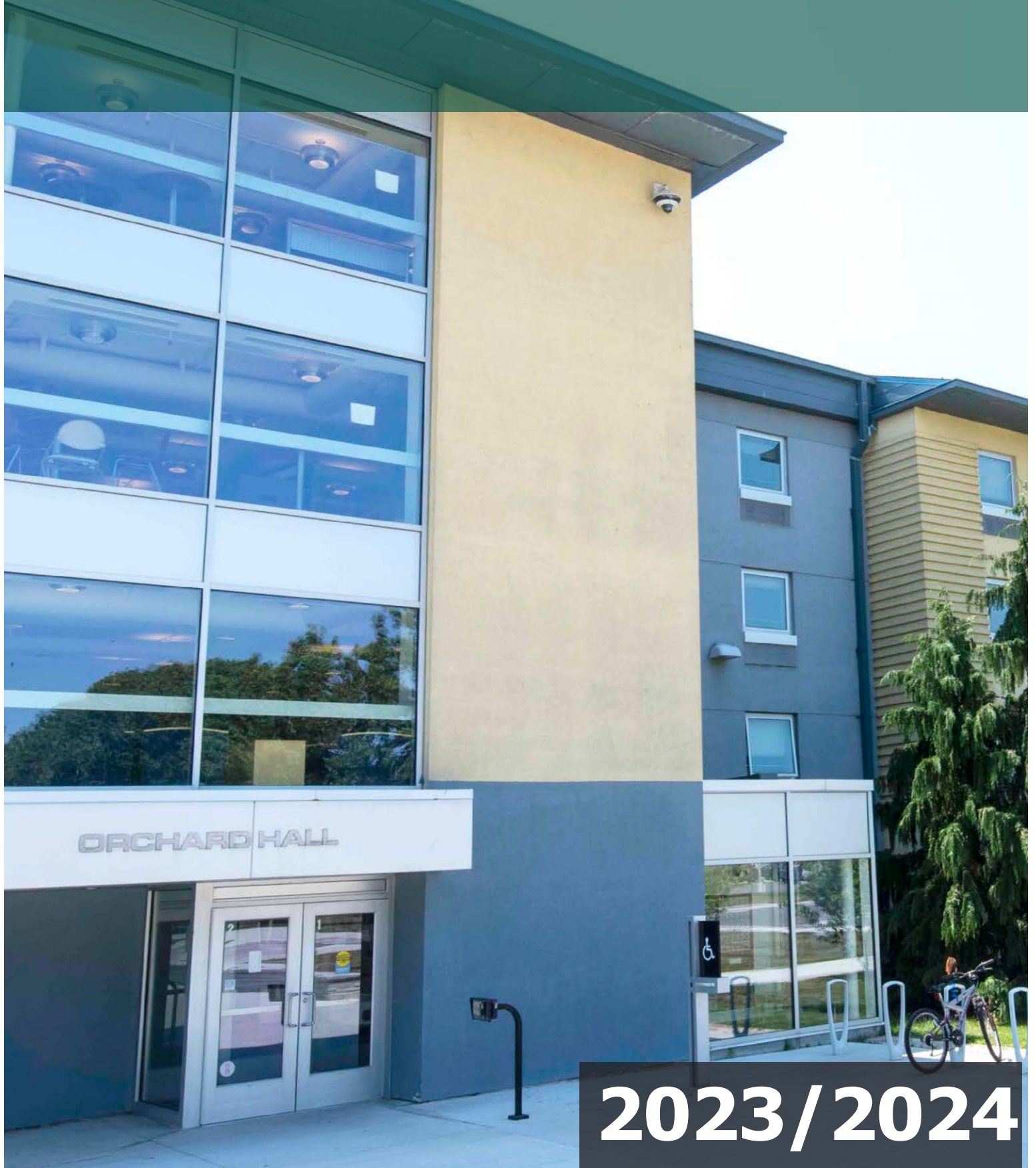


**Farmingdale
State College**
State University of New York

The Residence Life Handbook



2023/2024



**Farmingdale
State College**
State University of New York

Farmingdale State College

Residence Life Handbook

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Welcome to Residence Life at Farmingdale State College

Dear Resident Student,

Residence Life is excited to welcome students back to the residence halls for the Fall 2023-Spring 2024 semesters. We are honored and it is our pleasure to have you as a member of the Residence Life community. Research has shown that students who live on campus feel more involved with their institution and are generally more satisfied with their college experience. Therefore, by choosing to live on campus, your experience at Farmingdale State College will be enhanced by the many opportunities to be involved.

The residence halls are conveniently located close to academic and administrative areas on campus and offer an environment that supports and complements your academic endeavors. Residence hall living offers you the opportunity to meet other students, network, and form friendships that can last a lifetime. It also provides you with the opportunity to learn about other cultures and lifestyles, as well as learn more about yourself. Students who live in the residence halls can experience significant personal growth as a result of their newfound independence.

Our residence halls are staffed with well-trained, enthusiastic student leaders and professional staff who focus on building a safe, fun and inclusive community. We are excited about getting to know you and the opportunity to serve you through meaningful interactions, fun and educational programs and community building.

Read through the rest of the Residence Life Handbook, as it contains important information about staff, services, policies and procedures that affect the resident student population. In addition to reading the Residence Life Handbook, we recommend that you get to know the staff that live in your residence hall. The residence life staff is committed to helping you get the most out of your college experience. Finally, Residence Life wants you to know that your experience is important to us and any feedback you have to offer that will improve your experience is welcomed. Feel free to set up an appointment with your Resident Assistant, Resident Director or the Acting Director to talk and share anytime throughout the academic year. Thank you for making Farmingdale State College residence halls your home away from home!

GO RAMS!

Residence Life

About Residence Life at Farmingdale State College

Residence Life is located on the first floor of Sinclair Hall. The hours of operation are 8:45 a.m. to 4:45 p.m., Monday through Friday. Residence Life handles housing records and performs specific business and services related to living on campus. The professional Residence Life staff consists of the Director of Residence Life, a Senior Staff Assistant and three Resident Directors. These trained individuals are full-time professionals and are responsible for all aspects of operating the residence halls including supervision of Resident Assistants (RAs).

The individuals who staff Residence Life have many roles: educator, counselor, trainer, manager, programmer, problem solver, and disciplinarian. Overall they aim to make sure your hall is a place where you can develop and succeed – academically, socially, and personally. During the weeks the Residence Life staff has specific day and evening office hours which are posted in your residence hall. Also, there is an RA on duty every night throughout the semester. Take the time to meet and get to know all of these people – they are here to help.

Director of Residence Life

The Director of Residence Life is responsible for promoting an atmosphere that advances the educational, cultural, social, and personal development of the students within the residence halls. Responsibilities include - but are not limited to - recruitment, selection, training and supervision of all Residence Life staff.

Resident Directors (RDs)

Resident Directors are professional staff members chosen for their interest in students' academic and interpersonal success, and their experience with campus living. Resident Directors select, train and supervise our undergraduate Residence Life staff, and manage the operational functions of the residential area for which they are responsible. They provide services to students such as personal and disciplinary counseling, developmental, cultural, and educational programming. RDs process room changes within the areas under their responsibility, mediate roommate conflicts, and conduct lower level judicial hearings. RDs live in the residence halls and ensure a safe, healthy and happy living environment for all resident students.

Resident Assistants (RAs)

The Resident Assistant is probably the most important staff member. Your RA is a full-time student, living on your floor/wing, and will be your primary liaison with Residence Life. RAs are happy to assist you, directly or through referrals, with anything – whether it's academic or personal. Your RA is also responsible for making sure your floor is a place where you can study, sleep, and have a great time.

Your RA is available most of the time. However, as full-time students, RAs are not on duty all of the time. To make things easy for you, RAs are assigned weekday and weekend work shifts. RA staff members are on duty in each residence hall every weekday throughout the semester from 9 p.m. until 8 a.m. and during weekends. The name of the staff member on duty is posted in the lobby of each hall. If a problem arises – contact him or her immediately. These staff members are trained to handle emergencies and are carefully selected after displaying a great degree of maturity, competence and desire to help others.

COVID-19 Guidelines

All resident students must be vaccinated or have an approved medical or religious exemption.

- Residence Life will follow CDC/DOH guidance and will update and share changes to the campus policy with the residential population.
- Student's personal hygiene is crucial in curbing the spread of this virus. Students shall take these steps to protect themselves and others:
 - Wash hands often with soap and hot water for at least 20 seconds after lathering.
 - Avoid touching eyes, nose, or mouth. Cover mouth and nose with a tissue when coughing or sneezing; use elbow if without a tissue.

Continued >>

- Clean AND disinfect frequently touched surfaces daily such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, faucets, and sinks.
- If you are sick or have been exposed to someone who is sick, you shall stay in your room and immediately contact Student Health Center.

Room Assignments

The sooner we receive your housing room request, the better we can accommodate you. You can apply for housing through your **MyFSC Portal**. The college does not discriminate in assigning rooms on the basis of race, color, religion, sexual orientation, or place of national origin. Residence Life reserves the right to decline any student housing in accordance with the policies stated in the "Conditions for Residence Living" (housing contract). Once your request is processed you will be notified by mail regarding your status. Assignments for new and transfer students take place over the summer or in mid-January. For continuing students, room assignments are made through a room selection process, which is done during the spring semester. During the room selection process, you will have the opportunity to select a building, room/suite, and roommate of their choice for the upcoming semester.

Gender Inclusive Housing Policy

FSC strives to provide safe living spaces for all students and to be inclusive of all gender identities. It is the College's standard procedure to provide students with same-sex housing assignments within the rooms of all campus housing. The College recognizes, however, the need to offer opposite sex and/or mixed gender room assignments to accommodate students with a gender-based need. In all cases of gender-inclusive housing, all occupants must voluntarily agree to this living arrangement. Students who wish to request a gender-inclusive living space may do so by indicating your request on their housing application or by emailing reslife@farmingdale.edu.

Room Access

Residence Life respects the privacy of residents. At times, however, it may be necessary for staff to enter a student's room. Rooms may be entered, without prior consent, for custodial services, medical/facility emergencies, maintenance/health safety inspections, and whenever there is a reason to believe that a residence hall policy violation may have taken place. ***"Please know that you when you complete a work order, it is assumed that you are aware that custodial maintenance services will be entering your living area to complete the work order during their working hours."***

Triple Rooms

Some students may be given to gain an on-campus room assignment in the residence hall in a triple room. As space occurs within a double room, residents will be offered to relocate according to their place on the waiting list.

Vacancies

If a vacancy occurs in your residence hall room, the College reserves the right to fill that vacancy at its discretion. Though the College will make every effort to notify you of changes in your room or roommate assignments, the college may be unable to provide notice.

Room Check Out

You are not required to check out of your room for every campus closing, however, you will be required to check out for the intersession break and at the end of the spring semester. Residence Life will publish information detailing how to check out prior to each closing. Note: if you are checking out completely, remember to leave the room in the condition it was upon check in to avoid damage fees.

Disposal of personal property and abandonment

- The College is not responsible for the disposal of student personal property including appliances, electronics, furniture, clothing, books, or any other personal effects.

- Abandoned personal property is defined as any student's personal property that is left behind in the residential halls or campus grounds beyond the dates set forth in this Housing Application/License and Rider. The College is not responsible for storing or assuring the protection of personal property after the terms of the housing application and license agreement have ended.

Room Charges and Refunds

If you decide not to remain on campus for the entire semester, you must officially check out and return your key to Residence Life, in order to obtain any refund due to you. (Refer to the refund schedule below.) If you neglect to do this, you will be held responsible for all room and meal charges. Refunds can be obtained by completing a Refund Request form in Residence Life. The housing contract is for a full academic year (fall and spring semesters). Therefore, any student who lived on campus during the fall semester who wishes to terminate his/her housing contract early must request permission to do so. Early Termination Request forms are available in the Residence Life Office.

If your plans change prior to checking in and you decide not to live on campus, you must notify Residence Life at least 30 days prior to the start of classes in order to receive a refund of your housing deposit. If you withdraw from the residence halls to enter military service prior to the end of academic term, your room and meal charges will be prorated according to the week that you officially check out.

Refund Schedule

Residence hall room and meal plan and fees are refundable. The following refund schedule is only applicable to the first four weeks of a student's housing contract.

| | | | |
|--------|------------|--------|------------|
| Week 1 | 90 percent | Week 3 | 50 percent |
| Week 2 | 75 percent | Week 4 | 25 percent |

After Week 4, there is no refund.

If you are dismissed from the residence halls due to a disciplinary case, you will not be eligible for a refund.

Force Majeure

If the College is unable to perform its obligations under the Student Housing Application/License Agreement, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God, riots, strikes, labor difficulties, epidemics, pandemics, earthquakes, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national emergency, or any other cause or event beyond the College's control, then the College shall be excused from performance of the Housing Application/License Agreement and will not have any liability in connection therewith.

Room/Common Area Damages

Upon checking into your residence hall room, you will be asked to complete a Room Condition report which is an inventory of the furniture and the condition of your room. The furniture and facilities of the college must be kept in good condition. When you check out, your room should be in the same condition it was at the time you checked in. You will be held responsible for any cost to repair or to replace college property that is damaged due to negligent or intentional actions. This includes, but is not limited to doors, locks, furniture, walls, windows, kitchens and physical structure. You are responsible for the side of the room which is assigned to you; therefore, you will be charged for damages to that area. Charges for damages to any area considered to be a "common area" is equally shared amongst everyone in that hall/suite/or wing if the responsible individual cannot be identified. Damages are assessed at the end of the semester or upon your check out by the Resident Director of that area.

Student Rights

Student Rights and Responsibilities (ACUHO-I Statement, 2002)

Residents in college housing facilities possess specific individual and group rights while engaged in activities that are part of university/college life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel will educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Continued >>

Students Have the Right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To respect the safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political orientation.
- To participate in resident governmental bodies and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Students Have the Responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or college officials or fellow residents.
- To meet payment schedules for room, meal, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

Students' Bill of Rights Regarding Sexual Violence

The State University of New York and Farmingdale State College are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in College/University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institutions;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

Options in brief:

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, call 934-370-TIPS or visit farmingdale.edu/university-police/anonymous-crime-report.shtml).

Make a report to:

- An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
- University Police: 934-420-2111;
- Local law enforcement; and/or Family Court or Civil Court.

Copies of this Bill of Rights shall be distributed annually to students, made available on every college's website, and posted in each campus residence hall, dining hall, and student union or campus center and shall include links or information to access the Sexual Violence Response Policy below and the Options for Confidentially Disclosing Sexual Violence. SUNY Policies on Sexual Violence Prevention and Response: farmingdale.edu/administration/equity-diversity/policies.shtml.

Hall Policies

Farmingdale State College seeks to provide and maintain a secure and wholesome educational environment for its students, faculty and staff. The Student Code of Conduct governs the behavior of students and is incorporated here by reference from pages 38-50 of the Student Handbook. Students in violation of the Student Code of Conduct or the Residence Hall Policies stated below are subject to residence hall disciplinary action or appearing before Farmingdale State College judicial board, depending on the gravity of the infraction:

Campus Safety Report

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Statistics Act is a landmark federal law, originally known as the Campus Security Act. It requires colleges and universities across the United States to disclose information about crime on and around their campuses. In compliance with this federal law, Farmingdale State College provides reports and statistics about campus safety and security programs, incidents of crime on campus, and information regarding registered sex offenders. Copies of the campus safety and crime reports are available online at farmingdale.edu/university-police/crime-stats.shtml and at the University Police Headquarters.

Continued >>

The following actions listed below are prohibited:

Alcohol

- Possession or consumption of any alcoholic beverage is prohibited for any student or guest under the age of 21. **DEWEY HALL IS AN ALCOHOL FREE BUILDING**, regardless of the age of the student.
- Any student or guest under the age of 21 in the presence of alcohol consumption.
- Negative behavior related to alcohol use.
- Alcohol games, use or possession of beer pong tables, kegs, beer bong, beer balls, and funnel devices used for the consumption of alcohol.
- Possession of or being in the presence of alcohol paraphernalia, i.e., empty bottles, cans, kegs, etc. for any student or guest under the age of 21.
- Consumption or possession of alcohol in common areas.
- In addition:
 - Alcohol must be concealed during transportation in and out of the residence halls.
 - Alcohol quantity should not exceed more than one gallon in total. This includes empty and full bottles of alcohol.
 - Additionally, empty and/or full alcohol bottles may not be displayed in the common area of a suite at any time.

All students 21 and older must obtain an "Over 21" sticker from Residence Life in order to possess or be in the presence of alcohol consumption. ***Failure to obtain a sticker will be considered a violation of the Alcohol Policy.*** It is the student's responsibility to obtain a sticker whether they plan to drink or not. If there is a violation of the Alcohol policy, all alcohol will be confiscated and discarded.

Please Note:

In October 1998, Congress passed the Higher Education Amendment which permits postsecondary institutions to disclose to parents or legal guardians of students under 21, without their consent, information regarding the student's violation of any federal, state, or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. The Division of Student Affairs or Residence Life, or the Dean of Students may inform parents/guardians of any alcohol or drug violation involving students under the age of 21.

For the latest Farmingdale State College Alcohol Policy information, please refer to the following web addresses:

farmingdale.edu/campus-life/dean

farmingdale.edu/university-police

Marijuana

The New York State Marijuana Regulation & Taxation Act, signed on March 31, 2021 legalizes recreational marijuana use/possession (under 3 ounces) for adults 21 years of age and older in New York State. However, Farmingdale State College must continue to comply with the Drug-Free Schools and Communities Act (DFSCA) of 1989. This federal law requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. Federal law has not changed, and marijuana still remains classified as a Schedule I prohibited drug. As a result, regardless of any state or local law changes, colleges and universities are expected to continue to abide by the Drug-Free Schools and Communities Act by maintaining policies which prohibit marijuana possession, use, or distribution by students, staff, and faculty. Failure to comply could result in the loss of federal financial aid. Even medical marijuana is not permitted under federal law, and is thus not permitted on campus.

Drugs

- Unlawful possession, use, or sale of controlled substances or drug paraphernalia.
- Behaviors related to illicit drug use consumed (within or outside of the residence halls).
- Being in the presence of a drug violation.
- Possession of or being in presence of drug paraphernalia (i.e., bong, pipes, glassine baggies, etc.).

Firearms/Weapons

- Possession, storage, use or manufacturing of firearms and weapons including but not limited to knives (other than kitchen knives), hunting bows, ammunition, guns, toy B.B. guns, paintball guns, slingshots, martial arts weapons, stun guns, launching devices and pepper spray – or any equivalent of the aforementioned.

Sexual Assault

- Sexual activity with a person who does not want to, is unable to, or is unwilling to consent.

Please refer to the "Students Bill of Rights Regarding Sexual Violence on page 7.

Physical Assault/Abuse

- Physical abuse of any person, assault and fighting.
- Retaliation of physical assault/abuse to one's self or on behalf of another.

Hazing

- Activities that are defined as hazing under New York State and local laws, and Farmingdale State College policies.

Harassment

- Conduct that intimidates, threatens, or endangers the health or safety of any person.
- Behavior that intentionally or recklessly causes physical, financial or emotional harm.
- Threatening violence to another person.
- Behavior that is construed as a nuisance and thereby disrupts the residence hall community.

Bias Incidents

- Farmingdale State College does not tolerate any act that has the intent or effect of targeting any person(s) based on the actual or perceived race, color, religion, national origin, ethnicity, gender, gender identification, disability, veteran status or sexual orientation of that person. Reports of acts or publications that can be construed as a bias incident or "hate crime" will be investigated and full cooperation will be exercised with local law enforcement agencies as needed.

Vandalism

- Willful or reckless damage to college premises or property or the property of a member or guest of the College community is defined as vandalism. This includes but is not limited to littering, defacing walls, doors and signage.
- A student is deemed to cause excessive damage when they are found responsible for any repairs or maintenance services for which they incur a charge that exceeds the amount of the damage deposit in any one semester (due to intentional damage).

Unauthorized Entry/Exit/Presence

- Unauthorized entry into any restricted, locked, or closed facility (including attic and housekeeper's closets), or student room.
- Entry/Exit through a residence hall window.
- Entry/Exit through an emergency exit.
- Entry into a residence hall after having been evicted and/or restricted from the residence hall.

Failure to comply

- Interference with residence hall staff or other College officials in the performance of their duties.
- Disregarding a reasonable request from a College official.

Theft

- Possession of stolen goods.
- Unauthorized use of ID or credit cards.

Gathering

- No organization will be permitted to hold any function or activity within the residence halls or their immediate grounds without written approval obtained in advance from Residence Life.
- Informal gathering may not exceed five people in a double room and three people in a single room, and 16 people in a six-person suite and 10 people in a four-person suite.

Disruption/Noise

- Behaviors that interfere with another person's free exercise of academic or personal pursuits.
- Conduct that is disruptive, loud, indecent or disorderly, including but not limited to: stereos at a high volume, and excessive noise.

Continued >>

- Quiet Hours: Because of its academic mission, the College requires all persons to respect the rights of others to study, sleep and fulfill academic responsibilities without interruption from excessive noise. Courtesy hours are in effect at all times. Students are expected to keep noise levels to a minimum so as not to disturb anyone. Reported incidents of excessive noise will not be tolerated. Quiet Hours are from 11 p.m. to 11 a.m. from Sunday to Thursday and midnight to noon on Friday and Saturday, or as may otherwise be posted throughout each hall from time to time.

Solicitation

- The sale of services or products for the seeking of funds, signatures, merchandise or supplies.
- Attempts to urge, incite, request, or advise a person(s) to adopt an idea or purchase merchandise or services for personal profit or organizational gain.

Dishonesty

- Presentation of false information to College officials in the performance of their duties.

Pets

- The possession of pets, other than service animals and emotional support animals (applications can be obtained through Residence life), including but not limited to fish, turtles, snakes, etc., is prohibited.

Gambling

- Gambling of any kind is not allowed in any of the residence halls. This includes contests of chance that require a monetary fee, and illegal lottery.

Safety and Security

- Dropping or throwing any object out of the window is strictly prohibited – window screens must be closed, and in the window, at all times.
- Possession of water-filled or lofted beds.
- Propping open an exterior and/or emergency exit door.
- Unauthorized duplicating, lending or borrowing of room key or building entry card.
- Losing your room key and failure to report it within 48 hours (failure to do so will result in a \$50 fine).
- Cooking in residence hall rooms or other unauthorized areas.
- Devising any unsafe situation in which a member of the residence hall community can be injured.
- Use of a water gun, balloons or any water fights within the residence halls.

Fire Safety

- Intentionally or unintentionally causing smoke or fire, including burning candles or incense.
- Failure to evacuate when a fire alarm sounds.
- Obstructing a door so as to prohibit entrance and/or exit from a room.
- Tapestries, flags, cloth items, mobiles and other room decorations affixed to or suspended from the ceiling, wall, windows, sprinkler heads, light fixtures, or placed in doorways are prohibited.
- Accidental or intentional misuse of fire safety equipment including but not limited to fire hoses, fire extinguishers, sprinklers, pull-stations, fire alarm bells and smoke detectors.
- Use or possession of microwave ovens in unauthorized areas.
- Use of extension cords, string lights, or multi-receptacle outlets with the exception of UL listed power strips with surge protectors.
- Presence of live pine trees in room.
- Use or possession of open element appliances, including, but not limited to; toasters, hot plates, water kettles, aromatherapy humidifiers, and coffee makers in residence hall rooms or other unauthorized areas.
- Presence of highly combustible materials and/or liquids.
- In case of a fire or fire drills, do not use elevators.
- Exceeding the capacity of a room and/or suite five people in a double room, three people in a single room, 16 people in a six-person suite and 10 people in a four-person suite.

False Alarm/Smoking

- Falsely reporting a fire or any other emergency.
- Pulling or tampering with a fire alarm pull-station or call box when no fire is present.
- Causing a smoke detector to sound when no fire is present or disarming a smoke detector.
- Sounding alarms or engaging the stop button on an elevator when there is no emergency.
- Smoking/or any use of a vaporizer pen or electronic cigarette in any College building is prohibited.
- Smoking outside must be at least 25 feet away from the building.
- Causing a fire alarm due to negligence; i.e., improper use of a microwave or not leaving the area while cooking. (Students will be responsible for the replacement of the damaged property.)

Identification Cards (ID)

- Students must carry their Farmingdale State College ID card at all times and present it if requested by any College official.
Please note: ID cards cannot be loaned or borrowed.

Complicity

- Unauthorized duplicating, lending, or borrowing of room keys or building entry cards.
- Encouraging, assisting, or allowing others to commit such acts that are prohibited by the College is in itself a violation and subject to judicial review. When in the presence of a potential or actual violation of policy, students are expected to choose one or more of the following:
 - a. To personally attempt to cease the behavior (except those cases where violence or physical threat is present or may result)
 - b. To leave the scene of the violation (if not responsible for the space in which the violation is occurring)
 - c. To bring the situation/violation to the attention of a College staff member

Visitation Policy

As a member of the residence hall population, your safety and security depends on your actions as well as on those of the people living around you. The guest policy has been developed to assure that you will be safe and secure while living in the residence halls. At all times it is the responsibility of all resident students to promote a harmonious atmosphere conducive to studying and living. All requests for exemptions to this policy must be made to Residence Life. Please be advised that if you are found in violation to this policy, you may forfeit your visitation privilege.

Resident Students Visitation

Resident students may visit other resident students in all occupied residence halls 24 hours a day, seven days a week. Resident students are not required to sign in to occupied residence halls. All resident student identification cards provide access to all occupied residence halls.

Visitors/Overnight Guests

Anyone who is not a resident of the building or the occupant of an assigned room is considered to be a Visitor or an Overnight Guest. A Visitor is defined as a person who comes into the residence hall or room after 9 a.m. and leaves by 11 p.m. An Overnight Guest is defined as someone who is in the residence hall or room after 11 p.m., regardless of whether they stay the entire night. Anyone who does not live in the Farmingdale State College residence halls must obtain a Visitor's Pass from the Orchard Hall front desk. All VISITORS/OVERNIGHT GUESTS must submit a valid state issued photo ID card to receive a Visitor's Pass/Overnight Guest Pass, or they will not be permitted to enter a residence hall. No Visitor's Passes/Overnight Guest Passes will be issued after 11 p.m.

VISITOR/OVERNIGHT GUEST PASSES WILL ONLY BE ISSUED AT ORCHARD HALL. During the first and last week of each semester, no Overnight Guests will be permitted. You are the "Host" and must accompany all Visitors/Overnight Guests at all times. It is a good idea to obtain prior permission from your roommate to have an overnight guest. The right of a student to live in reasonable privacy takes precedence over the privilege of a roommate to entertain a guest. A guest whose behavior or presence detracts from the community atmosphere or infringes on any resident will be required to immediately vacate the residence halls. Individuals under the age of 18 may not be Overnight Guests in the Residence Halls without written permission from Residence Life. You must request this in writing at least two weeks in advance. (Please remember to plan ahead.)

Non-Resident Guests

All guests are required to do the following:

- Register at the front desk in Orchard Hall only.
- Be escorted by their host at all times.
- Present identification to any College staff or official upon request.

Any person (including children and family members) who is not a resident student is considered to be a guest. All guests of students in a residence hall must register at the main desk in Orchard Hall. Each guest will need proper photo identification to sign in i.e. a government issued ID with photo. The guest(s) will then need to contact the student he or she is going to visit. The host student will then need to come to the front desk and sign his or her guest in. Upon leaving the residence hall, the guest must hand in their visitor/overnight pass.

- All guests must be escorted by their host at all times.
- You are permitted to have one visitor/overnight guest at a time. No overnight guest will be allowed to stay on campus longer than two days within a seven day period.
- All visitors/overnight guests will be responsible for following the rules and regulations of Residence Life and the College. The host will be held responsible for any violations or damages caused by the actions of his/her overnight guest or visitor. Any persons in the residence halls without a host and/or without being registered are subject to arrest for trespassing.

Anyone who is not a resident of a particular residence hall is considered to be a guest. ***Visitation may be limited at any time at the discretion of Residence Life.***

Health and Safety

All students are responsible for maintaining acceptable cleanliness and safety standards in their room and suite/suite bathroom, in the case of Orchard Hall. Residence Life staff will conduct health and safety checks on a monthly basis to ensure compliance. Students who live in suites are expected to clean their bathrooms on a regular basis. Each occupant of the suite should have a scheduled cleaning day assigned to ensure the cleaning is done on a daily basis.

If a student has been found to be in violation, he/she will have 24 hours to bring the violation into compliance. If the violation is one that was mentioned previously in this handbook, it must be corrected immediately. Staff will confiscate any illegal items. Upon a follow-up, if the area still fails a health and safety inspection, the student(s) will be documented for a non-compliance discipline case. If the violation includes cleaning, the room/suite will be assessed the cost of having the custodial staff clean the area. Multiple violations of the health and safety policy can result in a loss of campus residency privileges. All confiscated items must be picked up at the end of the semester that it was confiscated. All items not picked up will be discarded at the end of each semester.

University Police

The University Police Department is located near the Broadhollow Road entrance, adjacent to the Horticulture Gardens and parking lot #2. All students should know that the University Police Department is here for your safety and protection at all times. If you see a crime, or suspect something is odd or unusual, IMMEDIATELY call (934) 420-2111, or 911 from campus phones. Additionally, anything that involves an individual's safety on campus, such as a fire or poor lighting in an area, should be reported to the police department. Advise the officer of your concerns. An officer is always on duty to answer your call. The best form of protection is an alert, aware and informed community. Do not hesitate to call for any matter of safety and security.

Routinely, police officers patrol the interior of the residence halls 24 hours a day. Pursuant to the Federal Crime Awareness and Campus Security Act of 1990, the University Police department publishes annually, A Guide to Campus Safety and Security, which contains the annual crime statistics of the campus. Copies of the guide may be obtained from the Admissions Office or at University Police Headquarters.

University Police is also the location to obtain a student identification card. Staff is available to create an id card between 8:30 a.m. and 4:30 p.m. Monday through Friday. The University Police Office is also the location to obtain a RESIDENT STUDENT PARKING PERMIT. Resident student permits must be obtained in person. Please have a copy of your registration and \$30 to obtain a resident student parking permit.

Bed Bug Policy

The staff of Residence Life is committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. As soon as a student suspects that he/she may have bed bugs, he/she should contact Residence Life. If another administrator or office learns of a potential bed bug problem, their first call should be to Residence Life.
2. Residence Life will notify Physical Plant as soon as possible so that an exterminator can be dispatched to the location to perform a thorough inspection of the room/suite in question. Please note that should a student notify Residence Life on a weekend or holiday, the Physical Plant staff will be contacted on the next work day. It is recommended that students contact their RA or a staff member of Residence Life as early on a regular business day as possible.
3. Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 24 hours will NOT be granted an immediate temporary room change, nor will they be issued a new mattress UNTIL the exterminator has completed the inspection and submitted his/her findings. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings.
4. If the exterminator is unable to respond to the student's room to inspect within 24 hours, Residential Life staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry whatever clothing she needs to take with him/her for the night. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with him/her to the temporary room. We want to ensure that if there are bed bugs in the student's room, they do not travel to another room with the student.
 - Students may not, at any time, deny the College's exterminator or Facilities Staff access to their living space (including their bedroom, suite common space, kitchen, bathroom, etc.) after filing a work order.
5. Exterminator Findings
 - If the exterminator finds that there are no bed bugs in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring his/her living space, and to notify Residence Life immediately if there are further problems.
 - If the exterminator concludes that bed bugs are present in the room or suite, Residence Life will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items.
 - Only the College's exterminator can confirm or deny the presence of bed bugs – NOT Health and Wellness or any outside person.
 - Bed bugs are a serious community health issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space.

Bed Bug FAQs

What are bed bugs?

- Bed bugs are small nocturnal insects that live by feeding on the blood of humans and other warm-blooded hosts. Bed bugs are generally active only at dawn, with a peak feeding period about an hour before sunrise. After feeding for about five minutes, the bug returns to its hiding place.
- Bites consist of a raised red bump or flat welt, and are often accompanied by intense itching. The red bump or welts are the result of an allergic reaction to the anesthetic contained in the bed bug's saliva, which is inserted into the blood of the host. Bed bug bites may appear indistinguishable from mosquito bites, though they tend to last for longer periods. Bites may not become immediately visible, and can take up to nine days to appear. Bed bug bites tend to not have a red dot in the center such as is characteristic of flea bites. A trait shared with flea bites, however, is tendency towards arrangements of sequential bites. Bites are often aligned three in a row, giving rise to the colloquialism "breakfast, lunch and dinner."
- There have been no known cases of bed bugs passing disease from host to host. Extensive testing has been done in laboratory settings that also conclude that bed bugs are unlikely to pass disease from one person to another. Therefore bedbugs are less dangerous than some more common insects such as the flea.

How did we get bed bugs?

- Bed bugs were originally brought to the United States by early colonists from Europe. Bed bugs thrive in places with high occupancy, such as hotels. Bed bugs were believed to be altogether eradicated 50 years ago in the United States and elsewhere with the widespread use of DDT.

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- One recent theory about bed bug reappearance involves potential geographic epicenters in some states. It was determined that workers in these facilities were the main spreaders of these bed bugs, unknowingly carrying them to their places of residence and elsewhere after leaving work.
- Many years ago, bed bugs were eradicated by the use of a pesticide, DDT. This is no longer used and may account for the resurgence of these bugs in the US, as might the increase in international travel.
- Anyone can pick bed bugs up from a location where they exist – someone's apartment, other dorm rooms, movie theatres, etc. Bed bugs are equal opportunity pests – they will infest anyone, anywhere.

What happens when the exterminator comes to my room?

- If your room or suite is confirmed to have bed bugs, the exterminator will come to treat your room. You will be required to bag and remove all clothing, bedding, books and personal items prior to the treatment. Your room will essentially need to be emptied out in order for the treatment to be effective.

The treatment will likely consist of a few different approaches:

- A pesticide will be applied to locations within your room that may harbor the bugs.
- The exterminator may place glue boards in your room. These boards can be good detectives and show the degree of success of the treatment. If the glue board collects bed bugs after its placement, then another treatment may be warranted. If this is the case, you should be back in touch with Residential Life as soon as possible.
- All of your room and items contained within it should be vacuumed on the outside surface and each drawer, crevice, etc. must also be vacuumed. This includes:

| | | |
|------------------------|----------------------------|-----------------------------------|
| ▪ Mattress & Bed Frame | ▪ Desk and Chair | ▪ Inside Closet |
| ▪ Laundry Basket | ▪ Clock, Phone | ▪ Mirror |
| ▪ Dresser | ▪ Books & Bookshelf | ▪ Blinds |
| ▪ Pictures and Posters | ▪ Area Rugs | ▪ CD Cases |
| ▪ Personal Furniture | ▪ Window and Frame | ▪ Electrical Equipment & Computer |
| ▪ Shoes and Shoe Boxes | ▪ Audio or Video Equipment | ▪ Perimeter of the Room |
- While this process is taking place (a few hours), you will need to be out of your room. Once you are permitted back in your room, you may bring in your freshly laundered clothing and bedding and un-bag your other items.

Since I travel quite a bit, what can I do to reduce my risk of bringing these bugs back with me?

- First, look at the room to seek potential hiding places for bedbugs, such as carpet edges, mattress seams, pillow case linings, head boards, wall trim or other tiny crack-like places bed bugs might hide.
- Next, look specifically at the mattress seams for signs of bed bug activity: droppings, eggs, bloodstains or even bed bugs themselves – hiding in tiny folds and seam lines.
- Never leave your clothing laying on the bed, or any location of possible infestation. Instead, use hangers or hooks capable of keeping all cloth distant from the floor or bed. It's also not a bad idea to elevate suitcases off the floor on a luggage stand, tabletop or other hard surface.
- Close your suitcase, travel bag, when you're not using it. This way, during the night the bugs may move over top of your luggage with greater difficulty to get inside.
- Elevate your luggage off the floor to tables or chairs. These may also be hiding places, but less likely.
- Keep any bed bug you find (intact if possible) to show the hotel owner.
- When you return from any travel (especially abroad) it is a good idea to take your suitcase to the laundromat so you can wash ALL items before taking the suitcase to your home, residence hall, etc. If you do your wash in hot water before entering your residence, you will stop the spread of these bugs.

What SHOULD I do if I believe I have bed bugs?

- Notify Residence Life ASAP.
- Be prepared to follow the written instructions after reporting bed bug issue.

What SHOULDN'T I do if I believe I have bed bugs?

- Don't panic! Although bed bugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you by Residential Life.
- If you believe you have bed bugs, do NOT wait until after 5 p.m. on Friday to notify someone. It is not possible to get service from the exterminator on weekends.
- Do not apply pesticides on your own. FSC hires a licensed pest control operator to confirm the infestation and to develop an integrated pest management plan.

- Do not move your mattress or any furniture out into the hallway. Infested furniture can be cleaned and treated. Placing infested furniture (particularly mattresses) into common areas or on the street may simply help spread bed bugs to the rooms and suites of other students.
- Do not go sleep in a friend's room or in places off-campus. If you actually have bed bugs, you will only spread them to others.

Discipline Process

All alleged violations of the Residence Life Handbook will be handled by a Resident Director and/or another professional staff member from the College. A hearing notice will be sent officially informing you of the charges.

Sanctions imposed on students violating College or residence hall policies may range from a verbal warning, suspension of certain privileges, or dismissal/removal from the residence halls.

For further information regarding the Farmingdale State College judicial process and Student Code of Conduct, please refer to the student handbook.

Disciplinary Appeals

Students wishing to appeal sanctions of disciplinary hearings must do so in writing to the appropriate appellant officer within five business days of the date of the decision letter. Appeals will be considered for the following reasons:

1. Errors in due process.
2. Excessive sanctioning.
3. New facts not available at the first hearing.

Due Process (ACUHO-I Statement, 1987)

In accordance with the Student Code of Conduct, a student's right to due process is protected by the following steps;

1. A College official determines that a policy violation has occurred.
2. A College official determines that it is proper for the college to handle the incident.
3. Written notification is sent / given to the student who is being charged.
4. Investigation of the incident involves taking written testimony (usually the Incident Report), gathering evidence, and requiring signed and dated written testimony. The alleged offender is not obligated to submit signed and dated written testimony. Testimony that is submitted can and will be used against the accused. However, if written testimony is not submitted, the College will seek out and use all other testimony available.
5. A College official meets with the accused, analyzes all testimony, makes a judgment, and sends the student an outcome letter.

Programs, Activities, Getting Involved

Farmingdale State College provides a wide variety of programs and activities to meet the needs and interests of its diverse student population including; professional, religious, cultural, recreational, journalistic, and governmental. Many of these activities are held in the residence halls, Campus Center and the surrounding areas.

Residence Hall Programs

In the residence halls, events are scheduled by the Residence Life staff along with the student-run Residence Hall Association (RHA). This organization is funded by each of you when you paid your student activity fee, and therefore you are encouraged to participate. You know better than anyone what kind of activities you would like to take part in, so sign up to help plan the events in your residence hall. These events are publicized in your building. The nature of programs scheduled in the residence halls ranges from recreational and social events to cultural and educational programs, such as workshops on how to reduce mid-semester and final examination anxieties.

Questions and Answers

Who is permitted to live on campus?

Any registered FSC student can live on campus; however, priority will be given to full-time matriculated students. Residence Life reserves the right to inspect rooms when deemed appropriate, terminate the resident license, reassign or consolidate rooms, and to take other steps necessary and advisable for the safety, security, and or proper conduct of its residence program.

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How long may I live on campus?

Provided that you maintain yourself in good standing with the College, resident students are given priority to renew their housing license. Therefore, you may live on campus until you graduate.

Is there off-campus or married-student housing available?

Farmingdale State College does not maintain any off-campus housing facilities and the College does not offer married-student housing.

May I change my room assignment?

Room changes will be permitted during the room change period during the fall semester. Forms can be obtained from your Resident Director. Residents who prefer a different roommate due to conflict and want to change their assignment after the room change period will be expected to first work through the roommate mediation process. This process is designed to resolve the situation between you and your roommate, and is mediated by Residence Life staff. If there is no resolution, a room change request may be granted if space is available. No student may change his/her room assignment without authorization. Residence Life reserves the right to assign and re-assign any student to any vacant bed, in any room or suite, at any time. If you are in a room without a roommate, you are only allowed to occupy one side of the room. A roommate can be assigned at any time without prior notice. This action is referred to as "consolidation," which means that in the effort to conserve and effectively use space, Residence Life may select to combine two individuals who are alone in two rooms that are designated as doubles.

Can I request a specific roommate?

If you both live on campus, provisions for assigning you together are made during the room change period. If you have a friend living off-campus who wants to room with you, you should speak to the Residence Life for assistance. Students who live off-campus and who wish to live with another new resident student may make a request for a specific roommate on their housing application. These requests will be honored whenever possible, provided that the applications and deposits are received by Residence Life at approximately the same time (we suggest you mail them together), and both applicants request each other as roommates on their applications. Farmingdale State College does not assign rooms or roommates on the basis of race, color, national origin, religious or sexual preference.

Once I have a room, must I sign up again?

Yes, only at the end of the spring semester, for the following academic year. If you have a room assignment for the fall semester, it will automatically apply for the spring semester as well. Information concerning room selection dates and procedures will be sent to you in March. If you have questions about your assignment, ask your RA or RD. Only full-time, matriculated students (who are already registered for fall classes) in good standing with the college are eligible to participate in room selection. Good standing includes financial, academic, and disciplinary standings.

Students who have delinquent accounts or other unpaid financial obligations to the College may not continue residence living until these matters are cleared. If you plan to leave the College after the fall semester for any reason (graduation, transfer, withdrawal, etc.) and wish to cancel your housing contract for the spring semester, please complete an application for early termination form in Residence Life. These forms are due on November 1. No forms will be issued after Nov. 1 unless an unforeseen circumstance presents itself.

All early termination requests will be reviewed for approval by a committee of college officials. Approved requests may be assessed, an "Early Termination Fee." Anyone not approved for an early termination will be assessed the charges associated with living on campus for the spring semester.

Can I stay in my room during school vacation? Will I be charged?

Yes - as long as housing is offered during the vacation/break periods. There will be an additional fee.

There are two breaks that will result in an additional fee; they are the December Intersession period and summer.

What is FYRE?

The First-Year Residential Experience (FYRE) program is an initiative designed to assist new resident students with their transition into college. The goals of the FYRE program are to increase the retention and academic/co-curricular success of our students. In addition to having trained staff and first-year students living together, the program provides workshops, activities, and resources designed to better acclimate students to Farmingdale State College. This program, as well as the monthly programs, are mandatory for all first-year students living on campus.

Is housing available during the summer?

Yes. You may live on campus during the summer for an additional fee. Assignments are based on space availability. Check with Residence Life during the spring semester to obtain more information.

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

Applications to reside on campus are taken year round, however these assignments are made only after all returning resident students have been accommodated.

Are all residence halls alike?

No. Each residence hall has a different configuration. Orchard Hall is four or six-person suite-style living with private bathrooms; Dewey Hall is made of traditional double and single corridor style rooms with community bathrooms, and Alumni Hall is all single rooms with community bathrooms.

How do I receive mail?

Mail is distributed to the residence halls Monday through Friday. All mailbox combinations will be emailed to your FSC email account during the first week of school. . Make sure you give the correct address to family and friends to reduce the chance of lost mail. You should include the following as your mailing address:

Your Name
Residence Hall Name
Box # Farmingdale State College
2350 Broadhollow Road
Farmingdale, NY 11735

If you do not have a mailbox number, make sure you use your hall's name and room number. Any mail that does not have this information could be returned to sender. Due to the cost and lack of storage, mail will not be forwarded during the summer, so be sure to change your address about a month prior to the end of the spring semester.

What is the Room Condition Report all about?

We require that you leave your residence hall room exactly as it was when you moved in. In order to know what it was like when you moved in, Resident Assistants complete a Room Condition Report for each resident. When you move in, be sure that your Room Condition Report is complete and accurate. If you determine that something has not been noted by your RA, have him/her review the Room Condition Report and update it. During the year, if items become damaged, be sure that the RA helps you to complete and issue a work order for repair. If the damage was determined to be wear and tear, no bill will be issued. If not, you will be billed for repair or replacement. Upon moving out, be sure that everything is in order and that all furniture is in the room. Review your Room Condition Report with your RA upon check out, after you have removed all your belongings. If you do not check out properly, your room will be checked by a member of the Residence Life staff and you will be billed for damages if necessary. Please note: all damages are assessed by the Resident Director, not the Resident Assistant.

Are the rooms air-conditioned?

Yes, in Alumni and Orchard Halls. However, air conditioning is available only during the warmer months. Students may want to bring a small fan to increase room air circulation. The installation of other air conditioning or heating units is strictly prohibited in the residence halls and violators are subject to disciplinary action.

May I bring additional furniture into my room?

Only small furniture, which must be approved in advance by Residence Life, may be added. If you bring any additional furniture, do not remove the furniture already in the room. Removing College furniture to other areas of the building or off campus is a violation of the housing contract and will result in disciplinary action. Furniture must not block windows or doors. Entrances and exits must be kept clear at all times.

Is there storage space available on campus for belongings I can't fit in my room?

Unfortunately, the residence halls do not have storage space available for students' belongings. Therefore, residents are encouraged to coordinate with their roommate and bring to campus only those items that are absolutely necessary, while sending items such as luggage, extra clothing and boxes back home.

What can I do to decorate my room and not receive a bill for damages?

Be creative. However, keep in mind that you must follow fire safety regulations (ex. gang plugs, ceiling hangings, etc. are prohibited) and you will be held responsible for the condition (cleanliness) of your room and its furnishings – as well as for the damage or loss that may occur during occupancy. This includes, but is not limited to, the use of contact paper, paint, markers, tape, paste, glue, nails, tacks, and screws on walls, ceilings, furniture, woodwork, closets, windows, doors and floors is prohibited. Do not remove furniture from your room. Anything missing when you check out will be billed to you. At the end of year, you must leave the room in the same condition that it was in when you originally checked in.

What are damage charges?

Damage charges are fees that are associated with damages that occur due to negligence or vandalism.

What are Common Area damages?

Common area damage is shared by all the students living in a hall/wing/floor or suite for damages to common areas such as the bathroom, corridor, lounge. The bill is issued only as a last resort when an investigation by Residence Life cannot determine the person or persons responsible for the damage. Personal room garbage should not be stored outside your room for any reason or length of time. This includes but is not limited to, kitchens, lobbies, suites, bathrooms, staircases, etc. Failure to comply will result in a common area charge if the person the garbage belongs to cannot be identified. Your cooperation in the investigation of these incidents is needed if common area damages are to be avoided. If documented proof can be obtained concerning the individuals responsible, they will be billed rather than the students in your hall/wing/floor or suite.

Where can signs be posted?

Signs that involve solicitation of any type are considered a policy violation unless they are stamped and approved by the Student Activities Office. When permission is granted, posting may take place on public bulletin boards approved by Residence Life.

What do I do if I need something repaired in my room?

Contact your RA and ask him/her to fill out a work order request form. Once the work order is submitted you are authorizing access to your room in your absence. Please note that emergency repairs including electrical problems, plumbing problems will be done as quickly as possible, but due to the large number of daily work orders, non-emergency requests may take somewhat longer – so please be patient. Please note that custodial staff, physical plant, etc. may have to enter your suite, so please remember to dress appropriately outside of your room.

What does the custodial staff do?

They are responsible for regularly cleaning the common areas such as hallways, lobbies, and stairwells. Although the custodial staff cleans regularly, you still have a responsibility to keep these areas clean. You and/or the students in your hall may be billed for extra cleaning expenses if a common area is unusually messy. Please note that custodial staff will enter rooms for the purpose of cleaning the bathrooms when scheduled to do so. A note about trash - it is expected that each student will remove his/her own trash to the dumpsters outside. Trash found in common areas will result in a common area damage fee should no one claim responsibility.

Are there any restrictions on my use of the College computer network and internet?

All Farmingdale State College students are required to adhere to the Farmingdale State College Guidelines for the Use of Digital Materials, which you receive at orientation.

How do I become a Resident Assistant?

All candidates for Resident Assistant positions are required to meet the designated selection criteria set forth by Residence Life. After attending an informational meeting and submitting an application, each candidate proceeding through the selection process experiences an extensive series of interviews. Selections are made a semester in advance, so RAs can begin employment at the start of the following semester.

How do I become an Office Assistant?

Students may apply to work as Office Assistants by stopping by the Residence Life Office. General duties include filing and receiving telephone calls and guests.

Why do I need a FSC ID card?

The Farmingdale State College student ID Card is your student identification card, which is issued at registration. The card serves as an identification card, a library card, an access card for entrance into the residence halls and as a meal card for students on any College meal plan. It should be carried at all times. Duplication, lending, borrowing, misrepresentation or misuse of the student identification card is prohibited. If your student ID card is lost, notify University Police. The card will be deleted from the system so that no one will be able to use the card illegally. You will be issued a new card and charged a replacement fee, as set forth in the College catalog. You must also go to Food Services to have your new card activated.

What if I get locked out?

During the work week, which is from 9 a.m. to 4:30 p.m. Monday through Friday, please go to your Resident Director office located in your building so a staff member can assist you. After 4:30 pm and on weekends and holidays contact the Orchard Hall security desk and the staff member on duty will notify a Residence Life staff member. (Please be advised that lockouts are not considered emergencies and it could take up to 30 minutes for staff to arrive.) The RA on duty is available in each building from 8 p.m. to 1 a.m. every day. More than two lock-outs during any semester will result in a lock change fee.

What if I lose my room key?

When you have reason to believe that your room key is lost, report this immediately to University Police and then bring your police report to Residence Life to begin the lock change process. For safety purposes, the core to the door lock will be changed. You will be charged to cover the cost of changing the core and creating new keys. Never lend your key to anyone. Failure to report lost keys will result of a \$50 fine.

Where do I do my laundry?

Each building has laundry facilities. Each semester, you will be issued a laundry card in order to do your laundry. Our machines are card operated only, so make sure you obtain your card. Laundry cards are distributed by the Auxiliary Service Corporation (ASC) in Laffin Hall. Students may pick up cards no later than Oct. 1 in the Fall semester and Mar. 1 during the Spring semester. If this date falls on a Saturday or a Sunday, then cards must be picked up by the following Monday. Students who do not pick up their cards by the above listed dates, forfeit them for the semester. If you experience a problem while operating the machines or need to purchase additional cards, contact Residence Life. It is a good idea to remain with your laundry while the machines are operating. Please keep in mind that the College is not responsible for any lost, stolen or damaged property.

Each student receives ONE prepaid laundry card each semester with \$45 on the card. This amount is included in your room charge. Please note additional cards are not issued for lost, stolen, or misplaced cards; students are responsible to purchase additional cards. Additional cards for \$45 can be purchased at Auxiliary Services Corp (ASC) in Laffin Hall Room 125 or students can purchase from the laundry card machine located in the first floor lobby of Orchard Hall. The cost of the card itself is \$3 plus the amount of money the student decides to add to the card. At all times, please operate equipment as indicated in usage signage posted in laundry rooms.

What do I need to know about my meal plan?

The College requires that all students residing in the residence hall facilities on campus purchase a meal plan. The amount is automatically added to your tuition invoice and includes the semester charge for the meal plan as well as four guest passes and \$150 in declining dollars. Declining dollars can be spent at the Retail Market in the Campus Center and Books N Beans located in Greenly Hall. Hours of operation are posted on the Campus Dining webpage, as well as in the Campus Center. During the hours of operation, the meal plan is offered in POP's located in the Campus Center.

It is students' responsibility to activate and validate their meal plan cards with Campus Dining and to notify the Residence Life office or the manager of Campus Dining immediately if the student has any problems using their meal plan card or access to the campus dining facilities.

Students must present their activated ID card for entry into POP's ; please present the activated ID card to the cashier each time you enter POP's.

The meal plan for resident students will consist of 19 meals per week while dining on campus in the Campus Center in POP's. Each week the student will get 19 meals, starting on Sunday morning, and must use all 19 meals by the following Saturday night – remaining unused meals will not roll over to the following week. Each Sunday after that, 19 new meals will be added to the meal plan. Students will be able to use these 19 meals at their own pace during the week, with the ability to use more than one meal per meal period early in the week, and not lose any on the days he or she is not on campus. Students will also have the \$150 declining balance dollars to use for retail items in the Campus Center Market. If you need special accommodations due to schedule or work conflicts, please reach out to our Food Service Director, Robin Waterman: waterman-robin@aramark.com, to discuss your options and be prepared to provide a copy of your class schedule or documentation from your employer to validate the request.

Please visit the Campus Dining website for more information about the meal plan meal plan www.farmingdale.campusdish.com, including daily menus and nutritional information.

“Campus Dining, meal plan programs and/or meal plan rates are subject to change from time to time without notice by action of Farmingdale State College, Auxiliary Service Corporation, and/or Board of Trustees as deemed necessary to (1) ensure the health, safety and security of the campus community, and/or (2) comply with applicable laws, rules, regulations and governmental orders.”

Residence License

This license is granted for the entire academic year and may be revoked for any violation of its terms and conditions. I understand that the College is not responsible for loss of personal property in the residence hall by fire, theft, or other cause.

1. Terms and Conditions of Occupancy

The complete terms and conditions are published in the Farmingdale State College Residence Life Handbook, which is incorporated herein by reference.

1. This License Agreement (hereinafter "License Agreement" or "License") shall constitute only a license and shall not be deemed to constitute a lease or to create or transfer interest or a lien on real estate. The College reserves the right to terminate this License Agreement at its discretion. The relationship between the College and the Student shall be subject to the terms and conditions in this License Agreement. Students are expected to conduct themselves in a manner that demonstrates due regard for their fellow residents. All rules of the residence halls and College must be followed, including those that are published in the Student Handbook, Residence Life Handbook, and in all Residence Life publications.
2. In order to reside on campus, student must be a registered student of Farmingdale State College. Preference will be given to those students who are matriculated and considered to be full time by the College.
3. Student should be in good academic and disciplinary standing with the College.
4. This License is valid for a full academic year, unless the student withdraws from the College, or is sanctioned to a license revocation as a result of a disciplinary infraction or this License is otherwise terminated by the College.
5. This License is non-transferable. Student may only reside in the housing unit student assigned to by Residence Life.
6. Any assigned housing unit will not be available for occupancy or storage prior to the date set by the Residence Life. Students residing in residence halls must vacate their housing unit and return the key no later than 24 hours after the students' last final exam. Graduating students who will be attending commencement exercises must vacate their housing unit by 3 p.m. on the day of graduation. Failure to move out within the prescribed period will result in a fine and possible removal of belongings. The College shall not be held responsible for students' belongings and reserves the right to dispose of belongings left in the residence halls after the official closing.

2. Payments

1. The student shall pay the College the applicable rate published at www.farmingdale.edu. The College reserves the right to adjust room and board rates at any time if warranted by state budget conditions, unforeseen cost increases or occupancy losses. Housing unit rates are subject to approval by SUNY System Administration.
2. The student is required to select a meal plan offered by the College's food vendor. The cost of room and board is nonrefundable.

3. Withdrawal From the Residence Halls

1. If a student wishes to cancel his or her application to live on campus, written notification must be given to Residence Life 30 days prior to the start of the semester for which the student has submitted the application. If student fails to notify Residence Life in writing, the student will be charged a \$100 cancellation fee and their deposit will not be refunded.
2. Refunds for housing unit rent and meal plan will be adjusted based on the following schedule:
(Only applies to the first semester at the start of their contract)
 - a. Empty all personal contents and garbage from your room/your side of the room.
 - b. Ask any Resident Assistant to complete your Room Condition Report (RCR) with you.
 - c. Hand in your room key and bike locker key (if applicable).
3. Refunds for your room rent and meal plan will be adjusted based on the following schedule:
(Only applies the first semester at the start of your contract)
 - a. During the first week of the semester 90 percent refund / 10 percent liability
 - b. During the second week of the semester 75 percent refund / 25 percent liability
 - c. During the third week of the semester 50 percent refund / 50 percent liability
 - d. During the fourth week of the semester 25 percent refund / 75 percent liability
 - e. After the fourth week of the semester 0 percent refund
4. If a student decides to withdraw from the residence halls after the College refund schedule has concluded, the student must submit a request for early termination by Nov. 1.
5. If a student withdraws from the residence halls to enter military service, the refund will be prorated for the full semester based on supporting documentation and the date of official withdrawal.
6. If the student received a License Revocation as a result of a disciplinary infraction, the student is not entitled to a refund of any charges or fees.
7. Students who have occupied a room and then move out without being officially released from the License Agreement will be billed a full semester charge, effective the date of the unauthorized removal from the residence hall.

4. EARLY TERMINATION

Housing applications are issued for an academic year; students will not have to reapply from Fall to Spring. If a student wishes to terminate their License Agreement, the student must apply for early termination to Residence Life in advance for approval. This License Agreement may be terminated at the end of the fall semester due to graduation, study abroad, academic dismissal, transfer of schools, withdrawal from the College, medical reasons, financial hardship, including the loss of financial aid, the inability to secure a loan, or military service. An application for early termination for these or other academic reasons must be submitted in writing, along with supporting documentation to Residence Life by Nov. 1. There will be no termination fee assessed as long as the application is received by Nov. 1. If a student receives notice of any of the above situations after Nov. 1, he or she must apply for early termination within 10 days to ensure there will be no termination fee assessed. If the necessary paperwork is submitted after Nov. 1, or beyond 10 days of notification, an early termination charge of **\$300** will be placed on the student's account.

Requests for early termination from this License Agreement for reasons other than those mentioned above are granted only under rare and extenuating or unforeseen circumstances. The student must show just cause for early release and provide supporting documentation. The request forms, as well as procedural instructions, may be obtained from the Resident Director or Residence Life. If early termination is granted, a fee of \$300 will be assessed on the student's account. In order to ensure that all requests may be reviewed prior to the start of the spring semester, the deadline to request an early release is Nov. 1. If a resident submits the necessary paperwork after that date, and the request is granted, the early termination fee increases to **\$450**.

Students who move off campus during the academic year but remain registered for classes will be assessed full housing unit charges for the Spring semester unless an early termination request was approved. Failure to occupy a space, accept a meal plan or pay room and board charges after signing this agreement does not relieve the student of the responsibility to fulfill the terms and financial obligations of this agreement. This License Agreement will not be terminated for the purpose of living off campus or in order to commute from home.

Failure to check into the residence hall, reside in the assigned room, accept a meal plan, or pay room and board charges does not release a student from the obligations of the License Agreement.

If the request is approved by the Committee, student must complete the following check-out process:

- I. Empty all personal contents and garbage from their housing unit/their side of the housing unit;
- II. Ask any Resident Assistant to complete their housing unit Room Condition Report (RCR) with student;
- III. Hand in their housing unit key.

POLICIES AND PROCEDURES

1. Resident students are expected to abide by the policies and procedures outlined in the Residence Life Handbook and the Student Handbook.
2. Residence Life Office reserves the right and ability to alter a student's housing unit assignment to respond to occupancy trends, maintenance concerns, consolidation, and/or disciplinary issues.
3. The College reserves the right to inspect rooms and suites for health, safety, security and maintenance purposes. In all cases where the health, safety or welfare of a person(s) may be in danger or in cases where College property or services are jeopardized, Residence Life staff may enter a suite/room immediately and without notice. Announced safety inspections will occur during each semester. Any violations cited must be remedied immediately. Residence Life staff will ensure compliance. Failure to comply will result in judicial action and/or restitution. In addition, the College reserves the right to search with consent, search incidental to arrest, and to search by warrant.
4. Health and safety checks of common and private areas will be done on a rotating basis. Notice will be given in advance.
5. Housing unit assignment changes can only be made by the Residence Life staff. If a student would like to change their housing unit, please refer to the Residence Life Handbook for further details.
6. Housing unit damages will be billed to the student responsible. In those cases where one student cannot be isolated, the cost for any repair/replacement will be shared between housing unit roommates/suitemates.
7. Only the person(s) assigned by the College to the housing unit may reside in the unit.
8. All pets are prohibited. Qualified service animals and emotional support animals must be registered and approved by the Disabilities Service Center. It is the student's responsibility to secure the written approval from the Disabilities Service Center for presentation to Residence Life before permitting the pet in the assigned housing unit. The student is responsible for the safety and upkeep of the animal to avoid exposing other students to health or safety risks. The student's failure to do so may result in disciplinary action, including removal from the residence halls.

Continued >>

DISPOSAL OF PERSONAL PROPERTY AND ABANDONMENT

1. The College is not responsible for the disposal of student personal property including appliances, electronics, furniture, clothing, books, or any other personal effects.
2. Abandoned personal property is defined as any student's personal property that is left behind in the residential halls or campus grounds beyond the dates set forth in this Housing Application/License and Rider. The College is not responsible for storing or assuring the protection of personal property after the term of the Housing Application/License Agreement has ended.
3. The College shall make a reasonable, good faith effort to reach out to the student should property (excluding trash and perishable items) be left behind in the residence halls. The student will have 30 days from the date of notice to respond and to plan for removal of personal property. If a student fails to respond after 30 days to the abandoned property notice, the College reserves the right to dispose of the abandoned property, and the student may be charged for any costs associated with disposal of the abandoned property.
4. If the assigned housing unit or any personal property therein has been abandoned, the College may then change the appropriate locks, prepare the unit for re-assignment and re-assign the space at its sole discretion.
5. If the COVID-19 pandemic or similar emergency necessitates the abandonment of personal property, the student hereby authorizes Residence Life Office staff, University Police and/or Physical Plant as the College designees, to remove and/or pack and store student's personal property remaining in the assigned housing unit for a period of thirty (30) calendar days (excluding trash and perishable items) as determined by the College.
6. If the COVID-19 pandemic or similar emergency necessitates the abandonment of personal property, the student may request their personal belongings be shipped to the student at the student's sole expense by an approved company of the College's choice. Prior to shipment, an e-mail from the student's College email account shall be sent to Residence Life authorizing the College to ship and the full cost of the shipment must be first processed by the College.
7. FSC reserves the right to change housing unit assignments for health, safety, repair services, vacancy consolidation, disciplinary sanctions, unresolved issues in compatibility of roommates, or other reasons at the discretion of the Residential Life staff.

If for any reason the student is reassigned a new room during the semester, the student is expected to completely vacate the existing space and move belongings to the new space within 24 hours of notice. If the student declines moving, the student shall leave campus housing immediately and find alternate housing arrangements.

The student may be directed to temporarily relocate to another living space in order to quarantine.

The College reserves the right to reassign or withdraw accommodations for reasons that may include health and safety, non-payment of bills, student conduct (disciplinary) action, consolidation of space, and administrative needs at the College's sole discretion.

ADDITIONAL TERMS AND CONDITIONS OF RESIDENCE

1. The College is not responsible and/or liable for loss or damage to personal property of residents, including, but not limited to, arising from theft, fire, flood or other casualty whether such losses occur in the student's assigned housing unit, public areas, or elsewhere in student housing. Personal property insurance may be available through the student's family homeowner's insurance, or through the individual purchase of renter's insurance. The student is not required to buy renters insurance, but renter's insurance is strongly recommended for such losses. Students are urged to provide for the security of their belongings by locking their rooms at all times, and remain in possession of their keys at all times.
2. Common Area Damage refers to damages in common areas of the building. When no one or group of students can be found responsible, any charges for repair/replacement will be shared by all students who are occupying the area (suite, wing, floor, or building).
3. The College reserves the right to charge for damages, unauthorized use, or alterations to housing units, equipment, and/or bathrooms, housing unit walls, floors, ceilings.
4. Student may not install equipment, make alterations or repairs to their housing unit without prior permission from the Residence Life office. This includes nailing or tacking items on the walls.
5. Students assume all risks associated with use of the bunk beds/ladders and release Farmingdale State College, the State University of New York and the State of New York from any liability arising from their use. Farmingdale State College, the State University of New York and the State of New York are not liable for any injury, damage, cost, claim demand, causes of action or other loss or liability which I may cause or incur, or may cause others to incur. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS FARMINGDALE STATE COLLEGE, its officers, officials, agents and/or employees, clubs, and organizations, from ANY AND ALL CLAIMS, INCLUDING CLAIMS RESULTING IN INJURY, ILLNESS, DISABILITY, DEATH, I may suffer or which may result or any events incidental to use of these bunk beds/ladders, to the fullest extent permitted by law.
6. The College agrees to equip each housing unit with one of each: a bed, chest of drawers, closet, desk, desk chair. Student may only utilize their portion of the supplied furniture.
7. Privately owned furniture must be approved by the Residence Life staff prior to moving in. Approvals are at the discretion

of the College.

8. There are certain times during the year when the residence halls will be closed. During these times, no student can remain in the residence halls. Please refer to the calendar in the "Residence Life Handbook" for further details.
9. Housing during recess may be available. Recess includes Thanksgiving Break, the January Intersession and Spring Break vacation. All students who would like to remain on campus during these times should apply during the application period. There is an additional fee for remaining on campus during this period. The College may accept or deny any such extension request at its sole discretion.

BEHAVIORAL EXPECTATIONS

All students must abide by the policies, procedures and expectations in the Student Handbook and Residence Life Handbook, which are incorporated into this document by reference. A copy of this document will be provided at housing unit check-in. Residence Life reserves the right to remove residents from housing for violating these procedures and expectations: **NO REFUND WILL BE GRANTED FOR HOUSING UNIT CHARGES.**

Force Majeure

If the College is unable to perform its obligations under the Student Housing Application/License Agreement, or if such performance is hampered, interrupted, or rendered impossible, hazardous or interfered with by reason of fire, casualty, lockout, act(s) of God, riots, strikes, labor difficulties, epidemics, pandemics, earthquakes, any act or order of any public authority, administrative or judicial regulations, order or decree or by any local or national emergency, or any other cause or event beyond the College's control, then the College shall be excused from performance of the Housing Application/License Agreement and will not have any liability in connection therewith.

LICENSE MODIFICATION

This license is subject to change as deemed appropriate by the College and with notice to the student. All changes must be followed by all residents. Failure to do so may result in disciplinary action including suspension of residence hall privileges and expulsion from the College.

By agreeing to the terms and conditions of the Student Housing Application/License Agreement, the student certifies being 18 years of age or older, having read and fully understand all the provisions, and agree to it voluntarily with full knowledge of its significance.

Residence Life Calendar

Fall 2023-Spring 2024

Fall 2023

| | |
|----------------------------|--|
| August 24 (Thurs.) | First Year Residential Experience Check-In |
| August 28 (Mon.) | Classes Begin |
| September 4 (Mon.) | Labor Day (NO CLASSES) |
| November 1 (Wed.) | Early Termination Applications are due |
| November 13 (Mon.) | Thanksgiving Break Applications are due |
| November 22-25 (Wed.-Sat.) | Thanksgiving Break (NO CLASSES) |
| November 30 (Thurs.) | Winter Intersession Applications are due |
| December 9 (Sat.) | Last Day of Classes/Check-Out Begins |
| December 12-18 | Final Exams/Evaluation Period |
| December 18 (Mon.) | Semester Ends/Intersession Housing Begins |
| TBA | Commencement |

Intersession 2024

| | |
|---------------------|---------------------|
| January 2 (Tue.) | Intersession Begins |
| January 18 (Thurs.) | Intersession Ends |

Spring 2024

| | |
|-------------------------|---|
| January 21 (Sun.) | Check-In |
| January 22 (Mon.) | Classes Begin |
| March 1-22 | Resident Assistant/Summer Housing Assistant Selection |
| March 11-16 (Mon.-Sat.) | Spring Break (NO CLASSES) |
| May 1 (Wed.) | Summer Applications are due |
| May 7 (Tue.) | Last Day of Classes |
| | Check-Out Begins |
| May 09-15 (Thurs.-Wed.) | Final Exams/Evaluation Period |
| May 15 (Wed.) | Semester Ends |
| TBA | Commencement |

Important Numbers to Know

Emergency

| | |
|-------------------------------|--------------|
| University Police | 934-420-2111 |
| Fire | 934-420-2111 |
| Health & Wellness Center | 934-420-2009 |
| Campus Mental Health Services | 934-420-2006 |

Services

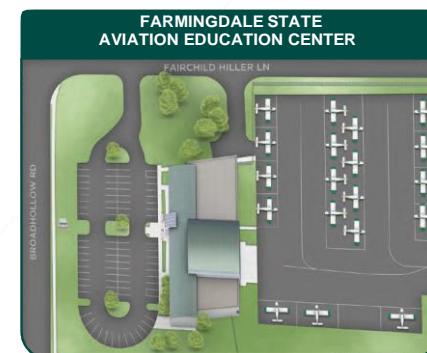
| | |
|--------------------------------|--------------|
| Residence Life | 934-420-2010 |
| Aramark | 934-420-2055 |
| Auxiliary Service Corp. (ASC) | 934-420-2666 |
| Vending, Laundry | |
| Student Accounts | 934-420-2560 |
| Financial Aid | 934-420-2578 |
| Dean of Students | 934-420-2104 |
| Student Government Association | 934-420-5569 |
| Student Activities Office | 934-420-2103 |
| Campus Operator | 934-420-2000 |



| NAME (by building) | BLDG. No. | NAME (by building) | BLDG. No. |
|--------------------------------|------------------|-----------------------------|-----------|
| Alumni Hall | 65 | Horton Hall | 54 |
| Aviation Center | *Please see note | Knapp Hall | 40 |
| Bookstore | 08 | Laffin Hall | 02 |
| Campus Center | 08 | Lupton Hall | 63 |
| Campus Commons | 06 | Memorial Hall | 66 |
| Children's Center | 33 | Nold Athletic Complex | 85 |
| Cutler Hall | 03 | Orchard Hall | 115 |
| Dewey Hall | 91 | Quintyne Hall | 12 |
| Gleeson Hall | 07 | Roosevelt Hall | 42 |
| Greenhouse | 04 | Service Building | 70 |
| Greenley Library | 18 | Sinclair Hall | 94 |
| Hale Hall | 14 | Smart Energy House | 119 |
| Health & Wellness Center | 89 | Thompson Hall | 41 |
| Heating Plant | 71 | University Police | 46 |
| Hicks Hall | 05 | Ward Hall | 11 |
| Hooper Hall | 15 | Whitman Hall | 50 |

| NAME (by building) | BLDG. No. |
|---------------------------------------|-----------|
| Admissions (Laffin Hall) | 02 |
| Dining Services (Campus Center) | 08 |
| Financial Aid (Laffin Hall) | 02 |
| Student Services (Laffin Hall) | 02 |

Campus Map also available
at farmingdale.edu/map.



The Farmingdale State Aviation Center is located at Republic Airport, approximately 1.5 miles south of the campus, at 885 Broadhollow Road (Rte 110) Farmingdale, NY 11735.



Residence Life Division of Student Affairs

Sinclair Hall
934-420-2010
farmingdale.edu/res-life

Farmingdale State College

State University of New York

2350 Broadhollow Road
Farmingdale, New York 11735
934-420-2000
farmingdale.edu



The State University
of New York