



# Residential Student Handbook

*A guide to your residential experience!*

**2020-2021**

## **Office of Residence Life**

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# Welcome

Dear Residential Students!

It is with great pleasure that I welcome you to Onondaga Community College and to your on-campus living experience!

The on campus living experience can be one of the most exciting and engaging experiences in your time at Onondaga Community College, and the Residence Life Staff is here to help you make the most of the opportunities available on campus – everything from navigating tough situations, to connecting with students, staff, and faculty across campus. Whether you would like help starting a conversation with a roommate, figuring out which of our student organizations is for you, or knowing what you should bring to campus, someone in the Residence Life staff can help.

The Office of Residence Life supports each individual resident in all areas of his or her college experience. We believe that each resident student should play an active part in the development of a community that embraces diversity, personal growth, scholarship and respect of self, others and the environment. We will share experiences, respect and nurture one another, and as individuals, we will learn more about ourselves. Staff members will also embrace diversity, personal growth, academic success and respect for oneself, each other and the campus environment. We strive to create a healthy, safe, and interactive environment for the residential community.

As members of Onondaga Community College, The Office of Residence Life hereby commits to establish an educational culture in which ethnic variety of all members is recognized as an asset. We will strive to promote the celebration of uniqueness that each student brings to this institution.

We encourage you to stop by our main office, Gordon Student Center (room 130) or see any of our staff located in the residence halls. We also are available by email at [reslife@sunyocc.edu](mailto:reslife@sunyocc.edu).

Welcome home!

Shawn Edie  
Director of Residence Life



# Mission

The Onondaga Community College Office of Residence Life fosters individual development within strong, respectful residential communities. Dedicated staff utilizes intentional programming efforts, both educational and social, along with personal connections to help students become citizen leaders with a strong sense of responsibility, civic duty, respect for diversity and openness toward new ideas.

At Onondaga Community College, living in the residence halls is an opportunity for students to learn about themselves, understand the world around them and strengthen their educational goals through participation in a variety of organizations and activities. It is the responsibility of the Residence Life team to promote an atmosphere of open communication, mutual respect and cultural sensitivity. Residence Life at Onondaga Community College fully supports the mission of the college to empower students to explore, discover and transform.

# Vision

The Office of Residence Life is responsible for providing a safe, secure and welcoming environment that supports individual growth and development throughout the college experience. It is the responsibility of the residence life team to understand college expectations, to understand and facilitate the needs of the student, to be aware of campus resources and to develop programs that are designed to increase the success of students living in the residence halls. The Office of Residence Life supports enrollment and retention initiatives and provides intake, counseling, and advisement referrals; develops a comprehensive, student-centered orientation program for new residential students; and provides leadership training for resident assistants to support the mission of the college.



# Res Life Staff

## **Resident Assistant**

Resident Assistants (RAs) are student staff members who provide leadership, assistance and support to students living within the residence halls. RAs work in collaboration with professional staff and other RAs to help build and foster community within the residence halls through programming and policy enforcement.

## **Residence Hall Director**

The Residence Hall Directors (RHDs) are live-in professional staff responsible for the administration of the residence halls. Supervisory, operational, student conduct, programmatic and responsibilities are included.

## **Assistant Director of Housing**

The Assistant Director of Residence Life is responsible for assisting students with transitioning to residential living, housing placements, oversight of our housing management software, eRezLife, collaborate with the facilities department regarding Residence Hall maintenance and lock/key related issues.

## **Associate Director of Residence Life**

The Associate Director of Residence Life is responsible for assisting students with their transition to college and providing supervision and support to the Resident Assistant staff and the Residence Hall Director staff. The associate director is also responsible for assisting the Director with the overall responsibility for in hall programming and the Living Learning Communities.

## **Director of Residence Life**

The Director of Residence Life is responsible for providing leadership and overall administration of Residence Life operations, personnel and programmatic initiatives.



# Want to Live on Campus?

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## *Requirements for Living on Campus*

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To qualify to reside on campus, the following requirements must be met.

- You must be a matriculated student and be registered full-time (a minimum of 12 credit hours) throughout the entire semester. With at least nine (9) credit hours being taken physically in class, onsite, at Onondaga Community College.
- You must be 18 years of age by December 31st of the academic year you are planning to live on campus.
- You must submit the following forms, found online at <http://www.sunyocc.edu/apply-for-housing>
  - Health Insurance Verification Form
  - Health Insurance Card
  - Immunization Records
  - Parent/Legal Guardian Verification (if under 18 at the time of application)
- You must have completed the Free Application for Federal Student Aid (FAFSA) or be registered as a student who does not qualify for federal aid
- You must agree that you will abide by all Onondaga Community College policies and procedures, including the Onondaga Community College's Code of Conduct and those listed within this handbook.

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## *Application Process*

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To apply, go to [www.sunyocc.edu/apply-for-housing](http://www.sunyocc.edu/apply-for-housing) and click on the red button labeled "Complete our Housing Application." As part of the application process you must also make a \$200 application fee. That can be done in person at Student Central or online at the same [www.sunyocc.edu/apply-for-housing](http://www.sunyocc.edu/apply-for-housing) website.

# Preparing for Move-In

## What to Bring with You!

### Personal Care Items

- Laundry Supplies: basket/bag, detergent, dryer sheets.
- Hangers
- First aid kit
- Flashlight
- Crates for storage

### Kitchen

- Cups/glasses
- Dishes (microwave safe)
- Eating & Cooking Utensils
- Pots & Pans
- Dish: cloths, towels & soap
- Trash can & trash bags
- Mini-fridge: 5 cubic feet max  
(1 per room)
- Microwave (1 per room)
- Coffee maker w/automatic shut-off  
(1 per room)

### Other Items to Consider

- Stereo
- Video gaming systems
- DVD/Blue Ray player
- Desk supplies
- Umbrella
- Prescription medications

### Bedroom

- XL Twin Bedding: sheets, blankets, pillow(s), comforter
- Laptop/tablet
- Alarm clock
- Trash can & bags
- Surge Protector

### Bathroom

- Toiletries: shampoo, soap/body wash, toothbrush, toothpaste, mouth wash
- Towels & washcloths
- Bath rug & extra-long shower curtains
- Cleaning Supplies
- Toilet paper
- Shower caddy & shower shoes

### Tips for Decorating Your Room

- Items should be 2 feet or more away from a sprinkler head and/or the ceiling.
- Items should not be attached or hanging from the ceiling or sprinklers
- You may not cover more than 50% of your door or walls
- Please do not place any stickers or decorations that may leave a residue on your walls (including washable paint).

Interested in renting a mini-fridge for the academic year, please visit: [www.mymicrofridge.com](http://www.mymicrofridge.com)



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## *What to Leave at Home!*

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*The following are prohibited in or around the college residence halls and violators are subject to immediate action and/or removal by college personnel. The Office of Residence Life reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Office of Residence Life staff.*

### **Please refrain from bringing the following:**

#### **Alcohol & Other Drug {AOD} (including but not limited to)**

- \* Alcohol or other drugs
- \* Alcohol & other drug paraphernalia (*funnels, shot glasses, empty alcohol containers, etc*)
- \* Hookahs
- \* Electric lighters and torches
- \* Drinking game equipment

#### **Fire Risk Items**

- \* Candles, incense, fireworks, explosives
- \* Appliances with exposed coils (*toasters, George Foreman or panini grills, hotplates, etc.*)
- \* Halogen lamps, lava lamps, heat lamps or other high intensity lamps
- \* Extension cords
- \* Neon signs
- \* Propane & kerosene tanks
- \* Hoverboards
- \* String lights

#### **Additional Items**

- \* Air conditioner & space equipment
- \* Animals of any kind (unless an APPROVED Emotional Support Animal or Service Animal through the Office of Accessibility Resources)
- \* Dartboards with metal tips
- \* DJ equipment, including speakers and subwoofers
- \* Federal, state, college, local or other signs
- \* Firearms, weapons, other dangerous instruments (*paintball guns, BB guns, airsoft guns, knives, archery equipment, tasers, etc*)
- \* Non-university-issued furniture (*including, but not limited to, personal mattresses, futons, upholstered or inflatable furniture, desks, dressers, gaming chairs, desk chairs*)
- \* Objects that attach to or cover any part of a ceiling or cover more than 50 percent of a single wall or door (including large tapestries)
- \* Personal modems & routers



# Policies & Practices

Residents are responsible for being familiar with the Residence Life Policies, the Onondaga Community College Student Code and the terms of the Onondaga Community College Housing License Agreement. Residents are expected to comply with all Onondaga Community College, and Office of Residence Life policies, procedures and rules at all times. Failure to comply with Onondaga Community College or residence hall policies may result in disciplinary action, up to and including dismissal from Residence Life facilities and/or dismissal from the College.

All individuals are responsible for their behavior while a member of the Onondaga Community College community. This includes students, guests, and/or visitors. Individuals will be held responsible for their behavior during OCC academic and non-academic activities that take place both on and/or off campus.

In addition to the full Rules of Student Conduct, students residing in on-campus housing have a variety of rules that they must abide by. Students, who have guests and/or visitors not affiliated with OCC, must inform them of the rules and regulations. Students may be held accountable for their guest's actions. Living on campus presents numerous opportunities and challenges. The following rules and regulations are implemented to help ensure the peaceful enjoyment of suites in a safe and clean environment.



## **Abandoned Property**

Any personal property that remains in a room upon termination of the license shall be deemed abandoned and may be disposed of by Onondaga Community College in its sole discretion. Residence Life may, in its discretion, make efforts to notify student and/or student's parent or guardian that property has been found in room. Onondaga Community College, the Office of Residence Life, the Housing Development Cooperation (HDC), or their agents or contractors assume any responsibility for any such property at any time, regardless of any course of action taken.

## **Animals/Pets**

No animals or pets are permitted in the residence halls, unless they are approved Emotional Support Animal or Service Animal through the Office of Accessibility Resources (OAR).

## **Appliances**

It is expected that residents will apply all fire safety precautions. Use of extension cords or multi-plug outlets other than approved surge protectors is prohibited. Residents will be held financially responsible for any building fire alarm activation or related damages resulting from negligence.

Rooms, suites and pods are allowed one microwave and one mini-fridge (no larger than 5 cubic feet) per room. MicroFridge® rentals are available for placement in student bedrooms. Only one unit will be allowed per bedroom.

The following items are prohibited: electric irons without automatic shutoff, halogen lamps, sunlamps, air conditioners, space heaters, electric blankets, sandwich makers, Panini presses or similar products, popcorn poppers and electric percolators. Cool air vaporizers are allowed, but hot air vaporizers require a doctor's note certifying their necessity.

Notwithstanding the above, any appliance or electrical item may be confiscated by a member of the Housing staff, or Onondaga Community College Safety and Security personnel if it is determined to pose a safety threat to the residence hall. Please note that all items confiscated, will need to be picked up from Campus Safety by the timeframe provided.

If item isn't picked up from Residence Life staff within the timeframe provided, it will be donated or discarded.

## **Attendance/Student Success**

Residential students are expected to be actively engaged in a full-time academic schedule. This includes the expectation of not only attending classes, but also doing the course work for each class. Students experiencing difficulty in any course are strongly encouraged to speak with the course instructor, speak with their advisor, and make use of any and all academic support services provided free of charge at the College. Free academic support available to all students include tutoring services.



Students who are determined to not be attending a full-time course load may be subject to removal from campus housing at any time during the semester.

## **Bicycles**

Bicycles are not permitted inside the residence halls or suites. Students are asked to register bikes in the Office of Residence Life. There will be bicycle racks adjacent to the residence hall.

## **Check In/Check Out**

Residents will be notified in advance of the official residence hall move-in date each semester and may not reside in the residence halls before that date, unless granted special permission to do so by the Office of Residence Life. Upon gaining occupancy of a room or suite, residents will be provided with a Room Condition Report that has been completed by the Resident Assistant. Residents will have 48 hours from the time of check-in to request modification of the report to claim any additional damages noted at the time of occupancy. After 48 hours, residents will be responsible for any changes to the initial condition of the room or suite beyond normal wear and tear.

Residents must vacate the residence halls within 24 hours after their last final exam each semester or by posted date.

When a resident checks out of a room, suite, or pod a preliminary room assessment will be conducted by a Residence Life staff member. The preliminary check-out does not serve as the final damage assessment of the room or suite. After the residence halls are closed, a thorough inspection will be conducted and the condition of the room or suite will be compared to the original Room or Suite Condition Report. The room or suite must be clean and free from all trash and personal items. Any personal items or trash remaining after the room or suite is vacated will be removed and discarded, and a fee will be assessed and deducted from the student's housing/security deposit as long as they have not renewed their license for the following academic year. If a room/suite or its contents are damaged or left in poor condition, or if items are missing, charges will be assessed and billed to the student account.

Charges/fees that are outside of normal wear and tear will be billed to the student's account. Outstanding fees may result in a hold being placed on official college records, referral to a collection agency and/or denial of a room assignment.

## **Damages and Vandalism**

Residents are responsible for any loss/damage to personal property, college property, or property of Onondaga Community College. Anyone causing damage, whether intentional or accidental, must report the incident to the Resident Assistant or Residence Hall Director.

Residents are responsible for damage to their bedrooms. Repair/replacement costs will be charged to the resident's account. Any damage to common areas within a suite that cannot be attributed to individual resident(s) is considered the joint responsibility of the residents of the suite. If the damage is in a common area of the residence hall outside of the suite, the charges will be the responsibility of all residents in that building. The repair/replacement costs are charged to the residents by dividing the total cost equally by the number of residents in the hall or suite involved.

Outstanding fees may result in a hold being placed on official college records, referral to a collection agency and/or denial of a room assignment.

## 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, ammunition of any kind and any martial arts weapons (ex. Chukka sticks, throwing stars, etc.). Use of any object against another person will be considered a serious breach of the housing license and is probable cause for removal from housing.

## Dismissal

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 vacate their room/suites. In such cases, no refunds will be granted, the housing application fee/deposit will be forfeited, and students will have full liability of their housing costs. Students will also be banned from the residence halls and the property grounds, with threat of arrest for violators. If considered a risk to the student population, student may be asked to vacate residence immediately.

## Fire Safety Rules

The residence halls are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe



fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Residence Life staff. Residents will be subject to a fine.

- For the protection of residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of New York State law. At no time should anything be hung from a sprinkler head.
- Know the locations of all pull stations in the building and emergency exits.
- Stairwell doors leading to hallways should be kept closed.
- Hallways must always be kept clear. Furniture and personal belongings should not be placed in the hallways
- Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices. Room decorations shall be

non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)

- Wall decorations are limited to 20% of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 2 feet below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, kerosene lamps, and lamps with the globe facing upward, such as torchier lamps. No hot plates, toaster ovens, George Foreman and similar grills, electric fry pans or auxiliary heaters are to be used; coffee pots should be used only on the kitchen counter.
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside each building.
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building.
- Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be ran through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in the building.
- Trash and recycling materials need to be emptied as they are a potential fuel source.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence halls.
- Do not leave food unattended in the microwave or on the stove.

### **Fire Evacuation Procedures**

The steps outlined below are taken to help insure the welfare of each student and staff member. They must know the proper procedures for the evacuation of a building during a fire alarm.

- Feel your room door and metal edge to see if warm. If warm, remain in room and call for help
- Wake roommates and suitemates if it is safe
- Close windows & doors
- Turn on lights
- Students must evacuate during all fire alarms and should exit by using the stairs. Do not use the elevators during a fire alarm.
- If the alarm stops ringing, continue to evacuate building. Do not attempt to re-enter building unless the “all clear” is given by emergency response personnel. The fire department is in charge of the scene.
- Clear building by at least 200 feet and go to designated staging areas away from your residence hall.
- Remain clear of service roads so emergency vehicles may pass.

## **Guest/Visitation Policy**

A resident's right to privacy and comfort takes precedence over the community member's privilege to have guests. It is important for suitemates to discuss visitation and to arrive at an agreement acceptable to all roommates in the suite. A non-resident is defined as any person who is not a designated resident of a room or suite.

### **Short-Term Guests**

A resident is permitted to have a short-term guest (one whose stay is for a few hours, but not overnight) at any time, provided that there is no interference with the rights of a roommate, and all room/suite mates have given permission for guests. The following procedures and conditions must be met:



- A resident may sign-in no more than two (2) short term guests at the same time. This includes other residence hall students.
- The host is responsible for the actions of their guest(s) in the residence halls at all times. The definition of a host shall not be limited solely to the individual who signed the guest in, but may also include other residents who the guest has come to visit, or those individuals accompanying the guest at the time of any violation.
- Guests must abide by all College and residence hall policies.
- Guests must be escorted by their host at all times.
- Resident hosts are required to meet their guests in the lobby of the residence hall and properly sign them into the building. At the end of a visit, that same host must escort their guests to the lobby and sign them out in the guest register.
- There may be certain times of the year, such as semester breaks or exam periods, when visitation policies may be restricted or modified. Residents will be notified in advance when these changes occur via email.
- Exceptions to these policies must be approved by staff within the Residence Life Department.

### **Overnight Guests**

Residents may allow guests to stay overnight in their rooms. However, the number of overnight guests and the frequency of overnight visits are limited and should be discussed with any roommates prior to the guest's arrival. Overnight guests are subject to the same procedures and conditions for short-term guests as outlined above. In addition, the following procedures and conditions apply to overnight guests:

- Generally, an overnight visit is defined as a stay of seven hours or more, which includes any of the hours between 11:00 pm and 8:00 am. However, other visits not meeting these exact criteria may also be considered overnight, and may be left to the discretion of the Residence Hall Director.
- Being in a room after 11pm and not signing in or out will constitute being an overnight guest.

- Being signed in any time after 11pm will constitute being signed in as an overnight guest.
- Being signed in prior to 11pm and being signed out after 11pm will constitute being an overnight guest.
- A resident is permitted to sign in a guest (ex: residential or commuter student, or non-student) to stay overnight no more than three (3) days per month.
  - Non-resident guests may not stay overnight in the residence hall system for more than two (3) nights per calendar month, whether with the same or different hosts.
- A resident may not have more than two (2) overnight guests at one time.
- Exceptions to these procedures must be approved by the Office of Residence Life.

### **Guest Protocol & Check-In**

In order to make it easier for visitors to enter and leave the residence halls, especially during overnight stays, resident hosts should follow the regulations below.

- All residents must use the main entrance door between the hours of 4pm-8am each day. Residents and guests must check in with the staff between the hours of 4pm-6am daily.
- The designated emergency exits are not to be accessed at any time unless for a legitimate emergency. Legitimate emergencies will be determined by the Office of Residence Life and/or Campus Safety
- The host must meet their guest in the lobby upon their initial arrival to the residence hall.
- Any guest in the building at 4pm or later is required to check in at the Student Patrol station with their host.
- All guests must have a valid state or Onondaga Community College ID with them at all times.
- A resident is permitted to sign in a guest (ex: residential or commuter student, or non-student) to stay overnight no more than three (3) days per month.
- No more than two guests per host will be allowed at one time.

### **Additional Information**

Visitors may be asked at any time to vacate the residence halls at the discretion of the Office of Residence Life or Campus Safety. Failure to comply with College and residence hall policies and/or to vacate the premises upon request will result in arrest for trespassing. Future enrollment and/or participation in campus activities may be jeopardized.

The Office of Residence Life and/or Campus Safety reserves the right to ban individuals from the residence halls if they are suspected of living on campus illegally or of abusing the visitation privilege. The storage of guest/visitor property in the room, suite or pod is prohibited.

Individuals under the age of 18, who are not current residence hall residents, are not permitted in the residence halls or to stay overnight. A picture ID bearing the guest's date of birth will be required for all guests.

## Hall Openings/Closings

The Residence Hall move-in dates for residents is typically the Friday and Saturday before the first day of classes for the Fall semester and the day before classes begin for the Spring semester during designated times. Residents must vacate the halls 24 hours after their last final exam during the fall and spring semesters. Any exceptions to this policy must be approved by the Director of Residence Life or his/her/their designee, a minimum of one week in advance.



Residents must vacate the halls during all college vacation periods unless they register in advance and pay the additional fees associated with that break. Residents will not have access to their room or suite during the break period.

When leaving for the vacation periods, residents are responsible for the following:

- All windows and doors must be closed and locked;
- All window blinds must be drawn;
- Clean the room and suite;
- Empty wastebaskets, remove all perishable food items from refrigerators and rooms and take all trash to designated location;
- All electronic appliances, excluding housing issued refrigerator, microwave and oven, must be unplugged. Personal mini-refrigerators only need to be unplugged during winter break;
- Take all personal items that will be needed during the break period, and
- Remove all valuable personal belongings.

Onondaga Community College or the Housing Development Corporation is not responsible for lost or stolen property. A Housing and Residence Life staff member will check each room and suite to ensure that the above guidelines have been followed.

## Health and Safety Inspections

The college expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents to maintain a clean and healthy living environment. To ensure that this standard is met, the Residence Life staff and/or facilities personnel will conduct routine inspections of living spaces on a monthly basis. Inspections will be conducted pursuant to a schedule published or posted by the Office of Residence Life. Residence Life and facilities personnel include, but are not limited to, professional members of the Residence Life Staff, Resident Assistants (RA's), and repair/maintenance personnel. Students do not need to be present for these inspections.

If a problem is noted in a room, suite or pod; residents will be given a verbal or written request to rectify the situation by a specific date, at which time the room or suite will be re-inspected. If



the violation was not corrected by re-inspection or the violation is serious in nature, the resident(s) may be subject to conduct charges. Failure to correct a documented problem may result in additional disciplinary action, including but not limited to residence hall probation or the loss of residence hall privileges.

Excessive and/or repeated loss, damage, and/or problems resulting in unsafe or unhealthy living conditions may result in disciplinary action including, but not limited to, residence hall probation, professional cleaning charges, and/or the loss of residence hall privileges.

In addition, there are yearly inspections completed by the State of New York Office of Fire Prevention and Control. These inspections are done to ensure that all students are residing in a safe and sanitary domicile. If a problem is noted in the room/suite, residents will be given a written request to rectify the situation by a specific date. At that time, the room/suite will be re-inspected. Failure to correct a documented problem may result in judicial action and fines from the State of New York.

Any fines that are imposed by the New York State fire inspector will be billed directly to the resident (s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount will be split equally among the members of the suite.

### **Housing Accommodations**

Residents who have disabilities that require special accommodations must submit requests for specific housing accommodations to the Office of Accessibility Resources, along with all relevant documentation, as soon as the resident is aware of their need for a special accommodation. In consultation with the resident and with the College's Office of Accessibility Resources, the Office of Residence Life will consider such requests and will provide reasonable accommodations as legally required. Please be aware that the responsibility for notification is on the student.

### **Housing Assignments**

The Director of Residence Life or his/her/their designee, are authorized to determine room assignments for residence hall students. Where possible, the Director will give consideration to applicants' stated preferences for roommates or suitemates. Students living in a double or triple room without a roommate may be assigned a roommate or may be relocated to another room.

Residents wishing to move to another room must complete a Room Change Request Form, which may be obtained from their residence hall director. The room change request will be reviewed by the Residence Hall Director or designee and they will notify the resident via email of their final decision.

Notwithstanding the above, the Director of Residence Life or his/her/their designee is authorized to assign a residence hall student to another room at any time they determine it to be in the best interest of the resident or the residence hall community. The Office of Residence Life will make every effort to provide at least 24 hours' notice of a new roommate assignment or room re-assignment.

## **Lockouts**

Residents who are locked out should first try and find a resident assistant (RA). Residents who are unable to locate a building RA, should contact their Residence Hall Director (RHD) or the Office of Residence Life. A student ID must be presented at the time of the lockout. Residence Life staff members will only let residents into their assigned room. Upon the assistance for each lockout by a staff member, the resident will be required to verify that they are in possession of their room key(s). Leaving room/suite doors unlocked is not encouraged due to the inherent risks of personal injury and possible theft of property, both yours and your suitemates.

## **Maintenance Problems**

If anything in your room/suite needs repair, please contact your RA or RHD. Residents failing to report maintenance problems could be held responsible for any resulting damages. All repairs must be done by authorized college personnel only. Any unauthorized repairs may result in judicial action. If the request has not been completed within ten (10) working days, please notify the Residence Hall Director. For all after-hours maintenance-related emergencies, contact the resident assistant on duty. All maintenance requests will be addressed as soon as possible; higher priority is given to more severe repairs.



## **Mandatory Hall/Floor Meetings**

During the semester, certain floor and hall meetings will be designated as "mandatory" by the Residence Life staff. Residents must attend mandatory hall/floor meetings with their Resident Assistant and/or Resident Hall Director. Failure to attend these meetings could result in missing out on valuable information and it will be the responsibility of the resident to get the information. Residents will be held accountable for any information disseminated. Many meetings are not mandatory; however, it is highly recommended that residents attend all meetings on their floor and for the hall so that they are aware of all information that is being provided for their benefit.

## **Parking**

All Onondaga Community College traffic and parking regulations are in effect and applicable for on-campus residents. Designated parking lots are provided for commuting students and residents and can be identified on the campus map. All vehicles must be registered with campus security. Parking permits must be displayed. Violators may be ticketed/towed at owner/operator expense if cars are parked illegally.

Residence hall parking permits must be requested in person. Each resident will be permitted to register one vehicle. During the day, the parking permit for residence halls is valid only in Lot R and the Shapero lot. The Whitney 4 Parking Lot E is designated as overflow parking for the residence halls once Lot R has reached capacity. Parking in the Whitney 4 Lot E when there are spaces in Lot R may result in a ticket being issued. The fee for a residence hall parking permit is determined by Onondaga Community College. If a parking permit is lost, the resident must obtain a replacement permit and pay the applicable fee.

Non-college community members who visit residents may obtain a resident visitor parking pass and park in the Whitney 4 Parking Lot E. Resident visitor parking passes must be obtained by a resident at Campus Safety. Resident visitor passes are valid for one day only.

On an as-needed basis, a snow removal process may take place. Residents will be notified through email and flyers about the snow removal process and instructions on where and when to move their cars. Residents are required to follow all instructions so snow can be removed from the parking lots to make them safer and more accessible.

*During semester breaks, residents must notify Campus Safety if their automobile is going to remain on campus in order to ensure their car is registered and approved to be in the designated parking lot. Failure to do so, may result in a ticket being issued.*

### **Publicity and Posting**

Promotional postings or distributions for events sponsored by a recognized Onondaga Community College club, organization, or department, which has a financial and/or production involvement with the event or events taking place on the Onondaga Community College campus, must be approved by the Office of Student Leadership and Engagement and the Office of Residence Life. Promotional materials for other area college events may be posted on residence hall bulletin boards with the permission of the Office of Residence Life.

The circulation of any leaflets, flyers or other mass distribution of material by individuals or outside groups within the residential halls is prohibited. However, such persons may request that non-College related material, announcements and/or advertisements be posted on residence hall bulletin boards by the Office of Residence Life.

A copy of the material to be posted, and all the following information, must be provided:

1. Name, address, and phone;
2. Individual, group, agency that they are representing;
3. Purpose of the requested posting (ex: recruiting members, public awareness, etc); and
4. Date and time they wish the material to be posted.



The Office of Residence Life will review all posting requests. If approved, the material will be posted by the Residence Life staff. Consistent with the Onondaga Community College Bulletin Boards and Proper Placement of Postings policy located in the Student Handbook, postings are never allowed to be placed on windows, doors, display cases, stair rails, and walls of public corridors or other surfaces not specifically designated as approved posting sites. Postings by outside groups are only permitted on designated bulletin boards. Materials in violation of the above policy will be removed.

### **Quiet Hours**

Residents are members of a community and are expected to act responsibly and not to interfere with the rights, comfort, or safety of their roommates, suitemates or other residents. Excessive noise and disorderly behavior will not be tolerated.

Courtesy hours are in effect 24-hours a day. Residents have the right to ask (with the expectations of compliance) that fellow residents hold noise to a level that he/she will not be able to hear. If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.

In addition to courtesy hours, specific quiet hours are as follows:

- 10:00pm to 9:00am: Sun-Thurs nights
- Midnight to 9:00am: Fri-Sat nights

During quiet hours, residents are requested to refrain from congregating in the hallway or lobby areas; loud talking or laughing, pounding, running; playing loud music, radios, television, or musical instruments. Quiet hours pertain to the interior and surrounding areas of the residence hall including areas immediately surrounding all residence halls.

During posted final exams periods, quiet hours will be 24-hours a day.

### **Renters Insurance**

Onondaga Community College and its affiliates 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 by purchasing renter's insurance to protect themselves against loss.

### **Room Changes**

Residents may not change rooms without the prior approval of the Office of Residence Life. Residents requesting room changes may contact the Office of Residence for more information. Room changes are not allowed during the first two weeks of each semester. Room changes are also not permitted during the last four weeks of the spring semester.

## **Room Entry**

Routine health and safety inspections within the residence halls will be performed on notice in accordance with the Health and Safety Inspections within the Residence Halls policy. In addition, Onondaga Community College reserves the right to allow Residence Life, Campus Safety, and/or facilities personnel to enter living areas or suites without notice to correct problems relating to health, safety and welfare; to retrieve college or Onondaga Community College property; to repair the room's condition or equipment; or to eliminate disruptive noise (e.g., unattended stereos, televisions, alarm clocks). Residence Life and facilities personnel include, but are not limited to, professional members of the Residence Life staff, Resident Assistants (RA's), and repair/maintenance personnel.

Except in an emergency, Residence Life or facilities personnel will not enter a resident's room without knocking, identifying themselves and stating the purpose for which they desire to enter. Residence Life or facilities personnel will not search rooms, but may remove items that are specifically prohibited or pose an immediate danger without the expressed permission of the owner. When Residence Life or facilities personnel enter a room without notice to enforce health, safety or welfare regulations, a second Residence Life or facilities staff member must be present to serve as a witness. If a resident's room is entered when they are not present, other than in the case of a routine health or safety inspection, the resident will be made aware of the entry and the reason for it.

If a staff member reasonably believes that an emergency situation exists which threatens immediate harm to the safety of any individual, staff members, campus security officers, police and/or other emergency personnel may enter without permission from a resident. If a staff member reasonably believes that an immediate danger exists in a bedroom or suite, the staff member will contact campus security or the appropriate authorities for assistance.

Onondaga Community College will abide by state and federal laws which govern entry and search of a resident's room by police officers and campus security officers. Police officers and campus security officers may enter a room without the permission of a resident under circumstances where entry is permitted by law, including but not limited to exigent circumstances such as: where the officers have a valid search/arrest warrant, where officers are in hot pursuit of an individual whom they have a reasonable belief may have committed a crime, where one resident has given permission for officers to enter a multi-resident room or suite, in the event of a safety emergency, or when an officer has probable cause to believe a crime is being committed by an individual in the room.

## **Room Decorating**

Residents may not damage any portion of the suite when decorating their room. The room and furnishings may not be painted or permanently altered in any way. It is important to remember when hanging items on the wall, to use substances that will not damage the wall, i.e., nails, hooks, sticky adhesive, etc. Nails and hooks are prohibited.



Additionally, residents may not cover their walls or hang material from their ceiling. Items such as tapestries, sheets, canopies and fishnets are examples of prohibited items. Window curtains must be manufacturer-made fire retardant and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors. Wall decorations are limited to 20% of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry and must be at least 2 feet below the ceiling height.

### Products for Hanging Posters

- We recommend the following products for hanging pictures/posters on the wall to avoid excess damage. These items are widely available in a variety of locations.
- Funtac™ (for hanging items on metal doors or wood furniture)
- Snap Hook™
- Command Strips
- Painters tape

### Tips to Avoid Excessive Damage Charges

- Do not use scotch or masking tape
- Do not use sticky, gum like adhesive substances on any surfaces
- Do not use sticker decals, bumper stickers, etc. on any surfaces

## **Room Furnishings**

Each resident room is fully furnished. Mattresses are to be used only on the provided bed frames. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The Residence Life staff will take inventory during check-in and all items recorded on the inventory form must always remain in the room. Personal furniture, such as mattresses, upholstered furniture, gaming or desk chairs, etc. are not permitted. Damaged or missing furniture will be billed to the resident of the room. To avoid excessive mattress damage, it is strongly recommended that residents bring an extra-long twin mattress pad for their bed.

## **Room Keys and IDs**

Each resident will be issued one identification/pass card (ID), which will allow access to the residence hall. Residents will also receive keys for their bedroom door, mailbox, and suite door (if applicable). Residents are required to carry their room key and ID at all times and are prohibited from allowing anyone to borrow their keys/IDs. Duplication and/or unauthorized use or possession of housing keys is prohibited and may result in loss of housing.



Residents who are locked out of their rooms should request assistance from a residence hall staff member, who will respond as soon as feasible. Residents must present valid identification and will only be let into their assigned rooms. Staff members will not provide access to other residents' rooms and will not unlock doors for guests or friends. After each staff-assisted entry, residents will be required to verify that they are in possession of their

room key. **Residents who cannot produce their room key may be charged for a lock change. Residents who are determined to be excessively requesting lock-outs may be referred to the Student Conduct process. Excessive is defined by more than one request in a week, or more than a total of three request in a semester.**

Residents must report lost/stolen keys to a Residence Hall Director, who may issue a temporary key until a lock change is complete if necessary. Locks will be changed within 24-48 hours of a resident reporting a lost or stolen room key and all residents of the room or suite will be issued new room keys. Once a lock has been changed, a sign will be posted by facilities staff on the door, informing students to pick up their new keys at the Office of Residence Life. A lock change fee will be billed to the resident who lost their key and caused the lock change to take place. Immediate payment is required and there is no refund of lock change charges. Lost mailbox keys will be replaced and a fee will be billed to the resident's account for immediate payment. Replacement of a lost/stolen/broken ID card may be requested through the LazerCard Office; a fee will be charged. Failure to return keys at the time of checkout will result in lock change fees. **Students cannot mail their keys back after checking out.** Outstanding fees may result in a hold on the student's account, referral to a collection agency and/or denial of a room assignment.

Building entry is restricted to residents and their invited/accompanied guests. Entering or exiting through emergency side doors, windows, or attempting to break and enter is prohibited. Unauthorized use of a key, LazerCard, or other method to gain entry to locked facilities without authorization is prohibited.

### Roommate & Suite/Pod Agreements

Residents residing in the residence halls are expected to make a good faith effort to resolve minor differences between themselves and others in an informal manner through discussion, whenever possible. Roommate agreements are completed with a Resident Assistant the first two weeks of the semester. The agreements are used in all spaces and gives residents the opportunity to discuss and agree upon any important topics such as cleaning, visitors/overnight guests, use of personal items, etc.



### Smoking

There is to be absolutely NO smoking in the residence halls. This includes cigarettes, cigars, aromatic cigarettes, e-cigarettes, vape pens, herbal cigars, hookahs and burning incense.

### Solicitation

In the interest of every resident's and employee's right to privacy, health and safety, the Onondaga Community College prohibits commercial sales by students or non-student third parties on the College campus, including residence halls. Exceptions to this policy within the

residence halls may be granted with the written permission of the Director of Residence Life at least one week prior to the planned sale. Similarly, no concessions for profit may be operated in the residence halls without the written permission of the Director of Residence Life at least one week prior to the planned sale.

Under this policy, commercial solicitations and/or sales of any service or product door-to-door in a residence hall or by way of the college telephone or mail system are prohibited. Commercial sales from individual resident rooms or other areas within the residence halls are not allowed. **Residents may not use residence hall rooms for business or for the purpose of solicitation.**

Solicitations and/or sales by registered student organizations of any service or product in the lobby of a residence hall must have the approval of the Director of Residence Life at least one week prior to the planned sale.

### **Storage**

Storage of resident belongings outside of the resident rooms is not provided. Please contact Residence Life staff for information about off-campus storage solutions. Onondaga Community College assumes no responsibility for loss of personal property on the campus. Residents will not be compensated for loss of personal property in the residence halls during a regular semester, during a summer session, or over a vacation period. Housing staff may dispose of any belongings left by residents who have withdrawn, have been suspended, removed from the residence halls or who vacate their residence hall rooms for any other reason. Storage of guest/visitor property in a room/suite is prohibited.

### **Windows/Window Blinds**

Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows, or placing property on a windowsill or building ledge is prohibited. Screens may not be removed from the windows. A fine will be assessed for all missing or damaged screens.



## Additional OCC Conduct Guidelines

The additional guidelines for behavior below will be not be tolerated within the residence halls. Such behaviors are deemed inconsistent with efforts to build a positive community.

1. Deliberate or careless endangerment; tampering with safety alarms or equipment, or those devices in place for the protection of the residents or security of the building; setting unauthorized fires; violation of specific safety/maintenance regulations, such as physically altering the room or suite, its amenities, connections, or implements in any fashion other than that which is approved by the Director of Residence Life. Creating a fire hazard or endangering the safety of persons or property by the improper use or possession of hazardous substances.
2. Gambling on campus or at organized student activities, except for approved events sponsored by residence hall or college staff in which participants are playing for prizes and/or raising money for charity.
3. Refusal to identify oneself or present a valid Onondaga Community College identification card when requested by an Onondaga Community College staff member who has identified themselves as such; dishonesty, forgery, deception or any other act of knowingly providing or distributing false information (fake ID's), or withholding information from the college or a college official; and failure to render reasonable cooperation to staff members.
4. Alcohol, empty alcohol bottles or cans, display of alcohol advertisements, drinking games, signs or obscene or indecent material in public viewing areas.
5. Any conduct which constitutes a violation of the laws of the United States, the State of New York, Onondaga County, City of Syracuse, the Town of Onondaga, or any other civil jurisdiction.
6. Deliberate incitement of others to commit any of the acts prohibited above; involvement as an accessory to any prohibited act by providing assistance or encouragement to others so engaged or by failure to separate oneself clearly from a group in which others are so engaged; presence during the commission of a violation and failure to alert residence hall staff or campus Safety and Security in a timely manner so that the violation may be stopped or prevented.



# Easy Access to Fun



What's better than going to hang out with some friends just a few feet from your door?

Our regular activities are developed to allow students to have fun while they create/build community with one another. This could be a scavenger hunt where residents have to find information out about the college community or a "get to know your neighbor" style gameshow where we hope that residents get to know each other on a more personal level.

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## *Clubs and Organizations*

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Onondaga Community College offers a variety of student clubs to get involved in. Whether it is an academic center club, or interest based, we have something for everyone. Don't see something of interest, that's okay! The Office of Student Leadership and Engagement is here to assist you in starting a club that may be missing from the list below.

For more information, please contact Shawn Edie at [s.l.edie@sunyocc.edu](mailto:s.l.edie@sunyocc.edu)

American Sign Language (ASL) Club	JAMAA
Architecture and Interior Design	OCC Student Maker Club
Art Club	Psychology
BASIC	Spanish Club
Below Zero Step Club	Spectrum (Gay-Straight Alliance)
Business	Sociology Club
Drama Club (Act II)	South Asia Club
Geek Club (formerly FanCon)	Table Tennis
Geology	Veterans Association
History	Whole Earth

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## *Student Government Association (SGA)*

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Student Government Association is the governing body for students and serve as the voice of the students. SGA has been designed to develop leadership skills while serving the needs of the student body. Elected student officers and professional staff collaborate with students, faculty, staff and administration to identify and deliver programming that reflect the needs of the student body.

SGA Executive Board positions include:

- President
- Vice President; Clubs
- Vice President; Entertainment & Programming
- Vice President; Media
- OCC Association Board Representative
- OCC Student Board of Trustees



For more information, please contact Shawn Edie at [s.l.edie@sunyocc.edu](mailto:s.l.edie@sunyocc.edu)

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## *Athletics*

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Athletics is an educational opportunity and experience that complements a student's formal classroom education, only it occurs in a "different classroom". It is like having a double major and as such requires a special commitment and willingness to accept greater expectations and responsibilities. Being a student-athlete is a privilege and opportunity, not a right. Onondaga expects its student-athletes to be successful in the classroom first.

The following is a list of OCC athletic teams which regularly compete with other NJCAA teams. Whether you want to watch and cheer or join the team, we have a spot for you.



- Basketball (M/W)
- Cross Country (M/W)
- Softball (W)
- Volleyball (W)
- Soccer (M/W)
- Tennis (M/W)
- Lacrosse (M/W)
- Baseball (M)
- Golf (M/W)
- Track and Field (M/W)

Want more information? Check out <https://onondagalazers.com/>

# Quick Facts

## **Bus Service**

Bus service is available to and from downtown Syracuse and schedules are available at:

- Coulter Library (Main Desk)
- Lobby of Mawhinney
- Gordon Student Center @ Student Central

## **Campus Shuttle Service (Lazer Line)**

Onondaga Community College has an on-campus shuttle system that runs a continuous loop to various campus stops. There is a shuttle scheduled to run Mon-Friday 6:45am-11pm, Saturday 12pm-11pm, and Sunday 12pm-6pm. The shuttle also runs for special events on campus and local shops/stores. Students will be expected to show their College ID to use the shuttle service. To see more detailed shuttle information, please go to the College website.

## **Campus Safety Escorts**

Campus Safety can escort members of the college community who need assistance, including those on campus late in the evening. To utilize this service, please call 315-498-2478 or use a blue light intercom or campus safety intercom to contact Campus Safety.

## **Internet**

Internet service is provided by Annese. Wireless is available in all residence halls. If having trouble with your internet, please contact the helpline 24/7 at 866-581-9718 or email [naas@annese.com](mailto:naas@annese.com). Please note; personal routers, hubs, and access points are not permitted in the residence halls. Some wireless printers will need to be connected using the helpline.

## **Laundry**

The laundry rooms are open 24 hours. You need to use your LazerCard to pay to use the facilities. Money may be added to your card online or at the College's Student Accounts Office. Please report any problems with the laundry facilities to the residence hall staff immediately. Onondaga Community College is not responsible for lost, stolen or damaged items left unattended in the laundry room. Please note that abandoned property will be disposed of after 48 hours.

## **Lost and Found**

Inquiries regarding lost and found items should be made at the Department of Campus Safety in the Service and Maintenance Building.

## **Meal Plan**

All students living on campus must have a meal plan and have automatically been signed up for 14 meals per week. You may change your meal plan from the 14-meal plan to one of the other meal plan options (14, 16 or 19 meals per week) by emailing [reslife@sunyocc.edu](mailto:reslife@sunyocc.edu) within the first

3 weeks of the semester. Details about the meal plan and deadlines for changes can be found in the Housing License Agreement.

### Theft

Residents are liable for loss or damage to their personal property. All cases of theft should be reported immediately to Campus Safety located in the Service and Maintenance Building. Please call 315-498-2478, if assistance is needed.

### Trash & Recycling

Please dispose of all trash in the trash bins located in the Parking Lots adjacent to your building. Students should not use the lounge trash bins to place their personal trash from their room. Place clean recyclables in the appropriately marked recycling bins in the lounge.

# Contact Info

## *Important Residence Life Numbers*

Building	RHD Office Phone	RA On Duty Phone
Residence Hall A	315-498-6040	315-877-1791
Residence Hall B	315-498-6029	315-877-3207
Residence Hall C	315-498-6049	315-877-3207
Shapero Hall	315-498-6081	315-877-1757
Office of Residence Life	315-498-2351 (main)	315-498-6023 (fax)
	reslife@sunyocc.edu	

## *Additional Campus Contacts*

Department	Phone Number
Campus Safety ( <i>non-emergency line</i> )	315-498-2478
Campus Safety ( <i>emergency line</i> )	315-498-2311
Counseling Center & Community Care Hub	315-498-2675
Office of Accessibility Resources (OAR)	315-498-2245
Career Services	315-498-2586
The Learning Center (Tutoring)	315-498-2103

# Mailing Address & Info

RESIDENCE HALL A	RESIDENCE HALL B
Student Name Onondaga Community College Residence Hall A, 183 OCC Drive South Suite Number Syracuse, NY 13215	Student Name Onondaga Community College Residence Hall B, 165 OCC Drive South Suite Number Syracuse, NY 13215
RESIDENCE HALL C	SHAPERO HALL
Student Name Onondaga Community College Residence Hall C, 139 OCC Drive South Suite Number Syracuse, NY 13215	Student Name Onondaga Community College Shapero Hall, 4894 Onondaga Road Room Number Syracuse, NY 13215

Each resident is assigned a mailbox and receives a key upon arrival. All mailboxes are located in the main entrance of each building. Mail is delivered Mon-Fri, with the exception of federal holidays and during breaks when the halls are closed. Outgoing mail is picked up daily.

If there are any questions concerning mail delivery, or if a mail key is lost/stolen, please contact a Residence Hall Director.

Mail **will not be forwarded** over College breaks or end of semesters. Residents should notify correspondents of their address change prior to the end of their Onondaga Community College occupancy.

# Campus Map



**BUILDINGS & FACILITIES:**

P	Academic II	RHB	Student Residence Hall "B"
C	Coulter Hall/Library	RHC	Student Residence Hall "C"
F	Ferrante Hall	W	Whitney Applied Technology Center
FBC	Furnace Brook Center	Y	YMCA
G	Gordon Student Center	🅑	Student Parking
R	Mulroy Hall	🅑	Reserved - Resident Parking
JSC	Coyne Hall	🅑	Faculty / Staff Parking
M	Mawhinney Hall	🅑	Visitor Parking Spaces
S	Service and Maintenance/ Campus Safety/Receiving	🅑	Information Kiosk
A	SRC Arena/Allyn Hall	🅑	Centro Bus Shelter
ST	Storer Auditorium/Ann Felton Multicultural Center	🅑	Lazer Line Bus Stops
RHB	Shapiro Hall Student Residence	🅑	Dining Services
RHA	Student Residence Hall "A"	🅑	Barnes & Noble OCC Bookstore
		🅑	AmeriCU Credit Union
		🅑	Accessible Parking

Onondaga Community College  
 4585 West Seneca Turnpike  
 Syracuse, NY 12315  
 315-498-2000  
[www.sunyocc.edu](http://www.sunyocc.edu)

