Welcome to Susan B. Anthony Halls!

2016-2017
SBA AREA HANDBOOK

Everything You Need to Know About
Your New Home!
Statement of Communal Principles

Fairness
The principles of fairness and openness are fundamental to the operations of this community - its processes for decision-making, problem solving, and doing the work of the institution. Every person has the right to, and should expect, fair treatment according to openly stated and clearly articulated expectations, policies, and procedures and in accordance with the fundamental rights and privileges of a free society. Every person is encouraged in parallel ways to use fair and open methods of communication and action, including wherever possible, those provided by existing institutional channels, in voicing concerns and seeking solutions to problems.

Freedom
The freedom of all people in a community of learning to ask questions and to seek answers is essential and actively encouraged. Each person has the right to learn, teach, and work – to express themselves through their ideas and activities – without threat to his or her education or career progress or to that of others. Freedom of expression of ideas and action is not to be limited by acts of intimidation, political or ideological oppression, abuse of authority, or threat of physical harm and well-being.

Honesty
Honesty and personal integrity are fundamental to all assumptions of participation in a community dedicated to the advancement of knowledge. Honesty advances our efforts as well as strengthens the interrelationships on which community is built. On the other hand, dishonesty undermines the search for truth and undermines the bonds between the persons who live, study, and work here. It further damages community by wasting the energy and educational opportunities of all involved.

Inclusion
Our community welcomes, encourages, and supports individuals who desire to contribute to and benefit from the institution’s missions. Members of the University’s community come from different geographical areas, represent differences in ethnicities, religious beliefs, values, and points of view; they may be physically different, have different intellectual interests, or have different abilities. We not only welcome such differences in members of our community, but we also actively seek to include them in all aspects of the institution’s operations.

Respect
Respect for the basic dignity of self and others is essential to this community. Every person has the right to be treated with respect, regardless of the many differences that distinguish individuals and groups. Respect involves showing regard for others’ well-being and safety as well as for their personal property, personal space, and for their living, learning, and working activities. In addition, members of this community also have a responsibility to respect the properties, and functions of the institution.

Responsibility
Freedom and responsibility are two sides of the same coin. To uphold this kind of freedom of expression and action in the public arena, each person has the responsibility to own his or her ideas and actions as well as express them in ways that do not limit or threaten others’ freedom to learn, teach and work. This means that ideas and actions are neither anonymous nor isolated. To act or express one’s ideas openly and in a responsible manner enhances the learning and growth of all. On the other hand, to act or express one’s ideas in an irresponsible manner impinges on other’s rights and freedom to learn and grow.
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Welcome to Susan B. Anthony Halls, your new home! All summer we’ve been looking forward to your arrival, and we’re glad to get to meet you at last. Your residence hall is full of enthusiastic staff and fascinating friends-to-be. We hope you’ll soon feel right at home. And now a bit of history….

Susan B. Anthony Residence Halls were named after Susan B. Anthony, the famous suffragist and feminist. She was responsible for spearheading the admission of women to the University of Rochester in 1900. However, it was not until the construction of the Susan B. Anthony Residence Halls in 1955 that women were able to move from the Prince Street Campus to the River Campus, as its main purpose was to house female students.

There are four wings in SBA, which are named after people who played very significant roles in women’s education. They were Mary T. L. Gannett, Emily Weed Hollister, Lewis H. Morgan, and Fredrick T. Gates. These wings, when they are referred to on a particular floor, are called “halls” or “corridors.”

This handbook will help you become more familiar with the building, its facilities, and residential policies. You will find information on everything from how to get your key replaced to where you can watch TV. This handbook is to be used in conjunction with other University publications, such as UR Here, the Residential Life Housing Contract, and the University of Rochester Official Bulletin. You will be held accountable for the information in this handbook, as well as any information regarding University rules and regulations printed in other publications. We encourage you to contact your Resident Advisor or any member of the Susan B. Anthony Staff if you need further assistance or have any other questions. We’re here to help!
The Susan B. Anthony Halls are part of a larger area, the Traditional Residence Halls Area. This Area also includes the 6 Residential Quad buildings. In total, the Area encompasses about 1,800 students; Susan B. Anthony is home to 634 of these students. All matters pertaining to life in Susan B. Anthony are handled by its Area Office, located in 104 Morgan Wing, and the administrative staff is available Monday – Friday from 8:30 am to 5:00 pm. The Service Desk will be open with student staff from seven days a week, hours to be posted. You can call the SBA Office at 585-275-8764 or send an e-mail to sba@reslife.rochester.edu.

**TRADITIONAL RESIDENCE HALLS AREA OFFICE STAFF**
Dan Watts, Director for Residential Life & Assistant Dean of Freshmen
Michael Pettinato, Assistant Director of Residential Life – Freshmen Areas
TBD Residence Director, SBA
Precious Billingslea, Area Secretary, SBA

**SBA HOUSEKEEPING STAFF**
The housekeeping staff—made up of seven Environmental Safety Workers (ESWs) and a working leader—is supervised by Peter Cup. The ESW staff is responsible for cleaning bathrooms, hallways, lounges, offices, and other public areas in SBA. They do not clean student rooms nor are they responsible for cleaning areas that are made excessively dirty by residents or those areas that are abused as a result of resident or visitor use. Charges will be assessed to the nearest identifiable living unit in the event that an area requires exceptional or after-hours cleaning. The ESWs, for the most part, are assigned to specific floors. We encourage you to get to know these wonderful, hard-working people.

**Environmental Safety Worker Staff**
Charlotte Freeman—Basement/1st Floor
James Lee — Basement/First Impressions/1st Floor/
Ella Hymes — 2nd Floor
Rudy Fabre — 3rd Floor
Mike Dixon — 4th Floor
Pat Brunson — 5th Floor
Sheila Mack — 6th Floor/7th Floor

**SBA MAINTENANCE STAFF**
Susan B. Anthony also has a full-time building mechanic, Chris Vath, who makes the necessary repairs. Any repairs above normal wear and tear, including those due to vandalism in rooms or public areas, will be charged to students. If you would like to have Chris repair something in your room or in a common area, go to the Area Office in 104 Morgan Wing and fill out a work order. On evenings or weekends, call Facilities directly at 585-273-4567 or go to their webpage, ceres.ur.rochester.edu/fss/fweb.home/ to report anything that is broken or in need of attention.

**RESIDENTIAL LIFE STUDENT STAFF**
The people you will have the most contact with are the undergraduate and graduate student staff members living in your building.
GRADUATE HEAD RESIDENT (GHR)
One of the area RA staffs is led by a graduate student. The GHR supervise an RA staff and advise the hall council for their building, and you will likely see them at hall events. They are often involved in interesting research, which you may want to ask them about. They are also great people with all sorts of talents, interests, and hobbies.

RESIDENT ADVISORS (RAs)
Each hall has an RA who lives on the hall and works closely with residents to help establish a healthy and enjoyable community atmosphere. These upper class students are here to answer any questions you may have about living at the University. RAs are trained to advise you on most concerns and problems that you may have in all areas, including mediation and academic advising. RAs are great contacts if you want to sponsor a hall program, need someone to talk to, or have an idea about the building. RAs are great listeners and really enjoy working with people. See the end of this document for a list of current RAs.

D’LIONS (short for Dandelions)
D’Lions are chosen to promote school spirit and a sense of community through campus social events and community service programs. They encourage interaction between students, the University, and Rochester communities. They typically decorate halls, coordinate birthday celebrations, and organize specific hall and campus-wide events such as the Red Cross Student Blood Drive and Wilson Day. See the end of this document for a list of current D’Lions.

FRESHMAN FELLOWS
The Freshman Fellows are upper class students with strong academic credentials and an impressive record of campus involvement. They applied to live in Freshman Housing Areas so that they could help introduce first-year students to the rich array of academic, social, and co-curricular opportunities available on campus. If you’re looking for a way to get involved, ask a Freshman Fellow! See the end of this document for a list of current Freshman Fellows.

ECOREPS
The EcoReps will work to promote environmentally responsible behavior in their freshman residence halls. Through their training and knowledge, these students will hold events to inform their hallmates about sustainability and sustainable practices on campus. The program itself strives to create an environmentally literate student population, which will reduce the campus’s ecological footprint by advocating change in the behaviors and attitudes of our on-campus culture. See the end of this document for a list of current EcoReps.

HALL COUNCIL
The Susan B. Anthony Hall Council is comprised of elected representatives including president, vice-president, secretary, and treasurer. Each hall elects (or appoints) a representative and an alternate to represent the hall on the council. The council organizes activities, allocates funds to various building undertakings, and advises the administrative staff and Graduate Head Residents on building issues. The council’s budget comes from student activities fees. In past years, the SBA Hall Council has organized the annual “Sue B. Scream,” exam study break, talent shows, the SBA/Quad Olympics, a glow-paint dance, and SBA hunger games. To get involved, call Ed Feldman at (585) 275-8764.
ID Office
Also commonly known as the Customer Service Center, the ID office is located off the main lobby of SBA Halls, in Room 114A. There you can get an ID card, arrange and modify meal plans (including adding money to Flex accounts), get refunds from vending machines, and buy discounted tickets to movies and local services. Academic year hours are 10:00 am to 7:00 pm, Monday — Friday, and 10:00 am to 2:00 pm on Saturday.

DANFORTH DINING CENTER
Named after Edwina Danforth, a leading proponent of women’s education, Danforth is located in the rear of Susan B. Anthony on the first floor.

HILLSIDE MARKET
Located behind the ID office, Hillside Market (or Provisions on Demand, P.O.D.) offers quick, grab-and-go service, coffee, and late night dining as well as shopping.

ELEVATORS
Do not press the emergency stop button unless you are definitely in an emergency situation. NEVER USE THE ELEVATORS DURING A FIRE ALARM! The elevators shut down during a fire emergency and it is possible that you could get trapped in one of them. Always use the stairways to exit the building during this type of circumstance. DO NOT OVERLOAD THE ELEVATORS! Please help us to prevent unnecessary repair costs by treating the elevators with care. It is your money that pays for them to be fixed and cleaned.

KITCHENS
Every floor in SBA is equipped with a full-service kitchen located off the center core area next door to the front lounge. Please use any cooking appliances (except microwaves) in the kitchen area and NOT in your room. ALWAYS CLEAN THE KITCHEN AREA WHEN YOU ARE FINISHED AND ALWAYS FOLLOW SAFETY RULES WHEN COOKING! Pest problems may result if people leave dirty dishes, food, or garbage, and kitchen privileges may be revoked for the entire floor.

BATHROOMS
Each hall has its own shared bathroom. Bathrooms are designated male and female, and you may only use the restroom designated for you. There are no unisex bathrooms. Please respect others' privacy and this policy. Please keep them clean. Housekeeping will provide weekday service to all the bathroom facilities. However, they should not have to clean up bathrooms that have been abused - nor should you have to find your bathroom in an unacceptable condition. Please remember that these are shared facilities. Please respect the communal nature of the bathrooms, flush toilets, do not leave toiletries, or other items in the bathrooms.

HALLWAYS
Please respect your community by taking ownership of the hallway, which is a shared space. Please report vandalism or maintenance concerns to the Area Office immediately (585) 275–8764 or sba@reslife.rochester.edu. You share responsibility for the condition of the public areas. Please do not let guests disrespect your home. You are responsible for your guest and their actions. Also, do not place shoes, furniture, or personal items in the hallway. They are a fire/safety hazard and at risk for theft.
LAUNDRY
Prepaid with the swipe of your ID card.
There are two laundry rooms—one in the basement and one on the seventh floor. The washer cycle is between 36-40 minutes and the dryer may be used up to 60 minutes. **Please remove your clothes from the machines as soon as they stop.** If you don’t, you risk someone else removing and placing them on a table or, worse yet, stealing them. Also, be sure to clean out your own lint from the dryer lint screen.
If there is a problem with one of the machines, please hang an “Out of Order” sign on it and report it to the Services Division (585-275-8363) during regular business hours. You may go to the ID Office (SBA room 114A) for refunds.

LOUNGES
**Front Floor Lounges:** There is a front floor lounge on each floor, two through six. They can be used for meetings and other social events. There is an adjoining kitchen, so hall dinners and late-night study snacks are encouraged. These lounges are available on a first come, first served basis.

**Friel Lounge:** This lounge is one of the most striking areas in the building, and for that matter, on the River Campus. It is furnished with sofas that may be moved around as needed. Any member of the University may reserve this lounge through the Area Office, with a $50 refundable deposit, which is used to ensure that the lounge is maintained in good condition. It can be used for formal and informal gatherings, excluding parties. It’s now equipped with projector screens and surround sound. A kitchen is located off the general lounge area.

**Harper Lounge (formerly room 184)**
Named after Martha Matilda Harper a pioneering successful business woman, this small conference room is located off of the lobby area that can be reserved by building residents or the University community for uses such as floor meetings and study groups. The room can be reserved through the SBA Area Office.

**First Floor Media Room:** The newest lounge in SBA. This room is equipped with media technology, making it perfect for studying, presentations, or just watching a movie on the large televisions.

**Solarium:** Offering a view of the campus from the front of the building, the Solarium has two pool tables, each in a locked side room, a piano, and couches. The main Solarium is open 24 hours a day. Pool equipment, and keys to the pool rooms, can be obtained with a student ID from the Service Desk or Office during hours of operation. Students borrowing equipment and using the room are responsible for the condition of the equipment and facilities. The same restrictions apply for this lounge as for all others:

**IF DAMAGED OR MISUSED, THE PRIVILEGE OF USING ANY LOUNGE (Including the Solarium) MAY BE IMMEDIATELY REVOKED.**

PUBLIC RESTROOMS
There are public restrooms located on the first floor near the Danforth entrance, available 6am-9pm.

CENTRAL RESIDENTIAL LIFE OFFICE
The Central Office for Residential Life is located in the basement of SBA at 020 Gates. The Office ensures that residence halls are safe and enriching environments. This is the place to go for information about room lottery and assignments, RA selection, and special interest housing. The entrance to 020 Gates is outside, at the end of Gates wing, and down the stairs. The phone number is 585-275-3166.

SERVICE DESK
The Service Desk is located in the main lobby of the first floor of SBA Halls. This is the place to get information or assistance on just about every aspect of Residential Life and the University. In addition,
you can check out a vacuum cleaner, pool equipment, brooms, dust pans, and some games; you can also obtain trash bags and light bulbs (you may need to leave your ID in order to check out some of these items). The Service Desk is open seven days a week and hours will be posted.

**WRITING FELLOWS OFFICE**
The Writing Fellows, specially trained undergraduate writing consultants, have a tutoring room in SBA room 166, just to the left of the Friel Lounge. The Writing Fellows are qualified to work with you on all types of writing—for all kinds of classes—from the pre-writing and drafting stages all the way through to polishing and revising. Look for their posted evening hours, or contact the Writing and Speaking Center at (585) 273-3577.

**SUBSTANCE FREE HOUSING**
Gates & Gannett 1 and Gates & Gannett 2 are specified as Substance-Free Housing. Residents of these halls do not engage in alcohol or recreational chemical use on or off the hall, and visitors are expected to respect this choice.

**POSTING POLICY**
Advertising is strictly limited to bulletin boards in residence hall areas. Posting is not allowed on doors, windows, bathroom mirrors, floors or rugs, in elevators or in stairwells. Advertising may not be slid under student room doors. Promotional literature for recognized student organizations, approved student programs and campaign posters may be posted on residence hall bulletin boards unless the board is specifically designated for a particular use (e.g. board reserved for Hall Council information). When posting on bulletin boards, only one (1) advertisement per bulletin board is allowed. Groups must not cover up other ads when posting their own advertisement. Staples, thumb tacks and painter’s tape are approved methods of hanging advertisements. *Do not use duct tape or packing tape*. Promotional literature posted on any surface other than bulletin boards will be removed by the Residential Life staff. Commercial advertising is not permitted in any residence hall building. Such advertisements will be removed by the Residential Life staff.

~ RESIDENTIAL LIFE PROCEDURES ~

**FIRE ALARMS and EVACUATION PROCEDURES**
You are **REQUIRED** to evacuate the building immediately whenever you hear the alarm. In order to facilitate the quick movement of people out of the building, exit the building using the back stairwells if you live on the odd numbered floors of SBA (1, 3, or 5). Exit the building using the middle stairwell if you live on the even numbered floors (2, 4, or 6). Take fire alarms seriously; do not be foolish. Rooms may be keyied into if there is a question of whether or not a student has left the building or remains in her/his room.

**DO NOT ENDANGER AND INCONVENIENCE FELLOW RESIDENTS OR YOURSELF BY PULLING FALSE ALARMS.**

It is not a pleasant experience to be standing outside at 4:00 am, when it is 20° below zero, in a T-shirt and shorts, with an exam in the morning, all because of a false fire alarm. Dress appropriately for fire alarms because they will be long and cold. All students **MUST** remain outside until the Residential Life Staff authorize re-entry by announcing the “all clear” command. Attempts to re-enter the building prior to this declaration may result in judicial action.
LOCK-OUTS
If you get locked out of your room for some reason and would like to be let back into your room, follow this procedure:
1) Find your roommate.
2) If it is between the hours of 8:30 am — 5:00 pm during a weekday, go to the Area Office in 104 Morgan and BORROW the “loaner key” to your room.
3) If it is after 8:00 pm and before 8:00 am, find the Duty RA for your section of the building. Residents living on floors 1-3 should find the “Lower” RA; residents living on floors 4-6 should find the “Upper” RA.
4) As a last resort, or at all other times, call Security at 585-275-3333 for assistance.

PEST CONTROL
Unfortunately, there are instances when pest control may be needed. If so, go to the Area Office in 104 Morgan and make a report. You may also call Pest Control directly at 585-275-3241. To help prevent any pest problems, remember to keep areas with food clean. Please keep the bathrooms, trash cans, and recycling bins as tidy as possible.

ROOM CHANGES
There is a two-week waiting period before any room change will be considered. If you wish to request a room change, please talk to your RA or the GHR or RD first. Many things can be solved through a mediation session between roommates and a staff member. It is easier to talk to someone than it is to move your entire room across campus or, for that matter, even down the hall. A room change should be considered only as a last resort. All room changes MUST be requested through and approved by the Central Residential Life Office in 020 Gates.

WORK ORDERS
If, for some reason, you need any repair made in your room or would like to see something in a common area fixed, go to the Area Office in 104 Morgan to fill out a work order. You may also call Facilities directly at 585-273-4567 or submit a work order online at: ceres.ur.rochester.edu/fss/fweb.home/
Chris Vath, the building mechanic, or the student mechanic will then fix it. All maintenance requests are handled on a priority basis and are completed as soon as possible. Work orders that pertain to cleaning can also be filed with Molly in the Area Office. All you have to do is ask.

~MOVING IN/MOVING OUT~

CHECK-IN PROCEDURE
Residents must check-in to your residence hall and receive your room key. This occurs when you sign your Room Condition Form (RCF), which is a form that notes the state of your room before you arrive. It is important to inspect your room and note any damage, missing items or items in room that are not noted on the RCF such as hooks, mirrors affixed to walls, dressers or wardrobes that have been missed on the RCF. Note any discrepancies on the pink copy of the RCF and return the updated copy to the Quad Office within 48 hours of check-in. The pink copy will be filed in our office and compared to damages noted at the end of the year and may help you avoid being billed for damages, missing items or items included in room as listed above that you should not be held responsible for. If you find your room to be in the condition listed on the form, simply keep the pink copy for your records.
CHECK-OUT PROCEDURE
When the time comes and you are ready to move out of your room for the semester/year, you must check out properly. A proper check out requires your signature on the RCF or an approved express checkout envelope, which signifies that you have left the premises and returned your key. Failure to do so will result in a $50.00 improper check-out fee in addition to a $125.00 lock change fee. **When you check out, any problems with the room (other than normal wear and tear) not previously noted on the RCF will be charged to your term-bill.** You are responsible for the entire room, not just "your side". Upon end-of-year room inspections items found to be left in your room will be donated to charity. Please note that you may be charged up to $75.00 for leaving the items without disposing of them properly. The SBA Area Office is not responsible for determining which roommate is to be billed. Please discuss any potential billing dispute with your roommate before leaving and have him/her submit written documentation to: sba@reslife.rochester.edu regarding their role in the damage.

END OF THE YEAR DAMAGE BILLING
At the end of the year, your room will be assessed for any damages beyond normal wear and tear. If ResLife staff finds any damages, a fee will be charged to your term bill at the end of the semester. Damages will be split between the residents of a room. If there is building or hall damage, the fines will be split between the residents of the building or hall. A summary of damage(s) charged will be mailed to your home address. This statement is not the bill, but will itemize the damages and associated fees. It also outlines the appeals process if you feel that your bill is unjust.

DECORATING YOUR ROOM
We understand you wish to make your room reflect your personality and taste. However, when decorating, you must observe fire safety policy (for the protection of you and your fellow hall residents) and must not permanently alter the room in any way. Remember the room must remain in good condition for future residents. If you damage or alter the room, you will be charged for the cost of the repair, restoration, or replacement.

- You may not use hardware, dart boards, paneling, tiling, invasive shelving, scoreboard, hooks, mirrors etc. affixed to walls, doors, floors, furniture etc.
- You may not paint your room. You are responsible for all the furniture in your room.
- You may put carpet on the floor, but you may not tack it down. Curtains are prohibited.
- Personal lofts are not allowed. Beds can be changed to one of the four height levels by reporting to the Quad Office to complete a work order. (Students are allowed one bed height change at no charge – all subsequent requests will be charged $50). Please do not loft or de-loft your bed on your own.
- You may bring your own freestanding furniture. However, the furniture provided by the university cannot be stored and must remain in your room.
- Nothing may be hung from the ceiling or mounted on the walls or furniture with screws, nails, bolts, etc.
- Use of non-permanent adhesives such as 3M hooks or non-oil based Fun-Tac are permitted but are to be used at your own risk. Any wall damage sustained from removal of such products will be charged to your student term bill.
- Upward facing halogen or incandescent lamps with open or grill covers are prohibited, regardless of wattage. Additionally, octopus type lamps and/or lamps with plastic shades are prohibited.
- All extension cords must be thick corded surge (on/off switch) protected extension cords.
- String lights are prohibited.
- Candles, incense, and oil lamps are prohibited.
Living in the University Residence Halls will provide you with a lifetime of wonderful friends, experiences, and memories. However, in order for this community to be open, productive, and safe, there must be some community standards in place. This is a short list of some of the rules and regulations of residence hall living.

**QUIET HOURS**
Quiet hours run from 12:00 A.M. to 8:00 A.M. Sunday-Thursday and 2:00 A.M. to 10:00 A.M. Friday and Saturday. However, your floor community has every right to extend these hours by working with the RA. Once set, the new hours must be posted and all members of the community informed and stamp of approval receive by all. Please be respectful of your neighbor's requests. During quiet hours, noise should be contained in your room with the door closed. If your noise can be heard in the hallway or by your neighbors, you are being too loud. During finals the halls observe 24-hour quiet hours.

**24 HOUR COURTESY HOURS**
It is expected that you maintain courtesy hours for 24 hours each day. This means respecting other residents and their needs. Please be aware of the noise level on your floor even during non-quiet hours. If someone asks you to lower the noise level of your TV, conversation, sound system, etc, please do so.
We expect students to take the initiative to confront noise problems within their areas. If they do not feel comfortable doing so, students should contact their RA.

**PUBLIC AREA DAMAGE**
The hall community shares responsibility for corridors, lounges, kitchens, bathrooms, etc. Any anonymous damage or vandalism will be assessed and the charges will be divided among the residents of a particular unit (wing, floor, building, area depending on the situation). Therefore, be aware of what goes on in your area and do not hesitate to confront someone on a matter that may ultimately end up affecting you. If you have any reservations about confronting someone, please consult your RA, who will be able to advise you.

**SMOKING**
All residential housing is smoke-free. Smoking of any substance is prohibited in all interior areas of all residence halls and the Fraternity Quad, including student rooms and within 30 feet of all housing facilities. Hookahs must be approved by the Office of the Dean of Students before use. You can reach the office at (585) 275-4085 or stop by the office to retrieve the registration form, they are located at 507 Wilson Commons.

**ALCOHOL & OTHER DRUGS**
The SBA Residence Halls abide by all New York State regulations regarding alcohol. In New York, the legal age for possessing or consuming alcohol is 21. Therefore, all freshman halls (Gilbert, Hoeing, Lovejoy 1-2, Tiernan, and SBA) are dry. Alcohol is prohibited in individual rooms and all public areas (hallways, lounges, bathrooms, kitchens, etc.). Common containers, such as beer balls and kegs are strictly prohibited. Possessing, giving away, selling, serving, or using controlled substances or other illegal drugs (including marijuana) on the Quad is prohibited, as is the possession of any drug paraphernalia.

**PETS**
The only pets allowed in on-campus housing are fish in a small aquarium (5 gallon tanks or
smaller). Also, it is important to remember that during winter break, the heating systems will be shut down. Please be prepared to make arrangements if you have fish in the dorms.

**OVERNIGHT GUESTS**
You must seek permission from your roommate for any visitor staying overnight. **No guests are allowed to stay for more than three consecutive nights,** and students are not allowed to host guests for more than four nights in any calendar month. You are responsible for all the actions of your guest. It is important to note that you will be held accountable if your guest violates any Standard of Student Code of Conduct or ResLife Policy and Procedures, regardless if your guests are UR or Non UR Students.

**VISITORS**
There can only be twice the number of occupants plus one extra person in a student room at any given time. A double room could have 5 people total in the room (2 residents x2 +1) and a triple room can have 7 people total. Singles can have a total of 3 people. Residents must entertain additional visitors in the public lounge areas.

**BICYCLES**
Bikes may be stored in your room (with the permission of your roommate and as long as it does not leave marks) or locked on a bicycle rack. Bike storage is never permitted in public areas (stairwells, lounges, hallways, railings, etc.). Bikes in these areas will be removed by Public Safety.

**ROOM ENTRY**
It is the University's intention to assure all reasonable privacy in student rooms. When appropriate, reasonable advance notification will be provided before entering a student room. However, the University reserves the right to enter your room without notice for verification of occupancy and other Residential Life administrative functions; for performance of protective housekeeping or maintenance functions; for health and safety inspections; to protect life, limb, or property; to assure compliance with Housing Contract conditions as well as State, Federal, and University regulations.
### IMPORTANT DATES

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 24th, 2016</td>
<td>Freshmen Move-In Day</td>
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<td>August 31, 2016</td>
<td>Classes begin at the College.</td>
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<td>September 5, 2016</td>
<td>Labor Day (no classes).</td>
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<td>October 17, 2016</td>
<td>Fall term break (10/17 - 10/18).</td>
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<td>October 19, 2016</td>
<td>Classes resume.</td>
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<td>November 7, 2016</td>
<td>Undergraduate registration begins.</td>
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<td>November 17, 2016</td>
<td>Last day to declare S/F or withdraw from courses for undergraduates in Arts, Sciences, and Engineering.</td>
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<td>November 28, 2016</td>
<td>Classes resume.</td>
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<td>December 13, 2016</td>
<td>Classes end.</td>
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<td>December 14, 2016</td>
<td>Reading period begins (optional by college or school offering course).</td>
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<td>December 17, 2016</td>
<td>Final examinations (12/17 - 12/22).</td>
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<td>December 22, 2016</td>
<td>Winter recess begins at end of examinations.</td>
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<td>January 18, 2017</td>
<td>Classes begin at the College.</td>
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<td>March 20, 2017</td>
<td>Classes resume.</td>
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<td>April 3, 2017</td>
<td>Undergraduate registration begins.</td>
</tr>
<tr>
<td>May 3, 2017</td>
<td>Classes end.</td>
</tr>
<tr>
<td>May 4, 2017</td>
<td>Reading period begins at close of classes (optional by college or school offering course).</td>
</tr>
</tbody>
</table>

See also: [http://www.rochester.edu/registrar/calendar.php](http://www.rochester.edu/registrar/calendar.php)