Jackson Court Resident Advisors (RAs)

**Anderson Tower**
- Stephanie Kamau: A250
- Chaewon Hwang: A350
- Michael Pearson: A450
- Reyna Juarez Martinez: A550
- Rahul Manay: A650
- Shadman Islem: A750
- Frankie Romero: A850
- Benjamin Dantowitz: A950

**O’Brien Hall**
- Juliana Shanahan: O219
- Patrick Saba: O319
- Avantica Shinde: O419
- Mihiraan Singh: O519

**Wilder Tower**
- Ali Hamdani: W250
- Giovanna Branganza: W360
- Michelle Harrington: W560
- Apolline Jungels: W750
- Derrick Murekezi: W850
- Prince Abraham: W950

Resident Advisor duty hours are 8:00pm - 8:00am nightly. Information will be posted each evening indicating who is on duty, their room and contact info.

**RA Duty Phone Numbers**
- Wilder/O’Brien: 585-363-0918
- Anderson: 585-355-7990

**Jackson Court Resident Director (RD)**
- Juliane Schnibbe: Office (585) 276-4682
  Jschnibb@ur.rochester.edu

**O’Brien/Wilder, Graduate Head Resident (GHR)**
- Ayaa Elgoharry: Office (585) 276-4682
  JacksonCourtGHR@ur.rochester.edu

**Jackson Court, Secretary**
- Emily Hamilton: Office (585) 276-4682
  ehamilt7@reslife.rochester.edu

**Jackson Court, Service Desk number x3-5857**

**Jackson & Hill Courts, Assistant Director (AD)**
- Thomas Rouse: Office (585) 273-5853
  trouse@reslife.rochester.edu

**Director of Residential Life**
- Dan Watts: Office (585) 275-3166
  dan@reslife.rochester.edu

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2016 - 2017

**Welcome!**

Jackson Court Area Office
114 O’Brien Hall
PO Box 270463

(585) 276 – 4682

**Office Hours:**
Monday - Friday
8:30am - 5:00pm

**Service Desk Hours:**
Monday - Friday, 5pm – 12midnight
Sat/Sun, 12Noon – 12Midnight

www.rochester.edu/reslife
Jackson@reslife.rochester.edu

Like us on Facebook
https://www.facebook.com/UniversityOfRochesterJacksonCourt

Public Safety is available 24 hours a day:

(585) 275-3333 or ext. 5-3333
Emergency Information
In case of an emergency, call Public Safety at (585) 275-3333 or ext. 5-3333 or DIAL 911 and let the dispatcher know you are on UR Campus.

Maintenance
If you experience a water leak, loss of power, or other disruption of services, then please notify refer to your green laminating sheet in your room/suite for important contacts. Call Facilities Customer Service Center at (585) 273-4567 or ext. 3-4567, please remove personal belongings from the area that needs repair. In the event of an emergency staff may need to enter your room.

Illness or Injury
In the event that you become ill or injured and need help, notify your RA. In case of an emergency, call Public Safety (585) 275-3333 or ext. 5-3333. The Medical Emergency Response Team (MERT) and a Public Safety officer will respond. They will dispatch an ambulance as needed.

In the Event of a Fire
Safely evacuate the building when you hear the building fire alarm or the smoke detector in your room. Use the stairwells. Be sure that you know their location. NEVER USE AN ELEVATOR IN THE EVENT OF A FIRE! If you see smoke, then pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building and then call to notify Security.

Lockouts
Carry your keys and ID with you at all times. If you are locked out and your suitemates are not around, then you may borrow a loaner key from the Jackson Court Area Office, 114 O’Brien Hall. The RA on duty will let you in during standard duty shifts 8pm-8am. Our staff will only let in the resident(s) officially assigned to the room/suite regardless of the circumstances. Public Safety will only respond to lockouts in an emergency. Do not attach your ID card to your keys.

Personal Safety
Always lock your room and apartment/suite door and carry your ID card with you. Do not prop doors. Propping doors endangers everyone who lives in the area. When walking on campus, it is good to use the “buddy system.” Additionally, a campus escort service is available evenings by contacting Public Safety. Note the location of the Blue Light Emergency Phones which give you direct access to UR Public Safety. If you are ever the victim or witness of a crime, call Public Safety (585) 275-3333 or ext. 5-3333.

Room Changes
All room changes require prior approval from the ResLife Office located in Gates 020, basement of SBA, in order to assure proper billing and accurate housing files. Once permission is granted, please complete the room change within 48-hours, return all keys, and paperwork to the Jackson Court Area Office, 114 O’Brien Hall.

Roommates/Apartment-mates/Suitemates
Please speak with your RA or GHR if you need assistance mediating a dispute or any problems between the people with whom you live.

Student Furnishing
Do not remove furniture from your room and/or living area. Do not take furniture out of the lounges or other public spaces. Personal mattresses are not permitted unless approved by the Jackson Court Area Office and University Health Services (UHS). UHS (585) 275-2662.

Storage
There is no student storage available. All student possessions must be removed from all areas at the time of your check-out. Failure to remove items from your area will result in an Abandoned Property charge on the overall condition of the vacated room/suite.

Telephones
University telephones are no longer installed in every room. Due to increased use of mobile phones, they have been removed. These phones are available upon request. If you are interested, you may obtain additional information from Telecommunications at (585) 274-HELP.

Trash
All residents are responsible for removing their own garbage from their rooms, apartments, and suites. In Towers, trash chutes are located on each floor for garbage disposal. Pizza boxes and other large items should not go down the chutes or placed in hallways. Be responsible and take care of your own garbage. Take large items to appropriate areas (Recycle/Trash room) for disposal on your floor.

Recycling
Residents are asked to be responsible for their own recyclables and garbage disposal in each floor.

Bike Storage:
Limited bike storage will be available in O’Brien Hall and in the areas surrounding Jackson Court Area. Reserve your indoor bike storage through the Area Office. Outdoor bike storage is only available during the Academic Year. You are responsible for removing your bike upon check-out at the end of each semester. Bikes left after you have departed for the semester will be considered abandoned property and donated.

Transit:
Please visit Wilson Commons, the Common Connection for updated Mass Transit brochures and Taxi Information. Please respect the drivers and remember to pay for the services provided.
Miscellaneous Tips and Information

Cooking
Limited cooking is permitted in designated cooking areas (i.e. kitchens). Residents are responsible for cleaning the kitchen and their dishes immediately after use. Kitchens may be closed due to improper use.

Hall Government
The Hall Councils plan events and hold regular meetings that are open to our residents. Events often include festivals and celebrations. All residents are encouraged to be involved in the planning.

Laundry
Coin operated laundry facilities are available in the basements of Anderson and Wilder and on the first floor of O’Brien Hall. In Jackson Court, the cost is $2.50 to wash (drying is free). Share these spaces and respect each others’ items. Do not steal. Machines that are out of order should be reported to (585) 503-2361. *Note - Please see individual machines for proper usage.

Lost/Stolen ID Cards
Lost/Stolen ID cards must be replaced at the Customer Service Center located in Susan B. Anthony Hall. The cost for a replacement card is $15.00.

Packages
The Jackson Court Area Office cannot (and will not) accept personal packages. All packages sent to you on campus must be addressed to your CPU box number. A photo ID is needed to pick up a package from the Todd Union Post Office.

Multiple Locations for Reservations:
The Area Office will be happy to assist you with the planning of your events by reserving a location. Please stop by the office during normal business hours to do so. These spaces are available for reservations:
- Wilder Recreation Room
- Piano Rooms (Multiple)
- Jackson Court Fire Place
- O’Brien Dance Studio
- O’Brien Music Practice Room
- O’Brien Conference Room
- O’Brien Full Kitchen
- Music Practice Room – Contact MIF

* We have multiple rooms available for you to use as a resident. Be sure to reserve the rooms through the Area Office during business hours (Mon. – Fri. 8:30am – 5pm, closed for lunch 12-1pm).

*Some rooms/locations require a deposit and or additional stipulations. Please see the Area Office for specifics.

The Area Office can help you with:
- Lost Keys/Conference Cards/Loaner Keys
- Room/Location Reservations
- Hall Council Information
- Program and Event Planning Information
- Special Interest Housing Information
- Greek Housing Information
- Check-In and Out Procedures

Other Available Services:
- For Room Repairs, call (585) 273 – 4567 or Online: www.facilities.rochester.edu
- For Cable problems, call (585) 756-5000
- For room changes, call the ResLife office at 020 Gates, SBA Hall (585) 275-3166.
- Vending Machine Repairs or Refunds (888) 361-9074

Jackson Court Service Desk:
The Jackson Court Service desk is located on the first floor of O’Brien Hall. Hours of operation and services will be posted as the change during holiday breaks. General services include campus information, equipment sign-out, and check-in/check-out assistance.

Jackson Court RA on Duty:
The Jackson Court RA are on duty nightly. If you need to contact the RA on duty, call the RA on duty cell phone.

Useful Campus Numbers:
- College Center for Academic Support (585) 275-2354
- Bursar's Office (585) 275-3931
- Campus Bookstore (585) 275-4012
- Center for Excellence in Teaching and Learning Facilities (585) 275-9049
- Financial Aid (585) 275-3226
- ID Office (585) 275-3975
- Interfaith Chapel (585) 275-4321
- Library – Circulation Desk (585) 275-4471
- Parking Office (585) 275-3983
- Pest Control (585) 275-3241
- Post Office (Todd Union) (585) 275-3991
- Residential Life (main office) (585) 275-3166
- Security non-emergency (585) 275-3333
- Time Warner Cable/Internet (585) 756-5000
- Time and Temperature (585) 274-TEMP
- Registrar (585) 275-8131
- University Health Services (585) 275-2662
- University Counseling Center (585) 275-3113
- University IT (585) 275-2000

Residential Life Policy Information
The following is a partial listing of the policies of most day-to-day concern for residents:

Fire Safety
Candles, incense, propane, charcoal, lighter fluid, fireworks, or any open-coil and open-flame devices, taping door handles and tampering with door handles are not allowed in our halls. Please be aware of
everyone’s safety. If you cover a smoke detector you are endangering the lives of everyone else. Violations of this kind may lead to removal from housing.

**Quiet and Courtesy Hours**
Quiet hours are in effect Sun – Thurs, 12am to 8am. Fri and Sat quiet hours are 2am to 10am. Courtesy hours are 24 hrs a day. *Please note: A resident’s right to study or sleep takes precedence over another’s right to make noise.*

**Alcohol and Drugs**
The legal drinking age in New York State is 21 years of age. Residents of legal drinking age may consume alcohol in the privacy of their room and/or in their suite with other of age peers.
- Underage drinking is a violation of State law and University policy. Residents who violate the law and the policy will be subject to disciplinary action.
- Funnels, beer-pong (Beirut) tables, other drinking game paraphernalia, kegs, mini-kegs, beer balls, boxed wine, and other multi-serving containers are also PROHIBITED.
- Hosts are responsible for the behavior of their guests at all time. Please consult the Alcohol Policy for these standards.
- All illegal substances (any drug not prescribed to you) and all drug paraphernalia are PROHIBITED.

**Social Gatherings:**
Parties are NOT PERMITTED in the residence halls. Parties are defined by behavior and atmosphere, as well as excess of room occupancy. While we encourage our residents to be social, they should do so without breaking any University, State, or Local laws (including, but not limited to underage drinking, drinking games, and/or noise policies). Social gatherings will be asked to disband if there are any disturbances to the community.

**Bar-be-cues**
Charcoal grills are permitted but MUST be used 30 ft. / 10 meters away from the buildings. Feel free to use the BBQ grill next to the sand volley-ball court behind Anderson or to set up a charcoal grill away from the building. Coals should be emptied into exterior (metal) trash containers. Call facilities/Somerset for charcoal removal. Please store all flammable material off campus or buy and use immediately. The owner of the grill may be subject to disciplinary action if not in compliance with UR policies.

**Fire Equipment**
Every room/suite/apartment has a smoke detector and every floor is equipped with a pull station. Tampering with any of this equipment endangers all residents. Do not cover the smoke detector, hang things from it, or in any way hinder the unit from working. Penalties for tampering with or for pulling a false alarm may include removal from housing and/or criminal charges. This includes failure to evacuate the building during an alarm.

**Jackson Court Fireplace/Grounds:**
The Jackson Court Fireplace and Grounds are an exciting new addition to our area. Please keep this area nice. It may only be used on Tuesday, Friday and Saturday nights between 6pm-11:30pm. Students/Groups may reserve this space through Wilson Commons reservations and must complete a fire pit training in order to utilize the fireplace. Contact the Jackson Court Area office to sign up for training. Burning books, furniture, paper, or non-sanctioned combustibles is PROHIBITED. Do not deface or otherwise vandalize this space. Be safe and courteous when using it.

**Pets (Fish Only)**
No air-breathing pets allowed. The only pets allowed will be fish in a small aquarium (no larger than a 5 gallon tank). Dogs, cats, rabbits, ferrets, insects, spiders, and snakes are strictly prohibited in student housing. Consequences for breaking this policy could include removal from housing.

**Smoking**
All UR undergraduate housing is smoke-free. You may NOT smoke in your room, suite, or bathroom. If you choose to smoke outside you must be 30-feet from the entrance of any building.

**Vandalism**
Replacement/repair costs for damage in community building areas (hallways, stairwells, foyers, etc.) may be divided among the residents of the building if the responsible parties cannot be identified. This billing includes removal of trash left after check out. Vandalism is preventable.

** Courtesy Phones**
Phones have been installed in several locations. Respect them and use them to make local calls. Stolen/damage phones will be charge to the residents of the building.

**Visitaton**
With the advanced permission of the roommate/suitemates residents are allowed to have overnight guest up to 3 consecutive nights and NO more than 4 nights in a calendar month.

Additional information about policies and procedures can be found in UR Here, Student Handbook, your housing contract or visit: [www.rochester.edu/reslife/](http://www.rochester.edu/reslife/)