

SUNY Jamestown Community College Residence Life Housing Manual





Purpose Statement:

The Jamestown Community College Residence Life Program is committed to providing a safe, supportive and diverse living environment. A Residence Life experience will promote personal and academic development to students via on- and off-campus programming and initiatives.

On-campus living will offer JCC students access to amenities and resources provided by both the Residence Life program and the College, including requested housing accommodations. Residence Life aims to mirror the vision, mission, and values of Jamestown Community College.

Values:

In order to support the purpose of the program, Residence Life works to foster:

- **Citizenship:** Becoming engaged members of a diverse community, fostering an environment to learn and live responsibly and respectfully.
- **Opportunity:** Having greater access to achieve goals.
- **Resources:** Availability of resources for personal and academic support.
- **Enrichment:** Develop emotionally, personally and culturally.

Updated: August 2021

The following are the On-Campus Living Policies that apply to all residential students, their guests, and visitors to the Hillside Suites Residence Halls. It should be understood that the Director of Residence Life or their designee, or the Vice President of Student Affairs or their designee, may terminate the housing assignment of a student for violation(s) of the below conditions or relocate a student to a different suite. In addition to being asked to leave the residence halls and the residence life program, failure to follow these policies, the following may also occur; college disciplinary action and/or civil/criminal action and/or financial liability. All policies and procedures contained herein are subject to change by FSA and/or the College at any time.

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Jamestown Community College's Non-Discrimination Notice

Jamestown Community College (JCC) declares and reaffirms a policy of non-discrimination, equal employment and equal educational opportunities in its Equal Opportunity Policy Statement:

Jamestown Community College does not discriminate and will make all decisions regarding admission and the entire educational process of its students, and recruitment, hiring, promotion, and other terms and conditions of employment without discrimination on the basis of sex, gender (including sexual harassment, gender harassment, and harassment due to pregnancy, childbirth, breastfeeding, and related conditions), gender identity, gender expression, gender non-conformity, sexual orientation, marital or domestic partner status, race, creed, color, national origin, ancestry, religion, physical or mental disability, medical condition, genetic information of an individual or family member of the individual, requesting an accommodation, veteran or military status, family care status, requesting or taking pregnancy, parental or disability leave, age, or any other characteristic protected by federal, state or local law, or regulation. All such discrimination and harassment is unlawful and will not be tolerated by JCC.

If any faculty, staff, employee, or any job applicant believes they have been subject to discrimination or harassment during any phase of the recruitment process or in the workplace, they may file a complaint under JCC's Human Right and Affirmative Action Policy. For these purposes, any incident should be reported to one of JCC's Civil Rights Compliance Coordinators.

If a complaint is based upon allegations involving Affirmative Action, it should be directed to:

- Nicolette Riczker, Executive Director of [Human Resources](#) and Chief Diversity Officer | NickeyRiczker@mail.sunyjcc.edu | 716.338.1035

If a complaint is based upon allegations involving Title IX, it should be directed to:

- Barry Swanson, [Campus Safety](#) and Security Officer and Title IX Coordinator | BarrySwanson@mail.sunyjcc.edu | 716.338.1015

If a complaint is based upon allegations involving a disability, it should be directed to:

- Donald Pool, Coordinator of [Accessibility Services](#) | DonPool@mail.sunyjcc.edu | 716.338.1251

Any student, faculty member, staff, employee, or job applicant who reports discrimination or participates in a discrimination investigation shall not be punished.

JCC shall protect the confidentiality of any student, faculty member, staff, employee, or job applicant who reports such discrimination or participates in a discrimination investigation to the greatest possible extent.

Residence Life On-Campus Living Policies

1. General Information

a. Housing Application and License Agreement Appeal

- i. Submission of the signed Housing Application and License Agreement via mail, email or electronic form, facsimile or in person indicates agreement with all policies and procedures outlined in the Housing License and Application Agreement and the On-Campus Living Policies outlined in this document. This license is for the entire academic year and cannot be cancelled by the student during the period without the submission of the Request to Terminate Housing License and Application for review by the appeal panel. Submission of this request does not guarantee that the Housing License and Application will be terminated. This form is available upon request from the Office of Residence Life, Hamilton Collegiate Center, FSA office.
- ii. Students accepted to Jamestown Community College, who are matriculated to full-time status, and who have filed a current FAFSA are eligible for housing in the Hillside Suites. Students will be assigned housing based on the submission of a valid housing application, application fee, and the submission of a current FAFSA with priority given to those completed by August 1 for the fall semester and January 1 for the spring semester.
- iii. Students under the age of 18 years must submit the appropriate housing application complete with a parental signature.
- iv. Occupancy is based on 15 weeks of academic classes meeting. Accommodations for periods of official college recesses are not covered by fees established in this agreement. Students may not take a roommate, assign, sublease, lease, or otherwise transfer your interest of housing under this license agreement, or permit anyone not duly assigned or approved by the Director of Residence Life to share any part of the room or suite.
- v. **Appeal of housing agreement (Prior to residing in the Hillside Suites)**
 1. Request for the refund of the housing deposit must be made in writing by the student to the Office of Residence Life. All requests for refunds prior to residing in the Hillside Suites must be made prior to July 1 for the fall semester and by January 1 for the spring semester. All housing deposits made after these dates are non-refundable.
 2. Student's placed on a wait-list and who have not been assigned a room may request a return of their deposit or it may be deferred to a later semester.
 3. If a resident withdraws or terminates the housing agreement, or is dismissed from the college and/or Residence Life (RL) program, the individual will be financially obligated and will forfeit their application fee.
 4. If a student has an outstanding balance with the College, the requested refund will be applied to that balance first. The remaining balance (if any) will be issued by check from the Faculty Student Association in the student's name and sent to the address that is listed in Banner.
- vi. **Appeal of housing agreement (Currently residing in the Hillside Suites)**
 1. Residents requesting to vacate their Housing License and Agreement due to extenuating circumstances or military enlistment must fill out the Request to Terminate Housing Agreement form. This form is available upon request from the Office of Residence Life, Hamilton Collegiate Center, FSA office. Submissions must be made to the Office of Residence Life no later than December 1. Once the form and documentation are received, the DRL will notify the appeals panel for review. The appeals panel will consist of representation from the Office of Residence Life, the Faculty Student Association, the Financial Aid Office, the Office of Business Services, and other designated student services when deemed necessary. Decisions will be communicated via email at the panel's earliest convenience. Submission of this document does not guarantee that a student will be released from the license or excuse them from their financial obligation.
The decision of the Appeal Panel is final.

- a. Appeals received after the due date may not be considered.

- b. Appeals must include all supporting documentation in addition to the Request to Terminate Housing License and Agreement. Those received without documentation may be denied.
 - c. Appeal letters must be written by the student; those written on behalf of the student will be denied.
 - 2. Residents choosing to complete a total withdrawal from scheduled classes will need to complete a Request to Terminate Housing Agreement form with the aforementioned information still applying.
- vii. **Housing Deposit Refund (end of academic year):** The housing deposit will be refunded within ninety (90) days of the expiration of the Housing License Agreement provided damage charges have been paid in full and there is no additional damage or housing related fines/charges. If the damages exceed the amount of the housing deposit, the student will be personally responsible for the remaining balance, and have a financial hold placed on their account. Damage in public areas of residence hall buildings will be assessed at the discretion of the FSA.
- b. Respect for Individuals/Groups**
 - i. Individuals are expected to comply with all aspects of the [Constitution of the Student Body](#). Students who chose to compromise the safety and respect of an individual or group will be subject to student conduct sanctions.

2. Eligibility

a. Acknowledgement of the On-Campus Living Policies

- i. The submission of a housing application constitutes a resident's acceptance to a 1-Year (fall and spring semesters) binding housing agreement unless arrangements are made with the Director of Residence Life (DRL) prior to the start of the fall semester. This submission also acknowledges acceptance to additional changes, which may be communicated in an addendum issued by the College or FSA.

b. Requirements

i. Health Information

- 1. In accordance with New York State Public Health Law 2165, prior to residing in the Hillside Suites students must demonstrate proof of immunity against measles, mumps, rubella, and meningitis (or a signed waiver). Immunization records may be sent directly to the Health Center. For more information, please see the [Health Services Immunization Requirements](#) webpage or contact our Health Center at 716.338.1077.

- ii. **Full-Time Status:** Residents must be enrolled and maintain full-time status each semester to continue to reside in the Hillside Suites. "Full time" is defined as twelve (12) credit hours or more that includes hours added during the drop-add period or through the census date for the semester. If a resident falls below the full time credit hour requirements at any point in the semester, they must attempt to be reinstated in classes, add late-start classes, or explain extenuating circumstances to the DRL or their designee within 48 hours. Failure to maintain full-time status or enroll in courses following the census date or an individual withdrawal from a course(s) may result in dismissal from the Hillside Suites at the discretion of the DRL or their designee.
 - 1. A few ways a resident can drop below full-time:
 - a. Drop/Add
 - b. Withdrawal from a course
 - c. Faculty member can administratively withdraw a student from a course based on poor attendance
 - 2. A student's status is monitored throughout the semester and resident must respond to all notices regarding registration status. Failure to respond will result in denied or limited access to the Hillside Suites or removal from the program with 48 hours' notice. Students who withdraw their registration from any or all courses shall be liable for payment of room

charges and fees, with FSA following the College refund schedule that is published in the Credit Course Master Schedule under financial information.

- iii. **Age requirement:** A student must be 18 years old prior to December 31 of the fall semester. Exceptions may be discussed with the Director of Residence Life (DRL).
- iv. **Conduct Standing:** Students must be in good conduct standing to reside in the Hillside Suites. When needed, the DRL or designee may determine conduct standing through use of the College's Maxient judicial database.
 - 1. **Felony Conviction:** Students who have a felony conviction or who are Registered Sex Offenders at risk to re-offend in accordance to New York State law or any other jurisdiction or students who, at the discretion of the Vice President of Student Affairs, pose a threat to themselves or other residents are not eligible for residing in the Hillside Suites. Students who desire to appeal their ability to live on campus due to a felony conviction must contact the office of the Vice President of Student Affairs. The student will then be provided an opportunity to have their case heard by the Vice President and/or designee(s) to determine if an appeal would be granted. A decision regarding the appeal will be communicated to the student through their JCC email.

3. Resident Responsibilities

- a. **Compliance with Residence Life Staff:** All students and their guests are expected to comply with all addendums and reasonable instructions from College and Residence Life staff. All students and their guests are expected to show a valid picture ID when asked by a College, Residence Life official, or contracted security. Failure to identify yourself to a College or Residence Life staff member upon request is a violation of the Jamestown Community College Code of Conduct.
 - i. **Mandatory Floor Meetings:** During the semester, residents must attend mandatory hall/floor meetings. Residents will be held accountable for any information disseminated. Failure to attend hall/floor meeting will be considered a violation and will be adjudicated by a Residence Director.
 - ii. **Quiet Hours:** The Hillside Suites Residence Halls are 24-hour quiet hour facilities. Quiet hours are defined as a time during which all sound must be contained within a suite. Quiet hours pertain to the interior and surrounding areas of the residence halls. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.
 - iii. Residence Life personnel or contracted security reserves the right to search bags, backpacks, etc. for contraband items. Students or guests who are found in possession of these items may face judicial actions.
- b. **Residence Life Conduct Violations:** The Residence Life staff will investigate all incidents within the purview of the Residence Life Program. The purpose of the conduct process is to promote and maintain a healthy community where shared values, expectations and behavioral standards are set by the residence hall community.
 - i. For more information regarding the Residence Life conduct process, please refer to the to the procedures section of this document.
- c. **Residence Hall Safety and Security:** It is the responsibility of all residents to maintain a safe and secure living environment. All Hillside Suites residence halls are locked on a 24-hour basis, which is facilitated through an electronic Access/ID card provided by FSA. Students receive access only to the residence hall that they are assigned. Access to the residence halls is granted to the Residence Life staff, contracted security, and College officials.
 - i. **Video surveillance:** Video recording equipment is in place for the common and public areas of the Hillside Suites and the College.
 - ii. **Building Security:**
 - 1. **Assigned keys and access cards:** Upon residing in the Hillside Suites, residents will be assigned an Access/ID card and keys to allow access to their designated building and living space. Permitting the shared use of Access/ID cards or keys to enter a building, suite or bedroom for which someone is not assigned is strictly prohibited. Residents in violation of this policy will be subject to student conduct sanctions.

2. Lost keys/IDs: If a resident loses their Access/ID card, they must report this immediately to the Residence Director to be deactivated in the system. A new Access/ID card must be obtained from the FSA office, with a replacement fee of \$20.
 - a. If a resident loses a key issued by the residence life staff, it may only be replaced by reporting the loss to the Residence Director. In such cases, the resident will be billed for either the cost of a new key (\$50 per key) or the cost of re-keying the suite. Keys returned by residents at checkout that are not the same keys issued by JCC will also necessitate the re-keying of the suite with assessment of charges to the resident responsible. All keys remain the property of FSA.
Duplication is strictly prohibited.
 3. Secure living spaces: Each resident is responsible for keeping their suite and bedroom door locked when not present in the area. The College and FSA are not responsible for loss or theft of personal property in the residence halls and/or on college property.
- iii. **Visitation:** Visitation within the Hillside Suites is a privilege and will be subject to any addendum issued by the College or FSA. A guest is defined as any person who is not a designated resident of the building, suite or bedroom they are visiting. It is important for suitemates to discuss visitation and to arrive at an agreement acceptable to all roommates in the suite. To ensure an appropriate level of security in the building, the following procedures are set in place:
1. Guests are subject to the same policies, regulations and expectations of their host when on College property or attending any College sponsored event. The host has the responsibility of informing their guest(s) of such policies, regulations and expectations.
 2. Residence Hall staff may, at any time and for any reason, deny person(s) access to the residence halls and/or require person(s) to leave College property.
 3. All guests must contact their host to be signed in.
 - a. Residents will be limited to signing in two (2) guests
 - b. There is a 12 person occupancy limit on 4-person suites.
 - c. There is a 15 person occupancy limit on 5-person suites.
 4. All guests, including parents and family members, will be required to sign in at the Resident Assistant office or front lobby. Guests must possess a valid photo ID; driver's license, college ID, or State ID (High School ID's will not be accepted).
 - a. Guests must be 17 years of age or older and be signed in at the Resident Assistant office or front lobby between the hours of 9:00 p.m. and 3:00 a.m. Sunday through Thursday, and 9:00 p.m. and 5:00 a.m. on Friday and Saturday. The Residence Director on duty will make any exceptions.
 5. For the safety and security of the guest and the resident, guests must be in the presence of the host resident at all times, including escorting them throughout the building.
 6. Overnight guests are permitted, but may not spend more than four nights in a two-week period, regardless of what residence hall they are signing in as a guest.
 7. The Residence Life Staff reserves the right to override permission for an overnight guest and deny that individual the privilege of spending the night in a resident's room or suite.
 - a. Guests may not use a resident's keys or Access/ID card to gain access to the building, suite, and/or bedroom.
 - b. The storage of guest/visitor property within the units is prohibited.
 8. Guest actions which are in violation of the On-Campus Living Policies or the Constitution of the Student Body may be asked to leave the Hillside Suites at the discretion of a professional Residence Life staff member or designee of the College. Failure of a guest to vacate the premises may result in 1) the guest being escorted from the building 2) the issuance of a persona non-grata letter, or in certain circumstances 3) trespass charges may be pursued. Any of these actions will prohibit that guest from future visits to the residence halls and the immediate area surrounding the residence halls. Failure to comply may result in the arrest of the individual(s).
 - a. Guests who are on the Residence Life PNG list may appeal their status in writing to the DRL no sooner than 1-year after the date of the incident.

- b. Guests who are on the Residence Life PNG list who wish to reside in the Hillside Suites must appeal their status to the DRL in writing.
- iv. **Personal Property Loss and Claims:** FSA and the College are not responsible for loss of or damage to personal property of residents or their guests, and do not carry insurance on personal property.
 - 1. Personal property insurance may be available through a resident's homeowners insurance policy (residents and their families should check with their insurance carrier), or through individual purchase of personal property protection program.
 - a. Residents will be responsible to remove all property when vacating the Hillside Suites. Residents acknowledge that items left in the premises after vacating or termination of housing license agreement shall be deemed abandoned property and immediately disposed of by FSA, in its sole discretion. Any costs incurred by FSA associated with such disposal will be the financial responsibility of the resident abandoning the property. There is no obligation on FSA to store any items deemed as abandoned left in the licensed space, nor to reimburse the resident for any loss.
 - b. Renter's Insurance: Although it is not mandatory, we recommend all residents obtain renter's insurance to protect their belongings in the event of theft or damage. FSA will not compensate residents for loss or theft of personal property in the residence halls.
- v. **Lockouts:** It is the responsibility of the residents to lock their suite and bedroom doors. If a lockout occurs, please follow the following procedures:
 - 1. Residents who are locked out should contact the Resident Assistant (RA on duty). If an RA cannot be contacted, they should contact their RD.
 - 2. Residents will be asked to verify their identity at the time of the lockout.
 - 3. Residence Life staff will only let residents into their assigned room/suite. No access will be given to other resident's rooms.
 - 4. Residence Life staff will not unlock doors for guests.
 - 5. Residents are required to verify that they are in possession of their keys when they are let into their suite/room. If they do not have their keys, they will incur lost key charges of \$50 per key.
 - 6. Lockout assistance will be completed at the earliest time feasible to the Residence Life staff, but not between 2am-9am each day.
 - 7. Those students who repeatedly require the assistance of the Residence Life staff to unlock their suite/bedroom may incur charges and/or sanctions after the second lock out.

d. Alcohol, Drug use, and Smoking

- i. **Alcohol:** The use, sale, transfer, possession, or knowingly in the presence of alcoholic beverages in the residence halls or on College premises is prohibited, regardless of age. No alcohol beverage containers, related decorations, drinking game devices or paraphernalia are allowed in the residence halls or on the College premises, regardless of age, and will be removed from the suite and/or bedroom.
- ii. **Drugs:** Individuals involved with the illegal possession, use, sale, transfer, or knowingly in the presence of any illegal drugs or controlled substance, including those used for medical purposes, may be dismissed from the residence halls without refund.
 - 1. All drug paraphernalia is prohibited and will be confiscated. Drug-related violations may result in criminal charges, in addition to the residence hall and student conduct action. All residence life offenses and consequences (violations) remain part of a student's record for the duration of his/her JCC residential experience.
- iii. **Cannabis:** On March 31, 2021, the Governor signed into law the Marihuana Regulation and Taxation Act ("the Act").
 - 1. While this state law authorizing adult-use cannabis by those age 21 and older became effect immediately, SUNY remains bound by its federal requirements under the Drug Free Schools and Communities Act and the Drug Free Workplace Act

2. Pursuant to federal requirements and existing SUNY policy, the use, possession, cultivation, and sale of cannabis remain prohibited on SUNY campuses and subject to code of conduct or disciplinary actions.
 - a. This prohibition covers all SUNY property in public or in dorms or offices, including university-owned and leased buildings, housing, and parking lots, and at all SUNY events or while conducting university business, except for approved academic research
 - iv. **Smoking:** Jamestown Community College is a tobacco free campus. Smoking is prohibited within the Residence Halls. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs, electronic cigarettes and burning candles or incense. In addition to this, possession or use of any tobacco products, including any form of smokeless tobacco within the residence halls is prohibited. Regardless of alarm activation, if it is determined that smoking has occurred inside any part of the suite, all residents may be subject to the student judicial action and will incur immediate cleaning charges or forfeiture of their housing deposit at the discretion of the Director of Residence Life and/or Director of Buildings and Grounds or designee(s).
- e. **Vehicle Registration:** Students are permitted to have a vehicle on-campus while residing in the Hillside Suites. Students and their guests must adhere to the parking rules and regulations set by the College and Residence Life program. Residents and their guests should park their vehicles in the parking spaces located closest to their assigned residence hall.
 - i. **Winter Parking:** During the winter months, The Office of Residence Life will coordinate with Buildings and Grounds to initiate a winter parking rotation.
 - ii. To access more information regarding registering your vehicle and/or winter parking, please visit the [Vehicle Parking Information webpage](#).
- f. **Solicitations and Sales:** Solicitations and sales by residents and others are prohibited within the residence halls. The use of residence halls, suites, and FSA property for profitable activities is prohibited. Reasonable fundraising activities for the benefit of College organizations or other non-profit groups are subject to approval by the Director of Residence Life. Gambling in the residence halls is also prohibited and is subject to student conduct violations.
 - i. **Posting Promotional Materials:** The office of Residence Life must approve all promotional material posted or distributed in the residence halls. Only events that meet one or more of the following criteria will be allowed to be advertised in the residence halls, all others will be removed:
 1. Sponsored by a recognized JCC club, organization or department.
 2. A function taking place on any JCC Campus
 3. Promotional materials that were approved by the Residence Director
- g. **Facility use request:** Reservation requests are required for all use of public/common spaces for formal and informal activities by residents. Residents must submit requests for use of common area facilities, including approved fundraisers, to the Residence Director for approval.

4. Terms of Occupancy

- a. **Accessibility Needs:** A resident in need of specialized housing due to an existing condition or disability must provide appropriate documentation, along with a recommendation for specialized housing from an appropriate referral agency. The resident will then coordinate with the Office of Accessibility Services, who will make recommendations to the Director of Residence Life. Accommodations will be made upon request as space allows on a first come, first served basis.
 - i. **Emotional Support Animals (ESAs):** An emotional support animal (ESA) is not a service animal. ESAs provide emotional support that alleviates the symptoms or effects of a person's disability. JCC permits ESAs only within residential facilities and outdoors, and not within the remainder of the campus buildings. An individual may keep an ESA in a residence hall if 1) the individual has a disability, 2) the animal is necessary to permit that individual to use and find comfort in their residential space, and 3) if there is an actual relationship between the disability and the assistance or emotional support that the animal provides to the person. *Residents who choose to bring unauthorized animals into the Hillside Suites may have their housing deposit forfeited.*

1. ESAs are considered an accommodation, and all requests for ESAs must be made to and approved by the Accessibility Services Office.
 2. Certain wild animals or animals prone to community health or safety risk, which cannot perform the role of assistance animal in a reasonable manner, may not be permitted.
 3. Residents may be subject to additional charges after moving out of the Hillside Suites pending the outcome of damage and cleaning assessments.
- b. **Room Assignments:** The FSA of Jamestown Community College reserves the right to make room assignments and re-assignments as necessary. These assignments will be electronically mailed out to the student's email account at the beginning of August for the fall semester and the beginning of January for the spring semester.
- i. Housing assignments will be based on the completion of the Suitemate Survey, which all students are required to complete electronically. Should a student fail to complete the Suitemate Survey, the DRL will assign housing at their discretion.
 - ii. During the semester, room re-assignments may be necessary. The residence life staff will make every attempt to inform you that you will be receiving a new suitemate/roommate prior to the reassignment. In the event that the reassignment is being made for an emergency situation, this change may be made immediately, without prior notification.
 - iii. Residents may not change room assignments without consulting the Director of Residence Life. If residents are experiencing difficulties in their suites, they must first contact their Resident Assistant. A suite mediation session will be facilitated by a residence life staff member. If there is no resolution in the mediation session, a room reassignment can be requested if space allows, and at the discretion of the DRL. Room changes will not be granted during the first four weeks of the fall semester, or the last four weeks of the spring semester.
 - iv. **Suitemate Agreement Form:** Should conflicts/issues arise within a suite, the Residence Life staff will assist suitemates with establishing community living standards within their living space. A mediation session will be scheduled with the suite, where a suitemate agreement form will be completed and signed with all parties involved. Once a suitemate agreement form has been completed, failure to comply with the agreement may result in residence life and/or conduct violations.
- c. **International Students:** Through the office of Global Learning, international students can apply to reside in the Hillside Suites while attending JCC. For more information, please visit the [Global Learning](#) webpage.
- i. **Residence Hall Recesses for International Students:** While access is not permitted to the residence halls for domestic students over college recesses, there is an opportunity for international students to have access via the office of Global Learning. International Students currently residing in the Hillside Suites may continue their residency, free of charge, for Thanksgiving and Spring Recesses. For current International Students residing in the halls that request housing over Winter Recess, there will be an additional fee. This fee will be used to cover operational and staffing costs during this period since the residence halls are officially closed until the start of the spring semester.
- d. **Arrivals and Departures:** Residents may not occupy or deliver items to their suites prior to the official opening of the residence halls. Residents requesting early arrival or extended stay for College sponsored purposes, may do so in writing to the Office of Residence Life, through the appropriate office, department or organization.
1. **Fall Semester Arrivals:** Residents entering the residence halls for the fall semester will receive information regarding move-in procedures to their JCC emails in August. Generally, Move-In occurs the week prior to the beginning of classes.
 - a. Room assignments will be held for residents only through the close of business on the Wednesday after classes start, unless prior arrangements are made with the Director of Residence Life. Residents who have not checked in by that time, or have not contacted the Office of Residence Life, may have their rooms reassigned to other residents and their housing deposits forfeited.

2. **Spring Semester Arrivals:** The residence halls will open for the spring semester before classes resume. Specific information will be provided to residents through their JCC email in January prior to the start of the semester.
 - a. Room assignments will be held for residents only through the close of business on the Wednesday after classes start, unless prior arrangements are made with the Director of Residence Life. Residents who have not checked in by that time, or have not contacted the Office of Residence Life, may have their rooms reassigned to other residents and their housing deposits forfeited.
 3. **Recesses:** The residence halls will be closed in observance of Thanksgiving Recess, Winter Recess, and Spring Recess. Housing will not be available during recesses unless a resident submits a request with the DRL due to an extenuating circumstance. Decisions for any housing extensions will be made on a case-by-case basis by the DRL or designee. Additional fees may apply. Housing extensions will not be granted for Winter Recess. For more specific information about college recesses, including opening and closing dates, please visit the [Information for Current Residents](#) webpage.
- ii. **Checking In/Out of assigned living spaces**
1. **Residence Hall Arrival:** Upon occupancy of a room/suite, residents will be required to review and sign a room condition report that has been completed by a Residence Life staff.
 - a. **Suite Condition Reports:** Each resident must complete and sign a suite condition report provided by the Residence Director or Resident Assistant within 24 hours of occupying a suite. This must be completed for the original suite/room assignment or following a suite/room change. This form, when countersigned by a residence life representative, is the basis for assessment of any damage and/or loss attributable to the resident at the termination of occupancy. Failure to complete, sign, and return the form will result in the resident's assumption of responsibility for any damage evident in the bedroom or suite.
 2. **Residence Hall Departure:** All residents are required to vacate their rooms/suites no later than 24 hours after their last final exam, unless prior arrangements are made by with their Residence Director. Upon checkout of the room/suite, a Residence Life staff member will conduct a preliminary checkout. The preliminary checkout does not serve as the final damage assessment to the room/suite. A thorough inspection will be conducted by Residence Life and Buildings and Grounds staff, where the current condition of the room/suite will be compared to the original room inspection report filled out when he resident moved in.
 - a. **Damaged, Missing or Poor Condition of the Suite/Bedroom:** If items are lost, missing, damaged, or not left in good condition, charges will be incurred and they will be deducted from the housing deposit. Damages that incur a cost greater than the housing deposit amount will be billed directly to the resident, and a hold will be placed on their account. To avoid unnecessary charges during checkout, be sure to follow all of the guidelines provided by the Residence Life staff. Please refer to Appendix A for approximate replacement costs.
 - b. **Remaining Personal Belongings:** Upon leaving, the room and suite must be clean and free from all trash and personal items. Any items that are found after keys have been turned in will be discarded and a fee may be charged against the resident's housing deposit.
 - c. **Improper Checkout:** Residents who choose to leave without signing their room condition report and/or checking out of their room with a member of the residence life staff will forfeit their housing deposit and the opportunity to appeal any damage charges.
 3. **Returning Issued Keys:** Residents must turn in their suite and mailbox keys to a Residence Life staff member. Residents will be assessed a fee for keys that are lost, damaged or not returned at checkout.

- iii. **Assessment for Damages:** Residents are responsible for any loss/damage to personal property, College property, or property of the Faculty Student Association. Anyone that causes damage whether intentionally or by accident must report the incident to their Residence Director. Charges will reflect actual cost as determined by Buildings and Grounds and the Residence Life staff.
 - 1. **Bedroom/Suite spaces:** The Residence Director and/or the Director of Residence Life through the FSA office will invoice residents responsible for damage or losses in their living spaces. Where two or more residents occupy a bedroom, and where determination of specific responsibility for the damages or losses cannot be determined, an assessment will be made against both equally. Failure to rectify damage charges within a specified amount of time will result in a financial hold being placed on a resident's college records.
 - 2. **Public/Common spaces:** An attempt will be made to identify residents responsible for loss of damages. Any damage to common areas that cannot be attributed to individual resident(s) will be considered the joint responsibility of the residents of that suite. The repair/replacement cost will be charged to the residents by dividing the total cost equally by the number of residents in that suite. Failure to rectify damage charges within a specified amount of time will result in a financial hold being placed on a resident's college records. Damage in public areas of residence hall buildings will be assessed at the discretion of the FSA.
 - 3. For information regarding the estimated cost to repair or replace items, please reference Appendix A in this document.

5. Financial Obligations

a. Financial Responsibility

- i. Residence Life requires that each term, semester charges need to be paid in full prior to occupancy for all students. If a student is receiving financial aid and the award is displayed on the student bill as pending or in progress, the student may be considered paid in full at the discretion of the Office of Financial Aid and/or the Office of Business Services . Any balance remaining after financial aid has been applied must be paid prior to occupancy. Payment can be made in full by check or money order in the Business Office or through your bank account, debit or credit card, or a payment plan by viewing their student bill in Banner.
- ii. **Admissions Acceptance Policy:** General admission to JCC requires a student to successfully submit an admissions application as well as an official high school transcript or GED, and any official college transcripts (if applicable). Upon acceptance, students are asked to fill out a New Student Intake Survey and to schedule an appointment with an advisor through the Counseling Center. Course placement is determined by the student's high school GPA and additional success indicators. Students without a GPA through the junior year of high school, or who are out of state, must take the placement test. Students can choose to take a placement test if they wish to use those results in place of the high school GPA.
 - 1. Due to processing times of the application and the submission of proper documentation, the admissions application will close one full week prior to the first day of classes. Allowing for time between acceptance and the start of classes will allow the student to complete other important steps in the onboarding process (financial aid arrangements, submission of COR, housing arrangements, etc.). If a student would like to apply after the application is closed, it will require a conversation with an admissions staff member to gauge where the student is in the onboarding process. If the admissions staff feels the student is in a place that would allow for a successful onboarding process, the student will be instructed to apply for a different term and must notify the admissions staff once completed so the admissions staff can adjust the application to the correct term. Indicators for a successful onboarding process will include having JCC listed on the FAFSA prior to submitting an admissions application, ability to submit all necessary transcripts within two business days, GPA through junior year for placement purposes or ability to complete the placement test by the Wednesday before classes begin, and the ability to meet with an advisor by the Friday before classes begin.

- iii. **Payment Information:** The term of occupancy and financial obligation to the College is for the entire academic year; therefore, students will be financially responsible for both semesters unless the Office of Residence Life is able to re-establish occupancy. If you enrolled in the payment plan and monthly installments fail, the result will be eviction from the Residence Halls, with charges remaining in accordance to the College's refund schedule.
- iv. **Financial Aid:** Residents are required to have a FAFSA submitted prior to August 1 for the fall term and January 1 for the spring term. Residents who have completed their FAFSA will be considered eligible for housing. Final assignment will be made once payment is finalized prior to the move-in date. Those who have not completed their FAFSA by such times may be deferred to the subsequent semester. Residents whose payment for housing includes approved financial aid will be fully obligated to pay the balance of any housing fees as a result of financial aid that does not materialize or for which the student is deemed ineligible (as a result of withdrawals, drops, failure to meet academic progress, disciplinary or other reasons.)
 - 1. Student or Parent PLUS loans may be necessary to cover all of your expenses. Your student loan acceptance form or parent PLUS loan application should be submitted no later than two weeks prior to the start of the semester so that these funds are available for your bill. Check your financial aid status in BANNER to assure you have completed all requirements to receive your anticipated aid: www.sunyjcc.edu/myjcc.
 - 2. If your aid is delayed, enrollment in the Nelnet payment plan will allow you to move into the residence halls while you finish the financial aid process.
 - a. Nelnet: College Payment Plan: Learn about this option at <https://mycollegepaymentplan.com/Jamestown>
 - b. Please be aware that Nelnet has many options and deadlines for reduced monthly payments. Your enrollment in the Nelnet plan:
 - c. One month prior to the bill due date requires a down payment of 10% of your account balance.
 - d. By the bill due date requires a down payment of 25% of your account balance.
 - e. Two weeks after the bill due date requires a down payment of 50% of your account balance.
 - f. Enrolling in the Nelnet plan will not reduce your eligibility to receive any financial aid for which you are applying.
 - 3. Any financial aid received after enrollment in the Nelnet plan will be applied to your bill and will reduce future Nelnet payments by equal amounts. If the financial aid received is greater than the remaining installments, a refund of any excess funds will be issued to the student.
- v. **International Students:** Jamestown Community College will require that each term, semester charges need to be paid in full prior to occupancy for all students. International students who will be attending the college and choosing to live on campus should make financial arrangements prior to arriving on campus. Housing will not be available until all financial requirements are satisfied.
- vi. **Outstanding Requirements:** Students applying for housing will have their financial requirements reviewed by the Office of Business Services and the Financial Aid Office. Any student who has an outstanding requirement will have their housing application deferred until the requirements are satisfied. Further, students will be communicated with over a three-week period by text message and email with notifications and resources on how to satisfy the requirements.
- vii. **Overdue Balances:** In the event of a loss of financial aid due to ineligibility or any instance that will generate additional charges to a resident's bill, payment must be arranged immediately. For balances that remain on a bill after the start of each term, payment must be arranged within three weeks of the beginning of the term or the resident will be dismissed from the Hillside Suites. Dismissal at this time will leave the resident responsible for 75% of their housing charges, and will also result in the forfeiture of the housing security deposit.
 - 1. Any balance that a resident accrues at the end of the semester will result in the resident losing eligibility to return to the Hillside Suites and to register for classes until the balance has been paid in full.

- viii. **Outstanding Fees:** Any outstanding fees will result in a hold placed on the resident's account, preventing adjustment of class schedule, registering for classes or obtaining a transcript. Unresolved balances may be referred to a collection agency and residents will be responsible for all associated collection fees. Any outstanding balances between semesters will prevent a resident returning early for classes or athletic reasons
- b. **Room Rates:** *Rates are subject to change. The college reserves the right to make, at any time, any changes it deems advisable in the tuition or fees listed.*
 - i. **Single room (7 meals/week + \$75 J Dollars):** **\$3,980/semester**
 - ii. **Single room (12 meals/week + \$125 J Dollars):** **\$4,375/semester***
 - iii. **Single room (15 meals/weeks + \$150 J Dollars):** **\$4,780/semester***
 - 1. **Bundled prices are only available until the first day of classes. Any upgrades after the first day of classes will be at retail price and need to be completed at the Faculty Student Association office, located near the Campus Store.*

6. Health and Safety

- a. **Suite and Room Inspections:** FSA reserves the right to inspect rooms, suites and contents for safety, sanitary, security, and maintenance purposes in the absence of the resident. In addition, FSA reserves the right to inspect/search the premises and its contents without consent at any time and without notice for probable cause or violations of law, the On-Campus Living Policies, College rules and regulations, to conduct search incidental to arrest, and through application of a search warrant.
 - i. Authorized personnel include, but are not limited to the following: designated college administration, Residence Life staff, the Director of Residence Life, the Executive Director of FSA, and repair/maintenance /custodial personnel.
 - ii. In all cases where health, safety, or welfare of a person may be in danger or where FSA property is jeopardized, the Director of Residence Life or designee may enter a suite or room immediately and without notice. Examples of these situations include, but are not limited to; fire, possession of chemicals, explosives, weapons, or other items that would cause serious injury.
 - iii. Designated personnel may enter a resident's room or suite to resolve disruptive noise from any electronic equipment, which may violate an individual's right to sleep or study. This includes, but is not limited to, unattended stereos, televisions and alarm clocks. These items may be confiscated.
 - 1. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus (Not including illegal substances or alcohol).
 - 2. Residents are responsible for any charges related to confiscated items, including, but not limited to, storage or transport. The Office of Residence Life staff may dispose of all confiscated items, which are not picked up and taken off campus.
- b. **Suite Cleanliness:** All residents are responsible for maintaining the cleanliness of the bedroom and suite, which they occupy. In addition, residents are responsible for cleaning up after themselves in the lounges and other common areas of the residence halls. Regularly scheduled health and safety checks will occur throughout the semester and notice will be given. Cleaning charges may apply if a member of the Residence Life staff deems the condition of the suite inappropriate.
 - i. Excessive damage/unsafe or unhealthy conditions: Excessive damage or a problem that produces an unsafe/unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.
 - ii. Announced inspections will occur each semester and during semester recesses. Procedures for these inspections will be communicated in advance.
 - 1. Garbage: Residents are responsible for disposing of their own garbage, and securing it in the provided dumpster container located outside of each residence hall.
 - 2. Recycling: Residents are required to practice sustainable habits by utilizing the recycling bins located within the residence halls. Residents will be billed for lost, stolen or damaged bins.
 - 3. Storage: Storage of motorcycles, mopeds or bicycles in the building or suite is prohibited.

4. Pranking: Pranking is strictly prohibited in the Residence Halls. While an action may seem harmless, it could cause significant damage to areas of the suite. Pranking may be considered as bullying and damage to college property, which will be adjudicated by the Residence Life Staff or designee.
- iii. Results of Health/Safety Inspection. If a problem is noted in the room/suite, residents will be given a verbal warning by a resident assistant. An RD will then follow up with a written request to rectify the condition of the living space by a specific date. Upon re-inspection of the living space, if the condition has not been rectified and is deemed unsatisfactory by the RD or designee, the resident(s) may face judicial action and health and safety fines against their housing deposit. Should a resident have recurring violations with health and safety checks, they may be suspended from the residence life program.
- c. **Maintenance Request:** FSA reserves the right to authorize regular maintenance and/or painting by JCC personnel and/or contractors may be scheduled in rooms, suites, and common areas while facilities are occupied. When possible, advanced notice will be given. Repair work in resident suites may also be scheduled to occur during recesses. Advance notice will be given to residents, except in the case of emergency repairs. Students can submit a maintenance request online for problems that occur within their suites and bedrooms. Submission of this work order gives permission for the college maintenance personnel to enter your suite if you are not present in order to make repairs.
 - i. To complete a maintenance request, please visit: [Request Maintenance](#).
- d. **Alterations:** Residents shall not alter the suite or bedroom. Residents may not move, remove, disconnect, or install fixtures, furniture, equipment or appliances situated therein without the written approval of the Director of Residence Life.
 - i. Ceilings. Ceilings may not be disturbed in any way. You may not attach any items to the ceiling (such as stickers, nails, hooks, flags, etc.) as it interferes with the proper function of the fire/smoke detection and prevention devices.
 - ii. Furniture Removal. Furniture must be left in the suite, bedroom or common areas to which it has been assigned.
 - iii. Painting. Residents are prohibited from painting or permanently altering suites, bedrooms or furnishings in any way.
- e. **Prohibited Items:** Residents may not damage any surfaces of furniture, or walls, when decorating their room. Any decoration must be non-combustible or flame retardant. It is recommended to use tacks/push pins or 3M Command Adhesive™ products. Do not use scotch or masking tape, sticky gum like adhesive substances or stickers, as this will cause damage to the paint and walls. For more information on prohibited items, please reference Appendix B in this document.
 - i. Combustible materials such as posters, pictures, etc. are limited to 20% of available wall space in each suite and bedroom. Students must adhere to New York State and the City of Jamestown building and fire codes.
 - ii. Wall decorations cannot cover windows, and must be at least 18 inches below the ceiling height.
 - iii. Non-combustible material is not allowed on any ceilings or on the inside of any door.
 - iv. Fabric, including sheets, canopies, fishnets, tapestry, etc. used as decorations is prohibited.
 - v. Items are not allowed to be hung or placed over light fixtures, sprinkler heads or smoke detectors.
 - vi. Curtains are prohibited.
 - vii. Floor rugs, (other than in the kitchen or bathroom areas) are prohibited.
- f. **Fire Safety Information:** For the protection of the residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. In addition, annual fire safety inspections are conducted by local and state officials. §6438 of New York State Education Law requires notification of fire safety standards and measures in all college-owed or college operated housing. To facilitate compliance the following information is provided about every JCC student residence hall:
 1. Every residence hall has an interior fire alarm system with detection throughout the building, including detectors in every sleeping room;
 2. Every residence hall has an interior fire alarm panel which is connected to a central station (Simplex) who then contacts the Jamestown Fire Department; and
 3. Every residence hall has automatic wet sprinklers throughout the entire building.

- ii. Equipment tampering: Tampering with fire safety equipment is a criminal offense. Any failed or successful attempt to dismantle or bypass any of the fire safety features within the residence hall or suite is prohibited and a violation of the On-Campus Living Policies as well as a violation of New York State Law. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Persons apprehended may be prosecuted in the criminal court.
 - 1. Students found tampering with fire safety equipment will be immediately removed from the residence halls by the Director of Residence Life or designee. Infractions will include, but are not limited to, giving false alarm of fire, tampering with fire protection equipment or any fire alarm device (e.g., pull station, smoke detector, heat sensor, etc.) or tampering with electrical equipment that controls fire protection equipment (e.g. breakers, etc.). Students removed from housing will forfeit their deposits and be responsible for any remaining balances.
- iii. Standards/Codes/Regulations: New York State Fire Safety Inspections are completed pursuant to state and local law. This will include an inspection of the entire suite, including individual bedrooms.
 - 1. Results of Fire Inspection. Any fines imposed by the fire inspector will be billed directly to the resident(s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount may be split equally among the members of the suite. Fines will be applied to a resident(s) housing deposit and any remaining balance would be invoiced to the individual(s).
 - 2. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building because of negligence, misuse or abuse can range from \$100 - \$1000 plus the cost of damages.
 - a. Any personal items that are in violation of the fire code will be confiscated and tagged.
 - b. The Residence Life Staff will dispose of all confiscated items that are not picked up in thirty (30) days.
 - c. All doors (including stairwell) doors leading into hallways should be kept closed.
 - d. Hallways (main and inside of the suite) must be kept clear at all times. Furniture and personal belongings such as trunks, boxes and drying racks may not be placed in the hallways.
 - e. Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices.
 - f. Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the bedroom of common area door.
 - g. Wall decorations are limited to 20 percent of each wall of the room. They cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.
 - h. Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, incense, kerosene lamps, and lamps with upward facing globes, such as a torchier lamp. No hot plates or toaster ovens, George Forman and similar grills, electric fry pans or auxiliary heaters are to be used; coffee pots and microwaves should only be on the kitchen counter.
 - i. Bicycles or motorized vehicles (motorcycles, mopeds, and motorbikes) are not permitted in the residence halls at any time.
 - j. In accordance with New York State fire code, the following are prohibited in the residence halls: natural trees, wreaths, paneling, wallpaper or similar coverings, open-element or liquid-fueled (kerosene, propane, gas) space heaters, and hazardous trash accumulation, combustible liquids such as gasoline, turpentine,

charcoal lighter fluid, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal.

- k. Flammable holiday decorations, such as live trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the residence halls.
 - l. Extension cords are prohibited. Only U.L. listed power strips with a circuit breaker and power surge protection are permitted. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords may not be used unsafely (under carpets, in pathways or taped down). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited.
 - m. Do not leave food unattended in the microwave, on the stove or in the oven whether or not the appliances are in active use.
3. A list of items that are prohibited in or around the Residence Halls can be found in Appendix B. Violators are subject to immediate action and/or removal by College or FSA Personnel. The Office of Residence Life reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or College property at any time.
- a. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus (Not including illegal substances or alcohol).
 - b. Residents are responsible for any charges related to confiscated items, including, but not limited to, storage or transport. The Office of Residence Life staff may dispose of all confiscated items, which are not picked up and taken off campus.
 - c. **When in doubt, ask your RD if an item is allowed.**
- iv. **Propping doors:** Students are restricted from propping open any doors throughout the Hillside Suites. This includes, but is not limited to: suite doors, main lobby door, multipurpose rooms, etc..
- v. **Window Screens:** Removal of existing window screens is prohibited. Any resulting damage will be assessed to the occupants and may result in student judicial action.
- 1. Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows or placing property on a windowsill or building ledge is prohibited. Student conduct sanctions will be imposed for individuals who choose to violate this policy.

Residence Life On-Campus Living Procedures

1. **Emergency Evacuation:** The fire alarm system is connected directly to Simplex and monitored 24 hours per day. In the event of an all-building alarm, the Jamestown Fire Department will be dispatched to the residence halls.
 - a) When the alarm sounds, all occupants must vacate the building using the nearest exit as quickly and safely as possible and meet in the circle outside of the Hultquist Library. In the event of inclement weather, students should meet in the Student Union in the Hamilton Collegiate Center. Please do not leave the campus until you have been accounted for.
 - b) The Jamestown Fire Department will ensure that the building has been properly evacuated.
 - c) Any resident found in the building during an alarm will be subject to student conduct sanctions and possible fines.
 - d) The Jamestown Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, or a Residence Life staff member acting for the Fire Department.
 - i) Failure to Evacuate
 - (1) First offense violation: \$200 fine and residence hall probation and an educational project
 - (2) Second offense violation: \$300 fine and referral to the Office of Residence Life and possible suspension or removal from the residence halls.
 - (3) Third offense violation: \$500 fine and referral to the Vice President of Student Affairs and suspension or removal from the residence halls.
 - e) Fire Alarm Activation (Negligent and/or Intentional): including tampering with fire safety equipment)
 - (1) First offense violation: \$200 fine and residence hall probation issued to the suite or responsible residents.
 - (2) Second offense violation: \$500 fine and referral to the Office of Residence Life and possible suspension or removal from the residence halls.
 - (3) Third offense violation: \$1000 fine and referral to the Vice President of Student Affairs and suspension or removal from the residence halls
 - f) Fire Safety Tips.
 - i) Treat every alarm as an emergency and exit the building immediately using the nearest fire exit.
 - ii) Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open the door. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door open to see if there is smoke.
 - iii) If you cannot get out of the room and your room is filled with smoke, put your head out the window to breathe. Wave a towel or other object to let firefighters know you are trapped.
 - iv) Put a damp towel over your mouth and nose to keep from inhaling smoke.
 - v) Crawl or stoop low on the floor to avoid smoke inhalation.
 - vi) If you are trapped and there is a phone nearby, call 911.
 - vii) Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
 - viii) Do not use the elevators.
 - g) Additional fire safety information may also be found in the annual Clery-Fire report on the JCC website at:
<http://www.sunyjcc.edu/student-life/campus-safety>
2. **Medical Transportation:** If you are transported to the hospital for any reason, the emergency contact you provided to the Office of Residence Life will be contacted by a member of the Residence Life staff. You will be required to follow up with Health Center the following business day. Depending on the severity or nature of the incident, follow up may be required prior to your re-admittance to the residence halls. Please refer to the Part 2, Section 8 in the Constitution of the Student Body regarding Return to Campus after Emergency Medical Evaluation/Treatment located for more information.
3. **Sexual Offense Statement:** JCC's administration fully supports all local, state, and federal laws governing harassment, rape, and sexual assault and will prosecute violators to the fullest extent possible. Students violating this policy are subject to judicial procedures and sanctions, up to and including expulsion, which are outlined in the student constitution. Employees violating this policy shall be subject to disciplinary actions as defined in their respective labor contracts or human resource policies.
 - a) JCC is committed to providing prompt and compassionate support services to any victims of such assaults. If you or anyone you know has been a victim of a sexual offense on a JCC campus, you are urged to report the incident to JCC authorities as well as the police. If you are a victim of a sexual assault, you have the right to make a report to campus safety, local law enforcement, and/or state police or choose not to report; to report the incident to your

institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.

- i) Access to support services, including free and confidential counseling, are available through the JCC Health Center and community agencies.
 - b) For additional information and a list of campus and other community support resources concerning sexual offenses, contact the coordinator of Campus Safety and Security/Title IX Coordinator or visit: [Title IX Sexual Violence](#).
4. **Title IX Statement:** Title IX of the Education Amendment prohibits discrimination in the provision of services or benefits offered by Jamestown Community College based upon gender. Sexual discrimination includes sexual harassment, sexual assault, and sexual violence.
- a) As defined by the Equal Employment Opportunity Commission, and the Office of Civil Rights Department of Education, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
 - b) The following are examples of types of conduct that may constitute sexual harassment:
 - i) Inappropriate touching, patting, or pinching
 - ii) Physical assault or coerced sexual activity
 - iii) Demands or subtle pressure for sexual favors
 - iv) Obscene phone calls, email, or gestures
 - c) Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible Title IX violations with JCC's Title IX coordinator.
5. **Residence Life Conduct:** The purpose of the conduct process is to promote and maintain a healthy community where shared values, expectations and behavioral standards are set by the residence hall community. Residential Life staff members who work with the conduct process have a major role in educating residents regarding what is expected of them as members of a civil and responsible community and to make wise choices. The Residence Life staff will investigate all incidents within the purview of the Residence Life Program. Every student alleged to be involved in misconduct will be afforded due process. Pending action on the charges, the status of a student should not be altered, or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well-being of students, faculty, or other members of the college community or college property as determined by the appropriate college administrator. All residence life violations and sanctions will remain part of a student's conduct record.
- a) **Notification of Incident.** When a residence life staff member is notified of a possible violation(s) of the On-Campus Living Policies, or the Student Code of Conduct, as outlined by the Constitution of the Student Body, an incident report will be created and forwarded to the Director of Residence Life, or designee. The Director of Residence Life, or designee, will either: 1. Refer the matter to the Vice President of Student Affairs, or designee; 2. Conduct an Administrative Investigation pursuant to section J; or 3. Assign an appropriate Conduct Officer. The Conduct Officer shall include but not be limited to the following members of the College community: Residence Director(s), Residential Conduct Council, and/or the Student Conduct and Judicial Officer.
 - b) **Conduct Meeting.** Students will be notified within five (5) class days of receipt of an incident report via college email about a meeting that will commence with the a residence life conduct designee. At this meeting, the alleged violation(s) will be presented to the accused student and the accused student will be afforded the opportunity to share their side of the story.
 - i) The accused student is required to be present at this meeting. If the accused student fails to attend the scheduled meeting, the Conduct Officer will then investigate to determine why the student did not attend the meeting. If the Conduct Officer determines that the absence is inexcusable, the student will forfeit the ability to present information about the incident on his/her behalf and the Conduct Officer will review the information that has been presented to make a decision on the outcome of the incident.
 - c) **Result of Investigation.** As a result of the Conduct Officer's investigation and/or meeting with the accused student, the Conduct Officer may conclude the following:
 - i) the Conduct Officer may dismiss the allegation as unsubstantiated based on the evidence presented and the report will be filed in the student's educational record until the completion of their education at Jamestown Community College; or
 - ii) if the allegation(s) has been substantiated based on the evidence presented, the Conduct Officer may:

- iii) offer the accused student the option to resolve the matter through an Informal Resolution Process (see section D); or
 - iv) If the accused student's situation involves repeated, multiple, or serious violation of the policies outlined in the On-Campus Living Policies, or Student Code of Conduct, Residence Life may convene a Formal Residential Conduct Committee Hearing (see section E) or an Administrative Hearing (see section J) at the discretion of the Director of Residence Life, or designee.
- d) Informal Resolution Process. The informal resolution process provides accused students with the ability to resolve conduct violation(s) with the Conduct Officer outside of a formal hearing when the terms of the resolution are mutually agreed upon. Through the process:
- i) The Conduct Officer may conclude that, based on the evidence presented, the accused student violated the policy/policies outlined in the above-mentioned documents and offer corresponding sanctions during a second conduct meeting. The accused student may choose to accept the Informal Resolution by 1) not disputing the alleged violation(s), 2) waiving the right to a Residential Conduct Committee Review Board or Administrative Hearing, and 3) accepting the sanction(s) outlined. Decisions reached through this process are final and the right to appeal is waived based upon the accused student's acceptance of the resolutions. The Conduct Officer will send a Notice of Violation to the student through the College email account stating they have been found in violation of policy/policies. This email may also articulate secondary sanctions that could include anything from the list of defined sanctions in section M. This will remain as part of the student's educational record for a period of seven (7) years after a student leaves Jamestown Community College.
 - ii) The accused student may choose not to accept the terms of the Informal Resolution. In such situations, the accused student chooses to have responsibility for the violation(s) determined and, if indicated, appropriate sanctions assigned in a Formal Hearing conducted by the Residential Conduct Committee (see section F).
- e) Formal Residential Conduct Committee Hearings. An email will be sent through the College g-mail that shall constitute full and adequate notice of the location of the hearing, outline of the charges and type of hearing as outlined below no later than three (3) days prior to the hearing. Residential Conduct Committee Hearings may be convened in any of the following circumstances:
- i) When an accused student does not accept the Informal Resolution as described in section D;
 - ii) When an accused student fails to comply with the requests made within the Informal Resolution Process (i.e., failure to attend conduct meetings, incomplete sanctions, etc.); or
 - iii) When an accused student has repeatedly violated the On-Campus Living Policies or Code of Conduct, as outlined by the Constitution of the Student Body;
- f) The Residential Conduct Committee (RCC) consists of elected student representatives residing in the residence halls, with each residence hall represented, and a Resident Assistant serving as the Chairperson. Once elected, the RCC will serve for the entire academic year, unless they no longer reside in the residence halls or have been dismissed from the committee. In cases where there may be a conflict of interest, the student panel member's replacement may be appointed by the professional residence life staff member who advises the committee.
- i) The hearing will be closed except to:
 - (1) the person charged,
 - (2) his/her advocate (two maximum), Lawyers are not permitted at the hearing,
 - (3) the accuser,
 - (4) witnesses at the time of their testimony,
 - (5) RCC members
 - ii) Hearing Panel Procedure
 - (1) The Chairperson shall initiate the hearing by reading the allegations aloud.
 - (2) The accuser presents evidence and/or testimony supporting the charges.
 - (3) The accused presents evidence and/or testimony refuting the charges.
 - (4) At the conclusion, the accuser and the accused will have the opportunity to summarize their remarks.
 - iii) If witnesses are giving testimony, the person calling that witness may question the witness first (direct examination), and then the opposing side may cross-examine the witness. It shall be the discretion of the Chairperson to rule, if necessary, about the relevance or duration of questioning and of concluding statements.
 - iv) Written statements in lieu of being present are not encouraged, but will be allowed. Such written statements can be challenged, but not defended. The chair will determine the relevance of the written statement. Advocate(s) may attend the entire hearing, but will not speak to the panel directly.

- g) Panel members may ask questions of anyone providing testimony for purposes of clarification. After presentation of evidence, panel deliberations shall be held in private. Majority vote will decide the case. In the case of a tie vote, the Chairperson will cast the deciding vote.
- h) The College will maintain a record (a tape recording) of the hearing. Thereafter, the record will remain the property of the college. In the event of an appeal, the accused and/or accuser will have access to the record.
- i) If the accused or accuser fails to attend the scheduled hearing, the hearing will be held in their absence. The accused will be assumed to have entered a claim of Not in Violation to each allegation, but forfeited his/her ability to present information on his/her behalf. The Chairperson and RCC shall then investigate to determine why the student did not attend the hearing. If the Chairperson and RCC determine that the absence is inexcusable, the decision of the hearing shall stand. Otherwise, the Chairperson and RCC may grant a new hearing.
 - i) Following the Hearing. As a result of this hearing the RCC will decide the case and set an appropriate consequence and the Chairperson will notify the accused and accuser of the RCC decision in writing within five class days of the hearing. As a result of this finding the student may:
 - (1) Accept the decision of the RCC.
 - (2) Appeal the decision of the RCC, to the Director of Residence Life, or designee, within five (5) class days. The Director of Residence Life, or designee, will decide the appeal within ten (10) class days after the appeal is filed.
 - (3) If the RCC exonerates the student, the accuser will have no further recourse. The accuser may appeal only the sanction imposed.
 - (4) All appeals shall be made in writing to the Director of Residence Life or designee, in accordance with the procedure as outlined by the Constitution of the Student Body, within five (5) class days of the decision of the RCC.
 - (5) This procedure in no way limits the student's right to appeal to the civil courts.
- j) Administrative Hearing. Administrative investigations may be convened in lieu of the informal resolution process in section D, or in lieu of the formal RCC hearing process in section E, by the Director of Residence Life or designee in his/her sole discretion which may be due to (but not limited to) the following circumstances:
 - i) When an accused student has repeatedly violated the On-Campus Living Policies or Code of Conduct, as outlined by the Constitution of the Student Body;
 - ii) When the accused student has allegedly committed an extremely serious violation of the On-Campus Living Policies or Code of Conduct, as outlined by the Constitution of the Student Body where the safety of residents, the residence halls or College community is threatened; or
 - iii) When the RCC is unavailable (i.e. during the annual RCC selection process and training period, final exam periods, summer, etc.)
- k) Administrative Hearing Procedure
 - i) The Director of Residence Life, or designee, shall review the incident(s) and conduct an investigation.
 - ii) During the investigation, the Director of Residence Life, or designee shall interview all principals and witnesses and maintain a written or recorded transcript of what transpired, to be documented in the Maxient judicial system.
- l) Following the Investigation. As a result of this investigation the Director of Residence Life, or designee, will decide the case and set an appropriate consequence and will notify the accused and accuser of the decision in writing within five (5) class days of the conclusion of his/her investigation. As a result of this finding the student may:
 - i) Accept the decision of the Director of Residence Life, or designee.
 - ii) Appeal the decision of the Director of Residence Life, or designee, to the Vice President of Student Affairs, or designee within five (5) class days, according to the policy outlined in the Constitution of the Student Body. The Vice President of Student Affairs, or designee, will decide the appeal within ten (10) class days after the appeal is filed.
 - iii) Whenever, in the judgment of the Director of Residence Life, clear danger exists to the individual or to the institution, immediate suspension from the Residence Life program may be imposed. If suspended in this way, the individual shall be entitled to an interview with the Director of Residence Life to discuss the basis for the decision. After further review of the case, the Director of Residence Life may take other appropriate action.
 - iv) If the Director of Residence Life exonerates the student, the accuser will have no further recourse. The accuser may appeal only the sanction imposed.

- v) This procedure in no way limits the student's right to appeal to the civil courts.
- m) Sanctions. When it is determined that a student is responsible for violation(s) of the On-Campus Living Policy, or the Student Code of Conduct, as outlined by the Constitution of the Student Body, the following sanctions may be imposed singly or in combination. The sanction(s) imposed will be commensurate with the offending conduct, and may take into account the student's educational record and any previous conduct record. (The consequences are not listed in order of severity.)
 - i) Warning. A written statement that repetition of wrongful conduct would be followed by more severe student conduct action. Such written statement shall become a part of the College's student conduct file and the resident's educational record.
 - ii) Restitution. In all student conduct violations involving theft and/or damage to residence hall property, restitution may be required. The form and/or amount of this restitution are to be determined by the Director of Residence Life, or designee
 - iii) Fine. The amount of the fine is to be determined by the conduct officer hearing the case in accordance with the fire safety, smoking, alcohol and substance, vandalism policy and other policies deemed necessary.
 - iv) Community Service. Community Service is a student conduct sanction that requires a student to perform unpaid work of benefit to the College community. Community Service provides an opportunity for the student to contribute positively to their community. The tasks support and supplement services existing on campus.
 - v) Educational Sanctions. This can be a requirement to include a writing assignment(s) or attending a class or workshop.
 - (1) Educational Project. An educational project designed to assist the student in better understanding the overall impact of their conduct decision may be imposed. Such assigned projects may include, but are not limited to, Hillside Times article, the creation of educational materials, or the planning and/or presentation of educational programs related to the policy infraction. Assigned projects may not include physical labor unless they are directly related to the violation(s) and are not designed to cause humiliation or degradation to the student.
 - vi) Privilege Revocation. Any privilege offered to the student by virtue of being a resident in housing may be suspended or revoked, such as hosting guests/visitors or borrowing hall equipment.
 - vii) Notification of Parents. In some situations, parents or guardians may be contacted.
 - viii) Behavioral Contract. Signed behavioral contract, written agreement, or document that sets specific standards to be met or actions required to continue as a resident in the Residence Halls because of a violation of any College regulation or residence hall policy.
 - ix) Room Change. Reassignment to a new room, suite, or hall.
 - x) Referral. A student may be referred to the Office of Housing & Residence Life, the Office of the Vice President for Students or to any college or other service deemed necessary for the assistance of the student.
 - xi) Residence Hall Probation. An official action informing the student that the violation of any College regulation or residence hall policy during the probationary period may result in residence hall suspension or residence hall removal. During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment. Such written statement shall become a part of the College's student conduct file and the resident's educational record.
 - xii) Residence Hall Relocation. An official action moving a student from one room to another within the residence halls. Students relocated to another room may be restricted from entering a specified room, suite, floor, or building. Such written statements shall become a part of the College's student conduct file and the student's educational record.
 - xiii) Persona Non Grata (PNG): A designation which prohibits the recipient from using or entering the campus and/or its facilities.
 - xiv) Residence Hall Suspension or Expulsion. This is an official action taken by the Director of Residence Life or his/her designee, informing the student that the severity or recurrence of the violation(s) of any College regulation or On Campus Living Policy has resulted in immediate residence hall suspension or residence hall removal. Such written statement shall become a part of the College's student conduct file and the student's educational record. All students dismissed from the Residence Life program will forfeit their security deposits and be responsible for their full housing charges and college fees.
- 6. **Bedbug procedure:** The Residential Life and Buildings and Grounds staff are committed to an effective and efficient response to students who suspect they may have bedbugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

- i) As soon as a student suspects that they may have bed bugs, they should contact their Residence Director immediately. If another administrator or office learns of a potential bedbug problem, his or her first call should be to the Residence Life Office.
 - ii) Residence Life will notify Buildings and Grounds as soon as possible so that the College's exterminator can be dispatched to the location to perform a thorough inspection of the room/suite. Please note; should a student notify Residence Life staff on a weekend or holiday, the Buildings and Grounds staff would be contacted on the next workday. It is recommended that students contact the Residence Life Staff as early as possible on a regular business day. The exterminator cannot be dispatched on weekends or holidays.
 - iii) Students who report suspected bedbugs on a work day when the exterminator can be dispatched within 24 hours will not be granted an immediate temporary room change, nor will they be issued a new mattress until the exterminator has completed the inspection and submitted his/her findings. This is crucial so that we can prevent the spread of bedbugs if they are found to be in the student's room and belongings.
 - iv) Students, at any time, may not deny the College's exterminator or Buildings and Grounds Staff access to their living space (including their bedroom, suite common space, kitchen, bathroom, etc.)
 - v) It is important for the student to realize that although bedbugs are a nuisance, they do not pose health concerns. Students will not be eligible for a discounted room rate if their suite/bedroom becomes infested with bedbugs. Residence Life will take every measure necessary to rid the room/suite of the bedbugs.
- b) What should I do if I suspect I have bedbugs?
- i) Tell Someone Immediately! Notify a member of the Residence Life staff immediately.
 - ii) Start Preparing Your Space. Be prepared to follow written instructions provided in section E to prevent the further spread of bedbugs.
- c) What I should NOT do if I believe I have bedbugs.
- i) Please do not be embarrassed. This problem is happening all over the United States. The sooner you notify the Residence Life staff, the easier it will be to treat.
 - ii) Please do not panic. Although bedbugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you contained in this document.
 - iii) Please do not apply pesticides on your own. The College hires a licensed pest control operator to confirm the infestation and to develop an integrated pest management plan.
 - iv) Please do not move your mattress or any furniture out into the hallway. Infested furniture can be cleaned and treated. Placing infested furniture (particularly mattresses) into common areas or on the street may simply help spread bedbugs to the rooms and suites of other students.
 - v) Please do not go sleep in a friend's room or in places off-campus, unless you have followed the instructions in section E to prevent them from spreading to other suites.
- d) Exterminator Findings.
- i) If the exterminator finds that there are no bedbugs present in the student's room or suite, then no further action will be taken. The student will be asked to continue monitoring their living space, and to notify Residence Life Staff immediately if there are further problems.
 - ii) If the exterminator concludes that bedbugs are present in the room or suite, the Residence Life Office will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items. The Office of Residence life provides free laundry service in the halls, and therefore will not cover the cost of anything a student wishes to have dry cleaned, or laundered for him/her by an outside vendor.
 - iii) Only the College's exterminator can confirm or deny the presence of bedbugs, not student health services or any outside person.
- e) Steps To Take Before Treatment of the Infected Area. Students must take the following steps once bedbugs are confirmed in their living space to prevent the further spread of the infestation.
- i) Once bedbugs have been confirmed in the living space, all students in that bedroom/ suite will be expected to comply with all of the following instructions within 24 hours:
 - ii) All cloth items must be bagged and sealed (tied up) in a clean plastic garbage bag that will be supplied by the Residence Life Staff. Those cloth items, including all bedding, pillows and clothes, that are sealed in the plastic garbage bag must be taken to the laundry room to be washed and dried.
 - iii) When the student removes the laundry from the clean plastic garbage bag, the empty bag must be tied off and thrown away. Upon retrieving your clothes from the laundry, they must be placed in a new clean plastic

garbage bag and tied off before it can return to the suite. The bags should remain tied for the duration of the treatment, and any laundry completed after this initial cleaning should follow this process.

- iv) The treatment for bedbugs is a spray, which is done in three treatments, spanning one treatment a week, for three weeks. Before the treatment can take place, all bedding must be removed from the beds and placed in the plastic bags as noted above. The exterminator will apply the treatment to the entire suite, in all bedrooms and common areas. The treatment takes about an hour and then the students may not enter their suite until four hours after the treatment has been completed to allow for drying time. The suite is then safe to return to and reside in.
- v) After the treatment is completed, students may launder their bedding, return it their bed after each treatment, and reside in their room/suite. Clothes must stay bagged and the cleaning process must follow the instructions above for the full three-week period to ensure that the bedbugs are contained and eliminating further spread of the infestation. Once the third treatment has been completed, and the Office of Residence Life receives word that the suite is rid of bedbugs; students may return their clothes to their dressers and closets.
- vi) If a student vacuums at any time during the bedbug process, the contents of the vacuum will need to be bagged and sealed and taken immediately to the dumpster area.
- vii) General Bedbug FAQ's. For more information about bedbugs, please refer to [Pest World Bed Bug FAQ](#).

Appendix A: Approximate repair costs for commonly damaged items*

*These are subject to change at the discretion of Buildings and Grounds and FSA

Bedroom door/door frame	\$350.00 – \$500.00	Light cover	\$15.00
Box spring	\$150.00	Light fixtures	\$50.00
Carpeting (\$ per square yard)	\$30.00	Mailbox Key	\$50.00
Chair (upholstered)	\$600.00	Mirror	\$200.00
Clean appliance (oven, stove, refrigerator) each	\$25.00	Mattress	\$150.00
Clean bathroom (per person)	\$25.00	Paint repair	\$25.00 per wall
Clean bedroom	\$25.00	Refrigerator	\$800.00
Clean common area in suite (per person)	\$25.00	Remove trash	\$25.00 per bag
Closet Door replacement	\$25.00	Remove personal items	\$25.00 and up
Closet Drape replacement	\$50.00	Room/Suite Key	\$50.00
Coffee table	\$250.00	Smoke/CO2 detector	\$100.00
Desk	\$200.00	Sofa (upholstered)	\$900.00
Desk Chair	\$100.00	Thermostats	\$50.00
Dining chair	\$100.00	Toilet paper dispensers	\$35.00
Dining table	\$300.00	Towel bar	\$25.00
Dresser	\$250.00	Wall damage	\$25.00 - \$200.00
End table	\$175.00	Window blinds	\$50.00 per window
Entertainment stand	\$250.00	Window blinds slat	\$5.00 each
		Window glass	\$95.00 - \$400.00
		Window screen	\$75.00

Appendix B: Prohibited Items

- a. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors)
- b. Animals or pets of any kind, including snakes and turtles. Small five (5) gallon fish aquariums are permitted, one per resident. Residents who choose to bring unauthorized animals into the Hillside Suites may have their deposit forfeited.
- c. Any type of smoking substance or inhalant, any tobacco products (cigarettes, cigars, chewing tobacco or other form of smokeless tobacco and electronic cigarettes)
- d. Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible device (i.e. gasoline, benzene, flammable liquids, chemicals) that could constitute a fire hazard. The use of storage of helium and propane tanks is prohibited
- e. Firearms, weapons, ammunition, knives, chukka sticks and other dangerous objects. This includes but is not limited to: B-B guns, paintball guns, archery equipment
- f. Dartboards of any kind including magnetic, felt or plastic tipped darts
- g. Electric blankets or air mattresses
- h. Electronically amplified instruments, including DJ equipment and drum sets
- i. Extension cords or multi-plug air fresheners (power strips and surge protectors are permitted)
- j. Exterior television, radio antennas or satellite dishes. Any object that protrudes from a window or attaches to the exterior of a residence hall.
- k. Federal, state, college, local or other signs (*road signs, college signs, traffic cones, etc.*)
- l. Halogen lamps, black lights, lava lamps or other high-intensity lamps including torchier lamps, spider lamps or any upward facing bowl lamps.
- m. Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters and refrigerators exceeding 4.5 cubic feet
- n. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water/food fights, including bouncing or throwing of any type of ball, skateboarding or utilization of any other recreational device with wheels.
- o. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables or balls, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated as “non-alcoholic”)
- p. Christmas trees and flammable decorations
- q. Artificial trees no bigger than 4 feet without lights are allowed.
- r. Neon signs
- s. Strings of lights (including holiday and rope lights)
- t. Waterbeds, air mattresses, hot tubs, Jacuzzis and non-college lofts, bricks of any composition and cinder blocks. Plastic bed risers are permitted.
- u. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars, etc.)
- v. Radio, Television and Wireless routers from external providers; includes wireless printers that create interference with JCC access points
- w. Personal mattresses, without medical documentation
- x. Any outside furniture such as chairs, fabric covered items. Plastic totes/drawers are permitted
- y. Tattoo equipment may not be used in the residence halls
- z. Vehicles. Storage of motorcycles, mopeds, or bicycles in buildings is prohibited.

Signature Link

All residents must complete the e-sign signature document to acknowledge their agreement to the On-Campus Living Policies and Procedures found within this document.

To access the e-sign form, please click [here](#).