

The Residence Life Handbook

**Farmingdale
State College**

State University of New York



2019/2020

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**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,

It is very exciting to extend to you a warm welcome to your new home! It is the pleasure of the Residence Life office to have you as a member of our campus residential community. We believe that through our hard work and new customer service model that your experience here will be a positive and productive one. 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, you have already taken an active role in enhancing your experience as a student at Farmingdale State College.

The residence halls are convenient 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 new found independence.

Furthermore, the 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 simply by living together!

Please make sure to read through the rest of the Residence Life Handbook, as it contains important information about staff, services, policies and procedures that affect the residential 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, as the new Director of Residence Life, I want you to know that I am interested in getting to know you and hear any feedback you have to offer. Please feel free to set up an appointment and talk any time throughout the academic year.

Wishing you the very best in the upcoming school year.

GO RAMS!



Eddie Cruz
Director of 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).

In order to provide optimal customer service, 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.

Senior Staff Assistant

The Senior Staff Assistant is the other management member of the department. Responsibilities include assisting with housing selection, staff supervision and daily operations of the department.

Office Manager

The Office Manager assists with administrative tasks, billing and housing assignments. They ensure quality customer service is being provided to all who interact with Residence Life.

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 9:00 p.m. until 8:00 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.

Room Assignments

The sooner we receive your housing room request, the better we can accommodate you. The college does not and will not discriminate in the assignment of students to rooms on the basis of race, color, religion, sexual orientation, or place of natural 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/Transfer students take place over the summer or mid-January. For continuing students, room assignments are made through a process called "Room Selection" 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 your choice for the upcoming semester.

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.

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%	Week 3	50%
Week 2	75%	Week 4	25%

After Week 4, there is a 0% refund.

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

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.

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.

If your plans change prior to checking in and you decide not to live on campus, you must notify Residence Life at least thirty 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.

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 AND IF APPLICABLE THAT YOU HAVE INFORMED YOUR MATE that custodial maintenance services will be entering your living area to complete the work order during their working hours."***

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.

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 631-370-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: 631-420-2111;
- 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.

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 presence of alcohol paraphernalia, i.e., empty bottles, cans, kegs, etc. for any student or guest under the age of 21.
- Alcohol must be concealed during transportation in and out of the residence halls.
- Consumption or possession of alcohol in common areas.
- 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.

Students 21 years of age and over in the residence halls who have completed Red Watch Band training can possess at any given time up to one of the following in their own room:

- Six twelve ounce beers or,
- One liter of wine or,
- 500 ml of no greater than 80-proof distilled spirits

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.

Starting in the Spring of 2020: Alcohol consumption is permitted for persons 21 years of age and older in their assigned residence hall rooms, provided they have completed the Red Watch Band training. Additionally they are permitted to consume alcohol in the rooms of other residents who are 21 years of age or older who have completed the red watch band training.

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

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 6.

Physical Assault/Abuse

- Physical abuse of any person (e.g. battery 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 (5) people in a double room and three (3) people in a single room, and sixteen (16) people in a six (6) person suite and ten (10) people in a four (4) 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.
- 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 11:00 p.m. – 11:00 a.m. from Sunday to Thursday and 12:00 a.m. – 12:00 p.m. 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.
- Students are not permitted to bunk their beds, a request must be submitted to Residence Life.
- 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 (5) people in a double room, three (3) people in a single room, sixteen (16) people in a six person suite and ten (10) people in a 4 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, 7 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 8:00 a.m. and leaves by 12:00 a.m. An Overnight Guest is defined as someone who is in the residence hall or room after 12:00 a.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 front desk in the residence halls. All VISITORS/OVERNIGHT GUESTS must submit a valid 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 12:00 a.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 Overnight Guests/Visitors at all times. 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.)

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.

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 up to 3 visitors/overnight guest at a time. No overnight guest will be allowed to stay on campus longer than 3 days within a 7 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 (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 a violation that was mentioned previously in this Handbook, it must be corrected immediately, staff will confiscate any illegal items. Upon a follow up check, if the area still fails a Health and Safety inspection, the student(s) will be documented for "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 Rd 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 (631) 420-2111 (or 911 from on-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 the protection of 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 AM and 4:30 PM 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 \$30.00 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 day, 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 bedbugs present 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 insect that lives by feeding on the blood of humans and other warm-blooded hosts. Bedbugs 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 bedbug'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 9 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?

- Bedbugs were originally brought to the United States by early colonists from Europe. Bedbugs thrive in places with high occupancy, such as hotels. Bedbugs were believed to be altogether eradicated 50 years ago in the United States and elsewhere with the widespread use of DDT.
- One recent theory about bedbug reappearance involves potential geographic epicenters in some states. It was determined that workers in these facilities were the main spreaders of these bedbugs, 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 presently 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
 - Laundry Basket
 - Dresser
 - Pictures and Posters
 - Personal Furniture
 - Shoes and Shoe Boxes
 - Desk and Chair
 - Clock, phone
 - Books & Bookshelf
 - Area Rugs
 - Window and Frame
 - Audio or Video Equipment
 - Inside Closet
 - Mirror
 - Blinds
 - CD Cases
 - Electrical Equipment & Computer
 - 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 (5) 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 Roosevelt Hall, which is the community center of the college for students, faculty, administrators, alumni and staff.

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 range 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.

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 Selection 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 November 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 aimed 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 (4) or six (6) 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. Clear egress must be achievable 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 which are absolutely necessary, while sending luggage, extra clothing, boxes (for example) 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 (e.g. bathroom, corridor, lounge, etc.). 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 (e.g. electrical problems, plumbing problems, etc.) 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 (hallway, lobbies, stairwells, etc.). 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. Selection is determined a semester in advance, to 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?

At any given time, should you get locked out of your room, please contact any of the RAs of that building. If you cannot find an RA, go to the office of the Residence Hall Director located in the building. If they are unavailable, please contact the Orchard Hall Security desk and they will contact someone to assist you. Please be advised that lockouts are not considered an emergencies and may take 30 minutes for staff to arrive. The RA on duty is available Sunday-Wednesday from 7PM-12AM and Thursday-Saturday from 8PM-1AM. More than two lock outs during any semester may 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 fifty (\$50) dollar 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 pickup cards no later than October 1st in the Fall semester and March 1st 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, forfeited 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 dollars 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 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. 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 an unlimited swipe all you care to eat plan in POP's dining located in the Campus Center. Your plan also includes declining dollars that can be spent at the Retail Market and Starbucks in the Campus Center and Books N Beans located in Greenly Hall. Since the plan allows for unlimited access to POP's during the hours of operation, please be aware food cannot be removed from the facility. Students with conflicts in class and/or work schedules, or other concerns, please ask to speak to the Director of Campus Dining to discuss. Students must provide a copy of their class schedules and/or documentation from their employer in order to arrange how to get their meals. It is the student's responsibility to activate and validate their meal plan card 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. Visit Dining Services on the Farmingdale website for more information. Students must present their activated ID card for entry into POP's. Please present your activated ID card to the cashier each time you enter POP's.

I was billed for student health insurance, but I don't need it because I have my own insurance. What do I have to do to remove the charge and reduce my bill?

The College requires that all students residing in residence hall facilities have health insurance. Resident students are automatically charged the student health insurance fee. Resident students who maintain their own health insurance may waive the health insurance fee by signing a waiver form and submitting proof of personal insurance to the Student Health and Wellness Center on an annual basis, therefore, a waiver form must be submitted each year for resident students attending both the fall and spring semesters and each spring for students who enroll in housing in the spring semester. Resident students may waive the insurance during the first ten (10) days of the semester only. Submitting a waiver form within the first ten (10) days of each semester will reduce your bill. Waiver forms are available online as well as the Student Health & Wellness Center and Student Accounts. Waiver forms must be submitted to the Health & Wellness Center within the first ten (10) days of class in order for the charge to be removed from your account and lower your bill. It is very important that to waive the insurance it MUST be done within the first 10 days of class and the waiver form MUST be submitted each year.

The waiver form is available online at:

farmingdale.edu/administration/administration-finance/auxiliary-service-corporation

It is important to mention that given the ongoing changes to the health care industry and anticipated changes to the health care legislation, students should review their health care options. For academic year 2017-2018, it is the intention of the College to continue to offer student health insurance; however, in the future, the College may have to reconsider the economic impact of offering this program to our students.

Please contact Betty LaFroschia at 631-420-2154 with any questions.

Residence Life Calendar

Fall 2019 - Spring 2020

Fall 2019

August 23 (Fri)	First Year Residential Experience Check In
August 25 (Sun)	Returning Student Check In
August 26 (Mon)	Classes Begin
November 15 (Fri)	Early Termination Applications are due
November 22 (Fri)	Thanksgiving Break Applications are due
November 27-30	No Classes (Thanksgiving Holiday)
December 6 (Fri)	Last Day of Classes
December 13 (Fri)	Winter Intersession Applications are due
December 16 (Mon)	Semester Ends. All residents must check out by advertised time unless they have a late final or are graduating in which case, the individual must reach out to the office of Residence Life.
December 18 (Wed)	Winter Commencement

Spring 2020

January 21 (Tue)	Halls Open at 12 p.m.
January 22 (Wed)	Classes Begin
February 3 - March 9	RA/CA (Resident Assistant/Conference Assistant) Selection
February 26	Spring Break Applications Available
March 11 (Wed)	Spring Break Applications Due
March 16-21	Spring Break No Classes
March 23 - April 13	Room Selection
May 11-15 (Mon-Fri)	Final Exams
May 15 (Fri)	Semester Ends. All residents must check out by advertised time unless they have a late final or are graduating in which case, the individual must reach out to the office of Residence Life.
May 18-19	Commencement Ceremonies

Important Numbers to Know

Emergency

Fire	631-420-2111
Health & Wellness Center	631-420-2009/2014
Campus Mental Health Services	631-420-2006
University Police	631-420-2111

Services

Auxiliary Service Corp. (ASC), Vending, Laundry	631-420-2666
Campus Activities Board (CAB)	631-420-2404
Dean of Students	631-420-2104
Student Government Association	631-420-2677/2727
Rambler Newspaper	631-420-2611
Residence Life	631-420-2010
Student Activities Office	631-420-2103
Switchboard	631-420-2000

Farmingdale

State University of New York

2-50 Broadhollow Road, Farmingdale, NY 11735-1021

Map of the Campus

Local buildings by name (w/ Latin Hall number) (2), or map grid coordinates (D-5).

- Admissions (Luffin Hall) (02) D-5
- Alumni Hall (05) E-5
- Aviation Center (01) F-3
- Bookstore (01) 04-2
- Bus Stop, Main E-3
- Business School (16) 04-3
- Campus Center (03) F-3
- Campus Commons (03) F-3
- Children's Center (33) D-0
- Conkling Hall (12) E-3
- Cutter Hall (05) F-4
- Dewey Hall (01) E-6
- Gleason Hall (07) E-3
- Greenhouse (04) F-4
- Greenleaf Library (18) D-4
- Hale Hall (14) D-3
- Health & Wellness Center (89) E-6
- Heating Plant (71) E-2
- Hicks Hall (05) F-4
- Hooper Hall (15) E-5
- Horton Hall (54) F-3
- Knapf Hall (40) D-4
- Luffin Hall (03) D-5
- Lehman Hall (02) F-8
- LIBR Shuttle C-4
- Lupton Hall (03) C-4
- Memorial Hall (01) D-5
- Noid Athletic Complex (85) B-5
- Orchard Hall (115) F-7
- Roosevelt Hall (42) C-4
- Service Building (70) E-2
- Simclar Hall (04) F-5
- Smart Energy House D-4
- Students Services (Luffin Hall) (02) D-5
- The Cottage (01) F-5
- Thompson Hall (41) F-4
- University Police (46) 0-3
- Ward Hall (11) E-4
- Whitman Hall (04) E-4

- Admissions 631-420-2200
- Campus Operator 631-420-2000
- University Police 631-420-2111

The Farmingdale State Aviation Education Center is located at Republic Airport, approximately 1.5 miles south of the campus, at 865 Broadhollow Road (Rte 110) Farmingdale, NY 11735.

Directions to the campus via Automobile —

- Northern State Parkway, Exit 40S – Route 110, Travel south approximately 3 miles.
- Long Island Expressway (495) – Exit 49 South – Route 110, Travel south approximately 2 miles.
- Southern State Parkway: Exit 32N – Route 110, Travel north approximately 3 miles.

All vehicles parked on campus must have a valid parking permit. Please go to University Police to obtain a permit.

Directions to the campus via the Long Island Railroad —

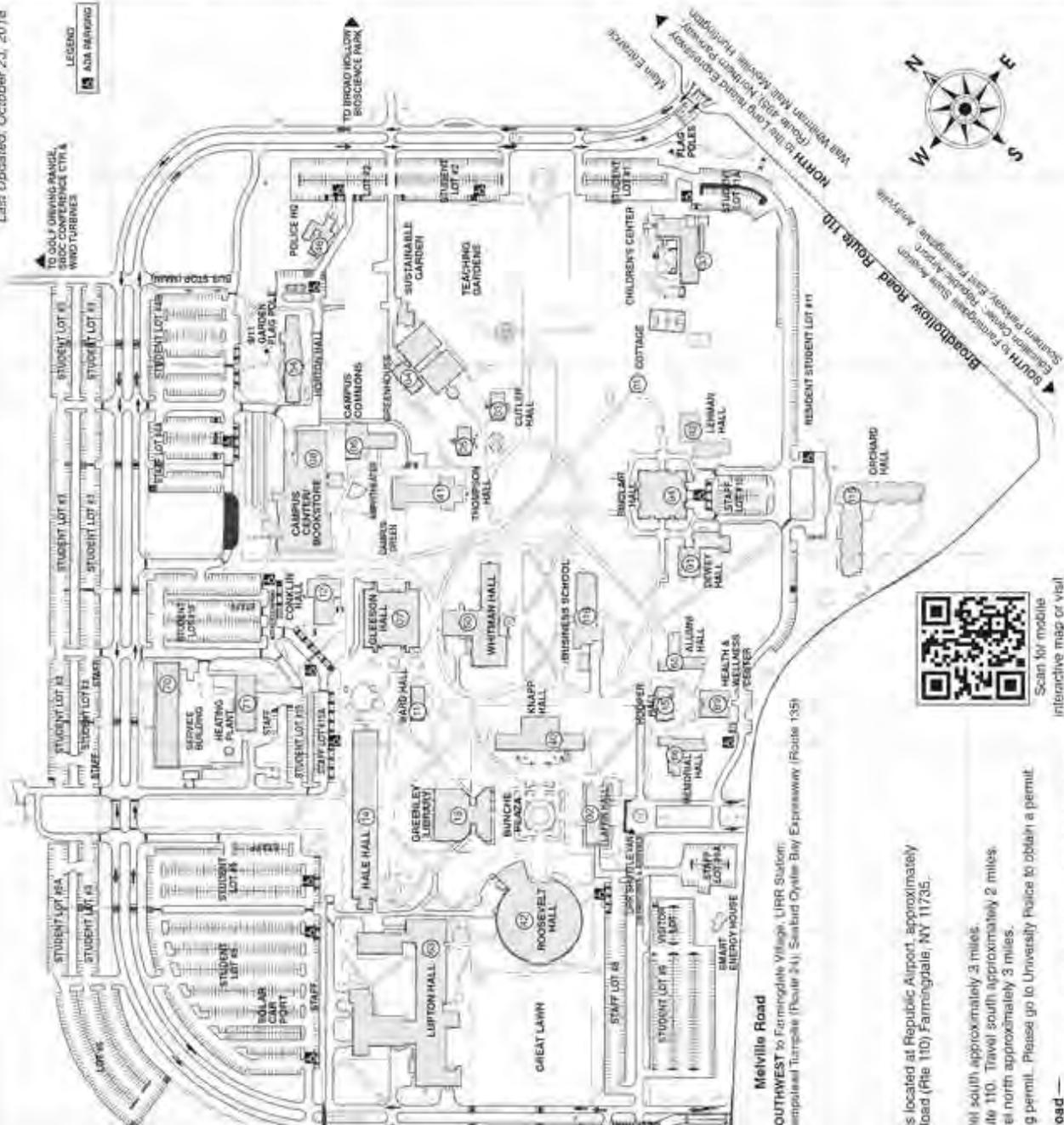
- Rockaway branch to the Farmingdale Station, Shuttle Bus service is available to the campus from the train station.

Last Updated: October 23, 2018

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ADA MARKING



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Residence Life
Division of Student Affairs
 Sinclair Hall
 631-420-2010
farmingdale.edu/res-life

Farmingdale
State College
 State University of New York

2350 Broadhollow Road
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