



CLINTON
Community College

RESIDENCE HALL

HANDBOOK OF REGULATIONS AND PROCEDURES

“Living in a residential community is an experience where all members have certain rights and responsibilities. The following policies and procedures are designed to maximize the positive aspects of living on campus by stating expectations that the College and the Faculty Student Association (FSA) have of residents.”

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Access Card

Each residence hall student will be issued an ID card which will allow them 24 hour access to the building to which they are assigned, access to a meal plan, access to the gym, the ability to take things out of the library and acts like a credit card. To gain entrance to the other residence hall building the student must be let in by either a resident of that building or security. The replacement fee for a student ID card is \$15. Giving your ID to some else to gain access to a building is strictly prohibited. Please report lost or stolen ID cards to the FSA and security right away.

Alcoholic Beverages and Drugs

The College and the Faculty Student Association (FSA) prohibit the possession and/or consumption of alcoholic beverages and/or containers in or around the residence halls, regardless of age. The use and/or possession of alcohol, illegal drugs (including prescription drugs belonging to another person), or related paraphernalia are prohibited. This includes, but is not limited to: bongos, bowls, hookahs, rolling papers, roach clips, pipes, empty alcohol containers or anything fashioned for such use. Items may be confiscated by Police, security, or Residence Life Staff.

New York State law prohibits persons under the age of 21 to possess alcoholic beverages. Funnels and empty beer or liquor containers are similarly prohibited and may be confiscated.

Appliances

Cooking is not allowed in student rooms. In compliance with fire safety regulations, the following may not be used in student rooms:

- Electric and gas stoves
- Toasters, toaster ovens, hot plates, burners
- Crock pots, timed cookers, rice cookers
- Electric coils, immersion heaters
- Fryers and grills of all kinds (e.g., George Foreman)
- Any other appliance or instrument with an open flame, exposed heating element or hot surface that poses a fire hazard

Window air conditioners, space heaters, and ceiling fans are also prohibited. Electrical plugs that allow more than two items to be plugged in at a time are prohibited, as they are an extreme fire hazard. The Residential Life staff reserves the right to confiscate unauthorized or dangerous electrical appliances and return them to the resident at check-out. The staff also reserves the right to determine that an appliance not specifically listed here poses a hazard and to remove it from a residence hall room.

Residential-style coffee makers are allowed in student rooms as long as they feature an automatic "shut-off" function so that the coffee maker turns itself off in case the student forgets to do so. Not allowed are restaurant-style or commercial coffee makers, or those that keep water perpetually hot and ready for instant use.

Bicycles

Bicycles may only be stored in individual rooms when agreed upon by room occupants. Bicycles may not be stored in stairwells, hallways, or other public areas inside the Residence Halls. In addition, storage of bicycles outside the building is permitted if they are not left on the sidewalk or attached in any manner to the building. Bicycle racks are provided on the grounds. Winter storage of bicycles will be provided upon the student's request by filling out an online maintenance request. Residents are not to ride bicycles within the Residence Halls. The FSA is not liable for damage or theft of bicycles. They are the sole responsibility of the bicycle owner.

Buses

All residence hall students that need a pass will receive one during check-in. The South City will transport residence hall students to campus and around Plattsburgh. The last week of each month, residence hall students are responsible to go to the FSA Business Office to pick up their new pass for the following month. If a pass is lost, students will have to purchase a second pass from the FSA. All passes are tracked and it is the responsibility of the student to go get the pass and keep it in a safe place. Passes can be purchased using cash or check, or by using a Visa, MasterCard, or Discover credit or debit card.

Cable Television

Each residential room is equipped for cable television hookup free of charge as a courtesy from the FSA. The FSA does not provide televisions or cables. Each room has a cable box and a remote with the appropriate cables attached (pending provider. This arrangement is subject to change.) If any part of the charter cable hookup is missing during or after check-out, students will be billed up to \$100.00 at the end of the semester. Many of the common areas in the Residence Halls include a television with cable service. If you are having issues with the cable, please fill out this form <https://www.clinton.edu/FSA/chartercabletvissues.fml>

Candles, Incense, Open Flames

To protect all residents from the danger of fire, the possession, display, and use of candles/incense/open flames in the residence halls is **strictly prohibited**. These items will be confiscated and disposed of if discovered on the premises and student conduct procedures will be initiated.

Care for Common Spaces

The lounges of each Residence Hall are the living rooms of the halls. They may be used for programming or entertaining guests and parents. Use of the common areas is a privilege. Please do not engage in activities resulting in or contributing to excessive noise in the lounge areas. Students who abuse this privilege by dangerous actions or by leaving the common area in an unacceptable condition may be denied the privilege to use the lounge in the future.

Residents of each hall/floor, together with the maintenance staff, are responsible for maintaining the common areas of the building. Trash and zero-sort recyclables used while in the common area should be disposed of in proper containers. Room trash should never be placed in a common area. Doing so will result in judicial action. The responsible person(s) should clean up accidents, such as broken glass or vomit.

The Director of Campus Life and Residence Directors will charge responsible parties for areas that are not properly maintained, for which maintenance must spend an inordinate amount of time cleaning, or for messes which are clearly a result of irresponsible behavior. Common area damage costs will be billed accordingly during the semester. Students who live on a particular floor or in a particular building can also be assigned mandatory community service to correct common area damage on their floor or building. Students are strongly encouraged to provide Residence Hall Staff with information about common area damage so that only those responsible for the damage are charged.

Carpet

Each room is carpeted throughout with the exceptions of the bathroom floors, laundry rooms, and some common areas. If you spill something on your room, lounge, or hall carpet, please submit a [maintenance](#)

[request form](#) within 24 hours so the spill can be extracted from the carpet. Students will be billed for carpet damage.

Check-in/Check-out Procedures

When you move into the residence hall, a Resident Assistant will give you a completed Room Condition Report that he/she will double check with you. At the time of check-out, any discrepancies with this form may result in billing charges to your account. Failure to complete the form may result in you being held responsible for any and all damages to your room.

Students who leave their room at the end of the fall semester, end of year, or for reasons such as removal from housing or room changes, must complete a check-out process with a member of the Residence Life Team prior to leaving their assigned room. Failure to properly checkout will result in fines for the following:

- Improper check-out charge, \$50
- Failure to return key charge, \$75/per key
- Additional fines may be assessed for extra cleaning and/or removal of personal property

Residents who choose to leave the Residence Halls during the semester or between semesters or who are removed from housing for judicial or administrative reasons will be responsible for housing and meal charges as outlined in the Housing License Agreement.

Damage to Property

Intentional or reckless destroying, damaging, or misusing the property of the Residence Halls or at Residence Hall sponsored events is prohibited. Cost for damages and/or extra maintenance services will be billed to the student(s). **Self-repairs are not permitted.**

Decorating in Residential Rooms

Decorations are encouraged in residential rooms if they do not create health or fire hazards or cause structural damage. In accordance with fire and safety standards, decorations may be used in rooms, but the following guidelines are to be used:

- 1) No nails, tacks, colored sticky putty, screws, toggles or molly bolts are to be used in ceilings, cabinets, or walls.
- 2) No stickers or permanent markers of any kind are permitted on walls, ceilings, or doors.
- 3) All decorations must be removed prior to checkout.
- 4) Students may decorate the outside of their doors providing the decorations are not permanent, considered offensive, obscene, lewd, or indecent within the judgment of Residence Life staff.
- 5) Writing on doors, walls, or windows is prohibited and may result in fines or other judicial sanctions.

Disorderly Conduct

Conduct that is disruptive, disrespectful, lewd, or indecent, regardless of intent, which breaches the peace or offends basic sensibilities, is prohibited.

Domestic/ Intimate Partner Violence and Stalking Policy

It is the policy of Clinton Community College that domestic/intimate partner violence and stalking will not be tolerated. The College will support and assist victims in attaining support services. Furthermore,

the College will hold perpetrators accountable for their actions through the campus judicial process and law enforcement as appropriate. Please refer to the Student Code of Conduct for more information.

Emergency/Accident

In the event of an emergency in or around the Residence Halls, residents should immediately contact the Resident Assistant on duty, another staff member or campus security. If the emergency is life threatening, residents should first call 911, then contact the Resident Assistant on duty or another staff member. Medical problems should be handled through your personal physician, a local urgent care provider or by the emergency room. In case of a non-life threatening or routine medical condition, please see the nurse on the main campus. The college nurse can be reached at 562-4129 or in the Nurse's Office, 141M.

Emergency Response Plan

A. Contacting Emergency Personnel

In the event of an emergency situation, employees and students should immediately contact Security by dialing "215" or "593-0777". If, in their judgment, the situation warrants such action, they are encouraged to dial directly to "911" and then to report the incident to Security. An employee or student may also choose to contact the Security guard directly by dialing 562-4215.

The Security guard will make contact with any member of the Crisis Management Team or, if in their judgment, the situation warrants such action, they will dial directly to "911" and secure the necessary resources; then report the incident to a member of the Crisis Management Team.

A Crisis Management Team member who has been notified of a crisis or a potential crisis will take responsibility for making contact with other team members. Team members may choose to immediately meet in the President's Office or Board Room of the Main Academic Building (Command Center) or, in the event that the office is not available, they may decide to meet in the Athletic Director's Office in the Forrence Center or another location or to communicate by alternate means depending on the circumstances.

Whenever emergency services personnel such as firefighters or police officers are on campus, they are in control, and students and staff are required to follow their direction. Residence Life Staff, the Crisis Management Team, Buildings and Grounds staff, College Nurse, and Security personnel should be prepared to provide assistance as requested by emergency services personnel.

B. Code Red—Evacuation (Refer to Emergency Activation Plan—Appendix A)

Under some circumstances building evacuation may be required. In the event of a fire, the immediate reaction should be to pull the fire alarm and leave the building. The Building Monitor may be notified of other circumstances that require evacuation. Under all Code Red—Evacuation events including fire, all persons in the building should immediately leave the building.

C. Code Red—Shelter in Place

In a Code Red—Shelter in Place event, all staff, students, and guests will be directed to remain in the room they are in until the crisis has passed and they are notified that it is safe to move about the building or campus. We encourage everyone to sign up for SUNY NY Alert so they can receive important emergency notifications.

Security at the residence halls can be contacted by calling 518-569-3267. If they are not there yet, it will automatically dial security at the main campus. The red security phones outside of each residence hall main entrance also ring to security and can be used to dial 911 in case of an emergency.

Instructions to Enroll in the SUNY NY ALERT Program at Clinton Community College

The State University of New York system, in partnership with the State Emergency Management Office, has created a State University of New York system wide alert messaging system. If there is an emergency that affects you as faculty, students or staff of Clinton Community College, or as members of the State University of New York system, you are able to receive messages through this alert system. Participation is your choice, and the system allows you to receive alert notification in a variety of formats to suit many different communication mediums based on your choice (email, cell phone, home phone, text messaging, etc.). I hope that you sign up and make use of this important resource.

Students, faculty and staff can subscribe to the campus emergency alert system by going to <http://www.SUNY.edu/sunyaalertsec>. You must have a valid CCC network username and password to subscribe.

Once at the site, log in as follows:

NOTE: do not be dissuaded by the "Unauthorized Access Prohibited" message!

STUDENTS

1. Click on the dropdown menu and select "Clinton."
2. Enter your network username in the "Campus ID" box (your username is the first four letters of your last name followed by the last four digits of your social security number, with no spaces or punctuation).
3. Enter your current campus network password in the "Campus Password" box.
4. Click the "login" button.

FACULTY and STAFF

1. Click on the dropdown menu and select "Clinton."
2. Your username for this application is firstname.lastname; enter that in the "Campus ID" box.
3. Enter your current campus network password in the "Campus Password" box.
4. Click the "login" button.

At the "SUNY Emergency Alert" screen, enter the information and make the selections required and click "submit." The application will do some error checking and ask you to make corrections as necessary. Once your data is accepted you will be given a confirmation screen.

NOTE: if you choose to be contacted via text message and your service provider is not listed, simply choose one of the providers listed. As noted on the form, standard charges will apply for text messages sent via this system, and the providers listed will handle the billing necessary to make the call to you.

Your information will be forwarded by SUNY to the NY Alert system. When CCC administrators issue a campus emergency alert, NY Alert will contact you using the information you provided.

This information must be updated periodically, and CCC will let you know when that is required.

Please make sure you are signed up for this at the beginning of each semester.

RAVE Emergency Alert Program

RAVE is an emergency alert system. All students are encouraged to register to receive texts, and/or e-mails about emergency events here at Clinton Community College.

The Login / Register page is
<https://www.getrave.com/login/clinton>

REMEMBER: this username and password is NOT automatically the one we use for Clinton. People MUST register first. <the button on the right side>

You can enter your desired password and username once you register.

Entry of Student Rooms by Residence Hall or Maintenance Staff

Residence Hall Staff may enter student rooms to:

- 1) Verify property location/inventory of furniture.
- 2) Verify occupancy.
- 3) Enforce safety and health standards.
- 4) Respond to an emergency situation.
- 5) Respond to a suspected violation of the student code of conduct.

Maintenance staff may enter student rooms to perform maintenance. When they leave, they will leave a card in your room to let you know that they fixed the issue.

Residence Hall Staff who wish to enter student rooms for other reasons must receive authorization from the Director of Campus Life.

Entry of Student Rooms by Security

Security personnel may enter student rooms without authorization by the Director of Campus Life and without prior notice to the student if:

- 1) A crime is in progress.
- 2) An emergency is suspected.
- 3) Respond to a suspected violation of the student code of conduct.

Failure to Comply

Failure to comply with the directives of a staff member acting in an official capacity in performance of their duties is strictly prohibited and may result in sanctions. All students are expected to be cooperative when interacting with College staff.

Firearms/Weapons

Residents may not possess or store firearms or lethal weapons in their rooms or in their car, as this is **strictly prohibited**. This includes, but is not limited to: rifles, shotguns, handguns, ammunition, gun powder, fireworks, air rifles, air pistols, knives, BB guns, slingshots, axes or hatchets, metal stars for throwing, blow guns, pipes, chains, "look-a-like" weapons, or anything used to inflict a wound or cause injury or panic. Mace, pepper spray, or other chemicals intended to cause injury are also prohibited.

Fire Safety

Fire Safety Equipment

In order to protect the lives and property of students, the residence halls and dining hall are equipped with smoke detectors, sprinklers, heat sensors, pull stations, fire hose water pipes, emergency exit lights, a roof smoke hatch in each stairwell, and an emergency response panel in the entrance of each

building. It is the responsibility of each student and staff member living in the residence halls to be familiar with the location and operation instructions of this equipment. In addition, each individual living in the residence halls must be familiar with the location of emergency exits and the proper evacuation procedures. Tampering with fire safety equipment such as covering up a smoke detector or hanging something from a sprinkler head is **strictly prohibited**.

Evacuation Procedures

All residents must vacate the building immediately when a fire alarm sounds. Residents should do the following:

- 1) Leave the building (locking your room door), being careful to check doors for heat before opening them.
- 2) If smoke is visible, residents should stay low to the ground, and proceed to the nearest exit.
- 3) If unable to proceed to the nearest exit, a towel should be placed at the bottom of the door.
- 4) Residents **MUST** report to the **OPPOSITE** side of the parking lot from where the alarm sounds and at the far end of the lot away from the entrance. Example: If an alarm sounds in the dining hall, residents must report to the outside basketball hoops.

Students will be fined/ reported for any violation of a fire safety policy, which includes but is not limited to the following:

- 1) Misuse of fire-fighting equipment, fire alarm system, and/or smoke detectors (students may not disconnect smoke detectors from their power source for ANY reason).
- 2) Possession/display/use of candles/incense/open flames.
- 3) Failure to follow the smoking policy (smoking is NOT allowed in the residence halls).
- 4) Failure to evacuate the building in a timely fashion when the fire alarm system is activated.

Furniture

Each resident is supplied with a bed frame, a twin mattress (38 inches x 75 inches), one dresser, one desk, one chair, one trash bin, one zero-sort bin, a cable box with remote and cables, and one built-in closet. Connections for the computing network, and cable television are also provided. Each room comes equipped with one sink, one thermostat, one towel rack, one medicine cabinet with mirror and overhead light, and one central room light.

While you may certainly add items to your room to make it more suitable to your style, remember that furniture that was not provided by the FSA is prohibited when it poses a fire or life safety hazard. Thus, prohibited furniture items include, but are not limited to:

- Furniture of flammable construction
- Tall objects that could interfere with sprinkler system coverage
- Cinderblocks

In an effort to minimize damage to furnishings and to increase fire safety in our storerooms, the FSA furnishings that may be removed and stored are bed frames, mattresses, and desks. You should not remove furniture yourself. Please fill out an online maintenance request form to arrange a time for maintenance to remove the unwanted furniture. When you move out, it is expected that your room will contain the same furniture it did when you moved in. Missing furniture will incur a residence hall damage fee; extra furniture that requires maintenance to move it out will also incur a residence hall damage fee. Lounge furniture should not be moved into your rooms.

Gambling

Gambling is illegal and therefore is expressly prohibited within the residence hall complex. College sponsored activities for entertainment may be done with fake money. No money, tangible property, or services may be exchanged as a result of gambling.

Hall Sports

Ball playing, hacky-sack, rollerblading, skateboard, bicycle riding, or other similar activities are not permitted inside the Residence Halls or Dining Hall. All hardball activities, tackle football, and snowball throwing in and around the Residence Halls are prohibited. Residence Life encourages you to have fun but to stay away from the building to avoid injury to yourself or the facilities.

Halogen Lamps

All halogen lamps are banned from the residence halls as they pose a serious fire hazard.

Health and Safety Inspections

Over the course of each semester, the Residence Life Staff in each building will be randomly inspecting rooms at least once without notice to identify and address any health, safety, sanitation, and maintenance issues that may be present. There are several reasons for the health and safety room inspection program:

- To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the college has for students living on campus;
- To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residence halls; and
- To assist us in properly maintaining the condition of our residence halls.

The FSA understands your concerns about privacy, but believe the inspection program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future. Inspections will take place a minimum of one time a semester.

The following is a sample checklist of things you should always be doing to make sure you do pass the inspection.

- Remove all trash and properly dispose of it in proper dumpsters across the parking lot. Please sort your things into the proper bins to avoid charges.
- Vacuum your room and mop the bathroom floor.
- Check your smoke detector to see if it is properly attached and in operational condition.
- Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
- Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
- Note any maintenance problems in your room and report them using the online [maintenance request form](#).
- Do your laundry and properly store your clean clothes when finished.
- Pick up and organize your personal stuff.

- Make sure your screen is installed on windows (they are not supposed to be removed).
- Walls, windows, ceilings, doors and college furnishings should be free of stickers, graffiti, stains, and unauthorized paint.
- Clean up any spills and messes and get rid of any leftover food sitting around the room.
- Do a little light dusting around the room from time to time.
- In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.
- Make sure there is a clear path to the door, in case of a fire

It is okay for your room to look a little bit "lived in," but it is expected that some effort will have been made to keep the room clean and to ensure that no health or safety concerns exist. When we enter the room during inspections, we will be doing visual checks. Students will be given 48 hours to fix any reasons they failed, unless it is a code of conduct violation. If for example, the toilet is not cleaned within 2 days, the students will be billed.

Housing Appeals Process

When you sign a Housing License Agreement (HLA), you have agreed to the following:

- 1) You are committed to housing for the remainder of the academic year in which you sign;
- 2) You are required to purchase a meal plan for each semester to which your HLA applies;
- 3) You are obligated to fully and promptly pay all applicable room and board charges;
- 4) You agree to abide by all rules and regulations concerning living in a college residence hall as set forth in the Clinton Community College Catalog and Student Handbook, including the Student Code of Conduct and the Residence Hall Handbook of Regulations and Procedures.

Any request to alter or void the HLA must be made in writing to the Housing Appeals Committee. The Committee will consist of (at minimum) two College and two Faculty Student Association employees.

As a general rule, the Committee requires a very clear and compelling case in order to make an exception to the policy. The more information you can give them in considering your appeal, the better your case will be. The Committee will consider appeals that fall into the following categories:

- **Medical**—You have a compelling medical reason to move off campus. You must submit appropriate documentation from your physician or other health care provider, and the Committee must decide that your condition(s) warrants release from your contract; a doctor's note is not enough.
- **Financial**—Your financial situation has changed significantly since you signed the agreement. Again, you must provide proof of this change, and the Committee must find your circumstances compelling.
- **Other Circumstances**—You may have other circumstances, which you feel warrant your release from your signed HLA. If so, you are welcome to appeal to the Committee, but you must provide documentation to justify your case.

The following do not constitute grounds for appeal of your housing contract:

- **Judicial Removal**—When you signed your HLA and agreed to live in the residence halls, you agreed to abide by all College and FSA rules and regulations. If you break them, and your sanction is removal from the residence halls, you are still liable for all room and board costs for the remainder of your contract.

- **Drop to Part-Time Status Within a Semester**—You must be a full-time student to live in the residence halls. If you drop below full-time status in any given semester, because you drop classes or are removed by a faculty member, you are still liable for all room and board costs for the remainder of the semester. You must request permission to continue living in the residence halls from the Director of Campus Life or Dean of Student Affairs. In most cases, if you are continuing to make progress toward the completion of your other classes, this permission will be given.

If you wish to make an appeal to the Housing Appeals Committee, you will need to submit a letter clearly stating the reasons for your appeal, along with any documentation to the Director of Campus Life. The Committee reviews each appeal individually, and in most cases does so quickly. The Committee may ask you to provide additional information when appropriate.

If your appeal is denied, it is important that you realize that you remain responsible for your room and board charges. A 'hold' will be placed on the account of any CCC student with an outstanding balance and the student will not be able to add or drop classes or register for the next semester without permission of the FSA.

The decisions of the Housing Appeals Committee are final.

For additional information on this policy, please contact the FSA Business Office (518-562-4371) or the Director of Campus Life (518-562-4381).

Hoverboards

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited by the FSA and the College.

Insurance

The FSA and the College are not financially responsible for personal injury, theft, loss of or damage to personal property, or failure of utilities or mechanical equipment. Students are strongly advised to secure the residence halls, their rooms, and their property at all times. Students are advised to purchase renter's insurance to cover property losses, damages and injury, and/or check with any current homeowner's policy for insurance coverage that may provide coverage of property losses, damages and injury.

Internet

Each room is equipped with a high-speed Internet connection. High-speed Internet is available at no additional charge through the Faculty Student Association. To report trouble with your connection, stop by the FSA Office or complete a Residence Hall Network Connection Help Request form online at <http://www.clinton.edu/FSA/ResidenceHallsNetworkConnectionHelpRequest.fml>.

Keys

All keys necessary for living in the residence hall are issued to residents upon checking in. Each resident will be issued one key, which will provide the individual access to their room. If a key is lost, the individual must inform the FSA Business Office. The student who lost the key will be charged \$75 for a new key and a maintenance staff member will change the core lock and provide a new key to the student(s).

Laundry

Each residence hall has three washers and three dryers on the first floor of the building that are available to residents. Each student will need to supply his or her own detergent, softener, bleach, and dryer sheets. Please call the number above the machine if you are experiencing any issues. Non-residents are not permitted to do their laundry at the residence halls. Please keep the laundry room clean by picking up after yourself.

Mail Services

Mail service is provided from a central facility located in the PARC Dining Hall Monday through Saturday, except national holidays. Student mail is not delivered to individual residence halls or rooms.

All students are assigned a mailbox at the facility where incoming letters and packages are received. Students are expected to check their mailbox on a daily basis as Clinton Community College often sends mail to these boxes. All you need to do is present your ID to the mailroom attendant.

If you receive a package, your name will be on the package list. All packages must be picked up within a week or they will be returned to sender. To receive your package, present your Clinton ID to the mailroom staff during posted mailroom hours and sign beside your name.

The Faculty Student Association assumes no responsibility or liability for any loss or damage of mail. Questions regarding mail should be directed to the FSA Office, located on the first floor of the Main Campus.

A complete address, as shown below, should always be used to receive mail:

Resident's Name
14 Dormitory Drive
Plattsburgh, NY 12903

Noise

All hours are courtesy hours. Residents are expected to respect the rights of others about noise level. Any student has the right and must be able to study or sleep in his/her room at any hour of the day or night. All requests by residents, Resident Assistants, or other Residence Life or Security Staff to limit noise must be honored.

Mandatory Quiet Hours are from 10 pm – 10 am Sunday through Friday morning, and midnight to 10 am on Friday and Saturday. Quiet hours will be extended during exam periods.

Overnight Guests

Students living in the residence halls may have overnight, non-resident guests under the following conditions:

- 1) Residents are responsible for their guests and visitors.
- 2) All guests or visitors may stay for no longer than 72 hours in a seven-day period.
- 3) If a guest or visitor violates a policy, the resident responsible for that guest may receive a judicial referral and the loss of guest privileges.
- 4) Guests under the age of 16 will not be permitted to stay overnight in the Residence Halls.
- 5) Guests must receive a guest pass from the Resident Assistant on duty or security and must carry this with them always

- 6) Guests without a pass may be asked to leave the FSA property immediately
- 7) Please plan for guests in advance and sign in all guests regardless of the time they are staying. Please contact the RD or Director of Campus Life with any questions.

The housing license agreement cannot be reassigned by you to any other person; neither may you sublet any part of the premises. This provision applies both to your room and the meal plan you have chosen.

Paint

Changes to the residence hall interior and exterior may not be made without written approval from the Director of Campus Life. This includes projects such as interior or exterior painting.

If you feel your ceiling or walls are in poor condition, you should place a request for repair by leaving a maintenance request form in the box located by the entrance of each building. Self-repairs are not permitted.

Students may not paint residence hall rooms or common areas. Maintenance staff members must perform any painting done in the Residence Halls. Repainting required because of student painting will generate residence hall damage charges to the student(s) and they may receive a judicial referral for failing to follow this policy.

Pets

The only pets that are permitted in the residence halls are fish with a tank no larger than 10 gallons. Please clean the tanks regularly and take fish home during breaks. Also, please do not pour rocks from the tank into the shower, toilet, or sink. To register a service animal, please contact Accommodative Services at 518-562-4252.

Physical Assault

Intentionally or recklessly causing physical harm to any person in or around the Residence Halls is prohibited. (See Clinton Community College Student Code of Conduct).

Propping of Residence Hall Doors

The propping open of or intentional tampering with the locking mechanisms of external residence hall doors is considered a serious breach of safety and security for the students of that building, their guests, and other community members. Such conduct is unacceptable and any student who, or whose guest, is responsible for violating this policy will be subject to the judicial process, or removal from FSA property.

Refunds

A student may receive a credit to his/her FSA account of room and board only when s/he withdraws from Clinton Community College using the college's refund schedule.

*Please note: the \$200 deposit is non-refundable

A student may receive a credit to his/her FSA account of room and board money when s/he withdraws due to change in military assignment beyond their control, given that proper documentation is provided.

Repair and Replacement Costs

Room Chair	\$50.00
Mattress	\$100.00
Key	\$75.00
ID Card	\$15.00
Garbage left in room	\$25.00
Desk	\$250.00
Dresser	\$200.00
Mirror	\$25.00
Window	\$50.00
Closets	To be assessed by maintenance
Bathroom fixture	To be assessed by maintenance
Wall repair	To be assessed by maintenance

*Items not listed will be assessed by maintenance and billed accordingly. No self-repairs are permitted; students will still be responsible for the cost of repair.

Residence Hall Closing During Recess/Vacations

Residents are expected to comply with the opening and closing schedules as indicated by Clinton Community College's academic calendar. The College reserves the right to control the use of all residence hall facilities and rooms during vacation breaks.

The last room occupant to leave for vacation must initial the check-out sheet attached to individual room doors. This person will be held responsible for any thing not properly completed on the check-out sheet.

Students will be informed of the proper check-out procedures. All residents must vacate the building within 24 hours following their last exam each semester or by noon on the Saturday following graduation if they are participating in the graduation ceremony. Whenever the Residence Hall closes for recess or vacation, it is important to do the following things in your room, which include but are not limited:

- 1) Remove and dispose of all perishable items from refrigerator
- 2) Shut and lock windows tightly
- 3) Close curtains
- 4) Shut off all lights
- 5) Remove all garbage in the room to the dumpster in the parking lot
- 6) Lock your room and take valuable items with you, or properly secure them
- 7) Sign out with a staff member before winter and summer break

Residence Hall Network

The Clinton Community College computing and network resources are provided primarily for the use of college students, staff, and faculty. These are intended to be used for educational purposes and to carry out the legitimate business of the College. Appropriate use of the resources includes instruction, study, assignments, research, communication, and the official work of campus organizations and agencies of the College. In each area of our campus community users are expected to use Clinton Community College's computer resources first and foremost for tasks related to their respective roles.

Residence Hall Suspensions

Based on an individual resident being a threat to themselves or others in the residence hall setting, the Director of Campus Life or Dean of Student Affairs may impose an interim residence hall suspension to a resident for health and safety purposes.

Restrictions

Non-residents may be restricted from the Residence Hall Complex at the discretion of the Dean of Student Affairs or the Director of Campus Life at any time for behavior that is considered disruptive or dangerous to the residential community. The Lower Judicial Board, the Dean of Student Affairs or the Director of Campus Life may restrict a residential student from the Complex or from individual buildings because of a student conduct procedure. Violations of these restrictions are a serious matter that may result in additional campus student conduct procedures or police involvement. Residential students who knowingly host a restricted individual may also be held accountable.

Roof Access

Access to the roofs of the buildings is strictly prohibited. These restrictions are in the interest of safety due to the risk of injury or death should a fall occur. Any person found on the roof or attempting to access the roof area will be subject to the judicial process.

Room Changes

The College and the Faculty Student Association recognizes the educational value of diversity and does not consider differing backgrounds to be acceptable grounds for honoring room change requests. Returning students will be given the opportunity to request rooms first. The Residence Life Staff reserves the right to change room, suite, or hall assignments to relocate individuals or groups of individuals to eliminate a disruptive environment, to consolidate vacancies, or for any other reason deemed necessary by a Residence Director or Director of Campus Life. When a vacancy occurs, Residence Life reserves the right to show the room and assign a new occupant. Furthermore, the Faculty Student Association reserves the right to reassign any student who repeatedly infringes on their roommate's right to privacy, sleep, or study.

Room changes must have prior approval of the Residence Director or Director of Campus Life. Failure to follow this policy will result in moving back to one's original room and judicial charges. No room changes will be granted in the first two weeks of a semester.

Safety and Security

For the safety and protection of the student's personal belongings, students should always lock their room door. Thefts should be reported promptly to security. Exterior doors to the residence halls are locked 24 hours a day, 7 days a week. These doors are locked to provide students with a secure environment. Therefore, outside doors should not be propped open. There are professionally trained residence life staff and campus security officers on duty on weekends. The officers are responsible for making rounds in the Residence Halls and Faculty Student Association property, as well as assisting students as needed.

Sexual Assault

Clinton Community College deplors and prohibits sexual offenses of any kind (including but not limited to forcible sex offenses, non-forcible sex offenses, stalking, acquaintance rape, and the use of mind altering substances to facilitate any activity, including those that are sexual). Any such act committed against the integrity of another person will not be tolerated.

Rape, sexual assault, or other non-consensual sexual activity is a criminal offense and will not be tolerated. These offenses include, but are not limited to, the following:

- Any form of non-consensual sexual activity by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
- Any actual or attempted non-consensual sexual activity including but not limited to attempted intercourse, exhibitionism, or sexual language of a threatening nature by a person(s) known or unknown to the victim.
- Non-consensual activity shall include, but is not limited to, situations in which the victim is unable to consent because he/she is mentally incapacitated or is physically helpless due to drug or alcohol consumption, or is unconscious. Victims of rape or sexual assault are strongly encouraged to notify a college official as soon as possible after the alleged incident. The criminal justice system is an option for recourse as well as the College's Conduct review process. Both processes can be undertaken concurrently.

Clinton Community College strongly encourages any member of its community to report immediately a sexual offense to campus and local authorities. Local police can assist the victim in pursuing criminal actions. The Vice President for Student Affairs, the Residence Life Staff, the Counseling Center Staff, or any other advocate may be contacted. We affirm this policy through educational prevention programs and through counseling and support systems.

The Title IX Coordinator for Clinton Community College is John Borner, Dean of Student Affairs. His office can be located in 231 of the Moore building, or you can reach him at 518-562-4121 or john.borner@clinton.edu.

Smoking

BOARD OF TRUSTEES OF CLINTON COMMUNITY COLLEGE HEREBY APPROVES AN ADDENDUM TO THE TOBACCO POLICY (Resolution No. 124)

The Board of Trustees of Clinton Community College hereby agree to adopt the following as the Smoking Regulations of Clinton Community College effective May 19, 2017. On this date, Clinton Community College will become a "Tobacco Free Campus" with all use of smoking and tobacco products prohibited on the main campus, with the exception of inside personal vehicles

Smoking at the residence halls in the gazebo is permitted. Smoking inside is strictly forbidden.

Solicitation

Outside agencies and individuals may not sell goods or services in the residence halls. Campus organizations may not sponsor raffles, auctions, or other fund-raising projects in residence halls.

Student Code of Conduct at Clinton Community College

All students should read and are expected to be aware of their rights and responsibilities as students at Clinton Community College. Please contact the Director of Campus Life or the Dean of Student Affairs if you require assistance.

Telephone Service

Each hallway has one public phone that can be used for emergencies, to call the RA on duty or security, or to place local calls such as food orders and taxi services.

Trash and Recycling

Each resident is responsible for the care and cleaning of his/her room. Residents should keep their rooms reasonably clean and neat to prevent a fire or health hazard. Each room has one garbage bin and one no sort bin in it. Room trash and no sort recycling from your room should be taken outside to the properly labeled dumpster across the parking lot. Under no circumstances are you permitted to take your room trash and no sort to any area inside the residence halls, including but not limited to lounges and the laundry room. Failing to abide by this procedure will result in judicial action that can include a charge, so please do the right thing and follow the procedure. Room inspections are conducted randomly throughout the semester for health and safety. Rooms not kept in reasonable order will be brought to the attention of the Residence Director and there is a risk of being billed, if the room is not fixed within 48 hours of failing your first inspection. During inspections, the staff will also be looking to see if the trash and recycling procedure is being followed and it will be addressed with the Director of Campus Life or the RD. Missing room garbage and no sort bins at the end of the semester will be billed to the student at \$10.00/bin.

In order to support efforts to protect the environment and to comply with New York State law, it is the goal of the residence halls to recycle as much as possible. In each lounge, there is a no sort container and a garbage bin while using the lounge. There is also a no sort and garbage bin in each laundry room for use while you are in there. The garbage will be removed daily during weekdays. No sort is a single bin that makes the most of your recycling by turning the things you don't want into the things that you do. Please use these containers **only** when you are in the lounges and self police others that are not using it properly. If you sort properly, you should be producing nearly no waste!

No sort makes recycling quick and easy. Just focus on tossing all recyclables into one bin (the blue no sort bin). Please **empty** and **rinse** all containers as well as **flatten** and **break down** cardboard boxes before placing them in no sort. The following items are accepted in the no sort bin:

Cardboard/ Paper: Corrugated cardboard (wavy center), boxboard and paper cartons (dry-food boxes, cores, paper bags, egg, milk, and juice cartons), file folders and office paper (all colors), newspapers (all sections, inserts), mail and greeting cards (junk mail, envelopes), magazines and phone books (catalogs, soft cover books)

Plastic/Metal: Plastic containers #1-#7 (# located on the bottom of container), large rigid plastic (5-gallon buckets, cleaning products, detergents, plastic take-out containers. Household and kitchen items such as aluminum cans (soda and pet food cans), pie plates, trays, foil, tin cans (food cans, coffee cans, and pet food cans), and small steel containers are also accepted

NOT ACCEPTED: Plastic bags, wrapping or utensils, glass of any kind, mirrors, light bulbs, dishes, pyrex or other heat-treated glass, ceramics, paper towels, facial tissue, Styrofoam, recyclables containing food waste, paints, oils, hazardous material, needles, syringes, VCR tapes, CDs/DVDs, scrap metal, pots, pans, batteries, hard-cover books, clothing/textiles, wood/lumber, yard trimmings, 3 ring/spiral notebooks

All items must be free from food or debris. Anyone found contaminating the no sort bins with garbage, or placing room trash and recycling somewhere in the building will be referred for judicial action and possibly receive a bill for continuous disregard for this program. It is expected that each student make an effort to reduce, reuse, and recycle by following these simple guidelines.

Vandalism

Any malicious damage to Faculty Student Association or College property is prohibited. Persons responsible for damage will be billed for repair and replacement, and may face disciplinary action. Residents will be notified by public memo/postings of any common area fines or damages.

When two or more residents occupy the same room/space/suite and responsibility cannot be determined, the cost of repair or replacement will be divided evenly between the residents of the room/space/suite. If damage or loss occurs in a common area (lounge, hallway, etc.) and no one can be identified as the responsible party, all residents in the living unit (hall/floor) will be charged for the repair/replacement costs.

Vehicles

Motor vehicles of any type are not allowed on the grass, sidewalks, or handicapped parking areas (unless the operator has a handicapped parking pass) at any time. There is absolutely no parking or driving in fire lanes. Violators may be subject to fines and possible disciplinary action. Vehicles parked in fire lanes or on the sidewalk or grass will be ticketed and towed at the owner's expense. No vehicles are allowed to stay in the parking lot during vacations or recesses when the residence halls are closed. All vehicles need to be registered and plated. All students will be asked to sign the vehicle in when they check in to the residence halls.

Windows

While we want you to enjoy your windows for both light and air, there are some important safety guidelines to keep in mind. Windows are the responsibility of the occupants. Residents are responsible for any noise or objects coming in or out of windows. Residents are not to remove screens from windows, lean on windows, or drop things out of windows. Residents are not to climb in or out of windows or sit on any window ledge, as it is a serious safety hazard. For safety reasons and to limit residence hall damage, nothing may be hung from or affixed to the exterior of any window, window frame, or windowsill.

Updated: August 2017