

W e l c o m e

The Office of Residential Life and Housing maintains the philosophy that education is not limited to the classroom. Living in the residence halls is about more than just living on campus; it fosters a spirit of community and enjoyment that extends and complements your classroom experience.

As a member of a diverse residential community that comprises students from cities and towns down the road, across the country and around the world, you will come to understand that living with others is an art form in itself. As you begin to know and appreciate the different experiences and perspectives of fellow students, you will learn to draw from this unique pool of information, thereby discovering the value of a diverse community.

With six residence halls on campus, including an array of special housing options, you are bound to find a home at Adelphi.

Our office is dedicated to fostering community development in the interest of serving you. As you read about our staff, residence halls, programs, and services, you will soon realize that they are all aimed at creating an enjoyable and safe learning environment. In this guide, we have tried to anticipate your questions about life on campus. We want you to review it and discover what Adelphi's Office of Residential Life and Housing, and its commitment to community, can do for you.

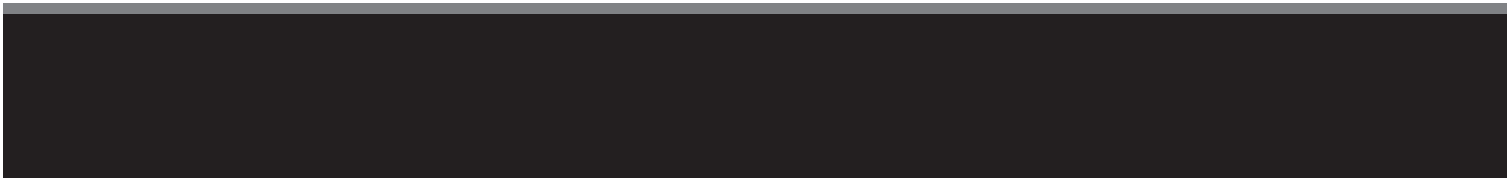
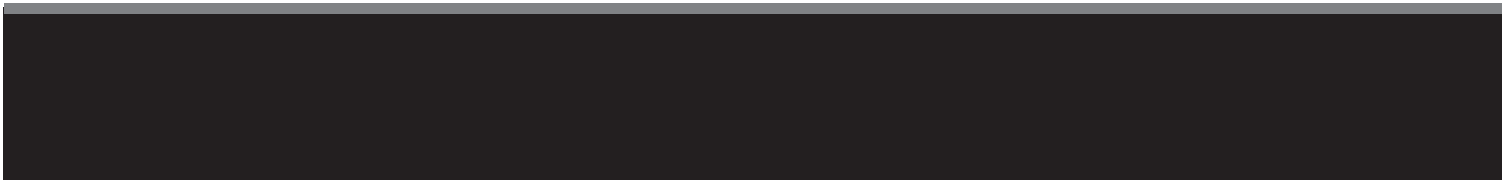


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Residence Halls

Chapman Hall

This residence hall is named after Alger B. Chapman, a former chairman of the Adelphi University Board of Trustees and of the Beech Nut Life Savers Company. Chapman Hall has four floors, two of which are reserved for women and two for men and women. Chapman Hall is a busy and convenient residence that is a short walk from the Swirbul Library, close to the Health Services Center, overlooking the outdoor basketball court, and home to the Learning Disabilities Program offices on its lower level.

Earle Hall

This residence hall is famous not only because it is named after one of the University's most noted alumnae—Genevieve Beavers Earle, the first female member of the New York City Council—but also because it is one of the more active and diverse halls on campus. Earle Hall is the largest residence hall, housing both men and women. The Offices of Residential Life and Housing are located on the first floor, along with the Honors College.

Located in Earle Hall is the Performing Arts Theme House (PATH), an area for dance, music, and theater majors. It is an environment that provides strong support for the arts. A special commons room with video equipment, a library, and dance mats is located within the House. Special programs and events are planned and coordinated with the residents throughout the year. Also located on the second floor are suites reserved for students of the Honors College. Each suite has a semiprivate bathroom and common area, and offers greater access to the Honors College classrooms, computer rooms, and study lounges, which are all located in Earle Hall.

Eddy Hall

Named in honor of Dr. Paul Dawson Eddy, the third president of Adelphi (1937–65), Eddy Hall has three coed residential floors and a floor dedicated to the ExCEL mentoring program. Eddy Hall was renovated and reopened for the fall of 1999. Eddy is also home of the Panhellenic and Interfraternity Council Suites located on the lower level.

Linen Hall

Named after James A. Linen, a former chair of Adelphi University's Board of Trustees and president of *Time Magazine*, Linen Hall, with two floors for women and two for men and women, serves as a microcosm of today's global society. Participants in the English Language Service (ELS) provide an element that enhances the shared experience of students from around the world. Linen residents appreciate a quiet and relaxed atmosphere.

New Hall

New Hall opened in the fall of 2003. This state-of-the-art residence hall is located adjacent to the Swirbul Library and near the softball and baseball fields. Each room has a bathroom and is climate controlled. There is a large lounge on each floor along with laundry facilities.

Waldo Hall

Named in honor of Ruth Fanshow Waldo, one of the first women executives in American advertising and former secretary of the Board of Trustees, Waldo Hall has four floors: two for men and two for women. The bright decor of this residence hall has received an enthusiastic response from visiting applicants and envious residents of other halls. In addition, Waldo Hall has two floors dedicated to the ExCEL mentoring program.

The Staff

You may already be familiar with some of the staff of the Office of Residential Life and Housing. Beginning on check-in day, you will develop a much closer relationship with several other members of our staff, who will help make your residential experience at Adelphi a memorable one.

The Assistant Dean of Student Affairs oversees all aspects of residential life at Adelphi University and is responsible for the overall operation of the Office of Residential Life and Housing. He may be contacted at (516) 877-3650.

The Associate Director of Residential Life and Housing is responsible for coordinating the residential life program at Adelphi and supervises a staff of six Residence Hall Directors (RHDs), one Assistant Residence Hall Director (ARHD), 31 Resident Assistants (RAs), and approximately 80 Hall Attendants (HAs). He is available to students with concerns about Residential Life and Housing as well as with other matters and can be reached at (516) 877-3650.

Residence Hall Directors serve as the chief administrators within each residence hall. They are well-trained, professional, live-in staff members who, with their staff of RAs, ensure that the residence halls maintain appropriate community standards. All Residence Hall Directors have a minimum of a bachelor's degree and a strong commitment to their residents.

The Residence Hall Director and RAs assigned to each residence hall coordinate the social, cultural, and information awareness programs that complement their residents' classroom experience. The Residence Hall Director is also available to all residents with personal, academic, or general concerns. Look for the Residence Hall Director's posted office hours outside the Residence Hall Director Office, located on the first floor of each residence hall.

Resident Assistants are helpful, highly trained, well-respected Adelphi students who are chosen to assist you with any problems you may experience as a resident student. Your RA is also an information resource about campus life, a peer educator, and a staff member who ensures that the campus code of conduct is upheld. He or she is trained to handle emergency situations and to maintain health and safety standards. In addition, the RA is responsible for coordinating educational, social, and cultural programs throughout the academic year.

An RA from your residence hall is on duty every night from 6:00 p.m. until 8:00 a.m. the next morning and can be found in the RA Office from 7:00 p.m. to 11:00 p.m. The RA Office is located on the first floor of each residence hall. If you need to speak to the RA on duty, visit the RA Office or call the RA Office telephone number. After 11:00 p.m., your call to the RA Office telephone will be forwarded to the room of the RA on duty. If you would like to speak to a particular RA and it is not an emergency, you can either knock on his or her room door or leave a message with the RA on duty. If it is urgent, remember that each RA is there to help, advise, or refer you to the right place.

Hall Attendants, who are located in the lobby of each residence hall, register all visitors entering the residence halls. Normally, HA hours are 6:00 p.m. to 4:00 a.m. when classes are in session, but are subject to change. All visitors are required to present identification to the HAs and to be met by their host at the door.

Room Assignments

Returning Students

How do I select a room?

The room selection process is conducted online in April of each year and is explained on the Residential Life and Housing Web site at <http://students.adelphi.edu/sa/rlh/apply.php>. In general, only current residents are eligible to participate in room selections. Students currently on Residence Hall or University Probation must meet with their Residence Hall Director to determine if they are eligible to participate in room selection.

What happens if I do not have a roommate?

Returning students who don't have a preferred roommate cannot participate in the room selection process. These students should contact their RHD to receive assistance in locating others without roommates. Should all attempts to locate a roommate fail, these students should complete their housing agreement online and pay their room deposit. The Office of Residential Life and Housing will select a room and roommate for you once freshmen and transfer students have been assigned.

When will I know my room assignment?

Returning students can review their housing information by logging into the My Housing software located under the services tab of their e-campus portal account. Please note that you will need to have your 7-digit Adelphi Student Identification Number and your CLASS login password to access this information. In addition, you will be sent an email and letter indicating your assignment.

New Students (Freshman, Transfer, and New Graduate Students)

How do I select a room?

New students to the University do not have the ability to select particular rooms. These students should complete the online housing application located on the Residential Life and Housing Web site at <http://students.adelphi.edu/sa/rlh/apply.php>. If you have particular requests for accommodations, please email those requests to housing@adelphi.edu and Residential Life and Housing staff will respond to your request and update your file.

When will I know my room assignment?

You will receive an email and letter with your room and roommate information once you are assigned. Once you attend Orientation, you will have access to the e-campus portal. From that portal, you will have access to review your housing information by logging into the My Housing software located under the services tab of your e-campus portal account. Please note that you will need to have your 7-digit Adelphi Student Identification Number and your CLASS login password to access this information.

Agreement

Do I have to sign a *Residence Hall Agreement*?

Yes. All residents must agree to the terms of the agreement to meet certain responsibilities and expectations of the University. This *Residence Hall Agreement* is binding from the time you first assume occupancy of your room (signing for your keys) at the beginning of the academic year until the end of that academic year. You will be held financially liable for the academic year as long as you continue to be a registered student. Requests to be released from the annual agreement are considered by a special committee. Any request must be made in writing and can be submitted to Residential Life. **CONSULT WITH THE PRORATION SCHEDULE IN YOUR DIRECTORY OF CLASSES BEFORE SUBMITTING YOUR REQUEST.** Residential Life cannot alter the proration schedule!

Can I be released from my *Residence Hall Agreement* at mid-year?

The Residence Hall Agreement is binding for the duration of the academic year. If you require a mid-year release, you must apply in writing to the Associate Director of Residential Life and Housing, prior to the first day of December. All applications will be reviewed by a special committee, and you will be notified in writing of its decision.

Do I have to submit a *Residence Hall Agreement* each semester?

No. Fall housing assignments are made for the duration of an academic year. You can also apply for housing in the spring.

Insurance

Am I required to have Health Insurance?

Yes. All resident students are required to have health coverage. Students who are covered under their own private insurance must show proof of coverage to Health Services prior to the first day of October of the academic year. Failure to show proof of insurance coverage by this date will result in the student being automatically billed for the University Health Insurance Plan. This plan is available to all students who do not have private health insurance. For more information on the University Health Plan and insurance requirements, contact the Health Services Center at (516) 877-6000.

Are my belongings insured by Adelphi University?

No. Adelphi University is not responsible for any lost, stolen, or damaged property. Residents are advised to insure their personal belongings under a personal policy or under the private homeowner's insurance policy purchased by their parents.

Your Roommate(s)

Living with roommates or suitemates can be one of the most exciting experiences of your college years, but it can also be the cause of much anxiety.

It is important that you maintain an amicable relationship with your roommate(s). This can be achieved through open communication, consideration, mutual respect, and compromise. To avoid conflicts, you and your roommate should discuss your likes and dislikes, your class schedules, study and sleep times, and any general expectations you may have of each other. You should establish mutual agreements early on so as to prevent misunderstandings during the academic year.

General Guidelines

- Try to be accepting and understanding of differing lifestyles.
- Talk to your roommate(s) about how you feel. Communication is the best means of finding a solution; problems will not magically disappear.
- Keep your living space clean and comfortable. Both you and your roommate(s) will be happier if you do.
- Plan in advance with your roommate for guests. Be considerate.
- Before you borrow something, ask for permission; if you break something, replace it.
- Complete a Roommate Contract with the assistance of your RA. It may sound silly, but it could save your friendship.
- If conflicts arise, speak with an RA or Residence Hall Director before the tension escalates.

If all else fails...

Can I request another room assignment?

Once you receive official notification of your housing assignment, you cannot request that it be changed until the second week of the academic year, and then you can request a room change online through the My Housing software. Once the request is received, your Residence Hall Director will contact you.

Can I request another roommate?

Once two weeks of the academic semester have passed, you can request re-assignment to another room and to a different roommate. Your roommate(s) will not be relocated to another room at your request.

Food Services

The dining facilities at Adelphi University are open at different times during the day to accommodate students. Every effort is made to accommodate religious and special dietary needs. For suggestions or questions, you may reach the Director of Dining Services at (516) 877-3950.

Dining Halls

Current hours of operation are posted at the University Center and Post Hall.*

The University Center Cafeteria contains the Cabo Grill, Chef's Kitchen, Big City Deli, and the South Avenue Grill featuring soup and salad bars, hot entrees, sandwiches, ice cream, desserts, snacks, and a variety of beverages. Located on the first floor of the Ruth S. Harley University Center, the dining hall is open seven days a week.

The **Underground Café** is the newest addition to the University Center. It is a cozy coffee bar featuring Starbucks coffee. It is a great place for relaxing, studying, and meeting up with friends.

Sbarro's, located in Post Hall, offers a selection of pastas, pizzas, garden fresh salads, desserts, and much more.

The Grill at Post Hall serves popular grill items.

The **Adelphi Convenience Store**, located in Post Hall, is modeled after popular convenience stores. It offers a wide selection of food items, beverages, and deli items, as well as toiletries.

* Hours of these dining services are subject to change; current information will be posted in your residence hall.

Meal Plan

What is an Adelphi University Meal Plan?

It is a pre-paid, declining balance (debit) plan that can be used for food and grocery purchases at any food service location at Adelphi University. Adelphi does not offer a "meals per week" style meal plan.

Who is required to purchase an Adelphi University Meal Plan?

All resident students are required to purchase an Adelphi University Meal Plan for Resident Students each semester.

What if I want to change my meal plan?

If you want to change your meal plan, visit the My Housing software located on eCampus and go to the "Dining Plans and Points" page to submit your request electronically. A Residential Life and Housing staff member will respond to your request. Requests to change (increase or decrease) your meal plan may only be made prior to the end of the second week of the semester. After the second week you may augment (increase) your plan in increments of \$50.00 by contacting the Adelphi University Dining Services Office located in the University Center Cafeteria.

Do I have to use all my money during the academic year?

Money left over on your meal plan from the fall semester will carry over to the spring semester. At the end of the spring semester, any remaining money will be forfeited. Try to plan your semester so that you use your meal plan money by the end of the year. Some students use their remaining money to purchase convenience store items that they can bring home with them. Alternatively, you may be able to donate unused money to a local charity. If you are interested in this option, please contact the Office of the Dean of Student Affairs.

When do I select my Adelphi University Meal Plan?

You must sign up for your Adelphi Meal Plan for Resident Students when you apply for campus housing.

What happens to my meal plan if I become a commuter or leave the University during the year?

If you become a commuter during the year you can receive a prorated refund or your meal plan can easily be converted to a commuter plan. If you leave the University you can receive a prorated refund.

Which Adelphi University Meal Plan option will best suit me?

The Meal Plan options have been designed to accommodate the various appetites that different people have. Students are advised to select a smaller (yet realistic) meal plan option and increase the amount if necessary. Once you have selected a meal plan option, you may decrease its size within the first two weeks of each semester only. You are always free to increase it in increments of \$50.00.

Moving In

Once you receive confirmation of your housing assignment, you also will receive information about the dates and times that you should check-in. Each year you may expect check-in day to be the two days before classes begin. Resident Assistants will be available during these times in the lounge of your residence hall to show you to your room, fill out any necessary paperwork, and provide you with your keys.

What should I do if I cannot check in during the dates and times stipulated?

If you cannot check-in during the dates and times stipulated, you should contact the Residence Hall Director of your assigned residence hall to schedule an alternative check-in time. If you are a freshman, you should also contact the Center for Student Leadership and Activities, since participation in the Orientation program is mandatory.

What paperwork needs to be completed?

Once your RA has escorted you to your room, you will be presented with a *Room Condition* form, which records the condition of your room when you check-in. You should examine this form carefully to ensure that the room is described exactly as it appears. At the end of the academic year, an RA will list on this form any changes in the appearance of the room. Depending on the nature of these changes, you will be charged for repair. If you notice any damages when you check in that you believe should be listed on your *Room Condition* form, be sure to inform your Residence Hall Director. You should then sign this form in agreement that the room appears exactly as it is described on your *Room Condition* form. Once you have signed this form you are then officially checked in. After check-in, a mandatory floor meeting will be held during the first week to review policies and procedures.

Your Room

What is provided in my room?

All rooms are furnished with a desk, dresser, chair, bed, and closet (or wardrobe) based on the maximum number of occupants with the exception of converted triple rooms. Residents in converted triples are asked to share the two closets in the room. (i.e., a converted triple will have three desks, chairs, beds, and dressers, but only two closets.) In addition to furniture, each room has a phone line, cable line, and one or more data jacks to access the Internet. If your room has only one data jack, the University will supply a network hub to split the network line. (For more information on the campus networking requirements, please refer to the Office of Information Technology and Resources Web site at <http://infotech.adelphi.edu/>.) Depending on your assignment your room may also have air conditioning. A kitchenette with an oven, range, microwave, and sink is located in the lounge of each residence hall; each lounge also has a television set and couches.

Can I have a refrigerator in my room?

Residence hall rooms are not furnished with refrigerators; however, they are permitted as long as they are no larger than four cubic feet.

What should I remember to bring with me?

- pillow(s)
- towels
- bed linens (regular twin)
- personal clothing
- hangers
- toiletries
- portable hair dryer (under 1000 watts)
- stationery supplies (Don't forget to write to your family!)
- telephone (Don't forget to call home!)
- alarm clock

Check with your roommate(s) about some of these items. For example, will you and your roommate(s) need two of everything? Coordinate before Check-in Day, if possible.

What items are not allowed?

- weapons, firearms, hazardous chemicals, and explosives
- alcohol, drugs
- microwaves, cooking appliances, e.g., coffee makers, electric frying pans, etc.
- candles, incense
- tapestries, curtains, or drapes
- high wattage appliances, including halogen lamps, space heaters, etc.
- gas powered equipment
- flammable liquids
- pets, with the exception of tropical fish in a ten-gallon tank (maximum)
- waterbeds

Can I repaint my room?

No. You are not allowed to repaint your room. (Save that quart of electric yellow for your first apartment.)

Can I hang posters on my walls?

Yes. You may stick posters on your walls and hang picture frames; however, the walls must be kept in relatively the same condition as when you checked in. When you check out, there should be no tape residue, sticky tack, or noticeable holes in the walls. Tapestries or any other cloth materials are a fire hazard and are not allowed to be hung in the residence halls.

Can I change my locks?

No. If your lock needs repair, you should inform your RA, who will contact the campus locksmith to schedule a maintenance appointment. You are not allowed to replace your locks.

Can I install my own locks?

No.

Can I move furniture from the lounge into my room?

No. Furniture in the lounge is intended for the use of the entire community. You may not move this furniture into your room.

Can I move furniture from a friend's room into mine?

No. When you check in, the type of furniture in your room is listed on your *Room Condition* form. You are not allowed to exchange furniture in your room for that in another room. If your furniture needs to be replaced, speak with your Residence Hall Director.

Can I switch bedrooms with my suite mates?

Yes. If you or your suite mate(s) wish to switch bedrooms, you must speak with your Residence Hall Director to ensure that all necessary paperwork is filled out. Remember that since you were checked in to a particular bedroom, you will continue to be held liable for damages to that room, until you officially check out.

Visitors and Guests

Can I have visitors?

Yes. All residents in good standing are allowed to have visitors in their rooms, but they must accept full responsibility for the conduct of their visitors when present in the residence halls. You must register your visitors with the HA assigned to the lobby of your residence hall. In the event that your visitor engages in unruly conduct of any sort, he or she will be asked to leave by an RA, an HA, or a Public Safety officer.

Can I have overnight guests?

Yes. You are allowed to have overnight guests, but you must receive approval from your Residence Hall Director. Your Residence Hall Director or RA will provide you with an *Overnight Guest* form. Once this form is completed, you should present it to your Residence Hall Director 24 hours in advance of the scheduled visit. Once the form is approved by your Residence Hall Director, you can have an overnight guest. Residents are not allowed to have an overnight guest for more than three consecutive nights, or for more than four nights per month. An individual may not be an overnight guest for more than four nights in one month, regardless of whether he or she is the guest of a different resident. Residents must accept full responsibility for the conduct of their guests.

Privacy

Can my room be inspected when I am present?

Yes. RAs are responsible for conducting Health and Safety inspections at least once every month to ensure the safety and well being of all residents. A minimum of two residential life staff members will be present during these inspections.

Can my room be inspected when I am not present?

Yes. A minimum of two residential life staff members can conduct Health and Safety inspections in your room when you are not present. This includes Thanksgiving, winter, and spring breaks.

Moving Out

Closings

Are the residence halls closed during Thanksgiving and other breaks?

All halls remain OPEN during spring break, Thanksgiving break, and winter intersession. If you will be staying during the breaks, you must inform your Residence Hall Director at least two weeks in advance. There is a fee for remaining in the residence halls during the winter intersession.

When do I check out for the winter closing?

You are required to check out of the residence halls 24 hours after your last final examination or by 5:00 p.m. on the last day of finals, **whichever is first**.

What must I do to check out for the winter closing?

While you are not required to remove all of your belongings from your room during the winter closing, you are strongly encouraged to take all valuables with you when you leave. The University is not responsible for any lost, stolen, or damaged property. You should also remember to take all belongings that you may need while you are away, since you will not be permitted to re-enter the building after you have checked out. Residents should also unplug all appliances and close and lock all windows and doors. Once you have done this, you should present your keys to your RA. Handing in your keys does not absolve you from the responsibilities outlined in your *Residence Hall Agreement*, which is binding for the period of one academic year. Failure to properly check out during winter closing may result in disciplinary action.

Winter Closing Check List

- Make an appointment with your RA to check out at least 24 hours in advance of desired time.
- Take all valuables and items you will need during the closing home.
- Remove all garbage.
- Unplug all appliances and defrost your freezer.
- Turn off heat/AC.
- Present your keys to your RA at check-out time.

Check Out

When is end-of-year check out?

At least two weeks prior to closing, you will receive notification of closing dates, times, and procedures. There may be a mandatory meeting with your RA about closing requirements. You will also receive information about the dates of hall re-openings. All residents must check out either by 5:00 p.m. on the last day of finals or by 24 hours after their last final examination, **whichever is first**.

How do I check out of my room at the end of the year?

After signing up for a check-out appointment with your RA, you should ensure that all of your belongings have been removed from your room. Your room should be clean and all garbage should be disposed of properly. Once your room is clean, your RA will complete your *Room Condition* form. This form lists the condition of your room when you checked in. You verified that this list was accurate by signing it on Check-in Day. Your RA will list the condition of your room when you check out and will present it to you for you to review. At that time, you should request that any necessary changes be made before you sign the form. Once you have signed your *Room Condition* form, you should turn your keys over to your RA. You have then been officially checked out of the residence hall.

What if I cannot check out during posted times?

You have the option of checking out anytime during the day or night (24 hours after your last final examination or by 5:00 p.m. the last day of finals), by completing an express check-out. To complete an express check-out, you must do the following:

- Pick up an express check-out envelope from your Residence Hall Attendant or an RA.
- Remove all personal belongings.
- Clean your room and dispose of all trash.
- Place your keys in the express check-out envelope and sign the express check-out statement on the envelope.
- Close and lock your room door.
- Slip the express check-out envelope with keys through the slot on the RA Office door.

Choosing the express check-out option means that you accept responsibility for any damages, missing furniture, excessive cleaning, and other charges as determined by staff of the Office of Residential Life and Housing or Physical Plant. You waive your right to appeal any charges that may be assessed to your account when you sign the express check-out statement. The University will not hear an appeal for review of damage charges from any student who has signed an express check-out statement.

Check-out Checklist

- Make check-out appointment with your RA or pick up an express check-out envelope.
- Remove all belongings from your room.
- Remove all posters, tape, etc., from walls.
- Floors must be swept. (Do not sweep anything into the hallway.)
- Check your mailbox for any mail.
- Change your address with all companies, people, and the post office box to ensure timely delivery of your mail.
- Provide the Office of the Registrar with an accurate forwarding address.

All Residents

- Complete your check out with an RA or complete an express check-out.

Fines

What happens if I fail to check out properly?

You will be charged \$100 plus the cost of any damages for which you are held liable. You also will be charged for the cost of replacing your keys.

What happens if I check out past the check-out deadline?

If you fail to check out 24 hours after your last final examination or by the appropriate posted deadline, you will be charged \$100 per day.

What happens if I fail to turn in my keys?

You will be billed for the cost of a lock change if you fail to turn in your keys at closing.

What happens if I fail to clean my room or to remove personal belongings?

You will be charged a minimum of \$35, depending upon the amount of cleaning that is necessary.

Will I be charged for damages to my room?

Yes. All residents of the room will be responsible for damages unless it is clear who is responsible. You will be billed in the amount of the cost of repair, determined by the Office of Facilities Management and Planning, for any damages.

Who determines the amount of the fines?

Your Residence Hall Director will compare the condition of your room when you checked in to its condition when you checked out as listed on your *Room Condition* form. If there are any changes in the condition of your room, the Residence Hall Director will instruct Physical Plant to repair the damages. You will be charged for the cost of repair as determined by Physical Plant.

Summer Housing

Is summer housing available?

Yes. Summer housing applications are available at the Office of Residential Life and Housing during April. If you are interested in summer housing, you should submit a completed application to the Office of Residential Life and Housing and appropriate payment to the Office of Student Financial Services.

Because summer is a time when the residence halls are repaired, we must, at times, request summer residents to move to another room to allow for repairs.

Storage

Is storage available?

No. There is no available space for residents to store their belongings on campus during the summer. Any belongings left in rooms at the end of the academic year will be considered abandoned property and removed at the expense of the resident. This may result in several fines.

A list of storage locations to assist you in your storage needs is located in the Garden City section on page 28. The University does not endorse any particular facility.

Living in a Community

As a responsible member of the residence hall community, you are expected to respect the rights of all fellow residents. At Adelphi University, your education extends beyond the classroom into the residence halls. It is our hope that you will develop social skills within our residence halls, which you can then apply to every other facet of your life.

Living in a residence hall community requires that you:

- Cooperate with all University staff.
- Always respect the rights of your fellow residents.
- Abide by all safety guidelines as stipulated by Adelphi University.
- Report any emergency, risky behavior, vandalism, and harassment to the appropriate University personnel, e.g., the RA on duty, the Health Services Center, the Office of Public Safety.
- Abide by the quiet hours schedule that is stipulated by your residence hall.
- Recognize that 24-hour courtesy hours mean that you should always be considerate of your noise levels and behavior, regardless of the time.
- Understand that smoking is prohibited in all residence halls at all times. Never smoke in your bedroom or in common areas, including hallways, stairwells, or bathrooms.
- Always respect the gender-specific designations of bathrooms.
- Understand that cleanliness is a very important aspect of living in a community.
- Always clean up after yourself, removing all personal items and properly disposing of all trash after using common areas.
- Never leave trash in the hallways, stairwells, or lounges.
- Understand that solicitation is not allowed in the residence halls. See the posting policy on page 31.
- Not keep pets with the exception of fish in a ten-gallon tank (maximum).
- Always be aware of events and notices posted on your residence hall bulletin board.
- Always attend programs, hall meetings, and other community events. These events are meant to address specific issues within your residence hall and to promote community spirit.

Safety

Neither you nor any member of the residential community need to justify a desire for safety, cleanliness, quiet, or privacy. These are the rights of every member of the community, and it is the responsibility of each member to ensure that these rights are respected. Infringement upon your rights or those of others will be addressed according to University Disciplinary procedures.

How safe are the residence halls?

Adelphi University Public Safety officers patrol the campus 24 hours a day, seven days a week. In an emergency, you can reach the Office of Public Safety by dialing 5 from any campus telephone or by simply lifting the receiver of any red emergency phone located throughout the residence halls. Emergency phones are to be used for emergencies only. For safety reasons, students are not permitted in residence halls that are not properly staffed. The campus Uniform Crime Report Statistics are available on the Adelphi University Web site at <http://administration.adelphi.edu/publicsafety/report.php>.

Safety Guidelines:

Adelphi University has established a number of guidelines intended to ensure your safety. As a resident student, you are expected to cooperate with Residential Life and Housing staff and Adelphi Public Safety staff by:

- Showing proper identification upon their request.
- Ensuring all non-resident visitors are registered with the Hall Attendants and that they inform the Hall Attendant when they are leaving the residence hall.
- Ensuring all overnight guests are approved by the Residence Hall Director, and reporting all suspicious persons and activities to Adelphi Public Safety.
- Respecting and complying with directions given by a Residential Life and Housing or an Adelphi Public Safety staff member.
- Adhering to all published Residence Hall policies and regulations.

Secure all Doors

- Do not prop open exterior building doors.
- Do not open building doors for strangers or any non-resident students who do not have a resident host.
- Use alarmed fire doors **ONLY IN THE EVENT OF A FIRE.**
- Residents must lock their room door each and every time they leave their room. Adelphi University is not responsible for lost or stolen property.
- Do not duplicate your keys. Do not lend your keys to anyone.
- Immediately notify an RA and Public Safety if you lose your keys or ID card.
- Enter and exit residence halls only by appropriately indicated doors, never by a window or other means.

Behavior

What is Adelphi University's policy on smoking, alcohol, and drugs?

Adelphi University strictly prohibits smoking in or near any University building. The possession or consumption of alcohol in its residence halls and the use of any drug that has not been prescribed by a physician or is not available "over the counter" anywhere on its campus is also prohibited. See pages 35 and 36 for more comprehensive policies on alcohol, drugs, and smoking.

What is considered harmful behavior?

Any action that jeopardizes the safety and well-being of any person within the residence hall is strictly prohibited. Any resident that threatens the safety of another student within the residence hall will be subject to disciplinary action.

Harmful behavior includes but is not limited to the following:

- **Athletic Endeavors:** Engaging in games of Frisbee, football, handball, hockey, lacrosse, soccer, bicycle riding, roller blading, and participating in other such activities within the residence halls is not allowed.
- **Elevators:** Riding on top of, tampering with, or damaging elevator equipment is strictly prohibited.
- **Medical Waste:** Any resident with a medical condition must dispose of medical waste in an appropriate manner. Students should consult with professionals in the Health Services Center about the appropriate disposal of medical waste.
- **Restricted Areas:** No one is permitted on the roof of any building, nor on the edge, sill, or railing of windows, nor on the fire escapes. Furthermore, no one is allowed to drop or suspend any objects from windows, roofs, or fire escapes. In fact, your screens should remain in place at all times.
- **Weapons Possession:** All types of guns, firearms, slingshots, or lethal weapons of any sort (or reasonable facsimiles thereof), as well as fireworks, explosive materials, and hazardous chemicals are strictly prohibited.
- **Harassment:** All resident students deserve to live in an environment free from all forms of harassment. Harassment may take the form of a verbal, written, or physical expression that is ethnic, sexual, or personal in nature. Any student who experiences harassment should report the incident to an RA, a Residence Hall Director, or a Public Safety Officer. Any resident engaging in any form of harassment will be removed from the residence hall and may face further disciplinary action. Being under the influence of drugs and/or alcohol is not considered mitigating circumstances in the consideration of a harassment case.
- **Hazing:** Adelphi University supports the right of every student to be free from all forms of humiliation and danger. As a result, all forms of hazing are strictly forbidden.

All students are expected to exercise good judgment and refrain from all actions that could harm either themselves or others.

Fire Safety

What should I do in the event of a fire?

- Close the door to the fire area.
- Activate the nearest fire alarm.
- Calmly but quickly exit the building.
- Remain at least 100 feet from the building. Refer to staff for the appropriate location according to the building.
- Pay close attention to information or requests made by the fire department, Adelphi Public Safety, or Residential Life and Housing staff.

What should I do if I hear the fire alarm?

Feel your room door with the back of your hand from top to bottom.

If your door is hot, do the following:

- DO NOT OPEN YOUR DOOR. KEEP YOUR DOOR CLOSED.
- Go to the window, open it, and call for help (Use room phone and dial 5 or cell phone and dial (516) 877-3511 for Public Safety). DO NOT JUMP.
- Stay near the window where you can be seen.

If your door is not hot, do the following:

- Put on a coat and shoes.
- Take a hat or comparable head protection.
- Take your keys and ID card.
- Close and lock your room door.
- Walk quietly and in single file to the nearest exit of the building.
- Remain at least 100 feet from the building. Refer to staff for the appropriate location according to the building.
- Pay close attention to instructions from fire department, Adelphi Public Safety, and Residential Life and Housing staff.

What should I do if I have a disability?

- If you are on the ground floor, leave through the nearest exit.
- If you are not on the ground floor, do not use the elevators. Plan in advance with your floor mates to help you down the stairs in the event of a fire.
- If it is not safe to leave your room because the fire is on your floor, you should go to the nearest window and call for help. Stay close to the window where you can be seen.

What should I do if I have difficulty waking for an alarm?

It is imperative that you wake and evacuate for any fire alarm. You cannot rely on others to get you out. There is NO excuse for failing to evacuate during a fire alarm, since your life may depend on it.

What happens if I activate the fire alarm?

Tampering with fire safety equipment and/or causing/contributing to false fire alarms will not be tolerated.

Anyone found guilty of these violations will be subject to dismissal from the University and will be held liable under New York State Law. See Fire Safety Policy on pages 31-32.

How can I ensure fire safety?

- Abide by all fire safety guidelines.
- Keep fire doors closed at all times.
- The fire alarm should be immediately activated, even in the event of a small fire, which can easily get out of control.
- Always close your door when you go to bed.
- Know the exact location of all fire exits, fire alarms, and fire extinguishers.
- Only metal waste baskets should be used, and these should be emptied regularly.
- Do not use extension cords.
- Do not use open-flame devices.
- Do not use candles or incense.
- Do not string wires under rugs, over hoods, or in any place where they may be subject to wear or mechanical damage. Check all electrical cords periodically for damage.
- Do not use high-wattage appliances and heat-conducting appliances. If you are in doubt about any appliance, ask an RA or Residence Hall Director.

What equipment is in place to ensure fire safety?

Smoke detectors: All rooms and suites are equipped with a smoke detector. Residents should always ensure that their smoke detector is working. (You should see a red or green blinking light.) If your smoke detector is not working—the red light is not on—or the smoke detector activates in the absence of smoke or a fire, notify an RA. Smoke detectors should not be disconnected.

Fire extinguishers: Located on each floor of every residence hall is at least one fire extinguisher. Irresponsible use of fire extinguishers can create a dangerous situation and will result in disciplinary action.

Fire alarms: Located on each floor of every residence hall are manual and automatic fire alarm systems. In the event of a fire, you should activate the fire alarm if it is not already sounding.

Sprinklers: All rooms and suites are equipped with sprinklers. Residents should never cover or hang anything from the sprinkler head, protective cage, or pipes. Damaging a sprinkler head may result in activating the sprinkler and causing flooding to the room and building. Students found activating a sprinkler will be responsible for damages.

Your Advantages

One of the major advantages to living on campus is the greater access you have to campus activities, resources, and services. Time spent on a commute can be effectively used for relaxing entertainment, study at the library, attending a lecture, or building friendships that will last beyond your college years. Here are just some of the reasons to live on campus:

Activities

Throughout the year, in addition to the various programs held within the residence halls, the Center for Student Leadership and Activities, Student Government Association-funded clubs, and several academic departments sponsor many exciting campus events. There are a number of parties, movies, distinguished lectures, plays, art exhibits, cultural events, workshops, and seminars scheduled throughout the year.

The Student Activities Calendar provides a detailed guide to all on-campus events, including dates and game times for Adelphi's athletic teams. The Panther Sports Hotline, (516) 877-6666, is updated regularly along with the University Calendar located on the Adelphi University Web site at <http://calendar.adelphi.edu/cgi-bin/publish/webevent.cgi>. Your RA is also a valuable resource about on-campus events. If you are wondering what to do, consult the RA on duty about events scheduled.

Leadership

Campus leadership is a very important aspect of your college education. By participating in student clubs and organizations, and by being a participant in its governance system and social activities, you will develop valuable skills that will be an asset to you regardless of your field of interest. Within the residence halls, there are various leadership possibilities, which, as a resident student, you should consider. Here's a sample:

The **Resident Student Association (RSA)** serves as the voice of all resident students and expresses all residential life concerns to the University administration. RSA also coordinates educational, cultural, and social programs for the benefit of all residents. RSA is composed of two bodies:

The **RSA Executive Board** serves as the official link between resident students and the Office of Residential Life and Housing, ensuring that resident concerns are properly addressed. The board's responsibility is to constantly reinvent means by which our office can better serve you. The RSA Executive Board holds weekly meetings throughout the year. (Please see the posted schedule after the beginning of each semester.) They can be reached by visiting their office located in the Student Activity Suite in the lower level of Earle Hall, by calling (516) 877-6624, or by emailing res.assoc@adelphi.edu.

RSA Hall Councils comprise your local representatives, elected to address the various issues and concerns of your particular hall. A representative of each Hall Council reports to the RSA Executive Board on issues that need to be addressed at the campus-wide level. Issues regarding a specific hall are addressed to the Residence Hall Director. The Hall Councils hold meetings throughout the semester in the main lounge of each residence hall. (Please see the posted schedule after the beginning of each semester.)

For more information on the RSA, speak with your Residence Hall Director or call the RSA President at (516) 877-3650.

Resident Senators are elected to the Student Government Association (SGA) of Adelphi University. Their charge is to voice the concerns of resident students to the entire campus community. The SGA is the voice of all undergraduate students. Residents of each residence hall elect a Resident Senator to serve as their representative to the Student Senate. Resident Senators meet regularly with their Residence Hall Director, attend hall council meetings, and report to the SGA Student Senate.

For more information on the Student Government Association, call the SGA office at (516) 877-6934.

Resources

Adelphi Public Safety's priority is to ensure campus safety. Public Safety officers patrol the campus constantly, ready to respond to any emergency. In an emergency, you can reach Adelphi Public Safety by dialing 5 from any campus telephone or by lifting the receiver of any emergency telephone located throughout the campus.

The **Health Services Center**, located in Waldo Hall, provides medical assistance, counseling, and referral services to students 24 hours a day, seven days a week, during the academic year. You can reach a nurse by calling (516) 877-6000 or by dialing 5 in an emergency situation.

Counseling Services

Students often face stress and pressure. The Student Counseling Center (UC Room 310, (516) 877-3646) helps students with problems or concerns that may interfere with their academic and personal goals. They offer a variety of services including confidential individual and group counseling, psychiatric services, evaluation, crisis intervention, rape crisis counseling, anger-management counseling and education, outreach and consultation services, psychoeducational workshops, and referrals to on-campus and off-campus resources. Their workshop series offers a forum to discuss issues that impact students' lives.

Common concerns students express to counselors include self-esteem problems, depression, anxiety, eating disorders and body image issues, relationship difficulties, dealing with emotions, family-related issues, decision-making, and uncertainty about the future. Any undergraduate or graduate student currently enrolled full- or part-time at Adelphi is eligible for these free, private, and confidential year-round services.

Drugs and alcohol are a problem on college campuses nationwide. Often students use substances to socialize, relax, or avoid other things in their lives. At times, the use of drugs and alcohol becomes problematic for students, resulting in personal problems or academic difficulties. The Student Counseling Center offers education and confidential counseling on substance abuse issues. A drug and alcohol counselor is available by appointment at (516) 877-3646.

When struggling with personal issues and conflicts, students may be concerned about confidentiality and may have trouble reaching out to professional staff. For this reason, Adelphi University created the Peer Counseling Center and anonymous hotline. Peer counselors are a group of carefully selected and intensively trained undergraduate Adelphi University students. The Peer Counseling Center and hotline is open Monday through Friday, 7:00 p.m. to 11:00 p.m., when classes are in session.

Another significant on-campus resource is the Center for Psychological Services, which offers psychotherapy and psychological testing to students, staff, and the surrounding community. It is housed in the Hy Weinberg Building and is part of the Derner Institute for Advanced Psychological Studies. Professional and confidential services are provided at no fee to members of the Adelphi community. Call (516) 877-4820 for more information.

The **Interfaith Center**, located on the third floor of the University Center, houses the Offices of the Catholic, Jewish, Muslim, and Protestant Chaplains. The chaplains are available to students for counseling on all personal and spiritual matters. Buddhist meditation is available as well. The Center also provides information on religious services and on church, synagogue, and temple locations. The Interfaith Center can be reached by calling (516) 877-3113.

The **Office of Disability Support Services**, which is located on the third floor of the University Center, provides cost-free assistance to Adelphi students with documented medical, sensory, physical, psychological, or learning disabilities to ensure equal access to education through reasonable assistance and special accommodations. The Center is open Monday through Thursday, 8:30 a.m. to 7:00 p.m., and Friday from 8:30 a.m. to 4:00 p.m. The coordinator of the Office can be reached at (516) 877-3145 or TTY (516) 877-3138.

The **Office of International Student Services and Study Abroad** provides support services to international students. The Office assists students in keeping their legal international status with such federal agencies as the U.S. Citizenship and Immigration Service, the Internal Revenue Service, Department of State, and the Social Security Administration. The Office also sponsors programs and discussions about the challenges faced by international students and information about a number of study abroad programs. The Office can be reached by calling (516) 877-4990.

The **Swirbul Library** and the **Science Library** offer the facilities, resources, and services to support the academic, research, cultural, and student life mission of the University. Dedicated to providing access to all information as necessary, the libraries contain approximately 642,000 volumes, 790,000 microforms, and 45,000 audiovisual items. Library hours are extended during final examination periods. For library hours and other related questions, call (516) 877-3570.

The **Learning Center/Writing Center**, located on the lower level of Earle Hall, provides tutoring services for currently enrolled Adelphi students through recitations, peer learning assistance, and a variety of workshops. For more information, visit or call the Learning Center at (516) 877-3205.

The **Computer Center Help Desk**, located in the Swirbul Library, assists students who have questions about computer programs and operation. You can reach the Help Desk by calling (516) 877-3340. Students at the Computer Center can consult a lab assistant for additional help.

The **Center for Career Development** assists all students and alumni in preparing for their careers beyond Adelphi. Services and programs include career counseling, résumé writing, interview preparation, on-campus recruitment, career research, the establishment of credential files, listings of current job openings for part- and full-time positions both on and off-campus, referrals, and graduate school counseling. The Center, located in Post Hall, can be reached by calling (516) 877-3130.

The **Adelphi University Bookstore**, operated by Barnes & Noble, is located on the lower level of the University Center. It sells textbooks and class supplies associated with the academic responsibilities of each student. The store also carries a wide selection of magazines, journals, trade paperbacks, clothing, stationery, and other items. In addition, the store orders books and buys back student textbooks at the end of each semester. The store also cashes checks (personal checks up to \$25) for students every other Thursday and Friday based on the student pay schedule. The bookstore can be reached by calling (516) 877-3900.

An **Automated Teller Machine (ATM)** is provided on the main level of the University Center as well as in Post Hall, for students who require cash. These machines have no fee for usage. Please consult your financial institution for any fees charged for using an ATM outside their network.

Basic Services

Maintenance

What should I do about Maintenance Problems?

Students may report a maintenance problem through the My Housing software system located on e-Campus or by completing a maintenance request form available at the RA or RHD office. Once submitted, the request will be forwarded to the Office of Facilities Management and Planning and an engineer will respond in a timely manner. If your maintenance concern needs immediate attention because it poses a health or safety risk, locate your Residence Hall Director during daytime office hours or call the RA on duty during the evening; either staff member will request that an engineer respond as soon as possible. You can also dial 5.

Laundry

Where can I do my laundry?

Each residence hall is furnished with card operated washing machines and dryers. One wash load costs \$1.25 and one dryer load costs \$1.00.

Where do I get a card for the laundry machines?

Laundry card machines are located in the UC and in Post Hall. The deposit for the card is \$3.00 and the smallest increment you may add to the card is \$5.00. Once you no longer require the use of the laundry card, you can obtain a refund on the amount remaining on the card and the deposit by contacting Automatic Industries at 1-800-THE-WASH (1-800-843-9274).

What do I do if my card is lost or stolen?

If the card is not located, the University is not responsible for replacing the card. You must replace the card using the same procedure as when you first obtained your card.

Can I add more time to the drying cycle without adding a full cycle?

Yes. Please follow the instructions posted in each laundry room in order to add time to your drying cycle.

What do I do if the laundry machines are malfunctioning?

Please report any problems with the laundry machines to your Residence Hall Director or RA. They will contact Automatic Industries in order to have the equipment repaired. If you lose money in a laundry machine, please contact Automatic Industries to obtain a refund at 1-800-THE-WASH.

Trash

Where should I dispose of my trash?

Trash receptacles are located in the laundry rooms, some hall closets, and bathrooms of each residence hall. All residents are responsible for properly disposing of their garbage. Residents who leave trash in the hallways, stairwells, or in any other inappropriate location will be subject to fines and disciplinary sanctions.

Is there recycling on campus?

Yes. Any student can request a recycling receptacle for their room. In addition, there are large recycling receptacles within each residence hall lounge and throughout the campus.

Lounges

Where are the lounges located?

Each residence hall has a lounge located on its first floor adjacent to the lobby. The lounge is furnished with a television set, couches, and kitchenette facilities.

What are kitchenettes furnished with in the residence halls?

Each residence hall is equipped with a kitchenette located in the lounge. The kitchenettes are furnished with an oven, range, microwave, and sink. Cooking is not permitted in rooms or anywhere in the residence halls other than in the kitchenettes.

Mail

What is my postal address?

To receive mail, please ensure that your address appears on the envelopes as follows:

Format:

Name
Residence Hall and Room Number
Adelphi University
One South Avenue
P.O. Box 701
Garden City, NY 11530-0701

Example:

John Doe
Eddy Hall 100
Adelphi University
One South Avenue
P.O. Box 701
Garden City, NY 11530-0701

Where do I receive my mail?

Your mail will be placed in your mailbox located in the mailroom of your residence hall. Ask your RA for your mailbox combination and the exact location of your mailbox.

Where do I receive large packages that cannot fit in my mailbox?

Large packages can be collected at the Earle Hall mailroom, located in the lobby. Office hours are posted outside the mailroom each semester. If you would like to contact the mailroom for information on hours of operation or on the status of a package, please call extension 6180.

Where can I buy stamps?

A stamp machine is located on the main floor of the University Center. The Garden City Post Office is located at the corner of Franklin Avenue and Sixth Street and is a short one-mile walk from campus.

Will my mail be forwarded during winter and summer breaks?

During the winter, Residential Life and Housing staff will forward first class mail only until the week prior to opening day for the spring semester. During the summer, mail will be forwarded only until July 1. All other mail will be returned to the sender. To ensure that you receive all mail in a timely manner, please provide companies, friends, and family with your change of address, at least at the end of the academic year. You should also ensure that the Office of the Registrar has your accurate home address, so that any mail arriving at your residence hall will be forwarded to the right address. Please be advised that the Garden City Post Office will not accept Change-of-Address forms from Adelphi residents.

Telephones

Should I bring my own telephone to campus?

Yes.

What is my telephone number?

Each student is assigned a telephone number or four-digit extension, which will be theirs throughout their time in housing. When the student moves from room to room, the extension will move with them and be reassigned to the student's new room.

Do I pay for my telephone calls?

All local calls to 516, 631, 212, 917, 718, and most 914 area codes are free of charge. To make all other calls, you will need to obtain a calling card. The University does not subscribe to any long distance calling plans.

How do I call off campus?

To place a local off-campus call, you must press 9, followed by the telephone number you wish to call. To place a long distance call, you will need to obtain a calling card. The University does not subscribe to any long distance calling plans.

How do I call an on-campus number?

To call a student from a non-campus telephone, dial (516) 877-4999 and then enter the four-digit extension of the student.

Can I receive collect calls?

No. Collect calls and third-party calls may not be charged to your telephone account. If there are any charges to the Adelphi University bill against your telephone number, you will be required to pay a \$5.00 handling charge in addition to the cost of the call. This policy also applies to 800 numbers that actually charge back a fee to the calling number.

Am I provided with call waiting?

Yes. To answer a second call, press the Link or Flash button, followed by *74. To return to the original call, press the Link or Flash button and *74.

Am I provided with three-way calling?

Yes. To initiate a three-way call, enter the telephone number of the first person, then press the Link or Flash button, followed by the telephone number of the second person, and then press the Link or Flash button again. All three lines should now be connected.

Am I provided with voice mail?

Yes. As a student, you are provided with a personal voice mailbox. Telephone calls will go to voice mail if there is no answer or if the line is busy. Your voice mailbox number is the same as your four-digit extension. The voice mailbox has many new features for 2005-06 and the Office of Residential Life and Housing will provide brochures on options and usage. If you have further questions, please contact the Help Desk in the Information Commons located on the second floor of Swirbul Library or by calling 3333 or 3340.

What should I do if my telephone does not work properly?

If you do not hear a dial tone when you lift the receiver, make sure your telephone is properly plugged into the jack marked voice or line 1. If the telephone does not ring, check that the volume control on the phone is turned to high. If it still does not work, try your phone in another room. Finally, if all else fails, contact your Residence Hall Director to arrange for service.

What should I do if I receive harassing phone calls?

Harassing telephone calls via the voice mail system or any other electronic messaging or mail service are treated in the same manner as a direct call. If such a call is received, you must report the call to Public Safety. A thorough investigation of call records can then be made, and the person responsible for the unwanted calls will be referred to either the Student Judicial Officer or the Office of Public Safety for possible further action.

Television**Am I provided with cable television access in my room?**

Yes. You have been provided with access to approximately 60 cable stations. The channel listing is available from your residence hall staff.

Adelphi Channels

Watch Channel 97 for announcements and upcoming events.

What should I do if I receive poor cable reception?

If you encounter problems with your cable reception, please do the following before contacting the Telecommunications Office:

- Make sure there is a tight connection between the Cable TV jack and your television set.
- Check another television set in your residence hall to confirm that the cable is operating.
- Consult your television set's manual and confirm that the set is programmed to access cable.
- If reception is still poor, contact your Residence Hall Director for service.

Garden City

Several places in and around Garden City are popular among Adelphi students, faculty, and staff. The following listings have been selected because of their proximity to campus. No endorsement by the University of any of these services is intended or implied.

Restaurants

A&S Bagel Company
761 Hempstead Turnpike
Franklin Square
326-9288

Famous Dave's
1060 Corporate Drive
Westbury
832-7300

**Nakisaki
(Jamaican and Chinese)**
276 Fulton Avenue
Hempstead
292-9200

B.K. Sweeney's Steakhouse
636 Franklin Avenue
Garden City
746-3075

Fulton Chinese Kitchen
46 Fulton Avenue
West Hempstead
565-4153

Subway of Garden City
3 Nassau Boulevard South
Garden City South
505-0866

Boston Market
603 Hempstead Turnpike
West Hempstead
539-0500

IHOP
85 Hempstead Turnpike
West Hempstead
483-6103

Sushi Palace (Japanese)
94 Hempstead Turnpike
West Hempstead
538-3838

Burger King
340 Hempstead Turnpike
West Hempstead
538-2859

Kentucky Fried Chicken
20 Hempstead Avenue
Hempstead
564-0025

Taco Bell
996 Hempstead Turnpike
Franklin Square
358-9821

Burger King
(at Roosevelt Field Mall)
747-7566

Lucky Duck (Italian)
9 Nassau Boulevard
Garden City South
485-4848

Umberto's Pizzeria
361 Nassau Boulevard
Garden City South
481-1279

Cheesecake Factory
1504 Old Country Road
Westbury
222-5500

McDonald's
2045 Jericho Turnpike
New Hyde Park
488-1950

Wendy's
65 Hempstead Turnpike
West Hempstead
489-2880

Cherry Valley Deli
168 Hempstead Turnpike
West Hempstead
292-3381

McDonald's
575 Franklin Avenue
Franklin Square
354-4420

White Castle
Intersection of Front Street,
Hempstead Turnpike, and
Hempstead Avenue
565-4607

Domino's Pizza
166 Poplar Street
West Hempstead
483-3030

Coffee Houses

Starbucks

184 Seventh Street
Garden City

Witches' Brew

311 Hempstead Turnpike
West Hempstead

Movie Theaters

Garden City

Loews Cineplex Roosevelt Field 8*

Roosevelt Field Mall
741-4007

New Hyde Park

Clearview Herricks Cinemas

3324 Hillside Avenue
747-0555

Westbury

Loews Cineplex Raceway 10*

1025 Corporate Drive
745-6633

*Special discount available through Center for Student Leadership and Activities in the University Center, Room 110

Banks

Astoria Federal Savings

1150 Franklin Avenue
Garden City
746-0700

Chase Manhattan Bank

106 Seventh Street
Gardent City
535-4650

North Fork Bank

118 Seventh Street
Garden City
741-2400

Astoria Federal Savings

490 Hempstead Turnpike
West Hempstead
481-8300

Citibank

199 Second Street
Mineola
627-3999

Roslyn Savings Bank

108 Seventh Street
Garden City
739-4438

Bank of America

60 Hempstead Avenue
West Hempstead
(800) 841-4000

Commerce Bank

855 Franklin Avenue
Garden City
739-2605

State Bank of Long Island

339 Nassau Boulevard
Garden City South
481-3900

Bank of New York

565 Hempstead Turnpike
West Hempstead
489-2218

HSBC

147 Seventh Street
Garden City
746-7191

Washington Mutual

975 Franklin Avenue
Garden City
873-5290

Bank of New York

82 Seventh Street
Garden City
294-2011

Nassau Educators Federal Credit Union

1000 Corporate Drive
Westbury
561-0030

Shopping

The Roosevelt Field Shopping Center and the Mall at The Source are popular, local shopping areas for Adelphi students. The Adelphi University Shuttle Bus offers transportation from the main campus to both locations. Check your Shuttle Bus Schedule, available at the Office of Commuter Student Affairs, for pick-up and departure times.

Taxis

All Island Taxi
742-2222

Long Island Yellow Cab
735-1111

Ollie's Taxi
437-0505

Storage Facilities

Public Storage
1055 Stewart Avenue
Garden City, NY
222-7049

Self Storage Center
1990 Jericho Turnpike
New Hyde Park, NY
326-1199

U-Haul Self Storage
450 Fulton Avenue—
East of Clinton Street
489-6550
(Open 7 days)

New York City

Adelphi University is a short train ride away from the cultural capital of the world—New York City. Every year, the Center for Student Leadership and Activities sponsors trips to various events in the City, such as Broadway plays, Radio City Music Hall, as well as to New York City street festivals. Students may also travel into the city on the Long Island Rail Road. The Nassau Boulevard train station is a short walk from the campus. Train schedules are available at the Office of Commuter Student Affairs, which is located in Room 109 of the University Center.

Appendix

Residential Life Policies

Students living in University residence halls are subject to federal, New York State, and local laws, as well as the University's policies governing student housing, student conduct, and disciplinary procedures. Students are also responsible for knowing and observing University regulations and procedures as set forth in official publications, including but not limited to the Residence Hall Agreement, *Guide to Student Life*, *Graduate Bulletin*, *Undergraduate Bulletin*, *Code of Conduct*, and this guide.

Community Standards

1. Residents are under continuous obligation to be considerate of fellow students. Inconsiderate behavior, including irresponsible behavior resulting from alcohol or drug abuse, smoking in any residence hall, infringement on roommate privacy, excessive noise, or other residence hall violations, will be subject to review and disposition by the appropriate residence hall staff members.
2. Residents may not exhibit behavior that intimidates or interferes with the use of the space by others, specifically, but not limited to behavior that attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in; and behavior that is disruptive in lounges or in any other part of the residence hall facility. This includes but is not limited to playing sports indoors and to throwing anything out of windows. Conduct that endangers the safety of property or the health and safety of others is not permitted.
3. Access to bathroom facilities is limited to the sex designated and/or to persons of the sex in residence on the floor served by such facilities.
4. Sound carries easily throughout the residence halls. Voices, stereos, televisions, and sound amplification equipment often can be heard in other rooms on a floor, on floors above and below, and in neighboring buildings. Residents should be conscious of the volume of their music, and all are expected to be considerate of and comply with reasonable requests from peers and staff to adjust their sound/noise levels.
5. Quiet hours will be enforced in all residence halls. In addition to noise regulations, residents will observe 24 hour quiet hours during University designated examination periods.

Building Security

6. Your personal safety and the physical security of the residence halls depend in part on your knowledge of safety precautions. Public Safety officers patrol the campus 24 hours a day. Student hall attendants staff the main door of each residence hall at night to regulate access to the buildings. Student hall attendants will check residents' identification and will register guests.
7. All occupants assume total responsibility for their rooms, including contents, behavior, damages and activities that occur within them. Any violations may effect your status as a resident student, including but not limited to probation and/or removal from the residence halls.
8. Residents are responsible for ensuring the health and safety of persons and property in common areas (corridors, lounge, etc). Residents are obligated to report dangerous or disruptive activities to the residence hall staff. Outside doors may not be propped open.
9. Sidewalks, entrances, passages, elevators, lobbies, stairways, corridors, and halls must not be obstructed, encumbered, or used for any purpose other than ingress and egress to and from the premises.

Posting Policy

It is prohibited for any person to peddle, solicit, cause to peddle or solicit or attempt to peddle or solicit anywhere on campus. This includes but is not limited to distributing bar flyers, leaflets, and posters under doors, on car windows, on floors, on the ground or anywhere on campus.

Such action is a violation of this policy subject to disciplinary action including but not limited to: restitution, cumulative fines, educational sanctions and suspension from the University and is cause for arrest for violating Garden City Village Ordinance §121-1 and §155-2.

Fire Safety

10. All occupants must leave the building immediately, using the nearest exit, whenever a fire alarm sounds or when instructed to do so by University personnel during times of emergency.
11. A fire drill may be conducted in your residence hall to help you become familiar with evacuation procedures. You must leave the building during the drill. Lock your room as you leave to prevent theft of property.
12. The use of elevators is prohibited whenever the fire alarm is activated or if there is a fire in the building.
13. Tampering with fire equipment, smoke detectors and/or fire alarms is a violation of New York State Law as well as University Policy. Persons involved may be subject to judicial action and/or arrest. University policy states that false fire alarms will result in disciplinary probation and/or suspension.
14. Municipal fire safety regulations forbid cooking in the residence halls, except in lounges equipped with kitchen facilities. Kitchen areas are provided for residents to use in each building.
15. **Fire Safety Violation Sanctions*:**
 - 1) Causing a Fire
 - a) Careless or Reckless—\$100 fine, restitution for property damage, and one year University disciplinary probation (and residence hall probation for a resident student)
 - b) Intentional (Arson)—Referral to police/fire authorities for prosecution, restitution for property damage, and expulsion from the University
 - 2) Knowingly Filing a False Fire Alarm—Referral to police/fire authorities for prosecution, \$250 fine, and one year suspension from the University
 - 3) Activating a Smoke or Heat Detector
 - a) Careless or Reckless—\$100 fine
 - b) Intentional—Referral to police/fire authorities for prosecution, \$250 fine, and one year suspension from the University
 - 4) Activating the Sprinkler System
 - a) Careless or Reckless—\$100 fine, and restitution for property damage
 - b) Intentional—Referral to police/fire authorities for prosecution, \$250 fine, restitution for property damage, and one year suspension from the University
 - 5) Tampering with Fire Equipment—\$250 fine, restitution for property damage, and one year University disciplinary probation (and residence hall probation for a resident student)

6) Failure to Evacuate During a Fire Alarm

- a) First Offense—\$100 fine
- b) Second Offense—\$200 fine, seven day suspension from the residence halls and residence hall probation (if a resident student)
- c) Third Offense—one semester suspension from the University and removal from housing (if a resident student)

* Please note:

- In New York State, knowingly filing a false fire alarm is a felony punishable by a minimum of one year in prison.
- As per University practice, students arrested on the complaint of the University shall be placed under emergency suspension pending the outcome of the case.
- Repeated fire safety violations will result in harsher sanctions, which may include suspension or expulsion from the University.
- The University may terminate a student's Residence Hall Agreement at any time for violation of the University's policies concerning student conduct and discipline, regulations governing the residence halls, non-payment, or for health, safety or social reasons.

Room Security

16. Student room doors should be kept locked at all times and window(s) should be secured.
17. Search of Rooms: Nothing in the University-student relationship or the Residence Hall Agreement will expressly or implicitly authorize University officials to permit police, or other government officials, to search a student's room without a warrant. The Dean of the Student Affairs, or a designee, may search a student's room only with the permission of the student, except when it is reasonably believed that a violation of campus policy or law has occurred or when it is deemed an emergency.
18. Access: When a representative of the Division of Student Affairs, Physical Plant, or Public Safety seeks access to a resident's room to determine occupancy, or for maintenance and repairs, the occupant will be notified in advance of such entry. A professional staff member in the office of Residential Life and Housing will be notified in advance when entrance is necessary by a representative of the Dean of Student Affairs or the Director of Public Safety. A student request to Physical Plant for repairs and permission for entry constitutes an invitation for room entry for that purpose. If no permission is given, Physical Plant must make arrangements directly with the resident student. Residential Life and Housing staff will conduct Health and Safety inspections at least once a month.
19. The University reserves the right to remove from the student's room any item not in conformity with University policies.
20. Keys: Each resident is given a room key and an outside door key. Residents are expected to carry their room keys at all times. Suite residents are also given a suite key. Room keys are not to be loaned or duplicated.

If the resident student loses any key, the lock will be changed and new keys will be issued to the residents of that room. The cost of the lock change will be billed to the student who lost the key.

Keys must be returned to the residence hall staff member when the resident vacates the room or when directed to hand in keys by a member of the Residential Life and Housing staff. Failure to return the room key will result in an automatic lock change. The student who fails to return the key will be billed for the lock change.

Students who are locked out of their room should call the Resident Assistant (RA) on duty. If the RA on duty is not available or if there is no RA on duty, you may contact any RA in the building or the Residence Hall Director during the day. Students should not expect that a staff member will be available to open a room as RAs may be in class and the Residence Hall Director may be unavailable. The University imposes a fine based on the number of times that a student is locked out. The first lockout is done with a warning, the second is \$5, the third \$10, the fourth \$20, and \$50 each time thereafter. Should you lose your key, you must inform a staff member immediately.

Room Usage

21. The University provides routine housekeeping services only for lounges, corridors, stairways, and common bathrooms. The student is responsible for the care and cleaning of his/her room. Students who reside in suites with semiprivate baths are also responsible for the care and cleaning of their bathroom.
22. On occupying or vacating an assigned room, the resident is required to check the condition of the room and its furnishings with the staff member on forms provided. The University holds each student responsible for loss or damage to property beyond normal wear and tear.
23. Residents may add furnishings to their rooms subject to Health and Safety Code, but they are not permitted to move University furnishings from or to any room. Removal of University furniture from campus facilities is forbidden. University furniture missing from rooms at the time of check out will be charged to the responsible individual(s) at full replacement cost.
24. The University cannot store student room furniture. Each piece of furniture assigned to a room must remain in that room for the entire academic year.

Guests and Visitors

Good sense and common courtesy apply when residents want to have guests and visitors. The residence hall policies and procedures related to guests and visitors permit residents to have guests in a manner that does not infringe upon the comfort or rights of other residents, and maintains a required level of safety and security in the residence hall. The following general policies (currently under review at time of publication) apply to all guests and visitors:

25. Guests and visitors must have a valid photo identification in order to be signed in.
26. Regardless of the length of his/her stay, the guest and/or visitor is expected to abide by all policies, procedures, regulations, and standards of Residential Life and Housing and of the University.
27. The host is responsible for his/her guest(s) at all times.
28. Disregard and/or interference with the rights of other students with respect to reasonable quiet and privacy is strictly prohibited in the residence halls.
29. Possession, use, sale, or exchange of alcohol, illegal drugs, narcotics, or drug paraphernalia is strictly prohibited.
30. Loaning and/or duplicating of residence hall keys and altering of door locks is strictly prohibited.
31. The University assumes no liability for loss of or damage to personal belongings of guests or visitors.

32. Visitors

Provided that there is no unreasonable interference with the rights or expressed preference of a roommate, a resident may have a visitor (one whose stay is for a few hours, but not overnight). The following procedures and conditions must be met:

- a. It is the responsibility of the host to meet his/her guest in the lobby and to remain with that person at all times when the visitor is in the residence hall.
- b. All visitors must register by signing the Visitor Register and by leaving a valid form of current photo identification, such as a driver's license or passport, with the hall attendants in the residence hall, when they are on duty.
- c. When the visitor leaves the residence hall, he/she must be escorted to the lobby by the host and must sign-out in the Visitor Register, when the hall attendant is on duty. The identification card will be returned as he/she leaves the residence hall. Identification cards not picked up may be obtained from the Residence Hall Director the following business day.

33. Overnight Guests

Provided that there is written prior approval of the roommate, a resident may have an overnight guest (one who stays in the room overnight.) In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by visitors as outlined above. In addition, the following procedures and conditions must be adhered to:

- a. A resident may have an overnight guest no more than three (3) consecutive nights.
- b. A resident may have an overnight guest no more than two (2) times per calendar month.
- c. Any guest may not reside in the residence halls for more than two (2) visits per calendar month.

34. Guest Passes

In order to facilitate the entrance and exit of overnight guests, the host must obtain a Guest Pass, which is available through the Residence Hall Director (Monday–Friday 8:30 a.m.–4:30 p.m.) The Guest Pass permits the visitor to enter and exit the residence hall by showing Public Safety the pass with an appropriate ID.

- a. Requests for Guest Passes must be made at least 24 business hours prior to visit.
- b. A Guest Pass will be issued for no more than three (3) consecutive days.
- c. It is the responsibility of the host to meet his/her guest in the lobby upon the guest's arrival.
- d. Upon entering the building, the guest who has a pass must, as requested, present both the pass and appropriate identification, but need not sign in or leave any identification with the hall attendants.

Drug and Alcohol Policies

Adelphi University, in its mission to provide a quality education for students and to prepare them for a productive and responsible life, realizes the importance of a drug-free campus, and is, therefore, strongly committed to preventing abuse of controlled substances. To maintain an atmosphere conducive to the fulfillment of this mission, the following policies are enforced.

35. It is the University's policy to prohibit the unlawful manufacture or distribution, dispensation, possession, or use of illicit drugs and alcohol anywhere in the University or as part of any Adelphi activity.

36. Any member of the Adelphi community found to be in violation of this policy will be subject to disciplinary action, which may range from referral for counseling, disciplinary probation, loss of University housing, or suspension from the University, based on the merits of the case.
37. All members of the Adelphi community must abide by the terms of this policy and, in accordance with federal laws, report to the office of the Dean of Student Affairs any conviction under any local, state, or federal law applicable to this policy.

38. Residence Halls

- a. Alcoholic beverages, containers (full or empty), or paraphernalia will not be permitted under any circumstances anywhere in the Residence Halls, including student rooms. Students who bring alcoholic beverages into the Residence Halls or rooms will be subject to strict disciplinary action.
- b. Drinking contests of any kind are strictly prohibited.
- c. Advertisements for student events should be commensurate with the educational mission of the University. Emphasis on alcohol terminology will not be permitted in advertisements.
- d. Students and others who have demonstrated a repeated or serious abuse of alcohol will be referred to appropriate counseling services.
- e. The possession and consumption of alcoholic beverages outdoors is restricted by Village of Garden City Ordinance.
- f. Disruptive or inappropriate behavior caused by drugs or alcohol abuse will not be tolerated. Violators are subject to removal from campus and may be subjected to disciplinary action.
- g. Solicitation and publication of alcohol-related advertisements in University publications and media is prohibited.

39. Confiscation

It is University policy to confiscate and properly dispose of illegal drugs, drug paraphernalia, and unauthorized alcoholic beverages that are found on campus.

40. Violations

Violations of the policies and standards adopted by the University concerning substance abuse should be reported to the Dean of Student Affairs when the violation involves a student.

Smoking Policy

Adelphi University is committed to the improvement of the health and safety of students and employees, and to full compliance with New York State and local laws that limit smoking. Adelphi University prohibits the smoking or carrying of any ignited tobacco-containing products in ALL buildings on campus, anywhere on the childcare compound, in any University owned or operated transportation, and in any outdoor seating areas as they pertain to sports arenas, which include, but are not limited to, Stiles Field, the baseball field, softball field, and practice field. Smoking is also prohibited at open-air presentations or performances, and the outdoor dining area in the University Center. In addition, smoking is prohibited within a reasonable distance outside of University buildings, to include entrances, windows, and ventilation intake systems. In no case shall this distance be less than 25 feet from a building; however, if smoke intrudes on an interior area or in any other way interferes with the smoke-free passage of people into and out of buildings, smokers located at any distance from a building will be asked to relocate to another area. Civil penalties for violation of this policy are set by New York State and local laws, and are enforced by local departments of health. In addition, Adelphi University will discipline students and employees for violations of this policy in accordance with established procedures.

Any complaints concerning non-observance of this policy should be directed to the Assistant Vice President for Human Resources and Labor Relations, who is the official contact for the University with the local departments of health. Complaints about smoking in residence halls should be directed to the Resident Assistant or Residence Hall Director in that building. Any member found to be in violation of this policy will be subject to disciplinary action, which may range from referral for counseling, disciplinary/probation, loss of University housing, or suspension from the University, based on the merits of the case.

Significant health risks have been determined to be the result of exposure to environmental tobacco smoke. The Environmental Protection Agency has determined that tobacco smoke is a known carcinogen and is responsible for lung cancer as well as several other diseases in adults and children. Adelphi University has as one of its highest priorities the health and safety of students, faculty and staff, and believes that environmental considerations are part of the educational process. Our goal is to reduce the risk of exposure to potentially hazardous conditions.

Health and Safety Code

Although common dangers are listed below, students are warned that endangerment to health or safety will not be tolerated. Residence hall staff will inspect rooms to ensure safety; prohibited items will be confiscated. Items not picked up and brought home within seven business days will be discarded. This code is subject to revision at any time. Students with documented disabilities who may need special exceptions to the Health and Safety Code should contact the Office of Disability Support Services.

41. Prohibitions

The presence or use of any of the following constitutes a direct violation of Residence Hall Policies and the Residence Hall Agreement. Such a violation may result in the loss of residence hall privileges or, under certain circumstances, dismissal from the University. The presence of certain items (in addition to those enumerated elsewhere in the Health and Safety Code) are prohibited in residence halls:

- a. Weapons (or reasonable facsimiles thereof), alcohol (including containers), narcotics and other illegal drugs, drug paraphernalia, and space heaters
- b. Firearms, fireworks, and explosives
- c. Cooking appliances or other high wattage equipment, such as hot plates, electric coffee pots, immersion heaters, popcorn poppers, electrical heaters, electric frying pans, electric woks, microwave ovens, stoves, toaster ovens, air conditioners, refrigerators over four cubic feet, or any other appliance over 1,000 watts, with the exception of hair dryers
- d. Gasoline machinery, such as motor bikes, motor cycles or mopeds, and any other combustible items, including combustible engines, flammable liquids, non-electric lanterns, combustible decorations, and holiday lighting
- e. The possession of candles or the burning of any other substances. (i.e., incense)
- f. Extension cords
- g. Waterbeds
- h. Pets of all kinds. Exceptions are:
 - 1) seeing eye dogs
 - 2) fish contained in a properly maintained tank of up to ten gallons
- i. Tapestries, curtains, and/or drapes are not permitted.

42. Regulations

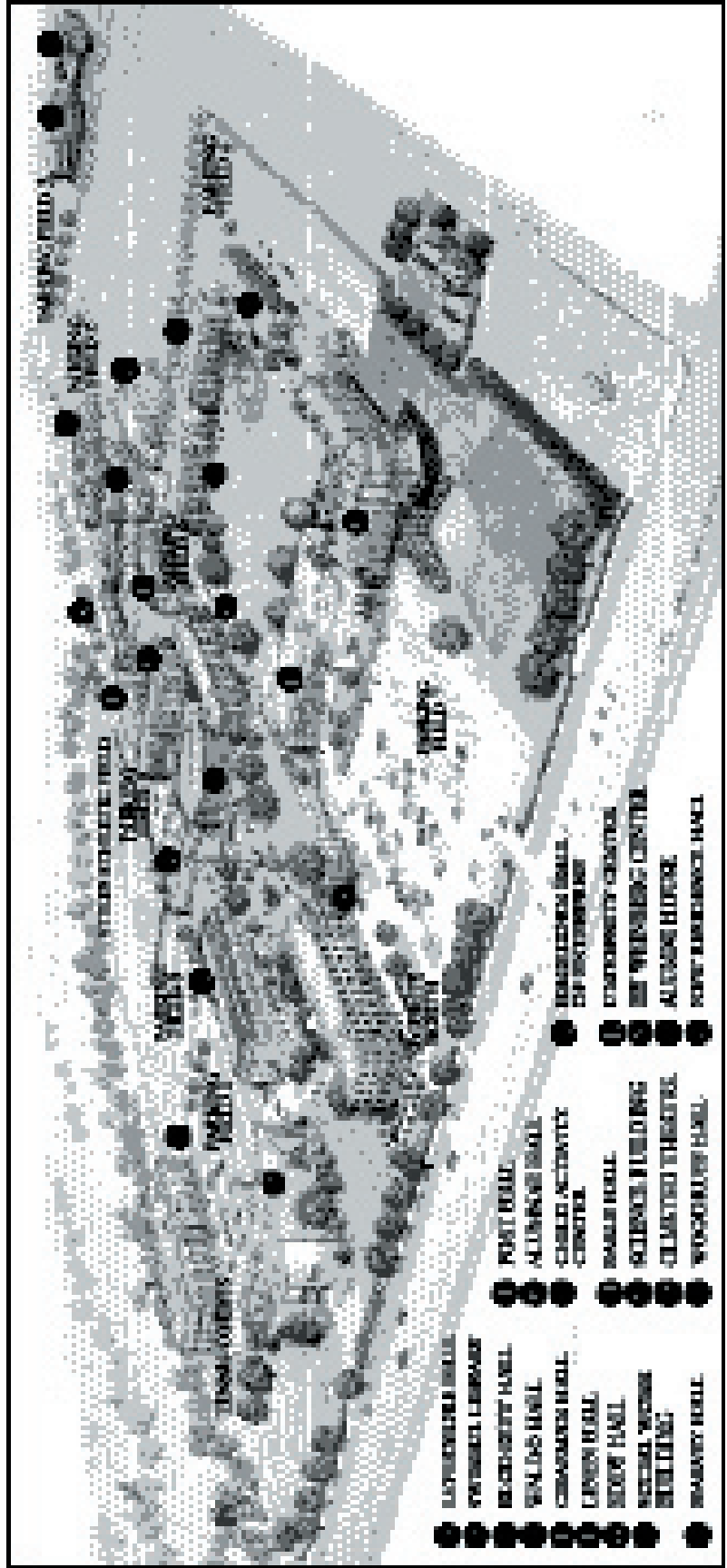
Any of the following behaviors constitutes a direct violation of Residence Hall Policies and the Residence Hall Agreement. Such a violation may result in the loss of residence hall privileges or, under certain circumstances, dismissal from the University.

- a. Failing to comply with the requests of any University Official including RAs and Hall Attendants
- b. Loaning and/or duplicating residence hall keys and altering door locks
- c. Misappropriation and/or misuse of University property and furnishings, including fire safety equipment and causing a false fire alarm
- d. Blocking stairways, corridors, and doors with any object
- e. Athletic endeavors of any kind within the residence hall
- f. Accessing a roof of any residence hall
- g. Construction or alteration of any area within a residence hall without the written permission of the Associate Director of Residential Life and Housing
- h. Disregard for the security of others, including propping open exterior doors, permitting unaccompanied nonresidents into the residence halls either directly or through negligence, and failing to cooperate with Public Safety personnel, including receptionists
- i. Exiting or entering through an alarmed door that is designated as being for emergency use only, whether the door is alarmed or not
- j. Removing, tampering, or raising individual window screens, especially if it is for the purpose of gaining entry into the building or for placing, throwing or draping objects from the window
- k. Placing and/or hanging anything outside of room windows
- l. Students may not conduct business dealings in the residence halls. Solicitation, canvassing, and sale of products or tickets by individual students, non-registered student groups and/or non-students for personal or organizational funds, sales, memberships, or subscriptions is prohibited in University buildings. Officially recognized University student organizations must receive approval from the Center for Student Leadership and Activities prior to consulting the Office of Residential Life and Housing about conducting such activities.

Campus Map

ADELPHI UNIVERSITY

GARDEN CITY, NEW YORK



Problem Solving Guide

Life in a university presents a variety of questions and concerns, particularly for new residents. In many cases, your RA is your primary resource, but you can solve your problems directly. To assist you, we have compiled a problem-solving guide. We hope that it will prove useful but if you are ever in doubt about what resource you should consult in solving a problem, be sure to ask your RA.

Problem	Solution
Alcohol/drug issue	Call the Student Counseling Center (x3646). Call the Peer Counseling Center (x3663).
Bored	Consult the Activities Calendar. Call the Panther Sports Hotline (x6666). Call the Olmsted Theatre Box Office (x4000). Consult your RA.
Campus ID card lost/stolen	Call Public Safety immediately (x3500).
Community/living concerns	Speak with other residents to devise solution. Speak with your RA or the RA on duty. Call the Student Counseling Center (x3646). Call the Peer Counseling Center (x3663).
Depressed/lonely	Call the Student Counseling Center (x3646). Call the Peer Counseling Center (x3663). Speak with your RA. Interfaith Center (x3113).
Emergency	Dial 5; RA on duty.
Hungry	Adelphi Dining Services. See listing of off-campus restaurants.
Ideas for programs	Talk to your Hall Council or your RA.
Laundry machines refunds	See RA on duty.
Lockouts	See RA on duty.
Lost/stolen keys	See your Residence Hall Director and Public Safety (x3500).
Maintenance: emergency	See RA on duty.
Maintenance: general	Maintenance log.
Mail	Mailbox located near RA office.
Overnight guest pass	See your Residence Hall Director or RA.
Packages	On-campus: Earle Hall mailroom (check for hours).
Stamps	Stamp machine in UC, main floor.
Telephone problems	Make sure phone is properly connected. Contact Residence Hall Director or RA.
Theft	Call Public Safety (x3500) and notify the RA on duty.
Other problems	Consult your RA.