Residence Halls Living Guide

Residence Hall Facilities

- **Residence Hall Postings:** Recognized University departments SRU registered & approved and organizations sponsoring university events, services, and resources may post signs in University residence halls. Postings must be approved by the Office of Residence Life in Watson Hall. Postings may only be placed on residence hall bulletin boards. All postings must adhere to Slippery Rock University posting guidelines.

- **Bathrooms & Showers:** Members of the opposite sex are not permitted to use the community bathroom facilities in residence halls. All shower stalls are single occupancy only. Electronic devices such as stereos, cell phones, etc are not permitted in community bathrooms or showers.

- **Elevators:** Elevator occupancy is limited to six people at a time. Individuals violating this policy and causing damage to an elevator may be required to pay for repair costs.

- **Equipment:** Games, athletic equipment, billiards, ping-pong, VCRs & DVD players, vacuum cleaners, and recreational equipment may be checked out at the front desk with your SRU ID. Equipment is purchased by the Residence Hall House Council and is intended for use within the building by residents only within the building.

Mailing Address

All residence hall students receive a mailbox. Mail that will not fit in the standard campus mailbox will be considered a package and an email will be generated to the student’s campus email address with detailed information as to where and when the student may pick up his or her package. The university receives U.S. Mail, Fed Ex, UPS and other courier services. The student mailing address is:

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Student’s Name
Students Room Number and Residence Hall Name
Slippery Rock, PA 16057-1326
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Example:

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Suzy Snowflake
591 Residence Hall A
591 Residence Hall B
591 Residence Hall D
591 Residence Hall E
591 Residence Hall F
591 Watson Hall
591 North Hall
591 Rhoads Hall
Slippery Rock, PA 16057
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The United States Postal Service has requested that all mail sent to students living in the Residence Halls A, B, D, E and F use the exact format shown above. The word “Residence” must be spelled out, no abbreviations, and the room number residence hall address line is directly above the city, state and zip code line. It is not necessary to
include “Slippery Rock University” in the address. Using this exact format will help assure that your student receives their mail without delay.

**Packages**

Packages that are being sent through a carrier other than the United States Postal Service may require an official street address. In those cases “1 Morrow Way” may be used on the line after the student’s name. 1 Morrow Way should only be used in cases where a street address is required. The Room Number Residence Hall name line still needs to appear and be directly above the City, State, Zip code line as indicated above.

**Residence Hall Desk Services**

The residence hall desk in your main lobby offers many services to assist you. These include:

- **Room Lock Out**- If you lock yourself out of your room, see the Welcome Desk Attendant for a spare room key. You will be expected to provide a picture ID. At no time will any individual other than you be provided a key to your room. This includes: parents, boy/girlfriend, former roommate, etc.

- **Mail**- Mail is delivered Monday – Saturday before 8:00 PM to your residence hall mailbox. Residents are expected to check their mail regularly and at least once per week. Mailboxes for students in the Buildings A,B,D,E and Watson Hall are located in the Watson Hall Mailroom.

- **Packages**- Packages are delivered and distributed through the Campus Mail Room, located on Kiester Road. Students will be notified via their SRU email account when a package has been processed and is ready for pick up.

- **Academic Printing Services**- The Office of Residence Life provides this service at each of the Welcome Desks. To activate, simply print your document from any residence hall computer lab/lobby e-mail station. The document will print to the residence hall front desk. Assure that your name is included on each page of the document in the upper/lower margin. Once the print request is made you have 2 hours to retrieve it from the Welcome Desk Attendant. You will need your student ID. Documents will not be provided to anyone other than the person whose name appears on the pages. Sorry, we are not able to provide blank paper for your personal printers.

**Quiet Hours Policy**

You are expected to observe reasonable quiet hours at all times. This includes inside/outside your residence hall room, public hallways, lounges, bathrooms, stairwells, and in the areas directly adjacent to the residence halls.

Consideration of others is the primary responsibility of community living. Residents have the right to sleep and study in their residence hall rooms at any time during their community living experience.

The following quiet hours policies are in effect for all residence halls:

- **Week Day Quiet Hours are:** Sunday- Thursday 8:00pm–8:00am
- **Weekend Quiet Hours are:** Friday & Saturday 10:00pm- 10:00am
- **Finals Week Quiet Hours begin:** The Friday before finals at 10:00pm and end at building closing the following week. Noise should not be heard in the hallway or adjacent rooms with your door closed. Requests to be quiet must be responded to immediately and permanently.
Courtesy Hours are: During all other times, you are expected to manage the noise inside your room and in public areas to be courteous of others. Requests to be quiet must be responded to immediately. Residence Hall House Council may vote to adjust courtesy hours for specific programs or events that benefit the entire residence hall community. These events may include picnics, dances, concerts, et cetera.

- Residence hall house councils have the right to vote on extending quiet hours. A house council may not vote to reduce quiet hours.
- Residence hall floor members have the right to address expectations regarding quiet/courtesy hours in their floor norms.
- Students having concerns about quiet/courtesy hours have the right to request assistance from a residence life staff member.
- Residence hall staff and students have the right to request that you close your room door so that a reasonable level of quiet may be maintained.

Quiet Hours Expectations

Slippery Rock University expects that as a residence hall student you will:

- Keep the volume of your stereo/TV at a level that cannot be heard outside your room with the door closed, in adjacent rooms, or outside of the residence hall. If you fail to observe quiet/courtesy hours as a result of the volume of your stereo/TV you will be requested to immediately remove that equipment from your room and it will be stored in the residence hall office for the remainder of the year, until you take it home.
- Keep all noise to a minimum so that other residents may sleep/study in their room during courtesy hours.
- Use ear/headphones to listen to your personal stereo/TV so that you do not disturb others.
- Never place speakers in your room window/doorway for the purpose of listening to music outside of your room.
- Never have music/TV sound louder in the room than would be appropriate for a reasonable conversation, a knock at the door, or building alarm to be heard.
- Never yell, shout, or talk from your room window to individuals outside the residence hall.
- Never yell or shout down the hallway, in the bathrooms, or in public areas.
- Never conduct a private phone conversation in the hallway/public areas so that it disturbs other residents’ ability to sleep or study.

Alcohol/Drugs/Narcotics Policy

- The possession, consumption, or serving of alcoholic beverages on the grounds of Slippery Rock University is prohibited.
- If you are present in a room where alcohol or drugs/narcotics are present you may be considered to be in violation of University policy.
- Any use of alcohol or illicit drugs on campus, which violates University policy will result in disciplinary and/or legal action.
- Empty alcohol containers or narcotics paraphernalia are not permitted for decorative purposes.
- The illegal use, possession or sale of drug paraphernalia, narcotics, marijuana, or any other legally controlled substance is prohibited in the residence halls and on the Slippery Rock University campus. The use of substances, which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported to the student Health Center immediately for evaluation.
- If you are found to be in violation of the University alcohol and/or drug policy as a result of possession, intoxication, or disorderly conduct while under the influence, you may be referred to and/or required to
participate in an Alcohol and Other Drugs (AOD) Program. A monetary fee will be assessed for your participation in the program. You may also volunteer to attend the program. For more information, contact the Counseling Center at ext. 2034 or Graduate in Residence.

Visitation & Guest Registration

Residence hall guests are defined as any individuals who are not assigned to live in the residence hall. This includes parents, other SRU students, guests from home, faculty and staff, etc. All residence hall guests must be able to show a picture ID, sign in/out, and be a guest of a residence hall student to gain access to the residence hall. All guests must use the front door for entry/exit from the residence hall. Residents of the hall may also be asked to display their university ID upon entry into the building. Residence hall staff has the right to request a guest to leave the building during visitation if the individual is causing a disturbance in the hall community.

Visitation is the period of time when guests are permitted to visit in the residence hall on a floor, or in a students’ room.

The visitation hours are:

- Monday, 10am – Tuesday, 2am
- Tuesday, 10am – Wednesday, 2am
- Wednesday, 10am – Thursday, 2am
- Thursday, 10am – Friday, 2am
- Friday, 2am – Monday, 2am

Each fall all residence hall students have the opportunity to vote to extend visitation in their residence hall during the spring semester to 24-hours.

- **Overnight guests**- All overnight guests must register at the front desk. Hosting an overnight guest requires the permission of all roommates prior to the guest’s arrival. The residence life staff has the right to refuse any guest overnight privileges if the roommate(s) are not in agreement. Overnight guests may only stay on Friday & Saturday evenings. All overnight guests must be of the same gender as the residents of the room. The host student assumes responsibility for their guest’s behavior.

- **Visiting Guests**- Residence hall students may host a guest in their room with their roommate’s permission. Guests must register at the front desk with their host. Roommates of the host student have the right to refuse guests visitation in their residence hall room. The host student assumes responsibility for their guest’s behavior.

- **Underage Guests** - Request to host an underage guest (17 years old or younger) overnight must be made in advance to the Graduate in Residence. Registering an underage guest requires the consent of the individual’s legal parent/guardian. The residence life staff has the right to refuse any guest overnight privileges if the roommate(s) are not in agreement. Overnight guests may only stay on Friday & Saturday evenings. All overnight guests must be of the same gender as the residents of the room. The host student assumes responsibility for their guest’s behavior.

Roommates & Room Change Requests

All roommates are encouraged to complete a roommate agreement within the first week of living together. The roommate agreement is appropriate for individuals who have known each other for a long time as well as roommates just getting to know each other. The roommate agreement is available at check-in.
If conflict occurs between roommates, residence life staff will encourage participation in conflict mediation. Conflict mediation is a non-disciplinary process intended to assist roommates in resolving their differences and living successfully together.

If conflict cannot be resolved, or if other circumstances are warranted, residents can request to change rooms during the academic year. Room changes can occur during:

- **Open Room Change Periods**: Typically during the third week of each semester, a time is designated and publicized for students to request to change residence hall rooms, floors, or halls. Students must speak with their Residence Life Assistant Director/Graduate in Residence to initiate the room change process. Room changes can be made, if space is available, at no charge to students during this period. Completion of all required requests and room condition reports is the responsibility of the student requesting the room change.

- **Mid-year Open Room Change**: Mid-Year open room change typically occurs in November. During this time, students may request a room change for the spring semester to a University recognized vacancy. There is no fee assessed for changes during mid-year open room change. All moves to the new room assignment must be completed before residence halls close for the fall semester. Individuals not completing the room change by this date will be assigned a room at the discretion of the Office of Residence Life for the spring semester.

- **All Other Times**: Room changes may be requested at other times during the semester. A charge will be assessed for room changes occurring outside of open room change periods. The Assistant Director or GIR will request a reason for the room change and may stipulate roommate mediation prior to approving the room change.

- **Residence Life Staff**: Residence life staff reserves the right (as stipulated in the housing agreement) to relocate students to accommodate management of the Residence Life program, address behavioral concerns, or protect the safety of residence hall students. However, residence life staff will not determine which resident(s) will vacate a room as a result of an unsolved roommate conflict.

- **The Housing Agreement**: The Housing Agreement is for the full academic year. Students should not sign a lease/agreement with an off-campus landlord while obligated to the housing agreement. The legally binding agreement will be enforced. Students may request to be released from their housing agreement but should plan on having to wait at least one month from the time of application for information regarding the denial/acceptance of the request.

### Clean & Safe Environment

#### Food Storage

- Slippery Rock University is located adjacent to a wooded area. Therefore, from time to time insects, mice bats and other unwelcome wildlife will make their way into a residence hall. Food and trash not properly stored welcome wildlife into the building. The university recommends the following for your protection:

  - Keep your room clean including emptying your trash cans daily and cleaning up spills as they occur
  - Keep all food sealed in airtight containers
  - Report all sightings of pests to your residence life staff

#### Sales & Solicitation

Sales and solicitation are not permitted in University residence halls. Report all persons to residence life staff immediately.

#### Cleaning Your Room/Restroom

You and your roommates will need to decide who will do what and how often. The Residence Life Office has provided some basic cleaning supplies for your use.

- Comet Disinfectant Cleaner is an all-purpose, nonabrasive cleaner that can be used to clean showers, sinks and other hard surfaces. Please do not use abrasive cleaning pads on showers or sinks.
- Plungers will be provided for your use.
Vacuum cleaners / shop vacs are available for your use free of charge from the Welcome Desk in your building. Please be considerate of the next person and empty the vacuum / shop vac before returning it.

Safety Tips: NEVER mix cleaning products. This can be harmful to you and the surface you are attempting to clean. Do not use more of a cleaning product than is recommended. Many people think that if a little cleaning product is good, then a lot has to be better. This is not always the case. Please follow the directions on the bottle.

Report Maintenance Needs- Reporting maintenance needs inside your room or suite is the responsibility of the room / suite mates. This is done through an online work order system. To place a work order:

- Go to SRU Homepage
- Click on "Living On Campus"
- Click "Help & Repairs" Located on the right side of the page
- Click "Facilities Work Orders"
- User Name: sruwo
- Password: sruwo
- Complete ALL fields on the work order screen
- click "Submit"

Work orders can also be submitted by phone, by calling 724-738-2678. Your work order has now been submitted. Work Orders are completed on a priority basis. If work has not been completed in a timely manner, DO NOT SUBMIT another work order. Call the WORK ORDER DESK 724-738-2678 to check on status or to make changes.

Room Condition Reports & Inspections

Room Condition Reports (RCR) when you move into your residence hall room, you are expected to complete a Room Condition Report on MyHousing portal. This report should be completed in detail to avoid charges for previous damages to your room. Any damage found in your room that was not noted on your RCR will be billed to you and/or your roommate(s) upon the first person checking out of the room.

Checking In & Out of your Room: When you check in or out of a residence hall room it is your responsibility to properly complete the check in/out process. This involves:

- Requesting a room change with your Residence Life Assistant Director/Graduate in Residence
- Notifying your Community Assistant of your intended check out date/time
- Notifying the Residence Life Assistant Director/Graduate in Residence in your new building of your intended check in date/time
- Completing the Room Condition Report form for the room you are vacating
- Completing and submitting within 24 hours a Room Condition Report for the room into which you are moving

Monthly Health & Safety Inspections: Your room may be subject to entry and inspection by authorized members of the University staff for health and safety reasons. Your room will be inspected periodically during the academic year and upon your departure for the residence hall. Every effort will be made to give you twenty-four (24) hour notice as to the date and general time of inspections so that you may be present for the inspection. The University reserves the right to request the corrections to be made to your room when violations of policy and/or procedures
are found. Safety inspections will be performed on a monthly basis in your room to ensure compliance with all safety policies and procedures. University staff may enter your room without you being present. If you wish to be present for inspections, it is your responsibility to make reasonable arrangements with the staff.

**Health & Safety Policy**

Items or conditions in residence hall rooms that pose a threat to the health and safety of the residents of that are illegal are strictly prohibited. Examples of these items include: open flames, extension cords, unsafe physical structures, unsafe electrical equipment, or items that hang over lighting. Also prohibited are road signs, milk crates, university or traffic signs (Pennsylvania State law prohibits the possession of these items by individual citizens and considers the possession of these items as theft). Please note the following:

- **Extension cords** - for your safety, only an authorized electric strip (surge protector type) may be used in your room.
- **Inappropriate Behavior** - You may not be involved in running, yelling, jumping, jumping in elevators, or any type of inappropriate "horse play" in the residence halls. These activities are not permitted in the hallways and public areas. Examples of "horse play" would include, but are not limited to using sports equipment, a water gun, skateboards, scooters, roller-blades, bicycles, and wrestling. Violations may result in the prohibited equipment being confiscated by the residence life staff.
- **Window Screens** - You should not remove your room window screen from your room's window, nor should you throw any items out of your room window including water.
- **Elevators** - Elevator use should be confined to the policies and procedures outlined in the guide. Elevator occupancy is limited to no more than six (6) people at a time.
- **Cleanliness** - Room care and cleanliness is your responsibility. Your room should be kept clean and in good repair in order to meet all health and safety standards.
- **Beds** - Beds must remain on the floor. Beds may not be stacked on desks, chest of drawers, and/or on any other pieces of residence hall furniture. Your mattress may not be placed on the floor.
- **Decorating Your Room** - Materials may not be attached or draped from the ceilings, doors, light fixtures, sprinkler pipes, sprinkler heads, and/or smoke detectors for any reason at any time. Items may only be attached to the metal strip provided in your room.
- **Closet Doors** - Must remain in their tracks and hung properly. Closet doors may not be removed, stored, stacked or used for other purposes.

**Laundry**

- Laundry rooms are provided in each residence hall, in each building in the ROCK Apartments and on each floor in the residential suites. Washers and Dryers are provided by the office of Residence Life and the Association of Residence Hall Students (ARHS).
- Washers and dryers are $1.50 per cycle.
- Washers and dryers can only be activated through coin operation or debit/credit cards
- Problems with washers and dryers should be reported to Caldwell & Gregory by calling 800-927-9274 with the machine #. Requests for repairs and refunds are responded to as they are received.
- As a courtesy to others, please post an out of order sign on any machine not working properly.

**Responsible Computer Use**
To provide you with the best service for your personal computer we recommend the following guidelines for responsible computing:

**When using e-mail:**

- Pay attention to virus protection warnings regarding infected files or messages.
- If you do not recognize the sender or the message appears out of context, do not open it.

**When using the network:**

- Close file-sharing programs.
- Turn off your computer when you are not using it.
- Do not share copyrighted materials over the internet.
- Avoid peak network hours when downloading legal files.
- If you experience problems with your internet connection by calling 1-855-813-7015.

Spyware can be installed without your knowledge and is used to transmit personal information to another source. In addition to the personal security concerns, spyware programs can deplete your computers resources. Anti-spyware software can assist in detecting and deterring spyware packages from being installed.

**Critical updates** or security patches will help to protect your computer from vulnerabilities such as backdoor ports, hackers, destruction of personal data, and preserve your computer’s resources. Additionally, these updates avoid problems such as your computer sending viruses, spam, personal data, etc. to others without your intent.

File sharing has a direct impact on the speed of the SRU network. The bandwidth available is adequate for high speed transfers when everyone is using a reasonable amount of bandwidth. Sharing of music and movie files slows down the network for everyone. The SRU network is closely monitored for illegal file-sharing. Violations may result in suspension of internet access, possible criminal charges, and University judicial action.

**Avoiding Damage Charges**

- The resident(s) assigned to a room are responsible for any damages or disappearances of property to their room. Damage or disappearance of university property may involve financial restitution and/or documentation of university policy.
- The residents of the floor/building community are responsible for damages or disappearances of property from public areas including: hallways, stairwells, bathrooms, lounges, computer labs, and lobbies. Five dollars of each students $20.00 activity dues paid at the beginning of the year is used to pay for common area damages for which the responsible parties cannot be found. Damages incurred beyond the damage fund will be responsibility to floor/building residents for excessive or malicious acts.
- Acts of vandalism, intentional destruction of property, and theft of University property are always reported to University Police and remain an open investigation until the individual(s) responsible are identified. The Office of Residence Life does request criminal charges, University disciplinary charges, and financial restitution for these acts.
At times, residents unintentionally cause a damage charge that is assessed. To avoid these charges residents should never:

- Paint, stencil, write on walls, furniture, or other university property. "sticky-tack" or the metal hanging strips provided are the only items that should be used to hang items on the walls.
- Hang items from sprinkler systems, smoke detectors, light fixtures, doorways, or ceilings.
- Remove furniture from rooms or use room furniture for purposes other than those intended. This includes never removing closet doors.
- Sweep room debris into the hallway or leave room trash in hallways or bathrooms. Always remove trash to the designated bin for your hall.

**Furniture, Storage & Thermostat**

- Each student room is provided with extra long twin beds, mattresses, desks and chairs, drawer space and wardrobes or closets.
- All room furniture in the residence hall room is the responsibility of the students occupying the room. Room furniture assigned to the room may not be removed, stored, or traded. Damage or removal of university furniture from your room is a violation of university policy and may result in disciplinary action and a possible criminal complaint.
- Lobby and lounge furniture is provided for all students in the residence hall. This furniture may NOT be removed or relocated to student rooms. Removal of lobby or lounge furniture is considered theft of university property and will result in disciplinary action and a possible criminal complaint.
- The limited amount of space in the residence hall does not allow for storage of personal items or room furniture.

**Bicycle storage** is permitted in your room, in limited inside storage in some residence halls, and on bike racks outside your residence hall.

- Storage in your room – the bicycle may not block the doorway or prevent safe evacuation from the room. Bikes may not be hung from walls, ceilings, or furniture unless you have a University installed bike rack
- Storage in your hall – some residence halls provide limited bike storage in a locked or unlocked area inside. Please consult with your Community Assistant for details about availability in your hall

**Operating Your Thermostat:** DO NOT TURN YOUR THERMOSTAT BELOW 65 DEGREES.

- Do not leave windows open when a/c is on. Running air conditioning with windows open can result in excess condensation, cooling unit malfunction and flooding
- If a/c or heat does not seem to be working turn switch on the thermostat to “OFF” wait 5 – 10 seconds and turn back on. If unit does not start call maintenance staff at x2678. After normal business hours (7:30 – 4:00 M-F), and weekends please notify the Welcome Desk in your building