



Onondaga Community College

Residence Life
Handbook
2017-2018

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Onondaga Community College Office of Residence Life

Mission

The Onondaga Community College Office of Residence Life fosters individual development within strong, respectful living-learning 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.

Goals

- Support the college mission, vision, values and priorities
- Foster an environment that links classroom learning with the living-learning experience in residence halls
- Develop and implement a comprehensive educational program that enhances understanding of culture, ethnicity, gender, sexual orientation and religious difference
- Create an environment that challenges students to explore, reflect and develop personal values that will assist them to grow and understand self
- Foster student learning and provide an effective student conduct model that facilitates accountability and responsibility
- Encourage student participation with campus and community organizations, clubs, student government, service learning, honors programs and other enrichment activities
- Implement programs that emphasize social and emotional wellbeing, health and wellness, drug and alcohol prevention and other co-curricular programs that heighten student awareness and develop critical thinking skills
- Hire and develop a diverse Residence Life staff that embraces a student centered philosophy, is aware of student issues and concerns, is familiar with college resources and is prepared to assist students and support their success

Residence Life Staff Structure

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.

Community Advisor

Community Advisors (CA) work intentionally to support students living within Living Learning Communities and will assist RAs and hall staff in implementing educational and social programs.

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.

Community Development Specialist

The Community Development Specialist (CDS) is responsible for planning and implementing large and small scale events for the resident students. They provide resources to Community Advisors (CA), Resident Assistants (RA) and Residence Hall Directors (RHD) to assist with their program requirements.

Assistant Director, Programming

The Assistant Director of Residence Life is responsible for assisting the Director with the overall responsibility for in hall programming and the Living Learning Communities

Housing Operations Coordinator

The Housing Operations Coordinator is responsible for assisting the Director with the overall responsibility for the OCC housing system, collaborate with the facilities department and oversee overall maintenance of the Residence Hall.

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.

Acting Director of Residence Life & Student Conduct

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

Important Contact Information

Area Code: (315)

Residence Life Phone Numbers:

Residence Hall A:	RHD Office	498-6029 (x6029 on campus)	RA on Duty-877-3209
Residence Hall B:	RHD Office	498-6040 (x6040 on campus)	RA on Duty-877-3207
Residence Hall C:	RHD Office	498-6049 (x6049 on campus)	RA on Duty-877-3210
Residence Hall SHAPER0:	RHD Office	498-6081 (x6081 on campus)	RA on Duty-877-1757
Office of Residence Life		498-2351 (x2351 on campus)	

Campus Safety

Campus Emergency Line	498-2311 (ext. 2311 on campus)
Campus Safety (Non-Emergency)	498-2478 (ext. 2478 on campus)

Campus Phone Numbers

Career and Applied Learning Center	498-2585
Coulter Library	498-2234
Learning Center	498-2103
Office of Accessibility Resources	498-2245
Office of Student Conduct & Community Standards	498-2444
Student Central	498-2000
The Center for Advising and First-Year Students	498-2904

Your Mailing Address

Name
Onondaga Community College
Residence Hall Street Address
Room, Pod, or Suite Number
Syracuse NY, 13215

Residence Hall Street Addresses:
Residence Hall A, 183 OCC Drive South
Residence Hall B, 165 OCC Drive South
Residence Hall C, 139 OCC Drive South
Residence Hall H-3, 4894 Onondaga Rd

Application Process

Eligibility to Reside in OCC Residence Halls

Policy Statement

The Acting Director of Residence Life & Student Conduct or designee shall certify to Onondaga Community College Housing Development Corporation ("OCC") that he/she has reviewed the housing applications and that (a) all students accepted to live in the residence halls (i) are full time matriculated students at Onondaga Community College, (ii) have completed a Housing Application for the appropriate academic year indicating agreement with the terms and conditions of the Housing License Agreement, (iii) have submitted the required deposit, and (iv) otherwise appear to meet the eligibility criteria set forth in the Housing License Agreement and applicable policies and procedures; and (b) they are not aware of reason to believe that any such student's occupancy of OCC housing would be contrary to the best interests of OCC Housing, Onondaga Community College, their respective residence life programs and operations, and/or other residents.

A decision by the Associate Vice President of Student Engagement and Learning Services or their designee to reject a prospective resident's application may be based on the contents of the application or other information of which they or other Onondaga Community College or OCC personnel are aware.

Anything to the contrary notwithstanding, an application for housing shall be rejected in the event that the Onondaga Community College Associate Vice President of Student Engagement and Learning Services or their designee determines, in their sole discretion, that such action is in the best interests of OCC Housing, the College, their respective residence life programs and operations, and/or other residents.

Reason For Policy

This policy is designed to ensure that only full time matriculated Onondaga Community College students shall be allowed to live in the residence halls and to ensure a favorable environment for all residents.

Full-time and Matriculation Requirement for Resident Students

Policy Statement

Residents must be full-time matriculated students each semester to be eligible to reside in the residence halls. "Full-time" is defined as a minimum of twelve (12) credit hours including hours added during the drop-add period. Residents who fall below the credit hour requirement may be removed from the residence halls.

Reason For Policy

This policy is designed to ensure that resident students maintain full time, matriculated status.

Procedures

Residents who drop below full time status or lose matriculation may be removed from the residence halls.

The Office of Residence Life will monitor the enrollment and matriculation status of residents. If a resident drops below twelve (12) credit hours at any time during the semester, the resident must immediately initiate a meeting with the Residence Hall Director in their building.

If the Office of Residence Life determines that a resident is not enrolled as a full time, matriculated student and the resident has not requested a meeting, the Residence Director of the appropriate building will initiate a meeting with the resident. The Residence Hall Director will discuss the matter with the resident and will issue a decision as to whether the resident will be permitted to remain in residential housing. A resident may appeal the Residence Hall Director's decision by submitting a written appeal to the Acting Director of Residence Life & Student Conduct within 5 business days of the date of the meeting. The Director, or their designee, will consider the appeal and will render a decision on the appeal in their sole discretion.

Health Insurance Requirement within the Residence Halls

Policy Statement

Residents are required to have health insurance. Residents are required to demonstrate proof of insurance prior to moving into the residence halls.

Reason For Policy

This policy is designed to ensure that residents have appropriate access to health care.

Procedures

Residents must submit proof of insurance yearly to the Office of Residence Life prior to receiving a housing assignment and moving into the residence halls. Residents' insurance plans can offer health insurance to qualified students and families through New York State health care programs.

Room Assignments within the Residence Halls

Policy Statement

The Acting Director of Residence Life & Student Conduct, or designee, is authorized to determine room assignments for residence hall students. Where possible, the Director will give consideration to applicants' stated preferences for roommates, suitemates, podmates etc. Students living in a double room without a roommate may be assigned a roommate, may be relocated to another room, or may be offered the opportunity to live alone in the double room for an additional charge.

Residents will have the option to request a room change prior to checking into their assigned room and during publicized dates throughout the semester. 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 Acting Director of Residence Life & Student Conduct or designee and they will notify the resident via email of their final decision.

Notwithstanding the above, the Acting Director of Residence Life & Student Conduct 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 hrs notice of a new roommate assignment or room re-assignment.

Reason For Policy

This policy is designed to provide authority to assign rooms in the residence halls and to utilize empty spaces that may exist within the residence halls.

Residence Hall Wait List

Policy Statement

The Office of Residence Life will maintain a "wait list" of students who wish to reside within the residence halls but whose applications are received in the Office of Residence Life when rooms are no longer available. Students will automatically be placed on a wait list if they complete all eligibility requirements for housing and a room is not available. The housing/security deposit will be refunded if a room is not available and the student requests a refund in writing.

Reason For Policy

To provide guidelines for the creation of a housing "wait list" and the procedures to follow when making assignments from this list and handling room/security deposit refund requests from anyone on the wait list.

Procedures

The residence hall staff will ensure the proper management of a wait list by:

- 1) Weekly updates within the application tracking database
- 2) Weekly notifications to applicants providing information regarding wait list placement

As vacancies occur throughout the year, students on the wait list will be assigned rooms in priority order, based on the student's eligibility and depending on the demographic criteria associated with the available room.

Residence Hall Opening Check-in and Check-out

Policy Statement

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 Acting Director of Residence Life & Student Conduct. Upon occupancy of a room, suite, or pod residents will be provided with a Room Condition Report that has been completed by the floor 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, suite, or pod 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. Residents who wish to remain in their rooms for winter session must submit a request to the Office of Residence Life by November 15. Winter session residents must:

- Have resided in the residence halls during the immediately preceding fall semester
- Pay the winter housing fee
- Be enrolled for at least one winter session course.

The Acting Director of Residence Life & Student Conduct, in consultation with the Associate Vice President of Student Engagement and Learning Services, may grant exceptions to the above criteria in special circumstances. All residents must vacate the residence halls during officially designated vacation periods.

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, suite or pod. After the residence halls are closed, a thorough inspection will be conducted and the condition of the room, suite or pod will be compared to the original Room, Suite, or Pod Condition Report. The room, suite, or pod must be clean and free from all trash and personal items. Any personal items or trash remaining after the room, suite, or pod 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 deducted from the student's housing/security deposit as long as they have not renewed their license for the following academic year.

Charges/fees that exceed the amount of the student's housing/security deposit 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.

Reason For Policy

This policy is designed to provide guidelines for the checking-in and checking-out of residents within residence hall rooms.

Additional Notification Procedures

The residence hall staff will distribute notification detailing the check-out process to all rooms, suites, or pods before the end of semester. A student who fails to follow the formal check-out process, including turning in keys will be charged for an improper check-out and key replacement.

Policies and Procedures

Residents are responsible for being familiar with the Residence Life Policies, the Onondaga Community College Policies and Procedures Manual and the terms of the OCC Housing License Agreement. Residents are expected to comply with all OCC, College and Office of Residence Life policies, procedures and rules at all times. Failure to comply with OCC, 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.

Unless otherwise noted in the policy, the Residence Life staff will ensure that all residents are aware of the following policies by the following methods:

- 1) Distribution of the "Residence Life Handbook" which includes a summary of all residence hall policies and collection of student signature page to confirm receipt of document.
- 2) Mandatory hall/floor meetings will be held throughout the semester and during the opening weekend of the residence halls. Policies are reviewed and residents are encouraged to be familiar with the policies.
- 3) Educational bulletin boards within the residence halls when appropriate.

Authorized Room Entry, Search and Seizure within the Residence Halls

Policy Statement

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, the Onondaga Community College Housing Development Corporation (OCC) reserves the right to allow Residence Life and/or facilities personnel to enter living areas or suites/pods without notice to correct problems relating to health, safety and welfare; to retrieve college or OCC 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 pod or suite, the staff member will contact campus security or the appropriate authorities for assistance.

OCC and OCC 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 pod 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.

Reason For Policy

This policy is designed to ensure that a residence hall student's right to privacy is protected while also providing guidelines describing the authority for staff to enter a residence hall room under specific conditions.

Damage and Vandalism within the Residence Halls

Policy Statement

Residents are responsible for any loss/damage to personal property, college property, or property of the OCC Housing Development Corporation. 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 or pod that cannot be attributed to individual resident(s) is considered the joint responsibility of the residents of the suite or pod. If the damage is in a common area of the residence hall outside of the suite or pod, 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 or pod 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.

Reason For Policy

This policy clarifies that residents are held responsible financially for damage other than normal wear and tear within the residence halls, whether intentional or accidental.

Procedures

The responsible individual(s), if known, will be subject to both conduct and financial charges. A report will be sent to the Office of Residence Life and conduct charges and damage bills will be sent out as damage is assessed.

Residents will have ten business days from the date of the damage bill to submit an appeal. Appeals must be made in writing to the Office of Residence Life and charges will be reviewed by the Acting Director of Residence Life & Student Conduct or designee.

The cost of damages must be paid out of pocket in cases where the resident has not moved off campus or has rolled their deposit to a new academic year. Otherwise, the cost can be deducted from the security deposit(s) of the resident(s) deemed responsible for the damage. If the amount of the damage exceeds the amount of the security deposit, residents will be billed for the remaining amount. Payment must be received before the start of the next semester or next academic year.

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.

Grievances within the Residence Halls

Policy Statement

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. A resident also has the right to file a formal written grievance with a member of the Residence Life staff outlining a specific concern regarding the behavior of another member of the residence hall community.

Reason For Policy

This policy is designed to provide a procedure for residents and staff to utilize to resolve situations before they escalate to a conduct level.

Procedures

The grievance procedure is established to give members of the residential community a forum in which to express their concerns before the circumstance escalates to a level that evokes a disciplinary response. The grievance procedure does not cover serious matters, which may include, but not be limited to:

- Claims of criminal conduct, sexual offenses, discriminatory harassment or hazing;
- Claims that are reasonably determined to be serious violations of residence hall or OCC policy;
- Claims relating to policy or regulations which OCC or OCC did not create or implement;
- Appeals resulting from a conduct process;
- Matters involving academic integrity

Since the Office of Residence Life grievance process does not handle serious matters, if a member of the residential community files a grievance relating to any of the matters above or any other serious matters, the Office of Residence Life will refer the matter to the appropriate College office, where the matter will be handled through the College's disciplinary process or, where appropriate, through law enforcement authorities.

All members of the residence life community are encouraged to attempt to resolve differences between themselves and others in an informal manner through discussion. Residents are encouraged to select a mutually agreed upon time and location to discuss the concern. To ensure that the process is beneficial, it is recommended that the residents invite an impartial third party such as a Resident Assistant or Residence Hall Director to join the discussion. During the conversation, each resident should have equal opportunity to share their point of view. Although agreement and understanding is the desired outcome, the goal of the discussion is to identify ways to mutually coexist and work together.

A resident may also elect to file a formal written grievance with a member of the Residence Life staff. A written statement to the Residence Life staff must be filed within five business days from the date the grievant knew or should have known of the action that led to the grievance. Upon receipt of a grievance, the Residence Life staff will determine the appropriate method for resolution. The Residence Life staff will at a minimum:

- Determine whether the grievance process is the appropriate forum to address the concern.
- Notify in writing the person alleged to be responsible for actions leading to the grievance within five (5) business days of receiving the formal grievance.
- Provide five (5) business days for the person alleged to be responsible to submit a written response to the concern and meet with the RHD if deemed appropriate.
- Provide the grievant and the person alleged to be responsible with written notification of the final and binding conclusions.

Nothing in this procedure should prevent a resident from reconsidering an informal resolution once a formal grievance procedure has begun.

Health and Safety Inspections within the Residence Halls

Policy Statement

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 suite or pod common areas and monthly health and safety inspections of each room, suite or pod. 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, suite, or pod will be re-inspected. If the violation wasn't 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.

Reason For Policy

This policy is designed to ensure that a clean and healthy living environment is maintained in the residence halls.

Access: Keys & IDs within the Residence Halls

Policy Statement

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 or pod 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 suite, pod or room will be issued new room keys. A lock change fee will be billed to the resident who lost their key. 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, Lazer Card, or other method to gain entry to locked facilities without authorization is prohibited.

Reason For Policy

This policy is designed to provide guidelines regarding residence hall access, which includes keys and IDs

Parking within the Residence Hall Parking Lots

Policy Statement

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 the OCC Housing Development Corporation. 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.

Reason For Policy

This policy is designed to clarify parking regulations for residents.

Publicity and Posting within the Residence Halls

Policy Statement

Promotional postings or distributions for events sponsored by a recognized OCC club, organization, or department, which has a financial and/or production involvement with the event or events taking place on the OCC 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 of the following information must be provided:

- (i) Name, address, and phone;
- (ii) Individual, group, agency that they are representing;
- (iii) Purpose of the requested posting (e.g., products, recruiting members, public awareness, etc.); and
- (iv) 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 OCC 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.

Reason For Policy

This policy is designed to limit the amount of clutter within the residence halls from flyers and other event postings and to reduce the burden of cleaning and maintaining residence hall facilities.

Quiet Hours within the Residence Halls

Policy Statement

Residents are members of a community and are expected to act responsibly and not interfere with the rights, comfort, or safety of their roommates, suitemates, podmates 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 fellow residents, with the expectation of compliance, to limit noise to a level at which it is not disturbing. If a resident does not comply with the reasonable request of a fellow resident or staff member, disciplinary action will be taken.

In addition to courtesy hours, specific Quiet Hours are as follows:

- 9 p.m. to 9 a.m. on Sunday-Thursday nights
- 12 a.m. (midnight) to 9 a.m. on Friday and Saturday nights

During Quiet Hours, residents are expected to refrain from congregating in hallway or lobby areas (except in relation to organized residence hall events); loud talking or laughing, pounding, or running; and playing loud music, radios, television, or musical instruments. The Quiet Hours policy pertains to the interior and surrounding areas of the Residence Halls. During posted final exams, quiet hours will be 24 hours a day. Letters notifying the changes of Quiet Hours during Final Exams will be distributed to all suites, pods, rooms.

Reason For Policy

This policy is designed to ensure a residence hall environment that is conducive to sleep and study for residents.

Solicitation within the Residence Halls

Policy Statement

In the interest of every resident's and employee's right to privacy, health and safety, the Onondaga Community College Housing Development Corporation and the College prohibit 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 Acting Director of Residence Life & Student Conduct 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 Acting Director of Residence Life & Student Conduct 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 Acting Director of Residence Life & Student Conduct at least one week prior to the planned sale.

Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence halls.

Reason For Policy

This policy is designed to ensure the safety and privacy of residents.

Special Accommodations within the Residence Halls

Policy Statement

Residents who have disabilities that require special accommodations must submit requests for specific housing accommodations to the Office of Residence Life in writing, 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.

Reason For Policy

This policy is designed so that students who require special accommodations may live within the residence halls.

Use of Appliances within the Residence Halls

Policy Statement

Suite Style Housing: In addition to the kitchen appliances provided, only Underwriter's Laboratory-approved, sealed-unit coffee makers, microwaves, blenders, electric can openers and toasters are allowed and may only be used on a non-combustible surface within the suite kitchens. Cooking is allowed only in suite kitchen areas; the use of any cooking appliance is prohibited in bedrooms or bathrooms.

Traditional Housing: Only Underwriter's Laboratory-approved, sealed-unit coffee makers, approved microwave (MicroFridge®), blenders, and electric can openers are allowed and may be used on a non-combustible surface within the bedroom. Cooking is allowed in the pantry kitchen areas; the use of any cooking appliance is prohibited in the bedrooms or bathrooms.

Pod Style Housing: Only Underwriter's Laboratory-approved, sealed-unit coffee makers, and approved microwave (MicroFridge®) are allowed and may be used on a non-combustible surface within the bedroom. Cooking is allowed in the common lounge area; the use of any cooking appliance is prohibited in the bedrooms or bathrooms.

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

Suites and pods are allowed one microwave only and it must be located in the kitchen or common area. Residents may have one personal refrigerator, no larger than 5 cubic feet, in their bedrooms. 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 OCC 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.

Fall Semester

- If item was confiscated before October break, the item must be picked up from Campus Safety before October break closing.
- If item was confiscated during or after October break, the item must be picked up from Campus Safety before December closing

Spring Semester

- If item was confiscated before spring break, the item must be picked up from Campus Safety before spring break closing.
- If item was confiscated during or after spring break, the item must be picked up from Campus Safety before May closing.

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

Reason For Policy

This policy is designed to prevent the occurrence of a fire within the residence halls.

Visitation: Short Term and Overnight

Policy Statement

The purpose of this policy is to provide residents with the ability to have guests, while fostering an environment conducive to learning within Onondaga Community College's Residence Halls.

Reason for Policy

This policy is designed to promote a community in which hall visitors abide by residence hall policies, procedures and rules and to ensure that all residents are held accountable for the actions of their visitors. It is also designed to provide a means to limit the number of people in a suite or pod at one time that may result in safety issues, noise and damage that may be caused by large gatherings in a small area. In addition, this policy is in place to preserve roommates' rights and community standards in the residence halls

Applicability of the Policy

All members of the College community should be familiar with this policy.

Procedures and Definitions

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/pod 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.
- 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 nay roommates prior to the guests 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 host is permitted to sign in a non-student or commuter guest as an overnight guest 3 times per month
- A host is permitted to sign-in a residential guest as an overnight guest 3 times per month
- A resident may not have more than two (2) overnight guests at one time.
- Non-resident guests may not stay overnight in the residence hall system for more than two (2) nights per calendar month, whether with the same or different hosts.
- 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 obtain a guest pass and a valid ID with them when they are in the residence halls.
- To sign in as a residential guest, they must provide a valid OCC ID and be a current resident.
- A non-residential guest can visit for no more than three (3) over nights within a month.
- A residential guest is permitted to stay three (3) over nights within a month
- No more than two guests per host will be allowed at one time.
- Guest privileges may be suspended at certain times, such as final examination periods, winter break, spring break, or other periods as deemed necessary.

Additional Information

Visitors may be asked at any time to vacate the residence halls at the discretion of the Acting Director of Residence Life & Student Conduct or their designee, 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 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.

Children under the age of 16 visiting the halls must be accompanied by a parent or guardian. Children 17 or under are not permitted to stay overnight. A picture ID bearing the guest's date of birth will be required for all guests.

All policies are subject to change throughout the semester at the discretion of the Office of Residence Life

Fire Evacuation Procedures

If you discover a fire, ring the fire alarm immediately. Do not attempt to extinguish the fire before you sound the alarm. **Even if the fire has been extinguished, call Campus Safety immediately.**

When the alarm sounds, all occupants must vacate the building quickly and safely and meet in the designated parking lots. Fire evacuation plans are located on the back of the main suite, pod, or bedroom (in SHAPERO HALL) door. Evacuated buildings are not re-occupied until the fire department has arrived on scene, investigated the alarm, and has given its approval to re-occupy the building

OCC Residence Halls Fire Alarm Systems			
Building	Location	Detection Type	Sprinkler or Fire Suppression
Residence Hall 183/A Residence Hall 139/C	In main entrance/ Parking lot side	EST 3 (Edwards System Technology) Fire Alarm Control Panel	Full Coverage Sprinkler Systems
	Located in main halls on each floor	Manual Pull Stations/Model # SIGA-278	
	Located in main halls on each floor	Manual Station Polycarbonate Cover/Model # STI-1230	
	Main Halls/Suite common areas	Smoke Detector/Model # SIGA-PS	
	Bedrooms	Suite Smoke Detector Audible Base/Model # SIGA-AB4G	
	Bedrooms with an HVAC Closet located inside them	Smoke/Carbon Monoxide combo unit/Model # SIGA2-PCOS	
	Bedrooms with an HVAC Closet located inside them	Smoke/Carbon Monoxide combo unit sounder base/Model # SIGA-AB4GT	
	Kitchens & HVAC Closets	Suite Heat Detector, 194 Fixed Temperature/Model # 284B-PL	
	Suite Halls & ADA Suites	Carbon Monoxide Detectors/Model # SIGA 2-Cos	
	Suite hallways outside the bedrooms with HVAC	Carbon Monoxide unit/Model # SIGA 2-COS	
	Suite halls/Common areas & Main Halls	Horn/Strobe devices/ Model # GIRF-HDVM	
	Bedrooms	Strobes/Model # GIRF-VM	
	ADA bathrooms	ADA Suite Bath Visual Units/Model # CSH24W-AW	
Residence Hall 165/B	In main entrance/ Parking lot side	EST 3 (Edwards System Technology) Fire Alarm Control Panel	Full Coverage Sprinkler Systems
	Located in main halls on each floor	Manual Pull Stations/Model # SIGA-278	
	Located in main halls on each floor	Manual Station Polycarbonate Cover/Model # STI-1230	
	Main Halls/Suite common areas	Smoke Detector/Model # SIGA-PS	
	Bedrooms	Suite Smoke Detector Audible Base/Model # SIGA-AB4G	
	Kitchens & HVAC Closets	Suite Heat Detector, 194 Fixed Temperature/Model # 284B-PL	
	Suite Halls & ADA Suites	Carbon Monoxide Detectors/Model # SIGA 2-Cos	
	Suite halls/Common areas & Main Halls	Horn/Strobe devices/ Model # GIRF-HDVM	
	Bedrooms	Strobes/Model # GIRF-VM	
	ADA bathrooms	ADA Suite Bath Visual Units/Model # CSH24W-AW	
Shapero	Basement Electric Room	Control Panel-Siemens – Fire Finder XLS	Full Coverage Sprinkler Systems
	Located in main halls on each floor	Manual Pull Station/Model-Siemens – HMS-D	
	Main Halls/Suite common areas	Smoke Detector/Model-HFP-11	
	Bedrooms	Smoke Detector Audible Base/Model # ADBH-11	
	Kitchenettes & HVAC Closets	Kitchenettes have Heat Detectors, HVAC Closets do not have detectors (not gas fired)	
	Suite Halls & ADA Suites	All main corridors, bedrooms, common spaces on the 1 st floor have CO detectors, not required on other floors as all gas fired equipment is located on the 1 st floor-CO Model # CO1224T	
	Suite halls/Common areas & Main Halls	Common areas and main corridors are equipped with AV devices	
	Bedrooms	Strobe Model-Siemens – ZR-MC-R	
	Main Entrance/South Side	Annunciator Model-Siemens – SSD-C-REM	
	ADA bathrooms	ADA Suite Bath Visual Units	

Additional OCCHDC Conduct Guidelines Prohibit:

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 Acting Director of Residence Life & Student Conduct. 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. Smoking or the use of chewing tobacco in the residence halls. Use and/or storage of hookahs is also prohibited in the residence halls
4. Possession of animals in the residence halls, with the exception of service animals registered with the Office of Residence Life, or fish, if kept in 5 gallon aquariums in individual rooms or up to 10 gallon aquariums in suites, provided that all suite residents consent to the fish.
5. Refusal to identify oneself or present a valid OCC identification card when requested by an Onondaga Community College Housing Development Corporation (OCC) or OCC 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.
6. Alcohol, empty alcohol bottles or cans, display of alcohol advertisements, drinking games, signs or obscene or indecent material in public viewing areas.
7. Possession or use of the following within the residence halls: dartboards with metal tip darts; drums and/or electrically amplified instruments, subwoofers/speakers, including DJ equipment; exterior antennas, satellite dishes, or any object that protrudes from a window or attaches to an exterior wall; flammable decorations, neon signs and strings of lights that do not meet UL requirements; candles, incense, charcoal/gas grills, oil lamps/burners, hoverboards, or any combustible device; waterbeds, hot tubs, Jacuzzis and cinderblocks; lofts other than those provided by the College or approved by OCC or the College; weightlifting apparatus and inappropriate use of athletic or recreational equipment.
8. Please do not bring or use any personal networking equipment. This includes the use of hubs, switches and/or routers. Setting up a private subnet is prohibited. Personal networking equipment is not allowed in the residence halls, as these items can damage the functionality of our network. Residents are not allowed to use any kind of personal networking equipment.
9. 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.
10. 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.
11. Bathroom facilities in SHAPER HALL are designated by gender. Residents and guests may only use facilities designated for their gender. Guests needing to travel between floors in order to use such facilities must be escorted by their host to the bathroom door. Gender inclusive bathrooms are available on every floor. All shower/bathroom stalls and gender inclusive bathrooms are single occupancy only. Electronic devices such as stereos, cell phones, etc. are not permitted in community bathrooms or showers.
12. Entering or exiting through emergency side doors, windows, or attempting to break and enter is prohibited. Unauthorized use of a key, Lazer Card, or other method to gain entry to locked facilities without authorization is prohibited.

Reason for Policy

This policy is designed to provide a set of guidelines for behavior that will be not be tolerated within the residence halls. Such behavior is deemed inconsistent with efforts to build a positive community.

Standard Sanctions for Residence Life Policies:

Please be aware that the following sanctions can be applied singularly or in any combination to any individual student for violations of the Residence Life Policies. The hearing officer has the discretion to determine if another sanction may be more appropriate, depending on the incident. These sanctions are separate from and may be combined with OCC Code of Conduct statuses for cases in which a student is found responsible for violating both Residential Policies and the Code of Student Conduct.

Charges	1st Offense	2nd Offense	3rd Offense
Guest Violation Policy	<ul style="list-style-type: none"> - Residential warning - Educational sanction 	<ul style="list-style-type: none"> - Residential probation for 6 months - Loss of guest privileges for 6 months. - Potential restitution charges - 2nd level educational sanction 	<ul style="list-style-type: none"> - Residential probation for 1 year. Consult with Student Conduct if disciplinary probation needs to be discussed. - Loss of guest privileges for remainder of academic year - Educational sanction
Noise Violation -Courtesy or between documented quiet hours	<ul style="list-style-type: none"> - Residential Warning - Educational sanction 	<ul style="list-style-type: none"> - Residential reprimand for 6 months - Educational sanction 	<ul style="list-style-type: none"> - Residence hall probation for 6 months - Housing review: Can include administrative room change. - Educational sanction
Possessing a Candle	<ul style="list-style-type: none"> - Residential warning - Educational sanction as appropriate 	<ul style="list-style-type: none"> - Residential reprimand for 6 months - Educational sanction 	<ul style="list-style-type: none"> - Residence Hall probation for 6 months - Educational sanction
Multi-Headed Lamp/ Other Fire Safety Appliances	<ul style="list-style-type: none"> - Residential warning - Educational sanction as appropriate 	<ul style="list-style-type: none"> - Residential reprimand for 6 months from the date of the last incident - Educational sanction 	<ul style="list-style-type: none"> - Residence Hall probation for 6 months - Educational sanction
Fire Safety-Wall Coverings	<ul style="list-style-type: none"> - Residential warning - Educational sanction as appropriate 	<ul style="list-style-type: none"> - Residential reprimand for 6 months - Educational sanction 	<ul style="list-style-type: none"> - Residence Hall probation for 6 months - Educational sanction
Entering or exiting through emergency side doors	<ul style="list-style-type: none"> - Residence Hall Probation for 6 months - Educational sanction 	<ul style="list-style-type: none"> - Extend residential probation - Educational sanction 	<ul style="list-style-type: none"> - Residential Suspension - Educational sanction
Pets **Only approved animals through the office of OAR or service will be permitted in the residence halls.	<ul style="list-style-type: none"> - Residential Reprimand for 6 months from the date of the incident - Follow up health and safety inspections - Educational sanction 	<ul style="list-style-type: none"> - Residential Probation for 6 months from the date of the incident - Responsible for G.4- Non Compliance - Educational sanction 	<ul style="list-style-type: none"> - Residential Suspension

General Conduct within the Residence Halls

(Adapted from the Student Conduct Code of Conduct: Available on the OCC website)

VII. General Provisions

Students are members of the College community and are expected to act responsibly and not interfere with the rights, comfort or safety of other members of the College community. The following behaviors are prohibited and violations may lead to disciplinary sanctions:

A. General Violations

1. Any conduct which threatens or endangers the physical health and safety of any person.
2. Any conduct which threatens or endangers the emotional health and safety of any person which may include:
 - *Coercion: To compel in a manner that the person feels there is no other choice but to comply.*
 - *Intimidation: Implied threats or acts that cause a reasonable fear of harm in another.*
 - *Threats: Verbal or written conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.*
 - *Bullying and Cyberbullying: Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, conduct that targets one or more individuals and results in physical harm, emotional distress, or a breach of the peace.*
3. Weapons: Violating the College's policy on the use and possession of weapons on campus – Policy D9 Possession, Storage and Use of Weapons on Campus.
4. Deliberate damage to or destruction of property or services owned by any party.
5. Engaging in hate, bias or bias-related behaviors that are actually or are perceived to be based on race, religion, ethnicity, gender, sexual orientation, disability, and/or any other protected category.
6. Hazing: Any activity expected of someone joining a group that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.
7. Misrepresenting one's identity.
8. Physical Abuse: Pain or injury resulting from physical contact by another person or object.
9. Physically restraining or detaining another person or forcibly removing a person from a place where he or she has a right to remain.

B. Stalking-Intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage is prohibited.

- *Repeatedly committing acts that alarm, cause fear, or seriously annoy other person(s).*
- *Repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her and that serves no legitimate purpose.*
- *Repeatedly following another person without his or her consent.*
- *Contacting a person after being asked or ordered not to contact the person.*
- *Violating any provision of the New York State Stalking Law.*

C. Physical, Verbal Endangerment and Domestic Violence-Any form of physical or verbal abuse is prohibited.

- *Physical violence or attempted physical violence toward another person or group.*
- *Any verbal assault or abuse towards another person or group.*
- *Threat of physical violence against another person or group.*
- *Any action that endangers the health, safety or welfare of any member of the College community or visitors.*

- *Domestic violence-any violent action committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabiting with the victim as a spouse or intimate partner.*

D. Sexual Misconduct/Sexual Harassment/Sexual Assault/Dating Violence- Any form of sexual misconduct or harassment is prohibited.

- *Any physical sexual act perpetrated against a person's will or where a person is incapable of giving affirmative consent. Such acts include, but are not limited to, rape, sexual battery, and sexual coercion.*
- *Conduct of a sexual nature that creates an intimidating, hostile or offensive environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.*
- *Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others; disorderly, lewd, indecent, or obscene conduct or expression.*

E. Classroom and Academic Violations

1. Academic dishonesty in any form (refer to Academic Rules for definition and procedures relating to academic dishonesty).
2. Disrupting academic activities and environment.

F. Residential Living Violations

Residential Policies reflect the rights and responsibilities of all Onondaga Community College resident hall students. Among these are the right to be afforded a reasonable opportunity to learn without interruptions from others; the right to expect that others will respect you and your need for space, quiet, and privacy; and the right to expect others to observe reasonable standards of conduct that promote and maintain a safe, secure, and mature living environment. In addition, you have the responsibility to recognize and support other students' rights and to be aware of the Office of Residence Life Departmental Standards and Onondaga Community College Student Code of Conduct. Violation of these standards will result in meeting with the Residence Life staff and/or the Office of Student Conduct and Community Standards and may result in an educational and/or disciplinary sanction.

[You can find a detailed list of Residential Policies on the Office of Residence Life website.](#)

G. General Campus Policy Violations

1. Failure to present College identification when requested by any College official and/or officials of the College affiliated organizations.
2. Failure to comply with any official directive given by any authorized College Official, Employee and/or officials of the College affiliated organizations acting in the performance of their duties.
3. Impeding or obstructing an investigation or campus disciplinary procedure.
4. Non-compliance with any College Policy, including but not limited to:
 - [Policy J1 Computer Systems and Communications Networks Usage*](#)
 - [Policy I7 Smoking and Tobacco Use*](#)
 - [Any College Policy*](#)

*These statements relate directly to Policies contained in the Centralized Policy Manual. This list is not all inclusive. The College's Centralized Policy Manual is available online at students.sunyocc.edu.

H. Fire Safety Violations

1. Creating or contributing to a fire.
2. Failing to comply with fire drill, fire alarm and/or emergency evacuations or procedure.
3. Tampering with or damaging fire safety equipment including but not limited to fire extinguishers, smoke detectors, fire alarms, and sprinkler systems.

I. Alcohol and Other Drugs (AOD)- Alcohol is prohibited on campus except in the case of approved events where the sale and service of alcohol is conducted by the College, an affiliated organization, or an approved contractor/vendor in accordance with New York State Law.

Prohibited behaviors Involving alcohol:

1. Alcohol Use, Sale/Distribution, and Possession.
2. Paraphernalia: Use, display or possession of any paraphernalia associated with alcohol.
3. Impairment/Behavior: Use of alcohol that leads to impairment which causes disorderly, destructive, or violent behavior to self or community.

Prohibited Behaviors Involving Drugs:

4. Consumption, Under the Influence, Display, Sale/Distribution, Possession of unlawful controlled substances, and/or synthetic materials.
5. Drug Paraphernalia: Use, display or possession of any paraphernalia associated with unlawful drugs and/or controlled substances, or synthetic materials. This includes altered or constructed devices used to conceal or consume.
6. Look-alike Drugs: Possession, consumption, distribution, use of and/or forcing another to ingest "imitation drugs" or synthetic materials that are either not intended for human consumption or used to elicit effects similar to an illegal drug or a substance or drug being used for an unintended purpose (i.e. synthetic cannabis, herbal incense, and or herbal smoking blends, Whip-it and other similar products).

J. Non-Academic Dishonesty - Conveying information that the student knows or should know is false to the College or a member of the College Community, including at College Disciplinary Proceedings.

K. Theft/Unauthorized Possession of Property

1. Attempted and/or actual theft of property or services owned by any party; knowingly purchasing or possessing stolen property or services.
2. Unauthorized possession of College property including residence hall furniture.
3. Burglary is entering into any space without authorization for the purpose of committing a crime.
4. Robbery is the act of taking property from another person by force or threat of force.

L. Trespass

1. Unauthorized entry into a College Facility; Remaining in a College Facility after it is closed.
2. Entering private or unauthorized locations; including but not limited to OCC employee offices or residence hall buildings, suites or rooms without permission.

M. Violation of Law**

1. Violation of any civil, municipal, state, or federal criminal law.
2. Violation of any policy, procedure, rule, regulation or directive of the College or any of its affiliated entities even if the specific conduct is not listed as a prohibited act in this policy.

** The College regards criminal conduct/civil offense as a violation of the policy regardless of whether the criminal violation/civil offense is pursued in a court of law. The College may, to the extent permitted by law, inform law enforcement agencies of alleged criminal violations and may elect, but is not obligated, to defer internal disciplinary action until prosecution of the criminal violation has been completed. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the College. Determinations made or sanctions imposed under this policy shall not be subject to change because criminal or civil charges arising out of the same facts were dismissed, reduced, or resolved in favor of or against the defendant.

N. Campus Community Violations

1. Disorderly conduct
 - *Acting in a manner to annoy or alarm, which includes conduct that disrupts or interferes with the normal routine activities of teaching, communal living, and/or public peace.*
 - *Acting in a manner to annoy or alarm, which includes conduct that endangers personal well-being.*
 - *Acting in a manner to annoy or alarm, which includes conduct that causes a risk of/or physical harm to public or private property*
 - *Lewd, indecent, and/or obscene behavior.*

2. Gambling: playing a game for stakes and/or monetary gain.
3. Littering: discarding refuse in public places in a location not properly assigned for such.

O. Statement on Self-Reporting and Bystander Intervention (Good Samaritan)

Onondaga Community College students are expected to be aware of their health and safety and to be active bystanders who help fellow students when their health and safety is in danger. When a person's health or safety is threatened due to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials immediate actions should be taken. This could include alerting medical personnel, Campus Safety, or an appropriate college official. In all cases, the incident will be documented. When determining the appropriate response in the conduct process, the Office of Judicial Affairs will consider actions taken by any student who seeks assistance on their own behalf or the behalf of another student experiencing a medical emergency related to consumption of alcohol, unlawful drugs, controlled substances and/or other synthetic materials. In some cases disciplinary sanctions may be reduced. This practice does not preclude action by Campus Safety or other legal authorities.

Student Conduct and Discipline

Policy Statement

Residents are responsible for being familiar with the Residence Life Policy Manual, the Onondaga Community College Policies and Procedures Manual and the terms of the OCC Housing License Agreement. Residents are expected to comply with all OCC, College and Office of Residence Life policies, procedures and rules at all times.

Failure to comply with OCC, 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 residents are expected to accept the consequences of their actions and cooperate fully with the disciplinary process.

Reason for Policy

Being a member of the residence hall community is a privilege that carries with it responsibility for the wellbeing of all other members of the community. It is understood that residents voluntarily enter this educational and residential community. The Onondaga Community College Office of Residence Life fosters individual development within strong, respectful living-learning communities. Dedicated staff utilizes intentional programming efforts, both educational and social, along with personal connections to help residents become citizen leaders with a strong sense of responsibility, civic duty, respect for diversity and openness toward new ideas. The Office of Residence Life fully supports the mission of the College to empower residents to explore, discover and transform.

Through the disciplinary process, residents are expected to learn the importance of accepting personal responsibility for behavior that violates community standards. Procedures used to enforce standards contribute to teaching appropriate individual and group behaviors as well as protecting the rights of individuals and the campus community from disruption and/or harm.

Procedures

Infractions of OCC or College policies which relate to residence hall occupancy will be subject to the College's regular disciplinary process, described more fully in the Onondaga Community College Student Handbook.

In the event that the Onondaga Community College Vice President for College Affiliated Enterprises & Human Services, or their designee, the Associate Vice President for Student Development or their designee determines, in their sole discretion, that a resident poses a danger to their/themselves or to other students, a resident may be suspended from the residence halls immediately. Suspension prohibits the student from living in or visiting the residence halls.

In cases where a policy is violated by an individual who is not an OCC student, they may be banned from the residence halls for an indeterminate period of time, and, where appropriate, the matter will be referred to law enforcement authorities. Further, where the individual is a guest of a student, the host student may also be charged with violations of the conduct code.

In all circumstances, discipline by the College is in addition to any criminal or civil sanctions levied against an individual by governmental authorities.

Sanctions

The Office of Student Conduct & Community Standards sanctions are official actions of the College. Failure to comply with sanctions that are imposed by the Student Conduct System, or with specific conditions related to the safety and security of any persons or property while a case is pending, may result in immediate, indefinite suspension or expulsion from the College. The focus and goal of the Student Code of Conduct and Office is to educate. Administrative Officers and hearing boards may design sanctions that are specific to an individual.

IV. College Status- Disciplinary sanctions that may be imposed include, but are not limited to, the following:

A. Disciplinary Warning- In instances of less serious violations from the Student Code of Conduct, the student (s) may be formally warned of the possible consequences of continuing such behavior. No other specific action is taken unless further misconduct occurs.

B. Disciplinary Probation- This sanction constitutes a change in status between good standing and possible suspension or expulsion from the College. Disciplinary Probation is also a status that may include loss of specified privileges associated with student status for the duration of the probation.

C. Interim Suspension- This sanction by the Associate Vice President of Student Engagement and Learning Support, or his or her designee is a temporary suspension of certain rights or privileges while a conduct case is pending. An interim suspension may be broad and inclusive or may be restricted to a specific location and/or function and is based on the determination that the safety and well-being of the College community or specific persons are at risk.

D. Suspension-College Suspension results in the separation of the Student from the College for a specified period of time. Suspension prohibits attendance at any classes, participation in any study abroad programs or internships arranged by the College during the suspension period. Suspension may involve restrictions and/or conditions on access to College property, buildings, or grounds as well as attendance at College sponsored events and functions, as deemed appropriate by the Administrative Officer or Student Disciplinary Committee. The Student may not register for and/or enroll in classes until s/he completes the stated period of suspension and meets any and all requirements for the period of suspension

E. Expulsion- College Expulsion results in permanent separation of the Student from the College, college-sponsored events and college owned properties and affiliates including but not limited to OCC Housing Development Corporation and OCCA.

V. Residential Status

A. Residential Warning- This status is a formal warning on behalf of the residential living program and is intended to warn the student about the consequences of continuing such behavior.

B. Residential Reprimand- This status is a formal admonition on behalf of the residential living program and is intended to clearly document in a student's disciplinary file that student's behavior has been deemed unacceptable.

C. Residential Probation- This status indicates that a student is no longer in good standing within the College's residential living program. Further violations may result in the immediate loss of eligibility to live in or visit the College's residence hall facilities or in more serious sanctions, as circumstances warrant.

D. Residential Relocation/Suspension/Expulsion- These statuses indicate that a student is not eligible to live in or visit some or all of the College's residence hall facilities. A residential relocation involves the reassignment of a student's living unit within housing and usually prohibits the student from returning to the residential area associated with the former living assignment. A residential suspension or expulsion involves the student's removal from housing altogether. These statuses may extend for a specific period of time, until the completion of specific conditions, or permanently. These statuses may be limited to a specific facility or applied to all facilities.

VI. Educational Sanctions Educational sanctions may include, but are not limited to, the following:

A. Community Involvement Assignment- The Community Involvement Assignment is one of the many educational sanctions that the Office of Student Conduct & Community Standards provides for students. This sanction includes a series of College community activities, events, and lectures designed to promote student engagement and life changing experiences. It is meant to be an opportunity for students to attend events on campus that they may not normally attend so as to expose them to involvement opportunities and/or learning experiences that may positively impact their time as a student at OCC. Students often mention that there is not anything to do on campus, and this sanction is proof that there are many "things" to do on campus. For information on events happening on campus visit

B. Formal Apology- The apology letters can be written to anyone on campus such as faculty, staff, students, etc. discussing how student's behavior challenged those involved. The student should also reflect on how your behavior may have an impact on your role as a positive member of Onondaga Community College.

C. Behavioral Contracts- This contract serves as an agreement between the College and the student specifying the behavioral requirements to be followed while the student is enrolled at the College.

D. Referrals- Referrals will be utilized to counseling on or off campus in conjunction with the student conduct process if there is a concern about a student's behavior along with their violation.

E. Community Service- Community Service provides student's with the opportunity to give back to their community, not just the OCC community but also the Greater Syracuse community. Assignments are assigned by an Administrative Officer during their informal resolution meeting, and the student will need to complete a determined number of community service hours and write a reflective paper about their experience and may not be combined or in conjunction with any other volunteer or court ordered requirement. A student may not select his/her own site to complete a community service sanction and must provide the Office of Student Conduct & Community Standards with proof that they completed the assigned number of unpaid community service hours.

F. Restitution- Restitution is applied for damages done or other payment for expenses incurred as a result of the Student's actions. Restitution may be required to the College, a specific department of the College, an affiliate organization of the College, or a specific individual. The Office of Student Conduct will determine the amount that needs to be paid and the student is required to get a money order and bring it back to the Office of Student Conduct for payment.

G. Decision Making Workshop - Students are assigned to the Decision Making Workshop (DMW) by the Office of Student Conduct after exhibiting behaviors that indicate a lack of positive decisions or an inability to recognize decision-making opportunities. DMW is a 2 hour workshop where students will participate in dialogue and complete activities that will help build their decision-making skills. Students who are sanctioned to attend DMW will also be responsible for completing a reflection paper before this sanction is considered complete. Information about this assignment will be given to participants during the workshop.

H. Paper- Reflection papers may be assigned to help students learn from the choices they made and provide them an opportunity to detail how to make better decisions in the future. Research papers may also be assigned to encourage students to learn more about a specific topic. Page length and use of scholarly sources are determined by the Administrative or Hearing Officer. The paper must be completed and turned into the Office of Student Conduct & Community Standards before the sanction is considered complete.

I. Time Management Assignment- For students who appear to be struggling in their ability to balance their academic responsibilities with other commitments, a time management assignment may be issued as a sanction. This project is designed to help students reflect on how they spend their time in an effort to help them identify successful strategies in the future. A worksheet and a reflection paper must be completed before this sanction is considered complete.

J. Stipulation - A stipulation can be attached to any code sanction. It is an agreement that any further violation within a specified probationary period regardless to the severity of the violation will result in more severe disciplinary action, up to and including suspension or expulsion from the College. A stipulation may also provide specific instructions a Student must follow.

Student Conduct Standard Sanctions

Compliance with Sanctions and Timelines

All sanctions will be communicated to students through their Onondaga Community College clasnet email with clearly established timelines for completion. If the student has not completed the sanction within the timeline and has not received approval by an Administrative Officer for an extension the student will be subject to additional sanctions.

Standard Sanctions for Violations Pertaining to Alcohol and Other Drugs

First Violation	Second Violation	Third Violation	Procedures for Non-Compliance
1. Disciplinary Probation for six (6) months 2. Alcohol or other Drug Workshop 3. Additional sanctions if deemed appropriate	1. Disciplinary Probation for as long as enrolled at the College and/or Temporary Removal from College Residence Halls 2. Decision Making Workshop 3. Notification of parent(s) (written) if permitted by law (including without limitation to FERPA)	1. College Suspension and/or Residential suspension for a period of time deemed appropriate 2. Prior to return to campus the student shall be required to provide the College with documentation that he/she has undergone an assessment for substance abuse by a licensed agency and has completed any requirements deemed necessary as a result of the assessment 3. Notification of parent(s) (written) if permitted by law (including without limitation to FERPA) 4. Good citizenship Petition	1. If a student does not attend the 1st Alcohol and Other Drugs educational workshop sanction and has not provided the appropriate notification to the Administrative Officer, he/she is immediately rescheduled to attend the next educational workshop 2. If a student does not attend the 2nd AOD educational workshop (which means that they are a repeat violator) and has not provided the appropriate notification to the Administrative Officer, he/she may be removed from housing if they are a residential student. If they are not residential they may be placed on interim suspension <i>AND</i> may be levied a \$26 fine or 5 hours of community service

Standard Sanctions for violations pertaining to WEAPONS

	First Violation	Second Violation
Possession of a prohibited weapon or other dangerous objects	<ol style="list-style-type: none"> 1. Disciplinary Probation, Suspension, Indefinite Suspension, or Expulsion as determined Administrative Officer or hearing board; 2. Minimum of 80 hours of Community Service and/or other Educational sanctions as deemed appropriate by the case manager or hearing board 	<ol style="list-style-type: none"> 1. Possible expulsion from student housing, if the student is not suspended, 2. Indefinitely Suspended, or expelled and lives in residence halls,
Any improper use, attempted use, or threat of use of a weapon or other dangerous, illegal, or hazardous object	<ol style="list-style-type: none"> 1. Expulsion or Indefinite Suspension for a minimum of one academic year 	

Standard Sanctions for violations pertaining to VIOLENCE

	First Violation
Physical harm or threat of physical harm without a weapon resulting in little or no physical injury to involved persons	<ol style="list-style-type: none"> 1. Disciplinary Probation, Suspension, or Indefinite Suspension as determined by the administrative officer or hearing board; 2. Participation in the Conflict Resolution Workshop; Alcohol and Drug referral, if alcohol or other drugs were a factor in the incident; 3. Minimum of 80 hours of community service and/or other Educational sanctions as deemed appropriate by the administrative officer or hearing board
Physical harm without a weapon resulting in significant physical injury to another person	<ol style="list-style-type: none"> 1. Expulsion or Indefinite Suspension for a minimum of one academic year

Standard Sanctions for Violations pertaining to FIRE SAFETY

	First Violation	Second Violation
Interference with, improper activation of, or damage to any elevator or safety or emergency equipment, including, but not limited to: fire alarms, fire extinguishers, sprinkler systems, and blue lights; lighting any unauthorized fire on College property	1. Disciplinary Probation, indefinite suspension or suspension from residence halls	2. Expulsion or Indefinite Suspension for a minimum of one academic year
Covering Smoke Detectors	Residence hall probation for one year from the date of the incident Fire safety research paper	Residence hall suspension Disciplinary probation for 6 months from the date of the incident

Mandatory Sanctions for Violations of the Smoking and Tobacco Use Policy

Any Student found "responsible" for violation of College Policy on smoking and tobacco use will be subject to the following sanctions:

First Offense

1. Educational component
2. Additional sanctions if deemed appropriate

Second Offense

1. Educational component
2. 5 hours of community service
3. Additional sanctions if deemed appropriate

Third Offense

1. A fine of \$26 will be levied for each additional offense
2. Additional sanctions if deemed appropriate

Procedures for non-compliance with the Mandatory Sanction for Violations pertaining to Smoking and Tobacco Use Policy

1. If a student does not attend the 1st educational workshop sanction and has not provided the appropriate notification to the Administrative Officer, he/she:
 - a. is immediately rescheduled to attend the next educational workshop
AND
 - b. may be levied a \$26 fine or 5 hours of community service

QUICK FACTS

Bus Service

Bus service is available to and from downtown Syracuse. Schedules are available:

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

Campus Shuttle Service

OCC 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.

Counseling Services

Counseling Department Gordon Student Center, 498-2675

Referral service is available if long-term professional help is needed

Deliveries

- Provide the vendor with your contact information (room number and phone number)
- Vendor should call you upon arrival
- You must meet the vendor in the lobby to receive delivery

Emergency Messages

If someone needs to contact you in case of emergency:

Office of Residence Life (498-2351) 8:30 a.m. – 4:30 p.m., Monday – Friday

Campus Safety (498-2478) Available all hours

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 498-2478 or use a blue light intercom or campus safety intercom to contact Campus Safety.

Heating and Air Conditioning

Do not block the air vents, and keep all windows closed. Air conditioning & heat will not work properly unless the windows are closed. Cooperation in helping to conserve energy is appreciated.

Housing Policies

Each resident will receive a copy of the "Residence Life Handbook" which informs the student of the approved policies and the student code of conduct relevant to on campus living. The student must submit a signed acknowledgment to confirm that they have received this document and have been notified of the policies. Every resident is also responsible for being familiar with College policies and procedures.

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. Please note; personal routers, hubs, and access points are not permitted in the residence halls.

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.

Mail Service

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. There will be limited mail service during intersession. Outgoing mail can be placed in the marked slot by the mailboxes. It will be 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 occupancy.

Maintenance Problems

If any College property in a room/suite/pod needs repair, notify a Resident Assistant/Residence Hall Director immediately. All repairs must be done by authorized college personnel only. For all after-hours maintenance-related emergencies, contact the RA on duty.

Mandatory Hall/Floor Meetings

During the semester, certain floor and hall meetings will be designated as mandatory by hall staff. Residents must attend mandatory hall/floor meetings with their Resident Assistant and/or Residence Hall Director. All residents will be held accountable for any information disseminated.

Meal Plan

All students living on campus must have a meal plan and have automatically been signed up for 12 meals per week. You may change your meal plan from the 12-meal plan to one of the other meal plan options (12, 14 or 16 meals per week) by filling out the [Meal Plan Change form](#). Details about the meal plan and deadlines for changes can be found on the College website.

Room Decorating

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 and to keep our housing policies and guidelines (covered later in this packet) in mind. Nails, hooks and tacks are not allowed.

Room Furnishings

Suites, pods, and bedrooms are fully furnished. Mattresses are to be used only on the provided bed frames and should not be placed on the floor. All beds must remain free standing on the floor, supported by legs attached to the bed frame. The residence hall staff will take inventory during check-in and all items recorded on the inventory form must remain in the room at all times.

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 at 498-2478.

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.

Hypodermic instruments and syringes cannot be placed in trash or recycling containers. Large drop boxes for hypodermic instruments or syringe disposal are located outside at the information/map area of both OCC Drive North and OCC Drive South. Place instruments or syringes in a sealed or taped container before utilizing the drop boxes.

Windows/Window Blinds/Screens

Do not enter or exit the residence halls through windows; throw objects from windows, lean out of windows, or place property on a window sill or building ledge. Screens may not be removed from the windows, which must remain installed at all times. Tension rod curtains are permitted. All other curtains that require drilling, nails or screws are not permitted.

I acknowledge that I have received a copy of the "Residence Life Handbook" and notification of the OCC and College policies from the Residence Life staff. I understand that I am responsible for following these policies and guidelines.

Resident Signature

Date

Print Name