

# EAST STROUDSBURG UNIVERSITY™

## **Residence Life Information and Policies**

2015 – 2016

**Hawthorn Suites**

**Hemlock Suites**

**Laurel Hall**

**Lenape Hall**

**Linden Hall**

**Minsi Hall**

**Shawnee Hall**

**University Apartments**

**University Ridge**



[www.esu.edu/reslife](http://www.esu.edu/reslife)

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## **Residence Life & Housing**

2015-2016 Calendar

### **FALL SEMESTER 2015:**

New students check in.....Thursday, August 20, 2015, 9:00 AM-5:00 PM  
Returning students check in.....Saturday, August 22 & Sunday, August 23, 2015, 10:00 AM-4:00 PM  
Labor Day—no classes.....Monday, September 7, 2015  
Columbus Day—no classes .....Monday, October 12, 2015  
First Quarter ends .....Tuesday, October 13, 2015  
Last day to withdraw from classes.....Friday, October 30, 2015  
Halls close for Thanksgiving.....Tuesday, November 24, 2015, 7:00 PM  
Halls re-open .....Sunday, November 29, 2015, 12:00 Noon  
Second Quarter ends .....Friday, December 4, 2015  
Final Exam Week .....December 7-11, 2015  
Halls close for Winter Break.....Friday, December 11, 2015, 10:00 PM

### **SPRING SEMESTER 2016:**

Halls re-open for Spring Semester.....Sunday, January 17, 2016, 12:00 Noon  
Classes begin for Spring Semester.....Tuesday, January 19, 2016  
Third Quarter ends.....Wednesday, March 16, 2016  
Halls close for Spring Break.....Friday, March 4, 2016, 7:00 PM  
Halls re-open .....Sunday, March 13, 2016, 12:00 Noon  
Last day to withdraw from classes.....Wednesday, April 6, 2016  
Final Exam week.....May 3-6, 2016  
Halls close for summer.....Friday, May 6, 2016, 10:00 PM

# Welcome To Living On Campus At ESU

Congratulations! You have just become a member of the residential community at ESU, a community of students that identify themselves in many different ways with distinctions that include, but are not limited to, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, religion, age, physical ability, mental ability, class, cultural history and life experience. As a member of this community you have both rights and responsibilities.

## You Have The Right To:

- study, sleep, and socialize in your room.
- live in a supportive and stimulating community where your individuality is valued and your uniqueness is respected and appreciated.
- involve yourself and others in promoting the health, safety, and security of all residents.
- enjoy access to a variety of facilities and services provided by the university.

## You Have The Responsibility To:

- consider the needs of other residents and balance them with your own needs; just as you expect other community members to be considerate of your needs, you are responsible for demonstrating consideration for their needs.
- promote the care of the physical facilities, equipment, and services provided by the university.
- communicate with other residents and staff members. Communication is an integral aspect of building relationships with others and also in seeking assistance to address academic and personal issues.
- let other residents know when they are disturbing you. When other people infringe upon your rights, you are responsible for asking them to alter their behavior out of respect for you. If others don't respond to your request, staff members will assist you.

- demonstrate a commitment to the ESU community by getting involved! Getting to know other residents, participating in activities, and joining your Community Board are all ways to have fun and make your mark at ESU!
- promote campus safety and security by locking your room door at all times, reporting missing or stolen keys, unpropping outside doors, walking with other people at night, and reporting suspicious persons and activities to University Police and/or Residence Life staff members.
- recognize the rightful place of every other individual in our community.
- demonstrate respect for all individuals, and enjoy the benefits of meeting people who are both similar to, and different from, you.

Living on campus at ESU is often challenging and it's always educational! As you choose to act in accordance with your rights and responsibilities, you'll be creating experiences that will assist in your growth and development.

## Philosophy of Residence Life

East Stroudsburg University's focus is to enhance a student's experience by fostering intellectual, emotional, cultural, ethical, philosophical, social, and spiritual growth. This growth is facilitated by both classroom (curricula) and out-of-class (co-curricula) educational experiences.

The Residence Life Department primarily focuses its energies on the co-curricular experience which is an important and valued component of the student's development. Opportunities are provided for students to enhance their educational objectives through the living and learning process in residence halls as well as through participation in an assortment of student organizations and activities.

Residence hall living is considered an integral part of the student's overall educational and personal development. The entire program and the necessary regulations are established with due consideration for each student's educational and social needs, safety and health standards, and the overall educational objectives of the university.

Residence halls are provided by the university, but the residence hall program itself is an outgrowth of student needs, and is dependent upon student initiative along with residence hall personnel creativity and guidance. The university offers special interest housing options such as the Honors floors, the Global Living hall, and Academic Living Learning Communities.

Each residence hall is supervised by a professional member of the Residence Life Staff who assists students in the areas of counseling, personal development, and adjustment to college. Residence hall facilities and programs are provided to satisfy not only the physical needs of residents, but also the social, academic, and psychological needs. A resident's growth as an individual, and as a member of a group, may be provided for within the residence hall environment.

## Diversity Statement

**The department celebrates the diversity within our communities. Our residents contribute many differences and distinctions that include, but are not limited to, race, ethnicity, sex, gender identity and expression, sexual orientation, national origin, religion, age, physical ability, mental ability, class, cultural history and life experiences. It is our belief that any willful attempt to repress, undermine, or otherwise damage any person or group constitutes a legitimate threat to the health and welfare of our community.**

*"We are here to provide a service for our students.*

*We will treat you as an adult as long as you act like one.*

*We take pride in our university; it is our home and it will be your home while you are here, so treat it with respect.*

*Please be assured that we will do our best to make sure that your college experience is as enjoyable and educational as possible!"*

**ESU Residence Life  
& Housing Staff**

## Residence Life & Housing Vision Statement

The Office of Residence Life and Housing strives to integrate the living environment to support ESU's academic mission while managing the seamless delivery of residential support services.

## Residence Life & Housing Mission Statement

The Residence Life and Housing department provides services to students, primarily focusing on the co-curricular residence life experience, which is an important and valued component of their development. Opportunities are provided for students to enhance their educational objectives through the living and learning process in a residence hall as well as through participation in a variety of campus organizations and activities. The department will serve all students in an environment of equality, dignity, and mutual respect. The Residence Life and Housing program supports the overall academic mission of the university and is committed to:

- Providing and fostering an environment within the residence halls that is conducive to academic achievement and scholarship;
- Creating and maintaining a civil residence

hall community with established community standards, by which students are held accountable and responsible for their behavior;

- Creating a residence hall experience that encourages students and staff to go beyond their private interests, learn about the world around them, develop a sense of civic and social responsibility, and discover how they can contribute to the larger society;
- Providing an opportunity for leadership development by encouraging student and staff participation in the residence hall government and other campus organizations and committees;
- Developing and presenting programs and activities that expose students to differences in lifestyles and cultural backgrounds;
- Providing students with affordable, convenient, and reasonably safe accommodations with continued efforts toward the improvement of those facilities;
- Facilitating the adjustment and transition of new students to the university.



## Community Standards

As a member of this residence hall, I will abide by the standards and expectations established by this community. Specifically, I will strive to:

- \*treat others the way they want to be treated.***
- \*promote an environment that fosters learning, focuses on academic achievement and is free from excessive disruption.***
- \*help create and promote an environment that is safe and healthy for all residents.***
- \*support the diverse culture of this hall and respect other residents regardless of the differences between us.***
- \*promote a living environment that is clean, particularly in the areas that all residents use.***
- \*treat the residence hall facility and its furnishings, and the personal property of other residents, with respect.***

- \*hold myself and others accountable for the decisions we make and for the consequences of acting upon them.***
- \*not harm another resident either physically or psychologically.***
- \*confront and/or report others who violate the standards of this community.***
- \*respect the residence hall staff and support the work they do to develop community in the building.***
- \*refrain from using vulgar, foul or derogatory language, particularly in public areas.***
- \*abide by all residence hall regulations and university policies.***

## Housing Agreement

All first year students, except those commuting from their own homes, within 40 miles from campus, are required to reside on-campus and are assigned housing by the university. Upperclass students may continue to reside on campus. Housing and food service are required on a combined basis for students living in traditional residence halls and suites. For students residing in the University Apartments and the University Ridge, the meal plan is optional.

1. The housing agreement is binding for an entire academic year.
2. **The university reserves the right to make room assignments, temporary assignments, consolidations, and reassignments when necessary.**
3. Students shall comply with the rules and regulations of the university relating to occupancy and use.
4. A student who commits to a housing agreement is not guaranteed a room until a room is assigned by the university.
5. a) The university cannot be held responsible for theft, damages, or other loss from rooms. Any cases of theft or other loss should be reported immediately to the University Police and to a residence hall staff member. Make sure your door is locked anytime you leave the room when your roommate is not present.  
b) Liability Clause from "Housing Agreement": **The university shall not be liable for the damage to or loss of property of the resident, or injury to the resident occurring in the residence hall or assigned room. It is advised that students secure private insurance coverage under their parent's homeowners policy or purchase their own homeowners insurance to cover their personal belongings. Residents owning sensitive electronic equipment are responsible for purchasing the necessary power surge protection devices.**
6. Request for a change of room or roommate may be initiated by contacting the Resident Director or Graduate Assistant in the respective building. **No room change requests will be considered for at least one week at the beginning of each semester. No room changes will be permitted from suite housing or the University Ridge back**

**to a traditional residence hall.** Under no circumstance may a resident move without prior written authorization.

## Residence Hall Staff

The residence halls are staffed by full-time, professional Resident Directors or pre-professional Graduate Assistants. Residence hall staff members are available to students for emergencies 24-hours a day, and reside in a staff apartment in each of the halls.

## Resident Advisors (RAs)

RAs are student para-professionals who reside on each floor in the residence halls. Their general responsibilities are to:

1. Advise students on academic, administrative, personal and social matters within the limits of the Resident Advisor's experience and capabilities, or to refer students, as necessary, to appropriate services both on and off campus.
2. Be aware of student's progress and to attempt to identify academic and personal problems before they hinder the student's success at the university.
3. Develop a tradition of student responsibility that contributes to the proper decorum and general welfare of the residents.
4. Help stimulate an environment that encourages pride in, and unity of, the floor and building through educational, recreational and social activities, self-government, and student involvement.
5. Provide opportunity for student input; disseminate official university information; and explain administrative policies at regularly scheduled floor meetings.
6. Supervise the operation of the floor, including enforcement of university standards and regulations, and make disciplinary referrals through the student conduct process when appropriate.
7. Be responsible to the university for the overall supervision/administration of his/her floor. He/she is the official representative of the university on the floor.

## Desk Receptionists

Desk Receptionists are students responsible for reception, administrative and security functions for each hall in addition to policy enforcement and issues in the lobby area. Desk Receptionists greet and welcome visitors, check/swipe IDs, provide information and sign out hall equipment.

**For more information on becoming a student employee in Residence Life, please visit our website at**  
**[www.esu.edu/reslife](http://www.esu.edu/reslife)**  
**and click on**  
**"Employment"**

## Residence Hall Governance

### Residence Hall Association (RHA)

The Residence Hall Association is the governing body for all residence hall students. The Association is made up of student representatives from each of the residence hall Community Boards. The duties of RHA consist of formulating and recommending policies relating to the welfare of the residence hall students, the planning and executing of funds allocated by the Student Senate, the planning of social, educational, and community service programs for residence hall students, and the dissemination of the policies and programs that affect the group.

### Residence Hall Community Boards

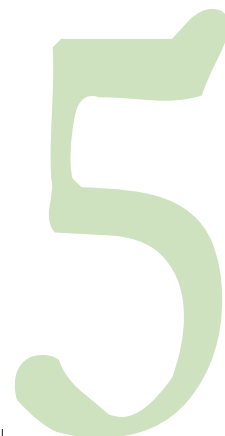
Each residence hall has a Community Board that functions under the auspices of the Residence Hall Association.

The Community Board is a representative body of the students who reside in the residence hall. The Board endeavors to promote a congenial cultural, intellectual, and social life within its respective building by planning various educational, social, and community service programs during the year.

Each Community Board takes an active part in representing the student's point of view in matters concerning the improvement of service, building maintenance, and student life in the residence hall. The establishment of a mature and responsible intellectual environment is the goal of the Board.

## General Information

1. Important announcements and information will be posted on bulletin boards and the digital TVs. Please contact Residence Life staff for the posting policy and approval to post.
2. House phones are available in the lobby and outside of each residence hall. These phones may be used for on-campus calls only.
3. Each residence hall room is equipped with digital cable TV and internet service. All halls also have wireless access. Students must provide their own TV and computer in order to take advantage of these services. Students are asked to provide their cell phone numbers when they check in to their assigned residence halls and update them as appropriate.
4.
  - a) There are laundry rooms with washers and dryers in each residence. **These machines may be used by resident students only. Violators may be charged with theft of service.** The dyeing of articles is not permitted in the washing machines. These machines are not appropriate for laundering rugs or other heavy articles. Please be mindful of machine time so that they are available for others to use.
  - b) There are computer labs for all resident student use in all residence halls.
  - c) All halls have public kitchen areas with a stove, refrigerator and sink for residents to use. Microwaves are also available. Full kitchens are provided in the University Apartments and at University Ridge.
  - d) There is a variety of snack and beverage vending machines in each hall. Vending machine refunds may be obtained at the Campus Card Center.
  - e) Residents are expected to recycle paper, plastic, aluminum, glass and newspapers in the labeled containers in each residence hall. Only the items listed should be placed in the recycling receptacles. Go Green!





5. a) Mail addressed to individual residence halls is delivered Monday through Friday and distributed to assigned mailboxes. Students are expected to check and remove mail from their boxes on a daily basis. Outgoing mail may be deposited in the appropriate location in each residence hall. UPS, DHL, FedEx, and other private carriers also deliver to campus. Residents should notify correspondents of their correct mailbox number and residence hall to facilitate mail delivery. The university zip code is 18301. **To expedite mail delivery, each residence hall has a four digit code in addition to the university zip code.**

They are as follows:

|                           |            |
|---------------------------|------------|
| Hawthorn Suites.....      | 18301-2998 |
| Hemlock Suites.....       | 18301-2997 |
| Laurel Hall.....          | 18301-2996 |
| Lenape Hall .....         | 18301-2995 |
| Linden Hall .....         | 18301-2994 |
| Minsi Hall .....          | 18301-2993 |
| Shawnee Hall.....         | 18301-2991 |
| University Apartments.... | 18301-2999 |
| University Ridge .....    | 18031-7807 |

- b) Since all official university correspondence is sent to the student's ESU e-mail address, students are required to check their ESU e-mail accounts on a daily basis.
6. Custodians and maintenance personnel may be on the floors every day at any hour to perform their tasks. Please dress accordingly.
7. Requests for repair work must be reported to any residence hall staff member who in turn will submit the appropriate work order request. (A program to allow students to enter their own work orders is being developed. This is already being done at the Ridge)
8. All residence halls are locked 24 hours a day. Residents are issued an ID/e-card that will admit them to their assigned hall. Visitors must contact a resident to escort them while in the hall.

9. A security alarm system is present on all residence hall exit doors except the main entrances (except for University Apartments). Details of this system and policy will be given to you by your residence hall staff at the first hall meeting.
10. Vacation and extended absences:
  - ☛ Extended absences should be reported to a residence hall staff member.
  - ☛ Before vacations and at the end of the semester, residents will be asked to notify their Resident Advisor of their intended departure date and time. This is necessary so that the staff knows when the building is empty and the building may be secured for the vacation.
  - ☛ Each student must do the following before leaving for vacation: unplug electrical equipment; close and lock windows; throw away perishable foods and defrost refrigerators; empty wastebaskets; turn off lights; leave the room neat and clean; and lock doors. (University Apartment and Suite residents have additional responsibilities.) Staff will check to see if all tasks have been completed.
  - ☛ **Do not leave valuables in your room over break periods.**
  - ☛ Residents must vacate their residence hall rooms within 24 hours of their last examination for the semester.
  - ☛ Students living at the University Ridge are permitted to stay during break periods. Specific instructions will be provided to Ridge residents for end of the year move out.
11. The College Newspaper Readership program provides four newspapers daily, Monday through Friday, to the residence hall lobby areas. These include the "New York Times," "USA Today," "The Philadelphia Inquirer" and the "Pocono Record." The papers are free and available to all residence hall students except at the University Ridge.

**Students who live on campus in university residence hall facilities are subject to the policies within the “Residence Hall Information and Policies” booklet. Their guests are also subject to the same policies and may be asked to leave campus if they are found in violation of them. ESU Students may be held accountable for the behavior/actions of their guests. Individual residents are also held to the specific stipulations of their Housing Agreements. Students may be held responsible for violations that occur in a room when they are present.**  
(See Student Code of Conduct in the “Student Handbook”)

# Residence Hall Policies and Regulations

Failure to abide by the policies listed below will result in disciplinary action.

## A. Community Living

1. Students are expected to be considerate of the rights of others concerning noise at all times, both within and outside of the residence halls. They are expected to refrain from any activity that may cause a disturbance to the living community, (ex. playing music loudly, running down the halls, engaging in loud or extended conversation, yelling out of windows or down the hall, playing with any type of sports equipment, etc.). Students are to keep their doors closed whenever they are playing music or talking with others. In order to create an academic environment, this regulation is strictly enforced.
2. Students are asked to abide by established “Community Standards” (see page 3).
3. **Everyone entering a university residence hall must present a valid photo ID card to the desk receptionist at the front desk. ESU e-cards will be swiped at the front door.**
4. Students are responsible for the proper use of residence hall facilities. Damage to student rooms is assessed to the occupants; if they are not responsible for the damage, it is their responsibility to ascertain who committed the damage. Whenever damage occurs in a student’s room or to any equipment within the hall, it should be reported immediately to the Resident Director or Graduate Assistant. (See page 15 for typical damage charges). All computer labs are monitored by surveillance cameras, as are other selected public areas in and around all halls. Students should be aware that disorderly conduct and vandalism are violations of the Student Code of Conduct.
5. No pets, except fish and service animals, are permitted in the residence halls. Requests for exceptions should be addressed through Disability Services/OASIS.
6. **a) Residents are required to carry their keys and ID/e-cards at all times.** Keys and ID/e-cards are non-transferable and only may be used by the person to whom they are assigned/issued.  
b) Windows are not to be used to enter or exit the residence halls.
7. Throwing items out of the residence hall windows is strictly prohibited. Hanging or placing items out of windows is not permitted.
8. Do not shake rugs or mops out of windows, in halls, or in stairwells. When cleaning your room, do not sweep dirt into the hall. Take all trash to the dumpster or designated trash rooms.
9. Any tampering with emergency alarms, overloading or other misuse of elevators is strictly prohibited.
10. a) Bathrooms in traditional halls are to be used only by those of the sex indicated/identified. (Males visiting a female must go to a male bathroom or to the lobby area in order to use bathroom facilities.)  
b) Showers and bathroom stalls are designed for individual use and are only to be used by one person at a time.  
c) Bathroom sinks are not to be used for washing dishes or clothes. Be considerate of other residents when using these facilities.



11. Corridors and stairwells are to be kept clear of obstructing articles. Bicycles may be stored in designated areas. These areas vary from hall to hall; check with the Residence Life staff to find the location in your building.

## B. Residence Hall Safety

12. **The university reserves the right to inspect rooms at any time to ensure cleanliness and university health and safety standards.**

- (a) Accumulation of bottles, magazines, newspapers, and other items that present a potential fire or health hazard are not permitted. In the event the student allows these items to accumulate, the hazard will be removed from the room by university employees at the student's expense.
- (b) Students are not permitted to hang items on/from the sprinkler system.
- (c) Random fire safety inspections may be conducted regularly.
- (d) Suite and apartment residents are expected to clean kitchenette/kitchen and bathroom areas regularly.

13. Firearms, ammunition, fireworks, hunting knives, or weapons/guns of any type are not permitted in residence halls. This also includes hunting bows and arrows, slingshots, CO2 cartridges, flammable/combustible chemicals, replica weapons, air-soft and paint pellet guns. Firearms and bows may be stored with the University Police.

14. Candles and incense are not permitted in residence halls for any purpose. It is recommended that each student have a flashlight for emergencies.

15. Halogen lamps are prohibited on campus.

16. The preparation of food is permitted only in appliances which have an enclosed heating element and do not exceed 800 watts. (Examples: hot pots, blenders, small coffee makers, and microwaves.) Any appliances not in accordance with the above description will be confiscated. (Other exceptions may be made for food preparation in the kitchen/kitchenette areas of the University Apartments, University Ridge, and Suites.)

17. No electrical space heaters or heating elements of any type are permitted in student rooms due to fire safety and energy conservation concerns. Air conditioners are also prohibited. Electric fans are allowed, however.
18. Decorating student rooms and hallways is permitted; however, the following guidelines must be followed:
  - a) Only removable decorations on doors, in rooms, and in hallways are permitted. Excessive decorations, (ex. streamers, signs, etc., may present a fire hazard and are not allowed).
  - b) Artificial greens and trees may be used in student rooms; however no cut greens or live trees will be permitted in the residence halls.
  - c) Miniature holiday lights may be used in student rooms if they are UL approved.
  - d) All decorations must be removed prior to the closing of the residence halls.
19. Students are not permitted to be on any roofs or overhang areas.
20. Students are expected to dispose of litter in the appropriate trash receptacles, recycling bins and dumpsters.
21. The Residence Life Staff reserves the right to confiscate any illegal or prohibited items found in student rooms.

## C. Furnishings and Room Decorations

22. One refrigerator per room is permitted if it is not larger than 5 cubic feet.
23. University or residence hall property, such as lounge furniture, may not be moved into student rooms or removed from the residence hall. Possession of such items as unauthorized university furniture, dining hall equipment, road signs, campus information signs, commercial signs or apparatus shall be considered as "prima facie" evidence of theft and treated as such by the university administration, unless the student gives evidence of rightful ownership with a sales invoice.
24. Only furnishings assigned or approved by the university will be permitted in student rooms. Students are not permitted to remove any university assigned furniture or furnishings from their rooms.

25. **For reasons of energy conservation, students are urged to check with their roommate(s) in order to avoid unnecessary duplication of various electronic equipment.** Antennas and wires for audio/visual equipment may not be hung outside the windows.
26. Tape is strictly prohibited. White Poster Putty or Sticky Tac is suggested for hanging pictures and posters.
27. Dartboards and darts are not permitted in university residence hall rooms.

#### D. Alcohol, Tobacco and Other Drugs

28. No student or his/her guest may possess unprescribed drugs, drug paraphernalia, or any alcoholic beverages on university property.
29. a) Smoking and the use of tobacco products, vapor and e-cigarettes are not permitted anywhere in residence halls or apartments. Smokers are not allowed to smoke within 25 feet of any building entrance on campus. Red lines denote smoke free areas in front of halls.  
b) Hookahs are not permitted in the residence halls.
30. Alcoholic beverage containers including cans, bottles, beer bong, boxes and kegs are not permitted in the residence halls for any purpose.

#### E. Other

31. Solicitation in residence halls is not permitted without the written permission of the Director of Residence Life and Housing. Unauthorized solicitations, as well as door to door sales, should be reported immediately to a residence hall staff member or to the University Police. This regulation is designed to maintain student privacy and to protect students against fraudulent operations. Recognized student organizations may obtain the proper solicitation form from the Office of Residence Life and Housing. The form must be completed with the necessary signatures and returned to the Office of Residence Life and Housing for final approval and signature. All residence hall solicitations must be approved at least three days in advance of requested sale dates.

32. Only resident students that have completed 60 credits are permitted to register a motor vehicle on campus unless the student is 21 years of age, is a veteran or an active service member or reservist.

#### I. Visitation Regulations

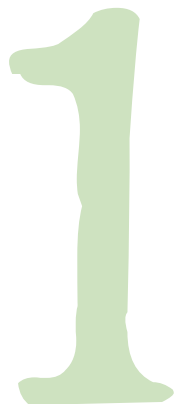
- A. Visitation hours may be determined by a vote of the residents of the hall within the parameters established by the university. (The residents may establish shorter visitation hours but may not lengthen them).

##### The visitation hours currently in effect are as follows:

1. Monday through Thursday a residence hall may have visitation privileges between 10:00 AM and 1:00 AM.
2. A hall may have twenty-four hour weekend visitation beginning at 10:00 AM on Friday and extending until the end of visitation hours on Monday morning at 1:00 AM (except during Summer Session). Visitation is **NOT** extended to Monday on holiday weekends.
3. Residents of the building have 24-hour visitation (not overnight) privileges within their hall seven days a week.  
All **non-residents** must abide by the hours specified in section #A.1. above.

- B. **Residence hall visitors must comply with established sign-in procedures.** Non-ESU students must present a valid photo ID to be scanned at the front desk. Guests may pre-register online. ESU students must swipe their ID/e-card. All visitors must be escorted to and from the lobby area and throughout the building. Unescorted visitors will be required to leave the building immediately and may be subject to disciplinary referral and/or a trespass violation.
- C. During visitation hours, the university expects roommates to respect each other's individual rights. Complete cooperation in regard to study habits, personal habits and periods of privacy should be taken into consideration. As mature individuals, students should handle problems cooperatively.





- D. **A student may have overnight guests on weekends only. (excluding summer session)** Any guests not registered will be considered trespassers, and University Police may prosecute them as such.
- E. Minor Guests, (age 17 and younger) will not be permitted in the halls without completing the "Application for Minor Guests in the Residence Halls" form with the required parental signature.
- F. **Visitation hours will be canceled when the front desk is not staffed.** Announcements will be made and appropriate signs posted. Visitation is NOT extended to Monday on holiday weekends. Regular visitation hours are in effect when classes are cancelled.
- G. **Residents' guests are the responsibility of their host/hostess.**
- H. Contact University Ridge for their specific guest policy.

## II. Residence Hall Policy Violations

- A. East Stroudsburg University students, whether residing in or visiting any university housing, are subject to the policies in the Residence Hall Information and Policies booklet.

Guests of ESU students are subject to these same policies; it is the responsibility of host students to make their guests aware of these policies. Both guests and host students will be held responsible for guest violations of the residence hall policies. Guests in violation of these policies may be asked to leave campus and, further, may be barred from future presence on campus. In addition to the policies in this Residence Hall Information and Policies booklet, residents also are held to the specific stipulations of their housing agreements/contracts. Violations of residence hall policy (this includes non-resident violators) are reviewed and adjudicated by the Director of Residence Life and Housing or Designee.

Such adjudication may be done informally. Sanctions for residence hall violations include:

1. Official Warning
2. Restitution for Damage
3. Residence Hall Probation

4. Educational Sanction
5. Community Service

Any Student who has been, or is currently on, disciplinary probation or deferred suspension that violates residence hall policy will be referred directly to the Office of Student Conduct and Community Standards. Any student who violates residence hall policy in combination with other Student Code of Conduct violations also will be referred directly to the Office of Student Conduct and Community Standards. Their guests may be subject to removal from campus.

- B. **Appeal Process:** Students may appeal residence hall sanctions in writing to the Coordinator of Student Conduct and Community Standards within two working days from the date of their informal disposition. The appeal must be based on:

1. lack of due process; or
2. lack of substantial evidence; or
3. new evidence that has become available and that would substantially change the nature of the case

After hearing and reviewing all evidence presented in the appeal, the Coordinator of Student Conduct and Community Standards may decide to do the following:

1. Uphold the decision
2. Overrule the decision and dismiss the case;
3. Alter the sanction that has been imposed; or
4. Return the matter to the original adjudicator for re-adjudication.

The decision of the Coordinator of Student Conduct and Community Standards shall be final.

## III. Student's Right of Privacy

**Summary Statement:** University premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. Students have a right to privacy except in extreme emergencies as determined at the sole discretion of the university or under the following conditions:

- A. Scheduled Residence Hall Room, and Health & Safety Inspections – There will be room inspections throughout the academic year and prior to the closing of university residence halls and University Apartments for university break periods (Thanksgiving, Intersession, Spring Break). Students residing on campus will be given prior notice and may or may not be present during the inspection. Room inspections for break periods will consist of a visual inspection of the room to ensure that windows are closed, lights are turned off, electrical items are unplugged, perishable foods removed from refrigerator and that garbage cans are emptied. This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/or violations of federal, state or local laws exist, the occupants of the room may be subject to the disciplinary/legal process.
- B. Inspections resulting from suspected violations of university rules, policies or regulations or Federal, State and/or local laws – Whenever probable cause leads a representative of the Vice President for Student Affairs, (ex. Director of Residence Life & Housing, Resident Director, Resident Advisor, Graduate Assistant) to believe that an infraction of the university's rules, policies or regulations and/or federal, state, or local laws is occurring in a student's residence hall room, that representative is delegated the authority to conduct an inspection of the student's room after announcing that such an inspection is requested. Should a student deny access, such a denial could result in the issuing of an Administrative Search Authorization, or a criminal search warrant. University Police will be contacted if a criminal search warrant needs to be obtained. If any contraband is found during an inspection, it shall be confiscated and may be used in a disciplinary proceeding and/or criminal proceeding against the involved student(s).
- C. Administrative Searches – Administrative searches are those conducted due to probable cause that a university rule or regulation has been violated and that evidence of the violation will be found in a particular

place. Authorization is given in writing by the Vice President for Student Affairs (or designee). In extreme emergencies a verbal authorization may be given. Authorizations, which are in the form of an Administrative Search Authorization, shall include the time, date, place, purpose, and scope of the search. The student should be present, if possible, and may have a witness present at the time of the search. Contingent on the circumstances, administrative searches may take place without anyone being present. At the conclusion of the search the student will be notified in writing by the person authorized to conduct the search, of what was found, and the names and titles of all persons conducting the search.

Administrative searches are not done in conjunction with, nor under the direction of, the University Police nor on their behalf. Administrative searches are not generally conducted for the purpose of criminal prosecution; if it is believed that potential criminal violations exist, and that an illegal or dangerous object might be found, the Police will be contacted and a criminal search warrant obtained.

- D. Searches and Entries by University Police – University Police searches and/or entries to a student's room in order to conduct a police action are normally done by student consent that has been given freely and intelligently. University Police may gain entrance without the prior consent of the student for the following reasons:
1. Police reasonably believe that a person within the room is in need of immediate emergency aid due to injury, accident or medical condition.
  2. Police are in pursuit of a person suspected of committing a felony.
  3. Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.
  4. Police action is imperative because there exists a threat of physical harm to police officers or to other individuals.

## Keying In Protocol

A master key may be used for student room entry for the following reasons:

- When there is a suspected violation.
- When there is a health, safety or welfare concern.
- When prolonged noise or music is coming from a room.

1. The RA will secure a second staff member before entering a room using a master key.
2. RA will knock on the door.
3. RA will announce himself/ herself.
4. RA will knock a second time and announce that if the door is not opened voluntarily he/she will be keying in.
5. RA will make a visual observation of the room and then follow the already established procedures for policy violations.
6. RA will complete two Residence Hall Room Entry Notification forms and leave one copy in the room.
7. RA will attach the original Residence Hall Room Entry Notification form to the Communication/ Incident Report.

## IV. Housing Consolidation Policy

\*At any point during the semester, any student who finds him/herself in a double room without a roommate has the following options:

1. Consolidate with another student in the same residence hall who is without a roommate, or voluntarily move to a space in another residence hall.
2. Request that the Resident Director re-assign him/her to a double room with a roommate.
3. Opt to pay the single room rate, if space is available and housing is not overbooked, and remain alone in his/her room **for that semester only**. This is called a **paid single room**. (This option is not available to students assigned to a triple room.) You have **five business days** to opt to pay for a single room once you receive notification from the Housing Office or your Resident Director. If you decide not to secure the room as a single at that time, you will not be given another opportunity to do so later.
4. Stay in the double room by him/herself without paying the single room rate. This

is not a single room. **The Housing Office may assign another student to the room at any time during or between semesters.** (If you choose option four, a roommate could be assigned to you at any time during the semester. While you are there by yourself, you must occupy only half of the room and leave the other side of the room unused and ready for a roommate who could be assigned there at a moment's notice. Once you have been assigned a roommate, you **cannot** opt to pay for a single room at that time to prevent a new roommate from moving in.)

**Abuse of this policy will result in disciplinary action.**

\*During times when housing is overbooked and during the final four weeks of the semester, the breaking down of temporary housing, assigning of new students, and room changes effective for the following semester will take precedence over this policy.

## V. Policy on Wait List Housing

**POLICY:** Returning undergraduate students, and all entering undergraduate students are guaranteed housing, space permitting, provided they follow the directions on how to apply and secure housing, make deposit(s), and agree to the terms of the contract **by established deadlines**. All current ESU students are eligible to participate in room selection to secure a space for the upcoming academic semester/year. Once room selection is over, all new requests will be subject to a waiting list, and will be housed as space becomes available, and on a first-come, first-served basis.

**PROCEDURE:** When an on-campus space becomes available, an offer is made to the first person on the waiting list. Students are permitted to request a specific type of housing and a specific roommate, but these requests can only be honored if space permits. Once an offer is made, students are given 48 hours to respond. Students are not permitted to "turn down" offers due to the location or room type that is available at that time. Once a space is turned down or 48 hours has passed, the Housing Office will move to the next person on the waiting list. The Associate Director of Residence Life and Housing is responsible for making the actual room assignments.



## VI. Policy on Temporary Housing

**POLICY:** The purpose of this policy is to address the way the university houses first-year students in the event of overflow. On-campus housing is guaranteed for all entering first-year students, space permitting. When the housing needs of the first-year student class outweigh the number of available spaces, temporary housing may be utilized.

**PROCEDURE:** Students are assigned randomly to temporary housing by the Housing Office. Whenever possible, these spaces are spread out among several halls. Temporary assignments are made until all spaces are filled by the Associate Director of Residence Life and Housing.

As spaces become available in regular rooms, students in temporary housing will be called, based on their geographical proximity to the vacancy, and offered the chance to move.

## VII. Fire Emergency Information

### A. FIRE REGULATIONS

Commonwealth Law requires that evacuation drills be held regularly in university residence halls. Your assistance and cooperation is expected when drills are held. Every student must evacuate the building during the drill. Residents refusing to cooperate with the evacuation regulations are subject to disciplinary action and/or removal from university housing.

### B. WHEN THE FIRE ALARM SOUNDS:

1. Close your windows.

2. Dress appropriately for weather conditions as you may be outside for an extended period of time. Always wear shoes and take a towel or blanket to wrap around yourself should it be necessary to pass through flames or smoke.
3. Do not open your room door if it is hot to the touch. If it is hot, chances are the heat in the hallway will be so great that you would suffocate. In this case, you should insulate the door with towels or blankets to make it airtight, open the window and wait for a net or ladder.
4. At night, turn on the room light so a quick check can be made from outside the building to see that all occupants are awake and the rooms are cleared.
5. Leave the door to your room closed. Your Resident Advisor will attempt to make a quick check of every room.
6. Leave by way of the nearest exit. If flames or smoke are in the nearest exit, proceed to the nearest alternate exit.
7. Do not run or panic!
8. Move back at least 100 feet from the building to the designated assembly area.
9. Do not return to the building until you have been instructed to do so.

### C. SAFETY EQUIPMENT

Fire safety equipment is essential in case of an emergency; therefore, any tampering with fire hoses, fire extinguishes, smoke and heat detectors, sprinkler systems, or fire alarms is strictly forbidden. **Violation of this rule may lead to dismissal from the university, severe fines and prosecution under appropriate criminal laws.** Setting fires and using explosive devices are also expressly prohibited. Several fires have occurred in the past as a result of such carelessness. A fire can be serious - don't gamble with your safety.

### D. IF YOU DISCOVER A FIRE:

1. Set off the nearest fire alarm. This will alert residents to evacuate the building.
2. Call the University Police – tel. 911 and report the location of the fire.
3. Notify the nearest residence hall staff

member who will take charge of the situation until the arrival of the police officers and/or fire department.

### VIII. Safety Tips on Campus

- Keep your room locked at all times when away from the room and while you are sleeping. If you live on the ground floor, keep your windows locked.
- Walk or study with friends. Avoid working, studying, or being alone in buildings, residence halls, or on the campus grounds.
- Report all suspicious activity to the University Police - tel. # 911.
- Don't shower in a deserted locker room. In residence halls, shower when people are around.
- Don't study alone in deserted areas of the library or other isolated places.
- Don't work in empty buildings alone, especially at night.
- Don't leave valuables displayed in your room or vehicle.
- Don't prop open outside doors.
- Don't admit any unescorted persons into the residence halls.
- Don't allow strangers into your room.
- Know where the emergency phones are located.
- Call the Student Escort Service at (570) 422-3063/3064 between 7:00 PM and 5:00 AM—for an escort anywhere on campus.

### IX. Policy for Medical Waste Disposal for Residence Halls

Environmental laws, attitudes, and risk assessment require ESU to be responsible and accountable for disposing medical waste. The University Health Services staff is available to offer any assistance needed by these students.

***Specific questions regarding these guidelines should be directed to your Residence Hall Director, or to the University Health and Safety Officer, (570) 422-3235.***

**Damage & Cleaning Charges**

It is the responsibility of the student residents to keep their rooms, and the assigned furniture, in the same condition as is noted on the check-in section of their Room Condition Report.

Typical charges, with labor included, for damaged or missing items in student rooms or for excessively dirty rooms are listed below:

|                                           |                          |
|-------------------------------------------|--------------------------|
| Excessive trash removal.....              | \$25.00 per hour         |
| Sweeping/cleaning/mopping .....           | \$25.00 per hour         |
| Re-assembling bed(s) .....                | \$35.00                  |
| Painting/repairing walls.....             | \$75.00 per wall         |
| Replacing lost room key.....              | \$60.00                  |
| Replacing lost mailbox key (suites) ..... | \$10.00                  |
| Replacing desk chair .....                | \$120.00                 |
| Mattress replacement .....                | \$180.00                 |
| Repairing cable box.....                  | \$30.00                  |
| Replacing light fixture cover .....       | \$40.00                  |
| Carpet removal.....                       | \$35.00                  |
| Repairing broken furniture .....          | \$35.00 per hour + parts |
| Removing stickers, tape, adhesives .....  | \$25.00 per hour         |
| Unstacking dressers or desks.....         | \$35.00 per hour         |
| Wastebasket replacement .....             | \$25.00                  |
| Window glass replacement.....             | \$80.00                  |

**Note: Final billing charges are determined by the residence hall supervisor.**

**Being Clear About Safety and Security**

An easy way to remember what to do to protect yourself and others is to be CLEAR about your role in promoting safety and security. To be CLEAR, you must keep the following in mind:

- C**ondoms: For students who choose to be sexually active, it is imperative to use a condom each and every time you have sex to help prevent HIV/AIDS and other sexually transmitted diseases, as well as unwanted pregnancy. (Condom machines are in all laundry rooms.)
- L**ocks: Lock your room door whenever you leave your room for any amount of time, even if it is only to go to the bathroom. Residents are expected to carry their keys at all times. Also, respect the security of outside door locks by NOT propping doors open and by removing props others have placed if you see them.
- E**scorts: Use them! Don't make a habit of walking alone at night-utilize the ESU escort service by simply dialing #(570) 422-3063/3064, or 911
- A**lcohol: Don't allow it to inhibit your ability to take care of yourself and make sound decisions concerning your safety and security.
- R**eport: Report any incidents of crime, lost keys, suspicious persons, safety or security hazards, and any unusual circumstances to residence hall staff and/or University Police.

***By being CLEAR about your role in protecting yourself and others,  
you can help make ESU a safer, more secure place for everyone!***  
(Adapted from Indiana University of Pennsylvania)

## Phone Numbers – (570) 422-

### Student Affairs

|                                                                                                                                              |      |
|----------------------------------------------------------------------------------------------------------------------------------------------|------|
| Dr. Doreen Tobin, <i>Vice President</i> .....                                                                                                | 3463 |
| Dr. Michael Sachs, <i>Assistant Vice President</i> .....                                                                                     | 3798 |
| Patricia Kashner, <i>Assistant to the Vice President for Student Affairs,<br/>Director Orientation &amp; New Student Programming</i> , ..... | 2862 |
| Dr. Nancy Weaver, <i>Assistant to the Vice President for Student Affairs<br/>&amp; Coordinator of Student Conduct</i> .....                  | 3938 |
| Dr. Linda Van Meter, <i>Director, Counseling &amp; Psychological Services</i> , .....                                                        | 3277 |
| Dr. Tom Gioglio, <i>Director, Athletics</i> .....                                                                                            | 3642 |
| Maria Hackney, <i>Director, University Health Services</i> .....                                                                             | 3073 |
| Alyson Patascher, <i>Coordinator, Health Education<br/>&amp; Alcohol, Tobacco &amp; Other Drugs Prevention Services</i> .....                | 3298 |
| Sarah Goodrich, <i>Coordinator Conference Services</i> .....                                                                                 | 3061 |
| Cornelia Sewell-Allen, <i>Director of Multicultural Affairs</i> .....                                                                        | 3961 |
| Daria Wielebinski, <i>Director, Career Development &amp; Student Success</i> .....                                                           | 3282 |
| Disability Services/OASIS .....                                                                                                              | 3954 |
| Women's Center .....                                                                                                                         | 3957 |

### Residence Life Staff

|                                                                               |      |
|-------------------------------------------------------------------------------|------|
| Robert Moses, <i>Director of Residence Life and Housing</i> , .....           | 3732 |
| Tammy Baumgardner, <i>Secretary</i> .....                                     | 3191 |
| David Campbell, <i>Associate Director of Residence Life and Housing</i> ..... | 3867 |
| Pascual Ortiz, <i>Coordinator of Information Technology</i> .....             | 3022 |
| Laurie Klingel, <i>Secretary</i> .....                                        | 3869 |
| Kelly Weaber, <i>Resident Director, Hawthorn Suites</i> .....                 | 3105 |
| Brittany Washington, <i>Head RA, Hawthorn Suites</i> .....                    | 4161 |
| Patrick Monaghan, <i>Resident Director, Hemlock Suites</i> .....              | 3592 |
| Jon Klein, <i>Head RA, Hemlock Suites</i> .....                               | 4030 |
| Derek Hess, <i>Graduate Assistant, Laurel Hall</i> .....                      | 3620 |
| Rachel Di Stefano <i>Resident Director, Lenape Hall</i> .....                 | 3583 |
| Cathy Gamez, <i>Resident Director, Linden Hall</i> .....                      | 3123 |
| Melissa Andreas, <i>Resident Director, Minsi Hall</i> .....                   | 3729 |
| Matthew Simmons, <i>Resident Director, Shawnee Hall</i> .....                 | 3696 |
| Allison White, <i>Graduate Assistant, University Apartments</i> .....         | 2200 |
| Luke Ackerman, <i>Resident Director University Apartments</i> .....           | 2401 |

### Residence Hall Phones:

### RA on Duty

### Front Desk

|                             |                                 |      |
|-----------------------------|---------------------------------|------|
| Hawthorn Suites .....       | 570-730-0476/570-994-9030 ..... | 3239 |
| Hemlock Suites .....        | 570-730-0475/570-234-9315 ..... | 3591 |
| Laurel .....                | 570-730-0473 .....              | 3238 |
| Lenape .....                | 570-730-0462 .....              | 3581 |
| Linden .....                | 570-730-0497 .....              | 3228 |
| Minsi .....                 | 570-730-0423 .....              | 3227 |
| Shawnee .....               | 570-730-0426 .....              | 3462 |
| University Apartments ..... | 570-730-6389 .....              | 2166 |
| University Ridge .....      | 570-872-4056 .....              | 2400 |

### University Police

|                                           |      |
|-------------------------------------------|------|
| Robin Olson, <i>Chief of Police</i> ..... | 3063 |
| Emergency .....                           | 911  |

|                                                  |             |                                                     |              |
|--------------------------------------------------|-------------|-----------------------------------------------------|--------------|
| Academic Advising—Undeclared Students .....      | 3383        | Library .....                                       | 3465         |
| Academic Affairs/Provost .....                   | 3539        | Mailroom .....                                      | 3296         |
| Academic Enrichment & Learning.....              | 3507        | <b>Mathematics.....</b>                             | <b>3447</b>  |
| Administration & Finance .....                   | 3201        | <b>Media Communication &amp; Technology .....</b>   | <b>3393</b>  |
| Admission Office.....                            | 3572        | <b>Movement Studies/Exercise Science.....</b>       | <b>3231</b>  |
| <b>Art Department.....</b>                       | <b>3759</b> | Multicultural Affairs .....                         | 3897         |
| Arts & Sciences .....                            | 3494        | <b>Music .....</b>                                  | <b>3759</b>  |
| Athletics/Koehler Field House.....               | 3642        | <b>Nursing .....</b>                                | <b>3563</b>  |
| <b>Biological Sciences .....</b>                 | <b>3725</b> | Off-Campus Housing.....                             | 3191         |
| Bookstore/University Store .....                 | 2665        | Payroll .....                                       | 3421         |
| Business, Management & Economics .....           | 3251        | <b>Philosophy/Religious Studies .....</b>           | <b>3601</b>  |
| Campus Activities Board.....                     | 3396        | <b>Physics .....</b>                                | <b>3341</b>  |
| Campus Card Center/e-card .....                  | 2273        | Police/Emergency.....                               | 3063/2000    |
| Career Services .....                            | 3219        | <b>Political Science.....</b>                       | <b>3286</b>  |
| <b>Chemistry .....</b>                           | <b>3703</b> | President's Office .....                            | 3546         |
| <b>Communication Studies .....</b>               | <b>3759</b> | <b>Professional &amp; Secondary Education.....</b>  | <b>3353</b>  |
| <b>Computer Science.....</b>                     | <b>3666</b> | <b>Psychology .....</b>                             | <b>3355</b>  |
| Computing Center Help Desk .....                 | 3789        | <b>Reading.....</b>                                 | <b>3416</b>  |
| Continuing Education.....                        | 3871        | Recreation Center.....                              | 2970         |
| Counseling & Psychological Services.....         | 3277        | <b>Recreation &amp; Leisure Services .....</b>      | <b>3305</b>  |
| Dansbury Commons .....                           | 3200        | Residence Life & Housing .....                      | 3191         |
| Disability Services/OASIS .....                  | 3954        | <b>Sociology.....</b>                               | <b>3453</b>  |
| Diversity and Equal Opportunity .....            | 3656        | <b>Special Education &amp; Rehabilitation .....</b> | <b>3558</b>  |
| <b>Early Childhood/Elementary Education ....</b> | <b>3356</b> | <b>Speech Pathology &amp; Audiology .....</b>       | <b>3247</b>  |
| <b>Economics.....</b>                            | <b>3148</b> | Sports Information .....                            | 3312         |
| <b>Education.....</b>                            | <b>3363</b> | Stony Acres.....                                    | 570-223-8316 |
| <b>English.....</b>                              | <b>3398</b> | Stroud Courier .....                                | 3295         |
| Facilities Management/Maintenance.....           | 3223        | Student Affairs .....                               | 3463         |
| <b>Foreign Languages .....</b>                   | <b>3407</b> | Student Conduct .....                               | 3461         |
| <b>Geography.....</b>                            | <b>3285</b> | Student Enrollment Center.....                      | 2800         |
| Graduate School.....                             | 3570        | Student Senate.....                                 | 3291         |
| Greek Life (Sorority & Fraternity).....          | 3775        | Student Support Services .....                      | 3825         |
| <b>Health Department .....</b>                   | <b>3702</b> | Summer School .....                                 | 2871         |
| Health Services Center.....                      | 3553        | <b>Theatre Department.....</b>                      | <b>3694</b>  |
| Health Sciences .....                            | 3425        | Tutorial Center .....                               | 3515         |
| <b>History.....</b>                              | <b>3286</b> | University Center (SAA).....                        | 3291         |
| Honors Program.....                              | 3747        | Convenience Store.....                              | 3663         |
| <b>Hotel, Restaurant &amp; Tourism.....</b>      | <b>3511</b> | Food Court.....                                     | 3338         |
| Housing Office .....                             | 3460        | Information Desk.....                               | 3464         |
| Human Resources Management .....                 | 3422        | University Relations .....                          | 3532         |
| Instructional Resources .....                    | 3501        | University Ridge.....                               | 2400         |
| International/Student Exchange Programs .....    | 3527        | WESS Radio.....                                     | 3099         |
| Learning Center.....                             | 3507        | Women's Center .....                                | 3378         |
| LGBTQA Program Center.....                       | 3614        | Women's Studies Program .....                       | 3472         |

