



# *GUIDE TO RESIDENTIAL LIVING*

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## Office for Residential Life & Housing Services

### IMPORTANT DATES 2017-2018 ACADEMIC YEAR

#### Fall Semester

Wed, August 23	8:30 am	Freshmen Move-In Day
Fri, August 25	9:00 am	Upper-class Move-In Day
Wed, August 30	8:00 am	Classes Begin for Fall Term
Monday, September 4		<b><i>Labor Day- Offices are closed</i></b>
October 9- October 10		Fall Break-Residence Halls remain open
November 22- November 26		Thanksgiving Break- Residence Halls remain open
November 25 & November 26		<b><i>Thanksgiving- Offices are closed</i></b>
Fri, December 23	9:00 am	All buildings close <b><i>except</i></b> Southside, Riverview, Brooks Crossing & Susan B. Anthony Halls which remain <b><i>open for students registered</i></b> to stay over break
December 25		<b><i>Christmas- Offices are closed</i></b>

#### Spring Semester

January 1		<b><i>New Years Day- Offices are closed</i></b>
Sat, January 13	9:00 am	All room change students required to return. Halls officially open.
Sun, January 14	9:00 am	All new (first-year & transfer) check-in.
Mon, January 15		<b><i>Martin Luther King Day – offices open</i></b>
Wed, January 17		Classes Begin for Spring Term
February 12 – 18		Special Interest Housing Week
March 10- March 18		<b><i>Spring Break- Residence Halls remain open</i></b>
Mon, March 19		Classes resume
March 21 – 22		Housing Lottery Information Distributed (2018-2019 year)
April 4		Special Interest Housing & Greek Housing member lists due
April 5	4:00pm	Housing Lottery Workshop- Friel Lounge
April 7		Deadline for Special Interest Housing, ALC & Greek members to submit housing contracts
April 9	2:00-4:00pm	Open Houses
April 12	5:00pm	Deadline for housing contract submission
April 14		Housing selection dates and times available on housing website
April 17 – 20		Online room selection
April 24		Room Change Requests can be submitted
May 5		Deadline to submit online dining contract
Sun, May 20		Commencement
Mon, May 21	12:00pm	<b><i>Halls Close</i></b>

#### Summer Housing

May 30		<b><i>Memorial Day- Offices are closed</i></b>
July 4		<b><i>Independence Day- Offices are closed</i></b>

# YOUR ROOM AND APARTMENT

## What comes in your room?

In each room, each student has their own bed and mattress (twin, extra-long), desk, desk chair, dresser, and wardrobe. Additionally, there is one wired Ethernet connection per student. Students will share a wastebasket and recycling bin. There is one cable television connection per room. The windows are covered with a shade or blind. You may bring additional small pieces of furniture to your room (your own desk chair, storage bins, area rug, shelf, etc.) Remember, that it must fit in the room and you may not remove any of the university furniture. Also, remember that to check it with your roommate(s) about what they are bringing so that you do not have more stuff than you need. Suites and apartments have lounge furniture in the common space.

## Occupancy & Housing Contract

*Main Residential Life Office, 020 Gates Wing, Susan B. Anthony Hall*

About us: <http://rochester.edu/reslife/about/index.html>

Housing Contract for first year students is here: <http://rochester.edu/reslife/freshmen/contract.html>

Housing Contract for upper-class students is here: <http://rochester.edu/reslife/upperclass/contract.html>

UR has a two-year housing requirement. All first-year and sophomores are required to live in University housing (unless you have Residential Life's approval to live with parents or a close relative). Your residence hall contract is binding for two years, starting upon submission. If you sign other contracts for successive years, each of them is binding for the full academic year.

## Room Condition Forms (RCFs)

A Room Condition Form (RCF) 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 your Area Office within the amount of time they have determined.** The pink copy will be filed in your area 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.

## Room Changes

*Main Residential Life Office, 020 Gates Wing, Susan B. Anthony Hall*

**Important Disclaimer:** The purpose of this section is to provide a basic outline of typical room change procedures. All decisions pertaining to room changes on campus remain the purview of the Main Residential Life & Housing Services Office. The information in this section is merely a guide to the process and should not be regarded as hard-and-fast policy.

### Basic Room Change Procedure:

All room change requests and authorizations, for students in all residential Areas, are received and processed by the Main Residential Life Office in 020 Gates after October 1 in the Fall semester and January 20 in the Spring. When a resident requests a room change, they will be strongly encouraged to speak with their GHA/GHR/RA/CA -the room change process is intended as a last resort option. Residents should understand that the room change process can be slow and does not guarantee an ideal reassignment.

Once a resident has decided to pursue a room change request, they will file a Room Change Request Form. Upper-class students and first-year students fill out different forms since each group is eligible for placement in different buildings.

- Students will be asked to rank their preferences by:
  - Type of housing
    - suite, apartment, single, double
    - affinity housing preferences
  - Roommate Request

Residents should be as broad as possible when they indicate their preferences; very narrowly defined preferences are harder to match and less likely to be satisfied.

Requests are then ranked by class year, gender, and date of submission. The Undergraduate Assignments Coordinator monitors the status of the room change roster and the available vacancies. If an appropriate match is available, the Undergraduate Assignments Coordinator will contact the student to offer that student a room. While school is in session students have 48 hours in which to determine whether s/he will accept the room. Students can confirm their acceptance or decline the room by responding to the Undergraduate Assignments Coordinator by email or by calling the Main Office (585-275-3166). This right of refusal is not available out-of-term. The resident is typically allowed to consider and refuse only a couple offers before they are moved to the bottom of the roster.

### The Effect of Crowded Housing

In years when Freshman Housing is at high rates of occupancy, some rooms are tripled (or quadrupled!) to accommodate all members of the Freshman Class on campus. Under these circumstances, the de-tripling of crowded rooms is the highest priority in reassignments and outweighs other considerations. This means that the typical procedures may be suspended until all rooms have been restored to normal occupancy.

## **Housing Selection**

*Main Residential Life Office, 020 Gates Wing, Susan B. Anthony Hall*

### Reminder for current first year students:

The College has determined that living on-campus is important to the successful development of UR students. Residential Life does not anticipate releasing first-year students from the sophomore year of the housing requirement. We will review limited requests that have supporting documentation for financial or medical accommodations.

### For all students (classes - 2020, 2019, & 2018)

Every student eligible for on-campus housing will receive information about the Housing Lottery process from your RA, CA or GHA after spring break. For students who live off campus, housing information packets will be available at the Main Residential Life Office. If you are in a Special Interest Housing group, Greek group or will be an RA, CA, Freshman Fellow or D'lon, you will still need to submit an online application but you will receive special instructions on how to proceed.

The description below outlines how the process will work for most students who will be participating in the regular room selection process:

#### **1. Complete an on-line application**

- Every student who submits a housing application will have a selection day and time assigned.

- Standard Housing Contract: In order to participate in housing selection, all students must also submit a housing contract to receive a day and time to select. This contract is binding and students who submit one must live on campus.
- Special Limited Contract: If you only want to live in Riverview or Brooks Crossing and would prefer to live off campus if you were not able to select a Riverview or Brooks Crossing apartment, select the Special Limited Contract option when you sign up. This applies to juniors and seniors only. If, at your selection time, there are no options in Riverview or Brooks Crossing, you are not contractually bound to live on campus.

## 2. Select a room on-line

- The room selection process is based on class year seniority. Each student receives a specific day/time for selection which is randomly assigned within each class year
- Roommates: Each student will designate the other students with whom they are interested in living. There must be a mutual roommate request in place for each student –you will see a notification that the mutual request is confirmed.
  - The roommate with the earliest selection day/time will pull all confirmed students into the room/suite/apartment
  - If you are planning to select a single, you will not designate roommates
- Must-fill Rule: The general rule of thumb is that you must have the right number of students to fill the room type that you want to select (Ex: you must have six students to fill a six-person suite)
  - The only exception to the “must-fill” rule is when a single student selects a space in a double room and the remaining space in the room will be filled by another lottery participant or during the summer

## 3. Select a meal plan on-line

### Things to think about:

- Figure out your strategy in advance.
  - What happens if you can't get your ideal suite?
    - How will you and your friends regroup?
    - If you must break up a 6-person grouping, will it be into pairs for a double room or 2/3 person apartments?

### Off-campus living

The Office for Off-Campus Living Programs help to educate and support to students who are looking for housing or residing off campus. Only juniors and seniors are eligible to live off campus. Living off campus gives students flexibility and a greater sense of freedom, and there are several off-campus housing choices in and around the Rochester area. Students do not submit a housing application but must sign up for a commuter dining plan (required).

### **Break Housing**

*Area Office/ Main Residential Life Office, 020 Gates Wing, Susan B. Anthony Hall*

Fall, Thanksgiving, and Spring Break-The residence halls remain open during these break periods.

Winter break housing is offered in Susan B. Anthony Halls, Genesee Hall, Riverview, Brooks Crossing, and Southside (deKiewiet, Valentine, and Maisonettes). All other buildings are closed during the semester break period. Break stay housing is limited to current undergraduate students. Commuter students are not eligible

for break stay housing. Undergraduates are prohibited from staying in graduate housing areas over the winter break. Those students who live in these four areas may remain in their own rooms. If you plan to stay for any or all of winter break, registration is required for the safety and security of our campus during the semester break. Lists of undergraduate students who registered to stay during the break are provided to Public Safety and area offices.

Students who do not live in one of these four areas must negotiate with another student who does live in one of these areas to use their space for the break period. Residential Life does not broker break housing: you **MUST** get permission from the resident of the room (and roommate, if applicable) and arrange to borrow their keys during the break. Students are strongly encouraged to find suitable break housing by contacting friends or friends of friends. Plan ahead!

If you are unable to find a friend and broker break stay housing, contact Residential Life by emailing [housing@reslife.rochester.edu](mailto:housing@reslife.rochester.edu). As needed, Residential Life will have hostel-style space in a residence hall lounges. Space is limited. Lounges will be shared by up to four students. A bed and mattress will be provided. This should be a last option. There is no charge for break housing, but students must register with the Office for Residential Life & Housing Services to stay.

Summer Housing is available during the summer months. An application will be available in April for you to complete. A limited number of residence halls are used during the summer months which may require you to move your belongings.

### **Damage Billing**

During move out, residential spaces are assessed for damages. Students may be billed for failing to clean their space properly, or for common area damages that occur in a suite of lounge.

Our philosophy on community billing is that all students with access to a space will be charged for damages that occur during the time of occupancy. Charges are divided by all members living in the community, which may be a suite, floor, or an entire building. This includes vandalism and missing property.

Damage bills are applied to a student's regular Bursar bill in the month of June. Students will receive an invoice from their area office detailing all the charges. Appeals should be sent directly to the area office by the specified deadline on your invoice.

To avoid being billed for damages that are present at move in time, please be sure to indicate any irregularities on your room condition form (RCF) at check-in. Damages are assessed by the area office; Resident Advisors do not make decisions regarding who will be billed.

### **Keys & Lock Changes**

#### *Area Office*

Each student is provided with a room key to their room, a suite/apartment door key if applicable, and swipe card (your UR ID card) access for the outside door. Carry your keys on you at all times and always lock your door. If your key(s) are lost or stolen, you must request a lock change from your Area Office as soon as possible. Lock change charges may vary by area and time of the year, so check with your Area Office for more information. These charges are billed to your student account.

Keys cannot be duplicated. You must return your original key when you check out. *If you do not return a key upon check out, or return a duplicated key, you will be charged for a lock change.*



Mailbox keys are handled entirely through the Todd Union mail center. Do not return a mail key to Residential Life upon check out.

It is important to always lock your door and to keep your keys on you at all times. While Residential Life and Public Safety staff can assist with lock outs, repeated lock outs could result in a conduct violation.

## **Checkouts**

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 an improper check-out fee in addition to a 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 for leaving the items without disposing of them properly. The Area Office is not responsible for determining which roommate is to be billed. All damage is billed equally unless one roommate takes responsibility. Any questions on specific charge amounts or other details concerning check out, please contact your Area Office.

## **Personalizing Your Space**

### Murals

A mural approval and contract form must be submitted to your Area Office with the following attachments: drawing of mural; colors, brand and type of paint (must be latex- no oil paint).

Once the design and contract has been approved, project workers may begin drawing on the wall. The painting of the mural project **MUST** be completed within a **two-week timeframe**. Should the mural not be completed within two weeks it will be painted over with a solid-color base by Housing staff and the cost of labor and/or supplies will be the responsibility of the student listed on the contract. All paint supplies must be stored in a secure location and may not be stored in student rooms. All materials must be obtained or approved by Housing staff and returned in good condition. *These supplies are not to be loaned to other projects.*

Upkeep of the mural will be the responsibility of the person listed on the contract and includes touch-ups due to vandalism and normal wear. It will be under the Resident Director/ Assistant Director's discretion as to when the project will be painted over due to vandalism or wear and tear. Residential Life staff will inspect the completed project and will assess charges for any damage that has occurred as a result of the project.

### Lofting

All beds may be lowered and raised however, only some residential areas have beds that can be lofted or bunked. Please see your area office to find out the specifics for your building. Each area office will have a lofting request form that you will need to fill out. In some areas, the first time a bed height is changed it is free. Additional changes may have a fee.

## **Insurance & Liability**

Students' personal property brought to the University is not covered for damage or loss by the University's insurance. We strongly suggest you review your family's homeowner's insurance to determine what is covered by that policy or can be covered with a rider to that policy. Specifically review theft of your property because many policies may cover damage but not loss. The University has also identified additional sources that provide insurance coverage for residence hall students. The University usually mails this material to you during the summer. While we cannot endorse these companies, we do recommend you review all the options and obtain coverage in case your property is damaged or lost.

# RESIDENTIAL LIFE SERVICES

## Area Office vs. Main Office Services

Each residential area has a specific area office assigned to it. The area office controls the day-to-day operations of the residence halls. The Resident Director can be found in the area office during regular business hours, Monday – Friday.

Area Office	Phone Number
Freshman Quad Residence Halls (Gilbert, Hoeing, Lovejoy, & Tiernan Halls)	585-275-5685
Susan B. Anthony Halls (Gannett, Hollister, Morgan, & Gates Wings)	585-275-8764
Jackson Court (Anderson Tower, Wilder Tower, & O'Brien Hall)	585-276-4682
Hill Court (Chambers, Fairchild, Gale, Kendrick, Munro, & Slater Houses)	585-273-5853
Fraternity Quad (Fraternity Houses, Academic Living Centers, Burton, and Crosby)	585-276-6839
Southside Living Area (deKiewiet, Valentine Towers, & Maisonettes)	585-276-6839
Riverview Apartments	585-276-6839
Brooks Crossing Apartments	585-276-6839

The specific office locations are below.

### Area Office Locations

Freshman Quad – 100 Gilbert Hall

Susan B. Anthony – 104 Morgan Wing

Hill Court – 112 Gale House

Jackson Court – O'Brien Hall

Fraternity Quad, Southside, Riverview, Brooks Crossing, Burton & Crosby Halls – B114 Sigma Phi Epsilon House

### Main Residential Life Offices

The Residential Life and Housing Services office located in 020 Gates is responsible for all room assignments and room changes. They conduct occupancy verifications each semester and handle the housing lottery. For questions related to these services, you can contact them at 585-275-3166.

## Facilities & Maintenance

For any maintenance concerns, call facilities at 585-273-4567 or visit <http://www.facilities.rochester.edu> for more information on submitting work orders. After you make a request, please remove personal belongings from the area that needs repair. In the event of a facilities related emergency, staff may enter your room to address the problem with or without the resident present.

ESWs or Environmental Service Workers are responsible for maintaining the common spaces in the residence halls. Maintenance staff such as mechanics complete various maintenance projects and keep the building in good working order. Residential Life also has locksmith and painter staff. Most of these staff work between 6:00am and 2:00pm.

## On-Line Work Request

\*\* Please use your UR NetID to access the system. \*\*

Request facilities service, check the status of your work request or get associated costs

at <https://ceres.ur.rochester.edu/fss/fweb.home>. **(Do not use this for fire, flood, or other emergencies!**

**Contact the Department of Public Safety at x5-3333 or 585-275-3333).**

Note that Southside, Brooks, and Riverview are handled by off site management companies and facilities in those areas work a bit differently. See your Area Handbook for more details.

## **Cable & Internet**

### Cable TV

Each residence hall room is wired for cable TV and digital cable service. Cable cords are not provided so you will have to bring one. Some TVs are not compatible with the all-digital network. Please see the Cable TV Setup page (<https://tech.rochester.edu/tutorials/cable-tv-setup-instructions/>). The channel lineup can be found here: <https://tech.rochester.edu/cable-tv-channels/>.

- HBO Go is included in on-campus housing packages accessible from your computer, tablet, mobile device, etc.

### Connecting Your Computer to UR's Network

There is wireless and Ethernet ResNet in all residential rooms. Visit the Getting Connected website here to learn how to get connected to UR's Network (<http://tech.rochester.edu/wireless-instructions/>).

### ITS

For Questions about UR's IT services, problems, or troubleshooting call 585-275-2000, go to <http://tech.rochester.edu/>, or visit them on the first floor of Rush Rhees Library.

UR takes copywrite laws very seriously. Before arriving on campus, remove any media files that you do not own from your device and while on campus, stay away from any illegal sharing.

## **Laundry**

Each residence hall is equipped with high efficiency laundry facilities. During the Academic Year, (Fall and Spring semesters), costs are included in student housing fees. During the Summer, students will need to pay for laundry facilities.

Laundry Alert is an app that can be downloaded and customized to the area you plan on doing your laundry. The purpose of the app is to show you if there are any washers and dryers available in the laundry room prior to bring all your belongings down and discovering they are all full.

If a machine is out of order, please contact the State Machinery company at 585-466-3870.

## **Lounges & Common Spaces**

All of our residential areas contain lounge and common spaces. Some of these spaces are open to any students in the area, while others can be reserved or have specific functions (music rooms, quiet study areas, etc). You should refer to your Area Handbook or Area Office for specific questions on the lounges in your area.

However, always be respectful of the lounge space you are using, remembering that these spaces belong to the community and are used by many students. This means assuring that the space is left the same way as you found it. Return any furniture you have moved to its previous positions, clean up any garbage or food

you have brought in with you, and in general make sure the space looks as nice as you found it. Finally, remember that all lounge furniture must remain in the lounge and may not be removed.

## **Vending**

Vending machines are generally located on the first floor of most residential buildings. Please see your area handbook for specific locations.

## **Sustainability**

Plastic, metal, glass, paper, and cardboard can all be recycled on residence halls. Recycling containers are located in or near kitchens or entries. To recycle electronics, label and place your old electronics on the Sage Loading Dock in Jackson Court. For mini fridge recycling, call facilities to remove the coolant prior to dropping it off at the Sage Loading Dock. Old athletic shoes can be dropped off in the Goergen Athletic Center locker rooms where they will be recycled through the Nike Reuse-a-Shoe program. Note: This is only for sneakers, please do not donate flip flops, heels, or cleats.

Remember, it is always better to reduce and reuse your waste before recycling it! When using an item ask yourself, “Where did it come from? By what means did it come to be? How will its use impact the Earth’s ecology?”

If you have any other questions, feel free to reach out to your EcoRep or Super EcoRep! For more information on recycling in residence halls and on campus visit <https://www.rochester.edu/sustainability/recycling/>

## **Mail Services**

Mail is delivered to the Todd Union mail center. More information about mail services can be found here: [http://www.facilities.rochester.edu/support\\_ops/campus\\_mail.php](http://www.facilities.rochester.edu/support_ops/campus_mail.php)

Please do not have any mail sent to your hall or room. Off campus vendors such as flower or package delivery cannot access the buildings and your items may be left outside or are undeliverable. Area Offices also do not take mail delivery.

## **Courtesy Phones**

Courtesy phones are located throughout the residence hall corridors and first floor areas.

## **Bikes & Bike Storage**

It is important that you secure your bike in the proper designated areas and register your bike with Department of Transportation and Parking Management. We recommend using U-Lock bike locks to lock your bike. With the U-Lock, place the lock through the frame, front or rear wheel, and a bike rack. Please be cautious of signs where you cannot lock your bike.

Limited indoor bike storage is available in O’Brien Hall. Reserve your indoor bike storage through the Area Office. Indoor bike storage is only available during the Academic Year and you must remove your bike at the end of each semester. Bikes left after you have departed for the semester will be considered abandoned property and donated.

Designated Bike Areas: [http://www.rochester.edu/parking/wp-content/uploads/2016/02/RC-Bike-Rack-Locations-02\\_09\\_16.pdf](http://www.rochester.edu/parking/wp-content/uploads/2016/02/RC-Bike-Rack-Locations-02_09_16.pdf)

Register Your Bike- <http://www.rochester.edu/parking/bicycle-registration/>

## **Fire Pit**

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 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.

## **Programs and Activities**

There are many benefits to living on campus. One of those benefits is being able to participate in a wide variety of programs and activities. Planned activities are part of creating a vibrant living and learning environment in the residence hall community. Both professional and student staff, as well as, various student groups, strive to contribute to building up these vibrant communities.

RAs, CAs, Fellows, D'Lions, EcoReps, and Hall Councils all put on a wide variety of planned events and activities in the residential communities for you to enjoy.

# SAFETY AND SECURITY IN THE RESIDENCE HALLS

## Secure Your Room

Lock Your Room-To ensure a safe and secure residential living area, we advise that you lock your room/apartment/suite whenever you leave your living space. It is important to communicate with those you are sharing with when you leave your space to ensure everyone has their keys to avoid being lock outs.

Lost Keys-If you lose your key, contact the Area Office, as soon as possible. When a key is lost, the lock must be replaced. Your area office will be able to tell the specific cost of a lockout for your area.

## Secure the Building

- Never prop the doors to the residence halls for any reason
- Do not let people who do not have proper ID into the buildings. Letting such people in may compromise the security of the hall
- Whenever you see a propped door, unprop it for your safety and that of others, and make sure the door is secure again
- Always lock your room when you leave and carry your keys with you. Most thefts occur when rooms are left unlocked, even for a few minutes
- Remember, if you cannot see your unlocked room, you cannot protect your belongings. Please lock your door even if you are going to the restroom, kitchen, lounge, or just down the hall.

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.

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. Hosts are responsible for the behavior of their guests at all time. Guests must obey our campus policies and code of conduct.

## Blue Light Phones

Blue Light Emergency Phones are located conveniently around campus in over 200 locations. Simply pick up a Blue Light Emergency Phone and you will be immediately connected to the Public Safety Communications Center. Or dial extension 13 from any University service phone.

For a map of all Blue Light Phone Locations go to <http://www.publicsafety.rochester.edu/services.html>

## Adopt-a-Hall

Adopt-a-Hall Officers are Public Safety Officers assigned as liaisons with some of the university's residential communities to address a variety of public safety and non-public safety issues unique to each hall. Examples include referrals to university resources such as Housing, Facilities UHS, or Residential Education.

For a list of the officer assignments and contact information go to <http://www.publicsafety.rochester.edu/services.html>

## **Lost Items**

### **Area Office**

It is very important to mark your personal items with your name and/or student ID. Many students misplace phones, books, and even valuable items in lounges, hallways, and public spaces within our residence halls. Whenever an item is found in a residence hall during a weekday, our facilities workers will bring the item to the Area Office that is open between 8:30am – 5:00pm, Mondays through Fridays. The area office will then contact Public Safety, notifying them of the lost property. Items found in the evening and/or on weekends are reported directly to Public Safety. Lost and found property is stored with the Department of Public Safety. If you have lost an item or wish to report finding an item, please contact their office at (585) 275-2552 or call Public Safety dispatch at (585) 275-3333

## **Emergency Procedures**

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.

If you have a concern about an individual student, or are in distress yourself, please fill out a CARE Referral. If you are concerned that a student may harm themselves call public safety at (585) 275-3333 and submit a CARE Referral. <https://www.rochester.edu/care/reports.html>

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.

# COMMUNITY INVOLVEMENT AND LEADERSHIP OPPORTUNITIES

## Residence Hall Association (RHA)

The University of Rochester's Residential Hall Association (RHA) will serve as an organization that represents, supports, and advocates for the University's undergraduate residential community. Specifically, RHA serves as the umbrella organization for the University's Hall Council organizations. Also, RHA acts as a supporting body for Special Interest Housing and other participating Residential Life organizations. If you have had experience working in Hall Council or Special Interest Housing, RHA may be the next step you should take in actively contributing to the community as a student leader.

## Hall Council

Hall Council is a great way to get your feet wet as an aspiring student leader. Not only do you have the chance to build community for others in your building, but you will have several opportunities to meet new people and collaborate with other student groups, which enhances your network while a student. In addition, as a part of an executive board, you will see the importance of healthy team dynamics, effective communication, delegating tasks, managing funds, coordinating efficient meetings, and working toward deadlines. If you are considering becoming an RA or CA, Hall Council is a great place to start.

Each Council works to build community through intentional programming. They also act as an advocate on behalf of the hall to improve the living conditions in their community. Finally, each Council actively recognizes the residents in their hall who participate and contribute to the success of the community. In general, Hall Council is a great way to make connections and learn about residential life!

To learn more about Hall Council, visit the site: <https://www.rochester.edu/reslife/hall-council/index.html>

## Resident Advisors & Community Assistants

Resident Advisors (RAs) are student leaders living in the Residence Halls to provide support and guidance to Residents. The RA staff are trained in numerous skills, including, but not limited to, community building, counseling, advising, programming, resource referrals, and emergency services. Resident Directors supervise RAs with the assistance of Graduate Head Residents. Safety and a sense of belonging are at the core of the Residential Life experience, and RAs are a key component to ensuring residents are integrated into the community.

Community Assistants (CAs) are student leaders living in Apartment style housing. The CAs are responsible for building communities with upper-class students and providing peer support. The CA staff are trained in numerous skills, including, but not limited to, community building, counseling, advising, programming, resource referrals, and emergency services. A Resident Director supervises CAs. Safety and a sense of belonging are at the core of the Residential Life experience, and CAs are a key component to ensuring residents are integrated into the community.

## Freshman Fellows

Freshman Fellows are specially selected upper-class students interested in living in freshman areas and serving as role models. They offer mentorship and guidance to the students of their hall. Freshman Fellows actively participate in orientation activities, trainings, and monthly staff/committee meetings. They plan activities for their hall as well as participating in special events and social committees.



## **D'Lions**

The D'Lions are a student group that helps first-year students adjust to campus life and organizes events for River Campus. Working with residence halls and staff, they provide a comfortable living atmosphere on their halls and promote community spirit within the residence halls and the University. The D'Lions sponsor multiple blood drives, participates in many community service projects, and plans programs that the entire campus.

## **EcoReps**

The EcoReps Program is for interested first-year students who wish to combine their living experience with sustainability efforts and education on campus. EcoReps arrive on campus a few days before their classmates for training and take on the responsibility for educating students in their halls on environmental issues through hall activities and events. There is typically one EcoRep on each floor of the freshman residence halls. EcoReps work closely with the other student leaders on campus as well as with fellow EcoReps on day-to-day efforts, including energy competitions, discussions, hall programs, and volunteer work for local organizations and community events. EcoReps also receive one academic credit for their work.

## **Super EcoReps**

Super EcoReps was created in 2017 as an extension program of EcoReps. Super EcoReps are located in upperclassmen housing areas. Super EcoReps will work collaboratively together to put on area programs and update EcoBoards twice a semester to educate the student body on sustainability issues and opportunities.

## **Student Assistants**

Student Assistants (SAs) support the Residential Life Area Offices. The SA staff is typically supervised by the Assistant Director, Resident Director, or the Area Secretaries. SAs assist with the administrative task in the offices and help with coverage when staff is unavailable. These are paid positions that range anywhere from 10-20 hours per week, depending on how many SAs are in an office. Any interested individual should reach out to any area office to inquire about available positions.

# RESIDENTIAL LIFE STANDARDS AND COMMUNITY EXPECTATIONS

## Student Rights and Responsibilities

Residential living provides an atmosphere that is conducive to personal growth, social interaction, and a supportive academic environment. As a member of this community, you have the following rights and responsibilities.

1. You have the right to live in a safe and clean facilities. You are responsible for keeping your room secured by locking your door and keeping the building secured by not propping doors and letting people you do not know into the hall. Additionally, it is your responsibility to keep common spaces clear after you use them.
2. You have the right to live in an environment that is conducive to the sleep and study needed for academic excellence. You have the responsibility to maintain that environment and ask others to do so as a good neighbor.
3. You have the right to influence your living environment and comment on policies and procedures though your participation in floor meetings, hall council, and the Residence Hall Association.
4. You have the right to be free from discrimination based on race, gender, ethnicity, national origin, religion, ability, sexual orientation, marital status, age, and veteran status. You retain the rights afforded to you as a resident of New York and the United States of America.
5. You should always consider the rights of fellow residents. Your actions should not interfere with another's rights or the university's attempt to manage and maintain Residential facilities in accordance with university or residential policies or maintenance.
6. You are expected to participate in community or floor meetings. Each resident shares responsibilities for adhering to and enforcing community rules and expectations.
7. You are responsible for knowing and adhering to the rules outlined in this guide, the Residential Life and Housing Services contract and policy list, your area handbook, and The College's Code of Conduct.
8. You are responsible for your actions and the actions of your guests, and for accepting the consequences associated with those actions.

## 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.

## Vandalism and Public Damage

Damage billing is used to address all damages within individual student rooms as well as vandalism and damages in public areas. Lobbies, hallways, social and student lounges, recreation rooms, bathrooms, and elevators are just a few of the public areas that sustain damage throughout the year. Instead of requiring a damage deposit from each resident, like a security deposit on an apartment, we choose to bill the residents for individual incidents.

When public areas are vandalized or University property is damaged either the student(s) responsible can accept responsibility or the students living in the surrounding area will be assessed a damage fee to cover the cost of repairs. Depending on the building and the physical configuration, as well as the nature of each incident, our staff will determine whether the incident should be shared by all members of the building or by members of a

floor or suite. We also take natural wear and tear into consideration opting many times to disregard charges that may have not had resident involvement.

The philosophy behind vandalism and public damage billing is that all residents in University Housing are part of a larger community on campus. Therefore, residents are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One aspect of this responsibility is that damages occur in common areas. It is our hope that residents will work to prevent damages and address incidents as they occur (community members look out for their neighbors). We realize that not everyone is responsible for these damages however like all members of our community, we benefit from the advantages granted by working elevators, exit signs, and hallway lights, etc... these items are repaired when broken to ensure that all residents benefit from their existence.

### **Posting Policy**

Residential Life follows very similar policies to Wilson Commons on posting flyers in residential facilities.

Areas you can post:

- Community Flyer Bulletin Boards
- Cork Boards outside of your room (where applicable)

Areas You Cannot Post

- Windows/Glass
- Stairwells
- RA/CA/D'Lion/Fellow/Hall Council Bulletin Boards
- Walls
- Elevators

General Guidelines

- Please remove your flyers after your event has occurred.
- Please be respectful and do not tear other's flyers down.

### **Violations of community standards**

The university has set guidelines for community standards that all students should follow. When a policy is violated, a resident may be documented by a residential life staff member, or a Public Safety officer.

All students are required to know and understand the Standards of Student Conduct. The document below explains each policy, and possible sanctions associated with violating said policy.

[https://www.rochester.edu/college/cscm/assets/pdf/standards\\_studentconduct.pdf](https://www.rochester.edu/college/cscm/assets/pdf/standards_studentconduct.pdf)

Students will receive notification of a conduct meeting via email, and should set up a meeting within 48 hours. The meeting will be with the Resident Director in the area in which the violation occurred, or with a member of the Student Conflict Management staff.

## ALPHABET SOUP

(A guide to commonly used abbreviations and uncommonly used monikers)

ALC	Academic Living Center- 3 houses located on the fraternity quad
ADP	Alpha Delta Phi Fraternity house located on the Fraternity Quad
AD	Assistant or Associate Director
ACJC	All Campus Judicial Council
CA	Community Assistant (13) – Riverview/Brooks Crossing
CIF	Computer Interest Floor – located in Jackson Court
DLH	Douglass Leadership House
Drama/D-House	Drama House
DKE	Delta Kappa Epsilon Fraternity house located of the Fraternity Quad
D'Lion	Students who assist First Year students connect with campus and plan social programs
E4E	Expectations for Excellence (Fraternity, Sorority, and SIH Evaluative Model)
EH&S	Environmental Health & Safety (fire safety and pest control)
ESW	Environmental Service Worker (Housekeepers)
Fellow	Students who are academic mentors to First Year students
FSA	Office of Fraternity and Sorority Affairs
GA	Graduate Assistant
GHA	Graduate House Advisor (9)
GHR	Graduate Head Residents (7)
ICLC	Interclass Living Center – located in Crosby
ITS	University Information Technology Services
MERT	Medical Emergency Response Team
MIF	Music Interest Floor
ODOS	Office of the Dean of Students
OMSA	Office of Minority Student Affairs
PHASE	Reference to Hill Court
Psi U	Psi Upsilon Fraternity House located on the Fraternity Quad
RA	Resident Advisor (115+)
RCF	Room Condition Form
RD	Resident Director
SA	Students' Association or "Summer Assistant" in Residential Life Offices
SAM	Sigma Alpha Mu Fraternity House located of the Fraternity Quad
SBA/Sue B	Susan B. Anthony Residence Hall
Sig Chi	Sigma Chi Fraternity located on the Fraternity Quad
Sig Ep	Sigma Phi Epsilon and Fraternity/ALC/Apartments Area Office
SIH	Special Interest Housing
SRA	Summer RA
Theta Chi/TC	Theta Chi fraternity house located on the Fraternity Quad
UCC	University Counseling Center
UHS	University Health Service
WC/WilCo	Wilson Commons

# CAMPUS RESOURCES

## Academic Resources

### College Center for Advising

Services and Tutoring

312 Lattimore Hall

Phone: (585) 275-2354

Email: [cascas@mail.rochester.edu](mailto:cascas@mail.rochester.edu)

### Center for Excellence in Teaching & Learning (CETL)

1-154 Dewey Hall

Phone: (585) 275-9049

Email: [cetl@rochester.edu](mailto:cetl@rochester.edu)

### Gwen M. Greene Career and Internship Center

4-200 Dewey Hall

Phone: (585) 275-2366

Email: [career.center@rochester.edu](mailto:career.center@rochester.edu)

### International Services Offices

213 Morey Hall

Phone: (585) 275-2866

Email: [questions@iso.rochester.edu](mailto:questions@iso.rochester.edu)

### Multidisciplinary Studies Center

4-209B Dewey Hall

Phone: (585) 276-5305

Email: [msc@rochester.edu](mailto:msc@rochester.edu)

### Office of Minority Student Affairs

2-161 Dewey Hall

Phone: (585) 275-0651

Email: [OMSA@ur.rochester.edu](mailto:OMSA@ur.rochester.edu)

### Registrar's Office

127 Lattimore Hall

Phone: (585) 275-8131

Email: [registrar@rochester.edu](mailto:registrar@rochester.edu)

### River Campus Libraries

Phone: (585)-275-4471

### Center for Study Abroad

Dewey 2-161

Phone: (585) 275-7532

Email: [abroad@admin.rochester.edu](mailto:abroad@admin.rochester.edu)

### Writing, Speaking, and Argument Program

(College Writing and Speaking Center)

Rush Rhees Library G-121

Phone: (585) 273-3577

Email: [wsap@ur.rochester.edu](mailto:wsap@ur.rochester.edu)

## Health and Safety Resources

### University Health Service (UHS)

First Floor, UHS Building  
Phone: (585) 275-2662

### UHS Health Promotion Office

Second Floor, UHS Building  
Phone: (585) 273-5770

### University Counseling Center (UCC)

Third Floor, UHS Building  
Phone: (585) 275-3113

### CARE Network

510 Wilson Commons

Heidi Saller

Associate Director for Student Support Services

Phone: (585) 273-2568

Email: [heidi.saller@rochester.edu](mailto:heidi.saller@rochester.edu)

Kayla Virts

CARE Network Coordinator

Phone: (585) 276-6894

Email: [kvirts@ur.rochester.edu](mailto:kvirts@ur.rochester.edu)

### Center for Student Conflict Management

510 Wilson Commons

Phone: (585) 275-4085

Email: [conflict.management@rochester.edu](mailto:conflict.management@rochester.edu)

Amber Ingalls

Assistant Director for Alcohol & Other Drugs

510 Wilson Commons

Phone: (585) 275-4085

### Environmental Health and Safety (EH&S)

685 Mt. Hope Avenue

Phone: (585) 275-3241

### University Public Safety Center

612 Wilson Boulevard

Phone: (585) 275-3340 or (585) 275-3437

Email: [publicsafety@rochester.edu](mailto:publicsafety@rochester.edu)

Emergency number: dial x13 from grey  
courtesy phones or pick up any Blue Light  
Emergency Phone or (585) 275-3333

Crime Prevention Services:  
dial (585) 275-2220

Victim's Assistance Services:  
dial (585) 275-2090

### University Intercessor

Wallis Hall

Phone: (585) 275-5931

Harriette Royer  
Sexual Harassment  
(585) 275-9125

Frederick Jefferson  
Racial Harassment  
(585) 278-7245

## Miscellaneous Resources

### Athletics and Recreation

Goergen Athletic Center

George VanderZwaag  
Executive Director of Athletics  
Phone: (585) 275-4301  
Email: [zwaag@sports.rochester.edu](mailto:zwaag@sports.rochester.edu)

Kris Shanley  
Associate Athletics Director/Facilities  
Phone: (585) 275-6277  
Email: [kshanley@sports.rochester.edu](mailto:kshanley@sports.rochester.edu)

### Office of Alumni Relations

Alumni & Advancement Center  
300 East River Rd  
Phone: (585) 273-5888  
Email: [alumni@rochester.edu](mailto:alumni@rochester.edu)

### Bursar's Office

330 Meliora Hall  
(585) 275-3931  
Email: [bursar@admin.rochester.edu](mailto:bursar@admin.rochester.edu)

### Chase Bank

Todd Union, Basement  
Phone (585) 275-4560

### Campus Bookstore

1305 Mt. Hope Avenue  
Phone: (585) 275-4012

### Copy Center

Meliora Hall 221  
Phone: (585) 275-0334

### Dining Services

Frederick Douglass Building, 309  
Phone: (585) 275-6265

### Identification Cards Office (ID Office)

Susan B. Anthony Hall, First Floor  
Phone: (585)275-3975

### Financial Aid Office

G13 Wallis Hall  
Phone: (585)275-3226

### Fraternity and Sorority Affairs (FSA)

201 Wilson Commons

John DiSarro  
Director  
Phone: (585) 275-3167  
Email: [john.disarro@rochester.edu](mailto:john.disarro@rochester.edu)

Casey Dowling  
Associate Director  
Phone:  
Email:

### Lost and Found

Common Connection  
201 Wilson Commons  
Phone: (585) 275-5911

### Orientation

124 Lattimore Hall  
Phone: (585) 275-4414

### Parking Management Center

70 Goler House, East Drive  
Phone: (585) 275-4524

### Campus Post Office

Lower Level of Todd Union  
Pete Lootens  
Working Leader  
Phone: (585) 275-3991

### Office for Residential Life and Housing Services

020 Gates, SBA  
Phone: (585) 275-3166  
Email: [housing@reslife.rochester.edu](mailto:housing@reslife.rochester.edu)

### Rochester Center for Community Leadership (RCCL)

107 Lattimore Hall  
Phone: (585) 276-6860  
Email: [community@rochester.edu](mailto:community@rochester.edu)