



CAMPUS VIEW STUDENT HOUSING
A HOME FOR YOUR FUTURE

Campus View Student Housing Department of Residence Life



**2017-2018
Student Handbook**

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Welcome to Campus View Student Housing!

The Residence Life Staff of Campus View Student Housing (CVSH) at Fulton-Montgomery Community College extends a warm welcome to you! We are glad you've chosen to live on campus with us and each of us are here to provide help and support throughout your time at FM. Please don't hesitate to seek us out for assistance with any questions or concerns you may have during your time here.

This handbook contains important resource information as well as the rules, regulations, policies, and procedures for living successfully at Campus View. You are responsible for familiarizing yourself with all the information contained in this handbook. Resident Assistants will also schedule meetings with all students residing on their floors to further explain the contents of this handbook.

Becoming a residential student at Campus View provides an opportunity for you to take responsibility for your learning outside the classroom environment. You will meet students from various cultures with 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 one of the things that makes FM a very special place.

We wish you a happy, healthy, and productive 2017-18 academic year.

-Campus View Student Housing Residence Life Team-

Campus View Student Housing Overview

Campus View Student Housing is made up of three residence halls. **Fulton Hall** and **Montgomery Hall** each contain 18 suites, housing 72 students per building. **Raiders Hall** contains 36 suites that house 144 students. The **Residence Life Services Center (RLSC)** has offices for the Director of Residence Life, the Associate Director of Residence Life, the CVSH Maintenance Supervisor, a laundry facility, a WEPA Print Center and the Central Residence Life Office. In Raiders Hall there is an office for the Resident Director (RW 101) and an office for Public Safety (Raiders Lobby), another laundry facility, the Campus View Mailroom, and common area lounges where many programs are held. Full-time professional staff are available during day time hours in the Central Residence Life Office located in the RLSC. RA's are available during evening hours in the Central Residence Life Office and there is one RA that resides on each floor in each residence hall.

Residence Life Staff

Director of Residence Life – ext. 8822

The Director of Residence Life is responsible for developing and leading the implementation of the vision for the Residence Life department. The Director supervises the professional staff members and provides leadership for the department as a whole. The Director works collaboratively with all staff members to identify and meet the needs of the residential student population. The Director is the primary decision maker for the department, serves on a number of committees at the college, and represents the department to other constituents within and outside of the campus.

Associate Director of Residence Life - ext. 8820

The Associate Director is a senior staff member within the department who assists the Director in providing leadership for professional and student staff and with making important decisions that impact the direction of the department. The Associate Director serves as the primary supervisor for all student staff members and oversees several of the operational functions of the department. The Associate Director also works collaboratively with staff in the International Student Services office to ensure that International Students have a positive and engaging residential experience.

Resident Director - ext. 8823

The Resident Director (RD) works collaboratively with the Associate Director to provide leadership for the RA team. The RD also works diligently to help establish positive, engaging and inclusive communities in all residence halls through oversight of programming and responsiveness to student needs and concerns. The RD also promotes student involvement with the department by serving as the advisor for the Residence Life Club. The RD typically works during afternoon and evening hours overseeing programs and activities and assisting students.

Clerical Assistant – ext. 8821

The Clerical Assistant supports the daily operations of the Department of Residence Life by serving as the primary point of contact for students and others across campus. The Clerical Assistant provides support to all professional team members by answering telephones, scheduling appointments, filing, and performing other clerical duties as needed.

Resident Assistants – ext. 8821 OR (518) 774-4734

Resident Assistants (RA's) are student leaders who serve their fellow students as a mentor, role model, and friend. RA's work to keep the residential environment safe by educating students about and enforcing CVSH policies. RA's also help to get their fellow students engaged with campus life by offering fun, exciting, and educational programs. RA's also serve as the link between the professional staff and the students often bringing concerns or issues to light that may not otherwise be disclosed to professional staff. RA's are essential to the successful functioning of any Res Life department!

Office Assistants – ext. 8821

Office Assistants work in the Central Residence Life Office and serve as a primary point of contact for all students and others calling or coming into the office. They assist students by answering questions, taking care of lockouts, and directing them to the resources they may be seeking. Office Assistants provide support to the professional Res Life staff through the performance of minor clerical duties as needed.

Mail Room Assistants

Mail Room Assistants work in the Mail Room located in Raiders Hall. They take care of the proper distribution of all mail into student mailboxes as well as the logging and distribution of packages. Mail Room Assistants also work to refer students to other Res Life staff members for resolution of problems/concerns as necessary.

Desk Attendants

Desk Attendants work at the entry to each residence hall on Thursday-Sunday nights. The desk attendants are there to ensure that all who enter the residence halls are residential students or guests of residential students who are properly signed in.

Facilities/Maintenance Staff

The Facilities staff members are here to address any maintenance issues that arise within your suite. Staff members work throughout the week and on weekends to maintain the cleanliness of the common areas at CVSH. If you are in need of maintenance within your suite please report the issue to a staff member in the Central Residence Life Office at 518-736-3622 (x8821) or at ResidenceLife@fmcc.edu. The problem will be communicated to the Facilities staff via our electronic work ticketing system and promptly addressed. If there is a maintenance emergency, please contact a Residence Life staff member immediately. Please follow these procedures for any maintenance needs that may arise in your suite.

Public Safety

Public Safety Officers are often present at CVSH during evening and weekend hours in their satellite office located in the Raiders Hall lobby. 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 OR at (518) 620-1760. These numbers are for non-emergencies. For emergencies, always dial 911.

Emergency Procedures

Residence Life staff should be contacted for serious problems. In the case of an emergency, students should first contact Public Safety and then also the RA on duty. In the event of a serious emergency or if immediate assistance is needed, students should call 911 or access the Emergency Blue Light phones. There are five Emergency Blue Light phones at various locations throughout Campus View Student Housing.

E-mail as Official Form of Communication

E-mail will be used as the official form of communication with all residential students. It is the responsibility of all students to check their student email account on a regular basis in order to ensure awareness of all communications sent.

Building Entry, Room Keys, & ID Cards

Campus View policy requires that you carry your room key 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 that entrance doors are properly closed.

Residential students are permitted to enter all residential buildings using their student ID cards. This is a privilege that can be rescinded if students are found to be disruptive in any particular residential area. Each student is assigned room keys upon check-in. Students are responsible for carrying their keys and ID at all times. If your keys or student ID are missing, you should inform the Residence Life Staff or Public Safety immediately. Students who lose or do not return their assigned keys when requested to do so by any college official will be charged for the replacement of keys. **KEYS SHOULD NOT BE DUPLICATED OR GIVEN TO ANYONE.** If a student ID is lost a \$50.00 replacement fee will be assessed. Students will obtain a new ID from Residence Life and then take it to Public Safety for printing. If keys are lost, students will be charged \$100 per key and \$50 for missing mailbox keys. A full set of replacement keys and ID will cost \$300. These charges are assessed to cover the cost of purchasing and installing new locks for both the suite and bedroom doors as well as the creation of new keys.

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 weekends. Hours of operation are posted on the website portal and in Union Stations located in the Union Building. In the event that the College is closed for a holiday or weather related emergency, Dining Services will operate on a weekend meal schedule. For more information about meal plans please visit: <https://new.dineoncampus.com/fmcc>

Printing Services

There is a WEPA print services station located in the laundry facility in the RLSC. Students can get the best deals on the cost of printing by purchasing a pre-paid WEPA print card from the Bursar's Office located in the Administration Building.

Student Health Services

FM does not provide health services on campus. Campus View residents are required to have their own health insurance prior to arriving at FM. In the event that a student does not feel well and would like to see a physician, they can go to the Central Res Life Office located in the RLSC to get a Transportation Voucher for a cab ride to a local Urgent Care Center or the emergency room. Vouchers can **ONLY** be used for this purpose.

Internet & Cable Television Services

All Residence Halls are equipped with wireless and wired Internet, as well as basic cable television services. In the event that you experience problems with cable service, please report the problem to **Time Warner Cable** by calling 1-866-339-8225. In the event that you experience a problem with Internet service, please report the problem to the **Internet Helpdesk** at 1-800-379-3729. It is strongly recommended that students connect to the Internet using an Ethernet cable as this will help to alleviate usage of the wireless network and enhance internet speed performance. Use of an Ethernet cable is particularly important for those students who use gaming systems, as these systems put significant strain on the wireless network.

Snack & Beverage Vending Services

Vending machines are conveniently located in each residence halls. Malfunctioning machines should be reported immediately to Dining Services at **1-518-736-3622 x8420**.

Laundry Services

The laundry facilities are located in the RLSC and in Raiders Hall. Hours of service are posted outside the laundry rooms. These laundry facilities can only be used by students residing in Campus View Student Housing. Washers and dryers are owned and operated by Automatic Laundry. The use of washers and dryers requires an Automatic Laundry card. Each new student will receive one Automatic Laundry card free of charge. Lost/damaged cards can be replaced for a fee of \$5.00. New cards are dispensed from the machines located in the laundry facilities. For questions or issues regarding laundry services, please contact **Automatic Laundry** at **-1-617-969-4340** or visit www.automaticlaundry.com.

Mail Services

Each student will be assigned a mailbox located in the Raiders Hall lobby. 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 mailboxes 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 delivered to Campus View must not exceed 50 pounds. Any packages that exceed this weight limit will not be accepted. When you receive a package, a package notification slip will be placed in your mailbox instructing you to pick up your package. Only the person whose name appears on the package notification slip may pick up the package. Proper identification (ex: 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 at the mailroom which is located in the Raiders Hall lobby.

Please be aware that CVSH does not have storage or a receiving facility for student belongings. If you need to send any personal belongings to campus, they should 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). All letters, packages, trunks, etc. must be properly marked with your campus address as indicated above.

Stamps for outgoing mail can be purchased individually in the Student Affairs Office located in the Administration Building. Student can also purchase a book of stamps at the Raider Trader College Store. Outgoing letters, with proper postage, can be placed in the outgoing mail box located adjacent to the student mailboxes in Raiders Hall. Packages with pre-paid return labels or already containing the proper postage can be dropped off at the Central Res Life Office in the RLSC for mailing. Packages for which postage needs to be purchased can be sent out from the Raider Trader College Store.

Disposal of Trash

Students are expected to remove trash from their rooms and dispose of it using the dumpsters located at the back of the parking lot on a regular basis. Buildup of trash inside of student rooms will not be permitted as it can lead to the presence of unwanted bugs and rodents.

Parking

CVSH has its own parking lots. Please contact Public Safety if you have any questions as to where this area is located. 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. 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 that cars can be moved back to Campus View. Cars not in compliance will be ticketed and towed.

Suite Furnishings

Each suite has a living/dining area and a common bathroom which is shared amongst all suite residents. All suites are fully furnished and include a dining table with four chairs (*Fulton & Montgomery halls only*), a futon or loveseat, two club chairs, and a coffee table. Each bedroom is equipped with 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. All furnishings should also remain in the location of their original placement. Students will be billed for any furniture missing from or damaged within their suite.

In **Fulton Hall** and **Montgomery Hall**, a full size refrigerator and microwave are provided.

In **Raiders Hall**, refrigerators and microwaves are not provided. Students are encouraged to bring a mini-refrigerator and a microwave or a microfridge (*combined microwave/refrigerator*).

Campus View Community Policies & Procedures

The following rules and regulations have been put into place to promote student success, safety, and security. Violation of the policies and procedures outlined below may result in disciplinary action.

Expectations of Students

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 suites and within the common living areas of the buildings. In an effort to ensure that this takes place, students can check-out a vacuum cleaner from the Central Res Life Office. Students are responsible for purchasing all other cleaning products necessary to maintain the cleanliness of their suites.

The Residence Life Staff will make regular visits to conduct health and safety inspections of the suites.

Students are also expected to conduct themselves appropriately in common spaces, such as student lounges, Raiders Cove, Union Stations, and all other areas on campus. Furniture is not to be moved from its original configuration. Students who are disrespectful to their peers, Residence Life Staff, Public Safety, Facilities/Maintenance staff or any other faculty or staff member on campus may face disciplinary consequences.

Expectations for Attending Classes

Attending all of your classes is very important to your academic success. If students are reported as “NOT ATTENDING CLASSES”, their status as a student will be reviewed and their eligibility to remain at CVSH may be in jeopardy.

Please be aware that 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 classes, financial aid eligibility may be impacted. By law, any unearned funds must be returned by the college to the appropriate source (Federal Government, State Government, 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 (12 or more credit hours) course load. 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 all academic support services provided by the College. Free academic support is offered in the Learning Center, located in the Evans Library.

Compliance with Directives from Faculty & Staff

Residents and their guests are expected to comply with reasonable requests from any College official as stated in the Student Code of Conduct. Failure to comply and/or the exhibition of inappropriate behavior towards any faculty or staff member may result in the removal of the resident from housing. Violators of this policy will be subject to disciplinary action.

Smoking

All buildings, both on campus and at Campus View, are "smoke free" environments. Smoking indoors creates a fire hazard that endangers the lives of all residents and staff. **Students found responsible for smoking inside a building or suite will immediately be removed from housing, and suspended or expelled from the College.** If there are any signs of smoking in a building or suite, students involved will also be adjudicated and, if found responsible, suspended or expelled. The College and Campus View have a zero tolerance for such behavior. Students who smoke must do so outside of the buildings, only in designated smoking areas.

Campus View Guest/Visitor Policy

Students residing at Campus View have the privilege of hosting both daily visitors and overnight guests. Roommates and suitemates are encouraged to discuss visitation prior to the arrival of any daily visitors and/or overnight guests.

Residents are required to register overnight guests by visiting the Res Life Office and completing the overnight guest registration form between the hours of 8pm-10pm on the day of the visit.

If a guest is not registered 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 overnight. All guests must be 18 years or older and must present photo identification during the guest registration process in order to be approved to stay overnight.

Students are responsible for the behavior of their visitors and guests and may be held accountable if a violation of College policy occurs.

Daily visitors who are not registered to stay overnight must be signed in with the RA on Duty in the Central Res Life Office between the hours of 8pm to 11pm Monday-Wednesday or with a Desk Attendant during the hours of 8pm-11pm Thursday-Sunday daily. Visitors who are not registered as overnight guests must vacate the premises by 11pm nightly.

- Residential students can have overnight guests for no more than 5 nights per month
- Each resident can have 1 overnight guest per visit
- A guest can stay no longer than 2 consecutive nights
- No more than 2 overnight guests per suite are allowed during any 1 visit
- No one under the age of 18 is permitted to stay overnight at Campus View at any time
- Guests who are not officially registered will be directed to leave Campus View. Failure to comply with this directive may result in disciplinary action.

Conflict Resolution

Disagreements and conflicts will occur at times, but it is expected that all residents diffuse or handle those disagreements in a mature, non-threatening, 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 or on campus may result in suspension/expulsion from housing and the college.

Harassment & Assault

It is expected that all students residing at Campus View, as well as all members of the campus community, will treat others in a civil and respectful manner. Any intended action that annoys, threatens, alarms, or harms any other member of the residence hall community will not be tolerated. Any student who harasses or threatens another student will be referred for disciplinary action and may be subject to suspension/expulsion from the residence halls and from the College. If you or someone you know experiences any type of harassment or assault at any time please inform a Residence Life Staff Member or Public Safety Officer as soon as possible. **Please see pages 35-44 of The Source Student Handbook for the full Student Code of Conduct which further addresses this policy and potential violations.**

Use of Drugs & Alcohol

No student or their guest(s), regardless of age, may possess, consume, store, or distribute alcoholic beverages or illegal drugs within the residence halls or on Campus View property. This includes empty alcohol containers. Alcohol paraphernalia (flasks, funnels, etc.) 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 their 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 for any student or their guest(s) 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 educational, 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 consumption of 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 suspension/expulsion from the Residence Halls and may also result in legal action. **Please see pages 35-44 of The Source Student Handbook for the full Student Code of Conduct which further addresses this policy and potential violations.**

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. Examples include humiliating, intimidating, or demeaning treatment; destruction or removal of 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. **Please see pages 35-44 of The Source Student Handbook for the full Student Code of Conduct which further addresses this policy and potential violations.**

Study/Quiet Hours

Campus View Student Housing is committed to creating a residential environment that 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:

Sunday-Thursday 10pm-9am
Friday & Saturday 12am-10am

Excessive noise violations should be reported to the Residence Life Staff and/or Public Safety.

Courtesy Hours

Courtesy hours are in effect 24 hours a day. During courtesy hours, music, voices, and/or other forms of noise should not be disruptive to the community. Residents are expected to comply immediately with 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 acceptable at any time, but is especially inappropriate during student/quiet hours. The right to a quiet living atmosphere takes priority over any social functions or gatherings.

Right to Enter Suites

Residence Life Staff and Public Safety may check suites as frequently as needed to ensure that all suites meet the expectations for Health & Safety. These inspections are to ensure that suites are clean, neat, and that students are in compliance with the Student Code of Conduct found in The Source Student Handbook.

It is expected that students will maintain the cleanliness and safety of the spaces that they occupy. Health & Safety inspections will be conducted regularly in order to ensure that these expectations are being met. **Upon inspection, if a suite does not meet the established standards for cleanliness and/or contains prohibited items, the students residing in this space may face disciplinary action.** Additionally, any violations must be addressed quickly as the

room will be re-inspected. Upon re-inspection, if cleanliness issues have not been effectively attended to, a maintenance staff member will attend to the issues and students will be assessed a fee for cleaning services.

Lockouts

Suite and bedroom doors in Fulton and Montgomery Halls lock automatically upon closure. However, it is highly recommended that students residing in Fulton and Montgomery halls also use the deadbolt locks on their suite doors. Locks on suite and bedroom doors in Raiders Hall do not lock automatically and must be actively engaged. It is highly recommended that students close and lock their bedroom and suite doors when they are not in their room/suite and when they are sleeping. All residents are expected to carry their keys whenever they leave their suite. Residence Life staff is available to assist with lock-outs, however, proper identification must be presented. Students who find themselves locked out of their suites/rooms/buildings will be let in without penalty for the first two weeks of the semester. For every lockout taking place after the first two weeks, the student will be adjudicated for a violation of the Student Code of Conduct for failure to carry keys. 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

Pets or animals are not permitted in the residence halls. This includes goldfish, hamsters, cats, dogs, rabbits, reptiles, etc. Any student in violation of this policy will be responsible for making the proper arrangements for immediate relocation of the pet and will be charged a fine of \$150.00.

Appliances

Cooking appliances are prohibited. Examples include, but are not limited to: gas grills, induction burners, propane ranges, rice cookers, tea kettles and coffee makers without an automatic shut off. Students found to be in possession of prohibited items may be subject to disciplinary action. Note – Keurig’s and other coffee makers that

have an automatic shut-off are permitted. *See page 21 for a list of prohibited items.*

Bicycles/Skateboards/Scooters/Hover Boards

Bicycles, skateboards, scooters, and hover boards are not permitted for use inside the residence hall at any time.

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, screws, thumbtacks, wall anchors, etc. Use 3M Command Strips or other adhesive products that will not cause damage to the walls.

Hanging curtains, tapestries, shower curtains and decorative objects from the ceiling or walls is prohibited.

Only 20% of any wall space can be covered. All posters and pictures should be hung two feet from the ceiling. Students are not permitted to paint walls, put up wall paper or any type of paneling. Charges will be assessed if the decorations cause damage to the walls, doors, ceilings, floors, windows or furnishings.

Student Conduct

Please be advised that the following lists of prohibited actions and items are under continuous review and are subject to change at any time. Safety violations are taken very seriously. For additional information regarding expectations of conduct please also refer to The Student Code of Conduct located in The Source Student Handbook.

Prohibited Actions

The following actions are prohibited at CVSH and will result in disciplinary action being taken:

- Offensive or disorderly acts that interfere with the rights of any person
- Consumption and/or possession of alcohol and/or 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
- The use of electrical devices which produce heat, such as toasters, space heaters, deep fryers, and any cooking devices in residence hall rooms. **Prohibited electrical devices will be confiscated and returned after check-out. Please see page 22 of this handbook for a list of prohibited items.**
- Students are reminded that any item dropped or thrown from a window is a potential hazard. Such activity is strictly prohibited.
- 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.
- Tampering with the outside security screens – if you are found to be doing so you will be billed for reinstallation of the screen
- Propping doors or letting others use your assigned keys or student ID cards.
- Playing of sports in hallways at any time.
- Smoking or any signs of smoking inside the residence halls. ***Being found responsible for such a violation may result in suspension or expulsion from housing and the College.***

Prohibited Items

The following items are prohibited at CVSH and will result in disciplinary action being taken:

- Amplifiers, musical instruments requiring amplification, drum sets
- Air conditioners
- Air Pistols, BB guns, or paintball guns
- Candles (*with or without wicks*)
- Ceiling Fans
- Curtains hung over windows or closet areas
- Electrical Appliances including but not limited to: coffee makers/hot pots/tea kettles (*without an automatic shut-off*), deep fryer equipment, hot plates, rice cookers, table model ovens/ranges, toasters and toaster ovens, electric blankets, etc.
- Explosive and dangerous chemicals
- Extension cords and/or multi-outlet adapters – **surge protectors should be used instead**
- Fireworks
- Fishnets, tapestries, flags, or any other fabric wall/ceiling decorations
- Floor-standing speakers and/or DJ equipment
- Furniture including but not limited to: cardboard drawer units, full size sofas/couches, mattresses from home, etc.
- Gasoline
- Any Gasoline/Propane/Lighter Fluid powered equipment
- Halogen desk or pole lamps with tubular bulbs
- Heating elements (immersion type)
- Heating units (space heaters)
- Hookah's
- Incense
- Kerosene
- Lamps (kerosene and oil)
- Lofts
- Paint and paint thinner
- Paneling and wall paper
- Pets (any type)
- Shower Curtains (other than those already provided by CVSH)
- Vacuum Cleaners (upright or canisters)
- Waterbeds
- Weapons of any kind including but not limited to: Firearms, Pepper Spray and/or Mace, Knives (other than kitchen knives), etc.
- Weight Lifting Equipment

Campus Smoking Policy

Effective December 2015, the following campus smoking policy is in effect:

In compliance with New York's Clean Indoor Air Act in Educational Institutions, Fulton-Montgomery Community College will provide a safe and healthy environment, which is as tobacco free as possible for all students, employees, and visitors. Tobacco use is prohibited in all College buildings, including residence halls, as well as space that is leased, rented or utilized under other arrangements by the College.

Legal tobacco use is permitted outside of College buildings only in designated smoking areas. Legal tobacco is defined as any type of tobacco product including, but not limited to, cigarettes (commercial, handmade, electronic), cigars, cigarillos, pipes, hookahs, oral tobacco (spit and spitless, smokeless, chew, snuff), vaping, or any other smoking material or device.

Legal Tobacco use is permitted only in the following designated areas:

- Smoking shelter located outside of the Southwest Corner Walkway between Evans Library and Staff Lot 4
- Smoking shelter located outside of the Evans Library/Theater in the Northwest Parking Lot 5 Area
- Smoking shelter located outside of the Lower O'Connell Hall in the Northwest corner between O'Connell Hall and Visual Arts & Communications Building
- Smoking shelters located at Campus View Student Housing

Smoking shelters have been installed at each of the designated smoking areas. Please do not litter by tossing cigarette butts and matches on the ground.

SMOKING FINES – Any person on campus or at campus housing who smokes outside of a designated area(s) will be ticketed and a \$25 fine will be imposed and placed on their tuition and fees bill.

SMOKING FINE APPEAL PROCEDURE - Students who want to appeal a smoking violation must first obtain a Violation Citation Appeal Form. The forms are available at the following locations; Bursar Office, Public Safety Office, Student Activities Office or online at <http://www.fmcc.edu/studentlife/student-handbook/appeal-procedure/>. Complete the appeal form and submit all required documents as instructed.

Student Conduct Process Overview

The Vice President for Student Affairs has the authority, as written in the Student Code of Conduct, to oversee the process for application of the Student Code of Conduct policies. 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 in or entering residence hall buildings for violations of the policies stated in the CVSH Handbook, the CVSH License, and/or the Student Code of Conduct, located in *The Source*. 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 Central Residence Life Office and the Public Safety Office.

Residential students are expected to adhere to community standards. All residents are expected to know and follow the rules and regulations outlined in this Housing Handbook, their Student Housing License, and the Student Code of Conduct found in *The Source*, and to accept the consequences of their actions.

In any instances of misconduct, the Residence Life Staff will take appropriate disciplinary action. In some instances, the level of discipline will become the responsibility of the Vice President for Student Affairs to take appropriate disciplinary action.

If a student is found responsible for violating a policy set forth in one of the documents noted above, sanctions will be assigned according to the severity of the violation. Students who fail to complete assigned sanction(s) by the assigned deadline may be subject to further disciplinary action.

Sanctions are assigned at the discretion of the Residence Life Staff for residential students, and at the discretion of the Vice President of Student Affairs for all students.

If it is determined by the Residence Life Staff that the severity of an incident warrants parental/guardian notification, a student's parent(s)/guardian(s) may be notified of the infraction(s). If the severity of a student's actions warrants being placed on Disciplinary Probation they will not be eligible to serve as resident assistants (RAs) or participate with other clubs, activities, athletic teams, etc. If a student is found to be in violation of policy while on Disciplinary Probation, the student will be separated from the College (and housing) for a period of time to be determined by the Vice President for Student Affairs.

The chart that follow shows some examples of violations and the associated sanctions. Sanctions are assigned within a given range based upon the specific circumstances of an incident and at the discretion of Residence Life Staff. This chart is intended to give residents a general idea of the sanctions associated with specific violations. The chart is not inclusive of all possible violations. Depending on the severity of and the circumstances surrounding any particular incident, additional sanctions may be assigned. Please also note that this table is designed to show potential sanctions for a student's first violation of a respective policy. If additional violations of the same or other policies occur further disciplinary action may be taken.

Once a student has been placed on Disciplinary Probation, if a subsequent policy violation occurs, the student will be suspended or expelled from the college and from CVSH. Sanctions may rise to the level of suspension/expulsion during a single incident or through a combination of multiple incidents based on the severity of the incident(s).

Policy Violation	Possible Sanctions
Parking violation	Official Warning
Engaging in sports activities inside of a residence hall area and/or in an unauthorized areas	Official Warning
Skateboarding, skating, scooting in or around the residence halls	Official Warning
Throwing snowballs in/around the residence halls	Official Warning
Non-attendance of classes	Official Warning
Violation of study/quiet hours	Official Warning
Appropriation of common area furniture	Official Warning & Immediate Relocation of Furniture
Littering on Campus View grounds	Official Warning & Clean Up Litter
Removal of window screens	Official Warning & Fee for Reinstallation of Screen
Unauthorized room change	Official Warning & Relocation Back to Original Room Assignment
Possession of any pet	Official Warning & Immediate Removal of Pet
Failure to register guest/visitor	Official Warning & Temporary Loss of Guest/Visitor Privileges
Disorderly conduct/disturbing the peace	Official Warning – Campus Life Probation
Smoking (outside) in non-designated smoking areas	Official Warning – Campus Life Probation
Intentional or reckless interference with the freedom of expression of others	Official Warning – Campus Life Probation
Propping residence hall entry doors	Official Warning – Campus Life Probation
Destruction or defacing of property	Campus Life Probation & Restitution
Health and safety violations including but not limited to the use of any heating elements such as hotplates, heating units, candles, incense or potpourri, air conditioners, halogen lamps, multiple light lamps with plastic bulb covers, unclean room or suite that can cause health issues, etc.	Official Warning – Campus Life Probation & Confiscation of Prohibited Item(s)
Any comment designed to incite violence	Campus Life – Disciplinary Probation
Unauthorized entry, presence in, or use of residential hall premises, facilities or property.	Campus Life – Disciplinary Probation
Disruption of teaching, or other activities taking place at Campus View Student Housing	Campus Life – Disciplinary Probation

Policy Violation	Possible Sanctions
Refusal to show or surrender a College ID card upon request of Residence Life Staff or other employees acting in the performance of their duties.	Campus Life – Disciplinary Probation
Possession, consumption, or distribution of any alcoholic beverages including being under the influence on the residence hall property or the College campus.	Campus Life – Disciplinary Probation
Use or possession of fireworks	Campus Life – Disciplinary Probation
Indecent conduct including but not limited to profanity, lewd or obscene expressions, racial or ethnic slurs, Making disparaging statements related to race, gender, ethnicity, sexual orientation, religious preference, age, or people with disabilities, disrespectful behavior or statements toward college personnel or students	Disciplinary Probation – Suspension or Expulsion
Violation of the terms of any disciplinary sanction imposed in accordance with this code	Disciplinary Probation - Suspension or Expulsion
Failure to comply with the directions of Residence Life Staff acting in the performance of their duties and/or harassment of any Residence Life Personnel	Disciplinary Probation - Suspension or Expulsion
Physical Harassment which is defined as any action or situation producing physical discomfort for any individual or group, or placing the individual or group in danger of physical injury including but not limited to punching, kicking, scratching, biting, pushing, slapping, etc., or the threat thereof.	Disciplinary Probation - Suspension or Expulsion
Recklessness causing physical harm to any person (including oneself), or intentional or reckless causing of reasonable apprehension of such harm. This includes reckless driving.	Disciplinary Probation – Suspension or Expulsion
Possession, manufacture, distribution, or use of any non-prescribed drug and/or drug paraphernalia, including being under the effects of a non-prescribed drug on the residence hall property or the College campus.	Disciplinary Probation - Suspension or Expulsion

Policy Violation	Possible Sanctions for 1st Violation
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.	Disciplinary Probation - Suspension or Expulsion
Dishonesty, such as known falsification of official records or giving false information	Disciplinary Probation - Suspension or Expulsion
Intentionally ignoring a fire drill	Disciplinary Probation - Suspension or Expulsion
Tampering with campus mail	Disciplinary Probation - Suspension or Expulsion
Intentional or reckless misuse or damage to fire safety equipment (<i>ex: covering a smoke detector</i>)	Disciplinary Probation - Suspension or Expulsion
Repeated violation of campus alcohol and/or drug policy; sponsoring any party involving alcohol or drugs, serving or selling alcoholic beverages to others on the property, and/or promoting risky drinking behaviors	Suspension or Expulsion
Forgery, unauthorized alteration, or unauthorized use of any document or instrument of identification	Suspension or Expulsion
Engaging in acts or deeds violating existing federal, state, county or local laws or ordinances on OR off campus.	Suspension or Expulsion
Theft or possession of stolen property	Suspension or Expulsion
Use, possession, manufacture or storage of any weapon	Suspension or Expulsion
Smoking or evidence of smoking indoors including but not limited to drug odors emanating from a suite or other evidence of smoking	Suspension or Expulsion

Interim Suspension Process

In the event that a student is charged with a serious violation of the Student Code of Conduct that poses a danger to oneself or the campus community, the student is placed on Interim Suspension until the time that a Disciplinary Hearing can be held. If a student is placed on Interim Suspension they will be notified and given a short time to gather belongings needing to be taken with them off campus. Students are responsible for arranging transportation off campus and living accommodations during the period of the Interim Suspension. Residence Life staff may contact a parent or guardian at the time of an Interim Suspension if a student is unable to successfully make arrangements for transportation and temporary lodging. **Please refer to the Student Code of Conduct located in The Source Student Handbook for further details regarding Interim Suspensions.**

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.

Living Successfully at Campus View

Residency Requirement

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.

Room Assignments

The Residence Life Staff reserves the right to change suite/room assignments, to assign roommates, to consolidate vacancies, and to change occupancies as it deems 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 Residence Life Staff. A change in room occupancy may result in 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 Residence Life Program at Fulton-Montgomery Community College is committed to a policy of non-discrimination in all its operations and facilities. The Fulmont College Association (FCA), as an affiliate of Fulton-Montgomery Community College (FM), a College of the State University of New York, provides services to all attending the college from a variety of educational backgrounds. Eligibility for residency in student housing is determined without regard of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, or domestic violence victim status. If a student requires special housing accommodations, they 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 into the Student Development Center, located in O'Connell Hall.

Holding of Room Assignments

Room reservations will not be held beyond the first day of classes. Students who do not check into their assigned room on time will forfeit their deposits, their room assignments, and their roommate assignments. Students who anticipate or experience a problem with their arrival should contact the Residence Life Staff in writing at ResidenceLife@fmcc.edu or by calling (518) 736-3622 x8821.

Tripling of Rooms

CVSH reserves the rights to triple rooms. This scenario will likely occur only in rare instances. Rooms are tripled on a space needed basis. Every effort will be made to de-triple students as soon as beds in non-tripled rooms become 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 Residence Life staff member. Failure to comply will result in removal from housing. Upon removal, students will retain all responsibility for payment of housing charges.

Room Rates

The cost for a standard double room is determined each year during the Spring semester for the following academic year. New and returning students will be notified of the new rates for CVSH for the upcoming year. Students are housed on an academic year basis. Each student is **required to pay a \$150.00 Housing Deposit** (\$50.00 of which is a non-refundable application fee and \$100.00 of 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.

Room Change Policy

Please note, no room changes can be made once assignments have been mailed out, or during the first two weeks of any given semester. All changes, after the start of a semester, must be approved by the Residence Life Staff.

After the second week of classes, room change requests will be reviewed on a case by case basis. Priority for approval of room changes will be determined by the Residence Life Staff. If students move without prior approval from Residence Life Staff they will be directed to return to their original rooms and may be subject to disciplinary action.

The Office of Residence Life reserves the right to fill all room 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.

Room Selection

The Room Selection process for returning residential students will begin in March of each year. Students will be notified of the start date of this process via email. Students will be expected to complete the online housing application using the online student housing portal. Students must pay a \$50 application fee for each application completed. Completion of the online housing application and payment of the housing application fee will make students eligible to select their room of the upcoming term. Funds for security deposits will be rolled over to the following term. Additional payments may be required in order to replenish a security deposit back up to the minimum threshold of \$100.00 after damage charges have been processed.

Roommates' Bill of Rights

The following Roommates' Bill of Rights is a reminder to each resident of their responsibility to their roommate and suitemates. Your enjoyment of life in Campus View will depend, to a large extent, on the thoughtful consideration demonstrated towards others in the residential community. Basic rights of a roommate include:

1. The right to read and study in one's room free from undue interference. Unreasonable noise and other distractions inhibit this right.
2. The right to sleep without undue disturbance by noise, guests of roommate(s)/suite(s), etc.
3. The right to expect that a roommate will respect one's personal belongings
4. The right to a clean living environment
5. The right to free access to one's room/suite without pressure from roommate(s) or suite(s)
6. The right to privacy
7. The right to host guests (with agreement from roommate(s) and suite(s)) with the understanding that guests are to respect the rights of the host's roommate(s), suite(s), and other Campus View residents
8. The right to be free from fear of intimidation or physical or emotional harm
9. The right to address grievances. Residence Life Staff are available for assistance.

Remember, to be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommates(s)/suite(s) enjoy these rights.

The personal growth that can be gained by living in a residential campus community can be enormously enriching. However, challenges and conflicts can also arise during this time. Students are encouraged to develop roommate and suite agreements to determine clear shared expectations of one another. Students are encouraged to resolve problems with the help of Residence Life staff members through mediation if the need arises.

Tips for Successful Communication with Roommates & Suitemates

Living with others in a shared space can be a fun and rewarding experience. However, it can also present some challenges. Clear and respectful communication is key to the development of positive roommate and suitemate relationships. Here are some tips for successful communication:

1. Set clear shared expectations from day one – when all parties understand what is expected of them it is less likely that a conflict will arise.
2. Address concerns in a gentle, respectful, and timely manner. If a concern arises it is important to address it so that frustration is not given the opportunity to continue to build over time.
3. Understand that everyone has good days and bad days. When a roommate or suitemate is having a bad day give them some space. Living with others can be a difficult transition and sometimes alone time is needed.
4. Try not to take everything personally. If someone says or does something that hurts your feelings address it with them in a respectful manner.
5. When addressing a problem always use I statements.
Ex: When XXXXXX happened “I” felt...

Reporting Problems

If and when a problem cannot be resolved it is imperative to inform a Res Life Staff Member. Our staff is trained to assist with mediation and resolving conflicts and are here to help! We can only provide help when we are aware that a problem exists. Therefore, it is very important to keep the lines of communication open with the Res Life Staff.

Damage to Suites

Each resident is responsible for maintaining the condition of their bedroom and the common spaces within their suite. At move-in, a room condition report is completed for each room, for each student. It is expected that students will report any damage existing within their room or the common areas of their suite upon their moving into the space. If such damages are not reported in a timely manner the occupant(s) of the room/suite will be assumed responsible and billed for repair(s). When a student moves out of a room, a member of the Residence Life staff will inspect the room for damages. A final damage inspection of each suite is conducted by the Residence Life staff. Resident rooms must be in the same condition upon departure as they were upon arrival.

Damages to the rooms that are beyond normal wear and tear will be billed to the student(s) assigned to the room at the conclusion of a student's stay at Campus View. **If individual responsibility for damage cannot be established, all occupants of a room/suite where damage has been found will be charged equally for the cost of the repair(s)/replacement(s).** If damage occurs within a room/suite it is imperative that it be reported to the Residence Life staff at the time that it occurs and that the person(s) responsible for causing the damage be identified. This will assist in the prevention of damage charges being assessed to students who are not responsible for causing damage in a room/suite. The amount billed will be the total cost of the repair divided by the number of residents of the room/suite. Excessive cleaning required due to abuse of facilities or trash left in the room may 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.

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 bedroom or suite furniture into common areas.

In order to reserve a common space for an event or meeting, please visit the Central Res Life Office in the RLSC. 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.

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. Damage to or theft of College property from common areas, for which a responsible individual is not identified, will lead to all residents of the floor or building being charged for the repairs, replacement, or cleaning. If a pattern develops in which common areas are being misused, damaged, or left unclean, the space(s) may be closed and off limits to residents.

Vandalism

Students found or suspected to be responsible for the destruction or removal of property other than their own may be subject to disciplinary action.

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 personal items usually kept on the floor onto their beds. If students are planning to switch rooms for the

following semester or if they are not returning to Campus View, they will be required to remove all of their belongings prior to the building closing. Students who do not check out properly will be charged an improper check-out fee. Students will not have access to their rooms, campus mailboxes, or any Campus View facilities during breaks.

Campus View Student Housing officially closes for maintenance, cleaning, and renovation during the summer immediately after final examinations end. Students are required to move out 24 hours after their last examination. Any personal item(s) left behind after a student checks out will be discarded by the Residence Life Staff.

No exceptions will be made.

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

Check-out/Withdrawal/Suspension/Expulsion

A student who vacates their room before the completion of a semester will retain all responsibility for payment of housing charges for the remainder of the semester. In other words, if a student “breaks” their Student Housing License and vacates the suite any time after signing the Student Housing License, the student shall be responsible, in full, for the fees due for the current semester. For example, if a student breaks their Student Housing License during October, the student shall be responsible for all fees due through the end of the fall semester. If a student breaks their Student Housing License 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. Campus View students who withdraw from the College must check-out of the Residence Halls immediately with a Residence Life Staff Member. Failure to follow proper check-out procedures will result in the assessment of an improper check-out fee of \$50.00.

Dismissal, or any other separation from FM, will automatically lead to the removal of a student from housing. Dismissal does **NOT** remove the student’s obligation to pay for the cost of housing for the remainder of their contract period. A resident who is suspended,

expelled 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.

Refunds

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

1. Academic and Disciplinary Dismissals - A student who is dismissed for academic or suspended/expelled for 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/suspended/expelled.
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.
3. Housing Deposits – when a student is dismissed, suspended, expelled or withdraws, the housing deposit will be held and the monies will be applied to any damages or balances with the College. If no damages or balances exist, the housing deposit will be refunded.

Any requests for release from the Campus View Student Housing contract must be submitted to the Residence Life Staff in writing at ResidenceLife@fmcc.edu

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 personal property protected against theft, damage, and other loss by appropriate individual or family coverage. Campus View Student Housing is not responsible for theft of or damage to 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 box or safe to place their valuable possessions 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.

In addition, certain precautions can be used to maintain the security of personal property. To insure your property in your residence hall room, you may contact National Student Services Inc., at 1-800-256-6774, or visit their website at www.nssi.com. They supply low cost insurance to students for their personal property in the Residence Halls.

Record the numbers of all credit cards and checking accounts. Also, keep the addresses of these companies and banks so that they may be notified if credit cards are lost or stolen.

Avoiding Theft

Keep money and valuables in a secure place. Students should not keep excess amounts of cash in their rooms. Keep bedroom and suite doors locked at all times. If keys are lost or stolen, notify Residence Life Staff or Public Safety immediately so that a lock change can be done. Though there is a charge for a lock change and new keys, resident's 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 or lock box to keep valuables protected.

Personal Safety Tips

When leaving the 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 the victim of a crime incident should notify Residence Life Staff and Public Safety personnel immediately.

Fire Safety Tips

Fire drills will take place throughout the semester. It is mandatory that all residents who are present take part in these fire drills as we want to be prepared for a real event if it should ever occur.

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

Residents found responsible for activating an alarm due to negligent behavior will face disciplinary action and be charged a fine of \$150.

1. Evacuation
 - a. Know the location of all fire exits and fire pull stations.
 - b. Be prepared with more than one plan of exit in the event that your first plan cannot be followed.

- c. When exiting your room 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. If the door is hot please make a swift exit from the building through your window if you are located in a first floor residence. If you are located in a second or third floor residence go back into your bedroom, place a wet towel underneath the bedroom door to try and prevent smoke from entering and go to the window to alert emergency responders of your location and await their assistance. Once you exit your residence hall please go directly to the soccer field so staff can take a count of all residents. In the case of inclement weather please do directly to the gymnasium located in the Phys. Ed Building.
 - d. 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 responding Fire Department.
2. Fire Extinguishers are located on every floor for resident's use if needed.
 - a. Don't take chances with fire. Even a small fire can become out of hand in just moments. If a fire should occur, leave your room and activate the nearest manual fire alarm pull station. Once the fire alarm has been activated, evacuate the building immediately.
 - b. Information regarding fire safety will be communicated to all residents of Campus View. If you do not understand how to use a fire extinguisher, please visit the Public Safety office located in the Physical Education Building and any Public Safety Officer can teach you how to properly use a fire extinguisher.
3. False alarms
 - a. Falsely reporting a fire is prohibited and is a crime.

- b. Tampering with fire protection equipment or fire alarm devices is strictly prohibited (i.e. pull stations, smoke detectors, heat detectors, etc.) and, any student found to be doing so will be subject to disciplinary action.

Security Cameras

Numerous security cameras are in place throughout CVSH to monitor all activity in and around the residence hall buildings in order to ensure the safety and security of all students.

Legal Issues

Search & Seizure

While students are entitled to the guarantees of the United States Constitution's Fourth Amendment, they are still 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, and/or other contraband in violation of College policy or law.

All FM owned 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-owned 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 education-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 may also 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

- a. The 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 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 or unusual behavior. A mere “hunch” or guess does not provide sufficient grounds on which to undertake a search.

B. Individualized Suspicion

- a. 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.
- b. 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 policies outlined in the Student Code of Conduct and/or the Campus View Student Housing Manual. 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.
- c. 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.

C. Vehicles

- a. 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 individualized reasonable suspicion to believe that illegal or unauthorized materials are contained inside, without notice, without student consent, and without a search warrant.

D. Seizure of Illegal Item

- a. 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 Department of Public Safety evidence locker until the materials are no longer required or needed.

Search Incidental to Arrest

Campus View Public Safety may contact the Fulton County Sheriff's Department 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.

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. Health & Safety Inspections will be conducted on an ongoing basis by Residence Life Staff and Public Safety.

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

Inspection vs. Search

Part of the responsibility of Campus View staff is to ensure the maintenance of a healthy and safe environment, as well as, protection of property. Because of this, public and private areas of residence hall buildings are inspected. Whenever possible, inspection of a student's room is conducted with a student present. However, Health & Safety Inspections will occur on an ongoing basis, as well as during closings of the residential suites for breaks or vacations, and do not require the presence of the occupants of the room.

Items that will be checked during Health & Safety Inspections include all areas of all suites as well as common rooms. Specifically, smoke and heat detectors and outlets. Periodic safety checks will cut down on the number of false fire alarms. These checks are intended to provide greater safety and security for our residents.

Service of Warrants and 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.

Confiscated Items

Prohibited items that are found in the suites are subject to confiscation by Residence Life staff and Public Safety Officers during Health & Safety Inspections, room visits or when violations of 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 held in the Residence Life Office and remain there until the student is able to take them home. At that time, items may be picked up by students before their departure. Any items not claimed at the conclusion of the semester within which it was confiscated will be discarded.

Campus Resources

Telephone Number: (518)-736-3622

Office	Ext./Phone #	Location
Academic Deans Office	x8006	C 207
Accessibility Services	x8145	N 107C
Admissions	x8301	A 117
Athletics	x8112	P 144
Bursar's Office	8601	A 107
Dining Services	8420	College Union
Campus View Student Housing	8821	Campus View
Circulation Desk	8058	Library
Daycare	518.762.5333	Day Care
ESL	8150	N 107J
Evening Advisor	8163	N 107X
Financial Aid	8201	A 101
International Student Office	8150	N 107J
Learning Center	8147	L 106
Library	8058	L 103
President's Office	8001	A 113
Public Safety Office	8405	P 144
Raider Trader College Store	518.762.8022	College Union
Registrar	8701	A 109
SSA Office	8132	College Union
Student Activities	8130	College Union
Student Affairs Office	8101	A 101A
Student Development Center	8140	N 107
TRIO	8903	C 115

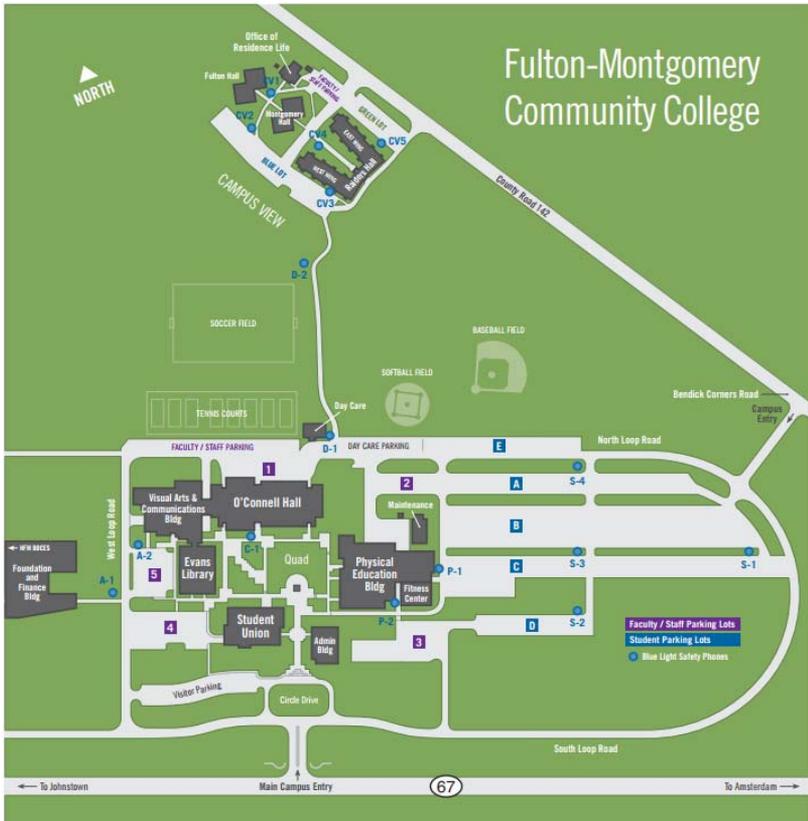
Location Key:

- A – Administration Bldg
- C – O'Connell Hall
- L - Library
- N – Visual Arts & Comm. Building
- P – Phys. Ed. Building

Campus View Resources

Central Res Life Office	518-736-3622 x8821
Public Safety	518-736-3622 x8405 OR 518-620-1760
RA on Duty	518-774-4734

Campus Map



We wish you all a happy, healthy, and successful year ahead! Please contact the Residence Life Staff with any questions regarding the contents of this handbook.

Ph: 518-736-3622 x8821
E: ResidenceLife@fmcc.edu