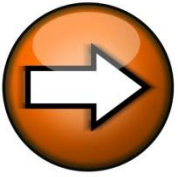
- Share the experience with your first-generation peers as you navigate college life
- Receive increased support from SCSU student leaders, administrators, and faculty members who were also first-generation college students



**Still Exploring Majors Living-Living Community
(Wilkinson Hall) 0-59 credits**

For students who are still deciding what they would like to choose to major in

- Explore major choices that are connected to career options
- Receive additional support from SCSU student leaders and get connected to campus resources



**Transfer Student Themed Community
(Schwartz Hall) 30+ credits**

For students who are continuing their college education but who are new to SCSU

- Live with other transfer students having the same experience as you
- Live amongst students who transferred previously and are now enjoying success at SCSU



**Health Professions Living-Learning Community
(Chase Hall) 0-24 credits**

For students who are interested in health-related fields.

- Live with other students with similar interests in health-related fields
- Receive support from current SCSU students with similar academic and social interests.



**Sophomore Experience Themed Community
(Brownell Hall) 30+ credits**

For students who have attained a sophomore status at the university and are seeking to make more on-campus connections

- Live with other students who are in a similar position in their college experience
- Participate in specialized programming geared toward emerging professionals, career exploration, and more!

Suggested and Prohibited Items

Suggested Items to Bring:

- Alarm clock
- Area rug or room carpet
- Computer (don't forget a lock for laptops)*
- Batteries
- Dishes, cups, silverware
- Fan*
- Hangers for clothes
- Iron***
- Keurigs or Automatic Shut-Off Coffee Pots***
- Laundry detergent and basket
- Pens, pencils, notebooks, and other school supplies
- Pillow, bedding, mattress cover (twin extra-long)
- Room decorations (please note restrictions)
- Shower tote, robe, shower sandals
- Small garbage can
- Stapler, scissors, paper clips, tape, etc.
- Surge protectors*
- Tissues and paper towels
- Toothbrush, toothpaste, shampoo, soap, cosmetics, etc.
- Towels
- TV and HDMI cable
- Umbrella

Apartment and Suite Residents May Want to Bring:

- Bath mat and shower curtain
- Bathroom cleaning supplies
- Pots, pans, cooking utensils
- Toilet paper

*All appliances must be UL approved/listed

**All electrical appliances must be in good working order

***May only be used in utility rooms or rooms with kitchens

Prohibited Items (including but not limited to):

- Air conditioners, evaporative coolers, electric heaters or other space heaters
- Alcohol, illegal drugs or paraphernalia (including coolers)
- Bed risers/lofters/mechanisms for raising bed
- Cable boxes
- Candles, incense, other open-flame devices (ex. torches)
- Clothes washers or dryers
- Cooking appliances including, but not limited to, electric frying pans and air fryers, countertop deep fryers, toaster ovens, electric skillet, electric grills, microwaves, and any other non UL-approved appliance
- Curtains

PLEASE NOTE THE FOLLOWING:

Air Conditioners

Brownell Suites, Schwartz and West Campus have air conditioning. Students requesting placement with air conditioning for health reasons must provide medical documentation with the request. Please contact us at reslife@southernct.edu for special health-related requests.

Microwaves, Refrigerators, Stoves and Ovens

Microfridge units are provided in all traditional residence hall rooms. Apartments are provided with a full-size fridge, microwave, and stove/oven.

Personal Insurance

Southern Connecticut State University does not assume financial responsibility for damages or theft of students' personal property. The Office of Residence Life highly recommends that each student consider purchasing renters' insurance. **Renters insurance is not mandatory and may be purchased from any source.**

Think Before You Pack

Your residence hall room is most likely smaller than your room at home and you may be sharing it with other students. We recommend that you bring only essential items (such as clothing for early autumn) and a few items to help your room feel at home. This will make move-in day easier and give you and your roommates an opportunity to coordinate items for the room.

Note for Triple Residents:

For students living in triple rooms, bed rails are provided upon request but are not required for students choosing to reside in the top bunks.

- Dart boards with metal tip darts
- Dehumidifiers or humidifiers
- Electronic skateboards/scooters/hoverboards
- Extension cords
- Fog machines
- Grills (barbecue or propane)
- Halogen lamps
- Hot plates
- Lamps with an outlet or multiple plugs, rock salt lamps, plug-in rock salt night lights, lava lamps, sun lamps, halogen lamps, and black light bulbs
- Mattresses, Futons, Beds, Sofas/Couches
- Monitoring devices
- Mounting materials that may cause damage to walls, ceilings, or other university property (including, but not limited to, tacks, staples, or nails)
- Pets (except those permitted – see “Can I bring my pet?” below)
- Power taps, splitters, or extension cords
- Recreation or personal exercise equipment
- Refrigerators
- Speakers or sound amplifiers that project sound outside of the individual residence
- Tapestries, banners, flags that are mounted to the wall
- Tobacco or vape products
- Water coolers (free-standing)
- Wax warmers
- Weapons, weapon replicas, toy weapons, or imitation weapons (see “personal possessions” below)
- Wicker items

Residence Hall Services

ATM Machines are located in Brownell, North Campus, Schwartz, West Campus and Wilkinson. ATMs are also located in the Michael J. Adanti Student Center and Engleman Hall.

Computer Labs are available in West Campus and North Campus, as well as the Student Center, Buley Library and the Jennings classroom building. Hours are posted on our website and on the computer lab doors. Access to computer labs is free but there is a charge for printed pages in all on-campus computer labs. Additional print stations are available at various locations around campus.

Digital streaming services are free and provided in all residence hall rooms.

Internet is provided wirelessly throughout the residence halls and in most on-campus buildings.

Laundry Rooms are located in all residence halls. Laundry machines only accept Hoot Loot.

Game Rooms are located in West Campus, North Campus, and Farnham Hall and have hook-ups for various gaming systems.

Residence Hall Front Desks are located in the main lobby of each building and are staffed by a student employee during the regular academic year. Desk Attendants will assist you with checking in guests, answering questions, or providing assistance with residence hall services.

Vending Machines are located in residence hall lounges, lobbies, and recreation areas. Most vending machines accept Hoot Loot and major debit/credit cards, and all machines accept cash.

FREQUENTLY ASKED QUESTIONS

HOW CAN I GET INVOLVED ON CAMPUS?

SCSU has many clubs and organizations, as well as community service and employment opportunities. Look for information around your residence hall and throughout campus during the first few weeks of the semester about how to get involved or ask your RA for some suggestions.

Attend residence hall/floor programs and socials: Your RA will hold programs and social events throughout the school year. By attending one or more of these programs, you will be introduced to both university and residence hall activities and resources. Plus, it is a great way to meet new people and become part of your residence hall and university communities.

Join Hall Council: All students living in a residence hall are invited to participate in their building's regular meetings. Hall Council plans social events, shares information, makes recommendations for hall improvements, and listens to student concerns. Participating in Hall Council can help you develop leadership skills and make new friends.

Join the Residence Hall Association (RHA): Meetings are held weekly and are open to everyone. RHA sponsors many campus programs and services including the football tailgates and Homecoming and Spring Week activities. Students involved in RHA have the opportunity to plan events, attend leadership conferences, and make decisions that will affect all residence hall students.

You can also check out SCSU's [Student Involvement](#) website for information about additional clubs and organizations.

WHO CAN ACCESS MY ROOM?

Only students assigned to the room are permitted access to the room. Residence Life staff are not able to provide access to your room to parents, friends, guests, etc. for any reason. Residence Life, emergency, and maintenance staff enter your room only for monthly unannounced health and safety checks, to confirm occupancy, for requested or emergency maintenance, and to respond to situations in which an individual's safety may be in danger.

WHERE DO I GET MY MAIL?

All mail is delivered to your mailbox in your residence hall. Check your housing assignment for your mailing address. Don't forget to check the whiteboard in your hall lobby to see if you have received a package. Please note that overnight packages are delivered to another office at the university. We recommend making special arrangements with our office to receive overnight packages. Your mailing address is:

Chase Hall	Room ____	174 Farnham Ave	New Haven, CT 06515
Farnham Hall	Room ____	166 Farnham Ave	New Haven, CT 06515
Hickerson Hall	Room ____	100 Wintergreen Ave	New Haven, CT 06515
Neff Hall	Room ____	112 Wintergreen Ave	New Haven, CT 06515
North Campus Apartments	Apt. _____	180 Pine Rock Ave	Hamden, CT 06514
North Campus Townhouses - A	Apt. _____	182 Pine Rock Ave	Hamden, CT 06514
North Campus Townhouses - B	Apt. _____	184 Pine Rock Ave	Hamden, CT 06514
North Campus Townhouses - C	Apt. _____	186 Pine Rock Ave	Hamden, CT 06514
North Campus Townhouses - D	Apt. _____	188 Pine Rock Ave	Hamden, CT 06514
Schwartz Apartments	Apt. _____	320 Fitch St.	New Haven, CT 06515
West Campus	Room _____	116 Wintergreen Ave	New Haven, CT 06515
Wilkinson Hall	Room ____	158 Farnham Ave	New Haven, CT 06515

CAN I BRING MY PET?

Pets are not permitted in university residence halls, suites, and apartments unless specified below. Certified assistance animals are permitted with prior notice provided to the Office of Residence Life by the Center for Academic Success and Accessibility Services. Students are permitted to have an aquarium under the following conditions:

- Pets, other than fish in a maximum 10-gallon aquarium, are **not permitted** in *West Campus and Brownell, Chase, Hickerson, Farnham, Neff, and Wilkinson halls*.
- Aquatic pets **are permitted** in a maximum 10-gallon aquarium in *the North Campus apartments and townhouses and Schwartz Hall*. The conditions listed below are expected for all aquariums:
 - Aquatic pets include fish, aquatic turtles, aquatic snails, shellfish, crustaceans and aquatic frogs only.
 - Any pet that may be deemed or perceived as a threat to any individual may not be permitted.
 - Pet owners assume full responsibility for their pets. They are required to keep the animals in a condition which is healthy for the animals and for the people who share the room. The animals' environment must be kept clean. If a habitat is found to emit a strong odor or have unreasonably polluted water, the pet owner will be asked to correct the situation immediately and will be given 24 hours to correct the concern. If the habitat is not cleaned within 24 hours, the pet owner will be required to remove the animal(s) immediately. Pet owners are encouraged to always have alternate living arrangements available for their pet(s).
 - Pet owners must exercise care in the sanitation of the aquarium and surrounding area. Water is not to be left on the surface where the aquarium is resting or on the floor surrounding the aquarium. To minimize threat of infection, proper hand washing is recommended before and after any kind of aquarium maintenance or animal contact. Any areas (such as sinks, counters, and floors) which have come into contact with aquarium water are to be cleaned with an antibacterial agent (such as antibacterial soap, bleach, or other cleaning solution).
 - Aquarium gravel, filters, or other items must be disposed in sealed plastic bags and placed in trash receptacles outside of the building.
 - Pets are never to be out of the aquarium or permitted to roam freely in the room or building.
 - Aquatic pets are only permitted with the consent of all roommates in the apartment/townhouse. A roommate may revoke consent for aquatic pets at any time but must provide 72 hours written notice for the removal of the aquatic pet(s).
 - In the event that a new roommate is assigned to the room, new roommates have the right to request that the aquarium be removed from the room within 72 hours of moving in.
 - All aquatic pets must be removed during winter and summer breaks.
 - Aquatic pets may not be disposed of in building trash cans, toilets, or sinks.

- A maximum of 2 aquariums are permitted per unit (townhouse, apartment, suites, or room).
- A maximum of 2 pets per aquarium (other than fish) are permitted.

Other pets may be considered under specific circumstances as an accommodation with the Center for Academic Success and Accessibility Services. Please see our complete Pet Therapy Policy for more information.

CAN I BRING MY BICYCLE?

Bicycle racks are available across campus and residents interested in bicycling should provide their own bicycle locks. Additionally, the Office of Residence Life offers sheltered bike storage in Farnham Hall (accessible via an external ramp). Applications for a space in the sheltered bike storage room are available online by the Office of Residence Life at no charge. Please note: a \$40 removal fee may be billed to any student who fails to remove their bike from the bike room at the end of the semester.

WHEN AND WHERE CAN I GET FOOD ON CAMPUS?

All residence hall students are required to have a meal plan which may be used in Connecticut Hall, the Adanti Student Center food court, the Bagel Wagon or the Outtakes locations. Students must present their Hoot Loot card to use their meal plans. Dining hours, locations, price and plan breakdowns are all available on [the Food Services](#) website.

For incoming students, the required meal plan offers access to Connecticut Hall and Food Loot dollars that may be used at the other dining locations. **Other residents in non-kitchen rooms** are placed on the same default meal plan but may choose to adjust their meal plan. **Residents in kitchen rooms** will be placed on a default meal plan offering a designated number of meals (to be used in any on-campus dining location) and Food Loot dollars per semester but may also adjust their meal plan. *Returning residents may modify their meal plans prior to the start of the semester through the first week of school by visiting their MyHousingPortal.*

WHAT IS RESIDENCE LIFE DOING TO BE GREEN?

Residence Life has created multiple initiatives to reduce its environmental footprint. For additional university-wide initiatives, you can reference the [Campus Recycling](#) webpage. Consider joining our Sustainability Themed Community to get involved!

- Single-stream recycling receptacles in the residence halls enable residents to recycle paper products, bottles, cans, cardboard, electronics, lightbulbs, batteries and more.
- Many buildings (including the West Campus Residence Complex) are certified LEED (Leadership in Energy and Environmental Design).
- Residence hall rooms are painted with low-VOC, low-odor, and silica-free latex paints.
- Solar panels installed on the roof of Brownell Hall and the adjacent residential parking lot help to offset electricity usage.
- Sheltered bike storage is available in Farnham Hall and students are welcome to bring bicycles to campus.
- University shuttle systems provide free transportation to New Haven's and Hamden's mass transit systems and New Haven's Union Station.
- Refillable water stations are located in each residence hall.
- Environmentally friendly cleaning products and recycled paper products are used whenever possible.
- Most Residence Life processes are available online and digital promotions are recommended for offices and student groups to help reduce paper usage.

RESIDENCE LIFE STAFF

Living on campus provides access to a support system of nearly 250 full-time professional and part-time student staff members who are ready to assist with academic and personal needs. Whether you have questions about campus resources, need assistance transitioning to college life, or just need someone to talk to, we are here for you. Residence Life staff members include:

Hall Directors: full-time employees who live in the residence halls and provide supervision of student staff in the building. The Hall Director is responsible for the hall community and for helping students access university, academic, and personal resources.

Graduate Interns: graduate students who assist the Hall Director in providing supervision and coverage in the residence halls. Graduate interns also help develop departmental initiatives including staff selection, training, assessment, and programming.

Resident Advisors: undergraduate and graduate students who live on your floor and can help you transition to college, access university resources, offer support if you are experiencing personal difficulty, assist you with resolving roommate disagreements, or simply lend a listening ear. They also help the floor community establish living expectations, plan floor social events, and conduct health and safety inspections.

Desk Attendants: student employees who provide overnight assistance at the residence hall front desks when classes are in session. They can assist if you are locked out of your room, need to sign in a guest, or want to sign out residence hall equipment.

Additional Student Staff are employed by the Office of Residence Life in a variety of office and other support positions.

Other University Employees

Residence Hall Custodians: help maintain the common areas in and around the residence halls. Residents are responsible for cleaning their own rooms and suite bathrooms, removing trash and recycling to designated outdoor dumpsters, reporting damages and facility concerns, and treating the residence hall community with respect. Students may be billed for trash in the hallway, spills on the carpet, writing on walls or doors, and other outstanding damages.

Residence Hall Maintenance Staff: respond to and resolve facility concerns. Residents are responsible for reporting room and building maintenance concerns. Occasionally, it is necessary for maintenance personnel to enter your room to resolve an issue. When we have advanced knowledge of any concern, Residence Life staff will post signage in hall lobbies and/or send emails to your SCSU account.

University Police Officers: respond to residence hall emergencies, investigate complaints, and provide educational resources for students. Officers also provide educational programming and resources for students.

Student Rights and Responsibilities

Living on campus at Southern Connecticut State University is a privilege offered to matriculated students. As a student residing in university residence halls, suites, and apartments, you are afforded rights that respect your privacy and ability to succeed academically and personally. By accepting on-campus housing you also agree to accept the responsibilities of community living as established in this document.

- All residential students and their guests are required to be considerate of other students, staff, faculty, and guests at all times. You have the right to live in a clean and safe environment free of harassment, discrimination, and intolerance of your race, age, religious beliefs, cultural or ethnic status, gender identity, sexual orientation, status of ability, or personal interest. You have the responsibility to create an environment for all others that is free of harassment, discrimination, and intolerance of one's race, age, religious beliefs, cultural or ethnic status, gender identity, sexual orientation, status of ability, or personal interest.
- You have the right to privacy within your assigned residence hall room and the maintenance of confidentiality of your personal information by Residence Life staff members. University Police, Residence Life staff, and maintenance personnel have the right to access your room without permission for monthly unannounced health and safety inspections, to complete maintenance requests, to confirm occupancy and to respond to concerns regarding individual or community safety.
- You have the right to keep your personal possessions within your assigned room, suite, or apartment and have the responsibility to make reasonable measures to ensure their safe keeping. This includes, but is not limited to, locking your room door(s) and window(s), maintaining privacy and appropriate security of valuables, and reporting missing items. The university is not responsible for loss or damage to students' personal property for any cause or reason including but not limited to theft, fires, flood, weather conditions, equipment failures, or acts of God.
- The university reserves the right to remove (without your permission) any item(s) that is a violation of university or residence hall protocols or that threatens the safety of an individual or the community. The item(s) will be maintained in a secure location with the Residence Hall office or University Police until you permanently remove the item(s) from campus. Item(s) stored in the Residence Hall office will be disposed of after the last day of finals of the semester in which the item(s) was removed. Items which are deemed dangerous and found in violation of local, state or federal laws may be confiscated by University Police.
- You have the responsibility to comply with university and Residence Life staff in an emergency situation. This involves evacuation, sheltering, and altering access privileges in weather, campus, or residence hall emergency situations. Compliance with these requests is critical to ensuring your and others' safety. Failure to comply will result in referral to the Office of Student Conduct and Civic Responsibility or University Police.
- Living in a SCSU residence hall, suite, or apartment subjects you to abide by the university's protocols governing student conduct, responsibilities, and discipline. You are responsible for knowing, and observing regulations set forth in the [Student Code of Conduct](#).
- You have the responsibility to maintain a clean and safe environment within and directly adjacent to the residence halls at all times. Damage or cleaning charges resulting from your intentional or unintentional

actions will result in a damage bill assessed to your student account. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, the university, or any member of the university community is strictly prohibited.

RESIDENCE LIFE POLICIES AND PROTOCOLS

RESIDENCE HALL ALCOHOL PROTOCOLS

- All students are expected to conduct themselves responsibly regarding alcohol use.
- Alcohol is not permitted for any student or guest (regardless of age) in Chase, Farnham, Hickerson, Neff, West Campus, and Wilkinson.
- Alcohol is permitted in limited quantities for students 21 years of age or older in Brownell, Schwartz, North Campus, and the North Campus Townhouses. Residents may register one of the following quantities of alcohol within a 24-hour period:
 - 72 oz of beer or malt liquor (inclusive of alcohol/energy beverages), **OR**
 - 8 oz of liquor, **OR**
 - 28 oz bottle of wine.
- All alcohol must be registered at the front desk upon entry with the proper photo ID. Only students assigned to a residence hall, suite, or apartment and who are 21 years of age or older in buildings where alcohol is permitted may register alcohol.

The following applies to violations of the alcohol protocol:

- Residence Life staff are required to notify University Police of all incidents involving possession of alcohol by underage students or furnishing of alcohol to underage students.
- Residence Life staff addressing party situations involving multiple residents or their guests are required to contact University Police regardless of the age of the individuals involved.
- Residence Life staff reserve the right to have a student dispose of alcohol in instances where alcohol is involved in a university protocol violation and/or situation in which an individual's safety/well-being may be impacted.
- University Police have the discretion to issue a citation for violations of Connecticut state law for students and their guests that may include a fine, suspension of a driver's license, and criminal charges.
- Students in violation of the alcohol protocol may receive a referral to the Office of Student Conduct and Civic Responsibility and the Drug and Alcohol Resource Center.
- Students with two or more violations of the alcohol protocol are at risk of losing on-campus housing privileges.
- Residence Life staff reserve the right to request a medical evaluation for students appearing intoxicated.
- Emergency notification to a parent or family member is made for all medical transports.
- Residential students found in violation of the alcohol protocol with guests involved risk the loss of their guest privileges. Guests who violate university alcohol protocol may be banned from entering residential buildings in the future.

The following are not permitted:

- Games that encourage excessive drinking of alcohol (for example, beer/water pong).
- Kegs, beer balls, party balls, funnels and mini kegs are not permitted in any residential community. Other alcohol paraphernalia, coolers, and ice chests are also prohibited.

- In Chase, Farnham, Hickerson, Neff, West Campus, and Wilkinson, shot glasses, wine glasses, and beer mugs are not permitted. These items are not permitted in any rooms in which residents are under the age of 21.
- Empty alcohol containers may not be kept in residential rooms for decorative purposes.
- Alcohol is not permitted in public areas in any residential community.

GOOD SAMARITAN MEDICAL AMNESTY STATEMENT

Southern Connecticut State University encourages living and learning environments that promote the health and safety of all members of the SCSU community. The misuse of alcohol and other drugs poses a serious threat to the physical and mental health of the individual and places the entire campus community at risk.

The university expects students to abide by state and federal laws as well as university policies regarding alcohol and drug possession and consumption. However, the university recognizes that there may be times when students face medical emergencies involving excessive drinking and/or drug use. This Good Samaritan Statement seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress as a result of excessive alcohol and/or other drug abuse.

In an effort to foster responsible student behavior and to respect the health and welfare of all members of the SCSU community, if an individual or organization reaches out to a campus official seeking medical attention for him/herself or for another, the student or organization requesting assistance and the student requiring assistance **may** not be subject to the typical disciplinary sanctions for a violation of campus alcohol and drug policies as long as the individuals or organizations comply with all assessments and follow-up required by the Office of the Dean of Student Affairs.

This Good Samaritan Statement applies only to cases where there is a legitimate concern for a person's well-being as a result of excessive alcohol or drug use. Additional infractions occurring simultaneous to the alcohol or drug use (i.e. acts of vandalism, physical assault, disorderly conduct) will be adjudicated separately. If the student is involved in any subsequent or repeat incidents involving misuse of alcohol and other drugs, the situation will be evaluated by the Dean of Students Office to determine if the Good Samaritan Statement applies. Further, this statement applies only to campus disciplinary procedures and does not apply to local, state, and federal processes.

RESIDENCE HALL GUEST PROTOCOL

Regular guest(s) are defined as both current students who do not reside in the same residence hall as the host as well as off-campus visitors who are visiting between the hours 8:00 a.m. – 2:00 a.m. All guests must be registered and show a valid photo ID. This includes but is not limited to parents, siblings, family, faculty, staff, SCSU students not assigned to live in the building, and other guests. At all times guests must show ID when requested and be in the presence of their host. Valid ID for registration includes only the following photo IDs: SCSU student, staff, or faculty ID card; state-issued photo identification card; Military ID; or Passport.

University staff and faculty on official business may register as a guest to the building but must have their ID available at all times. All university staff and faculty must register with the front desk.

In order to ensure the safety of young children, childcare or babysitting services (including the care of younger siblings) are not permitted in the residence halls. If a child will be present in the residence halls for a lengthy visit (defined as more than 1 hour), the resident must obtain written permission from the Office of Residence

Life. As a reminder, children under the age of 16 may not be signed in as an overnight guest. Failure to abide by this policy may result in disciplinary action.

Please note the following:

- Residents are allowed to have a maximum of 3 guests in the building at once. Additional guests (limited to family members only) may be approved only at the discretion of the Hall Director and must be requested 24 hours in advance.
- Guests must have the consent of all other students assigned to the room, suite, or apartment to be present.
- Any guest under the age of 18 must have a Parental Consent Form. Requests for approval must be provided to the Hall Director one full business day prior to the requested date of the visit.
- Guests under the age of 16 are not permitted in the residence halls after 8:00 p.m.
- Guests may only enter and exit through the main lobby and must register upon entry and upon exit from the building using the appropriate ID.
- Residents must register their guest(s).
- Guests waiting for their host may not leave the front lobby prior to being registered. Guests may not loiter in the main lobby for extended periods of time.
- Residence Life staff reserves the right to refuse entry or request guests to leave the premises at any time. Guests who are disruptive to the community will be restricted from future access to the building or all residence halls, suites, and apartments.
- Daytime guests with vehicles must register them with University Police.
- Community restrooms are intended for the designated gender only. Residents are responsible for their guests' use of appropriate restroom facilities. Gender-inclusive bathrooms are available in each building.
- You are responsible for all activity in your assigned room. You are also responsible for all activity of your guests while they are visiting you in the residential community.
- Residence life staff reserve the right to revoke or deny guest access as required.
- All regular guest(s) must leave and sign out of the building by 2:00 a.m.
- Guests are subject to all rules and regulations that apply to residents. Disorderly or intoxicated guests will be ordered off campus.

How to Register a Guest(s):

- Residents must register their guest with the desk attendant at the front desk. All guests must provide appropriate on- or off-campus ID upon registration.

RESIDENCE HALL OVERNIGHT GUEST PROTOCOL

GUESTS (OVERNIGHT): A maximum of one overnight guest per student is permitted per night. Overnight guests may stay a maximum of two nights per week (Sunday through Saturday) and **MUST** have the consent of all other students assigned to the room. The protocols below for overnight guests are in addition to the protocols outlined for regular guests.

- Guests under the age of 16 are not permitted to sign in overnight in any residence hall.
- Guests between the ages of 16-17 may not be requested as an overnight guest without a signed Parental Consent Form. Requests for approval must be provided to the Hall Director one full business day prior to the requested date of stay.
- Only a student assigned to the building may register a maximum of one overnight and two regular guests at a time.
- Overnight guests arriving after 8:00 p.m. must register their vehicles at the residence hall front desk.

- Overnight guests must leave the residence hall by 12:00 p.m. or be signed in again as a regular guest. Roommates have the right to request that an overnight guest not stay in the room. Hosts are responsible for obtaining roommate consent prior to signing in a guest.

How to Register an Overnight Guest(s):

- Guests can be registered as an overnight guest between the hours of 8:00 p.m. – 2:00 a.m. at the residence hall front desk.

GUESTS (DURING ACADEMIC YEAR BREAKS): Only residential students that have been approved to stay during the break period may be registered as guests of students approved to stay during the break period. Failure to properly register a guest will result in the loss of break housing and judicial action. No overnight guests are allowed during break periods.

WORK/BUSINESS OPERATIONS WITHIN RESIDENCE HALL

Your residence hall room may not be used as a base for business or freelance work operations including (but not limited to) babysitting or childcare services, pet-sitting services, etc. The residence hall environment is not conducive to such operations and utilization of your residence hall room for such operations may result in a mediation meeting with your hall director or subsequent referral to the Office of Student Conduct and Civic Responsibility.

TOBACCO POLICY

As of August 25, 2015, Southern's campus is a tobacco- and vape-free environment. Smoking and tobacco use (including smokeless) is prohibited in all facilities and outdoor areas of campus without exception. Applicable 24-hours a day, seven days a week, the policy applies to all students, faculty and staff, and outside contractors, volunteers, visitors and members of the general public.

For the purposes of Southern's policy, "smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco and other lit tobacco products. The policy further prohibits the use of electronic cigarettes and tobacco products including smokeless tobacco, snuff, chewing tobacco, hookah, and any other device using smoke or vapor.

A cessation program supporting individuals in their efforts to quit smoking is available.

SERVICE ANIMALS POLICY

Service Animal owners should refer to the Southern Connecticut State University Center for Academic Success and Accessibility Services' Student Policy Handbook for full details about owner responsibilities.

Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents the use of these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls

In accordance with the Office of Residence Life's Damage Charge policies, a service animal owner may be billed for damages caused by him/herself or by the service animal.

Under the Americans with Disabilities Act, staff may only ask service animal owners two questions: (1) is the dog a service animal required because of a disability and (2) what work or task has the dog been trained to perform? Staff **may not** ask about the person's disability, require medical documentation, or ask that the dog

demonstrate its ability to perform the work or task. Nor can they require documentation to prove that the dog has been certified, trained, or licensed as a service dog.

Allergies or fear of dogs are not valid reasons for denying access to people using service animals. Reasonable accommodations will be made to assign individuals with allergies to dog dander to a different location from a student using a service animal.

A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

Please note: residents who require service animals must request the accommodation and provide appropriate documentation to arrange the accommodation through Southern Connecticut State University's [Center for Academic Success and Accessibility Services](#). Furthermore, emotional assistance/therapy animals do not fall under the same regulations as service animals and must remain in the assigned residence of the student who has been granted the accommodation.

EMOTIONAL SUPPORT ANIMAL POLICY

In accordance with the Fair Housing Act (FHA), Southern Connecticut State University provides reasonable accommodations for qualified students who require emotional support animals in the residence halls. An emotional support animal is one that is necessary to afford the person with a disability an equal opportunity to reside in university housing. Emotional support animals provide emotional support, calming, stability, and similar supports to the student but do not perform work or tasks that would qualify them as "service animals" under the Americans with Disabilities Act.

SCSU will permit an emotional support animal if certain conditions are met. The animal must be necessary for the resident with a disability to have equal access to housing and the accommodation must be reasonable. An accommodation may be considered unreasonable if it presents an undue financial or administrative burden on the university; poses a substantial or direct threat to personal or public safety; or constitutes a fundamental alteration of the nature of the service or program.

Students approved for an emotional support animal in residential housing must also comply with all provisions of the emotional support animal agreement, published university policies, and the terms of the housing contract.

Requesting accommodations for Emotional Support Animals:

1. Contact the Center for Academic Success and Accessibility Services to schedule an intake appointment. If the request is based on a medical condition or mental health need, the student should contact University Health Services or Counseling Services, respectively, for an appointment.
2. Request an on-campus housing assignment.
3. Once approved, the student should contact the Office of Residence Life in order to determine appropriate housing options that will adequately accommodate the student's/animal's requirements and to complete the Residential Life Emotional Support Animal agreement form. The accommodation of an animal may require changes to the student's housing placement.

Please note: verification of the disability/health condition and appropriate accommodations must be approved by the Center for Academic Success and Accessibility Services, University Health Services and/or Counseling Services before an Emotional Support Animal Agreement form will be reviewed by the Office of Residence Life.

Facilities Policies and Protocols

BED BUGS: In the event a student reports the possible presence of bed bugs to the Residence Hall Director, immediate action will be taken to determine if bed bugs are present in the environment. Students are responsible for responding to resolution and preventive measures outlined in the Bed Bug Protocol.

CLEANING: Before residents arrive on campus, each space is thoroughly cleaned and disinfected by university custodial services. After move-in, residents are required to maintain, clean, and disinfect their individual living spaces as well as shared bathrooms, kitchen and common areas (in suites and apartment-style accommodations) throughout the period of their occupancy. Monthly health and safety checks will be conducted to ensure residents are cleaning and maintaining their space.

- **Tips for cleaning in the residence halls:**

- Wear reusable or disposable gloves for routine cleaning and disinfection.
- Clean soiled surfaces using soap and water, then use disinfectant.
 - Follow the manufacturer recommendations on EPA-registered household disinfectants to ensure safe and effective use of the product. These recommendations may include (but not be limited to) ensuring appropriate ventilation and wearing gloves to protect your skin.
 - Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- Please note: Residents are not permitted to hire any private or third-party custodial services to clean their residence.

- *Remember, always read and follow the directions on the disinfectant label to ensure safe and effective use. Some considerations:*

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

- **Recommended Supplies:**

- Residence Life offers a limited supply of cleaning products, but residents should bring their own supplies including but not limited to:
 - Personal cleaning solutions (ex. toilet bowl cleaner, all-purpose cleaner, etc.)
 - Disinfecting supplies
 - Disinfecting wipes

- Reusable or disposable gloves
- Eye protection, if desired
- Cleaning tools (ex. scrub brush, toilet brush, etc.)

DAMAGE CHARGES

Damage charges are used to address all damage beyond what is considered normal wear and tear. There are two types of damage charges: Individual Damage Charge and Community Damage Charge.

- **Individual Damage Charge:** An individual damage charge refers to damages to a residence hall room whereby the resident of a room is responsible for the costs associated with any repair or replacement within the room.
 - When a resident checks out of their assigned room at the end of the academic year, they sign off on the same Room Condition Report that they completed and signed upon check-in; Resident Advisors utilize these reports to mark the condition in which residents left the room. All damages to the rooms are assessed after the resident completely checks out of their room. Signing this Room Condition Report does not mean the resident is absolved of damage charges.
- **Community Damage Charge:** When public areas (including lobbies, hallways, student lounges, recreation areas, bathrooms, kitchens, and elevators) are vandalized or university property is damaged, the community (a floor or a building where students live in close proximity to the damage) may be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Residence Life or Facilities Services staff member will document the concern. The philosophy behind community damage charge is that all residents in University housing are part of a larger community on campus. Therefore, residents of University housing are not only responsible for their personal accommodations but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to charge students for specific incidents. Depending on the building and the physical configuration as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section.

Examples of damage charge incidents (including but not limited to):

- Any damage that goes beyond the normal, expected wear and tear of items
- Excessive cleaning required, failure to remove garbage, etc.
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass or ripped/missing window screens
- Lost room/mailbox keys
- Inverted or incorrectly assembled beds
- Broken lounge or apartment furniture including appliances
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash or trash bags not properly disposed (i.e. room trash found in stairwell or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with
- Removal of any university furniture from its designated location
- Holes in walls and doors or painting of walls required because of excessive marks

- Sprinkler head discharges due to causes other than fire
- Graffiti

DAMAGE CHARGE APPEALS

Damage charges may be appealed within one month of the posted charge. For example, a charge applied to a student account on March 30th must be appealed by April 30th of the same year.

DEHUMIDIFIERS/HUMIDIFIERS: Humidifiers (stand-alone units or units that connect to windows) pose a significant health risk because they have been known to lead to bacteria and mold issues. Because humidifiers can upset the humidity balance in the building, residents are not permitted to bring personal humidifiers (or dehumidifiers) into the residence halls. Exceptions may be made for approved accommodations documented through the Center for Academic Success and Accessibility Services.

ELECTRONIC SKATEBOARDS/DEVICES: The use, possession, and/or storage of electronic skateboards including self-balancing boards/scooters and other similar equipment (i.e. hoverboards) is prohibited in all SCSU residence halls, apartments and townhouses. The device batteries can burst into flame—particularly while being charged—resulting in a metal fire that can burn with intense heat. Consequently, until safety standards for these devices have been adequately developed and implemented across all models, the university is unwilling to risk the safety of its residents by permitting them on campus.

FURNITURE, FIXTURES, and EQUIPMENT REMOVAL: University furniture and equipment may not be removed from the residential community. This includes removing items from the assigned residence hall room or moving lounge or lobby furniture, equipment, or fixtures into your assigned room. Room furniture must be in its original condition when the student checks out. Beds/mattresses not provided by the university, futons, air mattresses, and any other furniture used for sleeping are not permitted.

HEALTH and SAFETY: Your assigned room is to remain clean and well-kept at all times. This includes, but is not limited to, being free of: dirty dishes and laundry, excessive trash, open food, and obstructed walkways. Floors must remain free of debris and be regularly mopped and/or vacuumed. The university reserves the right to conduct health and safety inspections to ensure the health, safety and general welfare of university community members and/or the physical security of university property.

LICE: If a resident believes s/he may have lice, s/he should inform Residence Life staff immediately. The student will be directed to visit Health Services to be evaluated and to receive treatment instructions if lice or nits are found. If the presence of lice is confirmed, the student will be responsible for laundering all personal clothes and linens. Because lice are a community health issue, students must comply with all guidelines provided by university staff members within 24 hours. To prevent the potential spread of lice, students should refrain from sharing toiletry items, especially brushes and combs, or hats and other headgear.

MOLD AND MILDEW: Mold and mildew are naturally occurring organisms that can be found in nearly all environments. Most molds grow naturally outdoors and may enter buildings through open windows and doors, ventilation and air conditioning systems, clothing, and shoes. Most people have little or no reaction to household mold and mildew, but some individuals may be more sensitive. There is no practical way to eliminate all mold spores in the indoor environment; the primary way to control indoor mold growth is to control moisture.

Common sources of moisture in the residence hall include humidity, condensation, leaks in plumbing fixtures, and other building leaks. When windows and doors are left open or when air conditioning units are used incorrectly, moisture and humidity may accumulate within an indoor space. Insufficient ventilation or cleaning in high-moisture spaces (like bathrooms) may also lead to mold or mildew.

If you see a little pink or black spotting on your shower curtain, the caulk in your bathroom, on a windowsill, or in another area within your residence hall, don't panic. In most cases, mold or mildew that is already present can be cleaned and dried from hard surfaces with water and detergent. Porous materials may require deeper treatment or disposal.

Prevention is our best response to mold, and residents are encouraged to follow these guidelines to help prevent mold occurrence:

- Develop a regular cleaning practice for your residential space (see "Cleaning" above).
- Keep windows fully closed when possible to prevent moisture, humidity and outdoor mold spores from entering the building. Close windows when you leave your rooms.
- Keep blinds and curtains open during the day if they are not needed for privacy or sleeping. Sunlight entering the room will help to prevent mold growth.
- Use a mid-range setting on HVAC systems (68-72°). Lowering the temperature may cause moisture to condense.
- Avoid very long showers and ensure the ventilation fan is operating during your shower and for at least ten minutes afterward to dissipate moisture.
- Hang wet towels and clothing to dry properly.
- Wipe up any spills immediately.
- Report leaks or suspected leaks immediately via the online maintenance request system or by visiting the front desk in your residence hall.

POSTING PROTOCOLS: Community bulletin boards and posting locations are reserved for use of residential programming, university programming, campus services, and announcements for the general student population. The Director of Residence Life or their designee reserves the right to remove any item deemed inappropriate or excessive. Items other than magnetically attached dry erase boards or signage provided by the university may not be placed on any residential room door.

POLICIES REGARDING ROOM ASSIGNMENTS

ROOM VACANCIES: Room vacancies can occur at any time. The university reserves the right to assign a new student to the vacancy without notice. The vacancy must remain available to be filled at any point. Residents assigned to the room occupying a vacancy may be charged an additional fee if it is determined that the space is not available to another student.

ROOM CHANGE/CONSOLIDATION OF ROOMS: The university reserves the right to change your room assignment for the following reasons, including but not limited to:

- If your preferred roommate(s) is/are no longer assigned to the room and vacancies exist in the same room type and residence hall.
- If you have no roommate preference(s), your room assignment may be changed to consolidate rooms to make space for students with roommate requests (during or after a room selection process).

- If the gender of the room or floor needs to be changed to accommodate university needs.
- To consolidate room types to maximize room capacity.
- To resolve a roommate problem.
- To address a conduct issue.

In addition, for the fall semester the university reserves the right to convert doubles to triples to accommodate instances of exceeding capacity for the current configuration. If a room is converted to a triple to accommodate exceeding capacity, the residents of the converted room will pay a reduced rate consistent with the standard triple rate.

Conversely, for the spring semester, the university reserves the right to convert triple rooms to double rooms based on the demand for housing. If a room is converted to a double, the current occupants have the option of staying in the room and assuming the difference in cost consistent with a standard double room, or of requesting to be moved to a consolidated triple room at the current triple rate.

PERSONAL INJURY POLICY

If I get sick or injured, what happens?

The Office of Residence Life reserves the right to request medical assistance (including an ambulance) on a resident's behalf if necessary. Also, the university does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the halls. Students are encouraged to utilize [Health Services](#) or, in the event of an emergency, to call 911. Students are also encouraged to notify the front desk staff, Resident Advisor or the Director on Duty at 203-901-5944 of any accidental injury in the residence halls.

OTHER POLICIES AND PROTOCOLS

GAMBLING: Gambling and games of chance are not permitted within the residential communities and may not be sponsored by Residence Life staff or organizations outside of the residence hall community.

PERSONAL TRANSPORTATION: Bicycles, motorcycles, mopeds, and scooters are not permitted within the residential community. These items may be stored outside of the building at an individual's own risk. Covered bicycle storage is available through the Office of Residence Life.

NON-COMPLIANCE: You are responsible to respectfully comply with a reasonable request from a university or Residence Life staff member so that they may complete their job responsibilities.

PARKING: All residential students must obtain a parking permit from University Police to park on campus.

PERSONAL BEHAVIORS: Inconsiderate, disrespectful, harassing, intolerant, lewd, or obscene behaviors are unacceptable within or around university residence halls, suites, and apartments. Behaviors that threaten the safety or well-being of self or others may result in immediate removal from on-campus housing and judicial action. Behaviors that have the potential to threaten one's own or others' safety is prohibited. These behaviors include but are not limited to: fighting, hitting, kicking, threatening others, running, skating, skateboarding, or rollerblading within or immediately adjacent to the residence hall; using items or words as a means to threaten others; holding individuals against their will; leaning or throwing items out of residence hall windows; and throwing items towards the residence hall.

SPORTS & PHYSICAL PLAY: Playing of sports or aggressive physical activity is prohibited in the residential building. This includes but is not limited to wrestling, boxing, golf, football, and soccer.

QUIET HOURS (REGULAR): Residential quiet hours are from 10:00 p.m. each evening until 10:00 a.m. each morning Sunday through Thursday. Friday through Saturday, quiet hours are 12:00 a.m. through 12:00 p.m. All other hours are courtesy hours. During quiet hours, noise should not be heard outside of the confines of the room/suite/apartment. You are required to comply with all resident and staff requests to reduce the noise level regardless of quiet or courtesy hours.

QUIET HOURS (FINALS WEEK): During the final examination period, 24/7 quiet hours will begin three calendar days preceding the start of the first scheduled final exam and remain in effect until the building closes at the end of the final examination period. No overnight guest are permitted during the 24/7 quiet period.

SOLICITATION, PROPAGANDA, AND COMMERCIAL ACTIVITIES: Residential communities may not be used to distribute propaganda, share promotional materials, or for any commercial purpose including solicitation, fundraising, and commercial business activities. Students may not use their status as a residential student to solicit, fundraise, collect donations, or conduct business activities within residential communities. Special permission is required of all individuals requesting to organize, share promotional materials, fundraise, or collect donations within residential communities in advance.

Residence Life Safety Information

SAFETY AND SECURITY POLICIES AND PROTOCOLS

Residence Life staff members are trained to respond to campus and hall emergencies and to assist with making reports to University Police or the Office of Student Conduct and Civic Responsibility as appropriate. SCSU is supported by fully sanctioned, full-time police officers. Officers write reports, investigate criminal complaints, issue citations, and make arrests as appropriate. Additionally, University Police Officers provide educational programming for residence hall students and are able to offer guidance in providing safer residence hall communities.

Southern Connecticut State University reports all campus incidents in accordance with the “Student Right to Know and Campus Security Act” of 1990. A report of campus incidents and statistics is available by contacting the Southern Connecticut State University Police.

BUILDING ENTRY & ACCESS: Residents and guests may not access any basement, room, or rooftop not intended to be accessible to students. Residence Life staff have the right to request that residents (or their guests) open coats, bags, luggage, etc. when a clear indication is present that (1) the individual is in violation of university or Residence Hall protocol or (2) there is a clear and present safety concern. Individuals have the right to refuse the request; however, Residence Life staff members may prohibit the item from entering the residence halls. Residence Life staff members have the responsibility to report the concern to a supervisor or University Police as determined appropriate

COOKING: Residents are not permitted to cook in a residence hall room that does not have a kitchen available. Residents are responsible for demonstrating appropriate care when using building or apartment kitchen

facilities by: remaining present during the entire cooking period, using appropriate cooking equipment, and not setting off building alarms by producing excessive smoke or burning food items. Small cooking appliances including coffee makers, may only be used in apartments with kitchens or community utility room kitchens. Certain small cooking appliances are prohibited including, but not limited to, electrical frying pans and air fryers (including deep fryers), toaster ovens, electric skillets, electric grills, etc. All appliances must be unplugged when not in use. Grilling is not permitted on campus except through permission and supervision of the university dining vendor.

DECORATIONS: Decorations within and visible to the residential community or public must be tasteful and appropriate for a diverse audience. Decorations may not obstruct doorways, windows, lights or emergency fixtures (including sprinklers and smoke detectors), or be affixed in a manner that causes damage to university property (i.e. using adhesive tape, nails, hooks, glue, etc.). *Residents are not permitted to obstruct, affix, or hang any item from a sprinkler head.* It is prohibited to hang anything on the ceiling of a bedroom, common room, or hall.

Decorations may not include any stolen property or traffic/public signage. Residents may not paint or deface your room walls, furniture, or fixtures. Tapestries, banners and flags: these items may not be hung on walls, ceilings, or over windows in any residential room. Window treatments such as curtains must be made of a fabric that resists or retards the spreading of flames and has either a UL fire rating #723 or NFPA 225.

No materials should be used for decorating/hanging items that may result in damage to the walls, ceilings, doors, or furniture within the room. As such, prohibited materials include (but are not limited to) tacks, nails, staples, etc.

An artificial UL-approved manufacturer pre-lit tree with a maximum height of 3 feet is permitted with all roommates' approval. For safety reasons, live or cut trees are prohibited in all residence halls and apartments. Holiday/string lights must be unplugged/switched off when a room is unoccupied.

Residence Life staff reserve the right to require removal of any items that may pose a health or safety concern.

DRUGS AND OTHER CHEMICALS: Please review the SCSU Student Code of Conduct for specific information about prohibitions and disciplinary procedures for violations.

EMERGENCY PROCEDURES AND EQUIPMENT: Residents and their guests are required to comply with university and Residence Life staff during any campus or building drills, alarms and emergency situations. Failure to properly evacuate and find shelter and/or tampering with or removing any emergency equipment is unacceptable. The university reserves the right to pursue a criminal or judicial complaint for students who fail to comply with emergency evacuation/sheltering instructions. The Office of Residence Life requests that students with permanent or temporary mobility or sensory limitations notify their Hall Director so that we may be prepared to assist in an emergency situation.

PERSONAL POSSESSIONS: You have the right to keep your personal possessions within your assigned room, suite, or apartment and have the responsibility to make reasonable measures to ensure their safe keeping. This includes, but is not limited to, locking your room door(s) and window(s), maintaining privacy and appropriate security of valuables, and reporting missing items. The university is not responsible for loss or damage to students' personal property for any cause or reason including but not limited to theft, fires, flood, weather conditions, equipment failures, or acts of God.

Residence Life staff members reserve the right to request to view the contents of an individual's bag upon entry in to the building. The Office of Residence Life reserves the right to remove any items from a resident's room that are prohibited. **The following items are not permitted within or immediately adjacent to any residential community:**

- Combustible materials such as liquids, tapestry/cloth over light fixtures, candles, incense, fireworks, strobe lights, halogen lamps, and lamps with plastic or paper shades not provided by the university.
- Weapons of any nature including, but not limited to: firearms such as handguns, shotguns, rifles, pellet guns, machine guns, stun guns, Tasers, or electronic stun weapons; hunting knives and non-cooking knives with blades greater than 3 inches; throwing darts, martial arts weapons; other items and devices that are designed to inflict physical harm or death; toy weapons including squirt/water guns, Nerf guns, toy swords, or other items that resemble realistic firearms, weapons, or explosive devices
- Wicker items including furniture, waste/laundry baskets or lampshades.
- Candle and wax warmers, barbeque and propane grills, deep fryers, toaster ovens, and any cooking appliances that are not UL-approved.
- Air conditioners, evaporative coolers, electric heaters, refrigerators, humidifiers, dehumidifiers, fog machines, or microwaves that are not provided by the university.
- Webcams for the purpose of monitoring behaviors in the residence hall, scanners, two-way radios, and any police tracking devices.
- Speakers, subwoofers, tower amplifiers, musical instruments (amplified, percussion, drums, electric guitars, etc.) and large screen TVs that project excessive sound beyond the confines of the room.
- Personal exercise equipment including free weights, treadmills or other large exercise machines, and exercise poles.
- Personal recreation equipment including foosball, pool tables, air hockey or other large recreation equipment.
- Extension cords, power taps and splitters.

KEY MAINTENANCE: You are issued a student ID and room/suite/apartment key(s). You are responsible for their security and for reporting lost or stolen keys. A loaner key will be issued to a student for a missing key for a maximum of three days. If the loaner key is not returned in that time, a request to change the lock will be submitted and a charge to your student account for a lock change will be made. Once the lock change is requested, you are responsible for the charge. Stolen or damaged property or personal injury resulting from your failure to report a lost or stolen key will exclusively be your responsibility. Residence Life staff reserve the right to inspect a student's room key as deemed necessary to ensure that the key is not lost.

PUBLIC AREA VIDEO RECORDING: Selected lobbies, lounges, stairwells, and areas immediately adjacent to residence halls are equipped with video recording at all times. Surveillance footage is used by Residence Life staff and University Police to address incidents as appropriate.

PROPER IDENTIFICATION: All students and guests are expected to carry proper ID with them at all times. Students residing on campus must present their university ID upon request by a university or Residence Life staff member in the performance of their responsibilities. Guests of residential students must carry a valid ID with them at all times and present an ID to a university or Residence Life staff member upon request.

SECURITY EQUIPMENT: The removal, tampering with, and/or destruction of residence hall safety equipment is illegal and may result in removal from on-campus housing and judicial action. This includes but is not limited

to residence hall cameras, door and window alarms, window screens, smoke detectors, door numbers, and card access systems. Additionally, room doors may not be propped and personal curtains may not be hung in place of university-issued curtains.

Door Alarms: All residence hall exterior doors are equipped with alarms. Students must use designated main entry doors at all times.

Surveillance Cameras: All residence hall lobbies and other locations are equipped with surveillance cameras. Cameras are not continuously monitored but are used to assist with criminal and/or judicial investigations.

Window Screens: Please do not tamper with or remove window screens. Students should not place valuable items in plain view in their residence hall rooms or leave residence hall windows open or unlocked when their room is unoccupied.

SAFETY INFORMATION AND PROGRAMS: A variety of safety information and programs are available to you throughout the year. We encourage you to take advantage of this information. Watch for campus advertising or programs your RA sponsors.

FOR YOUR PERSONAL SAFETY, WE RECOMMEND THE FOLLOWING:

STUDENT ID & ROOM KEYS: These are important items in protecting your personal safety and possessions. Use these items wisely.

- Never give or loan them to anyone
- Do not put them on dining hall tables
- Report lost or stolen items immediately

Entrance to all residence halls, suites, and apartments is gained by using your student ID in the card reader at the front entrance. Your ID is coded to only work in your residence hall. Doors are monitored 24-hours a day by computer, surveillance cameras, and staff when residence halls are open. As a resident of the building, it is your responsibility to not allow entry to any individual other than your guests. Your guests may only enter/exit through main entrances and must sign in and out at the front desk.

SOLICITATIONS: SCSU does not provide information that is not available in the student directory nor do we make arrangements with private companies to solicit items to you in your residence hall room. For your protection, we recommend the following:

- Never provide a social security number, bank account, or credit card information to unsolicited callers.
- Never provide your contact information to anyone with whom you do not want to make contact.
- Report annoying or obscene phone calls and hang-ups to University Police. Record the phone number and time of these calls from the display on your phone.

PROTECT YOURSELF/YOUR POSSESSIONS: Take precautions to protect yourself. The SCSU Police department offers a number of services and programs to prepare and protect residential students. Please visit [University Police](#) for detailed information.

Protecting your personal possessions takes a little effort. We recommend the following:

- Before packing your valuables, record identification numbers of appliances, electronics, equipment, and other valuables.
- Check to make sure that property in your residence hall room is covered in your own/your family's homeowner's/renter's insurance. Student insurance is available.
- Do not keep a large amount of cash or valuable jewelry in your room. Keep any cash, jewelry, bank information, and credit cards locked in a safe location. Do not share the location of these items with others.
- Always lock your car and never leave valuables exposed in your vehicle.
- Always keep your laptop computer and books in your possession. Do not leave them unattended even for a few minutes.
- Always lock your bicycle securely through the wheels and frame with a u-lock. Bikes may only be locked to available bike racks on campus. Secure indoor bike storage is available upon request via the Office of Residence Life.

FIRE ALARMS require immediate evacuation of the building to the designated evacuation area away from the building. Students who do not evacuate will be charged with a University Protocol Violation and criminal charges. **Always respond to a fire alarm.** Residence hall staff and posted signs provide directions about how to respond. Always treat a fire alarm as an actual fire. When you are leaving your room, wear shoes, take a coat, lock your room door, and evacuate using the nearest exit. Please take any necessary medications with you.

You can help to prevent a fire from occurring in your residence hall.

- Turn off your hairdryer, lamps, and curling/flat iron immediately after use.
- Never cover lamps with any material for any reason.
- Never use candles, incense, or any open flame item. Open flame devices are not permitted in residence halls, suites, and apartments.
- Keep hallways, windows, and exit paths clear at all times.
- Never overload electric circuits. Always use a power strip with a surge protector to avoid blowing fuses and tripping breakers.
- Only use electrical items that are in good working order.
- Always report fire, smoke, or burning smells to a residence life staff member or University Police immediately.
- If your clothing catches on fire, stop, drop, and roll out the fire.

**Never hang anything from or hit a sprinkler in a residence hall. Doing so will rupture the glass heat sensor and activate the sprinkler system. Also, never cover or hang anything from a smoke detector.*

Never tamper with smoke alarms, fire extinguishers, or sprinklers in your room or building; tampering with fire safety equipment will result in disciplinary action.

Recurring fire alarms set off accidentally as a result of misuse of cooking equipment, ignorance of proper cooking techniques, failure to use proper bathroom or kitchen ventilation systems, or other action deemed negligent or careless that has been previously addressed by Residence Life or university personnel may also result in disciplinary action.

EXTREME WEATHER EMERGENCIES require sheltering in designated locations in your residence hall. When directed, proceed immediately to the closest shelter area. Specific locations for weather emergencies will be available in each building and reviewed at hall/floor meetings.

SEXUAL MISCONDUCT: Please review the SCSU Code of Conduct for information relating to sexual assault, resources for victims including the [Sexual Assault Resource Team](#) (SART), and additional policies relating to sexual misconduct.

SAFETY CHECKLIST

- Always carry your student ID and room key
- Always lock your car
- Always lock your room door
- Check the weather line for inclement weather cancellations or shelter information:
203.392.7669
- Exit the building when a fire alarm sounds
- Have a designated driver and never accept rides from unknown persons
- Know your alcohol limits
- Listen to your inner voice if you feel something is unsafe and leave the situation
- Never carry your social security card or anything that could make ID theft possible
- Program the University Police telephone number in your cell phone: 203.392.5375
- Carry a cell phone if possible.
- Walk with friends at night

MORE INFORMATION AND CAMPUS RESOURCES

For more pertinent information about campus resources and how to get involved, please visit the [Southern Connecticut State University website](#) and select the “Inside Southern” tab.