2014–15
Campus View Student Housing Handbook

Your Address:

Your Name
Room 

588 County Highway 142
Johnstown, NY 12095
The Residence Life staff of Campus View Student Housing (CVSH) at Fulton-Montgomery Community College extends a warm welcome to you. We look forward to helping make your campus living experience one that is full of friendship and educational achievement. This handbook contains the rules, regulations, policies, and procedures for living at CVSH. You are responsible for familiarizing yourself with all the information contained in this handbook. During the academic year, informational sessions will be held to further explain the contents of this handbook.

Becoming a residential student at Campus View provides the opportunity for you to take responsibility for your learning outside the classroom environment. You will meet students from various cultures and diverse backgrounds, interests, and values. As you become acquainted with your classmates and participate in campus life activities, you will learn from, appreciate, and contribute to the diversity of the student body. This diversity is what makes Fulton-Montgomery Community College a very special place.

If at any time you have questions or concerns, please come talk to a Residence Life staff member and we will be happy to assist you. We wish you a happy and healthy 2014-15 academic year.

-Campus View Student Housing Staff
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Campus View Amenities

Campus View Student Housing

Campus View Student Housing is made up of three residence halls. **Fulton Hall** and **Montgomery Hall** each contain 18 suites, housing approximately 75 students per building. **Raiders Hall** contains 36 suites that house approximately 144 students. The **FM Global Residence at Microtel by Wyndham houses approximately 50 International students 3 miles away in the City of Johnstown.** The **Residence Life Services Center (RLSC)** has offices for the Director of Residence Life, Assistant Directors of Residence Life, Maintenance, and a laundry facility. Public Safety has a Campus View Office located in the hub of Raiders Hall. There is one Resident Assistant (RA) per floor and they are assigned by the Department of Residence Life.

First-year full-time students who relocate to the region for the purpose of attending college at Fulton-Montgomery Community College are required to live in the Campus View Student Housing facilities operated by the Fulmont College Association during their first year of attendance, on a space-available basis.

Parking

CVSH has its own parking lot. If you plan to bring a car to campus, be aware that all vehicles must be registered with the Office of Public Safety, located on campus in the Physical Education Building. You must have a Residential Student parking permit. Guests must have a Visitor Parking Permit, which they can register for with the RA on-duty. All unauthorized/unregistered vehicles at Campus View Student Housing will be ticketed. Please contact Public Safety if you have any questions as to where this area is located. In the event of a snow emergency, all cars must be moved up to the College in the student parking lot near the baseball field until posted notices indicate cars can return to Campus View. Cars not in compliance will be ticketed and towed.

Internet Services and Cable Television

All the Residence Halls are equipped with wireless and wired internet, as well as basic cable television services. In the event that you experience problems with the internet or cable service, please report the problem to Time Warner Cable.

Mail and Student Mail Room

Each student will have a mailbox located in Raiders Hall. Personal mail as well as inter-campus communications will be delivered there. Mailbox numbers and keys are issued on move-in day. Students are responsible for retrieving their mail and keeping their mailbox clean.

**To ensure prompt service and to avoid errors, your mail should be addressed as follows:**

**Your Name**  
588 County Highway 142-Room #  
Johnstown, NY 12095

All mail and packages will be delivered to Residence Life. When you receive a package, a notice slip will be placed in your mailbox instructing you to pick-up your package. Only the person whose name appears on the notice slip may pickup the package. Proper identification (college identification card, state license/permit/non-driver’s identification or a passport) as well as your signature is required to pick-up a package. Hours for package pick-up will be posted.

CVSH does not have storage or a receiving facility for student belongings. If you need to send any personal belongings to campus, you should have them arrive after you have settled in (no earlier than the first day of classes). Most students prefer to use the U.S. Post Office (which is highly recommended). Packages/trunks must be properly marked with your campus address as indicated above.
Laundry Services
The laundry facilities are located in Residence Life Services Center and in Raiders Hall. Hours of service are posted outside the laundry room. Washers and dryers can be used by Campus View students only. Washers and dryers are owned and operated by Automatic Laundry. The use of washers and dryers requires an Automatic Laundry card. Each student will receive one Automatic Laundry card free of charge. Lost/damaged cards may be replaced for a fee. For questions or issues regarding laundry services, please contact Automatic Laundry at (617) 969-4340 or visit www.automaticlaundry.com.

Suite Furnishings
Each suite is completely furnished. Each suite has a living/dining area and a common bathroom which is shared with suite residents. Furnishings include a dining table with four chairs, a futon or loveseat, two club chairs, and a coffee table. Each bedroom provides a bed frame and mattress (81” x 31”), a desk, chair, dresser, and closet space for each student. Window blinds, a shower curtain liner, and a garbage can are also provided. Furnishings should not be removed from suites at any time. You will be billed for any furniture missing from your suite.

- In Fulton Hall and Montgomery Hall, a full size refrigerator and microwave are provided.
- In Raider Hall, students can bring a mini-refrigerator and a microwave or a microfridge (combined microwave/refrigerator).

Security Cameras
Security cameras are in place to monitor all activity in the buildings and for the safety and security of the students.

Building Entry
Residential students enter their respective building by keyless entry, which is registered with the Office of Public Safety. Each student is given a swipe card to enter the exterior door. Separate keys will be provided for the suite, bedroom, and mailbox.

Room Keys and Swipe Card Access
Each student is assigned room keys upon check-in. Suite doors automatically lock when closed. Each student is responsible for carrying their keys at all times. If your keys are missing, you should inform the Director of Residence Life or Campus View Public Safety immediately. Students who lose or do not return their assigned keys when requested of any college official will be charged for the replacement of keys. THE KEYS MAY NOT BE DUPLICATED OR GIVEN TO ANYONE. If keys are lost, students will be charged $100 per key and $50 for missing mailbox keys. A full set of keys and swipe card is $300.

Each residential student is issued a swipe card which serves as the access card to the entrance doors of their respective building. Access is given only to the building that the student resides in. Campus View policy requires that you carry your room key, swipe card, and student ID card with you at all times. Entrance doors may not be propped for any reason. It is the responsibility of all residents to make sure entrance doors are properly closed.

If a swipe card is lost or stolen, please report this to the Office of Public Safety immediately. The swipe card can be disabled by Public Safety, insuring the safety of the residents in the buildings. Swipe cards can be replaced for a $50.00 fee. A swipe card replacement form must be filled out prior to receiving a replacement swipe card.

Snack & Beverage Vending Service
Vending machines are conveniently located in the residence halls. Malfunctioning machines should be reported immediately to the Residence Life Services Center.
Student Health Services
FM does not provide health services on campus. Campus View students are required to have their own health insurance prior to arriving to FM. In the event that a student does not feel well and would like to see a physician, they can go to the Residence Life Services Center for a Transportation Voucher for a cab ride to St. Mary’s Hospital.

Meal Plan
FM requires that all residential students participate in a College meal plan. Breakfast, lunch and dinner are available Monday-Friday and brunch and dinner are available on weekend days. Hours of operation are posted on the website portal and in Union Stations.

Campus View Residence Life Staff
CVSH has a Director of Residence Life and two Assistant Directors of Residence Life working on a rotational basis to assist our students who may have questions or concerns. Residence Life staff should be contacted for serious problems. Students should first attempt to contact the RA on-duty. In case of urgent situations, students should contact Public Safety, which is located in the Residence Life Services Center.

In the event of an emergency or if immediate assistance is needed, students should call 911 or access the Emergency Blue Light phones located at five locations at Campus View Student Housing.

Campus View Public Safety
Campus View Public Safety has an office located in the Residence Services Center. Public Safety is available in the event that a resident needs assistance. The Office of Public Safety may be reached by calling (518) 736-3622 ext. 8405. This number is for non-emergencies. For emergencies, always dial 911.

Facilities and Custodial Staff
The Facilities Staff is here to address any issues that arise regarding your suite. There is also a custodian who works during the week to maintain the cleanliness of the common areas at CVSH. You can find a Work Order Request Form outside of the Laundry Room in the Residence Life Services Center. Please complete the form and turn it in the tray near the Maintenance office and a member of the Facilities team will address as soon as possible. If there is a maintenance emergency, contact a Residence Life staff member immediately. Please follow this procedure for getting maintenance done in your suite.

Resident Assistant Staff
There are 12 Resident Assistants (RA’s) who serve as a friend, advisor, and organizer of events and programs. They are responsible for policy enforcement. The RA’s live in both residence halls; one on each floor. They are knowledgeable about FM and its resources and are available to assist students. If students have questions or problems, they should first contact their RA, then the professional Residence Life staff.

During evenings and weekends, a Resident Assistant (RA) is on duty. The RA’s will be on duty from 8:00PM-11:00PM Sunday-Saturday at the sign in tables of Raiders Hall. After 11:00PM, RA’s can be reached by cell phone at (518) 774-4734.
Campus View Community Policies and Procedures

As stated at the beginning of this handbook, living on campus presents numerous opportunities and challenges. The following rules and regulations are intended for student success, safety, and security. Violation of these procedures will result in disciplinary action.

Important Attendance Information
*IF STUDENTS ARE REPORTED AS “NOT ATTENDING CLASSES”, THEY WILL BE REVIEWED AND THEIR ELIGIBILITY TO REMAIN AT CAMPUS VIEW STUDENT HOUSING MAY BE IN JEOPARDY.*

PLEASE NOTE: THE FEDERAL GOVERNMENT VIEWS FINANCIAL AID AS BEING EARNED BY ATTENDING YOUR CLASSES OVER THE COURSE OF THE SEMESTER. IF A STUDENT DROPS A CLASS, WITHDRAWS FROM A CLASS, STOPS ATTENDING OR NEVER ATTENDS ONE OR MORE COURSES, FINANCIAL AID ELIGIBILITY MAY CHANGE. BY LAW, ANY UNEARNED FUNDS MUST BE RETURNED BY THE COLLEGE TO THE APPROPRIATE SOURCE (FEDERAL, STATE, OR LENDING INSTITUTION). IT THEN BECOMES THE STUDENT’S RESPONSIBILITY TO PAY FOR ANY UNPAID COLLEGE, HOUSING, AND MEAL PLAN CHARGES.

Student Success
Students who reside at CVSH are expected to be actively engaged in a full-time curriculum designed around academic success. Residential students are expected to attend classes and maintain good academic standing in those classes. Students experiencing difficulty in any course are strongly encouraged to speak with their course instructor, advisor, or a Residence Life staff member. Students are encouraged to take advantage of any and all academic support services provided FREE of charge from the College. Free academic support is offered in the Learning Center, located in the Evans Library.

Student Expectations
It is the responsibility of all students to keep their rooms clean and neat, and to maintain a basic standard of health and safety both in their rooms and within the common living areas of the buildings. In an effort to insure this takes place, students can check-out a vacuum cleaner in order to maintain cleanliness in their suite.

_The Residence Life Staff will make visits to conduct health and safety checks of the suites once a week._

Students are also expected to conduct themselves appropriately in common spaces, such as student lounges, Raiders Cove, Union Stations, and the Raiders Hall Hub. Furniture is not to be moved from its original configuration. Students who are disrespectful to their peers, Residence Life staff, Public Safety, will face judicial consequences.

Non-Compliance with Reasonable Requests
Residents and their guests are expected to comply with reasonable requests from any college official and will be found in violation with the student code of conduct and the Campus View Student Housing handbook. Failure to comply and behave inappropriately towards the staff member making the request could result in the removal of the resident from housing. Non-compliance is subject to disciplinary action.

Campus View Guest/Visitor Policy
Residents may have guests by pre-registering them with Residence Life staff before 5:00 pm daily. If a guest is not documented before this time, they will be asked to leave. An overnight guest is defined as a person who does not live at Campus View and plans to stay in a suite after 10:30 p.m. Guests need to present identification in order to be approved to stay the night. The guest must be 18 years or older.
Students are responsible for the behavior of their guests (whether staying overnight or not) and may will be held accountable if their guest(s) violate college regulations.

Residents must sign in guests who are not staying overnight with the Desk Attendant from the hours of 8:00 p.m. to 10:30 p.m. and present a photo ID. Residential students must sign-in overnight guests with the RA on-duty before 10:30 p.m. No exceptions. Each residential student may have a total of 5 overnight guest visits per month. A residential student can have one overnight guest per sign-in per night. A guest can stay no longer than two consecutive nights. A guest can stay a total of five nights per month. No more than 2 guests per suite are allowed during any one visit. No one under the age of 18 is permitted at Campus View at any time, unless the person is a resident of Campus View.

Students must obtain their roommate’s permission to have an overnight guest.

Guests who are not officially registered will be removed from Campus View and/or campus.

Use of Drugs and Alcohol

No student or his/her guest(s), regardless of age, may possess, consume, store, or distribute alcoholic beverages or illegal drugs within the residence halls or on the property. This includes empty alcohol containers. Alcohol paraphernalia (empties, flask, funnels) is prohibited in the residence halls. Public intoxication by an individual, whether or not disruptive to the community, will be subject to disciplinary action. Possession or consumption of alcohol is prohibited in common areas (lounges, kitchens, bathrooms, or hallways). In accordance with the Guest Policy, each resident is responsible for and may be held accountable for the actions of his or her guest(s) who are students or non-students. Any student found under the influence of alcohol or drugs is in violation of this policy.

It is against FM policy to traffic in, manufacture, dispense, use, possess, sell, or be in the presence of any illegal drug. While the College prefers to handle a student's use of any controlled substance on an individual counseling and medical-care basis, such treatment does not offer immunity from local, state and federal law. Any information that comes to the attention of Public Safety concerning the sale, exchange, or transfer of drugs from one individual to another is communicated to public officials. The College cannot prevent federal, state, or local law enforcement officials from investigating and prosecuting drug law violators. Possessing drug paraphernalia, whether or not it is being used for consuming drugs is prohibited. “Illegal drugs” includes legal prescription drugs that were prescribed to someone other than the individual in possession/using them.

Any alcohol or drugs found at Campus View Student Housing will be turned over to the Office of Public Safety. The Residence Life Staff and the Office of Public Safety will work closely with law enforcement officials in all drug-related matters. Violation of the alcohol and drug policy is grounds for dismissal from the residence halls and may result in legal action.

Harassment and Assault

Any intended action that annoys, threatens, alarms, or harms any other member of the residence hall community is considered a serious breach and will not be tolerated. Any student who harasses or threatens another student will be referred for disciplinary action and subject to dismissal from the residence halls and from the College. Disagreements and conflicts will occur at times, but it is expected that all residents defuse or handle those disagreements in a mature, non-threatening, and non-violent manner, and seek help from Residence Life Staff members or College community members whenever necessary. Fighting in any area of the residence halls will result in dismissal from housing and the college.

Hazing

Hazing is defined as an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment; destroys or removes public or private property; involves the consumption of alcohol, other drugs, or other substances; or violates any of the policies of the College. Any student subjected to hazing or having knowledge of anyone else being hazed should immediately report the incident to a Residence Life staff member. Individuals who participate in acts of hazing are personally accountable under the Standards of Conduct, as listed in The Source.
Study/Quiet Hours
Campus View Student Housing is committed to the concept that its Residence Life program compliments and fosters the academic and intellectual development of its students. CVSH is a place conducive to learning, especially in the evenings. During quiet hours, amplified sound, loud talking in hallways, and other noise or behavior that might prevent others from sleeping or studying is prohibited. Study/Quiet hours are in effect from 10:00 p.m. until 8:00 a.m. Sunday night through Friday morning and 12:00 a.m. to 9:00 a.m. Friday night through Sunday morning throughout the academic year. Excessive noise violations will be reported to the Director of Residence Life and/or Public Safety.

Courtesy Hours
Courteous Hours are in effect 24 hours a day. During courtesy hours, your music, voices, or noise should not be disruptive to your community. Residents are expected to comply immediately with the requests of others to lessen or eliminate noise. Residents are expected to demonstrate courtesy and consideration toward others at all times. Loud noise and disorderly behavior is not accepted at any time, but is especially inappropriate during times of study, and during study/qiute hours. All residents share the responsibility for enforcement of study hours. The right to a quiet atmosphere precedes and takes priority over all social functions and gatherings.

Smoking
All buildings and suites are “smoke free” environments. Smoking indoors creates a fire hazard that endangers the lives of all residents and staff. Students found smoking within a suite will be receive 10 points, be immediately removed from housing, and dismissed from the College. If there are any signs of smoking in a suite, students involved will also be dismissed. The College and Campus View have a zero tolerance for such behavior. Signs are posted to direct students to designated smoking areas outside. Students who smoke must do so outside the buildings and must stay in designated areas.

Right to Enter Suites
Residence Life Staff and Public Safety may check suites as frequent as needed to insure that suites are clean, neat, and that students are in compliance with the “Standards of Conduct Expected of Students” as outlined in Appendix C of the Student Handbook.

Lock Outs
Suite doors automatically lock. All residents are expected to carry their own keys whenever they leave their suite. Residence hall staff is available to assist with lock-outs; however, proper identification must be presented. Students who find themselves locked out of their suites/room/building will be let in with no penalty for the first lockout. For every lockout after the first, the student will be assessed points, which could jeopardize their housing at CVSH. Students must produce their keys immediately to Public Safety or Residence Life staff upon admittance into their suites/rooms. Students who fail to produce their keys after a lockout will be required to meet with the Director of Residence Life.

Pets and Animals
Pets or animals are not permitted in the residence halls. This includes goldfish, hamsters, cats, rabbits, reptiles, etc. Any student in violation of this will be charged $150.

Appliances
Cooking appliances are prohibited. Example: gas grills, induction burners, propane ranges, rice cookers, tea kettles, and coffee makers without an auto shut off. Students found with prohibited items will be subject to disciplinary action.

Bicycles/Skateboards/Scooters
Bicycles are not permitted inside the residence halls at any time. The use of skateboards and scooters are not allowed at Campus View Student Housing or on campus.
Decorations
For your comfort, you are encouraged to decorate your suite. We ask that you take care in the decoration of the suites as well as in the removal of those decorations. Do not use nails. Use funtac sparingly on sheet rock to hang decorations on walls. Hanging curtains, tapestries, shower curtains that are not flame retardant, and decorative objects from the ceiling or walls is prohibited. Only 20% of the wall space can be covered. All posters and pictures should be hung two feet from the ceiling. Students are not permitted to paint walls in the suites. Charges will be assessed if the decorations cause damage to the walls, doors, windows, or furnishings.

Living at Campus View

Room Assignments
The management of Campus View Student Housing reserves the right to change the occupancy of a room with an adjustment in room costs for all students involved. Any change in room rates occurring because of a change in the status of a student’s room becomes effective on the date that the change occurs.

The Office of Residence Life reserves the right to change suite/room assignments, to assign roommates, to consolidate vacancies, and to change occupancies as it deems to be necessary without consent of the occupants. Campus View Student Housing reserves the right to assign new occupants to fill vacancies and to move students to fully utilize its residence facilities. All room assignments are made by the Office of Residence Life.

The Residence Life Program at Fulton-Montgomery Community College is committed to a policy of non-discrimination in all its operations and facilities. Assignments to Campus View Student Housing are not based upon race, creed, color, national origin, or sexual orientation. If a student requires special housing accommodations, he/she must have documentation on file with the Office of Accessibility Services. To contact this office to inquire about special accommodations, please call (518) 736-FMCC, Ext. 8145 or stop in to the Student Development Center, located on campus.

Campus View regulations require that men be housed with men and women be housed with women. The Office of Residence Life separates male and female applications for the purpose of room and roommate assignments.

Holding of Room Assignments
Room reservations will not be held longer than the first day of classes. Students who do not check into their assigned room on time will forfeit their deposits, their room assignments, and roommate assignments. Students who anticipate or experience a problem with their arrival should contact the Office of Residence Life in writing or by calling (518) 762-7136.

Tripling of Rooms
CVSH reserves the rights to triple rooms. Rooms are tripled on a random basis. Every effort will be made to de-triple students as soon as a bed in a double room becomes available. Students who are still tripled at midterm will receive a $300 credit to their tuition and fees statements. When instructed to move to an open double space, students will be required to follow the directive of the college official. Failure to comply will result in removal from housing and all fees will remain the responsibility of the student.

Check-In
Students will receive information regarding checking into Campus View Student Housing in their assignment letter. Following the directions for checking into Campus View will avoid delays and confusion on your scheduled check-in day.

No provisions can be made for students who wish to arrive early. Students with transportation problems should plan to take commercial transportation to the College and have their belongings shipped to their campus address or have their belongings brought at a time convenient for their families. The Residence Life staff will be on hand to facilitate the move in process.
Room Change Policy

Please note, no room changes can be made once assignments have been mailed out, or during the first two weeks once school has started. All changes after the opening of school must be approved by the Director of Residence Life. A student’s room assignment will not be changed without serious cause. When a room change is necessary, the following guidelines must be followed by each student involved:

Any room or roommate change must have the approval of the Director of Residence Life. After the second week of classes, approval will be given, based on space availability, for a student to move. Decisions will be made on a case-by-case basis. Priority for room changes will be made by the Director of Residence Life. No student may initiate a room change during the first two weeks of the semester.

The Office of Residence Life reserves the right to fill all vacancies that occur throughout the academic year in accordance with the current waiting list and room change procedures. The remaining student(s) must accept the roommate assigned by the Office of Residence Life. All room changes must be approved and arranged prior to the actual physical move; only then may the actual physical move occur.

Checkout/Withdrawal/Dismissal

A student who vacates his/her room before the expiration of a semester will be fully liable for the full semester charge for campus housing. In other words, if a student “breaks” his/her Student Housing Contract and vacates the suite any time after signing the Student Housing Contract, the student shall be responsible in full for the fees due for the current semester. For example, if a student breaks his/her Student Housing Contract during October, the student shall be responsible for all fees due through the end of the fall semester. If a student breaks his/her Student Housing Contract in February, the student shall also be responsible for all fees due through the end of the spring semester. There shall be no other refunds to students – no exceptions. The student’s security deposit shall be applied to any outstanding charges.

At the end of the semester residents must vacate their assigned room within 24-hours after their last scheduled final examination or upon graduation. Campus View students who withdraw from the College must check-out of the residence halls immediately with the Director of Residence Life. Students failing to follow proper check-out procedures will result in a loss of their security deposits.

Dismissal or any other separation from FM will automatically revoke a student’s residency on-campus room (but not such student’s obligation to pay all rent due as described above). A resident who is dismissed, or otherwise separates from school must vacate their assigned room immediately, unless determined otherwise by the Director of Residence Life and/or the Vice President for Student Affairs.

Damages to Suites

Each resident is responsible for maintaining his/her suite. At move-in, a room condition report is completed for each room, for each student. When a student moves out of a room, a member of the Residence Life staff will inspect the room for damages. A final damage check is conducted by the Director of Residence Life in each suite and room. Resident rooms must be in the same condition upon departure as they were upon arrival.

Damages to the room that are beyond normal wear and tear will be billed to the student(s) assigned to the room. If student responsibility cannot be established, all occupants of the room will be charged equally. The amount billed will be the total cost of the repair divided by the number of residents of the room. Also, excessive cleaning required due to abuse of facilities or trash left in the room will also be charged to the residents. It is the responsibility of all students to keep their rooms clean and neat, and to maintain a basic standard of health and safety. Health and Safety checks will occur on a weekly basis by the Office of Residence Life and Campus View Public Safety.

Common Area Damage

All residents of a building are responsible for the condition of the common areas. Common areas include, but are not limited to, hallways, lounges, laundry rooms, stairwells, and entryways. Damages or stolen university property from these areas, for which a responsible individual is not identified, will lead to the floor or building being billed for the repairs, replacement, or cleaning. If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) could be closed.
Vandalism

Destruction or removal of property other than your own will be subject to disciplinary action.

Common Area Usage

Lounges, lobbies, hallways, bathrooms, and other public spaces in residence halls are areas held "in common" among the residents. They are not open to the general public. Residents may not remove furniture from any common area. Residents may not move beds into common areas.

Contact the Residence Life Services Center and follow guidelines in place for a given community to reserve common areas. It is expected that the area be returned to its original state after use. The sponsoring residents are responsible for any damage and clean up after an event. Quiet hours must be adhered to in residence hall common areas. Behavior in common areas should conform to the standards of the community as a whole. Loud, offensive, or lewd behavior is not acceptable. Residents should exercise good judgment and demonstrate consideration of others when using common areas.

Building Closings

At the end of each semester, students **MUST** vacate their rooms no later than 24 hours after their last exam. Students must follow official check-out procedures, including removal of all personal items from their suites and placing all items on the floor on their beds. If you are planning on switching rooms for the next semester or if you are not returning to Campus View, you will be required to remove all of your belongings prior to the building closing. Students who do not check out properly will automatically forfeit their security deposits. Students will not have access to their rooms, campus mailboxes, or Campus View facilities during breaks. Any personal items left in the suites will be discarded by Campus View staff.

Campus View Student Housing officially closes for maintenance, cleaning, and renovation for the summer immediately after classes and final examinations end. Students are required to move out 24 hours after their last examination. No exceptions will be made.

If a student desires to stay the two summer terms, a separate agreement must be initiated and completed prior to staying at Campus View.

**STUDENTS REQUESTING TO BE RELEASED FROM THEIR CAMPUS VIEW CONTRACT MUST DO SO IN WRITING.**

Room Rates

The cost for a standard double room is determined during the spring semester for the following academic year. New and returning students will be notified of the new rates for CVSH for the coming year. Students are housed on an academic year basis. Each student is required to pay a $300.00 Reservation Deposit ($50.00 of which is a non-refundable application fee and $250.00 which is refundable and serves as a security deposit). All bills are due and payable consistent with the college’s due dates for tuition and fees billing. If a student is eligible for financial aid programs, all documentation must be in place prior to the due date for college costs.

Refunds

After a student is registered and has occupied a room, any refund will be based upon the following listed circumstances:

1. **Academic and Disciplinary Dismissals** - A student who is dismissed for academic or disciplinary reasons prior to the end of the academic term, shall be liable for all tuition, and fees for that term, as well as all housing charges through the end of the semester in which they are dismissed.

2. **Voluntary Withdrawal from College** - Students voluntarily withdrawing from the college are liable for all housing charges through the end of the semester in which they withdraw.
Personal Security/Safety Information

The Office of Public Safety provides the residents of CVSH with a safe and secure living and learning environment.

Security Tips for Personal Property:

Students are strongly advised to have all their personal property protected against theft, damage, and other loss by appropriate individual or family coverage. Campus View Student Housing is not responsible for theft or damage of personal belongings. It is up to each student to make arrangements for insuring these goods. Generally, a family homeowner’s or renter’s policy may provide coverage for student belongings. It is wise to keep a record of the serial numbers on personal property. Residents are also encouraged to purchase some type of locking safe or box to place their valuable possession in during times when students are not in their rooms. This will help in protecting items from theft and/or damage. During holidays and vacations, students should plan to take valuables home.

Certain precautions should be used concerning the security of personal property. To insure your property in your residence hall room, you may contact National Student Services Inc., at 1-800-654-6814, or on the web at www.nssi.com. They supply low cost insurance to students for their personal property in the Residence Halls.

Avoiding Theft

Keep money and valuables in a secure place. Students should not keep excess amounts of cash in their rooms.

Keep room doors locked whenever the room is unoccupied or when occupants are sleeping.

If keys are lost or stolen, notify Residence Life or Public Safety immediately so that a lock change can be done. Though there is a charge for a lock change and new keys, residents’ personal safety is more important.

First Floor Residents should make sure their windows are locked and secure when they are not in the room.

It is recommended that students purchase a small safe to keep valuables protected.

Personal Safety Tips

When leaving the apartments suites at night, residents should let roommates know the time they are expected to return.

It is never advisable to hitchhike, regardless of the time of day.

Avoid walking alone at night. If residents must walk alone they should stay in well-lit areas and walkways.

Any resident who is a victim of a crime incident should notify Residence Life Staff and Public Safety personnel immediately.

Fire Safety Standards

There will be fire drills throughout the semester. It is mandatory that all residents present take part in these fire drills as we want to be prepared for a real event if the event ever occurs.

Residents will be charged $150 if a fire alarm is activated and it is determined the alarm was caused by student negligence.

A. Evacuation

1. Know the location of all your fire exits, and fire pull stations. Have more than one plan in the event your first plan cannot be followed through with.

2. When exiting your rooms feel the door with the back of your hand to make sure there is no fire or heat that may hurt you if you open the door.
3. Once you have exited the building, you may not reenter the building until you have been cleared to go back in by Public Safety or the Fire Department.

**Failure to evacuate any building when the fire alarm has sounded is against the law, and also is a violation of the Campus View Student Housing Handbook and the Student Code of Conduct. Stern judicial action will follow.**

B. Fire Extinguishers are located on every floor for resident’s use if needed.

1. Don’t take chances with fire. Even a small fire can become out of hand in just moments. If a fire should occur, activate the nearest manual fire alarm pull station. Once the fire alarm has been activated, evacuate the building immediately.

2. Information sessions will be held for each building on fire safety. If you do not understand how to use a fire extinguisher, please come to the Public Safety office located in the Administration Building and any Public Safety Officer can teach you how to properly use the fire extinguishers.

C. Prohibited at Campus View Student Housing

1. Candles, Incense, Curtains, hot plates, toasters, deep fryers, etc.

2. Any product emitting flame or open element products.

3. Smoking indoors

D. False alarms

1. Falsely reporting a fire is prohibited and is a crime. Tampering with fire protection equipment or fire alarm device is strictly prohibited (i.e. pull stations, smoke detectors, heat detectors, etc.) and you will be dismissed from the college. As stated above, residents will be charged $150 if a fire alarm is activated and it is determined the alarm was caused by student negligence.

E. All residential housing buildings are equipped with a centralized fire detection and reporting system and sprinkler systems.

**Hazardous Materials**

Cleaning and maintenance supplies are present at Campus View. As required by law, CVSH complies with all MSDS requirement from OSHA. Material Safety Data Sheets (MSDS) Binders will be located on every floor and on hand at the Public Safety Office, Maintenance Office, the Residence Life office, and maintenance closets. These are reference guides that are readily available to all residents and staff members at any given time.

**Prohibited Items**

The following actions and items are prohibited at CVSH:

- Offensive or disorderly acts which interfere with the rights of any person.

- Consumption and/or possession of alcoholic beverages in Campus View Student Housing

- Consumption and/or possession of illegal drugs and the possession or use of drug paraphernalia.

- Gambling.

- Solicitation and sales by residents or others is strictly forbidden in the residential buildings

- Fireworks, firearms, weapons, air pistols, BB guns, or paintball guns.

- Explosive and dangerous chemicals.

- The use of electrical devices which produce heat, such as toasters, space heaters, deep fryers, and any cooking devices in residence hall rooms. **Students in possession of prohibited electrical devices will have them confiscated and returned after check-out.**
- Waterbeds, fuel driven engines/motors, and weight lifting equipment.
- Air conditioning equipment.
- Animals and pets are not allowed.
- Students are reminded that any item dropped or thrown from a window is a potential hazard. Such activity is strictly prohibited and violators will be charged as appropriate.
- Furniture must be left in rooms to which it has been allocated. Furniture is not to be disassembled nor are mattresses to be removed from bed frames.
- Floor-standing speakers and DJ equipment are prohibited.
- Halogen lights are prohibited in student rooms.
- Tampering with the outside security screens, propping doors and letting others use your assigned keys or key fobs.
- Playing of sports in hallways at any time.
- Smoking or any signs of smoking inside the residence halls. This will result in dismissal from housing and the College.

Safety violations are serious. Please refer to the Disciplinary Appeal Procedure for more detail on violations in this area.
### Items NOT allowed at Campus View Student Housing

<table>
<thead>
<tr>
<th>Amplifiers</th>
<th>Hot Pots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioners</td>
<td>Incense</td>
</tr>
<tr>
<td>B-B Guns/Pellet Guns/Paintball Guns</td>
<td>Kerosene</td>
</tr>
<tr>
<td>Candles (with or without wicks)</td>
<td>Knives (other than kitchen knives)</td>
</tr>
<tr>
<td>Cardboard drawer units</td>
<td>Lamps (Kerosene and oil)</td>
</tr>
<tr>
<td>Ceiling Fans</td>
<td>Lofts</td>
</tr>
<tr>
<td>Coffee Makers (without automatic shut-off)</td>
<td>Mattress from home</td>
</tr>
<tr>
<td>Curtains</td>
<td>Multi-outlet adapters</td>
</tr>
<tr>
<td>Deep Fryer Equipment</td>
<td>Musical Instruments requiring amplification</td>
</tr>
<tr>
<td>Drum Sets</td>
<td>Paint</td>
</tr>
<tr>
<td>Electric Blankets</td>
<td>Paint thinner</td>
</tr>
<tr>
<td>Electric Guitars</td>
<td>Paneling</td>
</tr>
<tr>
<td>Electrical Appliances</td>
<td>Personal Microwave Ovens</td>
</tr>
<tr>
<td>Extension Cords</td>
<td>Pets (any type)</td>
</tr>
<tr>
<td>Firearms</td>
<td>Propane/Lighter Fluid/Propane Cooking Device</td>
</tr>
<tr>
<td>Fireworks</td>
<td>Rice Cooker</td>
</tr>
<tr>
<td>Fishnets (any ceiling decorations)</td>
<td>Shower Curtains</td>
</tr>
<tr>
<td>Full size sofa/couches</td>
<td>Table model ovens/ranges</td>
</tr>
<tr>
<td>Gasoline</td>
<td>Tea Kettles</td>
</tr>
<tr>
<td>Gasoline Powered Equipment</td>
<td>Toasters</td>
</tr>
<tr>
<td>Halogen desk lamps with tubular bulbs</td>
<td>Vacuum cleaners (upright or canisters)</td>
</tr>
<tr>
<td>Halogen pole lamps</td>
<td>Vaporizers</td>
</tr>
<tr>
<td>Heating elements (immersion type)</td>
<td>Waterbeds</td>
</tr>
<tr>
<td>Heating units (space heaters)</td>
<td>Weapons of any kind</td>
</tr>
<tr>
<td>Hookah’s</td>
<td>Weight Lifting Equipment</td>
</tr>
<tr>
<td>Hot plates</td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE BE ADVISED THAT THE ABOVE LIST IS UNDER CONTINUOUS REVIEW AND IS SUBJECT TO CHANGE AT ANY TIME**

The Vice President for Student Affairs has the authority, as written in the Student Code of Conduct, to dismiss a student from Campus View Student Housing and FM. For reasons of health, safety, security or conduct, the College reserves the right to remove a student from Campus View Student Housing. Students may be restricted from either residing or entering residence buildings for violations of the rules stated in the Housing Policy and Guide and/or the “Code of Student Conduct and Behavior”, located in The Source Student Handbook. A listing of students who are not permitted to be on the grounds or inside any buildings at Campus View will be maintained in the Public Safety Office.

Residential students are expected to adhere to community standards. All residents are expected to know and follow this housing handbook, their Student Housing Contract, and the Student Code of Conduct, found in The Source Student Handbook, and accept the consequences of their actions.
Points System

In some instances of misconduct, the Director of Residence Life will take appropriate disciplinary action. In some instances, the level of discipline will fall to the Vice President for Student Affairs to take appropriate disciplinary action.

Under the point system, a student found responsible for violating College policies and procedures is assigned points according to the table below. Students who fail to complete their sanction(s) in a timely manner will be assigned additional points.

Points and/or other sanctions are assigned at the discretion of the Director of Residence Life for on-campus and the Vice President of Student Affairs for all students. Points are cumulative. For example, a student found responsible for possessing an open container of alcohol is assigned 1-2 points. Similarly, a student assigned 1 point in September for an open container and, in October, is found responsible for propping a residence hall door, is assigned 4 additional points. This student’s points total is now 5 points.

If through one incident or a series of incidents, a student accumulates 4 points, the student’s parents may be notified of the infraction(s). If a student accumulates 6 points, the student will be placed on a status of disciplinary probation. Students on probation are not eligible to serve as resident assistants (RAs). If a student accumulates 10 or more points, the student will be separated from the College for a period of time to be determined by the Vice President for Student Affairs.

The Chart below shows examples of violations and the associated point values. Points are assigned within a given range based upon the circumstances of the specific incident. This list is not inclusive of all possible violations.
<table>
<thead>
<tr>
<th>Violation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disorderly conduct/disturbing the peace</td>
<td>2-4</td>
</tr>
<tr>
<td>Violation of study/quiet hours.</td>
<td>2-4</td>
</tr>
<tr>
<td>Violation of guest policy.</td>
<td>4</td>
</tr>
<tr>
<td>Appropriation of common or public furniture in the suites.</td>
<td>2</td>
</tr>
<tr>
<td>Littering in the public area or on campus grounds.</td>
<td>2</td>
</tr>
<tr>
<td>Unauthorized or unapproved room change.</td>
<td>2</td>
</tr>
<tr>
<td>Engaging in indoor residence hall sports</td>
<td>1-2</td>
</tr>
<tr>
<td>Smoking in non-designated smoking areas outside the residence halls</td>
<td>3</td>
</tr>
<tr>
<td>Propping open of main residence hall doors.</td>
<td>4</td>
</tr>
<tr>
<td>Screen Removal</td>
<td>4</td>
</tr>
<tr>
<td>Skateboarding, scooting, or skating in and around the residence halls</td>
<td>2</td>
</tr>
<tr>
<td>Parking violations.</td>
<td>1-2</td>
</tr>
<tr>
<td>Throwing snowballs in and around the residence halls</td>
<td>2-4</td>
</tr>
<tr>
<td>Engaging in sports activities in unauthorized areas.</td>
<td>1-2</td>
</tr>
<tr>
<td>Health and safety violations including but not limited to the use of any</td>
<td>3-5</td>
</tr>
<tr>
<td>heating elements such as hotplates, heating units, candles, incense or</td>
<td></td>
</tr>
<tr>
<td>potpourri, air conditioners, halogen lamps, multiple light lamps with</td>
<td></td>
</tr>
<tr>
<td>plastic bulb covers, unclean room or suite that can cause health issues.</td>
<td></td>
</tr>
<tr>
<td>Possession of any pet.</td>
<td>2</td>
</tr>
<tr>
<td>Non-attendance of classes.</td>
<td>1-4</td>
</tr>
<tr>
<td>Illegal drug paraphernalia in suite found in suites (Automatic dismissal</td>
<td>10</td>
</tr>
<tr>
<td>from the college and housing)</td>
<td></td>
</tr>
<tr>
<td>Violation of the terms of any disciplinary sanction imposed in accordance</td>
<td>4-10</td>
</tr>
<tr>
<td>with this code.</td>
<td></td>
</tr>
<tr>
<td>Failure to comply with the directions of residence life staff acting in</td>
<td>4-10</td>
</tr>
<tr>
<td>the performance of their duties and/or harassment of any residence life</td>
<td></td>
</tr>
<tr>
<td>personnel.</td>
<td></td>
</tr>
<tr>
<td>Smoking inside the residence halls (Automatic dismissal from the college</td>
<td>10</td>
</tr>
<tr>
<td>and housing)</td>
<td></td>
</tr>
<tr>
<td>Any illegal drug odors permeating from the suites or other evidence of</td>
<td>10</td>
</tr>
<tr>
<td>smoking indoors (Automatic dismissal from the college and housing)</td>
<td></td>
</tr>
<tr>
<td>Use or possession of fireworks.</td>
<td>4</td>
</tr>
<tr>
<td>Indecent conduct including but not limited to profanity, lewd or obscene</td>
<td>3-6</td>
</tr>
<tr>
<td>expressions, racial or ethnic slurs, disrespectful behavior or statements</td>
<td></td>
</tr>
<tr>
<td>toward college personnel or students.</td>
<td></td>
</tr>
<tr>
<td>Verbal harassment defined as abusive or threatening language or behavior</td>
<td>3-6</td>
</tr>
<tr>
<td>that intentionally or recklessly abuses, ridicules, or puts down a person</td>
<td></td>
</tr>
<tr>
<td>and adversely affects his or her living, working, or learning environment.</td>
<td></td>
</tr>
<tr>
<td>Physical Harassment. Any action or situation producing physical</td>
<td>6-10</td>
</tr>
<tr>
<td>discomfort of any individual or group, or placing the individual or group</td>
<td></td>
</tr>
<tr>
<td>in danger of physical injury including but not limited to punching,</td>
<td></td>
</tr>
<tr>
<td>kicking, scratching, biting, pushing, slapping, etc., or the threat</td>
<td></td>
</tr>
<tr>
<td>thereof. Students are expected to handle conflict appropriately. In the</td>
<td></td>
</tr>
<tr>
<td>event of physical threat, students should pursue every means possible to</td>
<td></td>
</tr>
<tr>
<td>avoid physical retaliation.</td>
<td></td>
</tr>
<tr>
<td>Unauthorized entry, presence in, or use of residential hall premises,</td>
<td>6-10</td>
</tr>
<tr>
<td>facilities or property.</td>
<td></td>
</tr>
<tr>
<td>Recklessness causing of physical harm to any person (including oneself),</td>
<td>4-10</td>
</tr>
<tr>
<td>or intentional or reckless causing of reasonable apprehension of such</td>
<td></td>
</tr>
<tr>
<td>harm.</td>
<td></td>
</tr>
<tr>
<td>Intentional or reckless misuse or damage of fire safety equipment.</td>
<td>10</td>
</tr>
<tr>
<td>Intentionally ignoring a fire drill.</td>
<td>8-10</td>
</tr>
<tr>
<td>Use, possession, manufacture or storage of any weapon.</td>
<td>10</td>
</tr>
<tr>
<td>Making disparaging statements related to race, gender, ethnicity, sexual</td>
<td>5</td>
</tr>
<tr>
<td>orientation, religious preference, age, or people with disabilities.</td>
<td></td>
</tr>
<tr>
<td>Any comment designed to incite violence.</td>
<td>4-6</td>
</tr>
<tr>
<td>Theft or possession of stolen property.</td>
<td>10</td>
</tr>
<tr>
<td>Destruction or defacing of property.</td>
<td>4</td>
</tr>
<tr>
<td>Intentional or reckless interference with the freedom of expression to</td>
<td>2-4</td>
</tr>
<tr>
<td>others.</td>
<td></td>
</tr>
<tr>
<td>Dishonesty, such as known falsification of official records or giving</td>
<td>8-10</td>
</tr>
<tr>
<td>false information.</td>
<td></td>
</tr>
<tr>
<td>Forgery, unauthorized alteration, or unauthorized use of any document or</td>
<td>8-10</td>
</tr>
<tr>
<td>instrument of identification.</td>
<td></td>
</tr>
</tbody>
</table>
Once a resident has accumulated 10 points, the student will be dismissed from the college and CVSH. A student may accumulate 10 points during a single incident based on multiple circumstances.

Students who violate the College’s Drug and Alcohol Policy must attend an educational session.

**Disciplinary Appeals Process**

In the event that disciplinary dismissal occurs, students have the right to appeal the disciplinary dismissal decision. Please refer to The Student Handbook for details on the appeals process.

The purpose of this procedure is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing weapons, drugs, alcohol or other contraband onto college property or to college related activities, and to achieve these objectives consistent with law.

<table>
<thead>
<tr>
<th>Action</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tampering with campus mail.</td>
<td>8-10</td>
</tr>
<tr>
<td>Refusing to show or surrender a College ID card upon request of Residence Life Staff or employees acting in the performance of their duties.</td>
<td>3-5</td>
</tr>
<tr>
<td>Possession, consumption, or distribution of any alcoholic beverages.</td>
<td>4-6</td>
</tr>
<tr>
<td>Public intoxication/inebriation on the residence hall property or on the College campus.</td>
<td>4-6</td>
</tr>
<tr>
<td>Disruption of teaching, or other activities taking place at Campus View Student Housing</td>
<td>3-6</td>
</tr>
<tr>
<td>Possession, manufacture, distribution, or use of any non-prescribed drug and/or drug paraphernalia, including being under the effects of a non-prescribed drug within the residence halls.</td>
<td>8-10</td>
</tr>
<tr>
<td>Engaging in acts or deeds violating existing federal, state, county or local laws or ordinances.</td>
<td>10</td>
</tr>
<tr>
<td>Repeated violation of campus alcohol and drug policy; sponsoring any party involving alcohol or drugs, serving or selling alcoholic beverages to others on the property, and promoting at-risk drinking behaviors.</td>
<td>4-10</td>
</tr>
<tr>
<td>Intentional or reckless initiation of any false report, including the activation of fire alarms for non-emergencies, warning or threat of fire, explosion, or emergency.</td>
<td>4-10</td>
</tr>
</tbody>
</table>
Legal Issues

Search and Seizure

While students are entitled to the guarantees of the United States Constitution’s Fourth Amendment, they still are subject to reasonable searches and seizures. College Officials (Police and Security) are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of college rule or policy or law.

All FM-related property always remains under the control of the Department of Public Safety Officials and College Administration and is subject to search at any time. College-related property includes but is not limited to living residence, i.e. dressers, bedrooms, computers, lockers, cabinets, desks, bookcases, personal vehicles and items controlled or directed by college officials in the support of educational-related housing, programs and or activities.

In the initiation and conduct of any search, a college administrator will remain in charge at all times. A college administrator initially will seek voluntary consent to the search. In general, Public Safety Law Enforcement may be authorized to conduct a search on behalf of the college and may facilitate a college wide search under the continuing control and direction of a college administrator, i.e. Director and Chief of Public Safety or his/her designee. A canine also may be utilized under proper circumstances to facilitate a search. Law enforcement officials may, under circumstances authorized by law, conduct their own independent searches (e.g., upon belief that a crime is being committed in their presence or in exigent circumstances).

A. Reasonable Suspicion

The college administrator or Public Safety Official performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law or college rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of college personnel, information from a reliable informant, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol or marijuana, unusual behavior, or the student’s history and college record. A mere “hunch” or guess is not a sufficient basis to undertake a search.

B. Individualized Suspicion

C. In order for a search to be reasonable, it ordinarily must be based on not only reasonable suspicion but also on individualized suspicion of wrongdoing. This requirement does not mean that the suspicion must always be confined to only one person at a time. There may be special situations in which a group of students is so specific and small that each of the individuals in the entire group may be searched consistent with the individualized suspicion requirement.

A student may be searched if there is individualized reasonable suspicion that the search will turn up evidence that the student has violated either the law, college board policy or a rule of the college. A particular student’s effects (e.g. purse, book bag or personal electronic device) are also subject to being searched by college officials and are subject to the same rule. As a search of a student becomes more intrusive, an increasingly higher degree of individualized suspicion must exist. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A search should be conducted in private, to the extent practicable. In all circumstances in which the search of a student appears necessary, college officials should inform the student of the action to be taken and the reason(s) for the search. College officials should initially request voluntary consent for the search.

D. Vehicles

Students are permitted to park on college premises as a matter of privilege, not of right. Any person who operates a vehicle on college property or in connection with any college-related activity impliedly authorizes college authorities to conduct a search of the vehicle and its contents without notice, without further consent, and without a search warrant. The department of Public Safety may conduct routine periodic patrols of parking lots and inspections of the exteriors of student vehicles on college property or in connection with any college-related activity without cause, without notice,
without consent, and without a search warrant. The interiors of vehicles may be inspected whenever there is
dividualized reasonable suspicion to believe that illegal or unauthorized materials are contained inside, without notice,
without student consent, and without a search warrant.

E. Seizure of Illegal Item

If a search conducted pursuant to this procedure yields or reveals an illegal contraband item, then the item will be
promptly tagged, bagged, and documented (e.g., photographed, receipted) and turned into the DPS evidence locker until
the materials are no longer required or needed. Any contraband should be safeguarded and kept separate from any other
items in such a way as to preserve its clear identity to the related incident and or criminal case.

Search by Consent/Inspections/ Repairs

Campus View Student Housing reserves the right to enter and inspect student rooms for the purpose of health and safety, to
perform maintenance repairs, and in emergency situations. Weekly room inspections will take place by Residence Life Staff
and Public Safety.

Additionally, the Fulmont College Association complies with New York State law which allows police and law enforcement
officials with proper warrants to enter and search a student room.

Search Incidental to Arrest

Campus View Public Safety may contact the Fulton County Sheriff’s office to initiate a search incidental to arrest by warrant
or for a crime committed in their presence.

Search by Warrant

Campus View Public Safety may contact the Fulton County Sheriff’s Department to initiate a search when issuing a search
warrant by a court. This search can be conducted in the presence or absence of the occupant.

Service of Warrants or Other Papers

Whenever outside law enforcement agencies, process servers or other legally authorized individuals are required to serve
official papers or enforce arrest or search warrants, the college will attempt to cooperate in order to minimize interference
with campus activities and to protect all persons. In the case of students, the Residential Life Staff will assist in locating the
students and will attempt to protect the rights of the students. This policy is not binding on external law enforcement
agencies.

Inspection vs. Search

Part of the responsibility of Campus View staff is to provide the management and supervision for student health and safety,
as well as, protection of property. To this end, public and private areas of residence buildings are inspected. Whenever
possible, inspection of a student’s room is accomplished with a student present. However, weekly room inspections will
take place. Health and safety inspections will occur during the closing of the residential apartments for breaks or vacations
and do not require the presence of the occupants of the room.

Throughout the course of the semester, on a regular basis, Public Safety will perform a safety inspection in each suite and
each room in each suite. Items that will be checked include smoke and heat detectors and outlets. Periodic safety checks
will cut down on the number of false alarms. These checks are intended to provide greater safety and security for our
residents.

Confiscated Items

Prohibited items that are found in the suites are subject to confiscation by Residence Life staff during health and safety
inspections, room visits or when violations of the housing policy warrant entry into a student room. These items may be
confiscated by the fire department if the item is deemed to have caused fire alarm activation. All confiscated items will be
turned over to the Department of Public Safety and will remain in their possession until the end of the semester. At that
time, items may be picked up by students upon departure. Any items not claimed at the end of the semester will be disposed
of at the conclusion of the semester.