Living in our community...
State University of New York at New Paltz

Residence Life

Mission Statement

Our Residence Life Program strives to enhance each resident student’s University experience by providing a variety of participatory opportunities for personal development through creating a purposeful living-learning environment that fosters leadership development, citizenship, and civility, while embracing the celebration and understanding of diversity.

SUNY New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status or sexual orientation in education, employment or in any of its policies or programs. All actions toward employees and students are based upon performance related criteria. Further, SUNY New Paltz will not tolerate sexual harassment of employees or students.
Housing Requirements

The University, in its student housing facilities, seeks to provide a living environment which facilitates the accomplishment of students’ academic, vocational, and social goals. This objective is implemented through such measures as the availability of counseling and advising personnel, enforcement of quiet hour regulations, promotion of educational, social, cultural, recreational, and leadership development programs; and a variety of housing options from which students may choose. The University requirements for on-campus residence are thus a part of an effort to ensure an optimum learning environment for students.

All single, full-time (12 or more credit hours) matriculated first year undergraduate students must live in University residence halls while enrolled for classes at SUNY New Paltz. However, this policy shall not apply to those undergraduates who meet any one of the following requirements:

1. S/he is a transfer student with a transcript verifying acceptance.
2. S/he will be twenty-one (21) years or older on or before the first day of classes for the fall semester.
3. S/he is residing at home with his/her parents or other closely related family members at a distance of 25 miles or less. A notarized statement signed by the parent or other close relative must be submitted attesting to this fact at the time of admittance to the college.
4. S/he is a U.S. Veteran (A Veteran is a person who has served in the U.S. Armed Forces).
5. S/he is a Military Service Member (Active Duty, Reserve, or National Guard).
6. S/he is a Dependent of a Military Service Member or U.S. Veteran (Dependent is defined as either a spouse or child)

The Residence Hall License is in effect for the entire academic year (Fall and Spring semesters) terminating at the end of the Spring semester. This license is not subject to alterations.

All residence halls are designated as non-smoking facilities
Welcome
1
Residence Life Staff
1
Community Living
2
  Roommates
2
  Quiet Hours
3
  Guests Policy
3
Residence Hall Governance
5
  Hall Government
5
  Social Fee
5
  Resident Hall Student Association
5
  National Residence Hall Honorary
5
The Residence Halls
5
  Parker Complex
6
  Hasbrouck Complex
6
  South Complex
6
Specialty Housing Options
6
  10-Month Halls
6
  Summer Housing
6
  Communities at New Paltz
6
Residential Services
6
  Common Areas
7
  Cable
7
  Telephone Service
7
  Laundry Facilities
7
  Mail Delivery
7
  Important Addressing Info
7
  Recycling & Trash Removal
8
  Conflict Mediation Program
8
  Mental Health Emergencies
8
Residence Hall Policies & Procedures
8
  Room Assignments
8
  Triples
8
  Graduate Students
9
  Advance Room Deposit
9
  Residence Hall License
9
  Period of License
9
  Housing Key Code
10
  Room Charges
10
  Student ID Cards and Keys
10
  Lost ID Cards
10
  Lost Keys
10
  Meal Plans
10
  Room Condition Form
10
  Room Changes
11
  Room Vacancies
11
  Room Consolidations
11
  Room Cleaning/Decorating
11
  Room Furniture
12
  Accessibility
12
Alternative Housing Arrangements
12
Room Entry
12
Financial Responsibility For Damage
13
Work Order System
13
Emergency Work Requests
13
Water Emergency
14
Power Failure
14
Heat
14
Cleaning Schedule
14
Health & Safety Inspections
14
Electrical Appliances
15
Prohibited Items
15
  What if an illegal appliance or item is found?
16
Pets
15
Stereos/Televisions
15
Bicycles
15
Cars/Motorcycles
15
Window Screens
16
Solicitation
16
Smoking
17
Cancelling Housing Reservations
17
Release From The License
17
Moving Off-Campus
18
Academic Dismissals
18
License Revocation
18
Withdrawal/Leave of Absence
18
Safety and Security
18
  Personal Property
18
  Security Tips for Personal Belongings
19
  Personal Security Tips
19
  Residence Hall Entrances
19
  Fire Safety Standards
19
  Dangerous Behaviors
19
  Fire Alarm Systems
20
  Fire Alarm Procedure
21
  Fire Safety Facts
21
  Fire Safety Equipment
22
  Emergency Relocation Plan
22
  University Police
23
Parker Complex
24
  Parker Complex–(Triple Occupancy)
25
Hasbrouck Complex
26
Esopus Complex
27
Lenape Complex–(Corridor w/Bath)
28
Lenape Complex–(Suite w/Bath)
29
FAQs
30
Important Phone #'s
Back Cover
Welcome to SUNY New Paltz

The Department of Residence Life would like to welcome you to SUNY New Paltz. One of the most important phases of campus life is learning to become a responsible individual—responsible to others by respecting their rights and responsible to yourself by developing effective habits of study, self-discipline and orderliness.

This handbook is designed to acquaint you and your family with the residence halls, facilities, and programs at New Paltz. Living in the halls can be an enjoyable and worthwhile experience if you take advantage of all that is available to you. After arriving on campus, it is in the student’s best interest to read all information disseminated via posters or correspondence placed in mailboxes in order to stay well informed.

In accordance with the “State University’s Minimum Living Condition Standards for University Residence Halls” the Department of Residence Life supports the Statement of Student’s Rights and Responsibilities adapted by the Association of College and University Housing Officers—International (AUCHO-I) described as:

Students have the right...
- To have free access to their living accommodations
- To live in a clean and secure environment
- To expect a regionally competitive price on housing accommodations and/or food service
- To have access to copies of University housing rules and regulations or individual building policies which govern individual and group behavior
- To the respect and safety of personal property
- To study without interruption or interference
- To be free from unreasonable noise
- To be free of intimidation or harassment
- To express themselves creatively within established guidelines
- To expect enforcement of the housing agreement/contract
- To direct access of staff who provide assistance, guidance, and support as needed
- To equitable treatment when behavior is in question
- To enjoy individual freedoms without regard to race, gender, national origin, disability, age, religion, sexual orientation, or political affiliation
- To participate in student governmental bodies, and housing departmental committees
- To individual and group educational and developmental opportunities in their living community

Students have the responsibility...
- To adhere to rules and regulations
- To comply with reasonable requests made by staff or University officials
- To respect the rights of others, as stated above
- To monitor and accept responsibility for behavior of guests
- To report violations of rules and regulations to appropriate staff
- To actively participate in self-governance
- To participate in housing departmental committees as requested
- To express themselves as individuals, as well as by association with groups
- To participate in judicial proceedings to determine appropriate standards of behavior
- To positively contribute to the community by participating in educational and developmental activities
- To meet expected room and board payment schedules
Residence Life Staff

Student Staff

The Department of Residence Life strives to create a sense of community for students by providing programs, services, and facilities that promote the educational, social, and cultural development of all residents. Over 200 students are employed by the Department of Residence Life to work in the halls.

Professional Staff

Complex Directors are primarily responsible for the overall operation of the residence hall. Complex Directors are full-time professional staff members who live and work within the hall and provide assistance to students with social, academic and personal concerns. The Complex Director supervises 7-10 Student Staff members who live in the hall and is available to residents on a daily basis. All Complex Directors have completed a Bachelor’s degree and are often pursuing or hold a Master’s degree.

Resident Assistants (RAs). An RA lives in each house (wing) of the residence halls and maintains a comfortable environment for 35-50 students.

Senior Resident Assistants (SRAs). Veteran RAs can be promoted to this position and work in conjunction with the Complex Director and RA staff to ensure the safety and security of each building.

Professional staff members select individuals because they are outstanding students and leaders. Each is a New Paltz student with experience living in residence halls and dealing with academic, personal, and social problems. They are trained to handle emergencies, provide assistance regarding room changes and work order requests. Information regarding available resources on campus and in the community can be obtained from the staff. Your Resident Assistant or Senior Resident Assistant will be happy to share this information with you and answer questions you may have about New Paltz.

The Office of Residence Life is located in Capen Hall. The Director and Assistant Directors have offices in Capen Hall and are available for appointments by arranging meetings through the office staff or by calling 845-257-4444. Office hours are 8:30am – 5pm during the academic year and 8am – 4pm during the summer and winter breaks.

Community Living

Life in the residence halls is exciting, fun, and challenging. You will learn about different cultures, interests, and values while your roommates and community members learn about you. While the Department of Residence Life strives to provide a pleasant and safe building, each individual who lives, works, or studies in our environment has a responsibility to be courteous to neighbors and to observe basic personal safety practices. To make positive contributions to your hall’s community, you must recognize and respect the rights of your neighbors. This collaboration allows for your growth as well as the growth of others.

The residence hall environment includes several opportunities to become involved in your University experience in a living/learning community that will help you to develop lasting and memorable relationships with peers and others on campus. You will soon find that your academic work in the University will be enhanced by the experiential out-of-classroom initiatives provided in your residence hall. It is our goal to provide you with as many new learning experiences as possible that will benefit your overall growth and development as a productive citizen in society. We encourage you to take the time to learn new things, experience new ideas, and develop new friendships while living in our community.

Roommates

The quality of the environment that each resident establishes will be very important. This will be greatly affected by the personal belongings that students elect to bring with them as well as the relationship they establish with their roommate(s) and/or suitemates. Living with a roommate(s) and/or suitemates can be a rewarding learning experience, but as at home, some ground rules need to be established. Talking to one another before difficulties
arise is essential. It will be important to remain open-minded, respectful, and cooperative when sharing space with another person(s). Establish expectations of each other early in the year, before the stress of classes, a new environment, or other pressures get in the way of dealing with issues in an appropriate manner.

**Quiet Hours (Non-Contract Study Halls)**
All residence halls have a mandatory Courtesy Hour policy. The residents of each house/wing, with the assistance of the Resident Assistant, enforce the Courtesy Hour policy. During this time, students are asked to conduct themselves in a manner that will not disturb other residents. During final exams, Quiet Hours are in effect 24 hours a day in all halls.

In addition, students are expected to be considerate of the rights of other students who may be studying or sleeping at all times. Specifically, students are expected to maintain Quiet Hours, Sunday through Thursday, 10:00pm to 11:00am, and Friday and Saturday, from 11:00pm until 11:00 am. At all other times, Courtesy Hours exist, i.e., reasonable quiet should prevail. This may be achieved by:

- Keeping stereos and televisions turned down so as not to disturb others.
- Keeping doors closed when entertaining guests.
- Keeping the lounge doors closed while watching TV, playing cards, etc.
- Refraining from shouting, yelling, or running in the halls.
- Each student has the responsibility to ask another to be considerate of others who are trying to sleep and study.

**Guest Policy**
A student hosting any guest shall be responsible for the conduct of the guest(s). Guests may include individuals not affiliated with the college. New Paltz students who live in the same residence hall, a different residence hall, or off campus can also be considered guests.

A resident must sign in all guests as required by Residence Life and outlined in the Housing Handbook. Individuals issued a guest pass are required to keep the guest pass with them at all times while on campus.

Overnight guests need to be 16 years or older to stay overnight. If under 18, the guest(s) must provide written parental consent, using the Underage Guest Consent Form available on the Residence Life website.

Any person present in a residence hall room not assigned to them after 11:00pm is considered an overnight guest and must be signed in with their host and residence hall staff. Overnight guests are permitted in college housing facilities, provided everyone who lives in the unit agrees to have guest(s) stay overnight. Residents must register their guest(s) one day in advance, when possible, with the Director or designee. Guest privileges shall not extend past two consecutive nights. Under no circumstances will more than three guests be permitted to occupy a residence hall room overnight.

The Residence Life policies and procedures related to guests and visitors exist in order to allow residents to host guests in a manner that does not infringe upon the comfort and rights of other residents. It also aims to maintain an appropriate level of safety and security within the residence halls. The following policies apply to all guests:

1. Regardless of the length of stay, the guest is expected to abide by all University and Residence Life policies, procedures, regulations, and standards.
2. Guests (student or non-student) 21 years or older visiting a resident who is under 21 are not permitted to bring alcohol into a residence hall.
3. It is the responsibility of the host to meet and sign in the guest in the lobby. The host is responsible for the action of the guest(s) at all times. Guests should not be left unattended at any time.
4. There may be special times of the year, such as semester breaks, exam periods, and Summer Sessions, when the guest and/or visitation policy may be restricted or modified.
5. In order to sign in, guests must have a valid photo I.D. Acceptable forms of photo I.D. are driver's license, student's I.D., non-driver's I.D., military I.D., and passport. Photo I.D.'s not acceptable are: bank cards, telephone cards, and credit cards.

6. **All guests must be registered with a guest pass after 11pm.** This policy is designed for the safety of residents, guests, and other members of the University community. Failure to register a guest/visitor pursuant to this policy will be subjected to the campus judicial process.

7. All requests for exemptions to this policy must be made to the Resident Director for approval.

**Guest Passes**
Residents who are hosting guests, especially after 11pm, are required to obtain a guest pass, which is available through the Residence Life Staff.

1. All guests must be registered with a guest pass during designated duty hours.
2. The guest must accompanied by the host at all times.
3. The guest must carry the guest pass, as well as an appropriate ID at all times and must show both when requested to do so by any Residence Life Staff member or University personnel.
4. Requests for guest passes can be made a day prior for overnight guests during duty hours (8:30pm-12am) from a Residence Life Staff member and/or Night Host (at the designated hours).

**Short-Term Guests**
Provided that there is no unreasonable interference with the rights of a roommate, a resident may have a short-term guest (one whose stay is for a few hours but not overnight) at any time. In addition to the aforementioned, the following procedures and conditions must be met:

1. The host must register the guest(s) by signing the Residence Hall Visitor Pass immediately upon entering the building and presenting a valid form of current photo identification (as listed above) with a Residence Life Staff member on duty from 8:30pm-midnight and/or a Night Host on duty during designated overnight hours.
2. The host is discouraged to have more than two guests at one time. It is at the Resident Director’s discretion to approve the number of guests permitted to a host. A guest/host whom fails to comply with the above regulations will be subjected to the campus judicial process.
3. **All short-term guests must be registered with a guest pass after 11pm.**

**Overnight Guests**
Provided that there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest (one who stays for longer than a few hours and/or sleeps in the room overnight). In the interest of the rights of the roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by short-term guests as outlined above. In addition, the following procedures and conditions must be adhered to:

1. A resident may have an overnight guest with prior consent by all roommates and suitemates and/or approval by the Resident Director. The guest pass is checked off by the host confirming they have discussed the visitation with their roommate(s) and suitemates.
2. A resident may have an overnight guest provided the host registers their guest(s) one day in advance, when possible, with a Residence Life Staff member and/or Night Host by completing the Overnight Guest Pass.
3. No individual guest may be hosted in a residence hall more than four nights total in any month and no more than two consecutive nights with the same or different host. If the resident wishes for the guest to stay longer than this allotted amount of time, the host must seek approval from the Resident Director and present written agreement from the roommates and/or suitemates.
4. Under no circumstances will more than three guests be permitted to occupy a residence hall room overnight.
5. Guests need to be 16 years or older to stay overnight. If under 18, the guest must show written parental consent and a completed Guest Consent Form.

6. In extenuating circumstances, exceptions to the overnight guest policy can be made by the Office of Residence Life.

It is the responsibility of the resident to familiarize their guests with pertinent college rules and regulations and for ensuring that their guests abide by these policies. Residents who fail to comply with the above policy may be subject to disciplinary action (See Administrative Policies, Section 8.00 in the Student Handbook for further information).

Any student experiencing difficulties with a roommate who has unwanted guests should seek the assistance of the Residence Hall Staff.

**Residence Hall Governance**

*Hall Government*

Residents have an opportunity to elect officers to form a government whose duties include planning and implementing various programs for the hall community. All students have the right and responsibility of participating in self-government, to elect officers, to plan and engage in residence hall programs, to establish and enforce regulations necessary to provide conditions for personal, social and academic development. Students who live in residence halls are citizens and members of a house as well as residence hall government and are urged to participate.

**Social Fee**

Upon checking into the residence halls, students will be asked to pay a hall social fee. This money is distributed to the RA staff and hall governments to be utilized in funding programs and activities for the education and enjoyment of the residents.

**Residence Hall Student Association**

The Residence Hall Student Association (RHSA) is a representative body that provides resident input into all phases of residence hall life. This is accomplished by providing a method whereby residents can work together to facilitate program activities, have a voice in the University administration, and recommend changes in residence hall policies. RHSA plans and supports programs throughout the year that offer a variety of social, cultural, recreational, and educational activities. The student leaders holding these offices are eager for student input and encourage your involvement. RHSA is an active student body organization on both a regional and national level through its membership with the National Association of College and University Residence Halls. All residence hall governments are considered members of the RHSA and are represented on the RHSA Associate Council. The primary purpose of RHSA is to facilitate communication between the residence halls, to provide leadership training for hall governments, to provide programming for the campus, and most importantly, to work on behalf of residents in the investigation and resolution of issues and policies related to residence hall living.

**National Residence Hall Honorary**

The National Residence Hall Honorary (NRHH) Phi Psi Chapter at New Paltz is one of over 170 chapters nationwide. Its purpose is to provide recognition for individuals who have been of outstanding service and have provided important leadership in the advancement of the residence hall system at SUNY New Paltz.

The chapter members represent the top 1% of the student leaders on campus and are those who have contributed extraordinary amounts of personal time and energy in order to make the residence halls more than a “dorm.” SUNY New Paltz’s chapter of NRHH was founded in 1986, and can never exceed 29 members. Like RHSA, NRHH is an affiliate of the National Association of College and University Residence Halls. Look for informational signs and ask your RA how to get involved with Hall Government.

**The Residence Halls**

There are fourteen (14) residence halls on the New Paltz campus. All buildings offer a number of student oriented facilities and services including a laundry room, computer lounge, a study lounge and a main lounge for hall government meetings and activities.
The halls also have at least one television lounge, a kitchen area, and a microwave, for use by all residents of the building. Resident rooms have cable, Ethernet and phone jacks. The halls are divided into three complexes.

**Parker Complex**
The Parker Complex is comprised of Bliss, Bouton, Capen, Gage, Scudder, Shango and College Halls. These halls are composed of traditional corridor style hallways with single sex bathrooms shared by the residents of the section. Rooms are adjacent to each other with an entrance/exit into the hallway.

**Hasbrouck Complex**
Bevier, Crispell, Deyo, DuBois and LeFevre halls make up the Hasbrouck Complex. These halls are made up of suites, each containing two, three or four bedrooms, a common/living room, and a bathroom.

**South Complex**
Esopus Halls rooms have corridor style rooms. Each hallway/house contains four clusters of rooms. A cluster consists of four or five rooms that surround but are not directly connected to a public bathroom.

Ridgeview rooms have corridor style rooms. Each hallway/house contains 8 – 9 bathrooms each of which service 2-3 bedrooms. Though the bathrooms are near 2-3 rooms, they are not directly to any of the bedrooms and are single user public bathrooms.

Lenape hall consists of two types of designed triple occupancy rooms. Lenape Corridor Style rooms consist of a large L-shaped room with a bathroom shared by the three students living in the room. Lenape Suite Style rooms are comprised of a bedroom, suite area, study room and bathroom.

**Specialty Housing Options**

**10-Month Halls (Halls open during breaks)**
Gage, Bouton, Dubois, Deyo and Crispell are the only residence halls that will be open during academic break periods (i.e., Winter Recess, Spring Break) unless otherwise designated by the Director of Residence Life. Students who require on-campus housing during these times must select one of these halls as their housing choice. International students, athletes and student teachers are strongly encouraged to sign up for one of these halls. There will be additional housing charges to remain in these halls during Winter Break. A “no overnight guests” rule applies during these break times.

**Summer Housing**
One residence hall is available during the summer to students enrolled in courses. The summer residence hall can be a different one each summer.

Students must take at least 1 summer course taught on campus for each summer session they intend to stay in the summer building. Students that are only taking online courses may not live on campus.

**Communities at New Paltz**
Communities at New Paltz is a specifically designed Living/Learning community program for First-Year students. This program offers three distinct living experiences featuring specific inter-disciplinary themes: Leadership, Health & Wellness, and Service Learning. First-Year students who choose to participate in one of these interest-based Communities will connect with other students who share similar interests, while gaining an introduction to the larger SUNY New Paltz campus and the surrounding New Paltz community. Students will have a unique opportunity to learn, explore, and connect with others in the context of an engaging academic and residential community. Students with a confirmed spot in one of the Communities on a first-come, first-served basis and will be assigned a room in Esopus Hall during Summer Orientation. Program details, dates and other information are included in the Communities at New Paltz application packet.

**Residential Services**
As part of the living learning environment created in the Residence Halls, SUNY New Paltz strives to provide a safe and comfortable environment for residents to sleep, study and socialize. Our residence halls boast a variety of services that give residents an opportunity to feel at home.
Common Areas
Each hall has common areas that have lounges, computers, vending machines, at least one kitchen and a microwave among other amenities.

Cable
All residence hall rooms are equipped with cable television outlets. Residents are responsible for their own equipment including adapters, cable wire, converters, televisions and stereos. Cable costs are included in the room rent charges. All rooms and suites receive the same cable line-up. The Media Center plays new release movies on the campus TV channel (Channel 6).

To report problems with your cable contact the Campus Auxiliary Services office at 845-257-3370.

Telephone Service
The University operates its own telephone system to provide on-campus, local, long distance calling and voice mail. Room rent covers these services.

Additional charges apply only for directory assistance, international calls and pay-per-call services (i.e., psychic hotlines, chat lines, etc.).

To make off-campus calls (local or long distance); you must use a PBN, which should be generated by the time you reach campus. To find your PBN number:

- Sign on to my.newpaltz.edu
- Under Student Services tab, go to My Personal Records
- Go down to My Personal Billing Number

If you can’t find your PBN, please go to the Telecommunications Office (HAB 35).

Laundry Facilities
Each residence hall contains laundry facilities. These facilities are for residents only. The cost to operate the laundry facility is included in the room rent. Residents should report non-working machines to the Resident Assistant’s Office in that hall or to Campus Auxiliary Services, 845-257-3370.

Mail Delivery
Personal mail is delivered to the residence halls, Monday through Friday. Roommates will be assigned a mailbox that is located in the main lobby area. Students will receive a key when they check in.

Lenape, Lefevre and Crispell Hall mailboxes have combination locks. Special delivery, certified, insured, registered, large packages, telegrams, and Express Mail will be held at the University Mail Room located in the basement of the Haggerty Administration Building. Students need to present an I.D. and sign for these items in person at that location. Mail is not forwarded during breaks.

Important Addressing Information
In an ongoing effort to improve mail deliveries to campus, the United States Postal Service (USPS) would like to stress that the automated equipment which the USPS uses to sort mail, reads only the last two lines of the address, from the bottom up.

Please note that although the information reserved for the first two or three lines of an address is irrelevant to the USPS. It is essential to the SUNY New Paltz Mail Services Staff. Students should have incoming mail addressed as follows:

- Bevier Hall 1001 Hawk Drive New Paltz, NY 12561
- Bliss Hall 1002 Hawk Drive New Paltz, NY 12561
- Bouton Hall 1003 Hawk Drive New Paltz, NY 12561
- Capen Hall 1004 Hawk Drive New Paltz, NY 12561
- College Hall 1006 Hawk Drive New Paltz, NY 12561
- Crispell Hall 1005 Hawk Drive New Paltz, NY 12561
- Deyo Hall 1007 Hawk Drive New Paltz, NY 12561
- Dubois Hall 1008 Hawk Drive New Paltz, NY 12561
- Esopus Hall 1009 Hawk Drive New Paltz, NY 12561
- Gage Hall 1010 Hawk Drive New Paltz, NY 12561
- Lefevre Hall 1011 Hawk Drive New Paltz, NY 12561
- Lenape Hall 1012 Hawk Drive New Paltz, NY 12561
Students must notify correspondents, six to eight weeks before leaving school for the summer or for extended periods with regard to a change of address.

Recycling and Trash Removal
Each hall has a trash room/recycling area in the basement and a dumpster located outside the rear entrance/exit of the building. Students are required to take all trash to one of these locations.

The Village of New Paltz has a “source separate” Recycling Law which requires all residents to separate recyclable items from their trash before disposal. This includes rinsing bottles and cans and removing all caps from these containers. SUNY New Paltz prides itself in its efforts in ecology and student cooperation with recycling is the foundation of its success.

Conflict Mediation Program
This service is designed as an alternative approach to solving problems that develop between members of the University community. Instead of going through the campus judicial system or local courts, individuals meet with trained mediators to work towards a solution. The program strives:

- To serve the University community as a resource to resolve disputes.
- To prevent the escalation of disputes into more serious matters.
- To relieve the University judicial system and the local court systems of matters which do not need a formal court/judicial procedure.
- To teach individuals how to resolve their problems through mediation.

Some of the conflicts that are handled through the mediation program include:

- Roommate disputes
- Interpersonal disputes
- Personal property
- Small claims
- Aggravated harassment
- Organizational disputes
- Neighbor Disputes

For further info contact your Hall Director.

Mental Health Emergencies
Students may access the Psychological Counseling Center weekdays 8:30am-4:30pm at (845) 257-2920; the peer hotline 8:00pm-1am at (845) 257-4945 when classes are in session or University Police at (845) 257-2222, 24 hours/day.

Residence Hall Policies and Procedures
Room Assignments
The Department of Residence Life at New Paltz is committed to a policy of nondiscrimination in all its operations and facilities. Room Assignments are not based upon race, disability, creed, national origin, age, or sexual orientation.

First year students will select a room (and a specific roommate if so desired) online during Summer Orientation. Returning students select a room online for the following academic year during the Advance Room Selection Process in April.

Due to limited space, preferences for specific halls, room types, or roommates are preferences only. Assignments are made in accordance with availability. The University reserves the right to convert doubles into triples to accommodate on campus housing requests. It may be necessary at times to establish waiting lists for people to be housed.

The Department of Residence Life reserves the right to move students within and among the residence halls whenever necessary.

Triples
It is necessary for the University to convert double rooms into triple occupancy rooms or provide temporary assignments until standard double spaces are available.

Students who begin the year in a triple pay the double
room rent rates initially and a refund is credited to students’ account when one of the three residents moves out of the room or at the end of the semester fall semester, whichever comes first. Should one of the residents move out of the room prior to the end to the fall semester, a pro-rated refund will be given to the three residents. The pro-rated refund amount will be based on the number of days the three residents lived in the room. The Office of Residence Life reserves the right to impose a refund deadline.

Triple refunds only apply during the fall semester as typically enough spaces open up at the end of the fall semester to de-triple every room by the beginning of the spring semester. Should three students choose to remain in tripled during spring semester, the room will be considered a voluntary triple and no refund will be given for the spring semester. The only exception to this rule is if there are not enough vacancies on campus to allow students to de-triple by the beginning of the spring semester. Refunds will be discontinued when there are enough vacancies on campus to accommodate their de-tripling at any point in either the fall or spring semesters.

Because the same rooms are tripled, all furniture must remain in the room even when one of the residents moves out. The remaining two residents will need to keep the triple furniture in the room.

Please bear in mind that Lenape Hall rooms do not fall under this category. Lenape rooms are designed for three people and thus, residents living in Lenape Hall do not receive a triple refund at any point.

**Graduate Students**

SUNY New Paltz does not provide housing for new graduate students. An exception is made only for undergraduate students who live on campus in the Fall semester and become graduate students in the Spring semester of the same academic year. These students are allowed to remain on campus for the spring semester but must make other living arrangements for all subsequent semesters as they may not continue to live on.

**Advance Room Deposit (A.R.D.)**

Prior to receiving or choosing an assignment, a $100 Advance Room Deposit must first be paid online through my.newpaltz.edu or at the Office of Student Accounts, Room 210 of the Haggerty Administration Building. The Advance Room Deposit will be applied as a credit to the room charges for the semester. An Advance Room Deposit is NOT required to reserve a room after August 1st and January 1st for Fall and Spring semester respectively.

**Residence Hall License**

All residents must read and submit a Residence Hall License. By submitting a Residence Hall License, a student enters into an agreement to adhere to the policies and procedures set forth by the Office of Residence Life for the period covered by the License. A letter will be sent to all first year students the first week in June. The letter will explain how to submit a Residence Hall License online in order to receive a Housing Key Code prior to Summer Orientation. First year students may also complete their license during Orientation. Licenses will be made available upon request from the Department of Residence Life for students who cannot complete a License online and cannot attend Summer Orientation, or for incoming spring semester students.

Students who are 17 years of age or younger must have a parent or legal guardian sign a paper Residence Hall License. Returning students submit their licenses during the Advance Room Selection Process.

**Period of License**

The Residence Hall License covers the academic year (Fall and Spring semesters), or from the time the license is submitted to the end of spring semester.

All students who submit a license at the beginning of, or during the academic year will be required to remain in the residence halls for the entire period covered by the license. This provision is in effect if the student is enrolled in 12 or more credits.
for the entire period covered by the license.

**Housing Key Code**
A Housing Key is a random 5 digit number assigned to a student for use during room selection. A Housing Key is generated automatically when a student submits a Residence Hall License online. When selecting a room, a student will use his/her prospective roommate’s Housing Key to sign the roommate up into the same room.

**Room Charges**
Current room rates for the academic year may be found on the SUNY New Paltz website here: [http://www.newpaltz.edu/student_accounts/tuition.cfm](http://www.newpaltz.edu/student_accounts/tuition.cfm). The Board of Trustees of the State University of New York reserves the right to adjust charges in the future as the costs of operating and financing the residence hall facilities change.

**Student ID Cards and Keys**

**Student’s Responsibility**
Students must carry their ID cards and keys at all times. A student must present their ID card anytime they are asked to do so by any college official. Failure to do so will result disciplinary action as outlined in the Student Handbook.

Keys/cards issued to a student are not to be duplicated, loaned, given, or transferred to another individual under any circumstances. Any student violating this policy may be subject to both campus and criminal judicial proceedings.

**Building and Room Entry**
The Student ID Card is used to enter the residence hall. Students living in Parker, Esopus, Lenape and Ridgeview complexes will also use the ID card to enter their bedroom. Students living in Hasbrouck style suites will use the ID card to enter the suite room.

Students living in Bevier, Deyo or Dubois Halls will also receive a key that opens their bedroom door and mailbox. Students living in Parker, Esopus and Ridgeview complex rooms receive a key used to open the mailbox. Lenape residents do not receive keys as mailboxes in that building use combination locks.

**Lost ID Cards**
A lost ID card must be reported to the ID/Meal Plan Office. They will de-activate the card and re-program the room or suite door. Students are responsible for replacement costs of lost keys and ID cards, as well as lock changes and reprogramming of card readers.

**Costs**
- First ID card (new students): $10.00
- Replace lost or stolen card: $10.00
- Reprint of damaged ID card*: $10.00

* Student must return the damaged card.

**Lost Keys**
Lost keys must be reported to the Office of Residence Life which will generate a lock change request. Once the lock change is completed, new keys will be delivered to the Complex Director who will distribute them to the residents.

**Lock Change Costs**

<table>
<thead>
<tr>
<th>Complexes</th>
<th>Parker &amp; Esopus Complexes</th>
<th>Hasbrouck Complex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailbox Lock:</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Each Key: $15*</td>
<td>$20</td>
<td>$20</td>
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<tr>
<td>Room Lock:</td>
<td>$20</td>
<td>$20</td>
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<td>$20</td>
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</tbody>
</table>

* Because a lock change necessitates that all residing in the room be issued a new key, the student who lost the key will be charged for 2 keys (3 if the room is a designated triple and 4 if the room is a Quad).

**Meal Plans**
All students residing in University housing must participate in the meal plan program. Options and prices are here: [http://cas.newpaltz.edu/meal-plans](http://cas.newpaltz.edu/meal-plans).

**Room Condition Form**
When students move into their halls, they will find staff ready to check them into their rooms. Each student will complete a Room Condition Form that specifies the current condition of the room and the furniture provided. All residents are held accountable to the original Room Condition Form. It is the responsibility of the student to check it over carefully, noting any damages at the time of check in. The student will be assessed a damage charge for any deviation in the condition of the room or the furniture at the time s/he checks out.
**Room Changes**
Room changes are permitted (based upon space availability) after the 2nd week of classes. If a student desires to change his/her room assignment, the proper paperwork may be obtained from the Complex Director of the hall which the student would like to move into. All room changes cease before the last two weeks of classes. Students must check out of their old room then check into their new room during staff office hours (8:30-11:00pm), unless otherwise pre-arranged with the Complex Director.

**Room Vacancies**
Room charges are based on two persons per room occupancy. If a student fails to occupy a room or moves out after the beginning of the semester, the remaining resident can:
1. Find another student willing to move into the vacated space,
2. Move to another room with a new roommate,
3. Have his/her room listed as a vacancy and welcome peers looking to room change, or
4. If he/she does not have a roommate by February 21st, he/she may take advantage of the spring semester Single Sale if one is held that semester. He/she can pay an additional single room fee to keep the room to him or herself for the remainder of that semester. The Office of Residence Life will not guarantee a single room. If, after a student pays for a single room, it becomes necessary to assign another person to the room, the prorated balance of the single room charge will be refunded.

_The Department of Residence Life reserves the right to administratively assign or relocate a person to any vacancy at any time._

**Room Consolidations**
Room consolidations are required in semesters where there are many rooms in which only one student resides. Consolidations are done in order to insure equity amongst residents and to maximize use of available space.

The Department of Residence Life understands that the house and hall community is very important. In order to not disrupt this community, consolidations will be conducted within each building and every attempt will be made not to perform them beyond the midpoint of the semester.

_When classes are in session_
In semesters where consolidations are necessary, students living alone will get an e-mail notice explaining that consolidations will take place at a later date. It will be the student’s responsibility to find a roommate of his/her choice before the consolidation process takes place. Students who do not find a roommate will be paired up randomly. One of them (also chosen randomly) will be required to move into the other’s room.

**Summer**
After Advance Room Selection takes place in April, each returning resident who does not have a roommate will receive notices to informing that consolidation will take place and that s/he will be randomly paired with another resident of the same building who does not have a roommate. Residents will be paired with people who signed up for a room on the same floor if possible.

_**Room Cleaning/Decorating**_
Custodial personnel are trained to clean public areas on a daily schedule. Residents are responsible for keeping their rooms clean. Hasbrouck Complex (suite style) residents are also responsible for keeping their suite and bathroom areas clean. Vacuum cleaners, mops, brooms, and other cleaning supplies are available for student use. There is a trash room with large trash containers in each building. There are dumpsters at the rear of each building. Dirt and other debris are not to be left in the hallways or bathrooms. The hall staff can help the suite members facilitate any meetings regarding a suite cleaning schedule.

Students are permitted to decorate their rooms within fire/safety guidelines. Residents are reminded that they are responsible for any damage to the walls as a result of hanging objects. Room/suite walls are not to be vandalized or written upon. All residents are expressly prohibited from attaching any item to the ceiling of the room or suite.
Room Furniture
Each room is furnished with two beds and mattresses (sheet size: twin extra-long), two desks, two chairs and two dressers (3 of each in a triple). A special loft system is provided to students in a triple room. Rooms also have one floor lamp, one wastebasket, one recycling bin and two closets for hanging clothes (wardrobes take the place of closets in Esopus, Lenape and Crispell halls). Students are encouraged to bring items necessary to live comfortably, such as a desk lamp to add to the existing lighting in their room. All rooms with built in closets have new closet drapes. Furniture cannot be removed from the room, under any circumstances, without permission from the Residence Life Office.

Accessibility
Facilities for students with disabilities are located in Capen, Crispell, Dubois, Esopus & Lenape halls. Crispell, Esopus, Lenape and Dubois halls are equipped with elevators. Capen is equipped with a laundry/TV room on the first floor and a lift giving the student access to the main lounge study area. All four buildings are equipped with accessible bathing facilities. Several rooms across campus equipped with visual fire alarms.

Alternative Housing Arrangements
Procedures for requesting alternative housing arrangements:

A student with a disability can submit a request for alternate housing arrangements. (Wheelchair accessible rooms, audible alarms, etc.) Requests must include the following:

1) A letter from the student outlining the reason for the request.
2) Documentation from (including, but not limited to) a primary physician, psychologist, psychiatrist, social worker, primary care physician, etc., who has provided treatment for the condition. Documentation must be on letter head.

The following is required for review:

A. Diagnosis.
B. Evidence of the connection between the diagnosis/symptoms and the need for an alternative housing assignment.
C. Evidence that the student will not be able to use and enjoy the residence hall or to participate in the college's services or programs without this accommodation.

All requests will be submitted to Residence Life no later than July 1 for the fall semester and Nov. 1 for the spring semester. Complete requests will be reviewed by the Housing Review Committee. In general, a diagnosis of ADHD, learning disability, or anxiety/depression (in and of themselves) is not sufficient grounds for obtaining an alternate housing arrangement.

Student will be notified via email (Hawkmail address) of the Housing Review Committee's decision.

Room Entry
For Maintenance Purposes
The University recognizes and respects the student’s right to privacy. However, the University has the responsibility of maintaining the residence halls. For this reason, the University reserves the right to enter the premises for the purpose of health and safety inspections, securing the premises, and making necessary repairs. Prior notice of at least 24 hours will be given to the residents unless immediate entry is necessary due to emergency maintenance.

By submitting an online Work Request, a resident gives permission for University personnel to enter a room in order to make repairs, whether or not the resident is present when personnel arrives.

Room Entry For Other Purposes
The University accepts the responsibility to maintain a safe and orderly environment in the residence halls, and therefore, reserves the right to enter the student’s room when:

1. Ensuring the building has been evacuated when a fire alarm is sounded.
2. There is a reason to believe that the health and safety of an occupant is threatened.
3. There is reasonable cause to believe that Federal, State, or Local laws, or university regulations are being violated.

Except in emergency situations, no room will be
entered without first knocking and allowing a reasonable period of time for response. Under no circumstances will rooms be searched unless law enforcement officials exercising a valid search warrant.

**Financial Responsibility For Damage**

Occupants of each room are financially responsible for keeping their room and its contents intact and in good order. A Room Condition Form will be completed on the day the student moves into the hall. This form will describe the condition of the room and college issued furniture at the time the student moves in. When a student moves out of the room, this form will be used to compare the condition of the room on the check-in day to the condition on the check-out day. Should damage to the room or furniture be found that was not present on the check-in day, the student will be held financially responsible for the cost to repair or replace the damaged item(s). Charges for damages are based upon actual repair or replacement cost to restore the room or facility to its original condition. The resident will also be liable for any extra or unusual cleaning or administrative service that may be necessitated by these actions. Residents will be billed and the amount must be paid to the Office of Student Accounts immediately. Rooms will be periodically inspected for damages and health and safety violations. Findings will be reported and appropriate charges will be assessed.

Students are also financially responsible if their actions or those of their guests result in damage to other areas of the building or its contents.

Anyone wishing to appeal a damage charge may do so, in writing, to the Department of Residence life within the academic year of the charge(s). **Appeals after the academic year may not be reviewed.** If problems with furnishing or other items in the residence hall rooms arise during the semester, it is the responsibility of the resident(s) to submit a Student Work Request online at my.newpaltz.edu. A member of the maintenance staff will make the repair or assess the damage. As previously stated, completing a Work Request Form grants permission for maintenance personnel to enter a room in order to make repairs whether or not the occupants of the rooms are present.

**Work Order System**

**Step I - The Resident**
The resident is responsible for completing a student work request online through my.newpaltz.edu.

**Step II - The Community Development Assistant (CDA)**
Work requests submitted online are received by the building CDA who will review each request and forward it to the Facilities Operations Center. The CDA will send a Notification of Work notice to the student once an estimated starting/completion date is given by the Facilities Operation Center.

**Step III - Facilities Operations Center**
All Work Order Requests are distributed by the Facilities Operation Center to the appropriate shop (i.e., electrical, plumbing, construction, moving crew, grounds, etc.). All Work Order Requests are prioritized and given a target date of completion.

**Step IV - Follow-Up**
Should a Work Order not be completed by the Estimated Completion Date, item breaks again or is not repaired in a satisfactory manner; it is the responsibility of the student to contact the Complex Director. The Complex Director will then follow-up with the Facilities Operations Center and/or the Administrative Operations Team.

**Emergency Work Requests**

Maintenance problems occurring in the following areas are generally considered to be emergencies:

- Plumbing
- Electrical
- Glass
- Outside Lighting
- Fire Safety Equipment
- Locks
- Entrance/Exit Doors
- Heat and Hot Water
- Any situation that compromises the health and safety of residents

Emergencies will be immediately called in to the Facilities Operation Center by the Complex Director or designee when brought to the staff’s attention.
**Water Emergency**

SUNY New Paltz’s water is provided by local water sources through the Ashokan Reservoir. In the event that the water source(s) used by the University becomes undrinkable, the following procedure will be implemented:

1. Facilities Operation Center personnel will contact the Office of Residence Life.
2. Facilities Operation Center personnel, along with Residence Life staff, will post signs alerting the University community.
3. Drinking water will be provided to each residence hall to be distributed as necessary.
4. If the emergency situation is expected to last for a significant period of time, a water truck carrying safe drinking water will be brought to campus.

In the event that the campus does not have water for a significant period of time, directives will be given to the Residence Life staff via the Environmental Health and Safety Officer who is given directives from the local Board of Health.

**Power Failure**

In the event of a power failure, the following procedure will be implemented:

1. All residence hall staff reports to staff offices.
2. The residence hall staff will immediately begin to do rounds of the building looking for candles and situations that might compromise the health and safety of the residents.
3. Due to security reasons, only residents living in the building affected may be permitted entry between 7pm and 7am during the outage.

**Heat**

- A resident should report all heating concerns to the building staff.
- The staff member will contact the Facilities Operations Center.
- It is the resident(s) responsibility to inform the staff if the problem is not corrected.
- The Community Development Assistant will keep records of heat concerns and to follow up with the Resident Director should the problem(s) not be corrected.

- Should a student’s room not be the required 68 degrees Fahrenheit, and Facilities Operations Center personnel confirm that the room has a problem that cannot be fixed while the room is occupied, the Office of Residence Life will relocate students provided space is available.

- For information regarding loss of heat for an extended period of time, as determined by the Director of Operations for the Physical Plant, refer to the relocation plan on page 19.

**Cleaning Schedule**

1. Custodial staff is provided for trash removal and common area cleaning of residence halls. Common areas are hallways, stairwells, lounges and public bathrooms.
2. Bathrooms are cleaned on a daily basis in the Parker Complex. Hasbrouck Complex and Lenape Hall students are responsible for the regular cleaning of their suite area and bathrooms. Custodial personnel will sanitize the suite showers and bathroom facilities in the Hasbrouck Complex once a month and during winter and summer intersession, provided there are sufficient personnel available.
3. Custodial staff is provided on the weekends for trash removal.
4. The custodial staff cleans the following during breaks:
   - A. All common areas
   - B. All bathroom areas
   - C. All completely empty student rooms

Custodial staff and the Office of Residence Life reserve the right to lock a bathroom if extensive cleaning becomes necessary.

**Health & Safety Inspections**

Complex Directors and the Resident Assistants conduct Health and Safety Room Inspections of each student room once a month. This is to insure that safety issues such as overloaded electrical outlets, extension cords, major electrical appliances and other health and safety concerns or violations are discussed with residents. This allows the resident to become aware of safety issues within the room or suite.
Health and Safety checks include visual checks of the entire room and/or suite. Is the room too dirty? Have bathrooms been cleaned properly and consistently? Have work requests been completed? Does anything need to be repaired?

The inside of the closet will be visually inspected and staff may open closet doors or curtains to do so. The same applies for looking under the beds, where staff can lift the sheets or comforters in order to look under a resident’s bed. Residence hall staff will not open desk or dresser drawers or go through any resident’s belongings. The purpose of checking these areas is not to invade a student’s privacy but to ensure health and safety hazards are not present.

Hall staff will inform residents by posting signs regarding Health and Safety Inspections at least 24 hours in advance.

What happens when a resident fails a Health and Safety Inspection?

Residents will be issued a written Official Request/Warning describing the violation and requesting that said violation is removed or corrected. Residents will have 24 hours to comply with the request(s). Failure to comply with such requests will result in disciplinary action.

Electrical Appliances

Because of the danger of fire and the limits on the amount of electricity which can be safely used on any given electrical circuit, the Department of Residence Life requests that good judgment be exercised in using electrical appliances in University housing facilities. Televisions, VCRs, stereos, and computer equipment are permitted provided that all occupants of the room agree.

Refrigerators must be UL approved, cannot exceed five (5) cubic feet in volume and must require three (3) or less amps of electrical power. Microwave ovens are not permitted in the student rooms. Micro-fridges are permitted and are available for rent or purchase at the beginning of each semester through Campus Auxiliary Services.

SUNY New Paltz makes a concerted effort to comply with state health and fire safety standards. As such, there are several items that are not allowed in students’ rooms. Items not permitted:

- **EXTENSION CORDS AND OUTLET ADAPTERS**
  Students may ONLY use UL approved surge protector power strips if they have a reset button. No other types of extension cords are permitted.

- **KITCHEN APPLIANCES**
  - Microwaves
  - Hot Plates
  - Hot Pots
  - Portable Ranges
  - Griddles
  - Toasters
  - Toaster Ovens
  - Rice Cookers
  - George Foreman Grills
  - Popcorn makers
  - Fondue Pots/Fountains
  - Crock Pots
  - Electric Pots/Pans/Woks
  - Microfridges without SafeT Sensor on microwave
  - Coffee makers or electric kettles with exposed heating elements (single serve coffee makes such a Keurig ARE permitted)

- **LAMPS**
  - Lamps with plastic or cloth lamp shades/cover
  - Halogen lamps or bulbs
  - Sun Lamps
  - Clip-On Lamps
  - Lava Lamps

- **OTHER PROHIBITED APPLIANCES**
  - Window fans
  - Electric Blankets
  - Air Conditioners
  - Space Heaters
  - Sound Amplifying Equipment
  - Appliances in need of electrical repair or which may be considered hazardous

- **ALCOHOL/DRUG PARAPHERNALIA**
  - Kegs
  - Beer balls
  - Funnel used for drinking
  - Any smoking apparatus determined to be drug use related is strictly prohibited.

- **WEAPONS AND RECREATIONAL EQUIPMENT**
  - Knives of any kind
  - Box Cutters
  - Firearms of any type (including BB, paint or air guns)
  - Hazardous athletic/recreational equipment such as nun-chukka sticks, throwing stars, swords archery equipment and metal tipped darts.

- **FLAME PRODUCING & FLAMMABLE ITEMS/LIQUIDS**
  - Candles with a wick
  - Incense
  - Fireworks
  - Grills of any type
- Butane/lighter fluid /gasoline
- Torches, including culinary torches
- Scented oil, wax or candle warmers of any kind
- Art supplies consisting of flammable materials such as oil based paints, stains, paint thinner, aerosol paint cans, etc. These can be stored in lockers provided in the art building.

**OTHER PROHIBITED ITEMS**
- Cinder Blocks
- Power Tools
- Scented Plugins
- Bed Risers
- Construction or wood working tools such as saws
- Non-school issued bed and/or mattresses
- Upholstered Furniture – Couches, chairs, folding chairs or any other furniture items which are all or partly upholstered or any portion of which are consist of fabric of any type, is strictly prohibited.

The State of New York will occasionally instruct campuses to add items (especially new products) to the list of prohibited items if it is determined that they pose a health or fire hazard. Residence Life will inform students if this happens. At that point, any student in possession of such an item will need to remove it from the premises immediately.

**What if an illegal appliance or item is found?**
Residents are Officially Requested to take the item to the Resident Assistant office for storage until the resident can make arrangements for its removal to an off-campus location. Should the student fail to comply with the Official Request, the item will be confiscated and the student will be subject to disciplinary action. Students will also be subject to disciplinary action for repeat offenses.

Illegal items that have been confiscated by or returned to Residence Life Staff will not be stored for longer than 90 days.

**Pets**
Pets are not allowed in the residence halls. It is important that everyone respect the idea that while some may enjoy being around animals, others do not and/or are allergic. Only fish are permitted. Fish tanks must not exceed 10 gallons.

**Stereos/Televisions**
A Stereo, TV, and/or VCR may provide students with a welcome study break. Cable TV reception in residence hall rooms is provided to individual rooms. Volume should be kept at respectful levels.

**Cars/Motorcycles**
Residence Hall students have assigned parking for their vehicles (policies and procedures are subject to change). Incoming first year students will not be allowed to have a car on campus. Parking is not permitted along roadways, in front of the residence halls, fire hydrants, dumpsters or in fire lanes. All motor vehicles must be registered and have a parking permit with the University. Please note that parking regulations are strictly enforced. Parking applications can be obtained at the parking office in HAB 35 or at www.newpaltz.edu/parking.

Motorcycles, motorbikes, motorized skateboards, scooters, mopeds, or other vehicles with internal combustible engines are not permitted inside the residence halls.

**Bicycles**
Bike racks are provided by the University near the residence halls. Students are **STRONGLY ENCOURAGED** to register their bicycles with University Police.

**Window Screens**
Screens are to remain in place at all times. Students may not remove screens for any reason other than in an emergency situation such as a fire, where the window is the only means of egress. Nothing may be hung outside the student’s window or placed on the outer windowsill. Should screen difficulties arise, refer to the Work Order System.

**Solicitation**
Solicitation is prohibited in all Residence Halls and on university property. Solicitation is defined as:

- The sale of services or products, or the seeking of funds, signatures, merchandise or supplies.
- Attempts to urge, incite, request, or advise a person or persons to adopt an idea, political
solicitation, or purchase merchandise or services for personal profit or organizational gain.

Receipt of business offers or goods in the residence halls for business purposes.

Individuals or organizations seeking an exemption to this policy must contact both the Director of Student Activities and the Office of Residence Life for approval in advance.

**Smoking**

Smoking (including the use of e-cigarettes, vaporizers, hookahs or any other smoking apparatus) is prohibited in all University buildings, and within 50 feet of any building entrance or open window.

Any smoking apparatus determined to be drug use related is strictly prohibited.

**Cancelling Housing Reservations**

Students who have paid the Advance Room Deposit (ARD) and decide not to enroll, or who enroll and elect not to live in the residence halls and have met the Housing Requirement of the University before moving any belongings into their residence hall room, must notify the Department of Residence Life in writing before the following dates in order to secure a refund:

**Fall Semester Applicants**

July 1, or 30 days after official acceptance to SUNY New Paltz; whichever is later.

**Spring Semester Applicants**

November 1, or 30 days after official acceptance to SUNY New Paltz; whichever is later.

Advance Room Deposits are refundable up to, and including the above dates. Failure to notify the Department of Residence Life of a cancellation in writing by the dates mentioned above will result in the forfeiture of the Advance Room Deposit unless, in the judgment of the Director of Residence Life, there are other conditions which should allow for a refund after those dates. Should a student who is enrolled in 12 or more academic credits and fail to occupy her/his assigned room, the room and meal plan will remain available and room and board charges will accrue against his/her account. Once a student has moved belongings into their room, s/he accepts the financial responsibility for room and board charges for the full term of the license.

Late cancellations will not be honored, unless in the judgment of the Director of Residence Life or designee, justification for a License release exists. Please refer to the section, Release from the License.

**Release from the License**

Students who wish to move out of the residence hall during the period covered by the License and intend to continue their full-time enrollment must **FIRST** apply for a release from the Residence Hall License.

Dissatisfaction with a roommate, room, and/or meal plan does not meet the criteria necessary to justify a release from the license. Applications may be obtained at the Office of Residence Life.

A student may only apply for a release during the academic year for the following reasons:

1) **If he/she is Studying Abroad**
2) **If he/she is Student Teaching.** Such students need to apply for a Release the semester prior to student teaching. If a student teacher’s placement is close to campus, a student may continue to live on campus if he/she desires.
3) **If he/she will be doing a full time internship and not taking any other classes on campus.**
4) **If he/she has a physical or psychological condition that makes it impossible to continue to live on campus.**
5) **If an incident occurs AFTER the student has moved onto campus which results in a significant financial loss for the student and/or the student’s parent/guardian(s).**

The deadline for applying for a release is December 1st for fall semester and May 1st for spring semester. Students who are granted a release must vacate their room within 24 hours and will incur a $150 fee. A prorated refund will be applied to the student's account.
account, based on the date he/she checks out of the residence hall. Students who are granted a release will not receive a refund for the current semester if they are granted a release and check out of the residence hall on or after December 7th in the fall semester or May 7th in the Spring semester.

Residents who move out during the term of residency covered by the license without being released will continue to be liable for room and meal charges that accrue against their account.

Moving Off–Campus
Applying for a release DOES NOT guarantee one will be granted. A student MUST NOT sign an off-campus lease or move out of his/her room without FIRST being granted a release from the Residence Hall License. If a student who applies for a release from the Residence Hall License is denied, the student will remain financially responsible for room and meal charges, even if he/she has signed an off-campus lease and/or moved out of his/her room.

As previously stated, by submitting a Residence Hall License a student agrees that he/she will live on campus for the entire period the license is in effect. The license is effect from the day a student moves onto campus, until the Residence Halls close at the end of the Spring semester of the academic year covered by the License. This means the student may not move off campus until the academic year covered by the license is over, unless granted a release from the Residence Hall License by the Office of Residence Life (see the previous section).

Any student who moves off-campus after being granted a release from the Residence Hall License or when the term of the Residence Hall License is over, cannot return to on-campus living for the rest of their time at SUNY New Paltz.

Academic Dismissals
Should a student be academically dismissed between the fall and spring semester, it is his/her responsibility to make arrangements to check out of his/her room prior to spring semester. If he/she fails to do so, the student will continue to accrue room and meal liability until s/he checks out.

License Revocation
The Department of Residence Life plays a primary role in fulfilling the University’s responsibility to maintain a safe and orderly environment within the residence halls. Therefore, it reserves the right to cancel a student’s Residence Hall License if s/he engages in behavior that may include but not be limited to the following:
1. Behavior that poses a danger to others;
2. Behavior that is disruptive and/or destructive to the Residence Hall environment; and/or
3. Behavior that interferes with the educational mission of the University and the academic pursuits of other residents.

Such behaviors would include but are not be limited to, harassment of other students (including any Residence Life staff member); unauthorized use of heating elements, continuous noise violations, severe and/or repeated intoxication as well as other self-destructive behavior requiring staff assistance.

If a student is removed from the Residence Halls as a result of disciplinary action, a room rent refund will not be given.

Withdrawals/Leave of Absences
Students who officially withdraw or take a leave from the University during a semester must vacate their residence hall within 24 hours after the date of their withdrawal or leave of absence takes effect. A prorated refund will be applied to the student’s account based on the date he/she checks out of the residence hall. Students who withdraw or take a leave of absence will not receive a refund for the current semester if they check out of the residence hall after December 7th in the fall semester or May 7th in the Spring semester.

Safety and Security
Personal Property
SUNY New Paltz and the Department of Residence Life assume no responsibility for the theft, damage to personal property or loss of money, valuables, or personal effects of any student or guest. It is essential that each student check with his/her family concerning the extent of coverage under existing
insurance policies. Students are encouraged to consider obtaining some form of personal property insurance if they are not covered under their family’s homeowner’s or renter’s insurance policy.

**Security Tips for Personal Belongings**

Certain precautions should be used concerning the security of personal property. Here are some suggestions that should be helpful:

- Take advantage of the Operation I.D. program. Register bikes with University Police.
- Record the numbers of all credit cards and bank accounts. Keep a list of the contact information of these companies and banks so that they may be notified if cards are lost or stolen.
- Keep money and valuables in a secure place. Do not keep excess amounts of cash in the room.
- Keep room and suite doors locked whenever unoccupied or when occupants are sleeping.
- If keys/ID cards are lost or stolen, notify Residence Life immediately so that a lock change can be completed.
- Establish a checking and/or savings account at one of the local banks or credit unions.
- Record the serial numbers of all electrical appliances and valuable items.
- Students are encouraged to take valuables home during breaks.

**Personal Security Tips**

- Use the peephole on room and suite doors to see who is knocking before opening the door.
- When leaving the hall at night, residents should inform room/suitemates of the time they expect to return.
- When walking alone at night, stay in well-lit areas or use the Campus Escort Program (845-257-3338).
- Any resident who is a victim of a crime should notify University Police at 845-257-2222.
- Emergency blue light phones are located strategically around campus and can be used to contact University Police directly.

**Residence Hall Entrances**

All entrances to the residence halls are under a 24-hour lock policy. Entrance doors may not be propped open for any reason. It is up to residents to make sure that residence hall doors are closed.

University Police officers on foot patrol do rounds of all the halls at night to check the doors and to ensure the security of the buildings.

**Fire Safety Standards**

- Each residence hall must have at least one planned fire drill each semester. Refer to your RA for evacuation procedures or acquaint yourself with the evacuation plan located in public areas on each floor. Remember to take your key and ID when evacuating the building.
- Know the location of all fire exits, pull boxes, and fire extinguishers on the floor.
- The greatest danger in our buildings is not from flames, but from smoke and heat. Therefore, fire doors in halls and stairwells MUST be kept closed at all times.
- Do not take any chances with fire. Even a small fire can get out of control. If a fire occurs, activate the fire alarm by pulling the nearest manual fire alarm pull box.
- Fire extinguishers are readily available, but should only be used with caution on minor fires. No person should jeopardize his/her own personal safety by attempting to extinguish any fire. Contact the building staff and University Police immediately in the event of a fire.
- If in a room where a fire starts, students should leave immediately and close the door to confine the blaze in that room as long as possible.
- If smoke or fire ever blocks your exit, stay in your room with the door closed until the fire department arrives to assist you.

**Dangerous Behaviors**

Students demonstrating any of the following behavior may be subject to disciplinary actions that may include the loss of housing privileges, expulsion from the University, and/or criminal prosecution:

- Falsely reporting a fire, bomb threat, serious injury, or any other emergency, or pulling a fire alarm when there is no fire.
- Setting a fire, or possessing or using flammable or
highly combustible materials.

- Tampering with or misusing (accidentally or intentionally) individual room or public area fire safety equipment, including fire extinguishers, sprinklers, smoke or heat detectors, exit signs, alarm pull stations, evacuation maps or floor/room signs.
- Possessing, using, or manufacturing fireworks or explosives.
- Using unauthorized appliances or candles.
- Failing to leave a building at the sound of a fire alarm or when so instructed by residence hall staff, fire department or campus official.

**Fire Alarm Systems**

Each Residence Hall on the SUNY New Paltz campus is fully equipped with an integrated automatic fire detection and alarm system. This system automatically reports the presence of detectable smoke and/or fire to the University Police Department and activates the building fire alarm system. This system includes manual fire alarm pull stations at exits and stairwells which, when activated, will notify the University Police Department that a fire or smoke condition exists and will activate the building fire alarm system. This system provides coverage to all areas within the residence halls and reports directly to the University Police Department, who in turn contacts the Ulster County 911 Center for Fire Department dispatch and response. Each residence hall is equipped with portable, multi-purpose, dry chemical fire extinguishers on each floor. These extinguishers are present for use by occupants who are properly trained in their operation and only when conditions are appropriate. Since not all residence halls are yet equipped with sprinkler systems, it is important that residents be aware what sprinkler system coverage exists in their residence hall. Below is the type of sprinkler coverage provided, in each Residence Hall:

- **Bevier Hall** - Sprinkler coverage is provided in the computer lab, telecommunications room, and the trash & recycling room. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **Bliss Hall** - Sprinkler coverage is provided in the basement north storage room, computer lab, center stairwell, JC-8, National Residence Hall Honorary office, storage room near JC-13, storage room near JC-19, and the trash & recycling room. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **Bouton Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **Capen Hall** - Sprinkler coverage is provided in the boiler room and the storage room near JC-19. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **College Hall** - Sprinkler coverage is provided in the loading dock vestibule, loading dock stairwell, Shepard Recital Hall, room 113, room 114, Honor's Center storage room, and the Honor's Center kitchen. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **Crispell Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **Deyo Hall** - Sprinkler coverage is provided in the basement storage room. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.
- **Dubois Hall** - Sprinkler coverage is provided in the computer lab, basement storage room, and the trash & recycling room. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of both kitchenette stoves.
- **Esopus Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall.
- **Gage Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is
provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.

- **LeFevre Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.

- **Lenape Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall.

- **Ridgeview Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.

- **Scudder Hall** - Sprinkler coverage is provided in all areas of the hall. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.

- **Shango Hall** - Sprinkler coverage is provided in the computer lab, telecommunications room, and the trash & recycling room. Fire detection and alarm coverage is provided in all areas of the hall. A fire suppression system is provided as part of the kitchenette stove.

Further information can be obtained by contacting the Office of Environmental Health and Safety at (845) 257-3310.

**Fire Alarm Procedure**

In recognition of the fact that the residence halls are fire resistant and not fire proof, it is necessary to establish certain procedures to prevent confusion and/or injury to the residents of a hall in case of fire. Residents need to become familiar with all of the building’s exits and know that each residence hall will have two fire drills per semester. The following procedures must be adhered to during a fire alarm:

1. When the alarm is sounded, consider it an emergency.
2. If an alarm sounds leave the building immediately.
3. Residents should immediately dress taking weather conditions into account and put on hard-soled shoes as they may be outside for an extended period of time or may be relocated to a safe place. Bring a towel to use to cover one’s face to assist with breathing if smoke is encountered.
4. Take your key and ID with you.
5. **BEFORE** opening any door, you should feel it to see if it’s hot. Look and smell for smoke. Should a door be hot or you if smell smoke, stay in the room/suite. Keep the door closed and place a towel under the door to prevent smoke from entering. Call 911 to let them know where you are in the building. Do not panic. Fire department personnel will assist you.
6. If there is no sign of heat or smoke, be sure your windows are closed before opening your door. Leave your room/suite and the building quickly, but carefully, via the shortest route to the safest exit. Close your room/suite door as you exit.
7. When evacuating the building, continue to check doors for heat, look and smell for smoke, and look for flames. Should you encounter any of these conditions, change your exit route and report what you saw to personnel outside.
8. Once outside, students must assemble at a safe distance from the hall (at least 150 feet away from the building), gathering at a predetermined location. If someone is missing or needs assistance evacuating, contact emergency personnel or staff.
9. It is important that roadways and routes to the building are kept clear so that emergency vehicles and personnel can get through quickly.
10. Students must respond to directions given by Residence Hall Staff, University Police, the Fire Department, and/or other University officials.
11. Students will not be allowed to re-enter the building until directed to do so even if the alarm stops sounding.

A student who does not follow these evacuation procedures may face disciplinary actions and/or arrest.

**Fire Safety Facts**

Safety is an issue the University takes very seriously.

- Students will receive mandatory fire safety training.
- All residence hall staff members are trained on what to do in the event of a fire alarm or fire
emergency. This training is coordinated in cooperation with both University Police and the university’s Fire Safety Officer.

▲ All staff members are trained to confront any safety violation they see and contact University Police, if necessary.

▲ University Police officers will be on site during fire alarms and scheduled drills.

▲ All residence hall staff members are trained to evacuate the hall at once should they encounter a fire or smoke situation that may jeopardize their own safety. Should this occur, they are to report to University Police or the New Paltz Fire Department command post outside the hall to share what they encountered.

▲ Any time the fire department responds to an alarm, they are in charge at the scene. Should "search and rescue" measures be needed, only they will conduct them.

▲ Students who fail to evacuate or are uncooperative in evacuating a residence hall will be subject to disciplinary action and/or arrest.

▲ Persons suspected of falsely pulling an alarm will be arrested and charged with a violation of the state penal code.

▲ A violation of Campus Regulations concerning fire alarms and fire safety may result in expulsion.

Fire Safety Equipment

▲ The majority of our residence halls were constructed before 1984. Sprinkler systems located are in basement storage areas.

▲ All activated fire alarms will automatically alert University Police.

▲ All student rooms have a direct wired, local smoke/heat detector.

▲ All residence halls have a fire alarm system, which is activated by a pull box, a public area smoke detector, or by a smoke/heat sensor in a student's room.

▲ All student rooms and suites have a solid core door, which offer a high level of protection from an active fire penetrating into the living space.

▲ All residence hall mattresses and upholstered furniture in resident student rooms and lounges must meet the standards outlined in the Caltech 133 Fire Retardant Bulletin. All carpet used in public areas must meet the State's fire retardant standards.

▲ All residence halls have clearly marked exits and hallway fire doors where required by law, which close automatically during an alarm.

▲ All residence hall fire alarm pull stations have a "Fire Stopper" cover over them. These covers, once released, activate a loud, local alarm to deter false alarms.

▲ All residence halls have scheduled fire drills each semester as prescribed by law. One is always done "pre sunset" and one is always "post sunset".

▲ The State Fire Inspector inspects all University buildings including the residence halls, once a year.

▲ The Dormitory Authority, which holds the bonds for the halls, inspects all residence halls once a year.

▲ University personnel test all residence hall fire alarms twice a year. This includes the testing of all student room smoke/heat detectors and the activation of the alarm system to check that all systems are functioning properly.

▲ All residence halls have fire extinguishers that are placed in specific locations as prescribed by law. These are inspected weekly by hall staff when the halls are occupied.

▲ All extinguishers are professionally inspected annually as prescribed by the National Fire Protection Association. An outside contractor administers pressure testing.

Emergency Relocation Plan

In the event that all or a portion of a residence hall or halls is rendered uninhabitable due to fire and smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

▲ All existing vacancies (i.e., single and vacant rooms) will be used to relocate those persons who are displaced.

▲ Overflow rooms, which are lounges converted to living space equipped with standard room
- Furnishings will be used to house displaced residents should there not be enough vacancies.
- Should available vacancies and overflow spaces not suffice, rooms may be tripled in accordance with normal practice. The standard reduction in room rates will be applied to the accounts of those affected.
- When feasible, and in appropriate situations (e.g. short-term dislocation and/or when no other options are available), residents may be housed at area motels, at no additional expense to the student or emergency shelters until other suitable arrangements are made. In this event, transportation to and from campus will be provided in order to accommodate academic and food service needs.

- If, as a result of some unforeseen calamity, the number of residence hall spaces affected renders the above actions impossible, the University will immediately formulate and adopt an alternate emergency response plan which addresses the academic and personal needs of those involved.

**University Police**
(Phone Number 845-257-2222 or Emergency 911)
University Police officers on foot patrol do rounds of all the halls at night to check the doors and to insure the security of the buildings. University Police provides a student-run escort service to all members of the University community. You can arrange for an escort by calling 845-257-3338.
Window Size:
- Bliss: 87(W) x 58(L)
- Bouton: 92(W) x 56(L)
- Capen: 87(W) x 58(L)
- Gage: 87(W) x 58(L)
- Shango: 44(W) x 47(L)
- Scudder: 87(W) x 58(L)

Closet Door: 49"W x 88"L

CH = Chair
DR = Dresser
PARKER COMPLEX
Corridor Style - Triple Occupancy

Window Size:
- Bliss: 87(W) x 58(L)
- Bouton: 92(W) x 56(L)
- Capen: 87(W) x 58(L)
- Gage: 87(W) x 58(L)
- Shango: 44(W) x 47(L)
- Scudder: 87(W) x 58(L)

CH = Chair
DR = Dresser

Closet Door:
49"W x 88"H

Because the same rooms will be used as triples every year, all triple furniture shall remain in designated triple rooms even when there are less than 3 people living in those rooms.
Some Hasbrouck style suites have only 2 and some have 4 bedrooms. Room rent is the same for all Hasbrouck style suites.

There are suites where one of the bedrooms is set up as a designated triple occupancy room. Because the same rooms will be used as triples every year, all triple furniture shall remain in designated triple rooms even when there are less than 3 people living in those rooms.
There are bedrooms in Esopus that are designated triple occupancy rooms. Because the same rooms will be used as triples every year, all triple furniture shall remain in designated triple rooms even when there are less than 3 people living in those rooms.
LENAPe COMPLEX

Corridor w/Bathroom

This room is designed for 3 people
The beds must be bunked and lofted.
All Lenape rooms are designed triples

Lenape is an air conditioned hall. It has a fully equipped exercise room and indoor bicycle storage.
LENAPÉ COMPLEX
Suite w/Bathroom
This room is designed for 3 people
All Lenape rooms are designed triples.

CH = Chair
WB = Waste Basket
RB = Recycling Bin

Lenape is an air conditioned hall. It has a fully equipped exercise room and indoor bicycle storage.
Frequently Asked Questions

When do the residence halls open?

Fall Semester 2015
First year students – August 20th at 10am.
All other students – August 22nd & 23rd at 10am.

Spring Semester 2016
January 17th at 10am.

When do the residence halls close?

Fall Semester 2015
December 19th at 10am (Students residing in 10-month halls can stay if they pay the weekly room rate).

Spring Semester 2016
March 19th – 26th for Spring Break (10-month halls do not close).
May 14th at 10 am
May 15th at 3pm for graduating seniors.

When is my meal plan active?

Fall Semester 2015
All meal plans begin with brunch on Aug 20th Thanksgiving Break (11/25 – 11/29):
- Hasbrouck Dining Hall closes 11/25 and opens for dinner on 11/29
- Oscar’s closed 11/25 and opens at 6:30 pm on 11/29
- All other food service locations are closed 11/25 and open 11/29

Last meal of the semester at Hasbrouck Dining Hall will be dinner on 12/18

Spring Semester 2016
Meal plans begin with Brunch Jan 17th
Spring Break (3/19 - 3/26):
- Hasbrouck Dining Hall closed 3/18 and opens for dinner on 3/27
- Oscar’s closed 3/18 and opens at 6:30 pm on 3/27
- All other food service locations closed 3/14 - 3/22 and open on 3/23

Last meal at Hasbrouck Dining Hall will be dinner on 5/18.

How can family and friends contact me?
It is the resident’s responsibility to inform family and friends of his/her address and phone number. Due to the Family Rights & Privacy Act, the University is unable to release this information to anyone. Important messages may be left at each Residence Hall Offices for a resident any evening between 8:30 pm – 11 pm.

The Department of Residence Life can only take emergency messages for residents during normal business hours. Business hours are 8:30 am – 5 pm during the fall and spring semesters, and 8am – 4pm during the summer session. Please refer to the next page for appropriate hall or office phone numbers.

Can I leave my belongings in my room during semester breaks?
Residents may leave their belongings in their room both Winter and Spring breaks if they are returning to the same room. Students are encouraged to take valuables with them when they leave for the break for added security.

Students ARE NOT allowed to leave their belongings in the residence halls during the summer as all buildings are used for other purposes.

Can I stay on campus during intersession?
The Office of Residence Life provides housing options for residents who need to remain on campus during the Winter and Spring breaks. Students who must remain on campus during academic break times must reside in one of the 10-Month Halls (see page 5). Students staying on campus during breaks will incur additional charges based on the room rates for that academic year. No meal plan is available during these times.
### Residence Hall Phone Numbers

<table>
<thead>
<tr>
<th>Complex</th>
<th>Hall</th>
<th>Resident Director Office Phone</th>
<th>Resident Assistant Office Phone</th>
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<tr>
<td>PARKER COMPLEX</td>
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### Important Numbers

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<td>Information Center</td>
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<td>Admissions</td>
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<td>National Res. Hall Honorary</td>
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<td>Cable TV Problems</td>
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<td>OASIS (Student Crisis Hotline)</td>
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<td>Campus Auxiliary Services(CAS)</td>
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<td>Orientation</td>
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<td>Residence Hall Student Assoc.</td>
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<td>Residence Life Main Office</td>
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<td>Student Accounts Office</td>
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<tr>
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**New Paltz**

**State University of New York**

**Division of Student Affairs**

**Department of Residence Life**