

2023-24

# RESIDENCE LIFE HANDBOOK



## Tompkins Cortland Community College Residence Life

# GOALS AND PHILOSOPHY

Tompkins Cortland Community College fosters intellectual, emotional, cultural, ethical, philosophical, social, and spiritual growth. Both classroom and out-of-classroom educational experiences facilitate this growth. Residence hall living is considered an integral part of a student's overall academic and personal development. The Residence Life Department focuses its energy on the co-curricular experience, an essential and valued component of a student's development. Students have the opportunities to strengthen their educational objectives through the living and learning process in a residence hall and participation in an assortment of student organizations and activities. The program considers students' academic and social needs, safety and health standards, and the overall educational objectives of the College.

Residence halls operate under the Tompkins Cortland Foundation, a not-for-profit corporation affiliated with the College and operated by the Faculty Student Association (FSA). The residence halls are supervised by a team of professional staff and assisted by a para-professional staff of Resident Assistants. Residence hall facilities and programs satisfy the physical needs of residents and social, academic, and psychological needs.

We are here to provide a service for our students. We will treat you as an adult. We take pride in our College. It is our home, and it will be your home while you are here, so treat it with respect. Please be assured that we will do our best to ensure your college experience is enjoyable and educational.

## The GOALS of the program are to:

Create an atmosphere conducive to learning, provide referrals to appropriate academic support services, and assist in the educational advising process in the residence hall.

Implement and foster a learning community supporting students by providing programming enhancing understanding of cultural, ethnic, gender, physical, racial, sexual orientation, and religious differences.

Create and maintain a residential community in which students take responsibility for comprehending and enriching their environment while respecting the rights and needs of others within the College community.

Provide students with affordable and comfortable on-campus housing accommodations.

Facilitate the adjustment and transition of new students to the College through various programs (e.g., orientation and welcome programs).

Provide a conduit structure promoting and encouraging student accountability and responsibility.

Provide values-based educational programming to raise student awareness of social, emotional, mental, and physical health, substance abuse, and responsible sexual behavior.

Stimulate and encourage student participation in campus and community organizations.

Strengthen recruitment and selection procedures to attract a high-quality and diverse professional and para-professional staff.

Provide a comprehensive training and developmental program for professional and para-professional staff.

Have professional staff stay abreast of trends in higher education by keeping pace with student development theory through publications, attendance at conferences, and participation in professional organizations.

Provide a comprehensive ongoing evaluation/assessment of the housing and residence life operation, including personnel, programs, and procedures.

## PHILOSOPHY of Residence Life

*congratulations*

Congratulations! You have just become a member of the residential community at Tompkins Cortland – a community composed of individuals with diverse academic interests, backgrounds, cultures, races, lifestyles, and experiences. As a member of this community, you have rights and responsibilities.

### **You have the right to:**

- Study, sleep and socialize in your room.
- Live in a supportive and stimulating community where your individuality is valued, respected, and appreciated.
- Involve yourself and others in promoting all residents' health, safety, and security.
- Enjoy access to various facilities and services provided by the College.

### **You have the responsibility to:**

- Demonstrate respect for the needs of other community members, just as you expect them to be respectful of your needs.
- Promote care of the program's physical facilities, equipment, and services.
- Communicate with other residents and staff members.  
Communication is an essential aspect of building relationships with others and seeking assistance to address academic and personal issues.
- Let other residents know when they are disturbing you.  
When other people infringe upon your rights, you are responsible for asking them to alter their behavior out of respect for you. Staff members will assist you if others don't respond to your request.
- Demonstrate a commitment to the Tompkins Cortland community by getting involved.
- Get to know other residents!  
Participating in activities and joining your Residence Hall Association are ways to have fun and make your mark at Tompkins Cortland.



### **Some ways you can do this include:**

- locking your room and apartment door at all times
- reporting missing or stolen keys
- if you see any external doors propped open, close them
- walking with other people at night and
- reporting suspicious people and activities to staff members.
- Demonstrate respect for all individuals and enjoy the benefits of meeting people who are similar to, and different from you.
- Control your behavior and emotions at all times and seek assistance if you are having difficulties.
- Expect that differences will arise, and deal with those differences maturely and responsibly.
- Take precautions for your safety and that of those around you.
- Use the kitchen and laundry facilities and all furnishings properly.  
Please ask if you are unsure how to use any machine or appliance.
- Understand and follow all Tompkins Cortland and Residence Life rules and represent Tompkins Cortland responsibly when off-campus.

## **Housing Contract Highlights**

Everyone should read and understand their Residence Hall Contract before signing it, as it is a legal and binding document. Some crucial points to keep in mind:

You are signing either an Academic Year Contract or a Spring semester-only contract. Students are enrolled here at Tompkins Cortland. Even in online classes, you are responsible for the terms of the agreement.

If you decide to move off-campus but enroll at Tompkins Cortland, you will still be responsible for housing for the entire term of your contract.

Breaking the contract for any reason, except graduation (or an official Contract Release) will cause your security deposit to be forfeited.

Students must submit the Contract Release within two weeks of moving out of the residence halls.

By signing the contract, you agree to the terms of the agreement and the policies of Residence Life, detailed in the Residence Life Handbook. Violations of our policies will result in disciplinary actions, as determined by the College.

These are just a few critical points. Please READ and make sure you UNDERSTAND ALL the contract and handbook.

## **The Apartments and Rooms**

### **Apartment layout and size –**

All housing is apartment-style, and each apartment has a kitchen, living room, bathroom, and four individual bedrooms.

There are few two-person apartments, but these apartments are for medical accommodations and staff.

The layout and size vary, but the average bedroom size is 8' x 12'.

All residence halls have lounges with various recreational equipment and quiet study areas. These lounges are located within the building connecting them to Tompkins and Cortland Halls.

### **Apartment Amenities**

Only college-provided furniture is permitted in the residence halls.

Any exceptions must be approved by the Director of Residence Life in consultation with the Coordinator of Access and Equity Services and will be based on medical necessity.

### **Each apartment comes fully furnished with the following:**

**Living Room:** couch, chair, end table, and coffee table.

**Bedrooms:** Extra-long, twin-size beds 80 inches by 36 inches, dresser, desk, and chair.

**Kitchen:** full-size refrigerator, electric stove/oven, and breakfast bar with stools or a table and chairs will be supplied.  
Additionally, each kitchen has a double-sided sink and cabinets; some have a garbage disposal.

Students are allowed to bring additional appliances, such as microwaves, toasters, and toaster ovens for kitchen use only. These may not be used or stored in your bedroom.

Additional refrigerators (see policy section 5.4) or open flame appliances ARE NOT ALLOWED.

**Bathroom:** full bathroom with tub/shower. We provide pressure-assisted toilets. Students cannot use any type of drop-in cleaner or deodorizer in these.

**Internet Connection:** All bedrooms have an internet connection, and the buildings offer Wi-Fi at no extra cost. Internet use is provided as a privilege and is intended to support your academic experience on campus. Illegal use, or activity that negatively affects the network's performance, is prohibited. Students must follow the Computer Use and Policy Protocol. Students having difficulty with service will be provided guidelines for assistance.

### **Gender-inclusive apartments**

Gender-inclusive apartments are an option for any student who does not wish to be housed based on assigned gender. Any student who indicates this preference will be placed with others who have also requested it.

## **Care and maintenance of your apartment**

### **Room/Apartment Accountability**

Students are responsible for the proper use of residence hall facilities. The occupants always assess damages to student room spans. If they are not liable for the injury, it is their responsibility to ascertain who caused the damage.

Residence Life staff will review all apartments monthly for proper upkeep. It is essential for student well-being and preserving facilities that cleaning is done regularly. Monthly, staff will check each apartment and advise residents of areas needing immediate cleaning. If residents do not clean those areas, they will be referred to the conduct process.

Residence Life Staff will also inspect all apartments at each break period. If common areas are left dirty to the point of causing a health hazard or creating an environment where a new student could not be placed, the housekeeping staff will clean those areas, and all residents will be charged for that cleaning.

Whenever damage occurs in a student's room or to any equipment within the hall, it should be reported immediately to the Residence Director or other professional staff member, and an incident report should be filed.



***All damages to common areas caused by misuse, abuse, or vandalism will be assessed against the student population of the appropriate building, floor or area.***

**Damages to Property** – All residents will pay a security deposit as stipulated in the current license. To ensure the property's upkeep and pay for damages discovered at the end of the license term. Each student will complete a room condition report (RCR) with their RA upon arrival.

- Each student is responsible for the condition and upkeep of their private Bedroom and, collectively with other apartment-mates, is accountable for the state of the standard living room, kitchen, hallway, and bathroom.
- Any damage or cleaning charges in the common areas will be assessed to all students within that apartment on a pro-rated basis unless one individual is responsible.
- Students are responsible for notifying Residence Life staff if someone has damaged any property in the apartment as soon as possible.
- At the end of the year, or whenever a student leaves the room for cleanliness and damages, an inventory of furniture will be done, with the expectation that the room has been made ready for the next resident.
- Charges will occur for anything not considered normal wear and tear – including damage to appliances and additional cleaning needed to prepare the apartment.
- Damage charges are not limited to the amount of the security deposit.
- When damage occurs to the common areas and lounges and the person responsible cannot be determined, all persons in the formation may be charged for the damage.
- Students may be referred for disciplinary action when damage is discovered. Damages will be assessed, and students will be billed.
- All repairs are to be made by the Residence Life Office and/or its designee.

A list of damage charges is included at the end of this handbook.

## **Cleaning tips for students**

### **Suggested cleaning supplies for kitchen:**

- washcloth and dish soap or Lysol wipes to wipe surfaces.
- All-purpose cleaner with disinfectant for cleaning surfaces/sink,
- Swiffer with wipes or wet mop with all-purpose cleaner for floors

**DO NOT USE BLEACH on floors!**

### **Suggested cleaning supplies for your bathroom:**

- microfiber cloths
- paper towels
- toilet brush
- all-purpose cleaner with disinfectant for all surfaces

### **Suggested cleaning supplies for your carpet (where applicable):**

- small vacuum or stick vacuum
- carpet spot cleaner without bleach

If you are not familiar with cleaning practices, do some research! There are quality videos on YouTube and a variety of how-to manuals online. You can also ask your Resident Assistant or Resident Director for some advice!

## **Maintenance and Housekeeping**

Students can report maintenance concerns through eRezLife and should as soon as they notice a problem. This can be accessed through your Myinfo account.

The maintenance staff is authorized to enter the apartment to address the concern between 8 am and 4 pm. Maintenance personnel may be required, and are approved, to enter an apartment at any time to perform emergency repairs when health and safety issues are involved. Students may be required to assist by removing personal property if it interferes with access to the area to be maintained. Fire, broken water pipes, and other maintenance problems, which could lead to structural damage or constitute a threat to the health and safety of students, are considered emergencies.

Residents with immediate concerns or situations can contact the Residence Life office Monday through Friday from 8:30 am to 4 p.m. at 607.844.6589. The RA on duty can be reached on weekdays after 4 p.m. and throughout the weekend at 607.280.0623 or 607.280.0640. Students who fail to report serious problems in their apartment (i.e., leaking plumbing, holes in bathtubs, etc., which cause ongoing damage, will be assessed for that damage.

**Students who fail to report serious problems in their apartment (i.e. leaking plumbing, holes in bathtubs, etc., which cause ongoing damage will be assessed for that damage.**

Housekeeping, campus police, professional staff, and maintenance personnel may be on the floors daily at any hour to perform tasks. Please dress accordingly.



**NOTE: Property (renters) Insurance.** Tompkins Cortland Community College and the Faculty Student Association do not accept responsibility for students' personal property in the event of theft, fire, steam, flood, insufficient heat, loss or surges of electricity, the actions of a third person, and any other acts of nature resulting in the interruption of service or damage to personal belongings. Students are responsible for having private insurance either by being included in their parents' homeowners' policy or purchasing renters insurance to protect themselves against loss.

**Appliances** – All apartments are equipped with a stove/oven and a full-sized refrigerator. Coffee makers, air fryers, toasters, toaster ovens, and other cooking devices will be used in the kitchen area only. Students may not use their range to heat their apartment; leaving the stove on, open, and unattended can result in loss of use of the stove/oven in that apartment. Appliances may not be left alone while in use. All additional devices must be UL-approved. Do not pack the whole freezer or it will break down.

Air conditioners, space heaters, mini-fridges larger than 2.0 cu ft, halogen lamps, and multi-bulb 'octopus' lamps are not permitted.

**NOTE:** Mini-Fridges must be smaller than 2.0 cu ft unless except in cases of medical accommodation and must have prior approval from the Coordinator of Access and Equity Services.



## What to bring with you

### SUPPLY LIST

- **Clothes:** including heavy coats, gloves, hats, boots (both warm and cold weather items)
- **Bedding:** Pillows, sheets and blanket for a XL twin bed (36"x80")  
Waterproof, allergy, and bed-bug proof zipped mattress protector for XL twin mattress
- **Bath:** Towels, washcloths, toilet paper, toilet plunger, a shower curtain and shower curtain hooks
- First-aid items and prescribed medications
- Desk lamp, alarm clock, surge protectors and flashlight
- **Cleaning supplies:** Mop, broom, iron, ironing board, laundry detergent (washing machines are not High Efficiency HE,) garbage bags and cleaning supplies (see suggestions in apartment section) Soap, shampoo and personal toiletries
- First-aid items and prescribed medications
- Desk lamp, alarm clock, surge protectors and flashlight
- Hangers and laundry basket/bag
- Pots, pans and cooking utensils
- Plates, bowls, mugs and eating utensils
- Garbage baskets
- FOOD – weekly van trips to shopping areas are provided
- Driver's license or non-driver ID

### Additional Things You May Want to Bring

- Pictures of family and friends
- Sticky Tac: to hang pictures or a few tacks (no nails or command strips)
- Cell phone
- PC or laptop with a network interface card, cable and printer – there is an Internet jack in each bedroom and free Wi-Fi throughout the halls
- Microwave (if your apartment doesn't have one)
- Toaster and Coffee maker (with auto shut-off)
- Car – register with Office of Residence Life
- Television
- Music
- Fan
- Backpack
- Sports gear
- Vacuum Cleaner – Vacuum cleaners are not available for use; students should discuss the need with roommates prior to arrival.

### Items you can get on campus

Your Tompkins Cortland ID Card is used to access your residence hall. In addition, your Tompkins Cortland Card can be used as a debit card for: dining, copying, vending, books, and supplies.

Textbooks and other supplies are available in the campus bookstore

## Items NOT PERMITTED in Residence Housing

- Pets
- Hoverboards
- Dartboards with sharp point darts
- Candles/incense
- Curtains
- Alcoholic beverages (regardless of your age)
- Multi-plug outlets or extension cords unless they are UL approved and have a switch on a surge protector.
- Illegal drugs, cannabis, and drug paraphernalia (including hookahs)
- Gasoline, lighter fluid, or any other flammable liquids
- Fireworks or any type of explosive agents
- Space heaters and air conditioners
- Furniture (unless medically required and pre-approved by the Director)\*
- Mini refrigerator (larger than 2.0 cu ft)\*
- Halogen bulbs
- Lava lamp
- Nails and foam-backed adhesive tape
- Multi-arm floor lamps
- Weapons of any kind, including paintball guns and equipment

\* Housing accommodation information for special furniture and mini-fridge policy both at [tompkinscortland.edu/student/housing\\_special.asp](http://tompkinscortland.edu/student/housing_special.asp).

## Tompkins Cortland Community College Residence Addresses and Mail/Package services

U.S. letter mail is delivered to mailboxes in the residence halls. Packages arriving by USPS, UPS, or Federal Express are delivered to the Mailroom in Tioga Hall and may be picked up during business hours with your ID card. Outgoing stamped mail can be dropped in the mailbox in Tioga Hall. Outgoing pre-paid packages may be sent out through the Mailroom. \*All out-going packages must have a prepaid shipping label attached. It is suggested students request a pick-up through the service provider to ensure a timely process.

Each building has a street address and all mail must be addressed using the correct address to reach the intended recipient. The addresses are:

Tompkins Hall, 32 Farview Drive Apt. #XXX, Dryden, NY 13053

Cortland Hall, 36 Farview Drive Apt. #XXX, Dryden, NY 13053

Tioga Hall, 24 Farview Drive Apt. #XXX, Dryden, NY 13053

Cayuga Lake Hall, 20 Farview Drive Apt. #XXX, Dryden, NY 13053

Tioughnioga Hall, 18 Farview Drive Apt. #XXX, Dryden, NY 13053

Cascadilla Hall, 26 Farview Drive Apt. #XXX, Dryden, NY 13053

Seneca Hall, 30 Farview Drive Apt. #XXX, Dryden, NY 13053





# Residence Life and College Services Available

## Resident Assistants (RAs)

Resident Assistants are student staff who reside in the residence halls on every floor. Their general responsibilities are to:

Advise students on academic, administrative, personal, and social matters within the limits of the Resident Assistant's experience and capabilities or refer students to appropriate services both on and off-campus.

Be aware of students' progress and attempt to identify academic and personal problems before they hinder the student's success at College.

Develop a tradition of student responsibility contributing to the residential community and environment.

Provide programs for their floor and hall through educational, recreational, and social activities.

Help develop College community, self-government, and resident involvement.

Provide an opportunity for student input, disseminate official College information, and explain administrative policies at regularly scheduled floor meetings.

Supervise operations, including enforcement of the residential standards and regulations, and make disciplinary referrals through the conduct process when appropriate.

Be responsible to the residence life department for their area's overall supervision and administration.

## Residence Directors

Residence Directors (RDs) are full-time, professional staff members who live and work in the residence halls. They provide a professional presence in the halls by serving on duty. The RDs supervise the RAs in their work. They serve as a resource for students, serve as hearing officers in the conduct system, meet with students around policy violations, and ensure a safe, welcoming community.

## Residence Hall Association

The Residence Hall Association is the governing body for all residential students. It allows students to take an active role in determining their living environment. RHA comprises the executive board and student representatives from each residence hall. The duties of RHA consist of

reviewing, recommending, and/or establishing policies/procedures relating to the welfare of all residential students. RHA is also responsible for allocating funds raised by the hall association fee and the development/planning of social and educational programs for students living in the residence halls.

## RA and Student Activities Programs

Residence Life and Student Activities will provide ongoing programming. Educational and social programming will happen in all residence halls and the student center throughout the year. Students are encouraged to attend all programming events.

## Roommates and Apartment Community Agreements

All apartments house four students. Students can make requests for roommates and specific housing, and Residence Life staff will do their best to honor such requests. As students will often arrive not knowing their roommates, Resident Assistants will visit each apartment at the start of each semester to work with the group and complete a community agreement. This process will help residents talk about cleaning the apartment, guests in the apartment, noise, etc. Students who experience roommate difficulty after completing this form should consult with their Resident Assistant and/or Residence Director on the next steps.



## Alcohol and Drug Education and Prevention Services

Tompkins Cortland provides alcohol and drug education and prevention for all students with environmental and individual-level strategies including programming, small group, and 1:1 education. The Options Program is a free, confidential service that helps students identify risks and challenges related to their alcohol or drug use and make healthy choices. Students involved in alcohol or drug conduct violations are required to participate in the Options Program. Information about Options, including appointment scheduling, is available in the Health Center and Recovery Space or at 607.844.8222, Ext. 4539.

## Collegiate Recovery Center

The Tompkins Cortland Collegiate Recovery Program is for students in recovery from, alcohol and/or drug dependence and others impacted by substance use. The Recovery Space, located in Room 178, is open Monday through Friday, 9 a.m. – 5 p.m.

## Health Center

The Health Center is located in Room 118A, open Monday through Friday 8:30 – 4 p.m. The Health Center provides prevention and personal care strategies for common health issues such as colds, flu, and strains; health screenings and referrals. All services are confidential. In emergencies, dial 911. Students needing health assistance after office hours and on the weekends may use the urgent care centers in Cortland (1129 Commons Ave or 134 Homer Ave) or in Ithaca (10 Arrowwood Drive). Students are responsible for their own transportation to and from the urgent care centers and payment for medical services provided.

## Counseling Services

Located in Room 122 and staffed by NYS licensed mental health clinicians, Health and Wellness Mental Health Counseling provides short-term individual mental health counseling; counseling; psycho-educational programming; psychiatric referrals for medication prescription/management; referral to community-based providers for special evaluations (such as those required for academic accommodations); navigation of medical leaves of absence and readmissions; crisis intervention for acute mental health issues; and, assessment for urgent hospitalization. Student fees cover services, excluding student transport to community mental health providers. If you are experiencing a mental health crisis, walk-in hours are available Monday through Friday,

9 a.m. to 4 p.m. to see a Clinical Counselor. Speak to a Crisis Counselor 24/7 by calling 607.272.1838 and call 911 in an emergency.

## Laundry

Every floor has washers and dryers for residents to use. These are free for students to use.

Laundry that has been abandoned in the laundry room for multiple days is discarded.

Residence Life is not responsible for lost/damaged items but will try to investigate any issues.

The use of laundry facilities is limited only to those students registered to live on-campus.

## Medical Accommodations

Students with medical issues or disabilities who may require modification of any policy or procedure to have equal access to the residence halls must complete the Special Housing and Dining Request Application. The Completed applications should be sent along with the appropriate documentation to the Coordinator of Access and Equity Services, Tompkins Cortland Community College, PO Box 139, 170 North Street, Dryden, NY 13053, fax 607.844.6549. The Coordinator, in consultation with the Director of Residence Life, a professional from the Student Health Center, as well as any other necessary professional (e.g., licensed mental health counselor, nutritionist, etc.), and the student, will decide on what reasonable accommodation will provide the student with equal access to the residence halls, its programs, services, and activities.

## Transportation, van trips, local taxi, and bus services

Both Tompkins and Cortland counties have public bus transportation that has specific runs that come to Tompkins Cortland. Tompkins Consolidated Area Transit (TCAT) has service that includes morning, mid-day, evening, and weekend hours with weekend service directly to the Tompkins Cortland Residence Halls. First, Transit-Cortland information will be available at the Info Desk. Discount bus pass information is available through the Tompkins Cortland One Card Office. You can find additional information about bus and taxi services, regional airports, and rideshare on our website transportation page.



# Trash and Recycling

Students are responsible for bagging and placing all refuse in the dumpsters located next to the residence halls. Students are also responsible for recycling their items, as listed below. Students found leaving garbage in public areas or littering is subject to disciplinary action and/or cleaning charges. When mixed items are placed in recycling dumpsters, fines are assessed on the halls by Tompkins County. These fines are passed along to the residents in the form of damage charges.

## RECYCLABLE ITEMS

### Cardboard/Mixed Paper

- White paper
- Cardboard (clean/dry) and flattened
- Newspapers
- Magazines
- Self-adhesive notes
- Colored paper, manila folders
- Junk mail
- Phone books
- Paperboard cereal, cracker, etc boxes
- Moving boxes

(Students are expected to break down all boxes, i.e., pizza boxes, cereal boxes, moving boxes)

### Containers

- Plastic bottles with #1 through #7 on the bottom
- Plastics smaller than a 5 gallon bucket
- All clear, green and brown glass food and beverage bottles and jars
- Paper milk, soy milk, and juice cartons and drink boxes
- Metal cans and aluminum foil
- #5 wide-mouth containers, such as yogurt and butter tubs

*(Please do not include plastic bags in the recycling receptacles with these materials; it contaminates the recycling products).*

For more information, you can visit [www.recycletompkins.org](http://www.recycletompkins.org)





# Campus Security Information

## Campus Police

Campus Police patrol the residence halls and surrounding areas throughout the day and night to ensure the safety of residents. Officers are on duty 24 hours a day, 365 days a year, and can be reached at 607.844.6511. Residents are required to comply with instructions provided by Campus Police Officers. See their website for more information.

## Alarmed Doors

The front entrance to each building and rear gates not labeled For Emergency Only are used to enter and exit the building. All other doors are for emergency exits only and have alarms on them. It is a violation of residence hall regulations to leave an alarm-equipped door. However, during a fire or an emergency, students should always go through the nearest exit.

## Security Doors

All residence halls are secured 24 hours a day. Residents are issued an identification card (ID or key) to admit them into all residence halls. Students are allowed to enter their building of residence 24 hours each day. Students will only be able to join other residence halls using their ID cards between 7 a.m. and midnight each day. Students must contact a resident in another gallery to enter that hall after midnight. Remember, all non-residents must be accompanied by their host at all times.



## Solicitation

Solicitation in the residence halls for non-college/residence life-related services or programs is not permitted. Solicitation cannot be posted to any residence hall or College social media (website, Facebook, etc.) Students are not allowed to run a business from their residence hall apartment.

**STUDENTS ARE NOT ALLOWED TO RUN A BUSINESS FROM THEIR RESIDENCE HALL APARTMENT.**

## Fire Regulations

Law requires fire evacuation drills be held periodically in the residence halls. All residents must evacuate the halls as per instruction provided by the residence hall staff. Failure to evacuate will result in disciplinary action. **FAILURE TO EVACUATE WILL RESULT IN DISCIPLINARY ACTION.**

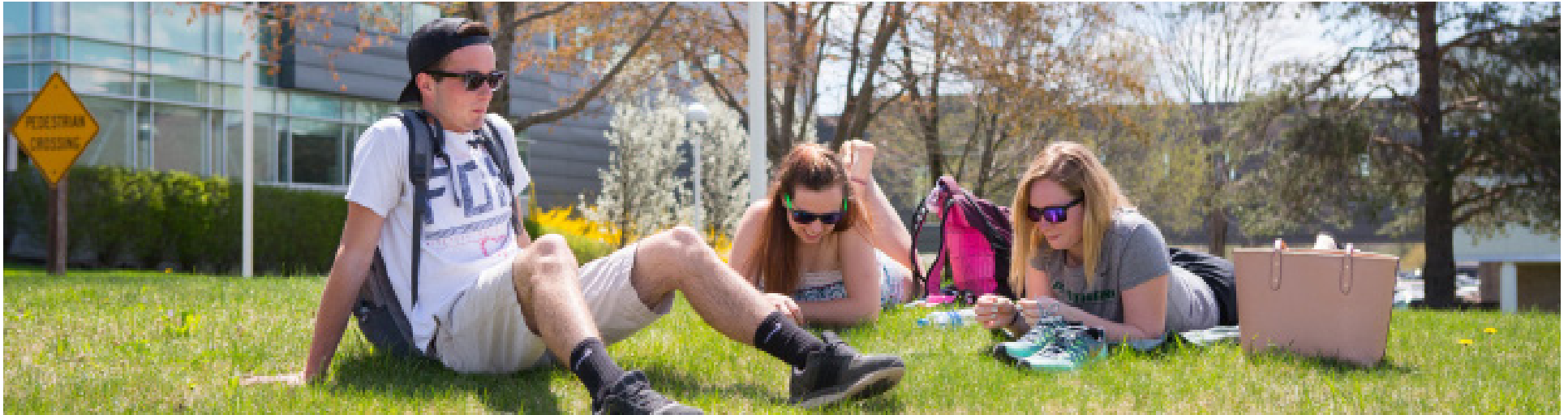
Fire safety inspections will occur throughout the semester by the Residence Life staff. The purpose is to educate students about how the apartment's condition could be a threat to the safety of themselves and others. Residence violations must be rectified; failure to do so is considered a violation of the housing license and will result in judicial action.

The following items or actions are prohibited:

- Use of multi-plug outlet without surge protection
- Tampering with fire equipment
- Disconnecting or covering smoke/heat detectors
- Smoking anywhere inside a residence hall
- Possessing candles or incense
- Heating detergent or cleaning chemicals on the stove
- Cooking on an unclean stove/oven
- Using an oven to heat the apartment
- Use of air conditioners or space heaters
- False reporting of fire by pulling an alarm or otherwise causing an alarm in this manner. This is a crime. If any individual is caught causing an alarm in this manner, they will be removed from the residence hall, arrested, and face prosecution.

The New York State Division of Homeland Security & Emergency Services regularly inspects all residence halls in the state. Students will be notified of violations and must immediately correct any violations. Residence Life is fined by the NYS Division of Homeland Security & Emergency Services for repeated fire code violations. These fines will be charged to students who are notified of such breaches and do not remove them immediately.

**These fines can be upwards of \$5,000.**



## Health and Safety Inspections

The Director of Residence Life and their designee reserve the right to inspect all or any apartments with 24-hour notice. In addition:

All apartments are inspected whenever the halls close, including Thanksgiving break, Winter break, Spring break, and May closing.

Residence Directors may enter apartments to conduct room inspections any time a room is vacated or vacant.

Students will be charged for trash removal and/or cleaning of common areas if such services are necessary to ensure the health and welfare of other students.

No notice is necessary when it is reported or suspected that a dangerous condition exists within the apartment/room. In addition, Residence Life staff are entitled to enter and conduct an unannounced search of any residence hall room if it has cause to reasonably believe illegal activity is or may be occurring. In such space or that any of the policies or conditions of occupancy either in the residence hall license or handbook is or may be occurring therein.

## Confiscation Policy

Any item prohibited by law or campus policy will be confiscated by staff.

- Items that are lawful may be collected from Residence Life staff or taken off-campus. There is no guarantee we can keep your item.
- Any items left by the end of the spring semester will be disposed of.
- If the confiscated item requires additional disposal fees, that charge will be passed along to the student.

Residence Life staff is not responsible for any lost or damaged items.

## Policies

Living on campus presents numerous opportunities and challenges. The following rules and regulations are in place to help ensure the safety and security of all residents in a safe and clean environment. Violators of any portion of this handbook or the Residence Life Housing Contract will be referred for disciplinary action, with the possibility of being removed from campus housing.

## Alcohol

No student or their guest(s), regardless of age, may possess, consume, store, or distribute alcoholic beverages anywhere on the residential property or be in the presence of others drinking alcohol. This includes possession of empty alcohol containers. In addition, any student under the influence of alcohol who brings attention to themselves by making noise or general disruption or publicly displaying intoxication is in violation of this policy. Any alcohol found on the property will be turned over to the residential staff and discarded immediately. Repeated violation of the alcohol policy, including providing alcohol to minors, is grounds for dismissal from the residence halls.

## Drugs

No student or their guest may possess, distribute, or consume controlled substances or unprescribed drugs anywhere on the premises or be in the presence of others consuming drugs. Use or possession of cannabis, including medical cannabis used or possessed under New York State Compassionate Care Art, is strictly prohibited on college property.

This includes:

- Any drug or smoking paraphernalia (pipes, bong, hookahs, rolling papers, etc.) found in student rooms or in use on residence life property will be viewed as a violation of this policy.
- In addition, any student, under the influence of a controlled substance who brings attention to themselves by general disruption or publicly displaying that they are under the influence of drugs, is in violation of this policy.
- Misuse/abuse of a dangerous or harmful substance for the purpose of intoxication, except for prescribed therapeutic purposes, is cause for disciplinary action.
- Inhaling or ingesting a substance (including but not limited to nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited.
- Use of a prescription drug other than by the person to whom the drug is prescribed and in accordance with the prescription is prohibited. This includes sharing drugs. The Residence Life Office will work closely with law enforcement officials in all drug-related matters. Any drugs or paraphernalia found on any college property will be confiscated and destroyed by Campus Police. Possession of controlled substances, other than for medication prescribed by a doctor, is grounds for dismissal from the residence hall.

## Tobacco

Tobacco smoking is not permitted anywhere inside the residence halls.

- Smoking is not permitted within 25 feet of residence halls
- Violations of the smoking policy by a student are subject to disciplinary sanctions
- This policy includes the use of electronic smoking devices (commonly referred to as “e-cigs” or “vapes”) and hookahs.
- Hookahs cannot be stored in the residence halls or used on residence life property.

## Abandoned Property

Any personal property that remains in a room upon the termination of the license shall be deemed abandoned and may be disposed of by the FSA at its sole discretion. The FSA may, at its discretion, make efforts to notify the student and/or student’s parent or guardian that property has been found in

the room. Neither the FSA, the Foundation, Tompkins Cortland, or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.

*Note: This includes instances of students withdrawing from all classes, being suspended, expelled, or removed from housing, or not registering for the Spring semester.*

## Animals/Pets

With the exception of guide dogs, service animals and emotional support animals, no animals or pets are permitted in the residence halls. Permission for guide dogs and service or emotional support animals would come from the Coordinator for Access and Equity and the Director of Residence Life.

## Attendance/Student Success

Residential students are expected to be actively engaged in an academic schedule of at least 3 credits.

- This includes the expectation of attending classes and doing the coursework for each category. Students experiencing difficulty in any course are strongly encouraged to speak with the course instructor, talk with their advisor, and make use of any academic support services provided free of charge at the College. Free academic supports available to all students include tutoring services in the Baker Commons, Counseling, Career, and Transfer Services, and the services in the library.
- Students who are determined not to be attending their course load may be subject to removal from campus housing during the semester. If students are de-registered from their courses and no longer in at least 3 credits, they must move out of housing immediately.

*NOTE: The federal government views financial aid as being “earned” by attending class over the course of the semester. If a student drops or withdraws, or never attends one or more courses for any reason during the course of a semester, financial aid eligibility may change. By law, “unearned” funds must be RETURNED by the College to the appropriate source (federal, state, or lending institution). It then becomes the student’s responsibility to pay the College bill with cash, check, money order, Discover, Visa or MasterCard.*

## Dangerous Materials

Firearms and other weapons are not permitted on campus or in the residence halls at any time. This includes, but is not limited to, hunting rifles, hand guns, paint ball guns, BB guns, very realistic looking toy guns or replicas, switchblades, gravity knives, bows and arrows, stun guns, self-defense spray devices including pepper spray, ammunition of any kind and any martial arts weapons (ex. chuka sticks, throwing stars, etc.). Use of any object



against another person will be considered a serious breach of the housing contract, and is probable cause for removal from housing. Any type of flammable liquids (gasoline, lighter fluid, etc.) are prohibited. Fireworks and any explosive materials are prohibited.

## Decorations

For your comfort, you are encouraged to decorate your apartment. We ask that you take care in the decoration of the apartment as well as in the removal of those decorations.

- Please do not use nails. Use tape on concrete walls and sticky tac sparingly on sheetrock to hang decorations on walls only.
- No decorations can be hung on or from the ceiling.
- We do not allow students to paint walls.
- Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings.
- Curtains and any type of cloth wall hangings (flags, tapestries, etc.) are prohibited by state fire control and can result in fines.

## Failure to Evacuate

Law requires that all residents evacuate the building immediately upon activation. Students must evacuate as soon as possible, regardless of the circumstances. This must be done in a timely manner, to ensure the safety of the individual student and first responders.

## Bicycles

Bicycles are not permitted inside the residence halls or apartments. Outdoor areas are provided for locking bikes. Indoor storage can be provided in the winter months.

## Parking

- All students must register their car with the Residence Life Office upon arrival to campus and will receive a parking pass for their vehicle.
- Only cars with proper registration can park in student-designated areas.
- All cars must park between the white lines.
- The Director of Residence Life reserves the right to remove parking privileges temporarily or permanently for persons who drive recklessly, park illegally, and/or speed in the parking lots.
- Vehicles parked in areas designated as no parking, handicapped or staff parking may be ticketed and/or towed at the expense of the owner of the car.



- Students must comply with all reasonable requests to move cars to ensure proper snow removal.
- Students who have been found in violation of the residence life drug policy or have committed a serious offense are subject to having their vehicles searched under “probable cause” to ensure the safety of other students.
- Cars that are inoperable must be tended to or removed within 48 hours.
- Unregistered vehicles cannot be stored in the residence hall parking lots.
- Students are responsible for ensuring their vehicles.
- FSA shall not be liable, directly or indirectly, for any loss or damage to vehicles.

## Guests and Visitors

It is the residents’ responsibility to inform their guests of the rules and regulations, and to ensure their compliance. Residents will be held responsible for the behavior of their guests and any damage they may cause.

- No overnight guests will be permitted during the first and last week of classes each semester and again during final exam week.
- At other times, friends from home and other guests are welcome to visit for a period not to exceed 48 hours within seven days.
- A guest may no more than three times in a semester.
- Guests must be with their host residents and carry IDs with them.
- Residents are expected to be sensitive to the needs of their roommates before inviting or allowing guests to visit.
- Guests who violate the rules and regulations will be asked to leave the property and, if necessary, be banned from entering the premises.

Resident hosts of such guests will be held responsible for those violations.

- Residents who host persons excluded from the property violate the housing license.
- There should not be more than 10 people in an apartment. More than 10 will result in judicial charges for those residents present.

Visitor policies may be restricted at times to protect the community. Students are required to follow restrictions communicated by the Office of Residence Life.

Parents/Guardians of children under the age of 17 visiting a resident must contact the Residence Life Office at 607.844.6589 during normal operating hours 8 a.m. to 4 p.m. Monday through Friday to coordinate a visit by a minor.

## Quiet Hours

Quiet hours are established as follows:

- Sunday through Thursday: 10 pm to 8 am.
- Friday and Saturday: 1 a.m. to 10 a.m.
- Students are expected to be considerate of others at all times. No time loud music is permitted either in the rooms or in vehicles on the premises.
- Students are not permitted to put music equipment in the windows.
- Drums or amplified instruments are not permitted in the residence halls.
- Students are expected to refrain from any activity that might cause a disturbance in the community (including, but not limited to, yelling out the window or down the hallway and playing loud music or television in the buildings).
- During the weeks of final exams quiet hours are 24 hours each day.

## Skateboarding, Skating, Sledding, and Snow Fights

Skateboarding and use of scooters, hoverboards, skates, etc. are prohibited in the residence halls and on the premises of Residence Life. Sledding and snowball/ice fights are not permitted on Residence Life property. Hoverboards are prohibited on campus as well and will be confiscated.

## Diversity

The Residence Life Office will not discriminate on the basis of race, color, religion, gender, national origin, disability, age, citizenship status, Vietnam era or special disabled veteran status, or sexual orientation. We are committed to providing an open environment, free from discrimination, harassment, and prejudice. Part of the college experience is allowing members of the community to be respected and valued for who they are.

## Title IX, sexual harassment, and discrimination

Sexual harassment and/or sexual discrimination of any type is not permitted in the residence halls. Students experiencing such should talk with a staff member or one of the Campus Title IX Coordinators.





## Harassment and Assault

Any action intended to annoy, threaten, alarm, or harm any other member of the residential community is considered a serious breach of the housing license and will not be tolerated. Any student who harasses or threatens another student will be referred for disciplinary action and subject to eviction from the residence halls. Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner, and seek help from staff members or college community members whenever necessary. Fighting in any area of the residential property is not tolerated.

## Break Housing, Late Stay, and Early Arrival

All students must vacate their apartments during the following breaks unless they pay for break housing and are approved to stay. All students must follow correct closing procedures posted by their RA, including but not limited to:

- Close and lock all windows
- Remove all trash and recycling
- Clean or remove any dirty dishes
- Dirty dishes that are left in the apartment may be disposed of!
- Unplug all electronics except the oven and refrigerator
- Turn off all lights
- Lock your doors

### Thanksgiving Holiday

Noon Wednesday prior to Thanksgiving through noon the Sunday after Thanksgiving.

### Winter Break

Noon on the day after the last day of final exams in December through specific dates set yearly by College calendar and posted by residence hall staff.

### Spring Break

Noon Saturday through noon on Sunday 10 days later; specific dates set yearly by College calendar and posted by residence life staff.

### Early Arrival and Late Stay

Students may request to arrive earlier than the listed move-in date for a variety of reasons. All requests should be directed to the Office of Residence



Life and must be approved before the student arrives on campus. There is an additional cost associated with early arrivals. Additionally, if a student needs to stay past the day and time when the residence halls close, they must request to do so by the deadline advertised. Any student who remains in the residence hall building past an official closing without permission, or who return early without permission, will be:

- Documented and seen through the conduct process
- Charged \$20 per hour, they stay past closing

Any students who stay during break periods (with the exception of the summer term), including those who stay late without permission, must abide by the following policies, which differ from the policies during the semester:

- No overnight guests during the duration of the break (unless given written permission from the Residence Director)

Extended quiet hours: 10 p.m.- 8 a.m. daily

## Winter Break

Residents are able to remain in their assigned room ONLY if they are registered for classes for the Spring semester prior to the last day of classes in the Fall semester.

If students are registered by the last day of classes:

- They are permitted to leave belongings in their Bedroom.
- They must leave the common area of the apartment in a clean condition. This includes disposing of any perishable items, cleaning any dirty dishes, and ensuring the remainder of the apartment is clean.



o If there is a vacancy in the apartment, a new student may be assigned to that space. If the common area is not clean, cleaning staff may clean the common area and the residents would be responsible for those charges.

If students are NOT registered for Spring courses by the end of Fall semester:

- They must remove all belongings from the apartment and turn in keys before leaving for Winter Break.
- The bedrooms and common area of the apartment must be left clean.
- If the student registers over break, contact the Office of Residence Life to discuss placement for the Spring semester.

If students drops courses during the break period OR is suspended or expelled:

- They must return to collect their belongings within seven days of dropping courses. Contact the Office of Residence Life to be granted access to the building to organize your belongings.

Failure to follow expectations for moving out or collecting belongings will result in remaining possessions being considered abandoned property.

## Check-In/Check-Out

Established check-in and check-out procedures must be followed by each student.

**Check-In:** At the beginning of each semester, each new student must check-in at the designated location as indicated in the room assignment email. Students will then receive keys, a copy of the Residence Life Handbook, and sign room condition reports.

- During the first few days of the semester, each RA will hold floor meetings. These meetings are mandatory. They are a way for the residents to get to know each other, set expectations for the community, and learn about policies.
- The RA will also connect with residents to discuss Room Condition Reports and Roommate Agreements.

**Check-Out:** When the student moves out of the room, they must:

- Turn in all keys
- Leave the Bedroom and apartment in “move-in ready” condition, including removing all belongings, trash and cleaning all surfaces.

Failure to meet these expectations may result in additional charges. Please refer to Section 8 for a list of possible charges.

If students receive additional charges for cleaning or damages, they have the right to appeal. Appeal information will be emailed to students' TC3 email account after the semester has ended.

- There is a short (approximately 2-week) window for submitting appeals, so it is encouraged that students check their email regularly during this time.
- After the appeal period has ended, appeals will not be considered unless the Director of Residence Life determines the circumstances require it.

## Lock Outs and Keys

All residents are expected to carry their keys and Tompkins Cortland ID Card. Residence Life staff are available to open doors for students. Students are required to go to the Residence Life or RA office for a lock-out so that team can confirm they are only trying to enter their own apartment/room. Resident Assistants will report repeat violators to the Director, who has the right to institute a lock change at the cost to the resident. Students who get locked out and attempt to break into the apartment will be in violation and held financially responsible for any damage occurring. Students will only be let into their own rooms. Residence life staff members do not have the authority to key, someone into another person's room without direct consent from the person assigned to that room. Emergency situations require permission from the Director of Residence Life.

## Non-Compliance with a Reasonable Request

In the performance of their duties, the Resident Assistants, the professional staff of Residence Life, and Campus Police may make reasonable requests of the residents in order to ensure the safety and security of the community at large. All residents and their guests are expected to comply with such reasonable requests and will be found in violation of the housing license for failure to comply or misbehaving towards the staff member making the request.

## Room Changes

All room changes must be approved by a member of the Residence Life professional staff. At the beginning of each semester, there is a freeze on room changes in order to give students the chance to get to know each other. The Resident Assistants can assist with any conflicts that may arise. Fourteen days from the day classes begin, residents may submit a room change request form for review by the Residence Life Office. There is also a room freeze during the final two weeks of each semester. This can be a

busy time for students preparing for and taking finals. Therefore only emergency changes are allowed. Any change made without prior consent from a residence life professional staff member will result in a minimum administrative charge of \$40. A student must clean and return their Bedroom to move-in condition for the next occupant. Students who do not do so will be charged a \$60 turnover cleaning fee. Students who are late returning keys will be charged \$10 per day for up to a week. If the key is not returned at that time, the student will be charged a \$200 lock change fee. The Residence Life Office has the right to administer room changes in order to settle disputes, consolidate rooms for new incoming students, and as a disciplinary sanction.

## Removal from Housing

Serious and/or repeat violations of the housing rules and policies can result in removal from the residence halls. Students receiving an order to vacate as a result of a disciplinary hearing may have as few as 48 hours to leave their apartments. In such cases, no refunds will be granted, the security deposit will be forfeited, and students will have entire liability for their housing costs. Students will also be banned from the residence halls and the property grounds, with a threat of arrest for violators.

## Student Conduct System

Being a member of Tompkins Cortland Community College and its Residence Life program are privileges that carry responsibility for the well-being of all other community members. It is understood that students voluntarily enter this educational and residential community with the highest regard for the establishment and maintenance of a campus environment characterized by interpersonal care and personal responsibility. Only when such a community exists can the program fulfill its goals to foster its residents' intellectual, emotional, cultural, ethical, philosophical, social, and spiritual development.

## Community Expectations and Standards

Residents are expected to adhere to community standards as rules and guidelines for responsible living. To this end, all residents are expected to know and follow the Residence Life Handbook, the housing license, and the College Catalog/Code of Conduct and accept the consequences of their actions in all phases of their lives. The conduct process serves as an educational mechanism by which students are confronted with regard to harmful or insensitive behaviors, held appropriately accountable, and offered an opportunity to modify behaviors. Students are expected to learn the importance of accepting personal responsibility for behavior that violates community standards through the conduct process. In some instances of misconduct, the Director of Student Conduct and Community Responsibility, or their designee, following the procedures for adjudication, reserves the right to remove any resident from housing and/or from the College without reimbursement of housing charges or deposit. This extends to resident behaviors both on- and off-campus, as outlined in the Student Conduct Code. Procedures used to enforce standards should contribute to teaching appropriate individual and group behaviors and protecting the rights of individuals and the campus community from disruption and/or harm. Appeals of conduct decisions may be filed in the Office of Student Conduct and Community Standards within ten days of receiving the findings notification.



# Categories of Misconduct

The following provisions define the misconduct students may be held accountable. Since residents also are full-time Tompkins Cortland students, the College will hold students responsible for all policies within the Handbook of Rights and Responsibilities. This can apply to behaviors on- and off-campus. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or minimize the responsibility of individuals charged through the disciplinary process. A student attending an off-campus College function is subject to the same standards of conduct expected on campus. Likewise, students are responsible for the behavior and actions of their guests at all times.

## Misconduct Subject to Disciplinary Action

**Level A Offenses** will be assigned to an administrative hearing officer. Sanctions can include both punitive and educational outcomes.

1. Disorderly conduct/disturbing the peace.
2. Violation of quiet hours.
3. Violation of visitation/guest policies.
4. Appropriation of common or public furniture in apartments.
5. Littering in a public area or on campus grounds.
6. Unauthorized/unapproved room change.
7. Engaging in indoor hall sports.
8. Smoking in non-designated smoking areas outside of the residence halls.
9. Propping open of residence hall doors.
10. Skateboarding or skating in and around the residence halls, sledding or throwing snow/ice.
11. Parking violations.
12. Engaging in sports activities in unauthorized areas.
13. Health and Safety violations including, but not limited to, use of any heating elements such as hotplates, heating units, candles, incense or potpourri; air conditioners, extension cords, multiple strings of LED lights, halogen lamps, multiple light lamps with plastic bulb covers, unclean room/apartment that can cause health issues, hoverboards, use of oven to heat apartment, possession of waterbeds, more than 10 people in an apartment, etc.; unsafe use of hair appliances (flatirons, curling irons, etc.), failure to comply with any health related directives by the College or staff.
14. Possession of any pet other than an approved service/support animal.

**Level B Offenses** will typically be handled by an administrative hearing officer for adjudication. Students engaging in any of the following acts may be subject to the maximum penalty of removal from the residence halls. Multiple or severe level B offenses could be referred to a conduct hearing board for a maximum penalty of suspension or expulsion.

1. Repeated violations of any Level "A" offenses.
2. Violation of the terms of any disciplinary sanction imposed in accordance with this code or failure to complete disciplinary sanctions.
3. Failure to comply with the directions of Residence Life or College personnel acting in the performance of their duties in the residence halls and/or harassment of Residence Life personnel.
4. Smoking inside of the residence halls; this includes e-cigarettes, hookah, vaping, etc.
5. Use or possession of fireworks.
6. Indecent conduct including, but not limited to, streaking, profanity, lewd or obscene expressions, racial or ethnic slurs, disrespectful behavior or statements toward college personnel or students.
7. Verbal harassment defined as abusive or threatening language or behavior that intentionally or recklessly abuses, ridicules, or puts down a person and adversely affects his or her living, working or learning environment.
8. Unauthorized entry, presence in, or use of residence hall premises, facilities or property.
9. Reckless causing of physical harm to any person (including oneself), or intentional or reckless causing of reasonable apprehension of such harm.
10. Intentional or reckless misuse or damage of fire safety equipment.
11. Stigmatizing or disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age, or people with disabilities.
12. Any comment designed to incite violence.
13. Theft or possession of stolen property.
14. Destruction or defacing of property.
15. Intentional or reckless interference with the freedom of expression of others.
16. Dishonesty, such as the known falsification of official records or the giving of false information.
17. Forgery, unauthorized alteration, or unauthorized use of any document or instrument of identification.
18. Misuse or abuse of the telephone, computer system, TV security system, or elevator.
19. Tampering with campus mail.
20. Refusing to show or surrender a College ID card upon request by residence life staff or employees acting in the performance of their duties.



21. Possession, consumption, or distribution of any alcoholic beverages or possession of empty alcoholic beverage containers anywhere on the property. Public intoxication. In the presence of others possessing or consuming alcohol.
22. Disruption of teaching, research, or other activities taking place within the residence halls.

**Level C Offenses** typically will be handled by the Director of Student Conduct and Community Responsibility for review and sanctions; they may be referred to a student conduct board based on severity. Students engaging in any of the following acts will be subject to the maximum penalty of removal from the residence halls and/or suspension from the college and will be subject to arrest and prosecution:

1. Possession, manufacture, distribution, or use of any unprescribed drug and/or drug paraphernalia, including being under the effects of any unprescribed drug within the residence halls. In the presence of others possessing or using drugs.
2. Physical harassment. Any action or situation producing physical discomfort of an individual or group, or placing the individual or group in danger of physical injury including, but not limited to, punching, kicking, scratching, biting, pushing, slapping, etc., or the threat thereof. Students are expected to handle conflict appropriately. In the event of physical threat, students should pursue every means possible to avoid physical retaliation.
3. Use, possession, manufacture, or storage of any weapon.
4. Engaging in acts or deeds violating existing federal, state, county, or local laws or ordinances.
5. Repeated violation of campus alcohol policy; sponsoring a keg party, serving or selling alcoholic beverages to others on premises; promoting at-risk drinking behaviors.
6. Intentional or reckless initiation of any false report, (including the activation of fire alarms for non-emergency, non-administrative reasons), warning or threat of fire, explosion, or emergency.
7. Cooking or heating chemicals, such as laundry detergent or other cleaning supplies.

Violation or actions not covered in the lists of Level A, B, or C offenses will be sent to the Director of Student Conduct and Community Responsibility for determination of severity and the appropriate category of the offense to proceed with a correct course for adjudication.

**Removable offenses** are listed below. Residents involved in the following activities should expect to be removed and banned from the residence halls as part of their student conduct consequences. Students who pose an immediate and ongoing threat to the community may be Summarily Removed from the residence halls. See the Tompkins Cortland Code of Conduct for more information on this process.

1. Any form of physical assault or harassment.
2. Possession of large quantities or distribution of any unprescribed drug.
3. Possession of a weapon.
4. Multiple alcohols or drug offenses, or singular drug or alcohol offenses with extenuating circumstances.
5. Breaking and entering into another student's apartment or Bedroom.
6. False reporting of an emergency.

## Hearing Procedures

Residence Life policy violations are handled through the same process as Student Conduct hearings. Please refer to the Handbook of Student Rights and Responsibilities for the hearing process.

Students should know that disciplinary records are maintained in the Office of Student Conduct and Community Standards and are managed according to federal legislation guidelines of the Family Educational Rights and Privacy Act [FERPA].

In minor disciplinary cases, the guidelines listed above will be implemented with a minimum of formality. But in all cases, it is essential that steps to promote fairness should govern procedures, providing the accused with an opportunity for defense against the charge of misconduct. Parents of underage resident students will be notified of all drug and/or alcohol violations. Parents of all resident students will be notified of any violation resulting in removal from housing or suspension from the college.

## Emergency and Contact Information

If you have a medical emergency, call 911 immediately.

### Emergency Situations

If you, or another student, have the following symptoms call an ambulance immediately:

Difficulty breathing (i.e. chest injury, asthma).

Injuries or suspected injuries to the spine, neck, head, back.

Severe lacerations.

Signs or symptoms of a possible cardiac emergency (i.e. chest pain etc.).

Possible overdose from alcohol or other drugs.

## Urgent Medical Protocol

If you have an urgent, but not emergency medical situation, contact the following:

## **Tompkins Cortland Student Health Center**

Open 9 a.m. to 4 p.m. Monday through Friday 607.844.8222, Ext. 4487.

## **Campus Police**

4 p.m. to 9 a.m. Monday through Friday and on weekends 607.844.6511.

## **Urgent Situations**

Dislocation of a joint, sprain or minor break of a bone.

Debilitating chronic stomach or digestive system pain.

Minor lacerations.

## **Emergency Phone Numbers**

<b>Cayuga Medical Center ER</b>	<b>607.274.4411</b>
<b>Cortland Regional Medical Center ER</b>	<b>607.756.3740</b>
<b>Ithaca Convenient Care</b>	<b>607.274.4150</b>
<b>Cortland Convenient Care</b>	<b>607.756.7200</b>
<b>Cortland Prompt Care</b>	<b>607.756.3278</b>
<b>Dryden Fire Department</b>	<b>911</b>
<b>Campus Police</b>	<b>607.844.6511</b>
<b>Ambulance</b>	<b>911</b>

## **Important Campus Numbers**

<b>Area Code (607)</b>	
<b>Academic Records</b>	<b>844.8222, Ext. 6500</b>
<b>Campus Activities</b>	<b>844.8222, Ext. 4442</b>
<b>Campus Police</b>	<b>844.6511</b>
<b>Enrollment Services Center</b>	<b>844.6580</b>
<b>Fitness Center</b>	<b>844.8222, Ext. 6555</b>
<b>Health Center</b>	<b>844.8222, Ext. 4487</b>
<b>Mental Health Services</b>	<b>844.8222, Ext. 6577</b>
<b>Resident Assistant - Duty Phone</b>	<b>607.280.0640</b>
<b>Residence Life Office</b>	<b>844.6589</b>
<b>Vice President of Student Services</b>	<b>844.8222, Ext. 4316</b>

## **Other Important Numbers**

<b>Advocacy Center (Ithaca)</b>	<b>277.5000</b>
<b>Alcohol and Drug Council of Tompkins County</b>	<b>274.6288</b>
<b>Crisis Line (Tompkins County)</b>	<b>272.1616</b>
<b>Planned Parenthood (Ithaca)</b>	<b>273.1513</b>
<b>Suicide Prevention Hotline</b>	<b>988</b>

## Damage and Cleaning Charges

The following are listed as a guide should damages occur. The Office of Residence Life reserves the right to amend these amounts if the damage is extensive and/or if costs from outside vendors change.

Chair (upholstered)	\$400
Clean appliance	\$50
Clean bathroom	\$75
Clean Bedroom	\$60
Clean common area	\$100
Clean kitchen	\$75
Replace Desk	\$300
Replace Desk chair	\$115
Replace Kitchen chair	\$100
Replace Dresser wardrobe	\$250
Lockset for mailbox	\$25
Lockset for bedroom	\$230
Light fixtures	\$100+
Paint room	\$75/wall
Recycling box	\$15
Remove trash	\$25/each bag
Remove personal items	\$25 & up
Repair hole in wall	\$30 - \$100+
Replace bed frame	\$250
Replace bedroom door	\$225 - \$600
Replace light cover	\$40 - \$150
Replace mattress	\$225
Replace microwave	\$200
Replace window blinds	\$25 - \$325 per window
Replace window screen	\$75
Smoke detector	\$100
Sofa	\$1000
Thermostats	\$100
Toilet paper dispenser	\$35
Towel Bar	\$35
Window glass up to	\$575

This is a partial list. Residence Life Facilities will determine charges for damage/cleaning using actual costs of material and labor. Resident will not be charged for normal wear and tear or for pre-existing conditions. Remember to report existing damage at move-in using the work order system.

