

Penn State Greater Allegheny Residence Life Student Handbook

Office of Residence Life

4050 University Drive
McKeesport, PA 15132
412.675.9223

Housing Office

412.675.9100

Health Services

412.675.9490

Police

412.675.9130 or **DIAL 911**

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Greater
Allegheny

Penn State Greater Allegheny Residence Life Student Handbook

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RESIDENCE LIFE STAFF

Professional Staff

The Director of Business and Finance, the Coordinator of Residence Life, and the Assistant Coordinator of Residence Life are immediately responsible for the residence hall living program. These University employees, with the assistance of the Resident Assistants, are concerned with advising and assisting residents of McKeesport Hall in matters pertaining to residential living and general campus student life. This is achieved by working with individual students and facilitating the efforts of the Residence Hall Council (RHC).

Paraprofessional Staff

Resident Assistants (RA's) are students assigned to each floor or building section of the residence hall. Their initial responsibility is to assist the individual student in his/her adjustment to the campus and simultaneously cultivate an atmosphere of student responsibility essential to a group living environment. Along with the Coordinator and Assistant Coordinator, the Resident Assistants explain University regulations, policies, and the rationale behind such regulations and policies to the students. They also monitor student conduct in the residence area and establish conditions conducive to study.

RESIDENCE LIFE OFFICE HOURS

McKeesport Hall office is generally open from 8:00 AM until 5:00 PM, Monday through Friday. If during the posted office hours a staff member is not in the office or cannot be reached, call the Residence Life Office at 412.675.9223 to make an appointment.

Resident Assistants are available in hall Office seven days a week during the evenings from 8:00 PM until 1:00 AM, unless special hours are required. The on-duty Resident Assistants for each evening are also available after those hours as needed.

RESIDENCE HALL ADVISORY COUNCIL

There is a great leadership opportunity for students living in the residence hall at Penn State Greater Allegheny. If a student is interested, they can join RHC to help plan activities in the residence halls and to offer suggestions to make Penn State McKeesport the best it can be. If there are concerns, ideas, and/or suggestions, residents can make it happen by becoming part of the RHC team. If interested, talk to a Resident Assistant or the Coordinator for more details.

HEALTH AND SAFETY

Health Services

Penn State Greater Allegheny offers medical and disability services at the campus Health Center, located in the Student Community Center. A registered nurse is available during weekday hours. Please contact your Resident Assistant or the Health Center to confirm the hours. A local physician is also on call and offers services weekly on campus in the Health Center. A minimal fee MAY be charged for services rendered by these health care professionals. Routine health services of the Health Center are available to all students during the daytime hours. THE UNIVERSITY DOES NOT ASSUME ANY LIABILITY FOR INJURIES SUSTAINED ON UNIVERSITY PREMISES. However, such injuries (or sudden illnesses) may be treated in the Health Center or in a nearby hospital emergency room, if such treatment is warranted.

Contact the Residence Life staff or campus Police Services if EMERGENCY transportation is needed. THE UNIVERSITY DOES NOT OBLIGATE ITSELF FOR PAYMENT OF MEDICAL SERVICES.

Ill or injured students may be given initial health treatment from the nurse in the campus Health Center. However, the Director of Student and Enrollment Services or the Campus Nurse must authorize treatment provided in contract facilities. Students with physical problems should acquaint the nurse with these conditions during the first week of school.

Students with Disabilities

Please see our excellent web site (www.equity.psu.edu/ods/) for all questions and requirements needed concerning documentation from your doctor in order to assure the student can be provided with the accommodations needed for the particular disability. The Disability Contact Liaison can also be reached at 412.675.9070.

Sexual Assault Policy

Penn State Greater Allegheny has developed a comprehensive Sexual Assault Policy that is available in the Office of Student and Enrollment Services. The campus has established relationships with UPMC McKeesport, as well as Mon-Yough Community Services. A medical examination for rape at UPMC McKeesport is available to students if reported within 72 hours of its occurrence. Students should immediately report an incident to their Resident Assistant, Police Services, or the Student and Enrollment Services Staff.

Student Health and Accident Insurance

Any student who desires individual insurance protection against personal injury while in attendance at the University should personally arrange for whatever insurance seems advisable for him/her. Student health and accident insurance is available to Penn State students. Additional information can be obtained from the Health Center.

Keys

A lock is provided on your room door as well as card access on the outside door of the residence hall for added security. Lock your room door **WHENEVER** you step out of the room. It only takes seconds for a theft to occur. Keys will be issued upon arrival and signing into the residence halls. The keys must be returned during check out. Loss of a key will result in a charge to replace the key and the lock core.

Campus Police

Professional police officers are available 24 hours a day, seven days a week. Police Services can be reached by dialing extension x59130, or by stopping at Police Services in Frable Building. **In an emergency, dial 9-1-1.**

Solicitations

To protect all residents from the annoyance of interruptions to study, recreation, and rest, regulations are established which prohibit indiscriminate solicitations and sales in the residence halls. If an unauthorized person contacts you, notify a Residence Life staff member immediately. Sales approved by the Residence Hall Advisory Council in effort to raise money for campus projects are permitted.

OTHER SERVICES

Laundry Facilities

Washers and dryers are provided in the lower level of McKeesport Hall for your convenience. Machines are for use by residents only. If a machine is out of order, please notify Housing and Food Service at extension x59100 with the machine ID number immediately so that the company may be contacted to perform repairs. Ironing boards are also available in the laundry rooms; however, irons are not provided.

Parking Areas

There is a large student parking area for residents at McKeesport Hall. Other areas on campus are available as designated. The staff parking spaces behind McKeesport Hall are for the Residence Life professional staff and by special assignment ONLY. Vehicles not in compliance with these policies will be ticketed and/or towed. All vehicles must be registered with Police Services. This can be done by completing a form, which is available in the Police Services Office. Parking passes are FREE.

Tutoring

Tutoring is available in the lobby during the week in Math and English. Please check the semester schedule for times.

Equipment/Computer Sign Out

Equipment and games are available from the hall office. Any resident can sign out equipment/computer while a RA is on duty. THE EQUIPMENT IS YOUR RESPONSIBILITY! Equipment must be returned that evening, unless arrangements have been made.

Hall Lobby

The McKeesport Hall Lobby is open to resident students for entertaining guests, holding informal meetings, and for various activities sanctioned by the Residence Hall Advisory Council. A TV is available in the basement TV lounge and 2nd floor for your enjoyment. The TV can be reserved by seeing a Resident Assistant on duty at least 24 hours in advance of the program. The TV cannot be reserved for more than three hours.

Telephones

Local off-campus calls can be made by dialing "8", then the seven digit number. Penn State provides free local calls. Long distance service is not offered; long distance is by cell phone or calling card. Courtesy telephones are available for loan through the Housing & Food Services Office. Office telephones in the hall office are for Residence Life use only. These lines must be kept open in case of an emergency. To dial an on campus number, dial 5 and then the last 4 digits of the exchange. Example: Residence Life Office 412,675.9223 – DIAL 5-9223.

Telephone Abuse/Phone Fraud

Any damage or abuse to the telephone system will result in a charge for damages and disciplinary action. Any fraudulent use of the telephone system (i.e. calling cards, access numbers) will result in criminal charges, cancellation of your Housing & Food Service contract, or possible suspension from the University.

Cable

All rooms are wired for cable television service. Basic cable is FREE to all students. Splicing of the cable lines is strictly prohibited by state and federal regulations, as well as by the local cable company. If a student would like to upgrade service, they can arrange that with Comcast Cable Services. If students opt for premium service, it is their responsibility to arrange to return your digital box. The local cable company will often send a representative here to collect the box. Failure to return your box will result in a bill from the cable company.

Internet

All rooms are wired for Internet access. Information will be provided as to how to connect your computer to this service. The residence hall lobby is a wireless network, along with many other areas on campus.

Bicycles

Bicycles are to be parked under the porch of the Fitness Center. They are not to be brought into the residence halls unless you obtain permission from the manager of Housing & Food Service. Unauthorized storage of bicycles may result in their removal with an accompanying charge. Additionally, if you are caught riding your bicycle inside the residence halls, you will no longer be permitted to store your bicycle in your room. If you have a concern about storage of a "high end" bicycle, please contact Residence Life at 412.675.9223

Mail

The mailroom is located outside of the Housing & Food Service Office in the Student Community Center. Stamps and post cards are available in the Campus Bookstore. The correct mailing address for incoming mail should include the following information:

John Doe
(Room #)
Penn State Greater Allegheny
4050 University Drive
McKeesport, PA 15132

Please provide the Housing & Food Service office with a forwarding address when you leave the residence halls.

Bulletin Boards, Notices, and Signs

It is the responsibility of all residence hall students to consult the bulletin boards daily for notices which may pertain to them. Notification of canceled or rescheduled classes, social events, organization meetings, or other information will be posted on the board directly in front of the hall office. All postings must be approved by the Office of Residence Life.

Study Room

There is a study room available on the second floor of McKeesport Hall. Please heed to the rules and realize it is a quiet study area. Abuse of the rules will result in loss of the use of the room.

RESIDENCE HALL POLICIES AND REGULATIONS

For complete Penn State policies, please visit:
<http://www.sa.psu.edu/rl/policies.shtml>

The following regulations are designed to allow residents the maximum amount of freedom and personal responsibility along with the minimum amount of social control, which is considered necessary to establish and maintain an orderly environment. IT IS FOR YOUR PERSONAL SAFETY AS A STUDENT IN A UNIVERSITY SPONSORED RESIDENCE THAT YOU ARE EXPECTED TO FOLLOW THESE REGULATIONS. Failure to do so may endanger your own welfare and the welfare of others. Such violations may be subject to disciplinary action.

Building Security

For your security, the outside doors of the residence hall are locked 24 hours a day. Remember to take your keys and Student ID Card when you leave the building. Never prop open the door or let in people you do not know. Non-residents are to use the telephone provided in the front entryway to contact the resident they wish to visit for escort.

Fire exit doors are at either end of McKeesport Hall and are equipped with alarms for that purpose. They are not to be used for normal entry and exit. Use of these doors for other than emergency reasons will result in disciplinary action. Complying with this regulation helps ensure the safety of all resident students and their property.

VISITATION POLICY

Living in the residence hall has its privileges, and one of those is visitation. Residence hall students enjoy the freedom of 24 hour visitation with other residents. **Beginning at 10 AM, off campus guests must sign in at the reception desk and show proof of identification through a picture ID if requested. Guests that attempt to sign in without a picture ID may not be permitted entry in to the residence halls. Guests from off campus, which includes family members and commuter students, are welcome to visit until 1 AM.** After 1 AM, off campus guests will be asked to leave. Guests from both on and off campus are expected to adhere to the following conditions while they visit your room:

1. **Guests of the opposite gender, whether they are residents or off campus visitors, must be escorted by their host at all times!** This means that if your guest is found to be wandering the halls without you then you may be written up and your guest may be asked to leave the building. **You are responsible for your guest as long as they are signed in under your name.** Hosting a disruptive guest while not monitoring their whereabouts and behavior is not a way to make friends and build community on campus. If the guest wishes to visit someone else on campus during the evening it is a good idea to sign that guest out so that you are no longer responsible for them and their actions.
2. **Your guest, whether a resident or off campus visitor, is responsible for their behavior while they visit.** If your guest is a resident, then any violations of campus policy will be their responsibility. If your guest is from off campus, then it is a good idea to educate them about our community expectations. Your off campus guest's behavior, while visiting here, reflects on you and can subject you

and your guest to disciplinary action if your guest violates policy.

- 3. Guests of the opposite gender, whether they are residents or off campus visitors, may not use the restroom facilities located on the floor they are visiting.** This means that if you are a male visiting a female and you are in need of a restroom you will need your female host to escort you to the lobby to use the public restroom located in the hall by the front door. If you are a female guest visiting on the male side of the hall, you will need to be escorted to the lobby to use the facility located there. Any areas of the restroom, including sinks and shower stalls, are off limits to people of the opposite gender. ***Even if you just need to wash your hands, you must still be escorted to the lobby restrooms. Privacy is important!***
- 4. Roommates have rights, too!** If your roommate is getting grumpy because your guest is interfering with your roommate's need to sleep or study then perhaps it's time to talk. **Talk to your roommate about times that would be agreeable for guests to visit, how long they can stay, other places you could go with your guest, or other places your roommate could study.** Sharing a room is tough, but making an agreement about this issue can make living together much easier. If you would like help on coming up with solutions, contact your RA or a coordinator and they will be happy to work with you!
- 5. Please listen to and respect the Resident Assistants and the Coordinators.** If you are asked to sign in or out, show an ID, turn in an Overnight Guest Form, quiet down, or cease doing something, it is because the person asking you has a reason. That person is hired to ensure that your safety and comfort, while living here, is the best that it can be. Enforcing policies, procedures, and making sure that other community members are not being disturbed or put at risk is the job of these Para-professional and professional staff members. If you have a concern or question it is ok to ask it! We welcome any conversations that will enhance your living and learning experience here on campus!
- 6. No more than 2 off campus guests per resident, please.** We ask that you limit your guest number to 2 per visit for several reasons. One reason is that our residence hall rooms are not very spacious. Too many people in a small space can create a lot of noise that may disturb others. Another reason is that keeping track of 1 or 2 people that you are hosting is a lot easier than keeping track of 3 or 4. Because you are responsible for your guests and monitoring their whereabouts, we limit the number to 2 so that you are not putting yourself at risk.

Room Occupancy Limits:

Each room is limited to a maximum of 4 visitors (resident or non resident.) This rule is to protect you in the event of a fire and for the consideration of other residents on the floor. Common areas are provided if a group of residents would like to have a social gathering.

Never sign in someone you don't know! That person may be a risk to you, your friends, and your neighbors.

If you don't know them, then don't let them use you as a way into our halls.

Failure to comply with the visitation policy could result in a loss of visitation privileges for you and any of your guests.

Loss of Commuter Privilege of Visitation in the Residence Halls

Any commuter (or visitor) who does not adhere to residence hall/university policy will have their visitation privileges revoked. This can include, but is not limited to: not signing in, being disruptive, and not being escorted by resident. This will be based on the discretion of the Office of Residence Life and Judicial Affairs at the McKeesport Campus.

Once the student has served the 1 year sanction, they will have the opportunity to reapply with the Office of Residence Life to have their visitation privileges reinstated at the discretion of the Office of Residence Life.

Overnight Guests

Arrangements can be made through the Coordinator for you to have a visitor stay in the residence halls. Arrangements ***must be made at least 24 hours in advance***. Unfortunately, it is sometimes impossible to accommodate everyone. Therefore, requests are handled on a first-come, first-serve basis. PLEASE NOTIFY A MEMBER OF THE RESIDENCE LIFE STAFF THAT YOU WOULD LIKE TO HAVE A VISITOR STAY WITH YOU. Overnight Guest Forms may be obtained in the residence hall office during normal business hours (Monday - Friday, 8:00 AM – 5:00 PM). Forms must be completed 24 hours prior to the arrival of your anticipated guests. All the information on the form must be completed. You must also obtain your roommate's signature (if you have a roommate) agreeing to your guest request.

Visitors will not be provided with keys. Keys are for the use of residents only. Disciplinary action may be taken against any student who loans keys to others. The terms of the Visitation Policy apply to all overnight guests.

Hall Lobby Policy

The lobby will be open after the end of visitation hours for residents and their registered overnight guests for quiet socializing and to study. Noise levels should be in accordance with the quiet hour guidelines. All lights are to remain on and appropriate dress is expected at all times. There will be no sleeping in the lobby. All visitors not signed in as overnight guests must leave the building at the end of visitation hours.

Student Conduct

All cases of alleged student misconduct should be referred to the office of the Coordinator of Residence Life. For detailed information regarding the University discipline system, see POLICIES AND RULES FOR STUDENTS. Disorderly Conduct, Hazing, Disturbing the Peace and Harassment policies are outlined in that document which is available online or from the building coordinator.

Termination of Contract

The University can, and will terminate a student's contract under certain conditions when the student's conduct is disruptive to the residence hall living program, is in disregard of the rights of other residents, or when the student is acting in a manner to jeopardize the safety and well-being of others. Refer to the "Terms, Conditions & Regulations" of your Housing & Food Service contract for specific reasons.

Alcohol

The Greater Allegheny campus prohibits the use of alcoholic beverages, regardless of age. Use, possession, distribution, being under the influence of alcoholic beverages and/or illegal substances in the residence halls or any other part of the campus, is prohibited. Such behavior is a breach of the Housing & Food Service contract and may result in immediate dismissal from the residence hall as well as disciplinary action, which includes attendance of a University sanctioned alcohol program. Students found guilty of continued disregard with violations of the Judicial Affairs/Community Standards Policies will be referred, at their own expense, to the “Nicotine, Alcohol and Other Drugs Intervention Program at the Community College of Allegheny County – a part of the CCAC Prevention Project. In addition, any student with severe alcohol violations in any academic year could have his/her Housing & Food Service contract canceled.

Students found in an area where alcohol is present will also be charged with being in the presence of alcohol as well as aiding and abetting. Abetting includes active knowledge and involvement and would, in most cases, be treated the same as or only slightly less severely than the act itself. Aiding is assisting in the planning or supplying of materials without knowledge that the act would be committed, and would be treated less severely.

As previously stated, alcohol is **not** permitted in the residence halls on this campus. This policy does **not** discriminate based on the age of a student involved, but clearly states that **any** student found to be in possession of, under the influence of, or distributing alcoholic beverages will be disciplined accordingly.

In the event you are 21 and found to be in violation of the alcohol policy on this campus there are consequences which will fall under Community Standards, Judicial Affairs, and Pennsylvania State Law. Through the Community Standards process, any individual found to be supplying alcoholic beverages to minors will be put on Contract Review or possible Contract Termination. This means your housing contract with the University is in jeopardy of being cancelled upon any further violations or could be cancelled immediately. Parental notification will also be required. Educational sanctions or requirements will also be a possibility.

If you are arrested or cited with Contributing to the Delinquency of a Minor or Supplying to Minors, Penn State Greater Allegheny Police Services will notify you of the procedures regarding their office and the court system.

Narcotics & Drug Use

Possession, distribution, or being under the influence of narcotics or dangerous drugs (except as permitted by law) is prohibited. Such behavior is a breach of the Housing & Food Service contract and may result in immediate dismissal from the residence halls as well as disciplinary action or police action.

Trash

Each student is responsible for bagging and emptying their own personal garbage in the dumpster located on the side of the building. Leaving garbage in the halls or putting bags of personal garbage in the lobby trash cans will result in hall or personal charges.

Gambling

Gambling or gambling equipment of any type is illegal according to state and University regulations and likewise is not permitted at Penn State Greater Allegheny.

Hall Meetings

Periodically the staff will hold hall meetings and programs which are for the benefit of the residents. ALL students are expected to attend these meetings.

Public Furniture

No furniture designated for a public area is permitted in a student room.

Quiet Hours

Conditions conducive to study must be maintained in the residence halls during all hours. Noise must be kept at a minimum and the halls must be kept respectful at all times. Quiet hours will be enforced from **10:00 PM until 10:00 AM**. The volume control of stereos, televisions, etc., should be restricted throughout the day and evening to respect individual studying and sleeping preferences.

Primary responsibility for persistent lack of consideration of others lies with those residents involved. Contact a Residence Life staff member for assistance when necessary.

Fire Drills

Pennsylvania State Law requires that fire drills be held in all residence halls periodically. Such fire drills will be unannounced. Procedures to be followed during fire drills will be explained to you at a meeting early in the semester and information will be posted on bulletin boards in the residence halls. All students **MUST EXIT** during a fire drill or they will be subject to disciplinary action.

Fire Alarms & Extinguishers

Misuse of or tampering with the fire alarms and fire extinguishers is a threat to the safety of all and a violation of state law. It may result in expulsion from the residence halls, referral to the disciplinary system, and/or criminal charges up to \$500 in fines.

Candles

Candles or incense are not permitted in the hall. Any candle used for decoration must have the wick removed.

Fireworks

Possession and use of fireworks is prohibited by both state law and University policy and will result in disciplinary action as well as possible cancellation of your Housing & Food Service contract.

SMOKING IS NOT PERMITTED INSIDE THE BUILDING!

Alcohol Containers as Decorations

At Greater Allegheny, Alcoholic Bottles or Cans, even if empty, are not permitted to be used as room decorations

Firearms & Dangerous Weapons

It is prohibited to use, possess, or carry firearms, billy clubs, dangerous knives, sling shots, explosives, or other dangerous weapons while in the residence halls or at the University. It is also prohibited to carry items that resemble weapons, such as cap guns. Students found with these items are subject to disciplinary action and will be referred to Police Services for criminal proceedings.

Pets

The only pet(s) permitted in the residence halls are those that can *swim* in an enclosed fish tank. Any other pet kept in the residence halls is a violation of your Housing & Food Service contract and will result in disciplinary action.

Failure to Comply

This is a violation of the discipline system in which a student fails to comply with the direction of, or to present identification to, University officials acting in the performance of their duty. This includes all University officials, including Resident Assistants, Coordinators, Security Night Receptionists, Campus Police, etc.

Damages

Occupants of a room will be held responsible for the condition of the room and the furnishings in the room and for any damage or loss that may occur during occupancy. Because of the costly accumulative deterioration of physical facilities, only poster putty (3M Command Strips) may be used to secure posters and other lightweight room decorations to walls. The use of other adhesives such as scotch tape, adhesive, putty, glue, paste, nails, tacks, staples, and screws on walls, furniture, doors, or other woodwork is not permitted. Pictures, additional bulletin boards, and decorations are to be hung from picture molding with picture hooks. No wire, rope, string, etc., is to be strung across the room. No painting or papering of rooms or furnishings is permitted.

Both occupants of a double room may be held jointly responsible for losses or damages to the room. For the purpose of damage, theft, or loss assessment, occupancy shall be inclusive from the date of check in to the date the student properly checks out of the room.

Students will be billed for damages and thefts occurring during the academic year. End of semester damages and unpaid charges will be deducted from the student's general deposit. Resident students are responsible for damage caused by their guests.

Individuals identified as being responsible for damage, theft, or losses in common areas of the residence halls (corridors, stairwells, recreation rooms, study rooms, bathrooms, laundry rooms, work room, and lounges) will be billed for the cost of repair or replacement. Amounts billed are additional charges under the Housing & Food Service contract. The individual will also receive disciplinary action.

Residents will be held collectively responsible for damages, theft, or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified. Such assessments are additional charges under the Housing & Food Service contract.

Residents must pay damage assessments when billed. Failure to pay will result in an automatic deduction from the general deposit. Residents are not permitted to make damage repairs or to arrange for them to be made. In an emergency, the Director of Housing and Food Service, the Coordinator, or Police Services should be contacted (see “Terms, Conditions, & Regulations” of your Housing & Food Service contract).

HOUSING & FOOD SERVICE POLICIES

Complete information for Housing & Food Services, On-Campus Living, and Online Contract System may be obtained by logging on to their Penn State Web Site: www.hfs.psu.edu/contract

Room Assignment

Room assignments are made chronologically. If you would like to live with a friend from home or someone you met last year on campus, make your request known to Housing & Food Service, either in writing or by using the online housing system. Housing & Food Service will do its best to honor your request. If no request is made, your roommate becomes a “luck-of-the-draw” decision.

After the first two weeks of each semester, students may request a change of room assignment. Room change requests for spring semester are made prior to the start of the semester. Dates for filing of a request will be posted. A request for change form should first be obtained from the Office of Residence Life. Once signatures have been obtained in the proper order (roommates then the Coordinator), forms are then to be returned to the Director of Housing & Food Service.

Temporary Assignments

In some instances, usually at the beginning of the fall semester, some students may be temporarily assigned. Assignments are made to permit students to enter the University who otherwise could not be admitted because of space limitations. Students assigned temporarily to staging areas will receive a permanent assignment as soon as possible. Permanent assignments are made as rooms are vacated by those withdrawing from the University. In addition to permitting the admission of more students, temporary assignments protect the existing room and board charges by providing a replacement for students who withdraw.

Change in Occupancy

It is possible that, during the course of a semester, your roommate will leave the University or transfer to another school. If this occurs, you may be required to move to another double room, which has a vacancy, or accept a new roommate. The University reserves the right to reassign you or assign you a new roommate at any time.

Single Occupancy

All of our residence hall rooms are double occupancy. However, in the event of vacancies, single rooms may be available. Singles will be handled on a first-come, first-served basis. If your roommate leaves and space is available, those who have requested a single room will be contacted by Housing & Food Service. The person requesting the single will be required to move to the available space. Students who feel they may want a single should sign up at the Housing & Food Service Office at the beginning of the year or as soon as they become a resident. For more information, refer to the “Terms, Conditions, & Regulations” of your Housing & Food Service contract.

Vacating Rooms

When withdrawing from the University during a semester or at the end of fall semester, please notify the Housing & Food Service Office. Your room must be checked by the residence hall workers.

Your keys and checkout sheet must be turned in at the Housing & Food Service Office before you leave. A fee for unreturned keys and room damages will be charged against your deposit. Rooms must be vacated within 24 hours of withdrawal from the University.

Residence Hall Closing & End of Semester

The residence halls will be closed during semester breaks. Dates of closing and opening will be posted on all bulletin boards. Students are expected to vacate their rooms 24 hours after their last final exam (unless special permission to stay longer is granted by the Director of Business and Finance) according to those schedules. Each semester, all students must vacate their rooms by the posted closing hours on the last day of final exams. Students not returning after the fall semester for the spring semester will be expected to check out and vacate their rooms by posted closing hours on the last day of finals.

Rights Reserved by the University

The University unconditionally reserves the right to inspect rooms at times convenient to its staff, terminate rental contracts, repossess or reassign rooms, and to affect such other steps as safety, maintenance, security, and conduct of its residence program. Refer to the "Terms, Conditions, & Regulations" of your Housing & Food Service contract.

Safety and Maintenance Checks of Student Rooms

Inspections by the University are designed to both protect the individual students and assess the nature of maintenance requirements. In all cases in which a room is entered by University Housing officials, a "Notice of Inspection" form will be placed in the room. Refer to the "Terms, Conditions, & Regulations" of your Housing & Food Service contract.

It is the responsibility of the Director of Housing & Food Service to inspect all student rooms at least once during each semester and at the time of checkout. These inspections are conducted to evaluate the condition of the room and furnishings, identify required maintenance and repairs, and check for fire or safety hazards. If damage is noted, the cost for repairs or replacement will be charged to the resident(s) of the room.

Semester inspections of areas will be announced in advance and, if you choose, you may be present while the inspection is conducted. Room inspection is not a search. The Housing & Food Service official will not open drawers and closets. However, the Coordinator may conduct a room search if there is reasonable suspicion of violation of state or University laws and/or policies.

Should the Director of Housing & Food Service observe the presence of unapproved appliances or objects in the room or notice objects attached to the facilities in an unapproved manner, this will be recorded on the "Notice of Inspection" form. A copy of the form will be given to the student and the student will be expected to correct the improper situation.

In the case of non-compliance, the University reserves the right to have the items removed. Refer to the “Terms, Conditions, and Regulations” of your Housing & Food Service contract.

Housing Regulations

The University and every resident student has an obligation to maintain a safe and hazard-free residence area for all residents, as well as to properly maintain and preserve the physical facility for the benefit of present and future residents.

Therefore, the following is prohibited:

1. Obstruction or disguising of exits, as it may cause harm or injury to other persons.
2. Use or installation of wood paneling and/or tiles, papering of ceiling, doors, or walls, and the hanging of combustible materials in rooms and hallways.
3. Dismantling of furniture or removal of furniture from a fixed position, as it causes undue wear and tear on furnishings and securing devices, possibly becoming a hazardous obstruction.
4. The blocking of the flow of air into and out of heat radiators, as it causes an imbalance of heat in the room and an excessive use of energy.
5. The use of Study Room furniture and/or Lobby/Common Area furniture within student rooms, as it is an infringement upon other residents.
6. Candles, incense, and other open flame objects.
7. Repositioning of outlets by use of extension cords or splicing.

Care of Rooms

Students are expected to maintain their rooms in an orderly and sanitary condition. Brooms, mops, and dustpans are kept in the bathrooms on each floor for student use. Vacuum cleaners are available within the residence halls. If Housing & Food Service becomes aware of unsanitary conditions resulting from failure of students to maintain their rooms, Housing & Food Service will clean the room and the resident(s) will be charged. Depending upon the inconvenience to Housing & Food Service and other students caused by the persistence of disorderly and unsanitary conditions in a student’s room, the University reserves the right to cancel the student’s Housing & Food Service contract and to refuse an assignment for future rental periods. Refer to “Terms, Conditions, & Regulations” of your Housing & Food Service contract.

Refrigerators/Microwaves

Each student room is equipped with a portable refrigerator and microwave oven. There is no additional charge for this equipment. No additional refrigerators, hot plates, or ovens are permitted in student rooms. These appliances should be kept clean at all times and should not be placed in front of the heating unit.

DINING HALL POLICIES

Menus

One of the main objectives of Housing & Food Service is to fulfill your nutritional requirements. Constant attention is paid to the latest trends in eating habits. A committee comprised of experienced food personnel at University Park has developed planned menus that are appetizing, have variety, take advantage of seasonal foods, while providing you with the nutritional requirements recommended for persons in your age group and at your levels of activity. In planning menus, the committee strives to give you the maximum in eating pleasure at the lowest possible cost.

Eating habits change. Some years a certain item is very popular, other years it is not. The members of the Menu Committee try to consider this factor in planning menus. You can voice your preference through the Residence Hall Advisory Council (RHAC) or directly to the Director of Housing & Food Service.

To ensure uniformly, high quality recipes are standardized in the test kitchen. Quality control checks on the foods served are frequently made to insure that the highest quality is maintained. Menus will be posted weekly in the residence halls and in the SCC.

Special Diets

Quantity feeding operations achieve maximum efficiency through standardization and simplification of methods which precludes the possibility of catering to individual tastes or special dietary requirements. There is no exception to this rule.

Standards of Dress and Dining

Encouragement of proper behavior in the dining area is part of a social education. Good dress and conduct tend to complement the food and contribute to the enjoyment, relaxation, and satisfaction at mealtime. Dining with different people is a congenial opportunity to broaden your social outlook.

Disruptive behavior cannot be tolerated. Students acting improperly shall be subject to disciplinary action. Termination of the Housing & Food Service contract may result if such actions persist.

The operating policies are designed to minimize waste. Pilferage and damages to equipment or furnishings result in extra expenditures which are charged to those responsible whenever possible.

Lions Cash & A La BOARD

See the Housing and Food Homepage for updated information:

<http://www.hfs.psu.edu/cwcmealplans/>

Guests

Students must present their ID card when purchasing meals in order to receive the special discounted price. Only the person to whom it is issued can use the ID. However, guests may accompany A La Board members and receive 30 percent discount off the cash price.

Loss of ID Card

Follow these guidelines in the event that your card is lost or stolen:

1. Report in person to the Housing & Food Service Office and inform the Staff Assistant of your situation.
2. To replace your lost ID card, you must go to the Housing & Food Services Office (open 8:00 AM - 5:00 PM, Monday through Friday) to arrange for a replacement ID. There is a fee charged to replace your card.

Please note that if your ID card is reported lost, misplaced, or stolen, you will not be allowed access to the food court using your A La Board meal plan. Remember that your card has monetary value; treat it the same as cash. The University will not be responsible for any value loss due to misuse or fraud.

Account Balance/History

Your new balance is displayed for you on the card reader terminal every time you use your card for access or in the cash operations. If you have questions or concerns about your account balance or account history, inquire at the Housing & Food Service Office, and be sure to bring your ID card with you.

Low/Negative Balance

A signal at the card reader will indicate to you every time your balance falls below 100 points (\$10). For an average student, this will allow two to four days to deposit additional points into your account. Students who have insufficient credit to complete a meal transaction will not be allowed to eat that meal unless they make other arrangements to pay for the meal.

Change in Meal Plan

Meal plans can be changed prior to the start of spring semester for the following academic session. Forms are available at the Housing & Food Service Office and on line. If no change is requested for spring semester, students will be charged for the same A La Board plan they contracted for the fall semester.

Balance Carry Over

Points may be carried forward from fall semester to the spring semester. Surplus points at the end of the spring semester are forfeited. Refunds can only be requested by a certain date with housing and food services.