

RESIDENCE LIFE
HANDBOOK
2008-2009



STUDENT DEVELOPMENT PHILOSOPHY

The Office of Student Development (SD) is guided by the philosophy that education occurs inside and outside the classroom in an attempt to address the needs of the whole student. SD strives to promote an overall sense of community by providing students with opportunities to develop increased responsibility for their actions. By creating an environment that offers support and building on a foundation of sensitivity toward individual's needs and differences, SD assists students in making life choices that better prepare them to contribute to society.

SD Staff aims to promote a lively and engaging campus community. We place a high emphasis on residence life – acknowledging that housing means more than a roof over your head. We believe residence life has a concrete educational value and that we are obligated to expose you to a variety of educational, cultural and personal growth experiences. To achieve this, resources have been allocated so that we can offer a wide range of activities that will accomplish the following goals:

- Expose you to new ideas, values, or cultures;
- Help you to connect your in and out-of-class experiences;
- Help you understand, accept and function with interpersonal and cultural differences;
- Encourage you in the development of leadership, management, and interpersonal skills;
- Help you take advantage of the educational resources at CNR and in the surrounding community;
- Encourage your personal growth and awareness, and support the development of community in the residence halls.

As a CNR resident student, you are a member of a community of people – students, faculty, and staff – learning and growing with each other. You will be expected to balance personal freedom with respect for yourself and others.

STUDENT DEVELOPMENT STAFF

Student Development - Main Office	Ext. 5862
Director of Student Development	Ext. 5862
Associate Director of Student Development/Leadership	Ext. 5488
Assistant Director of Student Development/Student Activities	Ext. 5326
Residence Director, Angela and Maura Halls	Ext. 5352
Residence Director, Brescia and Ursula Halls	Ext. 5374
Graduate Assistant, Ursula Hall	Ext. 5371

The residence life staff at CNR is comprised of both professional and paraprofessional employees: the Residence Directors and Resident Assistants. Student leadership development, residence life, publications, clubs, orientations, and Family Weekend are important aspects of the SD Office. SD also sponsors events on and off-campus, such as motivational speakers, team building programs, game shows, spirit competitions, and trips/tours. To help make your excursions a little easier, SD offers bus trips/tours (using public or private transportation) to and from various events. Past programs have included Broadway shows, a Medieval Fair, shopping trips and several festivals in New York City.

Residence Director (R.D.)

Residence Directors are full time professional staff who have a minimum of a Baccalaureate degree, and some have a Master's Degree in Student Affairs or related field. There are two R.D.s at CNR, residing in one of the two buildings for which they are responsible. The R.D.'s responsibilities include supervising the resident assistants of their buildings, maintaining the physical facilities of their residence halls, maintaining and supporting community standards, and helping you to meet the challenges that you may encounter. In addition to their hall responsibilities, each R.D. has a responsibility for another area in Student Development. Your R.D. has been trained to assist you with problems involving personal, educational, and career decisions. They are here to help you, so please feel free to get to know them.

Resident Assistant (R.A.)

Resident Assistants are full-time students who work to create a community environment in the residence hall through personal interaction with their peers and through the sponsoring of creative programs designed to enhance the moral, spiritual, intellectual, physical, and social development of each resident. In so doing, each R.A. supports each resident's search for values and identity in a context of responsibility and sensitivity to the needs and rights of others. In addition, they are responsible for identifying and processing your maintenance and housekeeping needs and enhancing communication by maintaining the bulletin boards and distributing important information from various campus offices.

Your R.A. can help you with many concerns such as personal issues, roommate conflicts, and questions about CNR and/or the community. They are also responsible for enforcing the College's policies and procedures. Although R.A.s have tremendous responsibility, they also live with you. Take advantage of them as a resource and make a friend.

Duty

The residence life staff at CNR is responsible for campus coverage during evenings and weekends to help ensure your safety and security. Each residence hall has one R.A. on duty from 5:00 p.m. to 9:00 a.m. The R.A. on duty must be in her residence hall by 7:00 p.m. On weeknights, R.A.s are required to be in the residence hall offices. Residents are welcome to take this opportunity to stop by and get to know the R.A.s.

At night, the R.A. on duty makes periodic rounds of the residence hall to check on the condition of the building. If you need assistance in the evening, you should check the On Duty board located in your residence hall lobby and contact the R.A. on duty. In addition to the R.A. on duty in each building, one professional staff member from SD is on duty for all four residence halls and is available to assist the R.A. on duty. The professional staff member on duty can be contacted through the R.A. on duty or security. If you can not reach the R.A. on duty, please contact the switch board by dialing 0 from any campus phone or 914-654-5204 from a cell phone for assistance. The professional staff member on duty is available for emergencies and to assist the R.A. staff in difficult situations.

THE RESIDENCE HALLS

The residence halls at CNR each house between 100 and 150 students, and offer a variety of living arrangements. All four residence halls are smoke free.

Angela Hall is a senior, adult and male student housing facility which is arranged in suites. Angela also houses Health Services, the School of Nursing administrative offices and the Learning Center for Nursing (LCN).

Brescia Hall features a spacious, formal living room with a stage on the main floor. Brescia also hosts a First Year Experience hallway, the Women in Nursing Wing (WIN), emergency commuter housing and intersession housing when available. In addition, Brescia Hall houses the Office of Campus Ministry.

Maura Hall presents a winding center staircase, a formal living room, and a formal ballroom. Maura also hosts a quiet area and a First Year Experience special interest community.

Ursula Hall is a contemporary facility, featuring central living rooms on each floor. In addition, Ursula is equipped with a wheelchair ramp and modified bathroom facilities for students with physical challenges. Ursula also hosts a First Year Experience special interest community. The lower level houses the Wellness Center Annex.

Most rooms at CNR are doubles, although we also have some single rooms and a few triple rooms. The rooms have venetian blinds or shades on the windows and are furnished with a bed, dresser, desk, and desk chair – per resident. *CNR does not provide linen or maid service.* The Housekeeping Department provides routine cleaning of hallways, bathrooms, lounges, and kitchens. However, each resident is personally responsible for the cleanliness and good order of the entire residence hall. A vacuum cleaner and other materials are provided in each building for your use.

All buildings have kitchenettes and microwave ovens, but cooking utensils (pots, pans, etc.) are not provided. In addition, the residence halls are equipped with public access computer stations, community televisions, VCRs, DVD players, vending machines, and coin/card-operated washers and dryers.

Living Together

The College attempts to pair roommates based upon individual interests. While no perfect pairing formula exists, the prime factor in any successful living arrangement is the effort you put into it. The following issues should be considered when considering your living situation:

- You and your roommate have a mutual responsibility to decide what the living conditions of the room will be. Consider that you both have a need for study time and private time in the room, as well as for social time. It is important to discuss your feelings regarding visitors and visitation times for guests in your room.
- Rooming together on common ground does not imply that everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person. Discuss such things as the use of the stereo and borrowing each other's clothes.
- It is often helpful to begin the year by developing a Roommate Contract. (see your R.A. for assistance). Please do not forget to update it from time to time!
- Occasionally, conflicts between roommates arise. Some roommates can resolve conflicts by talking about their feelings, listening to each other, and by addressing small disagreements as they arise. Sometimes the assistance of an R.A. is required to resolve a conflict. Their training has prepared them to help you work things out. Another person who can help is your R.D. As you and your roommate become more skilled at conflict resolution, you will need the staff less often for this purpose.
- These same considerations apply to floor mates. Building a positive relationship with both your roommate and floor mates can give you a support group of friends to share both the pressures and the fun of college.

Closings

When the residence halls close for vacations you must leave your residence hall by the posted time unless you have made prior arrangements with your R.D. *Failure to vacate by the specified closing time or unauthorized living in the residence halls after closing check out will result in a fine and possible judicial sanctions.* Additional room rent fees may be assessed for periods of illegal occupancy. Before you leave, you must abide by the following guidelines listed below. It is important that you:

- Remove all garbage from your room (sweep the floor, remove tape, stickers and

decorations),

- Unplug all appliances (except your refrigerator for vacations of one week or less in duration),
- Close and lock your windows, leaving your shades or blinds open,
- Turn off all lights,
- Lock your door, and
- Sign-away at the front desk.

When the residence halls close at the end of the fall and spring semesters you are required to vacate your room no later than 24 hours after your last exam. Times for check-out are posted in each residence hall. Check-out involves assessing the condition of your room, returning your key, signing out on the room condition form, completing a Withdrawal from the Residence Hall form (if you are a non-graduating resident terminating residency), and signing away at the front desk. In addition, you should follow the Mail Center guidelines regarding the forwarding of any mail. If you are withdrawing from the College, you must return the College issued laptop to the Office of Information Systems.

Failure to check-out with an R.A. will result in a \$25.00 improper check-out fine. A separate \$25.00 late check-out fee will be assessed if you finish moving out after the posted closing time unless you have made prior arrangements with your R.D. **Rooms are expected to be left in suitable condition.**

When moving out/withdrawing make sure the proper furniture is in the room and in its original configuration. Failure to leave your room in the condition stated above will result in a minimum \$25.00 assessment fee. After closing, your residence hall staff will conduct a final inspection of each room and common area. Any additional damages found will be charged to your account. Therefore, it is important that the last person to check-out of a room lock the door so the room will be found in the condition in which it was left.

Consolidation

Consolidation is the Office of Student Development's process of merging empty spaces to fill any vacancies. SD reserves the right to move/consolidate residents to fill vacancies that may occur throughout the year. The consolidation policy is intended to make the best use of residential space, and to be fair to students who have already paid for a single room. Therefore, we require any student identified as living alone in a room designated as a double, for whatever reason, to take one of the following actions:

1. Move in with another student who is currently living alone in a double room; **or**
2. Find a student in a similar situation to move in to your double; **or**
3. Call your R.D., request a new assignment, and consolidate with the assigned new roommate. The R.D. will then notify each student of their consolidation partner, identify who is expected to move, and the date by which the move must be completed.

Intersession Housing

Intersession Housing is based on availability. Generally, a section of one residence hall may be set aside for intersession housing. Intersession housing includes the time between New Year's Day and the beginning of the Spring Semester. The College reserves the right to use any or all rooms for this purpose. If your room will be used for intersession housing you will be notified in advance. Eligibility for intersession housing (offered at an additional cost) includes international student status, CNR course enrollment, or campus employment. Intersession housing, when available, must be reserved in advance at the Office of Student Development, located in SCC 231 or online at www.cnr.edu/studentdevelopment. You must also pay for intersession housing in advance at the Bursar. Overnight guests are prohibited during intersession housing.

Laundry

The College provides laundry facilities in each of the four residence halls. The washers and dryers cost \$1.50 each, if you use quarters. The cost is \$1.25 if you use your auxiliary account. A change machine is located on the main floor of the Student Campus Center.

Openings

You are required to check-in at your residence hall upon your arrival on campus. At the initial time of check-in, you will receive your room key, room condition form, as well as any additional opening information. Procedures for other/holiday check-ins throughout the year will be posted throughout your building. The time of check-in varies and you will be notified in writing.

Your room condition form was assessed by your R.A. prior to your occupancy. Please check it for accuracy, note any necessary changes, and sign the form to indicate your agreement as to the condition of your room. If there is any deviation from your room condition form at the time of check-out, you will be assessed additional charges.

Resident Assistant Selection

R.A. Selection is a process that allows the Office of Student Development to interview, evaluate, and assess students who are interested in becoming a R.A. This process usually takes place in the spring semester. There are occasions when a position may be available in the spring semester. Please look for flyers around your residence hall or stop by SD, located in SCC 231, to ask for more information.

Room Selection

The Room Selection process is coordinated through the Office of SD and is based on a random lottery number process. This process of selecting a new room for the upcoming academic year takes place after registration in the spring semester. In order to choose a room on Housing Selection Day you must be registered for classes in the upcoming fall semester and have completed and handed-in all of your paperwork, which includes your Housing Agreement and your Emergency Card.

Senior Week Housing

All graduating seniors are eligible to remain, free of charge, on campus during Senior Week. Non-graduating CNR residents are not allowed to be guests in residence halls during this week. At times it is necessary to consolidate the housing accommodations for seniors during this time period. If this occurs, you will be notified by your residence hall staff of the specific procedures to follow.

Housing is sometimes available, at additional cost, for non-graduating residents during Senior Week. Non-graduating residents are not permitted to remain on campus as a guest of a graduating senior. If you are a non-graduating resident, and you wish to remain on campus during Senior Week, you need to make a request to SD in writing. If you have been approved to remain on campus, payment for room and board must be made at the Bursar's Office prior to the start of Senior Week. Any non-graduating residents who have not reserved a room that are found to be staying in the residence halls during Senior Week will be charged room and board for the entire Senior Week.

Vacation Housing

Vacation housing is generally available during Intersession, Spring Break, and Summer Sessions I and II. Vacation housing is not available during the Thanksgiving vacation, between Christmas and New Year's Day, from Holy Thursday through Easter Sunday, or after the end of the last SAS/SON Summer Session. When the residence halls officially close for the holidays, you must sign-away with either the receptionist or the R.A. on duty.

RESIDENTIAL COMMUNITY STANDARDS

Brescia, Maura, and Ursula Halls each share identical policies. Angela Hall has divergent policies due to the nature of that population. These policies are articulated at the beginning of each semester. Angela residents should be familiar with basic campus policies and note the differences. It is expected that your behavior conforms to the community standards as articulated in the various policies or procedures. Any violation of these standards will be subject to administrative and/or judicial action. If you have any questions about residence hall policy, you should contact your Residence Director.

Section 1: ALCOHOL for RESIDENCE HALLS

The College has developed comprehensive alcohol and drug policies that may be found in the *Student Handbook*.

- A. In general, individual students are bound by federal and New York State Law as it pertains to alcoholic beverages and/or controlled substances. Alcohol is not permitted in Brescia, Maura, or Ursula Hall. Angela has special alcohol guidelines.
- B. Alcohol bottles/containers are not allowed to be used for decorative purposes in areas where alcohol is not permitted. Alcohol paraphernalia will be confiscated if found in possession of students who are violating the alcohol policy. This includes all empty bottles/containers whether used for consumption or for decoration.

Violations of alcohol/drug policies will be processed judicially. The College reserves the right to disclose to parents and guardians violations of institutional policies or rules in addition to the local, state, and federal laws governing the use or possession of alcohol or a controlled substance if the student is under 21.

Alcohol Guidelines for Angela Hall

- A. No resident may have in their possession more than one liter of hard alcohol OR more than one case of beer OR more than 2 bottles of wine (open or closed) in their room at one time. Unauthorized containers will be confiscated. Residents may only bring alcohol to their own room.
- B. Alcoholic beverages may not be consumed or carried in open containers in the corridors, lounges, stairwells, lobbies, parking lots, and public areas of the Residence Halls.
- C. Public intoxication will result in disciplinary action. This also applies to guests.
- D. Kegs, beer balls, beer pong, funneling, and other potentially dangerous drinking games are strictly prohibited.
- E. If you are under 21 but live in Angela Hall, you are not allowed to have alcohol in your room. No one under the age of 21 can drink alcohol in any room in Angela Hall.
- F. Anyone under the age of 21 found in Angela Hall in the presence of alcohol is in violation of the CNR alcohol policy. They, as well as their host, will be held judicially responsible.

Section 2: BREACH OF PEACE/CAMPUS DISRUPTION

All policies on breach of peace/campus disruption can be found in the *Student Handbook*.

Section 3: CARD ACCESS TO RESIDENCE HALLS

Your CNR I.D. card provides both your identification as a CNR student and/or resident, as well as access to the halls. It is imperative that you carry your I.D. card with you at all times. It is also strongly recommended that you carry a second form of identification with you. This will be essential in providing access during restricted hours in the event you have lost your CNR I.D. card.

The residence halls are locked at all times. As a resident student, you have access to all four residence halls from 8:00 a.m. until Midnight (unrestricted hours). However, to ensure the security of each building, your I.D. card will only be operable in your particular residence hall from Midnight until 8:00 a.m. (restricted hours). To enter a building, slowly pass your card through the scanner located outside the building entrance. The door will click and then allow you to enter. Please remember to enter and exit through the designated door and pass through the door in a timely fashion. If you exit through the wrong door, or if you stand in the doorway for an extended period of time, an alarm will be activated in the Security Office.

Non-Restricted Hours

Individual residents or groups of residents may enter the residence hall by utilizing one card from 8:00 a.m. to Midnight.

Restricted Hours

If you wish to enter another residence hall after midnight, use the outside extension phone and call the person you wish to visit. That resident will let you into the building and must phone Security to notify them. In addition, you need to swipe your card to demonstrate that you are a resident. If you are entering your residence hall in a group between the hours of midnight and 8 a.m. each person in the group must swipe their card individually.

Forgotten Cards

It is your responsibility to carry your card at all times. If you have forgotten your card, you can call a friend in the building by using the outside extension phone. Your friend will then be required to contact Security to inform them of the situation and pass their card through the scanner. Since it is not the responsibility of your residence hall staff to provide building access, you will be fined a lockout fee of \$6.00 if an R.A. or R.D. is called to let you into the building. **Note: You may not call Security to let you into the building. Security is NOT permitted to let students into the Residence Halls.**

Lost/Stolen Cards

If you lose your card you must report it immediately to the Safety/Security Office to ensure both the security of your residence hall and of your meal and/or auxiliary service accounts. Security will fill out a report with you at this time.

Replacement

A replacement card may be obtained between 8:00 a.m. - 4:00 p.m., Monday through Friday at the Security Office. If it is over a weekend, you must wait until Monday to receive a replacement card. The cost of a replacement access card is \$25.00 if the card is lost. The cost of replacing a broken card, provided you have all of the pieces with you, is \$10.00. If your card is stolen, there will be no charge for replacement if you provide a police report.

Violations

Violations of the Card Access procedures include, but are not limited to:

- A. Giving your card to someone else,
- B. Not using your card during restricted hours,
- C. Using someone else's card,
- D. Using a card to let someone in without notifying Security,
- E. Allowing another resident(s) to enter with you during restricted hours,
- F. Failure to use your assigned card for access,
- G. Allowing entry to or exit from the building under false pretenses,
- H. Allowing a guest in during non-visitation hours.

The following are examples of the type of sanctions that may be determined for Card Access/I.D. violations:

- 1st offense** Residence Hall Warning or further action depending upon severity
- 2nd offense** \$25.00 fine or service hours with the R.A. or Security
- 3rd offense** One semester - Residence Hall Probation

Section 4: COMMON AREA RESERVATIONS

If you want to have a meeting or party on your floor, wing, living room, or lounge you must check with your R.D. at least 1 week in advance. The R.D. can then give you information and guidelines covering times, available areas, restrictions, and any other pertinent building policies. Once you have determined the specifics regarding your event you must complete a reservation form at the Office of Student Services, located in the Student Campus Center, Room 212.

Section 5: COMPUTER GUIDELINES FOR RESIDENTS

All policies on computer use can be found in the *Student Handbook* and on the CNR intranet webpage. Students are required to report problems with their College laptop and/or room data jacks immediately to the Office of Information Systems. Damages to data jacks will be assessed to the residents of the room.

Residence Hall Public Access Computer Guidelines:

Public access computer stations are provided in the lounges of each of the residence halls. The following guidelines have been established for their use:

- The computers are available only for resident students. Residents of each particular residence hall take priority for use of those computers.
- Downloads are prohibited, including but not limited to music, movies, games and other unauthorized or copyrighted material.
- Consideration needs to be taken during Mid-terms and Final Exams.
- Food and beverages are not permitted near or around the computers.
- Students are required to sign onto the computers, using their CNR student network ID.
- You may save only to the external drive. It is recommended that you save frequently and that you backup any important documents.
- When all computers are occupied in the Residence Halls, Academic Computing Services are available at the lab in the Mooney Center with extended hours during Final Exams.

If you encounter any technical difficulties, please contact Information Systems Help Desk at extension 5012 or via email at helpdesk@cnr.edu. In the event your concern requires on-site technical support, an appointment will be arranged. In the interim, it would be appreciated by your fellow residents if you put a note on the computer so others do not try to use it and that you notify an SD&P staff member. Your courteous and respectful use of the residential computing facilities will enhance our community.

Section 6: DAMAGE ASSESSMENT

Students are held responsible for damage, misuse, or theft of any College property.

The cost of damage to public areas of the residence halls will be divided among the residents of the wing, floor, or building involved (if the individuals responsible for the damage are not identified) at the discretion of your R.D. Appeals of individual room and common area charges must be made, in writing, within thirty (30) days of the billing date to the Director of Student Development.

Section 7: DISHONESTY

Policies on dishonesty can be found in the *Student Handbook* under Code of Conduct and/or in the Academic Catalogs.

Section 8: DRUGS

Illegal use, possession, or distribution of narcotics or other controlled substances except as expressly permitted by the NYS Penal law will be confiscated (See College Policies on Drug & Alcohol Use in the *Student Handbook* and the Residence Hall Policies on Alcohol and Drug Use in this Handbook.)

- A. Unlawful possession, use, distribution, or sale of marijuana, hallucinogens, and any other drugs are prohibited.
- B. Illegal possession of, or the use of controlled drug paraphernalia, as defined in the New York State Penal Law, is prohibited and will be confiscated.
- C. Attendance at a gathering where illegal drugs have been used constitutes a violation.
- D. No one may distribute, sell, possess, consume, or be in the presence of controlled substances in the residence halls.

Section 9: FAILURE TO COMPLY

Failure to comply will result in a meeting with your R.D. or other College administrator and may result in judicial action. Examples include, but are not limited to, failing to comply:

- A. With directions, verbal or written, of a College official or a R.A. acting in performance of his or her duties;
- B. With any legitimate disciplinary restrictions or behavioral contracts;
- C. With providing proper identification (I.D. Cards) when requested by an official representative of the College;
- D. With the proper procedures for checking out of your room for breaks, vacations, or when leaving.
- E. With judicial sanctions. This may result in further sanctions, including but not limited to, increased probation, monetary fines, and removal from residence.

Section 10: FIRE SAFETY

Each residence hall conducts one scheduled, unannounced fire drill per semester. A map is located near your door which identifies where all the exits are found.

- 1. You must leave the building immediately and report to your designated station, (which is given to you by your R.A. during your first floor meeting) during drills and alarms. Due to the seriousness of the situation, if you remain in the building during an alarm or drill, a judicial meeting will take place where sanctions and health and safety fines will be assessed.

The following is a list of situations that will result in a judicial meeting:

- A. Tampering with, disturbing, misusing, or rendering useless any type of fire/safety equipment (e.g. fire extinguishers, smoke detectors, automatic fire alarm system, exit signs, emergency lighting);
- B. Making a false report of an emergency to any campus or off-campus official;
- C. Having in your possession incense or being in the presence of candles, open burners, halogen lamps, etc. (See The Residential Life Policy on Health and Safety);
- D. Smoking in restricted areas.

Section 11: FURNITURE

Room furniture or window screens should not be removed from your room, nor traded between rooms. If you encounter a problem, please contact your R.D. Unauthorized removal of room furniture and/or window screens will result in a charge to the occupants of that room. Your room furniture is part of the damage assessment process when you move out. Furnishings in common areas are used by all residents of the hall and must not be removed to your room.

- A. Appropriation of such furnishings for your personal use will be regarded as theft and you will be assessed a minimum fine of \$25.00.

Section 12: GUEST POLICY-VISITATION

Visitation hours are as follows:

Sunday - Thursday	11:00 a.m. - 12:00 Midnight
Friday - Saturday	11:00 a.m. - 2:30 a.m.

The following guidelines apply to guests and overnights during visitation hours:

1. You are allowed up to three adult male or female visitors at a time. Arrangements for more than three guests must be made with your R.D. at least 72 hours in advance.
2. You may have guests only in your own residence hall.
3. In accordance with the academic nature of the community, children/infants, defined as anyone under the age of 17 are not permitted in the residence halls as guests or for purposes of babysitting. Individual requests for exceptions should be made directly to your R.D., in advance.
4. Your families are also guests in your Residence Hall and therefore are required to follow the established guest procedures.
5. You may not sign in a guest for another person.
6. Commuter students of The College of New Rochelle are considered guests in the Residence Halls. Commuter students must be signed into the residence halls by a resident and are required to follow the established guest procedures.
7. You will be held judicially and financially responsible for the behavior of your guests.
8. Guest Rules:
 - A. **You must escort your guest(s), male or female, at all times.**
 - B. **You must sign your guest in and out with the desk receptionist. When the desk is not staffed, sign your guest in and out with security, using the phone at the reception desk or front door.**
 - C. **Both guests and hosts will be documented and processed through the judicial system if guests fail to leave when guest hours end.**

Individual requests for guest privileges during non-visitation hours must be made directly to your R.D.

Guests - Overnight

You are permitted to have overnight guests of the same sex in your room. Angela Hall has special rules due to the nature of that population. **The only exception in Angela Hall is that these students are allowed to have overnight guests of the opposite sex. All other policies and procedures that are listed within this book must be followed.**

All other overnight guests are permitted within the following guidelines for Angela, Brescia, Maura, and Ursula Hall:

1. Overnight guests must be of the same sex as the resident signing them in (i.e., female guests in female student housing, male guests in male student housing).
2. No guest may remain overnight for more than two (2) nights in any given seven-day period without prior approval from your R.D.
3. Overnight guests must have the verbal permission of all residents assigned to the room.
4. *You must register your overnight guest with the R.A. on duty before the end of visitation hours **each night**.* This means that you may not call in overnight guest(s) to Security after visitation hours, unless you had already registered your guest as

“overnight” with the R.A. on duty. The R.A. will issue an Overnight Guest Pass, log it into the Guest Registry, and contact Security to inform them of the guest.

5. If the reception desk is not staffed when an overnight guest is leaving, security must be notified and slide the Overnight Guest Pass under the staff office door. Overnight guests must be signed out of the residence hall by 11:00am. If a guest plans on staying after 11:00am, he/she must re-sign in with security at that time.

Guest Procedures

When the Front Desk is Not Staffed

Your visitor(s) should call you at your room to inform you of his/her visit. You are required to:

1. Greet your visitor(s) at the front door of the residence hall.
2. Contact Security at x4000 by using the extension phone at the front door to inform them of your name and name(s) of the visitor(s) you are accepting into the building.
3. Swipe your card through the scanner to signify that you are a resident and that you are accepting full responsibility for your visitor(s). *If a guest swipes your card it is a Card Violation. (Please see Section 3 on Card Access).*
4. By using the extension phone at the receptionist desk, you are to phone Security at x5000 to inform them of the departure of your guest(s).
5. All guests must be signed out even if they plan on entering the building again throughout the night.
6. **Residents should bring appropriate identification to desk staff at this time for any guest who entered the residence hall when the front desk was not staffed.**

When the Front Desk is Staffed

Monday - Thursday	4:00 p.m. - Midnight
Friday	4:00 p.m. - 2:30 a.m.
Saturday	11:00 a.m. - 2:30 a.m.
Sunday	11:00 a.m. - Midnight

At the first shift, during which the front desk is staffed, the information on visitors in each residence hall will be transferred from Security to the appropriate hall receptionist.

Procedures are:

1. The Receptionist or R.A. must log every guest (male or female) into the guest registry.
2. The resident must show his/her I.D. and leave an appropriate up to date photo I.D. for the guest (whether male or female).
3. When the guest is leaving, the resident must accompany the guest back to the desk in order to retrieve the I.D. and to be signed out in the registry.

Appropriate forms of I.D. include a valid **picture** I.D. from another college, a driver’s license, or a non-driver’s license, etc. Credit cards, ATM cards, or other I.D.s without photos and/or validation dates will not be accepted. When guest hours end, all guests, with the exception of those who registered with the R.A. on duty as overnight guests, must report to the reception desk to sign out and retrieve their I.D.s.

By the end of visitation hours, all visitors should have vacated the residence halls. If there are names on the receptionists’ records of residents who failed to sign-out their guest(s) or if there are I.D.s on file at the front desk, the individual resident in question will be contacted by the R.A. on duty. Failure to follow guest policy may result in a loss of guest privileges, a fine, or other judicial action.

If Security observes a resident violating the procedures of the Card Access system, a member of the Student Development Staff will be notified.

Guest Housing

Male guests may be accommodated overnight on a limited basis in Guest Housing (ext. x5372). The male Guest Housing is located in Angela Hall. The fee is \$15.00 (\$20.00 for private room) per guest per night, including linens. You will be charged an extra \$5.00 per guest if the reservation is not made 24 hours in advance. The facility is available seven nights a week during the fall and spring semesters on a first come, first serve basis. There are two ways to request guest housing. It is preferable to make advance reservations by contacting the SD Office. Requests can be made the night of the visit and will be honored on a space availability basis. You must check the guest into guest housing with the R.A. on duty in Angela by 12:00 midnight.

On both weeknights and weekends, every male guest should be accompanied by a resident student. You should show your CNR I.D. card in order to register your guest. The male guest must also register his name with some form of photo I.D. Photo I.D.s that are accepted are Drivers Licenses, College I.D.s, Photo I.D.s from the DMV, passports and Military I.D.s.

Guest Housing policies include:

1. CNR students are not allowed in Guest Housing rooms.
2. Cancellations/Requests for Refunds must be made at least 24 hours prior to the scheduled reservation, otherwise the fee is forfeited.
3. You can register no more than two guests per night.
4. You are responsible for any damage incurred by your guest(s).
5. You and your guest(s) are expected to be aware of, and abide by, all Guest Housing policies and procedures.
6. Upon check-out please return your key to the R.D. or the Office of Student Development in the SCC, Room 231.

Violations thereof, as well as abuse of the Guest Housing facility, may result in the suspension of Guest Housing privileges, fines, and/or judicial action.

The Guest Housing check-in and check-out hours are as follows:

Check-in 8:00 p.m.- 12:00 Midnight

Check-out by 11:00 a.m.

Section 13: HARASSMENT & ABUSE

All policies on harassment and abuse can be found in the *Student Handbook* under the Codes of Conduct.

Section 14: HEALTH & SAFETY

Guidelines have been developed to ensure your personal health and safety in the residence halls. It is expected that all residents maintain a clean and safe room, and hall environment. The College reserves the right to enter any area/room for the purposes of pest extermination to ensure the health and safety of the community. The following unsanitary conditions that could present a health hazard are also unacceptable and will result in judicial meeting and sanctions. Please note, this list is not comprehensive:

- Dirty dishes left in room, bathroom and/or kitchen area,
- Used sanitary items left in bathrooms/showers,
- Excessive kitchen garbage,
- Personal garbage left in the bathroom or kitchen areas,
- Dirty stoves, ovens, sinks, counters, and/or tables,
- Failure to empty room garbage,

- Un-flushed toilets,
- Food left in open containers, and/or,
- Disposal of food in bathrooms.

Safety standards that must be followed include:

- No extension cords are allowed in the Residence Halls. You may only use power strips with built-in on/off switches.
- Fire safety equipment may only be used in emergency situations.
- Keep lights and electrical cords away from metal bed frames and metal bed frames away from electrical outlets.
- Bed linens and papers should be a safe distance away from electrical outlets and power strips.
- Hallway corridor doors should remain closed at all times.
- No cords or wires may be hung across or between rooms, or placed under carpets.
- Do not overload electrical outlets.
- Use U.L. (United Laboratory) approved strips in only approved ways.
- Personal appliances should not be left on in your absence.
- Prohibited items include, but are not limited to, candles (including decorative candles or candles with no wick), incense, cooking appliances, and extension cords.
- Hanging anything from the ceiling, or on or near heat (including lamps, light bulbs, and light fixtures) and/or smoke detectors, is a fire hazard and is prohibited.
- Refrigerators must be plugged directly into the wall.
- Live trees are prohibited.
- Door mats are not allowed in the hallway or in front of your room door

Because of the potential fire hazards, cooking equipment is not allowed to be used in individual resident rooms. Personal cooking appliances, such as U.L. approved coffee pots, popcorn poppers, and small toaster ovens, if brought to campus, must be stored and used in the kitchenettes only. All other cooking appliances such as hot pots, stoves, microwave ovens, hot coils, and electrical burners are strictly prohibited in the residence halls. These items will be confiscated and may result in judicial sanctions or fines. *There are two Health and Safety Checks scheduled throughout each residence hall every semester, but checks can be conducted at any time at the discretion of the Office of Student Development. Signs will be posted, when possible, in each residence hall, in advance of scheduled Health & Safety checks.* College personnel may enter your room for health and safety reasons at anytime.

Other electrical appliances that should be left at home include halogen lamps, lava lamps, electric blankets, portable heaters, sun and heat lamps, large refrigerators, and air conditioners. **Students are required to use power strips in their rooms and not extension cords.**

Due to fire code regulations, gas operated vehicles may not be brought into the residence halls and bicycles may not be placed in laundry rooms, stairwells, entryways, or corridors. Bicycles are to be housed in your rooms. A \$25.00 fine will be assessed for any unauthorized bicycles or for any bicycles found in unauthorized areas. **In addition, any health and/or safety violation is subject to a minimum \$25.00 fine.**

Section 15: HOUSEKEEPING & MAINTENANCE

College personnel may enter your room for health, fire safety, and maintenance reasons. Maintenance staff are authorized to work in the residence halls from 10:00 a.m. to 4:00 p.m., Monday through Friday (evenings and weekends as necessary). Whenever possible they will give notification of their presence in residence hall common areas (stairwells,

bathrooms, and hallways) and keep a record of access into residents' rooms. It is your responsibility to allow College personnel into your room, and to report damages or needed repairs to your R.A. *Remember that all maintenance or housekeeping requests must go first through your R.A. to be processed efficiently and correctly.* **Please do not call in requests directly to Housekeeping and Maintenance.** The Housekeeping Staff is for the common areas only (kitchens, community bathrooms and lounges). It is expected that you remove your garbage to the appropriately identified containers. Personal garbage is not to be placed in the bathrooms or kitchen areas.

Section 16: INTERFERENCE WITH THE RESIDENCE LIFE OF OTHERS

All students have the right to live in an environment that is conducive to learning. Any resident student interfering with the residential life of another resident student shall face judicial action. The following is a set of brief guidelines, but are not exhaustive:

- A. No person shall in any way create sounds inside or outside of the residence halls, which may be disturbing to students who may be sleeping or studying.
- B. No person shall enter shower areas or rest room facilities which are designated for use by the opposite sex.
- C. No person shall publicly display anything that may be found offensive, vulgar, or obscene to others living on campus.
- D. The residence halls have a 24 hour courtesy policy.

Section 17: INTERFERENCE WITH THE STUDENT JUDICIAL SYSTEM

Anyone interfering with the student judicial system, including but not limited to, the list below will face further judicial actions.

- A. Falsification, distortion, or misrepresentation of information in a judicial hearing;
- B. Disruption or interference with the orderly conduct of a judicial hearing;
- C. Attempting to influence the impartiality of a member of a judicial panel or hearing officer prior to, and /or during the course of, a judicial hearing;
- D. Discouraging an individual's proper participation in, or use of, the judicial system;
- E. Harassment (verbal or physical), and/or intimidation of a member of a judicial panel or hearing officer prior to, during, or after a judicial hearing;
- F. Failure to comply with a sanction assigned as a result of a judicial hearing;
- G. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Section 18: KEYS & LOCK-OUTS

You are given one key to your room at your initial check in to the residence hall. If you are locked out of your room, you are to contact the R.A. on duty in your building or the R.D. during their office hours to have one of them let you into your room for a fee of **\$6.00**. This fee must be paid at the time of the lock-out to the R.A. or R.D. handling the lock-out. Security does not respond to lock-outs. If you lose your room key, a replacement may be obtained from your residence hall staff, and *the replacement cost is \$10.00*. You are not permitted to duplicate your room key.

Section 19: PET POLICY

Pets are not allowed in the residence halls. This includes all types of animals and fish.

Section 20: POSSESSION OF FIREARMS, FIREWORKS, EXPLOSIVES & WEAPONS

Possession or use of knives, or other weapons, dangerous chemicals, explosive materials, except as authorized in supervised academic programs, is strictly prohibited on the College campus.

- A. It is prohibited to carry or possess firearms, ammunition, gunpowder, air rifles, air pistols, or guns of any kind on campus.
- B. Possession or use of fireworks on the College campus is prohibited.

Section 21: POSTINGS

- A. All bulletins and flyers must be posted on designated bulletin boards. Posting of bulletins except in assigned information areas is prohibited.
- B. All postings must be approved and stamped in advance of posting by the proper official. See Posting Regulations in the *Student Handbook* for additional information.

Section 22: PROHIBITED ACTIVITIES & ARTICLES IN RESIDENCE HALLS

Prohibited activities and articles in the residence hall include but are not limited to:

- A. Bicycles, except when stored in students' rooms or in designated areas where they do not block fire exit routes;
- B. Propping open residence hall fire or exit doors;
- C. Removing room screens, suspending articles from windows and/or ledges, or throwing objects out of windows, doors, etc.;
- D. Running, playing ball, roller-skating, rollerblading, in-line skating, skate boarding, and bicycling are prohibited inside all Residence Halls;
- E. Posting signs or decorations, or other personal items in windows that are visible to the community.
- F. Tearing down decorations, flyers, room décor, or bulletin boards within the Residence Halls.
- G. Distribution of unapproved materials.
- H. Posting unapproved materials on the walls, staircases, doors, etc. in the buildings.
- I. Drawing, writing on, vandalizing, or damaging any wall, door, furniture or surface in the Residence Halls.

Section 23: QUIET HOURS

As a member of a community, you are expected to be considerate of your roommate, floor mates, and hall mates at all times. In effect, there is a 24-hour consideration policy. It is recognized, however, that the perception of inconsiderate or excessive noise may vary from person to person, in which event your residence staff will make the final determination regarding an acceptable noise level.

Quiet hours: 11:00 p.m. - 8:00 a.m. Sunday - Thursday

 1:00 a.m. - 8:00 a.m. Friday - Saturday

- A. During quiet hours, students are requested to refrain from congregating in the hall and bath areas, loud talking and laughing, pounding, running; or playing loud music, radios, television, or musical instruments.
- B. Extended quiet hours or 22hour quiet hours occur during final exam periods. Information is posted around the final exam period with more information. The hours of 6:00-8:00pm are set aside as non-quiet hours during these times.

The only exception to this is if you are residing in a quiet area requiring a higher standard of 24 hour quiet hours.

Section 24: RESIDENCE LIFE ACCESS TO ROOMS

Student Development reserves the right to enter any residence hall room at any time. SD staff inspect residence halls throughout the year for reasons which include but are not limited to:

- A. Health and Safety Inspections

- B. Occupancy Checks
- C. Data jack/technology checks
- D. Closing and Opening checks
- E. Maintenance concerns or requests
- F. Emergencies

Section 25: ROOM CAPACITY

The capacity of student rooms must not exceed the total number of residents assigned to that specific room plus three guests per resident. The capacity of suites may not exceed sixteen people, with no more than eight people per side. Gatherings in excess of these limits require prior approval from your R.D.

Section 26: ROOM CHANGES

Room changes occur solely at the discretion of your R.D. Room changes will not take place during the first two weeks of any semester. The room change period will last for only one month. Please see the Residence Life Calendar for specific dates of room change periods. If you wish to change rooms, the first step is to talk to your R.A. He/she will go over your roommate contract with you and ask about your current living situation as well as the relationship you have with your roommate. Your R.A. will help you assess the situation and offer suggestions to help mediate any possible roommate conflicts that you may be experiencing. If the R.A. feels the best solution is still a room change, he/she will advise you to meet with your R.D.

Your R.D. may ask you some of the same questions that came up with your R.A. to ensure that all efforts have been taken to improve your present situation.

If your R.D. agrees that a room change would be in the best interest of all involved, you will be given a Request for a Room Change Form to complete. You are responsible to bring this form to the Assistant Director of Student Development and you will be informed in writing of your approval or denial for a room change.

If your room change is approved, you must then complete an Approved Room Change Form which you receive from the Assistant Director of Student Development. You need to complete the top portion of the approval form. Each resident physically moving will need to complete this form. The Resident Assistant/s who assists you in the room change process will have to fill out the bottom portion of the form. You then have **five (5) days** from the date you receive the approval form to check-out of your current room and move to your new room. When the form is completed, return it to the Assistant Director of Student Development. If you have not checked out of your old room properly you will be assessed a \$25.00 Improper Room Change Fine.

If you move out of your assigned room to another room or building, even if you are moving to a vacant space, without following the procedures outlined above, you will be charged a \$25.00 Improper Room Change Fine. This fine also applies if you change the side of your suite without discussing it with your R.D. in advance or if you fail to complete your room change within five (5) days.

Section 27: ROOM INSPECTIONS/HEALTH & SAFETY

Room inspections may be conducted by appropriate College officials, including Student Development Staff/Security for reasons of health and safety and to locate unauthorized pets as well as dangerous weapons, articles, and substances. Personal belongings will not be disturbed. Prohibited articles may be confiscated and the occupant(s) of the room will be subject to judicial action. In addition, the Student Development Staff inspect all rooms during vacation times in order to insure that proper closing procedures have been followed.

Section 28: SALES PROMOTION

Permission to sell any item or service on campus must be obtained from the Office of

Student Development. Sales in the residence halls may take place in the common areas of the halls only. We ask that you discourage unauthorized sales promotions, and report violators to the Office of Student Development, Security, or your R.D.

Section 29: SIGN-AWAY

If you are going to be away from your residence hall for 24 hours or longer, it is recommended that you sign-away before you leave in case of emergency. You should indicate the date of your departure and destination, and leave this information with both the R.A. on duty and your R.A. While this information will not necessarily be shared, it assists the residential staff in accounting for your whereabouts and well-being.

It is always recommended that you let someone, such as a roommate or the R.A. on duty, know where you can be reached in case of emergency.

Section 30: SMOKING POLICY

In accordance with the Clean Indoor Air Act, smoking is prohibited in all residence halls, including in individual student rooms and in any common area. Smoking directly in front of the residence hall doors is NOT permitted. It is recommended that you stand at least 30 feet away from residence hall entries and windows when smoking.

Section 31: STORAGE

Storage is not available on campus. It is recommended that you make arrangements in advance with an independent storage company.

Section 32: VIOLATION OF COLLEGE REGULATIONS

All students are responsible to know and abide by any regulations printed in the *Student Handbook*, College Catalogs, *Residence Life Handbook*, and any other regulations promulgated by the College. Violations of any College regulations may be handled judicially.

JUDICIAL PROCESS IN RESIDENCE HALLS

The College of New Rochelle Student Development/Residential Community Standards have been formulated to support your educational goals and to enhance your personal development, while accommodating the needs of many people. It is natural that conflicts will arise, and these conflicts will be mediated by your R.A. or R.D. At times, however, a conflict/violation of the student code of conduct may be referred to the judicial process.

The judicial process begins with any member of the CNR community filling out an Incident Report. Once the report is completed, it is given to the R.D. and an appearance letter is sent to the student(s) involved, stating when they are to have a meeting with the R.D. to gather information. If at the time of the meeting the student(s) accept responsibility for the reported incident, they will then move into the sanction phase of the process. Otherwise, the case will be adjudicated by an administrative hearing, hearing panel, or referred to mediation. The hearing outcome will be reported in writing within two (2) business days of the hearing in the form of a decision letter. At the bottom of the letter the student will find the procedures for appeal. A full description of the judicial process including the appeals process may be found in the *Student Handbook*.

Every student has the right to be heard separately, to ask as many questions as they like, and to appeal the decision(s) if they feel it is appropriate.

You are expected to read and know all policies pertaining to academics, residence life, and the College community in general. In addition to this handbook, the College and residence hall policies are printed in the *Student Handbook*, the College Catalog, and the Residence Hall License Agreement. As a member of the College community you are expected to support, and encourage others to support, all College policies.

CLUBS & ORGANIZATIONS

Below is a partial list of clubs and organizations. If you wish to contact anyone of these groups, please contact Student Development at x5862 or email at sdp@cnr.edu.

Annales – Yearbook (annales@cnr.edu) - is The College of New Rochelle's yearbook. Annales takes CNR's memories and puts them into a book for students to forever look back on. Staff members of Annales work closely with a deadline to put the book out on time. It is a very fun environment and you can learn a great deal about the College Community. This is a great learning opportunity and looks great on a resume!! If you would like to order a book, please contact SD at x5862.

Black Ice (blackice@cnr.edu) - is CNR's step team. Using poise and precision, they provide entertainment to all those attend their performances. In addition to their signature event, which takes place in the spring semester, Black Ice steps at many of the events for other clubs and organizations.

Black Student Union (bsu@cnr.edu) - was started by a group of women that felt a need for diversity on CNR's campus. Over the years, the Black Student Union has implemented and participated in various community service, educational and social activities that have inspired the school in positive ways. Their signature event, *Evening of Elegance*, is held in the spring semester.

Blue Angel Cheerleaders (cnrcheerleaders@cnr.edu) - are a group of dedicated athletes who together promote school spirit and pride in The College of New Rochelle. The cheerleading program runs year round. They cheer at all home basketball games, campus events, as well as the New Rochelle Thanksgiving Day Parade. The Cheerleaders hold many fundraisers throughout the year, and also participate in several community service activities. This sport/club was created by students for students. They invite you to show your school spirit and try out for the squad!

Class Boards (freshmanclass@cnr.edu, sophomoreclass@cnr.edu, junioreclass@cnr.edu, seniorclass@cnr.edu) - each class board is responsible for the planning and execution of various programs and fund-raising activities. They are also responsible for promoting class unity and school spirit.

CNR Drama (cnrdrama@cnr.edu) - the goal of CNR Drama is to develop an interest among students and faculty in the creation of theatre arts. In the fall semester their primary event is generally a musical, whereas in the spring semester they perform a drama.

CNR Model United Nations (cnrmun@cnr.edu) – seeks to acknowledge international issues, as well as, develop student's abilities in discussion and critical thinking. They prepare throughout the academic year to participate in the National Model United Nations Conference that is held annually.

CNR Student Nurses' Association (cnrsna@cnr.edu) – educates the College community and beyond on health issues prevalent in today's world. Through both educational and social programming, this organization also seeks to stimulate its members to continuously learn about medical concerns during their academic career at the College.

Fly Angels Dance Team (flyangels@cnr.edu) – provides students with a variety of dance forms for both new and expert dancers. The Fly Angels want to perform and provide an avenue for exercise through new dance genres.

The Gospel Choir (gospelchoir@cnr.edu) - Through the gift of song, the choir serves to uplift its members and the college community spiritually. Through concerts, fundraising, and acts of service, they are an asset to CNR and the surrounding community.

Latin American Women's Society (laws@cnr.edu) – seeks to unite the Latina population on campus & create an environment of sisterhood, support, and enrichment. They collaborate with other cultural organizations on campus in order to foster social awareness and community service. Their signature event, *Cervantes Dinner Dance*, is held in the spring semester.

Montage Media (montagemedia@cnr.edu) - serves as an outlet for students' creative ideas in communication arts. This club seeks to evoke creativity and to provide hands on experience in production by enriching programs that will prepare students for the media world.

Phoenix (phoenix@cnr.edu) - is currently the Literary and Arts magazine for the School of Arts and Sciences and the School of Nursing at The College of New Rochelle. Over the years, the creation of this publication has cultivated and recognized the many talents of the women who attend this institution. Each issue has been an integral part of the College of New Rochelle Community and a symbol of pride, hard work, and success of the aesthetic works of each generation of students.

Science and Math Society (sams@cnr.edu) - is a club that is dedicated to developing a scholarly attitude while encouraging student exploration within the scientific and mathematical fields. The club also holds study sessions for regular classes and for the MCAT exam, as well as, various trips, motivational speakers and seminars.

Snow Angels Ski & Snowboard Club (snowangels@cnr.edu) - This club was started by students who wanted to the opportunity to learn how to play various snow sports such as skiing and snowboarding. They provide lessons in a variety of winter sports and raise awareness about the joy of snow-related activities.

Student Government Association (sga@cnr.edu) - serves as the principal representative body for the undergraduate full time students in the School of Arts and Sciences and the School of Nursing. The SGA is the principal vehicle of governance and functions as legislator and organizer of campus events, clubs, and organizations. The executive board of SGA includes the Student Body President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary who are elected by the students of the College.

Tatler (tatler@cnr.edu) - is the student run newspaper of The College of New Rochelle, serving as a vehicle for students' voices and opinions, as well as, informing students and members of the college community of current events of the college. Tatler is published approximately once a month, allowing students and the community exposure to the work involved in a printed publication. The paper also helps to foster the growth of its writers, editors and all the students and staff involved.

Women in Lasting Defense of the Environment (wilde@cnr.edu) - is a group of students dedicated to increasing campus awareness of various environmental concerns. The club conducts an annual Earth Day game show and has held fundraisers to benefit different ecological causes, such as bat conservation and wolf conservation. Members have also helped in the clean up efforts at the local marshlands.

STUDENT RESOURCES

Auxiliary Accounts

An auxiliary account can be purchased by anyone who has an I.D. card. This account is separate from your meal card account, but can be used to purchase food. This account allows you to use the laundry facilities on campus at a discounted rate, as well as to make purchases in the mail room, the print shop, the book store and various vending machines on campus. Residents should be aware that if you place money on an auxiliary account and you run out of money for your meal plan, you may inadvertently use money from your auxiliary account. It is a good idea to keep track of your meal plan and auxiliary expenses.

Counseling and Career Services

Professional counselors are available to assist you with personal and career counseling needs. In addition, the Office of Counseling and Career Services offers workshops and support groups, as well as maintaining credential files. Job vacancy listings from local area employers as well as campus offices are available for your perusal. If you have received Federal work-study allocations, make sure to stop by Counseling and Career Services early in the semester.

The Counseling and Career Services office, located in Mooney Center 150, is open from 9:00 a.m. to 5:00 p.m., Monday through Friday (evening hours are available by appointment). Although no appointment is necessary to review job vacancy listings, you are strongly encouraged to arrange an appointment by walking over or calling ext. x5562 for private counseling. If you wish to speak with a counselor during the evening or on the weekend, contact the SD professional staff member on duty, by calling Security at x5204, who can make the necessary arrangements for you.

Deliveries

When a personal delivery is to be made to the residence halls, the person making the delivery will use the extension phone outside your residence hall to call you. You should then go to the front door to retrieve your delivery. If you are not available, the person making the delivery is expected to ask if another resident will accept responsibility for the delivered item.

Delivery persons, including food vendors, are not permitted to enter the residence halls. In the event there is no one available to accept the delivery, the item (except if it is perishable food) may be delivered to the Student Development Office from 9:00 a.m. to 5:00 p.m., Monday through Friday.

Dining Services

All resident students are required to be on a meal plan. Students are billed through the Bursar Office. Undergraduate students pay \$1,150 for board/food. All food account balances will be reset each semester. You will forfeit any money left on your food account at the end of each semester. If you have an auxiliary account, the balance will remain active until it is depleted. Dining services are available on a declining balance basis by utilizing your I.D. card. Your I.D. card is non-transferable, meaning you cannot lend it to a friend. It is important to realize that giving your card to someone else constitutes a card violation, as described under the Card Access Section.

Full meals may be purchased in the Dining Hall during specified meal times. You can access the daily menu at x5471. Arrangements for special dietary needs can be made, in consultation with your physician, through the Director of Dining Services at x5962. It may also be helpful to consult with Health Services if you have any special dietary needs.

For your enjoyment and the enjoyment of your fellow students, it is expected that you return your tray to the designated area when you have finished your meal, and leave your table neat and inviting for the next person. Food, glasses, dishes, utensils, and trays are not permitted to be removed from the Dining Hall.

The Sodexo Food Service Company manages the Dining Hall and also hosts special events such as holiday dinners, or buffets. They can provide catering for special occasions, and assist student groups that are planning parties. Hours of operation and menu selection are articulated in the Food Services Brochure.

Health Services

Located on the first floor south wing of Angela Hall, The Health Services Office is open during posted hours, Monday through Friday. Registered Nurses and Nurse Practitioners are available to deliver health care. If an individual requires medical attention when the office is closed, please contact your R.A. or R.D. for assistance and notify the Health

Services Office Staff in the morning.

Primary care services as well as management of chronic and long term conditions are available, once a health form is on file (including those in the adult housing program). Services include, but are not limited to: treatment for minor illnesses, health screenings, laboratory work, immunizations, and allergy injections, as well as the provision of educational health programs. If medication needs to be prescribed, it may be purchased for a nominal fee. Walk-ins are welcomed; however, appointments are encouraged.

Residence hall community outreach programs are available upon request.

Federal law mandates a comprehensive infectious waste management program in all health care facilities. The program requires the disposition of waste by a licensed individual in a way that will prevent injury or infection. Students who reside on campus and produce medical waste, such as insulin syringes, are required to be registered with the Health Services Office. The Health Services Office staff will follow established protocols in disposing of all hazardous waste in a safe manner.

Confidentiality

All health information is confidential and may only be released with the student's expressed written consent.

Mail

You have an assigned mailbox in the Student Campus Center. The mail is delivered once a day, Monday through Friday. In addressing your mail, your family and friends should write:

Your Name
Your Box Number
The College of New Rochelle
29 Castle Place
New Rochelle, NY 10805

U.S. Postal Service Blue mailboxes are located in front of the Student Campus Center and throughout downtown New Rochelle.

The New Rochelle Post Office is located on the corner of North Avenue and Huguenot Streets. You can mail packages, purchase money orders and use express mail services at this location or contact the CNR Mail Center at x5483 for a variety of on-campus services.

Parking

On-campus parking for resident students is not available. Limited parking is available on adjacent city streets. It is recommended that you leave your car at home.

Security

Security personnel can be reached by calling x5204. It is of the utmost importance that there is cooperation between students and staff in order to ensure your personal safety and the security of your property. Here are a few basic suggestions for helping us to help you be safe:

1. Keep your room locked whenever you leave, even if it's only for a few minutes.
2. Don't leave your wallet, purse, jewelry, lap tops or other valuables lying around unattended.
3. Please be particularly careful about your room key and I.D. card. Do not loan them, or set them down carelessly.
4. If you lose your room key or I.D. card, please report the loss to a staff member immediately.

You may want to leave valuables, such as jewelry which you don't use frequently, at

home. **It would be a good idea to check your parents' homeowner's insurance to see if your belongings are covered on their policy.** The College does not provide insurance, so if you aren't covered by your parents, it might be a good idea to take out your own. You are also strongly urged to catalog those valuables you bring to campus by preparing a written inventory of your valuables.

Students can access the following website for information on crime statistics submitted annually to the Department of Education: <http://ope.ed.gov/security/>

Telephones

Each student room comes equipped with a working phone jack and voice mail-all you or your roommate need to provide is a phone! PaeTec is the service provider for many of your phone needs. The number for PaeTec Communications is 1(800) 962-4772 (or email at campuslink@paetec.com). Upon arriving on campus, you will receive instructions for activating your voice mail box and a Personal Identification Number (PIN) to utilize for billable or long distance calls.

In addition, every floor has a campus phone which may be used for making and receiving calls to other extensions on campus. Several pay phones are located in each residence hall.

Televisions

Each room comes equipped with a cable television jack that provides access to basic and extended basic channels, as well as CNR's own channels - Channels 38 and 39! If you bring a cable-ready television to campus, just make sure to bring a television cable to connect your T.V. to your room jack.

COMMUNITY RESOURCES

Banks

Bank of America	800-841-4000
Chase	800-242-7324
Citibank	800-627-3999
HSBC	800-975-4722
Ridgewood Savings	914-576-3200

Pharmacies

CVS	235-6475
Rite Aid	235-3400

Taxis

Blue Bird	632-0909
Yellow Bird	632-5858
Deluxe	632-8000

Community Places of Worship

Contact Campus Ministry for a listing of places to worship at 914-654-5592.

Residence Life Calendar 2008-2009

Aug. 31 (Sun.)	Residence Halls open from 10am-3 pm for new residents
Sept. 1 (Mon.)	Residence Halls open from 12pm-8pm for returning residents
Sept. 2 (Tues.)	Residence Halls open from 12pm-6pm for returning residents
Sept. 17 (Wed.)	Room change period begins
Oct. 1 (Wed.)	Room change period ends
Nov. 26 (Wed.)	Residence Halls close by 7pm or after last class for Thanksgiving Break
Nov. 30 (Sun.)	Residence Halls re-open at noon
Dec. 19 (Fri.)	Residence Halls close for Winter Break at 7pm or 24 hours after last final
Jan. 4 (Sun.)	Intersession housing (if available) check-in is from 12-4pm
Jan. 25 (Mon.)	Residence Halls re-open for Spring Semester at noon
Feb. 9 (Mon.)	Room change period begins
Feb. 20 (Fri.)	Room change period ends

March 6 (Fri.)	Residence Halls close for Spring Break at 7pm or after last class* * Vacation housing (if available) residents check-in from 4-7pm * Snow Day
March 15 (Sun.)	Residence Halls re-open at noon
April 9 (Thurs.)	Residence Halls close for Easter Break at 7pm or after last class
April 13 (Mon.)	Residence Halls re-open at noon
May 15 (Fri.)	Residence Halls close for all non-graduating residents at 7pm or 24 hours after last final *Senior Week housing begins
May 22(Fri.)	Residence Halls close for all graduating students at noon
May 25 (Mon.)	Summer Session I housing begins, move in at 12 to 4pm
June 26 (Fri.)	Residence Halls close at 7pm for Summer Session I
June 28 (Sun.)	Summer Session II housing begins starting at noon to 4pm
August 1 (Sat.)	Residence Halls close at 7pm for Summer Session II

RESIDENCE HALL STAFF PHONE NUMBERS

Location	Ext.	Location	Ext.
Angela Hall		Maura Hall	
Desk	x4510	Desk	x4491
RA Office	x5587	RA Office	x5467
RD Office	x5372	RD Office	x5352
RA 200	x2795	RA 106	x2707
RA 209L	x2341	RA 208	x2787
RA 209R	x2580	RA 217	x2304
RA 300	x2567	RA 306	x2933
		RA 314	x2411
Brescia Hall		Ursula Hall	
Desk	x4501	Desk	x4477
RA Office	x5515	RA Office	x5470
RD Office	x5374	RD Office	x5371
RA 127	x2780	RA 115	x2577
RA 211	x2602	RA 207	x2834
RA 223	x2383	RA 222	x2378
RA 311	x2805	RA 307	x2521
RA 323	x2471	RA 322	x2909

CAMPUS PHONE EXTENSIONS

Administrative Offices

Bookstore	x5368
Bursar's Office	x5220
Computer Lab	x5299
Financial Aid	x5224
Mail Center	x5483
Library	x5340

Academic Affairs

Admissions	x5452
Graduate School	x5320
Learning Center for Nursing	x5511
Center for Academic Excellence	x5599
Payroll	x5540
Registrar's Office	x5213
School of Arts & Sciences	x5248
School of Nursing	x5804

Student Resources

Athletics	x5315	Health Services	x5311
Campus Ministry	x5592	Help Desk- Technology	x5012
Counseling & Career Services	x5563	I.D.s	x5265
College Calendar	x5234	Lost and Found	x5204
Dining Services	x5960	Media Services	x5278
Dining Services Menu	x5471	Security	x5298
Fitness Center	x5812	Student Development	x5862
Guest Housing	x5372	Student Services	x5364