



# Important UB Numbers

## Emergency Response - University Police

**Any Campus Phone**      **645-2222 North Campus**  
                                          **829-2222 South Campus**

**Any Campus Pay Phone**    **\*2222**

**Off-Campus**            **716-645-2222 OR 716-829-2222**



## Campus Living

(Area Code: 716)

*housing.buffalo.edu*

Residential Operations	645-2171
Residential Life	645-2173
Customer Service & Human Resources	645-3006
Area Offices	
Ellicott East, 123 Richmond (Spaulding, Richmond, Wilkeson)	645-2011
Ellicott South, 123 Richmond (Fargo, Porter, Red Jacket)	645-6304
Governors, 108 Lehman (Clinton, Dewey, Lehman, Roosevelt)	645-2135
Greiner Hall, 102 Greiner	645-8900
Main Street, 119 Goodyear (Clement, Goodyear)	829-3144
Campus Living Work Orders	<b>workorder.urh.buffalo.edu</b>

## Student Services

General Information	<i>myub.buffalo.edu</i>	645-2000
Accessibility Resources	<i>ub-disability.buffalo.edu</i>	645-2608
Career Services	<i>ub-careers.buffalo.edu</i>	645-2231
Computing Help Desk ( <i>CIT</i> )	<i>helpdesk.buffalo.edu</i>	645-3542
Counseling Services	<i>counseling.buffalo.edu</i>	645-2720
Crisis Services of Erie County Hotline	<i>www.crisisservices.org</i>	834-3131
Dining Services ( <i>UB Card Office, 228 Student Union</i> )	<i>www.myubcard.com</i>	645-6344
Health Services	<i>health.buffalo.edu</i>	829-3316
International Student & Scholar Svcs.	<i>www.buffalo.edu/intlservices</i>	645-2258
Life & Learning Workshops	<i>workshops.buffalo.edu</i>	645-3662
Lost and Found ( <i>University Police</i> )	<i>upolice.buffalo.edu</i>	645-2227
Parking & Transportation Services	<i>ub-parking.buffalo.edu</i>	645-3943, 829-2887
Student Response Center	<i>sarfs.buffalo.edu/src.php</i>	645-2450
( <i>Academic Advising, Financial Aid, Records &amp; Registration, Student Accounts</i> )		
UB Card Office (228 Student Union)	<i>www.myubcard.com</i>	645-6344
University Bookstore	<i>buffalo.bkstr.com</i>	636-6290
University Police – Non-emergencies	<i>upolice.buffalo.edu</i>	645-2227
University Police – Emergencies	<i>upolice.buffalo.edu</i>	645-2222

Subsequent to publishing this guide, some numbers may have changed.

Consult UB's Online Directory at [www.buffalo.edu/directory](http://www.buffalo.edu/directory) for current numbers.

For a complete student services directory, visit [www.buffalo.edu/departments/pdf/student.pdf](http://www.buffalo.edu/departments/pdf/student.pdf).

# Welcome

Dear Resident:

*On behalf of the Campus Living staff, welcome to the University at Buffalo Residence Halls!* We are **excited** that you have chosen to join the UB family and live on-campus. Our goal is to provide you with a safe, supportive and comfortable living environment that is more than a place to sleep. It's a place to learn, grow and achieve academic success.

National statistics support your decision and confirm that students who reside on-campus are more likely to be successful in their college endeavors. They have higher GPA's, are more socially involved and have higher rates of graduation. You will quickly find that living on-campus is a memorable experience that you will treasure for years to come.

Your residence hall will quickly become your home away from home and is a vibrant and exciting part of campus life. Developing and building communities and respect for the rich diversity that is the University at Buffalo is the cornerstone of campus life. Each residence hall is like a community. We encourage you to be open to meeting new people, share your culture and traditions, and show respect for yourself and others.

You are probably approaching this time with both excitement and apprehension. There is justification for both feelings. This publication is designed to help you minimize your apprehension, help with your transition to University living, and get you excited about the new year. For those of you joining us for the first time, start by reading the rules and regulations, tips for decorating your room, campus services, and the roommate agreement. Hold onto this guide for reference during the year. If you have any questions or concerns please feel free to contact us at any time. We are here to assist and look forward to meeting you.

*Have a fun and productive year!*



Andrea Costantino  
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# Welcome to Residence Halls!

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*For more information on living at UB, visit [housing.buffalo.edu](http://housing.buffalo.edu).*



# About Campus Living

Campus Living is the housing arm of UB's Division of Student Affairs. The services offered by UB Student Affairs focus on the entire UB student experience, both academic and outside the classroom. That's why our residence halls are vital communities where students can live, learn and grow.

Living on campus, students have easy access to the entire campus community. Cable TV and ethernet data connections are available in each residence hall room.

## 2012-2013 Residence Hall Rates

Single	\$7,556
Double	\$6,540
Triple	\$6,230
Quad	\$5,624
Quad w/bath	\$6,408
Large Double (Ellicott)	\$6,996
Large Double (Main Street)	\$7,202
Greiner Single	\$8,445
Greiner Double	\$7,312

## South Campus

South Campus is where UB's rich heritage began. The ivy-covered city setting is ideal for students who like to be where the action is. On-campus dining and the University's health services are quick and easy to access. Within walking distance is a supermarket and pharmacy, a movie theater, restaurants, retail stores, coffeehouses and many other services. A 15-minute subway ride on the Metro-Rail puts you in the heart of downtown Buffalo where concerts, professional sporting events, Broadway shows and big city shopping and dining are easily accessible.

*Clement and Goodyear Halls.* Clement and Goodyear, twin high-rise halls connected by a service area, each house 480 students in suite arrangements (two double rooms connected by a bath). Each floor is coeducational by alternating suites. In addition, each floor has a furnished lounge, and laundry/cooking facilities. On the first floor of Clement Hall is a large study lounge, a TV lounge, and the Main Street computer lab. The main floor of Goodyear contains the Goodyear cafeteria (Main Street Market) and the Main Street Area Office. The Goodyear Academic Success Center is newly renovated and provides space for individual or small group study, free tutoring and public printing. In the basement connecting Clement and Goodyear are student mailboxes, the package pick-up room, and a fitness center.



## North Campus

Three miles away – or a short UB Stampede (intercampus bus) ride from South Campus – is North Campus in suburban Amherst. The centrally located Student Union offers convenient campus dining, UB shops and student service offices. Or a quick trip to Ellicott food court offers even more dining alternatives. Students can stop by the Commons for shopping, dining and coffee. Nearby is a busy commercial district with a shopping mall, restaurants, movie theaters, banks, and other services. The North campus is surrounded by a popular bike and jogging path, and is centered around beautiful Lake LaSalle.

**Governors Complex:** *Clinton, Dewey, Lehman, and Roosevelt Halls.* Governors houses 825 students in suites consisting of four double rooms, a bathroom, and a small lounge. The complex is coeducational by alternating suites with first floors and basements containing laundry facilities. Cooking facilities are located on each floor. A convenience store is located on the first floor of Roosevelt and a dining hall and snack bar are located in the basement. There are also pool and ping-pong tables, TV lounges, study lounges, and an aerobics and fitness room. The Jones Academic Success Center, a residential study center, is in the lower level of Clinton Hall.

**Ellicott Complex:** *Fargo, Porter, Red Jacket, Richmond, Spaulding, and Wilkeson.* Ellicott is a self-contained campus-within-a-campus, where 3,250 students enjoy a blend of living, learning, study, and recreational space. Living areas are coeducational by alternating sections. Each section has rooms ranging from four-person occupancy to singles with common baths and lounges. The quads are joined by the Millard Fillmore Academic Center, which contains the Mildred Blake Academic Success Center (a residential student study and tutoring center, with public computers/printing available), Ellicott Food Court, Perks Coffee House, Katharine Cornell Theatre, and The Elli (a full-service convenience store). Wilkeson Quad, Spaulding Quad and Richmond Quad house first-year students. Each quad contains floor lounges, limited cooking facilities, laundry rooms, and a community lounge. An aerobics and fitness center is located in Richmond Quad. There are two additional study locations in the Ellicott Complex: The Porter Study Lounge provides a quiet environment for individual study. The Fargo Business Center is ideal for small group study, with public computers/printing available.

**William R. Greiner Hall:** Greiner Hall is the newest and most unique building on campus. It houses 600 sophomore students in suite style rooms, which are two double bedrooms that share a common bathroom and a spacious walk-in closet. The building contains many features new to the University, the campus and Campus Living. The building has been designed to meet stringent green design standards and has many environmentally friendly aspects to it, including construction materials, energy saving systems, and a reduced impact on the surrounding environment.

Additionally, the building is universally designed, meaning the layout is accessible to most students regardless of physical ability. For example, it has wider hallways, outlets higher in the wall, light switches that are push panels instead of toggle switches, and ramps instead of stairs that are for everyone. Some of the amenities Greiner will offer are an Au Bon Pain café in the lobby, several quiet study locations, lounges with fireplaces, and satellite offices for various student services.

## Learning Communities

For college students, the more experiences you share with your peers and faculty, the more satisfied you're likely to be with college and the better your academic experience - and beyond that, the more successful you'll be in life. Several of UB's learning communities have residential components that bridge the gap between academics, living on campus, and extracurricular interests. Students who participate in residential learning communities perform better academically because they have a built-in support structure and peers nearby who share both academic and social experiences.

### **First-Year Interest (FYI) Communities**

FYI learning communities provide students the opportunity to live among others with similar academic interests. Students in FYI learning communities live together on the same residence hall floors and may attend some classes together, but do not necessarily share class schedules. There are 7 FYI housing areas:

- FYI Architecture
- FYI Engineering
- FYI Fine Arts
- FYI First Year Explorations
- FYI Health Professions
- FYI Management
- FYI Social Sciences



Students in these areas have an Academic Assistant that lives in the FYI area who provides programs and events specifically designed for their area of academic interest, as well as, in some cases, a faculty/staff advisor. All FYI floors are located in the Ellicott Complex except the FYI Architecture area which is located in Goodyear Hall on the Main Street Campus.

### ***Undergraduate Academies***

The Undergraduate Academies is a small community of students who share an interest in Civic Engagement, Global Perspectives, or Research Exploration. The Academies experience will complement any major and will enhance your undergraduate experience. Students participating in the Academies have the option of living together on the same residence hall floor in Richmond Hall in the Ellicott Complex, though it is not a requirement for participation in the program. Please note that room sizes vary, depending on the location of the Academies area. In the Residential Community, students form friendships quickly with like-minded individuals, as a result of attending fun programs, participating in service, and working on research projects together! For more information on the Undergraduate Academies, visit the program website at [academy.buffalo.edu](http://academy.buffalo.edu).

### ***Acker Scholars***

Students in the Daniel Acker Scholar program have the opportunity to receive services including individualized advisement and counseling services, research skills courses, tutoring and community service activities. Students must be accepted in the Daniel Acker Scholar program to be eligible for housing in the first-year Acker Scholar area, which is located in Dewey Hall in the Governors Complex. For more information on Daniel Acker Scholars, visit the program website at [cpmc.buffalo.edu/acker](http://cpmc.buffalo.edu/acker).

### ***Honors College***

Students in the University Honors College have the opportunity to live and study in an environment that facilitates advanced independent learning. Services include special seminar courses, faculty mentors, undergraduate research and creative activities. Students must be accepted in the Honors College in order to be eligible for housing in the first-year honors area, which is located in Roosevelt Hall in the Governors Complex. For more information on the University Honors College, visit the program website at [honors.buffalo.edu](http://honors.buffalo.edu).

### ***Leadership House Learning Community***

Leadership House is a residential learning community for first-year students where students are provided with an environment to polish their skills as leaders and become active citizens at UB and in the community. Students apply for Leadership House through the Center for Student Leadership and Community Engagement. Leadership House is located in Dewey Hall in the Governors Complex. For more information on Leadership House, visit the program website at [leadership.buffalo.edu](http://leadership.buffalo.edu).

### ***Shared Interest Housing (SIH) Communities***

Shared Interest Housing Communities bring upper-class students with common interests together to enhance their University experience. SIH communities are organized around topics of mutual themes and interests, and must have an academic focus. The theme of the area is left up to the students to define, and may have an academic or cultural focus. These small-scale units occupy specially designated residence halls or sections of residence halls. The result is an increased opportunity for individuals with similar interests to live and learn together. Each SIH community has a floor leader (designated by the group), a faculty/staff advisor and works with the residence hall staff to organize educational, social and community service programs. Examples of SIH Communities include Honors Corps, Architecture, Acker LEADS, Undergraduate Academies, MORE House and UB Scholars.

### ***Gender Neutral Housing***

The Gender Neutral Housing community is for first-year and returning students at UB that wish to live in a mixed gender housing environment. Room placement and roommates are not selected on the basis of gender. In this community it is possible for roommates of different genders to live in the same room. A gender-neutral bathroom is shared among all the residents of the community.

## When Choosing a Residence Hall, Keep in Mind ...

*Responsibility.* All of UB's residence halls are designed to be comfortable and livable. Your room is furnished with a bed, mattress, desk and chair, night stand, dresser, and lamp for each occupant. You and your roommate(s) share responsibility for your room — the condition of the furniture, walls, floor, ceiling, etc. Damage that occurs beyond normal wear and tear is charged accordingly to you and/or your roommate(s). You are responsible for keeping your own room clean.

*Accessible Housing.* If you need special housing consideration because of a disability, please submit a letter outlining your needs to the Campus Living office. If you have a mobility impairment, you will be assigned to the first or second floor of a specially designed accessible area.

*Quiet Hours and Study Areas.* Everyone must always conduct themselves in a manner that won't disturb others. All residence halls maintain quiet hours. In general, quiet hours are: Sunday through Thursday, 11 pm to 8 am and, Friday and Saturday, midnight to 10 am. In Governors, quiet hours begin at 10 pm on weekdays. During final exam periods, 24-hour quiet hours are in effect in all halls.

*UBreathe Free: UB's Smoke-Free Policy.* The University at Buffalo became a smoke-free campus in 2010. Smoking is prohibited everywhere on campus, at off-site UB locations and in university-owned vehicles. Please be mindful not to litter cigarette butts in parking lots. They take up to 25 years to decompose and their chemicals harm the soil, waterways and animals. This policy pertains to all students, employees, visitors and vendors. The university offers a wide variety of support services to help people who want to quit smoking, including access to nicotine replacement therapy. Thank you for respecting our smoke-free campus environment! More information and resources can be found at [br.buffalo.edu/ubreathefree](http://br.buffalo.edu/ubreathefree).



*Vacation Housing.* If you need to stay on campus during vacation periods, you should live in Goodyear Hall, Clement Hall, Red Jacket Quad, Richmond Quad, Clinton Hall or Greiner Hall. Those students who don't live in these halls may move to a break lounge in Ellicott during the break periods. Space is available on a first-come, first-served basis. There is a charge for housing during recesses. You must sign up at your Area Office at least one week in advance. Overnight guests are not permitted during vacation periods.

## University Apartments

All students with junior and above class standing are eligible for our apartments. In our apartments, you will have your own single bedroom in an apartment with up to four roommates. Each air-conditioned apartment has a kitchen with a dishwasher and microwave, living/dining area, and private baths shared with only one other person. Depending on the complex, apartments have 10 or 12-month contracts. Amenities, privacy, and independence are what make the apartments worth waiting for.

*Flickinger Court* (645-7906) is a graduate and family complex.

*Hadley Village* (645-7725) is an upper-division undergraduate apartment complex.

*South Lake* (645-5810) and *Flint Villages* (645-5830) are apartment complexes for graduate and upper-division undergraduate students.

*Creekside Village* (645-5870) is a complex for graduate students.

**For applications, please contact Residential Operations at (716) 645-2171 or visit [www.housing.buffalo.edu/apply](http://www.housing.buffalo.edu/apply).**

# Your Residence Hall

## Room Assignment Policies

For first-year students, eligibility for the residence halls is on a first-come, first-served basis. Applications are stamped with the date they are received and rooms are assigned by the Campus Living staff in that order. Roommate and suitemate choices will be honored before room choices. Roommates and/or suitemates will be broken up only if there are no rooms available to accommodate the request. Be mindful of the fact that returning residence hall students have priority in the room assignment process, and they normally select most available single rooms and two-person rooms in the Ellicott Complex.

Students who plan on returning to the halls next year will need to pay a housing deposit during the annual Room Reservation Period. A lottery number that is a function of the number of semesters you lived in residence will be generated. During the Room Reservation period you may be given the opportunity to retain your current room (if eligible) or reserve a new one. Detailed information regarding sign-up option will be emailed to all students who make a housing deposit. Special times are set aside for residential learning community sign-ups, room retention, and roommate selection.

If you fail to either select a room or request a refund by the designated date, you will forfeit your housing deposit and no residence hall space will be held for you. Refund request forms are available in the Residential Operations Office.

## Room and Hall Changes

The Campus Living staff works hard to help students feel comfortable in their rooms. Often a student is assigned to a room that does not meet his/her preferences of location or size. In order to help accommodate these students and others desiring to move, we have adopted the following room change guidelines:

- 1. Requests for a Single Room:** On the first day of classes, the single room sign-up list begins (more information is available online at [www.housing.buffalo.edu/forms](http://www.housing.buffalo.edu/forms)). Should any single rooms become available throughout the semester, students will be offered these spaces in the order in which he/she signed up, based on eligibility criteria (i.e. only first-year students will be placed in first-year halls).
- 2. Overcapacity Assignments:** Students assigned to overcapacity bed spaces on campus will be moved into permanent spaces as they become available. This process generally takes several weeks, but can last as long as one semester. Staff will contact students assigned to overcapacity rooms in writing regarding the availability of permanent spaces.
- 3. Filling Empty Bed Spaces in Rooms:** A student who has an empty bed space in his/her room will be allowed to request a specific roommate only after all vacancies have been verified and overcapacity moves are completed. If you have a vacancy and would like to request an individual, please contact your RHD to see if the space has already been assigned. A student with an empty bed space in his/her room will be notified in writing by staff regarding the deadline to request a specific roommate. After this deadline, spaces may be reserved for incoming students (i.e. new Spring residents)
- 4. Roommate Concerns/Lifestyle Issues:** A student with a concern with his/her living situation may be required to take part in roommate mediation. This meeting will be facilitated by the Resident Advisor and/or Professional Staff. More than one mediation may be required to help facilitate further conversation and a positive outcome.
- 5. Moving to a New Hall:** Room Changes to a new location on campus will be granted only if space allows. Moves will be permitted once all overcapacity students are moved and all vacancies are verified by the Residential Operations Office. This process traditionally takes two to three weeks, but may last longer. See your Hall Director frequently to get more information on space availability.

- 6. Mutual Room Switches:** A mutually agreed upon switch between students will be permitted at the discretion of the Residence Hall staff. Students requesting a mutual switch are required to meet with the Hall Directors/Complex Coordinators of his/her hall. Students cannot mutually switch into a single room (unless both students are currently occupying a single room).

*It is important to keep in mind that Campus Living often operates in an overcapacity situation, particularly at the beginning of the fall semester. Therefore, there may be very limited options for students to move during the room change process listed above in Section 4 and Section 5*

**Completing A Room Change:** The following process must be followed with regard to any room change request:

1. Student must attend a meeting with the Hall Director/Complex Coordinator to discuss their desire to switch rooms. Roommate mediation may also be required (see above).
2. The appropriate room change paperwork must be completed and the move made based on the timeline given by the Staff. Failure to complete the room change process as directed by Staff may result in the student not moving and/or result in the student being charged with violating Section 1.10 Room Assignments and Room Changes. (see Appendix A, 2012-2013 Campus Living Rules)
3. Residents who are found to have improperly switched rooms will be asked to move back into their assigned room and/or may be charged with a "Room Assignments and Room Changes" violation.

*Campus Living reserves all rights regarding the assignment and reassignment of room accommodation for reasons of health, safety, security, or conduct.*

## **Overcapacity**

It is possible that you will begin the year in an overcapacity room. This means that there is one more person in the room than its designed capacity. This process is in place so that we may offer housing to as many people as possible. Historically, there are at least 150 people who pay a deposit but change their minds and do not inform us that they are not coming to UB. We will transfer overcapacity students into those spaces. Campus Living staff tries to "de-triple" all rooms within the first two weeks of classes; however, depending upon occupancy, this is not always possible. You will be charged a reduced rate for as long as you remain in an overcapacity room.

## **Consolidation Policy**

For vacancies existing after the beginning of a semester, consolidation of occupants in similar room sizes may be employed. Residents living in an accommodation where a vacancy exists must choose one of the following options:

- Consolidate with another resident in a similar room size who resides where a vacancy exists
- Where consolidation is not possible, remain in the room with the understanding that a roommate may be assigned at any time; spaces vacated during the fall semester will receive a new occupant for the spring semester

## **Vacation Period Charge**

For periods not covered by the schedule of rates, additional room charges will be assessed. These charges will be applied for students who remain in the halls during the winter and/or spring recess, who arrive prior to the date the halls open for fall and spring semesters, or who remain past the closing of the halls in the spring. Prior approval from your Area Office is necessary to remain during these periods. Students assigned to Goodyear, Clement, Red Jacket, Richmond, Clinton and Greiner may be permitted to remain in their rooms during these periods. Students assigned to other residence halls will be accommodated as space permits. Most university services are not available during the period between the end of the fall semester and the beginning of spring semester. You must sign up in the Area Office.

## Resident Advisors

Resident Advisors (RAs) are students who have been hired based on their high level of maturity, social skills, enthusiasm, and desire to serve the campus community. They are trained to help students deal with problems; lead floor and building activities; plan educational, social, and cultural programs; help residents stay within written guidelines; and perform a variety of administrative tasks. The primary concern of the RAs is to establish a one-on-one relationship with each member of their community.

RAs maintain an open-door atmosphere that encourages students who are experiencing difficulties adapting to college life to discuss their problems. If your RA cannot personally help you with a question or issue, he or she will refer you to the appropriate resource.

*You can expect your RA to:*

- Be friendly
- Be a resource — someone who will either have answers for you or know where to get them
- Help you meet other people
- Accept others and appreciate the differences in their beliefs, culture, and lifestyle
- Set up floor meetings to help you get to know your floor mates and develop an agreement on how you will live together
- Support floor members who wish to get involved in hall activities
- Communicate valuable information to students
- Help resolve conflicts between roommates or floor members, and confront floor members who are infringing on the rights of others
- Respond to problems
- Monitor life safety issues
- Assist in alerting residents to emergency situations

*You can't expect your RA to:*

- Guarantee continuous 'quiet' during Quiet Hours
- Always be on the floor
- Solve your problems for you
- Ignore violations
- Never make mistakes
- Be aware of problems if you have not informed him/her



## Keeping Your Residence Hall Clean

The Campus Living custodial staff cleans the common areas of your hall— the corridor, bathroom, lounge, and stairwells. You must take your personal belongings from the bathroom after use, clean up spills in lounges and other areas, keep the kitchens clean, and always place trash in the trash can. Your hall will not be clean unless you do your part. Residents in Clement, Goodyear and Greiner Halls, Governors ground-floor suites and in Ellicott's four-person rooms with bathrooms, must clean their own bathrooms. See page 21 for advice on working with your Residential Building Services staff.

## Recycling in the Residence Halls

Campus Living advocates for the reduction of waste and the recycling of all reusable materials in all of its facilities. Campus Living staff are expected to utilize environmentally sound practices in fulfilling daily work responsibilities, and students are expected to make a concerted effort to take advantage of the recycling mechanisms established by Campus Living.



### *Specific expectations for departmental staff:*

- Continue to make facilities more energy efficient
- Monitor energy use
- Plan to upgrade to more efficient and self-sustaining systems
- Implement procedures that maximize the use of recycled products, minimize or eliminate waste, and reduce the consumption of energy
- Continue efforts to educate students about recycling and energy conservation

### *Specific expectations for students:*

- All paper that can be recycled (including magazines and newspapers) should be recycled
- All glass that can be recycled should be recycled
- All metals (including tin and aluminum) that can be recycled should be recycled
- All batteries that can be recycled should be recycled
- Reduce trash by using reusable utensils, plates, and drinking glasses
- Minimize energy waste through sound energy conservation practices (e.g., turning lights off when leaving a room, keeping windows closed during the winter)
- All batteries, old cell phones and similar small products with rechargeable batteries can be recycled at Area Offices.
- Use compact fluorescent light bulbs (CFLs) wherever possible. If you brought a lamp with an incandescent bulb, you may file a work order and a CFL replacement will be provided by Residential Building Services. If you break a CFL in your room, open the window to allow any vapor to disperse and contact Residential Building Services at 645-5440 for cleanup. You may also safely sweep up the fragments into a plastic bag and give it to building services for proper disposal. Blown CFLs should also be disposed of in this manner.

### *To assist with recycling and energy conservation efforts:*

The University utilizes an “All-In-One” Recycling program. Members of the UB community no longer have to sort recyclables by type. We now are able to mix the following recyclable items into the **same recycling bin**: paper, cardboard, books, magazines, plastic bottles and containers (numbers 1-7; no STYROFOAM), metal cans and food containers, glass bottles and jars.

Recycling information will be provided to all new residence hall students through orientation presentations, and to all residence hall and apartment students through floor meetings and information dissemination. Recycling bins will be strategically located throughout Campus Living residence halls and apartments. More information about Campus living recycling can be found at [housing.buffalo.edu/recycle](http://housing.buffalo.edu/recycle).

Take a look at Appendix C at the end of the guide for the Campus Living Environmental Policy and for UB Green’s “*Top Ten Tips to be Green at UB.*”

## Common Area Damage Program

Malicious damage and vandalism undermine the residence hall community— everyone bears the costs of such behavior. The Common Area Damage Program is designed to make fair assessments of vandalism, cleanup, and repair costs when the individuals responsible for the damage are unknown. A hall-based committee made up of a residence hall council member, residence hall staff, and a Residential Facilities person appraises the situation and determines the amount students will be

charged, based on the cost of the repair. This committee also determines which students will be billed. For example, it would be unlikely that female students would be billed for damage in a male bathroom and vice versa. When a student comes forward and accepts responsibility for damage, that student is billed individually. There are steps students can take to lower their chances of being assessed common area damage charges.

- Do not let strangers into the building. If a student belongs in your building, he or she has an access card to enter.
- If you see someone creating a mess or causing damage, confront them about it and report it to your RA or Residence Hall Director.
- Clean up after yourself in the bathroom and lounges. Students are likely to clean up after themselves in a room that is clean, but they tend to add to a mess if one existed when they arrived.
- If you see strangers in the building, contact Campus Living staff or University Police (645-2222 or 829-2222 or pick up any blue light phone).
- Appeals to Common Area Damage charges must be submitted to your Hall Director.

## Personalizing Hallways And Lounges

We are proud of the murals that decorate our hallways and lounges. If you would like to paint a mural in your area, see your RA or hall director. You will be asked to provide a design for your mural, the colors you will use, and a time frame for completing the mural. If your request is approved, some paint (latex only), brushes, and drop cloths may be available.

## Hall Closing

It is your responsibility to know the hall closing and opening times for each break period. Information will be provided to you approximately two weeks before each hall closing. Failure to leave by the designated time, or returning before the halls reopen may result in additional room charges being added to your account. Your RA will conduct health and safety checks at each hall closing.

*When the residence halls close for the fall, winter, and spring recesses, residents are required to:*

- Unplug all electrical appliances (including refrigerators during spring and winter recess)
- Leave open the door to your unplugged refrigerator
- Close and lock windows; leave window blinds up and curtains open
- Turn off all lights
- Remove all foods except unopened boxes and cans, and dispose of all trash
- Take home fish
- Lock your door
- If your room has a controllable thermostat (Ellicott Complex), set the heat to the “cool” setting



## Occupancy and Your Contract

Receipt of the room key constitutes occupancy. If you begin occupancy at the start of the fall semester, you will be assessed charges for the first semester, which is 50 percent of the full academic year rate. As you continue occupancy into the second semester (or if you begin occupancy at the start of the second semester), you will be assessed 50 percent of the full academic year rate. If you begin occupancy during the course of a semester, you will be assessed a prorated amount based on the number of weeks remaining in the period between the signing of the agreement and the conclusion of the semester.



Only students actively enrolled at the University at Buffalo may occupy residence hall space. If you withdraw from the University or are not registered for classes, contact your Area Office to be advised of appropriate checkout procedures.

Your residence hall contract is for the entire academic year or from the time the agreement takes effect to the end of the spring semester. Contract breaks are only granted for the following reasons:

- Military deployment
- Graduation
- Study abroad
- Withdrawal from the University
- Marriage (if your spouse will be joining you in the Buffalo area)
- Academic Internship away from the Western New York area
- Transferring to another school

A request for release from the residence hall agreement will be considered if serious unforeseen circumstances beyond your control have developed after check-in. A major change in health or financial circumstances must be documented and confirmed by Student Health Services, Counseling Services, or financial aid officials. Our first obligation is to assist you in resolving your problem. A room or residence hall change may be considered to resolve health or interpersonal problems. A job recommendation may be offered to assist with financial problems. If you are released from your contract, an early release charge may apply.

If you think you meet any of the preceding criteria, you must complete an Application for Release from the Residence Hall Agreement, providing all necessary documentation. You must then meet with your residence hall director to discuss all of your options. If no other option can be found, your application will be sent to the area director, and from there to a committee for consideration. You should receive notification of acceptance or rejection of your application in approximately two to three weeks from the date that it is received by the Residential Operations Office. More details about the Application for Early Release process can be found online at: <http://housing.buffalo.edu/leasebreak>.

*Please note: If for any reason your housing contract is terminated by Campus Living staff, a future request for on-campus housing will not be considered for one full calendar year.*

## Check-In/Check-Out

Checking into your room takes place at the office or other designated check-in/check-out areas of your assigned hall, where you will first be given a check-in card to fill out. Make sure the information on your check-in card is accurate. You will also be given the key to your room. Finally, you have to sign your check-in card verifying that you have read the information and accepted your key, received the Guide to Residence Hall Living, and are responsible for the information and rules contained within.

*Checking out of your room is also important. Failure to do so correctly will result in financial penalties. To check out, follow these procedures:*

- Contact your RA to have your room pre-inspected before you leave. Remember, the hall director makes the final decision regarding any charges for room damage.
- Remove all personal belongings from the room.
- Clean your room, sweep and mop the floor, clean your desk drawers and closet, and close and lock the windows.
- Place all garbage in hall trash cans. Place recyclable materials in the recycling bins. Do not sweep the dirt from your room into the hallway — use a dust pan and put it in the trash.
- Go to either your hall office or Area Office (depending on living area) to complete the check-out procedure. At the office, you will return your keys and fill out a Forwarding Address Card.

## **Room Condition Report & Room Inspection**

Whenever you move into a room, you will be given a Room Condition Report form. This form is a tool to give you an idea about whether or not you may expect charges. Carefully survey your room and complete the check-in portion of the form. You should do this with your RA. Both you and your RA will need to sign this form. Your RA will turn it in to the hall office. Your hall director uses this form to determine damages the room may have received and assess the appropriate charges. (See Appendix E for a list of estimated charges.) Several times each semester your room will be health and safety-inspected by the residence hall staff. There are also inspections at every break.

If you are billed for room damages, damage charge appeals are accepted in writing. Appeal letters are due 60 days from date of billing. Since Residential Building Services is not authorized to remove late fees on your student account, it is recommended that the bill be paid by the deadline. A refund will be issued if the appeal is successful. Please include the student name, residence hall address, person number, contact information and a detailed reason for the appeal in your letter and address it to: University At Buffalo, Residential Building Services, 220 Red Jacket Quad, Building 3, Buffalo, NY 14261-0052.

## **Keys**

Each student is provided with a room key, a mailbox combination, and a swipe card (your UB card) for the outside door Card Access System. Carry your key at all times and always lock your room. If your key is lost or stolen, you must request a lock change at your area office. Lock change charges will be placed on your student account. The cost of a lock change depends on the size of the room, as follows:

Single	\$50
Double	\$65
Triple	\$79
Quad	\$93
Split Triple	\$92
Split Quad	\$93
“Call In” Lock Change	\$102 + \$.60 per Key

*These charges are subject to change and are for each individual lock.*

*Keys cannot be duplicated. When you move out of the hall, your key must be returned. You will be charged if you do not return your Campus Living-issued key or attempt to return a duplicated key. This is not a fine—it is the cost to have it replaced.*

# Your Room

## Personalizing Your Room

We want your room to be your home away from home. We encourage you to personalize your space. Many students have lived in your room before, and many more will live there after you. Therefore, we have developed some guidelines for you to use in personalizing your room:

- Feel free to rearrange the furniture as you like, although you cannot remove any from the room or create a health and safety hazard through furniture placement.
- Lofting of beds is not permitted.
- Feel free to add to your room — carpet, TV, a chair, etc. However, do not take lounge furniture to decorate your room.
- You may affix items to the wall using materials that will not damage the walls. Do not use nails, tacks, certain tapes, contact paper, wallpaper, etc. as you will be billed for any damages. Campus Living recommends white “Plasti-Tak.”
- Residents may be required to remove excessive wall decorations, such as posters or tapestries, to comply with New York State Fire Codes. Decorations or furnishings may not obstruct or obscure the visibility of an exit door.
- Nothing is permitted to be hung from the ceiling nor is anything permitted to be attached to sprinkler piping or sprinkler heads.
- Extension cords are not permitted. If additional outlets are necessary, surge protector power strips with circuit breakers may be used. Each power strip must be individually plugged into a wall outlet; they may not be daisy chained (plugged into another power strip). Electrical power cords may not be placed under carpets or rugs.
- Refrigerators must be plugged directly into wall outlets.
- Air conditioning units — both window and portable units — are not permitted.
- Halogen (torchiere) floor lamps, microwaves, and hot plates are not permitted in student rooms.
- Open flames (e.g., candles and incense) and plug-in type air fresheners are not permitted in residents’ rooms.
- When checking out of your room it is important that you take all personal items with you to avoid additional charges to your student account. Examples of such items include: rugs, refrigerators, posters, and boxes.

**Campus Living is not responsible for theft of or damage to personal property. Additionally, Campus Living is not liable for damages that occur accidentally or as the result of natural causes or an “act of God;” nor liable for damages which occur because of the actions of others. Therefore, Campus Living strongly recommends that every resident obtain a renter or homeowner insurance policy.**

## Roommate Relations

The beginning of school is exciting. There are new things to do, new people to meet— and also someone you need to learn to live with. Little things your roommate does may start to get on your nerves. Eventually, they might grow to become aggravations. What started as a room shared by two or more nice people with high hopes for a good year together can soon become a room with unhappy people sharing an impossible situation. In most cases where this happens, the roommates may not even know how it happened or how to change it. Building a good roommate relationship is very possible if you and your roommate(s) work together. Learning how to live together may be one of the most useful skills you acquire at UB.

### “How Do I Deal with My Roommate?”

Although you have dealt with relationships before, some new tools especially suited to roommate relations are the “getting acquainted” exercise and “roommate agreements.” Sharing your personal outlook with a roommate can prevent a lot of problems before they begin. Once you and your roommate are acquainted, it is easier to identify areas where there may be differences and work out agreeable solutions.

## Getting Acquainted — Some Simple Rules

1. Your communications with your roommate will be held in confidence.
2. You must be willing to answer the same questions you ask your roommate.
3. You may decline to answer any questions initiated by your roommate.
4. Ask questions in the following areas to avoid future misunderstandings and to start a line of dialogue:
  - *Background Questions*—Family? Reason for being at the University at Buffalo? Major interests? Hobby?
  - *Study Style*—What time of day/night do you study? Where? How much noise can you tolerate when studying? What grades have you been making? What grades do you hope to make?
  - *Emotional Style*—Enjoy being alone? Need or want company? Date? Social butterfly or homebody? Moody? How do you express anger? Depression? Are you aggressive, assertive, or passive?
  - *Lifestyle*—Attitudes about religion? Politics? Alcohol? Drugs? Sex? Are you a night owl or a day person? Organized? Plan ahead or spur of the moment? How do you feel about borrowing and lending clothes? Personal items? Cars? Money?
  - *Housekeeping*—How to divide chores? Sloppy or neat?
  - *Guests*—What hours will guests be welcome? How many guests at a time? Overnight guests?

## Roommate Agreements

Some issues are best dealt with by having a mutual agreement about the “rules” for the room that get put in writing. Of course, your RA is also available to help with establishing these agreements. For each of the following areas, agree upon a procedure and write it down. The biggest mistake roommates make is not discussing a problem as it develops. Roommate agreements are required for first-year students.

*Be prepared to speak candidly with your roommate about:*

- Quiet time
- Guests & guest hours
- Room cleanliness
- Borrowing
- Personal hygiene
- Stereo, radio, and TV
- Personal habits

*Key points to remember:*

- Be willing to speak freely and listen
- Try to understand rather than evaluate
- Be receptive to different ways of life and different values
- Roommates do not have to be best friends (though some grow to be)
- Respect your roommate as a person and be willing to compromise
- Share common interests, build on them, and develop others
- Have other friends





## UB Mediation Program

The University at Buffalo has partnered with the Center for Resolution and Justice to provide mediation services to our students, faculty, and staff. This program provides parties an avenue to resolve disputes and conflicts with the help of a neutral mediator. Upon referral, mediators from the Center will be available to meet with parties either on or off campus. If you are interested in mediating a dispute you can contact the Judicial Affairs and Student Advocacy for a referral.

## Roommate Bill of Rights

The Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other. You have the right to:

- Read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit this right.
- Sleep without undue disturbance from noise, guests of roommates, etc.
- Expect that a roommate will respect one's personal belongings.
- A clean living environment.
- Free access to one's room and facilities without pressure from the roommate.
- Privacy.
- Host guests (with agreement of your roommates) with the understanding that guests are to respect the rights of the host's roommates and other hall residents.
- Be free from fear of intimidation or physical and emotional harm.
- Expect reasonable cooperation and the use of "room-shared" appliances and a commitment to honor agreed-upon payment procedures.
- Address grievances (your resident staff is available for assistance).
- Expect to be free from fear of physical harm, emotional harm and personal property loss resulting from theft or unsafe activities.

# Residential Services

## Connecting Your Computer to the Campus Network (ResNet)

ResNet allows you to connect to the UB network and the Internet from within UB Residence Halls and Campus Apartments and is provided at no additional cost. Establishing your ResNet connection is as simple as connecting your computer, and entering your UBIT name and password. You must provide your own Ethernet cable to use the data port in your room. Each Residence Hall room comes with one Ethernet port per occupant. Purchasing an Ethernet cable at least 25 feet in length allows you increased flexibility in configuring the furniture in your room. You may also need a router if you plan to connect more than one device such as a game console. For complete ResNet details, visit <http://ubit.buffalo.edu/resnet>.

UB provides wireless access in most residence halls. If a UB wireless network is within range, **UB\_Secure** will be displayed on the network list on your computer. For setup instructions, go to [ubit.buffalo.edu/ubwireless](http://ubit.buffalo.edu/ubwireless).

For help about UB ResNet, UBSecure, or any other computing problem you may be experiencing, please contact the UBIT Help Desk (214 Lockwood, Lockwood 2nd Floor Cybrary, [cit-helpdesk@buffalo.edu](mailto:cit-helpdesk@buffalo.edu), 716-645-3542, [helpdesk.buffalo.edu](http://helpdesk.buffalo.edu)).

You must maintain the operating systems of your devices, by installing and regularly updating antivirus software. We encourage you to install and run AntiVirus software, available at [ubit.buffalo.edu/software](http://ubit.buffalo.edu/software), at your very first opportunity. Be sure your computer is updated with all operating system patches as well.

## Cable TV

Each room is wired for cable TV. Basic service with over 80 outside and UB-generated channels is included in your housing rate. In addition, recent movies and special programming are provided. Cable cords are not provided so you will need to bring one – with male connectors at both ends and approximately 10 feet long. The channel lineup and information about premium subscription services provided by Campus Televideo can be found at [housing.buffalo.edu/service](http://housing.buffalo.edu/service) and [www.campustelevideo.com/studentervices/universitybuffalo](http://www.campustelevideo.com/studentervices/universitybuffalo).

## Fitness Centers

Fitness Centers are located in Richmond Quad (Ellicott), Goodyear Hall (South Campus) and Roosevelt Hall (Governors). These areas have cardiovascular equipment including treadmills, crosstrainers, steppers, stationary bikes, rowing machines, some free weights and single standing machines. Personal training and classes in toning, self-defense, martial arts and others are also offered. Residential Fitness has established relationships with the School of Public Health and Health Professions and Wellness Education Services to provide a total fitness program. Fitness Center schedules are available at [housing.buffalo.edu/fitness](http://housing.buffalo.edu/fitness). Contact [ub-resfit@buffalo.edu](mailto:ub-resfit@buffalo.edu) for more information.

## Laundry Areas

Each hall is equipped with washing machines and dryers for use by residential students only — at no charge. Stay with your laundry while using these facilities — the university is not responsible for items stolen from the laundry area. Please Note: The machines are designed for high efficiency (He) liquid detergents. Using  $\frac{1}{4}$  cup of regular liquid detergent is an alternative. NEVER use “3 in 1” washer/dryer sheets or powder detergents. Appendix D “laundry 101” includes instructions for proper use of He washing machines.

## Mail Service

Mail is delivered daily, Monday through Saturday. Each resident is assigned a mailbox at the time of check-in and provided a mailbox combination. Packages too large for the mailbox are kept in the package room of each area. If you receive a package, you will find a package slip in your mailbox. You will then need to go to the package room during posted hours to claim your package. Bring the package slip and your ID. We discourage sending cash or other valuables through the U.S. mail. The university does not assume responsibility for lost or damaged items sent through the mail. Packages must be addressed to the student as their name has been provided to the institution or the package may be returned to sender.

## Maintenance Requests

If something in your room or a public area in the residence halls is in need of attention or repair, submit a work order request online at [workorder.urb.buffalo.edu](http://workorder.urb.buffalo.edu) (please do not use this method for emergency situations). Be as specific as possible (e.g., state which electrical outlet is not working). Your work order request will be e-mailed directly to the Residential Facilities Supervisor's Office responsible for the maintenance of your building. A work order will be generated and a tradesperson will respond to your request by the next business day to assess a repair. Response times may vary at the beginning of each semester due to volume. Requests for elective work, such as painting, or for minor projects will be prioritized if appropriate and addressed as soon as possible.

For emergency work orders (no heat, no power, flooding, etc.), please call the following numbers;

- Ellicott Complex: 716 645-2300, Monday–Friday, 8:00 am – 4:30 pm.
- Greiner Hall: 716 645-5562, Monday–Friday, 8:00 am – 4:30 pm.
- Main Street or Governors: 716 829-2250, Monday–Friday, 8:00 am – 4:30 pm.
- For emergencies after hours or on weekends, call your residence hall area office.
- Lock change requests go through your Area Office.

### Work Order Priorities

Priority 1	Emergency work orders (see above)
Priority 2	Non-emergency maintenance (broken room components such as towel bars, blinds, clothing hooks, closet doors, common-area components, floor tiles)
Priority 3	Elective maintenance (painting, common-area redecoration, winter screen repairs, etc.)

If a contractor is needed to make a repair in your room, a Campus Living staff member will accompany him/her. Every attempt will be made to work with you to find a mutually satisfactory time for the repair, except in the case of an emergency or a matter of life safety. It is common for repairs to be made while you are away for a break period. Your door will be secured upon completion of the work or suspension of the work to a later date (See Personal Property Liability).

Requests to retrieve your personal property, ID/UB card, or room key from an elevator shaft, particularly if made outside of the normal working hours of the elevator contractor, may result in you being charged for the cost of the retrieval.

## Study & Computer Centers

Student Study Centers, located in each residential area, serve various functions for students living on campus. They are quiet locations for individual or group study when there are too many distractions in your room and the library is too remote. There are resource materials and informational items related to the campus available for your use.

**Ellicott Complex.** Blake Academic Success Center (167 MFAC) is a quiet place to study and provides free academic tutoring and support to help students with transitional issues. Study areas are also located in Wilkeson and Porter Quads. The Fargo Business Center is available for small group study, computing and printing.

**South Campus.** Quiet study areas are located on the first floor of Goodyear and Clement Halls. Free academic tutoring is provided in the Goodyear Academic Success Center. The South Campus Computer Center is also located on the first floor of Clement Hall and offers several terminals.

**Governors.** Jones Academic Success Center (Clinton Hall basement) is a quiet study area, which also provides free academic tutoring. There is also a Computer Center on the first floor of Clinton Hall.

## Student Telephone Service

“Landline” phones are no longer provided in student rooms throughout the residence halls and apartments. Courtesy phones are located throughout the buildings for emergencies and on-campus calls. A project to improve cellular reception throughout the residence halls is ongoing, as cell phone usage continues to be the primary telecommunication source for Campus Living residents.

# University Residence Halls Staff

*The Campus Living staff is committed to helping and serving residence hall students in a variety of ways. They are here to work with you in creating a safe, comfortable, clean, and stimulating community.*

## Residential Building Services

*Residential Building Services, 220 and 221 Red Jacket Quad (Building 3), Ellicott Complex - 645-5440*

Residential Building Services handles the maintenance, cleaning, and modernization of our residence halls. In addition to attending to your requests for repairs, Residential Building Services is responsible for the rehabilitation and updating of residence hall buildings. Each residential area has a custodial supervisor, janitors, and cleaners.



- **Building Service Supervisors.** Building Service supervisors are responsible for custodial maintenance staff in each residential area.
- **Lead Janitors.** Lead janitors are in charge of the cleaners within a building. The lead janitor's office is located within each residence hall or quadrangle.
- **Maintenance Supervisors.** Maintenance supervisors are responsible for the supervision of the skilled trades staff who perform electrical, plumbing, carpentry, masonry, and painting tasks. Work orders are prioritized by Residential Facilities in accordance with office policies (see the Work Order Priorities).

When working with the building services staff, we encourage you to consider the following:

- Recognize that the staff can only keep the building clean if you do your part.
- Tidy up after yourself in the bathroom, kitchen, and hallways.
- Building services staff are professionals striving to do their best.
- The hall staff are people too.
- During repairs of work orders, staff will need to access parts of your room, please clear specific areas as needed.
- We are all interested in making your hall great.

## Residential Life

*Residential Life, 106 Red Jacket Quad (Building 1), Ellicott Complex, 645-2173*

Residential Life encompasses the selection, training, and supervision of our live-in staff; advising hall governments; overseeing the residence hall judicial system; planning and implementing residential life programs; and summer operations.

The Residential Life staff strives to create a community for students by offering programs and services that promote educational, social, community service, and cultural development. Each floor and building constitutes a unique community; anything that affects the welfare of that community is of concern to the staff.

- **Area Directors.** Area directors are professional staff members who supervise the overall management of residential areas: Ellicott East, Ellicott South, and South Campus. An area director's office is located within each of these residential areas. Governors is managed by a complex coordinator.
- **Residence Hall Directors and Assistant Residence Hall Directors.** Residence Hall Directors and Assistant Residence Hall Directors administer the residence hall, develop programs, participate in student activities, and supervise and coordinate staff work. They interact with university departments and other organizations, as well as with students and staff to promote an environment conducive to social and intellectual growth. Residence hall directors and assistant residence hall directors live and maintain offices in the residence halls. Residence hall directors are full-time, professional administrators who have master's degrees in college student personnel or related fields. Assistant residence hall directors are part-time professional administrators usually working on advanced degrees.

- **Resident Advisors.** Resident Advisors (RAs) are students who live in the halls and are trained to deal with problems, plan and lead floor and building activities, help members of the community stay within written guidelines, and perform a variety of administrative tasks.
- **Academic Assistants.** Academic Assistants are students who assist with academic support services and programming for residential learning communities. These students must maintain at least a 3.0 GPA and live in the residence halls. They provide tutoring, mentoring, and assistance for students in learning communities.
- **Office Manager.** All of the area offices and the central Campus Living offices are staffed by professional support staff.
- **Student Assistants.** Student Assistants are students who work in our offices and in our mailrooms. They are trained to provide assistance with administrative concerns.

## Residential Operations (Contracts, Assignments and Apartment Leasing)

*Residential Operations, 106 Spaulding Quad (Building 2), Ellicott Complex, 645-2171  
(relocating to 106 Spaulding in late fall 2012)*

Residential Operations handles student housing assignments, contracts, and billings. This operation is staffed by an associate director, two assistant directors, administrative staff, and student assistants.

## Residential Student Services (Customer Service)

*Residential Student Services, 376 Red Jacket Quad (Building 4), Ellicott Complex, 645-3006*

This unit comprises staff responsible for policy-setting and administration of cable systems, ResNet, residence hall computer facilities, door access management, fitness and aerobics areas. For ResNet issues, you may contact the University's Computing Help Desk (CIT) at 645-3542. For other issues (e.g. door access problems), please contact your area office. The staff includes an associate director, an assistant director, paraprofessionals, and student assistants.

# Getting Involved

Living in the residence halls is an exciting experience. Many opportunities are available to you, but it is up to you to get involved. Students who are involved in out-of-classroom experiences perform better in academics and in life. UB offers many ways for students to experience leadership, diversity, community spirit, and UB pride. Get involved!



### *Student Clubs & Governments*

UB offers more than 300 student clubs, run by the various student governments. For a complete list visit [www.student-affairs.buffalo.edu/directory](http://www.student-affairs.buffalo.edu/directory).

### *Center for Student Leadership & Community Engagement • [leadership.buffalo.edu](http://leadership.buffalo.edu)*

235 Student Union, North Campus, (716) 645-6469

The Center for Student Leadership & Community Engagement (CSLCE) develops in students an understanding and appreciation of self, others, and community by inspiring students to explore a life of active citizenship. Through CSLCE programs, services, and the process of leadership development, students cultivate a personal philosophy to make a positive change within a group, community, or global society.



### *Intercultural & Diversity Center • [ub-diversity.buffalo.edu](http://ub-diversity.buffalo.edu)*

240 Student Union, North Campus, (716) 645-2434

The Intercultural & Diversity Center provides cultural enrichment and leadership programs that raise awareness of diversity and help students appreciate differences.



**Late Night UB • [latenight.buffalo.edu](http://latenight.buffalo.edu)**

Late Night UB, held from 10 pm to 2 pm, offers students an alcohol-free late night entertainment alternative. Programs include dance parties, card tournaments, movies and much more. The Late Night UB schedule can be found at [student-affairs.buffalo.edu/activities/latenight](http://student-affairs.buffalo.edu/activities/latenight).



**Thunder of the East Marching Band**

[marchingband.buffalo.edu](http://marchingband.buffalo.edu), 150 Student Union, North Campus, (716) 645-2055

The Thunder of the East Marching Band, the largest musical performance ensemble on campus, plays at UB Bulls home football games, select away games, community events, and competitions. Scholarships are available.



**Social Fraternal Organizations (Sororities and Fraternities)/Greek Affairs • [greeklife.buffalo.edu](http://greeklife.buffalo.edu)**

150 Student Union, North Campus, (716) 645-2055

Social fraternal/Greek-letter social organizations are very involved in campus life, supporting charitable causes and the UB community. Freshmen are not eligible to become a member of a fraternity or sorority until their second semester at UB, must have at least a 2.000 GPA, and have earned at least 12 college credits.

**Student Programming Board • [studentlife.buffalo.edu](http://studentlife.buffalo.edu)**

The Student Programming Board is a great way for students to get involved by planning campus programs and activities.

**UB Symphony Orchestra • [www.music.buffalo.edu/ensembles/symphony.sbtml](http://www.music.buffalo.edu/ensembles/symphony.sbtml)**

220 Baird Hall, North Campus, (716) 645-2765

The UB Symphony Orchestra is a full-size orchestra that welcomes new members at the beginning of each semester. Eligible members are invited to receive free instrument lessons with UB faculty. The orchestra performs two concerts per semester in Lippes Concert Hall at Slee Hall along with community events.



**Undergraduate Student Association (SA) • [www.sa.buffalo.edu](http://www.sa.buffalo.edu)**

350 Student Union, North Campus, (716) 645-2950

SA, the primary student government for undergraduate students, funds many student clubs and organizations and also sponsors concerts, comedians, and other campus-wide events.

**Athletics • [www.ubatletics.buffalo.edu](http://www.ubatletics.buffalo.edu)**

130 Alumni Arena, North Campus, (716) 645-2286

The Division I UB Bulls compete in the Mid-American Conference (MAC). All sports are open to full-time students who qualify athletically and academically. Admission to home athletic events is free to students by showing their UB Card.



**True Blue**

UB True Blue is the official student section of UB Athletics. As a club, True Blue gives the student body a unified voice during athletic events, giving our UB Bulls a clear home-field advantage and making our arenas feared by opposing teams.

**Recreation & Intramural Services • [recreation.buffalo.edu](http://recreation.buffalo.edu)**

Recreation & Intramural Services offers opportunities for students to engage in physical activities, including: Fitness centers, indoor track, indoor pool, racquetball, squash, and tennis courts, pro-shop (equipment/locker rentals and merchandise), pickup basketball games, intramural sports, physical education classes, sports clubs.

## Residence Hall Programs

There are many, many activities, clubs, events and programs for students at UB. Within the residence halls and apartments alone, more than 3,000 programs are conducted each year. This is one advantage to living in the residence halls and apartments that you will not find living off campus. Your resident advisor is required to coordinate educational and community-building programs each month. These educational programs may focus on student development issues concerning the transition to campus life, conflict mediation, relationships, self-defense, etc. Community builders may include things like intramural sports, ice cream socials, etc. Also, each hall or quadrangle offers cultural theme programs and opportunities for community service.

## Leadership Opportunities

**Residence Hall Association.** [rba.buffalo.edu](http://rba.buffalo.edu)

157 – 160 MFAC, Ellicott Complex, North Campus, (716) 645-3872



The Residence Hall Association (RHA) is the student government for on-campus residents and is open to all students living on campus in the residence halls. RHA offers opportunities for leadership and student advocacy along with a great way for students to meet and interact with others who live near them. Each residence hall and apartment complex has its own hall council, which RHA oversees. RHA is directed by a body of students who make up the Residence Hall Senate. The senate represents fellow residents by voicing and addressing their concerns and assisting with the planning of programs. The Senate consists of two representatives from each of the hall councils. The RHA executive board includes:

**President** - Chairs meetings, represents resident students to Campus Living administration and university committees.

**Vice President** - Acts in president's absence. Plans or implements programs and activities for on-campus students.

**Treasurer** - Creates and manages budget. Maintains financial records.

**Secretary** - Takes minutes, tracks attendance, maintains records.

**National Communications Coordinator** - Keeps RHA updated on NACURH & NEACURH policies/issues.

Coordinates delegations to regional and national conferences.

**Hall Council.** Each residence hall has an elected student government body that performs various functions within the hall.

It represents students on various issues, from room rates to maintenance priorities, develops programs for residents, and facilitates communication through meetings, newsletters, etc. Residence Hall Council (RHC) is made up of representatives and alternates from each floor. A residence hall director serves as advisor. A president, vice president, secretary, treasurer, two RHA senators, and Common Area Damage representative are elected for this council. Here are just a few of the benefits of being involved in the Residence Hall Council:

1. Gives you a voice in Residential Life decisions.
2. Helps you develop leadership, organizational, and programming skills.
3. Helps you meet people.
4. Teaches you how the university works.
5. Demonstrates to future employers your initiative to get involved.
6. Helps build community.

**Peer Judicial Board (PJB).** Sometimes campus residents have problems living by the University's standards for behavior. If students violate residence hall rules or policies, they may choose to have their case heard by the Peer Judicial Board after first meeting with the Residence Hall Director. PJB is a panel of peers who listen to evidence and decide if the students are responsible for the alleged violation. Any student may apply to become a member of a PJB provided they live in the halls during the time of their PJB appointment, and they are in good judicial standing. Contact your Residence Hall Director if you are interested.

## Employment Opportunities

### *Employment in Residence Halls*

**Resident Advisor (RA).** The RA position offers an opportunity to develop leadership, programming, time management, and planning skills, and to help your fellow residents. RA recruiting starts early in the year. Informational meetings are held at the beginning of each semester. Interviews, which include both a group and an individual interview, are held during the spring semester. Integral to the RA selection process, candidates must enroll in and attend a noncredit RA class during the spring. Students may serve as RAs for two years. Talk to your RA if you'd like more information.

**Student Assistant (SA).** Each residential area has student assistants who work in the central office, area offices, mailrooms, and do weekend cleaning and trash removal. Student assistants are responsible for such things as general office work, checking students in and out of the halls, delivering the mail, and working in the package rooms. Watch for signs advertising these positions.

**Community Assistant (CA).** Hadley, South Lake, and Flint Village apartments all have CAs who are often selected from the previous year's RAs. They assist with the day-to-day operations of the apartments, provide programming, and serve in an on-call rotation. They receive a housing stipend in exchange for working in the office.

**Academic Assistant (AA).** Supporting UB's Residential Learning Communities, these students must maintain at least a 3.0 GPA and live in the residence halls. They provide tutoring, mentoring, and assistance for students in learning communities.

**Tutors.** Free tutoring is provided by upper-division students in many freshman and sophomore level courses. Tutors must have a 3.3 GPA in subject areas they tutor and a 3.0 overall GPA. Tutoring is available in the Blake Center (Ellicott), Jones Center (Governors) and Goodyear Academic Success Center (South Campus).

### *On-Campus Employment* [ub-careers.buffalo.edu](http://ub-careers.buffalo.edu)

**Dining Services.** Campus Dining & Shops provides the dining services for our residential halls and offers a wide range of employment opportunities for students. For current openings, visit [www.ubdiningjobs.com](http://www.ubdiningjobs.com) or Campus Dining & Shops office at 146 Fargo.

**Career Services.** [ub-careers.buffalo.edu](http://ub-careers.buffalo.edu) Career Services helps students achieve lifelong career success through self-assessment, career exploration, and job search techniques. The office serves both current students and UB alumni in any major, from enrolled students with a clear career plan, to students who are unsure about their career path, to alumni wishing to make a career change. Services include: Career counseling, job and career fairs, on-campus and part-time job listings, career and life-skill workshops, BullsEye – online job and internship database, resume and cover letter critiques, career library, Meet-a-Mentor Program, on-campus interviewing with employers, exploration of majors, graduate and professional school options, and assistance with graduate and professional school applications.

**Other opportunities.** Many departments at UB hire student assistants. You may want to check with your academic department to see what is available.

# Campus Services

## Personal Safety

Because both Buffalo and Amherst are part of a metropolitan area, it's important for students to take responsibility for their own safety and well-being. Crime prevention starts with being aware of your environment and avoiding situations that could make you vulnerable to crime.

The safety and security of residence hall students is a primary concern for Campus Living staff. UB has numerous safety programs to provide the most secure living and learning environment possible. As a student within our residential community, you can help ensure a safe and secure environment.

## University Police

Bissell Hall, North Campus • Emergencies: (716) 645-2222

Non-Emergencies: (716) 645-2227 • [ub-publicsafety@buffalo.edu](mailto:ub-publicsafety@buffalo.edu) • [upolice.buffalo.edu](http://upolice.buffalo.edu)

## Campus Emergency Response and Text Messaging

University Police are the first to respond to all medical, fire and criminal emergencies on campus. For more emergency information and resources, visit: [emergency.buffalo.edu](http://emergency.buffalo.edu). Students living off campus should call their municipal emergency authorities (Buffalo, Amherst) at 911.

Every UB community member should be registered with Emergency Text Messaging - it could be the difference between life and death in a campus emergency. UB's emergency personnel use the system to immediately text-message warnings or advisories to registered users' cell phones. Registering is FREE and EASY at [emergency.buffalo.edu](http://emergency.buffalo.edu).

Students should call University Police for all on-campus emergencies at 716-645-2222 (or 829-2222) or pick up any emergency blue light phone to be immediately connected to campus police. The University Police serve the UB community 24 hours/day, 7 days/week, 365 days/year.

## Emergency Blue Light Phones

Emergency Blue Light Phones are located conveniently around campus in these locations (\*\*indicates Campus Housing)

### NORTH CAMPUS

Alumni Arena East Entrance (facing Stadium)	Flint Loop	Lee Entrance at Jarvis Lot
Audobon at Lee entrance	Flint Road at Audobon Parkway	Park Hall between Jacobs A & B parking lots
Audobon at Hamilton Road	Flint Village near Building 302**	Park Hall on Putnam
Baird Lot in the Northeast Corner	Flint Village near Building 306**	Putnam Way West Side
Beane Center	Flint Village near Building 308 & 309**	Quad Area Southwest of Student Activities Center
Bus Stop South of Bissell Hall	Fronczak on Putnam	Red Jacket Lot**
CFA rear between building and lake	Frontier Road (near parking area)	Richmond B Parking Lot Berm**
Coventry Loop at Alumni	Governors Complex – west side**	Richmond Lot**
Center for Tomorrow Lot	Governors Lots C and D	Saint Ritas Lane and Frontier Road
Child Care Center Bus Stop	Governors Bus Stop**	Slee Lot B (south)
Clemens North facing Commons	Governors E Lot	South Lake Village near Community Building**
Creekside Village Near Building 1**	Hadley Village North Entrance**	South Lake Village near Building 204**
Creekside Village Near Building 7**	Hadley Village South Entrance**	South Lake Village near Soccer Field**
Creekside Village Near Building 15**	Hadley Apts near building 103-104**	Spaulding Parking Lot Berm**
Creekside Village Near Bridge**	Hadley Village near building 109**	Special Events lot East
Crofts Hall	Hamilton loop @ Ketter	Special Events lot West
Fargo Quad at Lake LaSalle**	Hochsteter at Putnam	Stadium Southeast
Fargo Parking Lot**	Jarvis Lots A and B	Student Activities
Flickinger Court near Building 2-4**	Kunz Stadium	Wilkinson near Kanazawa Island **
Flickinger Court near Building 10-14**	Lake LaSalle Parking Lot	
Flickinger Court near Building 16-22**	Lee Bookstore lot	

## SOUTH CAMPUS

Acheson Hall at Rotary Road	Farber Hall facing Bailey Ave	Squire & Harriman Halls courtyard
Acheson Hall near Parker Parking Lot	Goodyear Hall main entrance **	Main Bailey Parking Lot north of Clement Hall
Allen Hall at the Main Bailey Parking Lot	Hayes Rd near Pritchard Hall	Main Bailey Parking Lot at sidewalk to Goodyear Hall
Biomedical Education Building at Hayes Rd	Pritchard Hall main entrance **	Michael Hall near Butler Annex B
Clark Hall facing softball fields	Hayes Annex C facing softball fields	Sidewalk north of Townsend Parking Lot
Clement Hall main entrance **	MacDonald Hall main entrance **	Wende Hall near Townsend Parking Lot
Diefendorf Annex facing Abbott Hall	Main Circle near the bus stop	
Diefendorf Annex near Sherman & Rotary Rds	Schoellkopf Hall main entrance **	
	Sherman Parking Lot facing Sherman Hall	

Emergency telephones are also located at the main entrances to each Ellicott Quadrangle, Greiner Hall, the Governors residence halls, and the south campus residence halls (Goodyear and Clement).

## Crime/Violence Prevention

### ***Bicycle Registration***

*[ub-parking.buffalo.edu/bikereg.php](http://ub-parking.buffalo.edu/bikereg.php)*

Biking is the transportation alternative that infuses fun and healthy energy into getting to your destination. UB has bike racks for more than 600 bicycles on its campuses. Register your bike today, for free.

### ***Community Policing***

University Police are assigned to designated areas of campus to build familiarity with the groups in those areas. UB police officers meet with campus groups such as residence hall and apartment students, faculty, and staff, to address immediate security issues or develop strategies to maintain a safe campus environment.

### ***Night Host & Door Locking***

*[upolice.buffalo.edu](http://upolice.buffalo.edu)*

University Police conduct Night Host and Door Locking programs in the residence halls, apartments and the Medical School.

### ***Operation ID***

*[upolice.buffalo.edu/servc](http://upolice.buffalo.edu/servc)*

Available to all students, faculty and staff. Protect valuables with a permanent ID number that is accessible by police departments nationwide..

### ***Environmental Health & Safety (EHS)***

*[ebs.buffalo.edu](http://ebs.buffalo.edu), 220 Winspear, 829-2401*

UB's EHS department will conduct safety inspections, hazard assessments, training and educational programs to ensure resident and worker safety at UB. They are responsible for biosafety, chemical safety, fire safety/prevention and more.

### ***Campus Safety Shuttle and Walks***

Sub-Board I Health Education, a student-run organization, offers a campus safety shuttle and walks. SBI Safety Services provides walking services throughout the year. Volunteers walk men and women to and from any location on campus. For a safety walk you can call during hours of operation and a safety walker will come and meet you. North Campus: (716) 348-7258 South Campus: (716) 348-1608

Scheduled SBI Safety Shuttle service is provided for University at Buffalo faculty, staff, students and visitors to and from locations within a 1.5 mile radius of South Campus (as well as Kensington Village, Collegiate Village, and Campus Manor). Shuttle stops approximately every 30 minutes at the Health Science Library, Goodyear Loop, and Main Circle. To schedule a pick-up at another location, you must call 829-2584 between 9 am and 4 pm, Monday - Friday.

## ***Safety Tips***

UB offers safety tips for virtually every member of our campus community. The University Police's *personal safety tips* can be found at [upolice.buffalo.edu/safety](http://upolice.buffalo.edu/safety).

## **Safety in Residence Halls & Apartments**

UB's emergency plans and procedures are fully at work in Campus Living. Campus Living staff along with University Police, University Facilities, EHS and many other UB offices, have been trained and continually test emergency processes.

***Public Safety Aides.*** Campus Living provides funding to employ students as Public Safety Aides. "PSAs" are trained and supervised by the University Police, are familiar with the residence halls and are identifiable by uniform shirt, jacket and picture ID badge.

While stationed at residence hall entrances to check student identification or on their "beats," PSAs carry two-way radios and/or cellular telephones and can immediately report suspicious activity and potentially hazardous or unsafe conditions (such as propped doors, open windows) to the University Police and residence hall staff.

***Securing the Building.*** Outside residence hall doors are locked by the Card Access System. Your UB Card will only open certain doors. Duplication or loaning of these cards or your key is strictly prohibited. If you lose your card or your card doesn't work, request a new UB Card in the UB Card Office, 228 Student Union. Your old card will be deactivated and you'll be issued a new card. There is a \$20 fee for new UB Cards. Students must maintain the security of the building as well as their room. Repeated "lock out" service may result in a mandatory lock change and/or sanctioning.

- Do not prop doors open. Propped doors invite entry by nonresidents and possible criminals. If you see a propped door, close it!
- Lock the door to your room while you are out or sleeping. Locking your door whenever you are gone or asleep is the single most effective action you can take to reduce theft. Most burglaries reported in rooms in the past year involved unlocked doors
- Be careful about leaving windows open in first-floor rooms. Thefts can occur through open windows. Security screens should remain in place at all times.
- If you see unknown people in the halls who don't have an escort, report it to the University Police at 645-2222, then contact a residence hall staff member.
- Always escort guests in and out of the building. If you are hosting a group, keep tabs on everyone. Even if you trust your guests, strangers wandering around the hall can disturb others.
- Report all security-related maintenance problems to Campus Living staff and to custodial services at 645-5440. Locks, doors, windows, and lights that need repair or replacement and foliage that needs trimming should be reported immediately; after 5 p.m. on weekdays or on weekends or holidays, call your residence hall area office.

***Telephone Harassment.*** If you receive obscene or harassing phone calls, contact Campus Living staff and University Police. University Police will ask you to log these calls and, as patterns develop, will work closely with the telephone company to apprehend offenders. The University Police will also be able to advise you on specifically what to do and say if you begin receiving harassing calls.

**Lost And Found.** In accordance with Article 7B of the New York State Personal Property Law, lost and found services are provided by the University Police. Items found anywhere on campus are taken to Bissell Hall, where each item is logged in, tagged with an ID number, and stored in a secure place. An attempt to contact the owner is made if the item bears identification. If you found something, please turn it in to the University Police. If you have lost an item on campus, please call 645-2227, Monday through Friday, 8:00 a.m. to 4:30 p.m.

**Personal Property Liability.** Although UB places a high priority on security in our residence halls, there are a number of incidents each year involving theft or damage to personal property. The University does not provide insurance coverage and will not assume responsibility for personal property losses (including items lost in the mail) in residence hall rooms unless negligence is indicated as the cause for the loss. We encourage residents to make sure that their belongings are covered by either their parents' homeowner's policy or an individual insurance plan.

## Emergency Preparedness for Residents

As Universities are not immune from emergencies and disasters, Campus Living has plans in place to respond accordingly. However, it is everyone's responsibility to prepare for emergencies. Contained in the Guide to Residence Hall Living and UB Apartments Handbook are emergency procedures that students are expected to follow in the event of an emergency. Always comply with the instructions from Campus Living staff and University Police.

It is recommended that every resident create an emergency supply kit. The following list of emergency items is some of what is suggested by the American Red Cross: <http://www.redcross.org/>.

- First aid kit
- Flashlight and extra batteries
- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio and extra batteries for both
- Dust mask to help filter contaminated air
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Can opener for food (if kit contains canned food)
- Prescription medications and glasses
- Important family documents such as copies of birth certificates, insurance policies, identification and bank/credit account records in a waterproof, portable container
- Inventory of valuable household goods, important telephone numbers
- Cash or traveler's checks and change
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Feminine supplies and personal hygiene items
- Paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Entertainment – portable music device, playing cards ...

## Emergency Procedures.

Campus Living has extensive plans in place in the event of an emergency. Depending the scope of the emergency as well as the area(s) of campus affected, specific campus responses are in place with regard to student/parent communications, evacuation and relocation procedures and resources available to students.

**Types of Emergencies.** Some emergencies that may affect students living on campus as well as commuters and staff are:

- Weather-related
- Utility interruption
- Natural disaster such as earthquake or flood
- Violent demonstrations
- Bomb threat or actual detonation
- Gas Leak
- Acts of terrorism
- Fire

**Communicating to Students.** For the health, safety and emotional well being of students living on campus, it is important that students and parents are kept informed of the status of any emergency. The following methods of communication to students may be utilized during an emergency:

- email messages utilizing university email accounts
- announcements on the Campus Living website (*housing.buffalo.edu*)
- announcement on the campus cable system - Normal programming on each channel will be interrupted, directing students to an information channel.
- posters/fliers distributed/posted
- floor meetings
- door-to-door announcements by Campus Living and/or University Police staff
- public address systems
- emergency text messages -- register at *emergency.buffalo.edu*

Depending on the emergency, students will be expected to act in accordance with instructions communicated by Campus Living and University Police staff. Instructions include but are not limited to the following:

- No specific action necessary
- Limited facility/utility usage
- Evacuation
- Temporary relocation
- “Shelter in place” (stay in your room or lounge)
- “Lock down” (stay where you are and lock and/or barricade the door)
- Access to food and water

**Evacuation.** In the event an evacuation is necessary, immediately proceed to the nearest exit door and leave the building. Assemble in an area designated by Campus Living staff or University Police. If no Campus Living staff member is in the immediate area, go the nearest open grass area or parking lot. Evacuation/fire drills will be conducted throughout the academic year.

**Medical Emergencies/Injuries.** For any medical emergency or serious injury, contact both the University Police at 645-2222 and a Campus Living staff member. You should inform University Police of the nature of the problem. If you feel the situation is critical and an ambulance should be called immediately, tell University Police. Be sure to identify yourself and the exact location of the emergency. Arrange for someone to meet the police when they arrive, if possible.

*Health Services is located in Michael Hall on the South Campus. Call 829-3316 to schedule an appointment or consult with a healthcare professional in an emergency. Additional information relating to Health Services at UB is located in the Health and Wellness section of this guide.*

**Mental Health Emergencies.** Where there is an immediate concern of harm to a student or those around him or her (e.g. the student has inflicted injury to self or others, has ingested a substance of potential harm, is not fully conscious), call University Police immediately (645-2222). Notify an RA or other Campus Living staff member as soon as possible.

**Fire and Safety Equipment.** Campus residences have both passive and active fire protection systems to protect residents in the event of a fire.

- Smoke and fire doors are strategically positioned in each building for the purpose of limiting the travel of fire and smoke.
- Fire detection systems in the form of smoke and heat detectors are provided throughout the residence hall and each student room.
- Graphics are provided in each residence hall showing appropriate exit routes and all exits are clearly marked with lighted signs.
- Sprinkler systems are located in various locations. Portable fire extinguishers are located on every floor. Fire alarm pull stations are readily accessible throughout the residence halls.

In the event of an actual fire, activate the alarm with one of the red pull stations located on every floor in the halls, *as you evacuate the building*. It is important to note that in case of fire, elevators are out of service and you must exit the buildings via stairways.

If you are in your room and discover a fire in the hallway, making it difficult or impossible to leave the room, close your room door and call University Police at 645-2222, then go to your window and call for help. Until help arrives, try to seal off your room by stuffing towels or clothes in the space between the bottom of the room door and floor.



**Automated External Defibrillators (AEDs)** have been placed in designated cabinets throughout the residence halls. These are for the sole use of trained personnel to assist in the medical aid of those experiencing a true medical emergency. Campus Living offers training in AED use as well as CPR to students.

**Bomb Threats.** If someone calls saying that there is a bomb, try to get as much information from the caller as you can, such as where and at what time it is supposed to go off. Immediately call the University Police (645-2222) and your RA or any other Campus Living staff member. Give your name and the exact information you received. Do not investigate, but rather be alert to unfamiliar objects along exit routes. Do not touch anything and never pull the fire alarm!

**Gas Leaks.** If you smell natural gas in the residence halls:

- Stop what you are doing immediately
- Do not switch lights, appliances or electronics on or off
- Evacuate the building or area as soon as possible
- Notify University Police at 645-2222 from a safe location

**Elevator Emergencies.** In the event of a malfunction in an elevator during non-business hours, notify your resident advisor (RA) on duty or call University Police at 645-2222. Activating the elevators “help button” will notify the University Police. If this problem occurs on a Monday through Friday during the day, Residential Facilities should be called at 645-5440 (North Campus) or 829-2250 (South Campus). No one other than employees of the elevator maintenance company should attempt to rescue someone caught in malfunctioning elevator.

**Closing the University.** In the event that the University is officially closed for emergency purposes (such as a snow emergency), the area offices and/or individual residence hall offices will usually remain open during normal business hours. To find out if the campus is closed due to weather or other emergencies, please call the campus hotline at 645-NEWS (6397) for closures or tune to 1620 AM, the Campus Advisory radio station and look for a text message from the UB text messaging system. Register at [emergency.buffalo.edu](http://emergency.buffalo.edu).

**Remember — During any emergency it is important to remain calm.** Do not argue with police, fire, or residence hall personnel called to handle the emergency. Cooperating with University officials will decrease the potential danger during an emergency. Failure to comply with reasonable requests of Campus Living officials is a sanctionable offense. Questions and/or concerns about what has happened should be directed to your residence hall director.

# Dining and Shopping On Campus



## Campus Dining & Shops

[www.myubcard.com](http://www.myubcard.com)

146 Fargo, 645-2521

(716) 645-6344, [ubcard-info@buffalo.edu](mailto:ubcard-info@buffalo.edu)

Campus Dining & Shops is a not-for-profit corporation that provides the following services to the university: UB Card management, Dining, Meal Plans, Retail and convenience stores, Vending, and Catering.

## UB Card

[www.myubcard.com/ubcard](http://www.myubcard.com/ubcard)

228 Student Union, North Campus, (716) 645-6344

104 Harriman Hall, South Campus, (716) 829-3682

Students use their UB Card as their official university identification, meal card, library card, residence hall access card, and more. Meal plans, Dining Dollars, and Campus Cash are all accessed with the UB Card. The UB Card can also be used in vending machines, to buy books or campus apparel, and at a number of other locations. Students can report a lost UB Card or add money to Dining Dollars or Campus Cash, either online or at the UB Card Office.



## Dining

[www.myubcard.com/dining](http://www.myubcard.com/dining)

Dining is available at 28 locations on both campuses. There are three residence hall dining centers along with numerous restaurants, food courts, and snack bars. Menus are planned with students' preferences in mind and include healthy choices, traditional home-style entrees, and ethnic selections along with vegetarian and vegan options.

## Meal Plans and Dining Dollars

[www.myubcard.com/dining/mealplans](http://www.myubcard.com/dining/mealplans)

The residence hall dining centers prepare all-you-can-eat breakfasts and dinners, Monday through Friday. On weekends, brunch and dinner are served. Students combine these meals with lunches and snacks from other facilities on campus, using the Dining Dollars portion of their meal plan. Dining Dollars are tax free.

To ease the transition to college life, every first-year student living in a residence hall is automatically enrolled in the Dining Services program for the first year. Each student is automatically assigned a meal plan that includes every meal served in the residence hall dining centers accompanied by Dining Dollars. If the default plan does not suit your needs, during the first week of school, you can select a different plan, either in person at the UB Card Office or online at

[www.myubcard.com/mealplans](http://www.myubcard.com/mealplans).

Every student is permitted one free meal plan change. Your meal plan for the fall semester automatically renew for the spring semester unless you change it by a specific deadline (in person at the UB Card Office or online). If you have a meal plan for the spring semester, any unused Dining Dollars from the fall semester will carry over. However, if you do not have a meal plan for the spring semester, leftover Dining Dollars will be forfeited.

## Meal Equivalencies

[www.myubcard.com/dining/diningballs](http://www.myubcard.com/dining/diningballs)

During designated times, students may select a meal exchange in lieu of eating a meal in a residential dining center. Each meal period has an assigned value, which means that you can use your meal swipes at select retail locations and save your Dining Dollars.

## Campus Cash

[www.myubcard.com/campuscash](http://www.myubcard.com/campuscash)

Campus Cash, a taxable debit spending account, is the easiest way for students to buy things on campus. The amount spent is deducted from your Campus Cash account. The remaining balance is displayed at the cash register after every purchase. You can open a Campus Cash account with as little as 50 dollars. After that, additions may be made in 25-dollar increments. Campus Cash is accepted at the University Bookstore, CVS (The Commons location, North Campus only), and most other vendors in The Commons. A complete list of vendors that accept Campus Cash may be found on the Campus Cash web site [myubcard.com/ubcard/campuscash](http://myubcard.com/ubcard/campuscash).



## Health and Wellness

### Student Wellness Team

[wellness.buffalo.edu](http://wellness.buffalo.edu)

UB provides health and wellness services through the Student Wellness Team, a cooperative group of professionals whose goal is to enhance individual health and cultivate an environment supportive of life-long healthy behaviors. The Student Wellness Team is composed of:

- Counseling Services
- Health Services
- Wellness Education Services

All services are available to every UB student regardless of insurance status, medical condition, race, gender, sexual orientation, disability, nationality, or religion. Most services/programs are provided at no cost to students. Student medical records are confidential and cannot be released to anyone without the student's written consent.

### Counseling Services

[counseling.buffalo.edu](http://counseling.buffalo.edu)

120 Richmond Quad, North Campus • (716) 645-2720

You can always call Counseling Services for any emotional issues, including dealing with stress, handling a crisis, or coping with the transition to the university. Counseling, which is provided individually, in groups, and through workshops, can deal with such concerns as:

- Couples counseling
- Crisis intervention
- Evaluation for and monitoring of psychiatric medications
- Relationship problems
- Academic concerns
- Anxiety and depression
- Poor body image
- Loss of a loved one
- Homesickness or loneliness
- Problems with alcohol and other drugs
- Cross-cultural identity concerns
- Sexual identity concerns
- Sexual or physical abuse/assault



## Health Services

[health.buffalo.edu](http://health.buffalo.edu)

Michael Hall, South Campus • (716) 829-3316

Health Services should be your first call for any non-emergency medical concern.\*

The team includes physicians, physician assistants, nurse practitioners, registered nurses, medical support staff, and supervised chiropractic interns. Services include general medical appointments, chronic illness management, health screenings, men's and women's health clinics, chiropractic services, immunization and travel clinics, and more. Physicians also provide referrals to specialty care as appropriate.



For an urgent medical concern, an on-call service is available. If you need to speak with a person at the Health Services after-hours Nurse Line, call FONEMED tollfree at 1-866-456-2231 for urgent medical advice and direction. If you feel you need to be urgently seen by a medical provider before Health Services is next open, you may also contact one of the UB area's urgent care centers: MedFirst at 929-2800, Immediate Care at 204-2273, or Reddy Care at 688-6161. Health Services advises you to check with your insurance company first regarding coverage before you go to one of these centers.

### \*In an emergency situation, students should call:

- On Campus: University Police, (716) 645-2222
- Off Campus: Municipal emergency authorities, 911

## Wellness Education Services

[wellness.buffalo.edu/wes](http://wellness.buffalo.edu/wes)

114 Student Union, North Campus • (716) 645-2837

Wellness Education Services offers students information and services needed to manage personal wellness. Programs focus on nutrition and fitness, sexual health and sexuality, alcohol and other drug awareness, rape and sexual assault prevention, stress management, and LGBTQ health.



## SBI Student Medical Insurance

[healthinsurance.buffalo.edu](http://healthinsurance.buffalo.edu)

223 Student Union, North Campus • (716) 645-3036, Fax: (716) 645-3465 • [asksmi@buffalo.edu](mailto:asksmi@buffalo.edu)

The university requires all full-time and international students to have medical insurance coverage. Students are automatically charged for and enrolled in the UB Student Medical Insurance Plan on the first tuition bill for the fall semester, unless they waive coverage before the billing due date (proof of alternative coverage is required). The UB plan includes accidental injury and sickness coverage with benefits for hospitalization, physician office visits, lab tests, x-rays, physical therapy, prescriptions, mental health, and chiropractic care along with vision and dental discount plans.

## SBI Health Education

[healtheducation.buffalo.edu](http://healtheducation.buffalo.edu)

Hayes Annex C, Suite 5, South Campus • (716) 829-2584 • [sbi-healthedu@buffalo.edu](mailto:sbi-healthedu@buffalo.edu)

In addition to safety escorts (see page 27), SBI Health Education offers counseling, education, and other services dealing with sexual education and personal safety, including sexual education events, rapid HIV testing, community service, and counseling on such topics as sexually transmitted diseases, pregnancy, women's health, and birth control.

## SBI-Pharmacy

[subboard.com/pharmacy](http://subboard.com/pharmacy)

17 Michael Hall, South Campus • (716) 829-2368 • [sbi-pharmacy@buffalo.edu](mailto:sbi-pharmacy@buffalo.edu)

The SBI-Pharmacy offers over-the-counter medications and supplies along with prescription products. The pharmacy

accepts UB Student Medical Insurance, cash, MasterCard, Discover, VISA, and Campus Cash. Students who do not have UB Student Medical Insurance can obtain a price quote at the SBI-Pharmacy. The cost is often less than a student's usual co-pay. The SBI-Pharmacy will also direct students to a participating pharmacy whenever possible.

### **SBI-Clinical Lab**

[subboard.com/lab](http://subboard.com/lab)

16 Michael Hall, South Campus • (716) 829-2367

The SBI-Clinical Lab is a full-service laboratory performing diagnostic tests to help physicians assess student health and diagnose health issues.

## **Judicial Affairs & Student Advocacy**

[ub-judiciary.buffalo.edu](http://ub-judiciary.buffalo.edu)

252 Capen Hall, North Campus • (716) 645-6154 • [ub-judicial@buffalo.edu](mailto:ub-judicial@buffalo.edu)

Judicial Affairs & Student Advocacy provides for a safe, orderly, and positive campus climate through regulations, disciplinary processes, information, and intervention efforts. The office is not a legal body and does not exercise authority over other campus bodies, but focuses on conflict resolution that complements UB's educational mission. **The university maintains confidentiality in all student matters.**

*Services and programs offered by the Office of Judicial Affairs include the following:*

- Development of student rules and regulations (Student Conduct Rules and Regulations and Classroom Code of Conduct)
- Student-Wide Judiciary (SWJ)
- Student Advocacy
- Alcohol Review Board
- Assistance in academic grievances
- Information efforts to aid in student understanding of the campus and procedures
- Community service programs
- Substance abuse and intolerance responses
- Victims Assistance
- Mediation
- Information and referrals regarding Students of Concern, Drug Free Schools Act, Freedom of Information Law, Family Educational Rights and Privacy Act (FERPA) and the University's Good Samaritan Policy.



# Parking and Getting Around Campus

## Parking & Transportation Services

[ub-parking.buffalo.edu](http://ub-parking.buffalo.edu)

102 Spaulding Quad, North Campus • (716) 645-3943

104 Harriman Hall, South Campus • (716) 829-2887

[ub-parking@buffalo.edu](mailto:ub-parking@buffalo.edu) • [ub-bussing@buffalo.edu](mailto:ub-bussing@buffalo.edu)



## Parking

[ub-parking.buffalo.edu/parking.php](http://ub-parking.buffalo.edu/parking.php)

Parking on campus is restricted to vehicles with valid permits. Permits are required from 7 am to 3 pm, Monday through Friday. On the North Campus there are five student-only parking lots: Arena, Governors E, Lake LaSalle, Special Events, and Stadium. Students may park in shared lots (faculty, staff, and student lots) as well. Commuter students may also park in the commuter-only lots: Jarvis A and Hochstetter B. Freshmen living on campus may only park in their residence hall lot or in a Park and Ride lot from 7 am to 3 pm, Monday through Friday. Resident freshmen use campus busses and shuttles to get around on both campuses.

## Transportation

[ub-parking.buffalo.edu/stampedesched.php](http://ub-parking.buffalo.edu/stampedesched.php)

The UB Stampede is the intercampus bus service connecting North and South Campus. Within each campus, UB shuttles provide intra-campus transportation. Buses and shuttles run every 5 to 10 minutes, Monday through Friday, during the academic year and every 30 to 60 minutes on weekends, holidays, and during the summer. Paratransit shuttles, [www.student-affairs.buffalo.edu/parking/dispatch.php](http://www.student-affairs.buffalo.edu/parking/dispatch.php), are available for students with disabilities.

## Snow Route Reporting for students with disabilities

[ub-disability.buffalo.edu](http://ub-disability.buffalo.edu)

Each fall and winter, UB asks all students with mobility impairments who are registered with Accessibility Resources to report their snow-related obstacles on either UB campus. UB will rectify problems as soon as possible. Students may report by calling 645-2608 or emailing [stu-disabilities@buffalo.edu](mailto:stu-disabilities@buffalo.edu).

## Mall and Shopping Shuttle

[ub-parking.buffalo.edu/msbuttle.php](http://ub-parking.buffalo.edu/msbuttle.php)

Wednesday and Saturday, 4 pm to 9 pm, during the academic year

The Mall and Shopping Shuttles go to Tops and Wegman's supermarkets along with the Boulevard Mall. Shuttles stop every 30 minutes. Students should look for the "Market" sign on the shuttles.

## Bicycling at UB

Bicycling is a fun and exciting form of exercise that is a surefire means of improving your physical and mental health. Bicycling can help prevent chronic disease, raise your metabolic rate, and lead to your feeling more energized and fit! Biking is the transportation alternative that infuses fun and healthy energy to get you where you need to be. UB has racks to support over 600 bicycles, located on its campuses. Key locations include residence halls and apartments, Main Circle, Flint Loop, Student Union, Putnam Way/Academic Spine, and the front of each UB Stampede bus.

## Cab Services

Buffalo Transportation Inc. is the University's Campus Cash partner. Buffalo Transportation accepts cash or Campus Cash and will take you any place in the metro area including the airport and bus station. More information, including fare schedules, is available at [www.myubcard.com](http://www.myubcard.com).

## Car Sharing

The University at Buffalo offers Zipcar car sharing service to its campus community. Zipcars are available 24 hours a day, seven days a week to all students, faculty, and staff members, ages 18 and up. More information is available at the UB Parking and Transportation website at <http://www.ub-parking.buffalo.edu/zipcar>.



# Standards & Practices for Community Living

Campus Living recognizes its duty to serve students who reside on campus. We offer living conditions that meet or exceed the SUNY Board of Trustees standards. In accordance with these requirements, students are hereby informed that the following standards have been adopted by Campus Living at the University at Buffalo.

## Minimum Living Conditions Standards

*STANDARD I.* The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards.

### GUIDELINES:

1. All furnishings and equipment supplied by the university meet applicable fire and safety code standards promulgated by the state of New York.
2. Each resident's sleeping room has an operational local smoke detector.
3. Student residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and appliances, as detailed in the Student Rules and Regulations and the Campus Living Housing Agreement.
4. Access to residence hall living is provided for the differently disabled in accordance with applicable codes and standards (Sect. 504 of the Rehabilitation Act of 1973). Five residence halls are accessible to students with handicapping conditions. All include modified toilet stalls and grab bars. Bathroom facilities have been altered to accommodate wheelchair access. Three halls have automated entrance/exit doors. Elevator access is available in all five halls.
5. Inspection and assessment of physical facilities and their components (water, electricity, and heating systems) are conducted annually by personnel of the Campus Living. The report of this inspection is distributed to appropriate campus personnel. A priority list (as determined by appropriate campus personnel) of repairs and refurbishment is part of that report, with recommended timetables for completion. Backlogs from earlier reports are also noted.

*STANDARD II.* The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls.

### GUIDELINES:

1. A regular schedule for cleaning common areas, including open lounges, bathrooms, and hallways, is maintained by the Residential Building Services office. Under normal conditions, common areas are serviced on a Monday through Friday schedule. Copies of the schedule are available at area offices or from the Residential Building Services office.
2. Every reasonable effort is made by the Residential Building Services office to keep residential buildings in sanitary condition. Residential Building Services provides same-day response to all complaints relating to vermin, using either in-house personnel or contract services. Problems should receive corrective action within 24 to 48 hours.
3. In the event of a question about the condition of a particular student room, the director of Campus Living (or designee) will make the decision as to whether a student room is unlivable and should be removed from service, based on information from the Residential Building Services office and/or appropriate campus personnel. Criteria utilized in the decision-making process will include the life, health, and safety of the student residents, and whether continued occupancy could harm the occupants or further impair the condition of the facility. If the room is determined to be unlivable, students will be reassigned until the conditions are corrected.

*STANDARD III.* The campus shall provide each student with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.

**GUIDELINES:**

1. The campus provides each student with adequate living and lounge furniture. As a minimum (except in the case of temporary overcapacity), each student is provided with a bed, lighting, a chair, drawers for clothing, a desk, and a closet or wardrobe. All such equipment should be clean and sturdy.
2. Campus Living provides planned replacement or rehabilitation of residence hall furnishings. An equipment list is updated annually, reviewed by the budget committee, and included in the annual budget request.

*STANDARD IV.* The campus shall establish procedures for routine and emergency repairs to Residential Building Services.

**GUIDELINES:**

1. Procedures have been established to promptly address inquiries, requests, and complaints regarding routine repairs and maintenance of heat, lights, and hot water. The student resident should be apprised periodically of the status of the request. These protocols, along with appropriate telephone numbers, are provided to each student resident, in writing, in this publication. All repairs, especially those involving heat, light, and hot water, should be accomplished within a reasonable amount of time. Residential Facilities maintains a continuously updated computer log of all work requests. A monthly report of all incomplete work orders is issued to the director of Campus Living; access to such information is available through area offices.
2. To the extent possible, major rehabilitation or other capital projects should take place at times when students are not in occupancy of the residence halls. Major construction projects that are disruptive to ongoing programs should not continue during scheduled examination periods, unless absolutely necessary.

*STANDARD V.* The campus has established procedures for redress for student residents in the event of the loss of services, such as heat, light, and hot water where it is within the control of the campus, in residence halls for extended periods.

**GUIDELINES:**

1. In the event of the complete loss of heat, light, or electricity, an emergency situation is declared. Maintenance personnel are dispatched as soon as possible. If the problem cannot be resolved within a reasonable amount of time, the student(s) will be temporarily reassigned until the problem is corrected. Such reassignments may be to another resident bedroom, a lounge, or other space, depending on the levels of occupancy at the time of the incident. If a panel of students, faculty, and Residential Life staff judge that the particular situation was within the control of the university and was not remedied within three days, students will be reimbursed, according to the per diem rate, for the inconvenience.



2. In the event of a minor loss of heat, light, electricity, or other deteriorated physical condition (e.g., leaks), maintenance personnel are dispatched to repair the problem within a reasonable amount of time. If the university cannot complete repair in a reasonable amount of time, the student(s) will be offered reassignment. If such relocation is rejected, the student(s) must sign a waiver releasing the university from any liability.
3. If no on-campus space is available, the university will either assign the student(s) to a local hotel or other residential facility, or process an appropriate refund.

## The Community

A community is defined by its common purpose and the interdependence of its members. To be successful, a community must share responsibility for meeting reasonable standards for behavior, respect and consideration of the individuals who make up the community. In UB's residence halls, community comes first.

- **Statement of Promotion of Diversity.** The University at Buffalo and Campus Living are committed to practices that value diversity of people and ideas, and by the open exchange of diverse views. We encourage students to develop skills and attitudes that make them positive, productive members of society — including the skills to appreciate, value, and celebrate diversity. The staff and students in our residence halls come from diverse backgrounds and social groups. We encourage acceptance and appreciation of people regardless of race, gender, age, ethnicity, skin color, national origin, marital status, veteran status, ability/disability, sexual orientation, socioeconomic status, or religious affiliation. We believe that each person has worth and should be treated with dignity and respect. In a community that values diversity, acts of bigotry cannot be tolerated.
- **Statement of Civility.** Students are expected to act with civility. Hostile or inappropriate language or gestures that destroy relationships rather than sustain them are not welcome in or conducive to a civil residential community. If you are disturbed by the activity of another resident, you should confront that resident before involving your Resident Advisor. This confrontation should be done in an open, non-threatening manner and you should expect to be treated in the same manner. Acts of harassment - whether verbal, written, or physical - will not be tolerated. This civility statement is a declaration of the values and beliefs of University at Buffalo Campus Living and is not intended to and does not provide grounds for disciplinary action against any student of the University.

## Student Rights and Responsibilities

Your residence hall provides an atmosphere conducive to social interaction and personal growth, as well as study. The residential program endeavors to be enriching socially, culturally, educationally, and in community services, for all students. As a member of the residence hall community, you have the following rights and responsibilities:

1. You have the right to live in a safe, clean, well-maintained facility, and you are responsible to ensure the same.
2. You have the right to a high-quality learning environment conducive to your academic and social pursuits, and you are responsible to take part in maintaining such an environment.
3. You have the right to directly formulate or influence policy that affects you through participation in floor meetings, Residence Hall Council, student government, and university organizations.
4. You have the right to freedom from discrimination on the basis of race, gender, age, religion, creed, disability, sexual orientation, or national origin. You retain the rights afforded you as a resident of New York and citizen of the United States.
5. You are asked to always consider the rights of fellow residents. Your actions should not interfere with another's rights as stated above, nor should your actions interfere with the university's attempt to manage and maintain the residence hall system.
6. You are expected to directly participate in floor community meetings. Each resident shares responsibility for adhering to and enforcing community policies and guidelines.

7. You are responsible for knowing the policies outlined in the Guide to Residence Hall Living and the University Student Rights and Responsibilities, and you are responsible for adhering to said rules and policies.
8. You are responsible for your own actions and the actions of your guests, and for accepting consequences associated with policy violations.
9. Uncivil behavior does not include any speech or expressive activity which is protected by the United States Constitution and/or the Constitution of the State of New York.

- **Confidentiality.** In 1974, Congress adopted the Family Educational Rights and Privacy Act (FERPA), known as the Buckley Amendment, which affords students federally protected rights to privacy. FERPA allows the university to notify parents if students are involved in alcohol- or drug-related incidents. For information about FERPA, please contact Judicial Affairs and Student Advocacy at 645-6154.

## Violations: “What Happens If I Get Written Up?”

“*Written up*” is the term many people in the college community use to describe the process that occurs when a residence hall staff member witnesses and/or reports an incident that may include a violation of a university or residence hall regulations (see Appendix A: Rules and Regulations). In most cases, when observing a student who may be violating a regulation, the staff member, usually a Resident Advisor (RA), will identify himself/herself, communicate which regulation may have been violated, and request identification of the student(s) involved. If you find yourself in such a situation, you should remember two things:

1. Don’t panic — The Community Standards Program or “judicial system” is a component of the overall educational process and is considerate of your rights.
2. Always cooperate — Produce your ID promptly upon request and cooperate with the University staff involved. Failure to do these things will only complicate your situation.

The staff member will then create an Incident Report stating the circumstances surrounding the alleged violation and the student(s) involved and gives this report to the residence hall director, who will notify you via email to your [buffalo.edu](mailto:buffalo.edu) account or a letter delivered to your room regarding how to schedule a Judicial Hearing, if necessary. At the hearing with the residence hall director, you have the opportunity to discuss your involvement in the incident. During this meeting, you are encouraged to be honest and to ask questions.



## Important Definitions

- **Guide to Residence Hall Living** — This residence hall handbook is distributed at check-in and contains the rules and regulations and other pertinent information regarding residential living. You are expected to be familiar with its contents and will be held accountable to it.
- **Community Standards Program** — These are the processes by which the University Residence Halls rules and regulations are enforced. Students are provided a hearing with Campus Living to resolve alleged violations. In certain instances, if a student feels that he or she did not violate residence halls rules, that student may be given an opportunity to have a hearing by a panel of his or her peers—a Peer Judicial Board. This process validates community standards by allowing student panelists to decide what behavior is acceptable in their community. The CSP also provides a valuable opportunity for positive student/staff interaction.
- **Peer Judicial Board Hearing Officer** — The Campus Living Judicial Coordinator advises and directs the Community Standards Program review process and conduct Peer Judicial Board hearings. The Judicial Coordinator does not vote on whether the student violated a Campus Living rule — that is the sole function of the Peer Judicial Board. Rather, the Coordinator’s responsibilities are to schedule and conduct the actual hearing, to rule on the admissibility of testimony and evidence, and to ensure that the goals and objectives of the Community Standards Program are realized.
- **Peer Judicial Board (PJB)** — A peer review body may be convened to adjudicate alleged violations of university rules and regulations. The PJB is composed of volunteer students from the University Residence Halls and Apartments. There must be a dispute of fact between the student and the Residence Hall Director in order to request a PJB hearing.
- **Hearing** — A hearing is convened by a Campus Living administrator to adjudicate an alleged rule infraction of a more critical nature. This is defined more specifically later in this section.
- **Student-Wide Judiciary (SWJ)** — The judicial extension of the University at Buffalo student governments. Its purpose is to provide a fair hearing and decision by peers. Each case is heard by a three-student justice trial panel. Alleged violations of University regulations occurring within the residence halls may be referred to the SWJ.

## Community Standards Program

The Campus Living Community Standards Program is designed to enforce the Campus Living rules and regulations while maintaining educational principles. This disciplinary process functions cooperatively with the Office of Judicial Affairs and Student Advocacy and the University Police.

- **Rules.** Students living in the residence halls sign an agreement that stipulates Campus Living’s responsibilities as well as individual student responsibilities. These rules and regulations apply to all students and their guests as a part of this agreement. As specified in the agreement, violations of the rules and regulations may result in the suspension or termination of the student’s University Residence Hall Agreement, as well as restrictions to entering some or all Campus Living buildings.
- **Hearing with a Residence Hall Director** (*for some incidents you may meet with an assistant residence hall director*). The disciplinary process commences when a residence hall director receives notice of a possible violation of a Campus Living rule (normally through an Incident Report). He or she will review the case and provide a written notice to the student to schedule a hearing to discuss the incident. At this meeting, the student will be provided with a description of the incident and the alleged violation(s). Students will be given an opportunity at this meeting to resolve the incident by taking responsibility for the charges. If a student takes responsibility for the charges, they will be informed of the sanction assigned by the residence hall director. The student may also request

that the sanction be reviewed by the Area Director. At the conclusion of this meeting, a charge may also be dismissed or a student may ask for an Administrative Review – or to be referred to a Peer Judicial Board hearing if there is a dispute of fact. If a student ignores the residence hall director’s written notice to schedule a hearing, the case will be adjudicated in the absence of the student.

- **Preliminary Interview.** Prior to attending a Judicial Hearing, a resident may request that the residence hall director set up a Preliminary Interview for the resident with the Campus Living Judicial Coordinator. At the Preliminary Interview, the resident is able to get information about Community Standards Program and the “judicial process,” review the incident report and charges relating to the incident, and discuss possible outcomes and consequences.
- **Peer Judicial Board (PJB).** A student may be referred to a hearing before the Peer Judicial Board if there is a dispute of fact. The PJB — composed of three randomly chosen student volunteers — will decide, by majority vote, whether the student is responsible for the alleged violation. In a Peer Judicial Board hearing, students have the right to present their side of an issue, including any witnesses who may support their positions. If the student board finds the student responsible for the violation, a sanction will be assigned, based on preset guidelines. Your residence hall director can tell you what the preset range of guidelines is for the violation for which you have been charged. A PJB hearing will not be convened if (1) there is no dispute of fact surrounding the alleged rule violation, (2) the student has admitted responsibility for the alleged violation, or (3) the student only wishes to have the issue of the severity of the sanction reviewed — not the issue of his or her responsibility. If any of these three situations arise, a student may ask to have the case referred to an administrative review with that student’s area director and/or other Campus Living officials.
- **Administrative Review/Hearing.** In certain more critical situations, an administrative review or hearing may be conducted by an area director, the residential judicial coordinator, the associate director of Residential Life, or the director of Campus Living. In an administrative review or hearing, students have the opportunity to tell their version of any alleged involvement in an incident that violated university regulations. The administrator has the option to assign a sanction if a student is found in violation, or dismiss the case. An administrator has authority to utilize other available sanctions, including, but not limited to, residence hall probation, loss of specified housing-related privileges, restitution, or recommendation for dismissal from housing. To appeal the administrator’s finding of a violation, a student must submit a written statement explaining the reasons for the appeal. The written statement must be submitted within the timeline set by the administrator. At an Administrative Review, a student has the right to be assisted by an advisor of his/her choosing. SBI Legal Assistance can provide an advisor upon request. SBI Legal Assistance Advisors are law students trained in dispute resolution and familiar with Campus Living conduct proceedings. SBI Legal Assistance is located in 377 Student Union. For more information call 645-3056.
- **Student-wide Judiciary (SWJ).** A student may be referred to the Student-Wide Judiciary to adjudicate an alleged violation of the UB Student Code of Conduct. This is often the case if the University Police are involved in resolving the incident. Students should refer to the UB Student Code of Conduct, University Standards and Administrative Regulations for more information, or call the Office of Judicial Affairs and Student Advocacy at 645-6154 for assistance. More information is available at [ub-judiciary.buffalo.edu](http://ub-judiciary.buffalo.edu).
- **Temporary Suspension and Hearing.** Under certain circumstances a student may be deemed to be a clear and present danger to the University community and may be suspended from campus, which includes all Residence Halls and Apartments, immediately pending a timely hearing on the charges. At that hearing, a determination may be made, subject to an appeal process, to terminate a resident’s University Residence Hall Agreement.

## Types of Sanctions

**Behavioral Contract.** A student may be asked to sign a behavioral contract if he/she engages in behavior(s) that are disruptive to the community. Such behaviors may include, but are not limited to, ongoing roommate conflicts, alcohol or drug abuse, and harm caused to oneself.

**Community Service Hours.** Community service is the primary sanction for students found in violation of regulations. The number of hours depends on the severity of the violation. Students are given a reasonable amount of time to complete their assigned hours.

**Dismissal and Termination of Housing Agreement.** Students found responsible for any of the items listed in section 2.35 of Appendix A: Rules and Regulations or the “Termination of Agreement” section of the University Residence Hall Agreement may be dismissed from the residence halls, their housing agreement will be terminated, their visitation privileges will be revoked, and they will be ineligible to live within or visit the University Residence Halls for a period of one year. After one year, students must submit a letter requesting consideration of the reinstatement of housing privileges to the Office of Residential Life.

**Educational/other Sanctions.** Students may be assigned other sanctions, including but not limited to research or essays on a given topic, mandatory hall council attendance, bulletin boards, poster projects, mediation, and facilitating educational presentations.

**Loss of Privileges.** In addition to community service, specific privileges of a student may be revoked. For example, a student may be denied the option to have visitors in the halls, or an over-21 student may be denied the option of consuming alcoholic beverages in the halls.

**Nonrenewal of Residence Hall Contract.** Students found in violation of residence hall rules and regulations, at the discretion of the assistant director, the associate director, the director, or a designee, may have their contract deemed nonrenewable. Living on campus is not a requirement at the University at Buffalo; therefore, any student who is continually disruptive to the community will be considered for nonrenewal. This includes, but is not limited to, students who commit acts of vandalism, students found responsible for multiple violations of the rules and regulations, students on probation for any violation, students who hinder the studying or sleeping of other members of the community, and students who are found to have endangered the health and safety of themselves or others. Visitation privileges will be revoked and the student will be ineligible to live within or visit Campus Living buildings for one year.

**Probation.** Probation outlines more severe consequences for future misconduct. This status may include a loss of privileges, such as the right to visit a particular building, the right to host guests, the right to possess alcohol if over 21, etc., as well as educational interventions. Violation of any policies while on probationary status may result in dismissal from the residence halls.

**Referral to UB Counseling Services.** A student respondent can be required to undergo an assessment by a counselor. These situations usually involve alcohol abuse or mental distress. The Community Standards Program hearing officer can request a referral, but normally this is mandated by the director of Campus Living or his or her designee.

**Residence Hall Warning.** If a minor violation has occurred and it's the offending student's first violation, a warning may be issued.

**Restitution.** If a student has damaged private or university property, the student can be required to compensate the injured party for such damage. In addition, it may be required, as a sanction, that the student issue a formal/informal written/verbal statement regarding his or her conduct (e.g., an apology, a retraction). When appropriate, restitution may be accessed in conjunction with other sanctions such as community service hours.

**UB-SAFER.** Students found in violation of the alcohol or drug policies may be mandated to attend UB Students Avoiding Further Exposure to Risk (UB SAFER). This program is provided to educate students about the choices they make regarding alcohol and drugs. Students may be required to meet with the Wellness Education staff for an assessment as part of this sanction.

# Appendix A

## 2012-2013 Campus Living Rules

Listed in this section are the Campus Living Rules. All students and guests are responsible for abiding by these as specified. In addition, the Student Conduct Rules, University Standards and Administrative Regulations should also be referred to and abided by at all times. The Student Code of Conduct is available at the Office of Judicial Affairs & Student Advocacy website: [ub-judiciary.buffalo.edu](http://ub-judiciary.buffalo.edu).

**UNIVERSITY LIMITS OF LIABILITY.** Students shall not hold the University at Buffalo or Campus Living liable, financially or otherwise, for any expense, loss, or damage resulting from violation of these rules, regulations, or standards, or because of the negligence of any student.

**1.00 General Responsibilities.** Students living in or visiting Campus Living facilities are expected to abide by the rules, regulations, and standards of the University at Buffalo now in effect, including the UB Student Code of Conduct rules regarding underage consumption of alcohol and public intoxication. Residents must also comply with the terms and conditions of occupancy as stated here (and as specified in the Campus Living Housing Agreement) and as posted in your living area. In addition, all New York State and Federal laws are in effect at all times. Students are expected to conduct themselves in a safe and orderly fashion while residing in the Campus Living community.

Any behaviors deemed as disruptive to sleeping, studying or harmonious community living are prohibited. Any behavior deemed threatening to the general health or safety of residence hall occupants, including oneself, is prohibited. Students and guests who are present for violations will be held responsible for contributing to those violations if they knowingly had the opportunity to stop the violation and did not, or if they make the conscious decision to not remove themselves from the situation and/or report it to a staff member.

Students living in or visiting the residence halls and apartments are expected to be tolerant and respectful of the diversity within our community. No person(s) should be discriminated or harassed due to age, race, color, ethnicity, national origin, religion, gender, sexual orientation, marital status, veteran status, ability/disability, and/or socioeconomic status.

**1.05 Loft/Bunk Beds.** Residence hall beds can be requested to be put in a “raised” position (only utilizing the provided notches in the bed posts) but are not allowed to be bunked, lofted, or raised in any other manner to a height exceeding 34" from the floor. For safety reasons, only Campus Living staff may raise or lower beds. Apartment beds must be used as is. Use of cinder blocks or commercially available bed risers is prohibited.

**1.10 Room Assignments and Room Changes.** In accordance with the Campus Living Agreement, only a license is granted with respect to room accommodations, and no tenancy is created. Only the registered occupant(s) of a room are permitted to maintain residence therein. Students may not “sublet” rooms, nor may a student permit any other unauthorized occupancy of residence hall or apartment space except those apartments that allow for Summer Subletting (South Lake Village, Flint Village, Creekside Village, and Flickinger Court). In these areas, see your village office for further information. Campus Living reserves all rights with respect to the assignment and reassignment of room accommodations and may, at its sole discretion, terminate such accommodations, making an appropriate financial adjustment of the charges.

Voluntary room changes must be approved by Campus Living Residential Operations staff or the appropriate residential area or village office staff. Occupants requesting a room/apartment change must be officially checked out of the assigned room before being checked into a new room. An improper check-out and lock change fee will be assessed if proper procedures are not followed. Hindering a room change and/or circumventing the housing lottery process may result in disciplinary action.

**1.15 Entry Into Student Rooms by University Officials.** The university reserves the right to enter any assigned room. Students' privacy rights are given important consideration before entering a room or apartment. When practical, university officials will give 24-hour advance notice to occupants before such entry.

Campus Living staff may enter rooms for the following:

- A. During any fire alarm or other building evacuation.
- B. To make a repair or check on immediate facilities issue, this includes work orders put in by a student but can also be in anticipation of a problem such as a leak or flood.
- C. When an alarm clock or device is left on and unattended, disrupting the community.
- D. To prepare for new occupants or to determine if vacant space is prepared— in the apartments during turnover and in the halls throughout the year if there is a vacancy.
- E. Health and safety inspections— in the halls during each vacation period and mid-semester; in the apartments twice a year. Health and Safety inspections are an opportunity for Campus Living staff to A) Ensure your safety, B) notify you of potentially hazardous conditions, and C) allow you the opportunity to correct any infractions or advise you in advance of any potential financial costs you may incur.
- F. If there is an immediate concern for a student's safety. In such cases, the staff member is required to announce their need to enter and clearly identify themselves. Refusal to cooperate may lead to disciplinary charges being filed.

**1.20 Care and Use of Facilities.** The university requires proper care and use of Campus Living facilities at all times. Registered occupants of each room are financially responsible for keeping their room and its contents in good order and free from damage by themselves and others. Students may not engage in any activity that can damage Campus Living facilities or property. Any such action is cause for financial liability for any damages and the possibility of other sanctions in accordance with these rules. Specifically:

- A. Recreational equipment such pool tables, ping pong tables, foosball tables, pools, etc. are not allowed in student rooms, apartments or floor lounges. Sports or similar activities (including frisbee, rollerblading, skateboarding, bicycling, bouncing balls, or water sports) are not allowed in any Campus Living building, or the plaza of the Ellicott Complex.
- B. University-owned furniture and equipment (such as furniture, stereos, televisions, microwaves, and recreational equipment) may not be taken from, or moved within, the building without written permission from a Campus Living office.
- C. No one may tamper with (or alter) the electrical system or any other cables or wiring in the building. This includes circuit breakers, switches, wiring, and any data/telecommunication cables.
- D. Screens, windows, and window railings must remain in place at all times. Students are prohibited from hanging out of their windows or throwing or handing any items out of their windows. Students are prohibited from entering or exiting the residence halls or apartments through windows.
- E. No one may enter restricted areas. Restricted areas include but are not limited to: Residence hall or apartment roofs, mechanical rooms, janitor closets and ResNet closets, etc. Some residence halls have exterior balconies as part of the architectural façade. Access to these balconies is prohibited. No one may tamper with roof doors or roof locks or climb sides of buildings.
- F. Students are not allowed to enter residence halls that are closed over breaks unless they have been given permission.
- G. No one may improperly access or use fire escapes or fire ladders.
- H. No one may paint, wallpaper, write on room walls and doors, or remove any door within their room or apartment.
- I. In the Residence Halls, no one may make holes of any kind in their room walls, doors, or ceilings. In the apartments, a few well-placed nails in walls are acceptable. Excessive damage or holes in the apartments will be charged. No holes or nails in ceilings or doors.
- J. No one may damage, vandalize or deface common areas, including hallways, bathrooms, lounges, laundry rooms, elevators, and stairwells.
- K. No one may damage, vandalize, alter or deface their room/apartment or furniture provided.
- L. Students and guests are prohibited from entering or using bathrooms that are designated for the opposite gender.
- M. No one may interfere with the operation of smoke detectors or any other life safety systems or devices.
- N. Lounges are not to be slept in by residents or their guests.

Campus Living will conduct health and safety inspections of each resident room as needed. Residents and their guests are required to maintain an appropriate level of cleanliness and orderliness within their room. Unsanitary conditions, such as garbage, dirty or improperly stored dishes, spoiled perishable food items, dirty clothes, or other clutter, etc., must be corrected. Each room must have clearly defined passage areas to be used in case of emergency. Common courtesy and common sense should be the guide. Please contact your residence hall/complex director if you have questions on how to meet these standards.

Violation of this section will result in financial liability for all custodial or maintenance charges as well as damages that may result. Additional sanctions may also apply, in accordance with appropriate university and/or Campus Living regulations. Criminal charges may also be incurred. Since violation of this section may create a clear danger to members of the Campus Living community, dismissal (termination of Campus Living Housing Agreement) from Campus Living is a possible sanction for creation of such a hazard. Civil liabilities may also apply.

**1.25 Reservation of Residence Hall and Apartment Space.** *(Also see Article 3, #40 University Grounds, Student Code of Conduct, University Standards and Administrative Regulations.)*

Only recognized residence hall groups are eligible to reserve space in the residence halls. Other groups must seek sponsorship via a Campus Living staff member. Apartment community buildings may be reserved by Campus groups or organizations— fees may apply. Authorized groups should make each reservation request with the appropriate area or village office. The sponsors and organizers of any event will be responsible for adherence to these procedures, regulations, and any other applicable state or university statutes. Sponsors and organizers of any authorized, unauthorized, approved or unapproved event will be liable for disciplinary action and also will be held fully responsible for the event, including financial responsibility for any damages that may occur as a result. Alcohol is not allowed at any event hosted within Residence Hall or Apartment Lounges.

**1.30 Cooking.** Cooking of food in student residence hall or apartment bedrooms is prohibited, with the exception of the warming of hot water in a thermostatically controlled hot water pot. Cooking in the residence halls is permitted in areas specifically designed for that purpose. It is the responsibility of each student to be aware of these areas.

- Use of microwaves, toasters, toaster ovens, hot plates, and appliances with exposed heating elements are strictly prohibited in student residence hall rooms and apartment bedrooms. Small appliances (including George Foreman grills) can be used only in designated kitchen areas. In apartments, approved and provided appliances may be used in the kitchen area.
- Student use or possession of propane, charcoal grills, and flammable liquids are strictly prohibited in the residence halls and apartments. Use of charcoal grills can occur in designated areas.
- Food must be stored appropriately and anything used in food preparation must be cleaned completely.
- Garbage and grease must be disposed of properly in trash cans.
- Cooking appliances that do not have automatic shut-offs (e.g., some hot pots and all immersion coils) are prohibited and cannot be used or possessed in the residence halls or apartments.
- Food being cooked cannot be left unattended.
- Violation of the regulations regarding cooking may result in confiscation of appliances that have been so used, along with other sanctions.

**1.35 Refrigerators.** Refrigerators that are owned or leased by students are subject to inspection or registration, as mandated by Campus Living. Student refrigerators must be no larger than 4.5 cubic feet and 2 amps, and only one such refrigerator per single or double room is allowed. For those students living in a triple or quad or apartment, one refrigerator no larger than 6 cubic feet and 3 amps or two refrigerators no larger than 4.5 cubic feet and 2 amps are allowed. Only one refrigerator may be plugged into any duplex outlet. Students who do not properly dispose of their refrigerator unit will be charged a minimum fee of \$100 for disposal.

**1.40 Amplified Sound Equipment or Musical Instruments.** The use of amplified sound equipment or musical instruments may be restricted. These restrictions may include the mandatory use of headphones or limitations regarding permiof use. Sound may not be amplified or projected out of windows. Any disruption caused by sound or vibration is prohibited. Violation of this section may result in the required removal of the equipment from the residence halls/apartments, impoundment, and other disciplinary sanctions. (See Section 1.45 for quiet hour restrictions.)

**1.45 Quiet/Courtesy Hours.** All residents and guests are required to abide by reasonable standards of noise guidelines as established by Campus Living. Quiet hours are strict standards as defined by Campus Living staff. Additional quiet hours are implemented in some theme areas, during exam period, by agreement of a particular area, or as an imposed sanction by university officials. Quiet hours run in general from 11 p.m. to 8 a.m. on weekdays (Sunday - Thursday) and midnight to 10 a.m. on weekends. In Governors, quiet hours begin at 10 p.m. on weekdays. Each hall may modify these hours to begin earlier. Ask your RA or village office for the specific quiet hours in your area.

During quiet hours, students are requested to refrain from congregating in the hall, bathroom, or elevator areas, including areas adjacent to the building, at the discretion of the Residence Hall Director/Complex Director, and loud talking or laughing, pounding or running; playing loud music, radios, television, or musical instruments (see 1.40: Amplified Sound Equipment or Musical Instruments). "Courtesy Hours" are always in effect. If a noise problem arises with a neighbor, students are asked to notify their neighbor initially to communicate the issue. If the problem persists, a complaint can be filed with the hall or village office. Accordingly, if another student requests that a noisy behavior be discontinued, this request should be honored.

In the halls, during final exam periods, it is imperative that the environment be conducive to study 24 hours-per-day. This period will begin the last day of classes and will end when the halls close for breaks. Any violation of quiet hours or intentional disruption may result in immediate suspension from the residence halls, regardless of scheduled final exams. So as not to disturb others, students in the residence halls are required to vacate their room and the residence halls within 24 hours of their last exam.

**1.50 Drugs.** (Also see Article 3, #35 Substances, #20 Impaired Driving, and Article 5, Drug-Free Schools and Communities Act, Student Code of Conduct, University Standards and Administrative Regulations.)

The use, possession, sale, distribution or attempt to do so, of illegal drugs, hallucinogens or controlled substances, or the evidence of such, including odor, smoke, residue, paraphernalia or illegal substances is prohibited in all Campus Living buildings. Persons in a room or apartment where there is evidence of drug use may be held responsible for the use. Drug paraphernalia will be confiscated by the University Police. As outlined in the Campus Living agreement, violations of this section may result in immediate suspension or dismissal from the halls or apartments. The Family Educational Rights and Privacy Act (FERPA) allows the university to notify parents if students are involved in drug-related incidents. All applicable rules of the University at Buffalo and statutes the State of New York are strictly enforced. (See section 2.35.) Sanctions may vary and students may be required to attend UB Students Avoiding Further Exposure to Risk (UB-SAFER).

**1.55 Weapons and Explosives.** (Also see Article 3, #39 Weapons, Student Code of Conduct and Article 4B University Standards, University Standards and Administrative Regulations.)

Weapons, ammunition, explosives, fireworks, gasoline or any other flammable liquids are not permitted in the residence halls or apartments. In addition, air guns, spring guns, paintball guns or other instrument in which the propelling force is a spring, compressed air, or CO<sub>2</sub> are prohibited. Knives, except for those expressly used in food preparation, are prohibited. Decorative or martial arts weapons are prohibited. Possession of bows and arrows is also prohibited. Weapons for use in hunting may never be brought into a residence hall or apartment; see University Police at Bissell Hall for storage of these. All prohibited weapons and explosives will be confiscated by the University Police. Violation of this section may result in immediate dismissal from Campus Living.

**1.60 Gambling.** (Also see Article 3, #17 Gambling, Student Code of Conduct, University Standards and Administrative Regulations.) No student shall gamble for money or other valuables in the residence halls except as part of an authorized activity. This includes gambling online using Campus Living wireless access, ResNet, or administrative networks.

**1.65 Security Procedures.** Campus Living has taken many steps to provide a safe and secure environment; however, the ultimate responsibility lies with those who live in the community. Residents and their guests will be subject to disciplinary action if they attempt to bypass the security system in the following manner: failure to respond to requests by designated personnel including student security personnel, propping doors, entering a secured area behind someone, allowing access to someone you do not know, and forcing open locked doors. Students are not permitted to copy or loan to any other person any key or access card that has been issued by a university official. Residents and guests must, upon request, provide appropriate university identification to University Police or Campus Living staff.

**1.70 Rushing and Pledging Activities.** (Also, see Article 3, #18 Hazing and Article 7, Student Organizations, Student Code of Conduct, University Standards and Administrative Regulations.)

Rushing and pledging activities by any student organization, Greek letter, or similar group in a residence hall must be specifically approved by the Residence Hall or Complex Director at least three days in advance. In accordance with New York State law and the UB Student Code of Conduct, any “hazing” is strictly prohibited. Violation of this section by participating in unauthorized or unlawful activities may result in disciplinary sanctions.

**1.75 Guests.** Guests are considered any person present in a room or apartment that who not the official occupants of that room or apartment. Guests, whether overnight or not, are welcome to stay if there is approval of all roommates. During the course of their stay, guests may be required to show that they are legitimate guests. Guests are expected to provide identification upon request. Guests must be accompanied by their host at all times. Guests are the responsibility of the host, and residents may be held responsible for their guest’s misconduct. No keys, swipe card or bathroom combinations shall be given to guests. The maximum length of a guest’s stay is four days and three nights in a two-week period. Guests may be current UB students, or nonstudents. All are held to the same standard of conduct as each residential student. Guests may be required to leave at the discretion of Campus Living staff. Guests may be banned from residence halls or apartments as a result of disruptive behavior. In the halls, overnight guests are not permitted during break periods.

**1.80 Reasonable Request of a Campus Living Official.** (Also see Article 3, #29 Reasonable Request, Student Code of Conduct, University Standards and Administrative Regulations.) A person is responsible for failure to comply when he or she, knowing, or having reason to know, that the requesting person is a Campus Living official, fails to comply with a reasonable request, including attending a meeting or providing accurate and true ID when required. Campus Living officials include, but are not limited to Resident Advisors, Academic Assistants, Community Assistants, Assistant Hall/Complex Directors, Residence Hall/Complex Directors, Assistant Directors, Associate Directors, Director, custodial and maintenance staff, University Police, and night security staff.

**1.85 Pets.** Animals or evidence of animals including food, cages or other supplies are prohibited in the residence halls and apartments at all times, even on a temporary basis. This is in accordance with safety and health rules and for the welfare of the pets. The departments of Campus Living and Environmental Health and Safety have determined that fish in tanks no larger than 10 gallons are allowed. Poisonous or predatory fish are prohibited. Service Animals to assist people with disabilities are permitted in the residence halls and apartments for that purpose and appropriate documentation must be provided to and approved by Campus Living staff, specifically Residential Operations.

**1.90 Alcohol.** (Also see Article 3, #1 Alcohol and #20 Impaired Driving; Article 5, Drug-Free Schools and Communities Act, Student Code of Conduct, University Standards and Administrative Regulations.)

Possession and consumption of alcoholic beverages on the University at Buffalo campus and in Campus Living buildings is governed by the appropriate state and municipal laws and is further governed by the Student Conduct Rules, University Standards and Administrative Regulations, and by this section of the Campus Living Rules. The Family Educational Rights and Privacy Act (FERPA) allow the university to notify parents if students are involved in alcohol-related incidents.

Campus Living is particularly concerned with behaviors or decisions that lead or may lead to a dangerous misuse of alcohol. Persons who host parties involving alcohol, provide alcohol to underage persons, supply alcohol to persons already intoxicated, or otherwise jeopardize the safety of others through a violation of Campus Living rules and regulations regarding alcohol are subject to immediate suspension or dismissal from Campus Living, as well as campus, criminal, and civil charges. Campus Living staff have been instructed to apply the alcohol regulations in the following manner:

- A. Persons under the age of 21 may not possess or consume alcohol anywhere in the residence halls or apartments, including, but not limited to, student rooms and public areas, such as lounges, hallways, and stairwells. Alcohol and empty alcohol containers are absolutely prohibited in the first-year residential areas (Goodyear, Richmond, Spaulding Wilkeson, Dewey and Roosevelt) and Greiner Hall. Because these buildings are predominantly occupied by residents under the age of 21, they are all considered “dry”.
- B. In rooms or apartments where all residents are under 21, no alcohol may be possessed or consumed. This includes possession by guests or visitors who are of legal drinking age. Anyone present in an underage room or apartment where the consumption of alcoholic beverages is occurring will be in violation of this section.
- C. Open alcoholic beverage containers are not permitted outside student rooms or apartments, such as in halls and lounges—regardless of whether a student is of legal drinking age.
- D. A student living in the residence halls or apartments is responsible for informing guests of rules and regulations regarding the consumption of alcohol and can also be held responsible for any violations of these rules and regulations by the guests.
- E. Use or possession of kegs, beer balls, beer bong, beer pong tables, tap devices, or funnel devices used for the consumption of alcohol is strictly prohibited in the residence halls and apartments. A student of legal drinking age may not possess more than one case (30-24 count) of beer, or two liters of wine, or one liter of distilled spirits.
- F. If all the residents of a student room or apartment are not of legal drinking age, those residents over 21 may keep alcohol in the room; however, these students are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age. Students who are 21 or older and who reside in a room or apartment with students who are not yet 21 may be held responsible for violating this section if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol they possess.
- G. An underage student who is present in a student room or apartment where some or all of the residents of that room are of legal drinking age may be in violation of this section if there is reasonable suspicion that the underage student is or was in the act of consuming alcohol. Any person suspected to be consuming or in possession of alcohol may be required by a member of the Campus Living staff to produce identification and proof of age. Violations of this section may result in referral to UB Students Avoiding Further Exposure to Risk (UB-SAFER).

Enforcement of any of these regulations or laws regarding the distribution, possession, or consumption of alcohol shall be done by the University Police and/or Campus Living. Any person who violates any of the rules regarding the possession or consumption of alcohol will be requested to immediately dispose of the beverage or it will be subject to confiscation in accordance with New York State law. Such persons may also face criminal arrest and university disciplinary action.

Those found in violation of the Campus Living alcohol policy will be treated in a manner consistent with the university’s educational mission and its paramount concern for the health and safety of its students. Sanctions given for alcohol offenses will consider the prior conduct of the student and the specific circumstance and outcomes of the conduct. Alcohol offenses that include violent behavior, harassment, vandalism, or the blatant disregard for the safety of oneself or others will result in the most severe sanctions.

**1.95 Substance Abuse Problems.** (Also see Article 3, #35 Substances and #1 Alcohol; Article 5, Drug-Free Schools and Communities Act, Student Code of Conduct, University Standards and Administrative Regulations.)

If a student engages in repeated behavior that is in violation of Campus Living Rules and Regulations and that is indicative of likely substance abuse problems, he/she may be required to attend a meeting or hearing with the director of Campus Living or designee, and/or other university officials, as appropriate. The result may be dismissal from the residence halls/apartments or nonrenewal of the housing agreement. Acceptance of a referral to a counseling agency for substance abuse treatment may serve to suspend the implementation of such sanctions. In such case, residence hall or apartment probation regarding future behavior will be imposed and documentation of an ongoing relationship with the agency may be required.

**2.00 Solicitation and Posting.** (Also see Article 4B University Standards, #C5 Solicitation and #C3 Posting Policies, Student Conduct Rules, University Standards and Administrative Regulations.)

Solicitation in Campus Living buildings or on the grounds is prohibited. Students may not use any Campus Living facilities/rooms or apartments, or permit rooms to be used, for any commercial purpose whatsoever. Any door-to-door solicitation is regarded as an invasion of privacy and is therefore prohibited. This restriction applies to both commercial and non-commercial solicitation and to distribution or posting of written materials as well as personal contact, which includes "Dormstorming." Any person found soliciting in the halls or apartments is subject to arrest for criminal trespass. Postings for events at bars and nightclubs are prohibited. All postings must be approved by Campus Living staff and may be placed in designated areas only. Contact your area/village office for specific information. Campus Living staff and Hall/Village Council members may go door to door with permission of the Residence Hall/Complex Director or Assistant Hall/Complex Director. A letter will be issued indicating permission is granted.

**2.05 Fire Alarms and Fire-Fighting Equipment.** (Also, see Article 3, # 16 Fire Safety Equipment, Student Code of Conduct, University Standards and Administrative Regulations.)

Any tampering with fire detection systems, fire alarms or fire-fighting equipment is prohibited. This includes alarms, fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, fire escapes and smoke/fire doors. If a fire alarm is set off by your actions you may be dismissed from Campus Living housing. All students are required to follow fire evacuation procedures. This includes evacuating whenever an alarm is sounded. University Police, Fire Department, and Campus Living personnel are authorized to enter rooms to ensure that they have been evacuated properly. Campus Living wishes to convey to all students that this behavior is viewed as a threat to the safety of the entire community. Therefore, any violation of this policy may result in dismissal from Campus Living housing and further university sanctions, as well as criminal prosecution.

**2.10 Open Flames & Heat-Producing Items.** (Also, see Article 3, #4 Arson, Student Code of Conduct, University Standards and Administrative Regulations.)

Items that require an open flame to operate or that produce heat (e.g., Bunsen burners; space heaters; candles, including decorative; oil burners; candle warmers; alcohol burners; are not allowed in residence halls or apartments. Burning of incense and herbs is also prohibited, including for religious reasons. Plug-in type air fresheners are prohibited.

**2.15 Room Modifications & Decorations.** Student rooms may be decorated to assist in the personalization of the rooms. Restrictions do apply. Fire safety equipment, such as heat detectors and smoke detectors, may not be tampered with or covered. Other restrictions:

- A. *Holiday Decorations* – Decorations may be used but must not interfere with fire safety equipment and may not be placed in an area creating a health/safety hazard. Use of lights and other electrical decorations must be UL approved and may not interfere with the electrical circuitry of the facility. Decorations may not be hung out of windows. Live-cut trees are strictly prohibited. Students may be required by Campus Living staff to take down any decoration. Students may be held financially liable for any damage or cost for decorations improperly placed or disposed of.
- B. *Student Room Doors, Walls and Ceilings* – Doors of student rooms or apartments may be decorated but are considered public areas. Such decorations may not damage door surfaces or create health/safety hazards. Room numbers on doors or

door frames must not be covered. Residents are not allowed to tape doors, or stuff towels or sheets under doors. Obscene and/or offensive materials are strictly prohibited. Doors are not to be removed. Decorations or furnishings may not obstruct or obscure the visibility of an exit door. Residents may be required to remove excessive wall decorations such as posters or tapestries, to comply with New York State Fire Codes. Nothing is permitted to be hung from the ceiling nor is anything to be attached to sprinkler piping or sprinkler heads.

*C. Bottles and Cans* – Decorative bottle or can collections are prohibited. Alcohol bottles, even empty, are prohibited from being used as decoration. For recycling purposes, bottles or cans may be collected but limited to 35 cans or bottles in the halls and full tall kitchen bag in the apartments. The recyclables must not constitute a fire or safety hazard.

*D. Halogen, Multi-Arm and Upward-Facing Lamps* – Any lamp requiring or utilizing a halogen or halogen-type bulb is strictly prohibited. This includes, but is not limited to, torchiere and desk lamps. Also prohibited are multi-arm lamps with plastic shades and all types of “upward-facing” bowl lamps.

*E. Air Conditioners* – Both window and portable units are prohibited.

*F. Extension Cords and Power Strips* – Extension cords are not permitted. If additional outlets are necessary, surge protector power strips with circuit breakers may be used. Each power strip must be individually plugged into a wall outlet; they may not be daisy chained (plugged into another power strip). Electrical power cords may not be placed under carpets or rugs.

**2.20 Smoking.** (Also, see Article 3, Section 33, Student Code of Conduct) **As of August 1, 2010, the University at Buffalo is a completely smoke-free campus. Additionally, New York State law and SUNY policy prohibits smoking in all residence halls, apartments and indoor areas generally accessible to the public.**

- Accordingly, smoking is prohibited in any residence hall or apartment facility, including, but not limited to, student rooms, hallways, lounges, and stairways.
- It is a violation of this section to smoke outside in a location where the smoke may affect the air supply of residential buildings (i.e. generally within 50 feet of building entrances or windows).
- Use or possession of Hookahs in the residence halls and apartments is prohibited.

**2.25 Misuse of Video/Cable/Computer Equipment.** Any unauthorized use of university video equipment, the Campus Living cable system, or university computers may result in disciplinary action against a student. Tampering of cable equipment, electronic systems, internet connections, apartment intercoms, and/or the theft of cable service is prohibited. Use of any video equipment or computer technology in a manner that impermissibly infringes upon another person’s right to privacy may also result in disciplinary action and/or the required removal of the video equipment or computer technology from the halls and apartments. Furthermore, other misuses of university - or personally owned - computers, including hacking into another person’s computer, sending harassing e-mail, instant messaging, blogs or other online journals, etc., is strictly prohibited and may result in disciplinary action. Students are responsible for their computer and things that are sent from it when they leave it unattended or leave it unsecured. Conversely, if you send something from someone else’s computer, you may be charged. Students are responsible for the content of personal web spaces. Threatening or harassing content or content promoting activity which would constitute a university or Campus Living violation is prohibited.

**2.30 Physical Abuse and Harassment.** Physical violence (Section 27) and Harassment (Section 18) and Sexual Harassment (Section 31) are prohibited conduct by Article 3 of the Student Code of Conduct Rules, University Standards and Administrative Regulation. Sexual harassment is also a violation of federal and state law. Students may contact the Office of Judicial Affairs and Student Advocacy at 252 Capen Hall for additional information.

Any student who intentionally physically abuses, harasses, threatens, intimidates, or endangers the health or safety of students or Campus Living staff (including resident advisors, community assistants, academic assistants, student assistants, cleaning and maintenance personnel, University Police officers, or other students) may be charged with a violation of this section. This includes acts of physical violence and harassment as defined in the UB Student Code of Conduct. Such acts include, but are

not limited to, fights, domestic altercations or violence, sexual abuse, or use of a weapon of any type. Harassment and threats via telephone calls, e-mails, instant messages or other electronic means, including social media sites, are prohibited. Such behavior may also result in immediate dismissal from Campus Living housing (See Section 2.35.).

**2.35 Dismissal From Campus Living Residence Halls and Apartments.** The following infractions may result in your immediate dismissal, suspension, and restriction from campus housing and referral to the Student-Wide Judiciary. Arrest under New York State Penal Code is also possible.

- A. Any health and safety violation, such as a false fire alarm, discharging of a fire extinguisher, igniting fires, tampering with heat/smoke detectors, or use or possession of fireworks, and throwing anything from university residence hall windows.
- B. You are a clear danger to yourself or the residence hall or apartment population. Examples include arrest for assault and battery, possession or use of a weapon, possession or sale of narcotics, or other illegal substances or crimes as may be determined to have serious or dangerous implications for students living on campus. Continued and/or serious violations of security systems or procedures may also result in dismissal.
- C. Willful destruction of university property in excess of \$300 in value.
- D. Suicide attempts or other behaviors that result in a determination that continued occupancy would likely result in severe adverse psychological problems for you and/or other residents. This may include substance abuse, addictive behavior or violation of a behavioral contract. Such judgment would be made by the Director of Campus Living in consultation with appropriate Student Affairs staff.
- E. Acts of physical violence. Such acts include, but are not limited to, fights, domestic altercations or violence, sexual abuse, or use of a weapon of any type.
- F. Theft of any kind or the possession of stolen property. This includes the unauthorized possession, use or removal of Campus Living or University property, or unauthorized use of any service (e.g. UB Cards, phone calling cards or authorization codes).
- G. Violation of Campus Living probation; determined via an administrative hearing, as detailed below, or university suspension hearing.

In cases where allegations have been made regarding violations of this section, an administrative hearing will be held to determine responsibility and further action. As outlined in the Campus Living agreement, violations of this section may result in immediate suspension or dismissal from housing if the violator has been determined to be a clear danger to himself/herself or others. In these cases, an administrative hearing will be convened to review the case and determine sanctions. Administrative hearings will be conducted by the director of Campus Living or his/her designee. The outcome of this hearing will be in compliance with the terms of the housing agreement. Students may be subject to additional charges by the Student-Wide Judiciary and/or arrest under New York State law

**2.40 Campus Living Probation.** Students who are found in violation of Campus Living Rules may be placed on Campus Living Probation by an Assistant Director, Associate Director, Director, or Designee for a specified period of time. Students who are found responsible for any violation of Campus Living rules or university rules and regulations while on Probation may be immediately dismissed from Campus Living housing.

**2.45 Nonrenewal of Campus Living Contract.** Students found in violation of University policies or Campus Living rules, at the discretion of an Assistant Director, the Associate Director, the Director of Campus Living, or a designee, may have their contract deemed nonrenewable. Living on campus is not a requirement at the University at Buffalo; therefore, any student who is continually disruptive to the community will be considered for nonrenewal. This includes, but is not limited to, students who commit acts of vandalism, students found responsible for multiple violations of the rules, students on probation for any violation, students who hinder the studying or sleeping of other members of the community, and students who are found to have endangered the health and safety of themselves or others.

# Appendix B

## Terms and Conditions of the Campus Living Housing Agreement 2012–13 Academic Year

### Term of the Agreement for:

- **All On-Campus Housing Facilities**
- **Ellicott Complex (Fargo, Porter, Red Jacket, Richmond, Spaulding, Wilkeson)**
- **Governors Complex (Clinton, Dewey, Lehman, Roosevelt)**
- **Main Street Residence Halls (Goodyear, Clement)**
- **Greiner Hall**
- **University Apartments**

Note: This Agreement may be viewed online at [www.ub-housing.buffalo.edu/regs](http://www.ub-housing.buffalo.edu/regs)

### All On-Campus Facilities

**Eligibility** Only students enrolled as full-time undergraduate/graduate students, or participants in an approved residential program at the University at Buffalo (i.e. English Language Institute) may occupy an on-campus housing space. The student agrees to enroll and remain enrolled for academic credit each semester. Failure to do so may result in the termination or suspension of this agreement. It will be at the discretion of the Director of Campus Living (or designee) to allow students who fall below full-time status to remain in residence. Students who fall below the required full-time enrollment status and who are removed or released from their agreement will receive a refund of housing charges for that semester (if eligible) made in accordance with the housing refund schedule outlined below. Students in University Apartments with twelve (12) month agreement need not be enrolled for summer academic session as long as they have been enrolled for the preceding spring academic session. Students who are not enrolled as full-time students or enrolled in a UB residential program may seek approval to live on-campus through the Residential Operations Office. The Director of Campus Living may assign other occupants to any vacancies that exist after all student requests have been satisfied. Students must also be in good financial standing with the University to live on-campus.

**Insurance** The department of Campus Living is not responsible for theft of or damage to personal property. We strongly recommend that every student obtain a renter or homeowner insurance policy.

**Termination of Agreement** The department of Campus Living may terminate this agreement for breach of the terms by the resident, as herein stipulated, or for any of the following reasons or conditions:

1. The occupant ceases to be enrolled as a student and is not involved in a documented legitimate academic activity.
2. The occupant is responsible for a health or safety violation, such as a false fire alarm, illegal discharge of fire extinguisher, or use or possession of fireworks. Any tampering with or misuse of health and safety equipment is prohibited and punishable by university and/or civil court action. Action can also be taken by the department of Campus Living under the terms of this agreement.
3. The occupant or any guests, visitor or invitee of such occupant are a clear and present danger to the on-campus student population. Examples include arrest for assault and battery, possession or use of a weapon, felony possession or sale of illegal narcotics or other conduct as may be determined to have serious or dangerous implications for the students living on campus. Continued and/or serious violations of on campus security systems or procedures may also be cause for termination of this agreement, in accordance with this section.
4. Students diagnosed with a contagious medical condition must vacate their rooms until the condition is corrected.
5. Willful destruction of university property in excess of \$200 in value.
6. Campus determination that continued occupancy would likely result in severe, adverse psychological problems for the student and/or other residents. Such judgment would be made by the Director of Campus Living with advice from other sources, such as the Counseling Center, the Student Health Center, the University Police, the Academic Advisement Center, and the Educational Opportunity Program.
7. University rules and regulations, the "Guide to Residence Hall Living" and the "Apartment Handbook" are part of this agreement in that violations may be referred to the Campus Living Peer Judicial Board or to the Student-Wide Judiciary. It is within the jurisdiction of these bodies to recommend to the Director of Campus Living that an occupant be dismissed from on-campus housing.

**Responsibility for Use of Housing Facilities** The student and any guest, visitor or invitee of such student shall observe and abide by the rules, regulations, and standards of the University now in effect, and as may be issued from time to time, and shall comply with the terms and conditions of occupancy as stated in this document/Agreement and as may be posted in each on-campus area. The student agrees to indemnify and hold the University and UBF Faculty-Student Housing Corp., (owners) harmless from and against any expense, loss, or damage resulting from a violation of such rules, regulations, or standards by the student or any guest, visitor or invitee of such student or as a result of negligence by the student or any guest, visitor or invitee of such student on or about the residential facilities. The University at Buffalo subscribes to the minimum standards of the State University of New York (SUNY) system. These standards are detailed in the "Guide to Residence Hall Living" and/or "Apartment Handbook," which is distributed to all residence hall students. Additional copies may be obtained upon request.

**Key/Access Cards** Room keys, mailbox keys, access cards etc., cannot be transferred, duplicated, or altered. Anyone transferring, duplicating, or altering a key/card will be charged a replacement cost, and judicial sanctions will follow if appropriate.

**Furnishing Removal** University property may not be removed from any rooms. Damages to any room or apartment will be assessed to occupants for actual labor plus material costs. Occupants will also be charged for missing room furniture, screens, windows, etc., and disciplinary action will be taken. All damage/labor costs will be reflected on student account billings or security deposit (where applicable). No article of equipment belonging to the University at Buffalo, including furnishings, furniture, and television sets, may be moved within or taken from the building unless permission has been granted in writing by the Director of Campus Living.

**Utilities** The University shall provide all utilities including but not limited to sanitary sewer, hot and cold water, and light, heat, natural gas, air conditioning, electricity, basic cable, data network connection.

**Alterations** The student shall make no alterations to the Apartment, Suite or bedroom, or move, remove, disconnect or install any fixtures, equipment or appliances situated therein without the prior written consent of the University (which consent shall be at the University's sole and absolute discretion).

**Inspections** The University reserves the right to enter assigned apartments, suites and bedrooms. The University, where practical, will post notices twenty-four (24) hours before such entry, except in case of an emergency. The student's right to privacy is an important consideration before entering the apartment, suite or a student's bedroom. For purposes of health and safety inspections or emergency situations, however, University officials are authorized to enter apartments/suites/bedrooms without prior notice. The student will comply with these periodic inspections.

**Solicitation** Solicitation in the buildings or on the grounds of any on-campus housing area is strictly prohibited. Students are not to use, or permit their apartment/suite/room to be used, for any commercial purposes whatsoever.

**Waterbeds/Halogen Lamps/Lofts** Waterbeds, halogen lamps, and lofts are not permitted in any on-campus housing facility.

**Food Preparation** New York State multiple-dwelling laws do not permit cooking in sleeping rooms. Cooking is only permitted within kitchen areas. This statute is enforced by the university's Office of Occupational and Environmental Safety and the Campus Living staff. Occupants found cooking in unauthorized areas (e.g., sleeping rooms, suite rooms, lounges, etc.) are subject to immediate appliance confiscation and referral to

appropriate university judiciaries. Note that personal microwave ovens and toaster ovens are strictly prohibited.

**Recycling and Garbage Removal** Each student will comply with the recycling efforts undertaken by the University. Each student will remove all garbage and trash and take it to the designated trash room/areas within their building/complex.

**Mail Delivery** The Campus Living staff, as an accommodation to residents, will accept mail and items shipped to students by common carrier. The University does not accept liability for damage or loss (even as a result of negligence) of any such article. Students should not have cash or items of significant value sent to their mailboxes. Students will receive 24-hour notice, when possible, if mail cannot be delivered on any given day. Mail and package service may be limited during University break periods. Only mail addressed to residents will be delivered. Non-resident mail will be return to sender. Mail cannot be forwarded for any reason until after the current agreement end date.

**Guest Policy** All visitors to any apartment/suite/room must be guests of students licensing the apartment/suite/room therein. It is important to coordinate with your roommate(s) and the resident/community assistant when planning to have a guest overnight. The host student assumes complete responsibility for any guest, visitor or invitee. Guests may not remain in the apartment/suite/bedroom for more than three (3) nights in any given fourteen (14) day period.

**Pets** Animals and pets of any kind are prohibited in all residential areas. With the prior permission of the Department of Campus Living, trained animals used for health-related purposes are permitted. Other restrictions apply. Please consult the "Guide to Residence Hall to Living" and/or "Apartment Handbook" for further information.

**Fire Safety** The student must vacate their apartment/suite/bedroom and the facility during a fire alarm. The evacuation is the student's responsibility. Students should not wait for staff to instruct them to leave.

**Student's Right to Privacy** In compliance with the Family Educational Right to Privacy Act, the Department of Campus Living gives notice that personally identifiable information such as permanent address and telephone number may be given to potential roommates unless otherwise notified by the student.

**Student Conduct** The "Guide to Residence Hall Living and Apartment Handbook" are distributed to all resident students respectively, and are available on our web site [www.housing.buffalo.edu](http://www.housing.buffalo.edu). Please refer to them for student conduct guidelines and procedures. Violations of University or Campus Living conduct codes and/or rules and regulations as now in effect or as may be hereafter promulgated may result in the termination or suspension of this Agreement.

## Residence Halls

This residence hall agreement is for the entire 2012-13 academic year. The residence hall agreement creates a license for the student to use campus housing and is not a lease. It is understood and agreed that the relationship between the University at Buffalo and the student is that of licensor-licensee and not that of landlord-tenant. The written terms and conditions of this agreement supersede all previous agreements as well as any verbal statements or telephone conversations made concerning this agreement. Signing and returning the Residence Hall Agreement constitutes acceptance of its terms and conditions. All university regulations that are in effect at the University at Buffalo apply to any person who resides in the university housing system.

**Obligation** Students are obligated to abide by the terms and conditions of the University Residence Hall Agreement. This obligation includes assuming financial responsibility for the entire agreement period. Failure to pick up a room key or occupy the assigned space does not release a student from this agreement or its financial responsibilities. However, students who do not check in to their assigned space by 5 pm on the first day of class may forfeit their room reservation.

Prior to occupancy, residents who cancel their room reservation after July 1, or fail to check-in to their assigned space by 5 pm on the first day of classes, and remain enrolled at the University during the fall semester will incur a \$150 charge in addition to forfeiting the residence hall deposit. Similarly, prior to occupancy, new spring residential students who cancel their room reservation after December 15, or fail to check-in to their assigned space by 5 pm on the first day of classes, and remain enrolled at the University during the spring semester will incur a \$150 charge in addition to forfeiting the residence hall deposit.

The student agrees that the terms, conditions, policies, rules, and regulations contained in the "Guide to Residence Hall Living," the Student Conduct Rules, University Standards and Administrative Regulations, and laws of the United States and the State of New York, as may be amended from time to time, are incorporated herein by reference and are made a part of this agreement the same as if written herein. This agreement is nontransferable. Students are not permitted to sublet their rooms or transfer their agreement. Only registered occupants of a room are permitted to maintain residence therein.

**Housing Assignments** This agreement is for a space in the residence halls and not for a particular type or size of room, building, or campus. The university reserves the right to reassign or remove a resident from university housing for reasons of health, safety, security, conduct, non-occupancy, or failure to remain actively enrolled. It is the policy of the university to assign roommates without regard to race, color, national origin, religion, age, disability, or sexual orientation.

**Housing Deposits/Assessments** All applicants for residence hall space are required to submit a \$300 deposit or authorized deposit deferment at the time of application. The deposit will be applied to the student's account as long as the housing agreement is not terminated. The deposit is nontransferable.

The deposit is refundable under certain conditions. A student who cancels this housing agreement may request a refund, in writing, until May 1 for the fall semester or December 1 for the spring semester (or thirty days from the date of acceptance to the university, but no later than 10 days prior to the first day of classes). Students who submit a deposit deferment and cancel after May 1 or December 1 may be assessed a \$300 late cancellation charge. Prior to occupancy, residents who cancel their room reservations after July 1, or fail to check-in to their assigned space by 5 pm on the first day of classes, and remain enrolled at the University will incur a \$150 charge. Similarly, prior to occupancy, new spring residential students who cancel their room reservation after December 15, or fail to check-in to their assigned space by 5 pm on the first day of classes, and remain enrolled at the University will incur a \$150 charge. Students enrolled in university-sponsored academic programs must also adhere to these terms. All other deposits are forfeited. Refunds will be made subject to outstanding debts owed the university.

Housing-related charges will be billed through the Student Response Center. Room charges will normally be billed in two installments (once per semester) for the full academic year rate. Early arrival assessments, vacation charges, room change adjustments, and other housing fees will be posted as they are accrued. If occupancy begins during the course of a semester, residents will be assessed a prorated amount, based upon the number of days remaining in the period between the signing of the agreement and the conclusion of the academic year.

**Dates of Occupancy** Based on the official university calendar, the dates of occupancy will be from August 23, 2012 (new student), or August 25, 2012 (returning student), through May 10, 2013, excluding break periods. Residence halls will be closed during major holiday/break periods (fall, winter, and spring recesses). Students are required to vacate the residence halls within twenty-four hours of their last exams.

Additional room charges will be accrued by students who must remain in the residence halls during winter and/or spring recess (or any part thereof); who need to arrive prior to August 23, 2012 (new students), or August 25, 2012 (returning students), for the fall semester or prior to January 13, 2013 for the spring semester; or who must remain after May 10, 2013. All terms and conditions apply during early arrival/recess periods. Prior approval from the University Residence Halls is necessary to remain or arrive during these periods. This policy is applicable to all students, including those in the university's professional schools of law, dentistry, and medicine and biomedical sciences. Students assigned to the halls identified as 'Break Halls' may remain in their current room assignments during the fall, winter and spring breaks. Students assigned to other residence halls may need to relocate and will be accommodated only as space permits. Most offices and services will be closed between the end of the fall semester and January 5, 2012. Limited services will be available during this time.

**Early Release/Termination** If a resident terminates occupancy during the course of a semester (as opposed to between semesters) due to a judicial sanction or withdrawal from the university, whether voluntarily or involuntarily, refunds of housing charges for that semester shall be made in accordance with the University's tuition and fees refund schedule.

- Withdrawal after the end of the first week of classes will result in a 70% refund of housing charges.
- Withdrawal after the end of the second week of classes will result in a 50% refund of housing charges.
- Withdrawal after the end of the third week of classes will result in a 30% refund of housing charges.

- Withdrawal after the end of the fourth week of classes will result in no refund of housing charges being issued.

In addition to the above housing charges, the student will also incur a \$450 early release charge. The student must submit an Application for Early Release to Campus Living staff in advance of departure and vacate the room within forty-eight hours of the date of sanction/withdrawal. The student must complete the proper paperwork and return all room keys to the appropriate office. A \$50 improper checkout fee will be assessed for failure to do so, and additional lock change charges may be incurred.

This agreement may be terminated at the end of the fall semester due to graduation, study abroad, internship, academic dismissal, transfer of schools, withdrawal or military service. An Application for Early Release for these or other academic reasons must be submitted, in writing, along with supporting documentation to the hall director. There will be no additional room charges assessed as long as the application is received by November 1 (or within 10 days of the student being notified/approved for reasons listed above). If a resident submits his/her necessary form(s) after November 1 (or beyond 10 days of notification), the early release charge increases to \$450.

Requests for early release from the residence hall agreement for reasons other than those mentioned above are granted only under rare and extenuating/unforeseen circumstances and only after all residence hall options have been explored. The student must show just cause for early release and provide extensive supporting documentation. Charges will continue to accrue during the review process. The entire process may take four to six weeks to complete. The request forms, as well as procedural instructions, may be secured from the hall director. If a release is granted, a fee of \$300 will be assessed on the student's account. In order that all petitions may be reviewed prior to the start of the spring semester, the deadline to request an early release is November 1. If a resident submits his/her necessary form(s) after November 1 and the request is granted, the early release charge increases to \$450.

Students who move off campus during the academic year but remain registered for classes will be assessed full room charges for the academic year. Failure to occupy a space after signing this license does not relieve the student of the responsibility to fulfill the terms and financial obligations of the license. The agreement will not be terminated for the purpose of living off campus or in order to commute from home. This agreement may be terminated by the Department of Campus Living if a student maintains a past-due balance owed to the University at Buffalo and/or Campus Living.

**Vacancies/Consolidation** When vacancies occur at the beginning of a semester, Campus Living may consolidate those vacancies. Consolidation of occupants in similar room sizes may be employed. Residents living in an accommodation where a vacancy exists may be required to choose one of the following options:

1. Pay the special one-under occupancy rate: a. Double as a single: 135 percent of the double rate. b. Three-person as a double: 126 percent of the three person rate. c. three-person: 126 percent of the four-person rate.
2. Consolidate with another resident (in a similar room size) who resides where a vacancy exists.
3. Where consolidation is not deemed feasible by Campus Living staff, students may remain in the room with the understanding that a roommate may be assigned at any time. The university reserves the right to reassign residents who do not wish to pay the special one-under occupancy rate.

**Damage** Any claim by any person that the university is liable for damage to personal property in a residence hall must be filed by completing a negligence form with the university through the Office of Occupational and Environmental Safety. Registered occupants of each room are financially responsible for keeping the room and its contents in good order and free from damage both by themselves and by others. Each occupant will maintain appropriate health and safety standards. Room damage charges may be assessed to each occupant of a room for any damages to the room incurred during occupancy.

The procedure for damage assessment will be distributed to students upon arrival. Each resident may be subject to a prorated assessment in the event of damage or loss to common areas of their assigned residence facility if the damage is reasonably determined by the university to have been caused by the careless or willful acts of residents, but cannot be attributed to specific individuals. A common area damage billing process, not to exceed current SUNY limits, may assess common hall damages to all residence hall students or a portion thereof. Charges will be billed to the student's university account. Because most residents receive significant financial support from parents to pursue an education at the university, the Director of Campus Living (or a designee) may contact the parent or guardian in the event that university property damages exceed \$200 or any university regulation and/or terms of this agreement have been violated, such that the resident is liable for dismissal from the residence halls.

**Overcapacity** The university reserves the right to assign students on a temporary basis to overcapacity assignments. The student will be required to move to a new accommodation as soon as a permanent space is identified. Students who reside in these temporary accommodations may not receive all standard residence hall furnishings and amenities. A rate adjustment will be made for each day a student resides in an overcapacity situation.

## Greiner Hall

These Terms and Conditions are for the term identified on the Agreement Card (the "Card"). This Agreement creates a license for the student identified on the Agreement Card to occupy a bedroom dwelling in a suite (a "Suite") situated within William R Greiner Residence Hall located on the North Campus of the University at Buffalo (such William R. Greiner Residence Hall being hereinafter referred to as "Greiner Hall") and is not a lease. It is understood and agreed that the relationship between the University and the student is that of licensor-licensee and not that of landlord-tenant. The written terms and conditions of this Agreement supersede all previous agreements as well as any verbal statements or telephone conversations made concerning the use and occupancy of the Suite located in Greiner Hall.

**Obligation** The student who signs the Agreement Card, and his or her guests, visitors and invitees are obligated to abide by each and every provision of this Agreement. Failure by a student to pick up a suite/bedroom key or occupy the Suite/Bedroom does not release a student from his or her obligations under this Agreement for the entire Term hereof. Without limiting the generality of the foregoing, despite the fact that Suite charges are billed concurrently with the tuition for the academic session which coincides with the period of the student's occupancy of the Suite, the student, by signing the Agreement Card, acknowledges and agrees that he or she is responsible for the Suite charges for the entire Term designated on the Agreement Card.

It is acknowledged and agreed that the terms, conditions, policies, rules, and regulations contained in the University's "Guide to Residence Hall Living", the University's Student Conduct Rules and Standards and the University's Administrative Regulations, now in effect or as may be hereafter promulgated, are incorporated herein by reference and made a part of this Agreement the same as if were set forth herein. This Agreement is non-transferable. Students are not permitted to sub-license Suites or otherwise transfer their rights pursuant to this Agreement.

**Housing Assignments** This Agreement is for a Suite within the hall but not for any particular Suite within the hall. The University reserves the right to reassign or remove a student from a Unit, Complex or building within a Complex for reasons of health, safety, security, conduct, non-occupancy, or enrollment status. It is the policy of the University to assign occupants to the Units within an apartment without regard to race, color, national origin, religion, age, disability, or sexual orientation.

**Housing Deposits/Assessments** All applicants for residence hall space are required to submit a \$300 deposit or authorized deposit deferral at the time of application. The deposit will be applied to the student's account as long as the housing agreement is not terminated. The deposit is nontransferable. Students enrolled in university-sponsored academic programs must also adhere to these terms. Refunds will be made subject to outstanding debts owed the university.

The deposit is refundable under certain conditions. A student who cancels this housing agreement may request a refund, in writing, until May 1 for the fall semester or December 1 for the spring semester (or thirty days from the date of acceptance to the university, but no later than 10 days prior to the first day of classes). Students who submit a deposit/deposit deferral and cancel after May 1 for the fall semester or December 1 for the spring semester will be assessed a \$300 late cancellation charge. Prior to occupancy, residents who cancel their room reservations after July 1 for the fall semester or December 15 for the spring semester, or fail to check-in to their assigned space by 5 pm on the first day of classes, and remain enrolled at the University will incur an additional \$150 charge. Further, the student may also incur additional room charges. This may include being billed for the semester or until the unit can be filled by a new student.

At the time of signed agreement collection, all Greiner applicants are required to submit a \$150 security deposit or the amount designated on an authorized adjustment card as a pre-occupancy security deposit. This deposit shall be forfeited to the extent of any damage occurring during the Term of this Agreement to the bedroom or any area located within the building/complex in which the bedroom is located. This deposit may also be forfeited for rent or any charges/fees owed by the student to Campus Living.

Housing-related charges will be billed through the Office of Student Accounts. Room charges will normally be billed in two installments (once per semester) for the full academic year rate. Early arrival assessments, vacation charges, room change adjustments, and other housing fees will be posted as they are accrued. If occupancy begins during the course of a semester, residents will be assessed a prorated amount, based upon the number of days remaining in the period between the signing of the agreement and the conclusion of the academic year. All charges shall be due and payable on the same dates as tuition for the academic sessions coincident with the period of occupancy related thereto.

A student may incur additional charges if the student should vacate the suite after occupancy prior to the Early Release process. This may include being billed for the semester or until the bedroom can be filled by a new student.

**Dates of Occupancy** Based on the official university calendar, the dates of occupancy will be from August 23, 2012 (new student), or August 25, 2012 (returning student), through May 11, 2013, excluding break periods. Residence halls will be closed during major holiday/break periods (fall, winter, and spring recesses). Students are required to vacate the residence halls within twenty-four hours of their last exams.

Additional room charges will be accrued by students who must remain in the residence halls during winter and/or spring recess (or any part thereof); who need to arrive prior to August 23, 2012 (new students), or August 25, 2012 (returning students), for the fall semester or prior to January 13, 2013 for the spring semester; or who must remain after May 11, 2013. All terms and conditions apply during early arrival/recess periods. Prior approval from the Campus Living is necessary to remain or arrive during these periods. This policy is applicable to all students, including those in the university's professional schools of law, dentistry, and medicine and biomedical sciences. Students assigned to Clinton, Clement, Goodyear, Greiner, Red Jacket, Richmond Halls may remain in their current room assignments during the fall, winter and spring breaks. Students assigned to other residence halls may need to relocate and will be accommodated only as space permits. Most offices and services will be closed between the end of the fall semester and January 5, 2013. Limited services will be available during this time.

**Early Release/Termination** If a student vacates a Unit, without the consent of Campus Living Management, prior to the end of the stated Term of this Agreement for any reason, the student shall remain obligated to pay his/her Unit costs for the entire stated Term of the Agreement.

If a resident terminates occupancy during the course of a semester (as opposed to between semesters) due to a judicial sanction or withdrawal from the university, whether voluntarily or involuntarily, refunds of housing charges for that semester shall be made in accordance with the University's tuition and fees refund schedule. Withdrawal after the end of the first week of classes will result in a 70% refund of housing charges. Withdrawal after the end of the second week of classes will result in a 50% refund of housing charges. Withdrawal after the end of the third week of classes will result in a 30% refund of housing charges. Withdrawal after the end of the fourth week of classes will result in no refund of housing charges being issued. In addition to the above charges, the student will also be required to pay a \$450 early release charge. The student must submit an Application for Early Release to Campus Living staff in advance of departure and vacate the room within forty-eight hours of the date of sanction/withdrawal. The student must complete the proper paperwork and return all room keys to the appropriate office. A \$50 improper checkout fee will be assessed for failure to do so, and additional lock change charges may be incurred.

With consent of Campus Living Management, this Agreement may be terminated by a student at the end of the Fall session due to academic reasons including, graduation, study abroad, out of town internship, Washington program, academic dismissal, withdrawal from the University, transfer of schools, or military service. A \$300 early release charge will be assessed. Residents must submit an Application for Early Release by November 1 to the Residence/Complex Director in order to request early release from their Agreement; this includes any and all supporting documentation to verify these circumstances. If a resident submits his/her necessary form(s) after November 1, the early release charge increases to \$450 and there may be additional rental charges incurred along with the Agreement early release charge.

Agreements with end dates in July or August cannot be terminated at the end of the spring semester, regardless of graduation, withdraw, study abroad, student status, etc.

Requests for early release from the Agreement for reasons other than stated above are subject to the University's sole discretion, and are granted only under rare and extenuating circumstances. The student must show just cause for early release, and provide Campus Living with satisfactory supporting documentation. The Agreement will not be terminated for the purpose of allowing the student to live off campus or commute from home. The Application for Early Release process for requests of this nature are the same as those with academic reasons outlined above.

Charges will continue to accrue during the review process. Procedural instructions may be secured from Campus Living Management or viewing the housing website ([www.housing.buffalo.edu](http://www.housing.buffalo.edu)).

**Vacancies/Consolidation** When vacancies occur at the beginning of a semester, Campus Living may consolidate those vacancies. Consolidation of occupants in similar room sizes may be employed. Residents living in an accommodation where a vacancy exists may be consolidated with another resident (in a similar room size) who resides where a vacancy exists. Where consolidation is not deemed feasible by Campus Living staff, the student will remain in the room with the understanding that a roommate may be assigned at any time. The university reserves the right to reassign residents.

## University Apartments

Terms and Conditions of the University Apartment License Agreement (the "Agreement") between the State University of New York at Buffalo (the "University") and each student signing an Apartment Agreement Card (the "Card")

This Agreement is for the term identified on the Agreement Card/Application to Renew (the "Term"). This Agreement creates a license for the student identified on the Agreement Card/Application to Renew to occupy a bedroom dwelling unit (a "Unit") situated within one of the apartment complexes located on the North Campus of the University (such apartment complexes being hereinafter referred to individually as a "Complex" and collectively as the "Complexes") and is not a lease. It is understood and agreed that the relationship between the University and the student is that of licensor-licensee and not that of landlord-tenant. The written terms and conditions of this Agreement supersede all previous agreements as well as any verbal statements or telephone conversations made concerning the use and occupancy of the Unit. Signing and submitting the Agreement Card/Application to Renew constitutes acceptance by the student identified therein of these terms and conditions.

**Obligation** The student who signs the Agreement Card/Application to Renew, and his or her guests, visitors and invitees are obligated to abide by each and every provision of this Agreement. Failure by a student to pick up an apartment key or occupy the Unit does not release a student from his or her obligations under this Agreement for the entire Term hereof. Without limiting the generality of the foregoing, despite the fact that Unit charges are billed concurrently with the tuition for the academic session which coincides with the period of the student's occupancy of the Unit, the student, by signing the Agreement Card/Application to Renew, acknowledges and agrees that he or she is responsible for the Unit charges for the entire Term designated on the Agreement Card/Application to Renew.

It is acknowledged and agreed that the terms, conditions, policies, rules, and regulations contained in the University's "Apartments Handbook", the University's Student Conduct Rules and Standards and the University's Administrative Regulations, now in effect or as may be hereafter promulgated, are incorporated herein by reference and made a part of this Agreement the same as if were set forth herein.

This Agreement is non-transferable. Students are not permitted to sub-license Units or otherwise transfer their rights pursuant to this Agreement. Some sub-licensing may be allowed in apartment areas where twelve (12) month agreements are required. Sub-licensing may be allowed with management's approval only.

**Housing Assignments** This Agreement is for a Unit within a Complex but not for any particular Unit, Complex or building within a Complex. The University reserves the right to reassign or remove a student from a Unit, Complex or building within a Complex for reasons of health, safety, security, conduct, non-occupancy, or enrollment status. It is the policy of the University to assign occupants to the Units within an apartment without regard to race, color, national origin, religion, age, disability, or sexual orientation.

**Housing Deposits/Assessments** At the time of signed agreement collection, all Unit applicants are required to submit a security deposit or the amount designated on an authorized adjustment card as a pre-occupancy security deposit.

This pre-occupancy security deposit is refundable only in the event the student cancels this Agreement in writing not later than May 1 for the fall semester or December 1 for the spring semester. Prior to occupancy, residents who cancel their room reservations after May 1 for fall or December 1 for spring will incur a \$300 late cancellation charge. Further, those who cancel after July 1 for the fall semester or December 15 for the spring semester will be assessed an additional \$150 charge (\$450 total) and may also incur additional room charges depending upon the date of cancellation. This may include being billed for the semester or until the unit can be filled by a new student.

Unit charges will be billed through the University's Office of Student Accounts. Unit charges will be billed in one (1) or more installments concurrently with the tuition billing for each academic session occurring during the Term, unless the Term commences during an academic session, in which case the Unit charges for such academic session shall be due upon the commencement of the Term. All Unit charges shall be due and payable on the same dates as tuition for the academic sessions coincident with the period of occupancy related thereto.

If the Term of the Agreement begins on a date other than that specified by the University as the date of occupancy at the beginning of an academic session, Unit charges for the academic session in which such Term commences shall be pro-rated, based upon the number of days remaining in the period between the signing of the Agreement and the conclusion of the academic session.

**Dates of Occupancy** Unit occupancy is based on a monthly cycle generally as follows:

- 12 month Agreement - August 2012 to July 2013  
*\*Specific occupancy and termination dates to be assigned.*
- 12 month Agreement - June 2012 to May 2013  
*\*Specific occupancy and termination dates to be assigned.*
- 10 month Agreement - August 2012 to May 2013  
*\*Specific occupancy and termination dates to be assigned.*
- 2 month Summer Agreement - June 2012 to July 2013  
*\*Specific occupancy and termination dates to be assigned.*

All Complexes are open during break and recess periods falling during the Term. Unit charges include occupancy during such periods. However, University services may be limited during such periods. Refer to your Agreement for specific occupancy dates.

**Changes in Agreement Start Dates and Agreement Lengths** If a student wishes to change his or her Agreement length, it must be done before May 1 prior to the original Agreement period signed for. This includes changes in the start of an Agreement originally requested (June to August or vice versa) or extending or decreasing the end of the Agreement period (May to July or vice versa).

**Early Release/Termination** If a student vacates a Unit, without the consent of Campus Living Management, prior to the end of the stated Term of this Agreement for any reason, including, but not limited to withdrawal from the University, the student shall remain obligated to pay his/her Unit costs for the entire stated Term of the Agreement.

If a resident terminates occupancy during the course of a semester (as opposed to between semesters) due to a judicial sanction or withdrawal from the university, whether voluntarily or involuntarily, refunds of housing charges for that semester shall be made in accordance with the University's tuition and fees refund schedule. Withdrawal after the end of the first week of classes will result in a 70% refund of housing charges. Withdrawal after the end of the second week of classes will result in a 50% refund of housing charges. Withdrawal after the end of the third week of classes will result in a 30% refund of housing charges. Withdrawal after the end of the fourth week of classes will result in no refund of housing charges being issued. In addition to the above charges, the student will also be required to pay a \$450 early release charge. The student must notify Campus Living staff in advance of departure and vacate the room within forty-eight hours of the date of sanction/withdrawal. The student must complete the proper paperwork and return all room keys to the appropriate office. A \$50 improper checkout fee will be assessed for failure to do so, and additional lock change charges may be incurred.

With consent of Campus Living Management, this Agreement may be terminated by a student at the end of the fall academic session due to graduation, study abroad, out of town internship, Washington program, academic dismissal, withdrawal from the University, transfer of schools, or military service. A \$300 early release charge is assessed. Residents must submit the necessary form(s) by November 1 to the Residence/Complex Director in order to request early release from their Agreement; this includes any and all supporting documentation to verify these circumstances. If a resident submits his/her necessary form(s) after November 1, the early release charge increases to \$450 and there may be additional rental charges incurred along with the Agreement early release charge.

Agreements with end dates in July or August cannot be terminated at the end of the spring semester, regardless of graduation, withdraw, study abroad, student status, etc.

Requests for early release from the Agreement for reasons other than stated above are subject to the University's sole discretion, and are granted only under rare and extenuating circumstances. The student must show just cause for early release, and

provide the University with satisfactory supporting documentation. The Agreement will not be terminated for the purpose of allowing the student to live off campus or commute from home. In order that all petitions may be reviewed prior to the start of spring academic session, the deadline to request an early release is November 1. Charges will continue to accrue during the review process. Procedural instructions may be secured from Campus Living Management or viewing the housing website ([www.housing.buffalo.edu](http://www.housing.buffalo.edu)).

**Security Deposit** See "HOUSING DEPOSITS AND ASSESSMENTS" section of this Agreement. **Upon the return of the Agreement Card the student shall pay a security deposit of \$450.** This deposit shall be forfeited to the extent of any damage occurring during the Term of this Agreement to the Unit, the apartment in which the Unit is located or the Complex in which the Unit is located. This deposit may also be forfeited for rent or any fee(s) owed by the student to University Apartments.

**Damage** The student is responsible for keeping the common areas of the apartment in which the Unit is located and the Unit (and any contents) in good condition and repair. Damage charges may be assessed to the student for any damages to any apartment or Complex common area space incurred during the Term of this Agreement.

The procedure for damage assessment is in the Apartments Handbook. Each Complex resident may be subject to a prorated assessment in the event of damage or loss to "building common areas" (i.e. stairwells, hallways, building exteriors, Dumpster areas, etc.) of his/her assigned Complex if the damage is reasonably determined by the University to have been caused by the careless or willful acts of any resident there or any guest, visitor or invitee of any resident, but cannot be attributed to specific individuals. Charges will be billed to the student's University account.

Because most students receive significant financial support from their parents to pursue an education at the University, the Director of University Apartments (or a designee) may contact the parent or guardian of a student or any visitor, guest or invitee of such student who damages University property or violates the terms and conditions of this Agreement.

**Vacancies** If any Unit within an apartment becomes vacant, the University may assign a new student into the Unit at any time. When requested, the Apartment Manager for the Complex will provide notice of new assignments to all occupants of the other Units within the applicable apartment.

**Renewal** This Agreement does not automatically renew upon the expiration of the term hereof. Renewal instructions will be distributed to residents on or about December 1 immediately preceding the expiration of the term of this agreement. This Application to Renew must be completed by the annually designated deadline. The University may accept or deny any such renewal request at its sole discretion.

**Parking** Each assigned resident is allowed to park one private passenger vehicle on the grounds of the assigned complex. It is understood and agreed that students may not park or store boats, trailers, campers etc. on the grounds of the Complex. Students may not do car maintenance on the grounds of the Complex. All students using the parking facilities at the Complex must have a valid University at Buffalo parking tag with Complex specific sticker displayed at all times. Parking spaces are available on a first come, first serve basis. Illegally parked or abandoned vehicles may be towed at the owner's expense.

**Summer Storage** is available to those students in 4 bedroom units at Hadley and South Lake Village whose contract ends on May 31 and who are returning to the same unit the following August. Students electing to use summer storage must move all belongings from the common rooms of the apartment into their individual bedroom. Prior to checking out of your apartment on May 31, students will need to lock their bedroom doors. Access to stored property is limited during the summer months and can only be done if coordinated with the village Manager or his/her designee prior to arrival on campus. University Apartments is not liable for damage that occurs to personal property as a result of, but not limited to flooding, fire, acts of nature, acts committed by other persons, utility failure or doors left unlocked.

# Appendix C

## *Campus Living Environmental Policy*

Campus Living affirms that its staff and residents have a responsibility to take a leadership role in conducting activities as responsible stewards of the natural environment and using educational activities to promote environmental awareness, personal action, and global thinking. Accordingly, Campus Living will function in a manner consistent with the conservation of natural resources and the minimization of adverse impacts on the natural environment.

**Recycling and Waste Reduction.** Recognizing the environmental benefits of recycling and waste reduction and the legal obligation imposed on the state agencies by the New York State Solid Waste Management Act, Campus Living staff will:

- Develop and maintain a recycling and waste reduction program for residence halls and apartment communities by utilizing the principle of continuous improvement. The program may utilize educational resource materials, activities, and other tools for enhancement.
- Purchase products that are made from recycled materials, including paper with a high postconsumer recycled content.
- Employ green construction techniques in construction and renovation projects where possible.
- Complete a periodic trash-stream analysis to determine adherence to the program.

### **Expectations of Campus Living Staff and Students:**

- Make wise lifestyle decisions to reuse material, reduce waste, and recycle where possible.
- Recycle all recyclable wastepaper, glass, metal, plastic, and cardboard.
- Report all recycling concerns and additional recycling opportunities to appropriate Campus Living staff.
- Participate on campus-wide committees and support efforts to develop coherent, successful campus recycling, waste reduction, and energy conservation programs.

**Energy Conservation.** Energy consumption and waste represent some of the most significant environmental impacts. Campus Living commits to fully supporting a proactive energy conservation program.

### **Campus Living Staff Will:**

- Design and build new facilities with energy efficiency and sustainable building principles in mind.
- Improve and maintain an energy conservation program applicable to its buildings and residents by incorporating conservation awareness into staff training.
- Continue to improve the energy efficiency of the Campus Living physical plant through capital improvements and other measures.
- Monitor and analyze energy use to identify waste and determine conservation opportunities.

### ***Expectations of Staff and Students:***

- Become aware of your energy use and practice conservation—every little bit helps.
- Turn off equipment/appliances when not in use.
- Turn off lights in unoccupied rooms.
- Turn off computers and other electronic equipment when not in use (preferable to “stand-by” mode).
- Turn down heat or air conditioning to a minimum comfortable temperature.



### ***UB Green's Top Ten Tips for Being Green at UB***

1. **Recycle on Campus!** Look for recycling bins in the residence halls and everywhere on campus.
2. **Use Buffalo Blue Bicycles to get around campus.** At just \$25/year or a few hours of volunteer time, you can have a bike when you need it to get to class, run errands, or just enjoy a nice bike ride!
3. **Sign up for Zipcar on campus.** If you need a car to run to the store or arrive at your job interview in style, consider sharing one of UB's Zipcars. Sign up at [zipcar.com/ub](http://zipcar.com/ub)!
4. **Turn off lights and all plug in equipment when not in active use.** Energy is too valuable to waste!
5. **Avoid disposable plates, cups, or silverware when possible.** Use a reusable mug or water bottle while on campus!
6. **Get Involved.** Join UB's student environmental clubs like the UB Environmental Network or UB Engineers for a Sustainable World. Or, consider volunteering with UB Green.
7. **Think before you buy.** Is a purchase necessary? Can you choose a non-toxic, organic, or recyclable alternative? Is there a local option?
8. **Eat lower on the food chain.** Visit local farmers markets and try fresh local vegetables! They are healthy for your body and the planet.
9. **Rethink, Reduce, Resuse.** Print using the double-sided feature, bring your own bag to the store, and use craigslist to unload your old stuff!
10. **Connect with Nature.** There are plenty of great natural places on and around campus. Enjoy them to reduce stress and unwind.



# Appendix D *“Laundry 101”: Instructions for Proper Use of Washing Machines*

**DO NOT USE** Purex, or similar brand 3 in 1 washer/dryer combo sheets in the washing machines. These sheets have been causing considerable damage to washing machines, not just at UB. They get pulled into the “trap” during the spin cycle causing it to become clogged, thus flooding the floors and disabling the washer.

Please consider purchasing a mesh bag for your delicate items. The bags are very reasonably priced and can be purchased at Walmart, Target, etc. Under wires that are in bras may come out in the wash cycle and jam the pumps. A mesh bag will prevent this from happening.

**USE “He” Detergent.** High Efficiency or “he” detergent is preferred and recommended. If this is not an option for you, ¼ cup of a liquid detergent may be used. NEVER use powder in the front loaders.



**DO NOT FILL** the machine more than ½ way full with clothing. Clothes need room to move during the wash cycle and too many items do not allow your clothes to clean properly.

Steps:

1. CHECK CLOTHING POCKETS AND REMOVE ALL COINS, KEYS, HAIR BANDS, ID CARDS, etc!
2. Sort and add clothing to wash tub. (Refer to clothing label for proper washing instructions)
3. Pull out the soap tray and add ¼ cup of liquid detergent. Liquid bleach and fabric softener may also be added at this time in the indicated compartments.
4. Select the wash cycle and water temperature desired and then push the start button.
5. The door will remain closed for several minutes after the wash cycle has completed. **DO NOT** force the door open. This is considered vandalism and you could be held responsible for repair costs.
6. If the door does not open, gently push it closed again and this will usually release the locking mechanism.
7. Transfer your laundry to the dryer remembering to empty the lint trap prior to drying your clothes and after as well.



Work orders for broken machines should be submitted on the work order website at [workorder.urb.buffalo.edu](http://workorder.urb.buffalo.edu).

# Appendix E *University Residence Halls Replacement/Repair Cost Estimates*

ITEM	COST	ITEM	COST
<b>Bed</b>		<b>Windows &amp; Blinds</b>	
• <i>Mattress Ripped</i>	\$110 Replace	• <i>Cracked</i>	\$22/sq. foot
• <i>Footboard/Headboard Broken</i>	\$50 Each	• <i>Screens</i>	\$40-80 Repair, \$100-160 Replace
• <i>Broken Spring</i>	\$90	• <i>Blind (small)</i>	\$60 Replace
<b>Door</b>		• <i>Blind (large)</i>	\$127 Replace
• <i>Fresh Graffiti/Dart Holes</i>	\$80 Refinish	• <i>Shades</i>	\$280
• <i>Door Knob</i>	\$55 Replace	• <i>Cord Cut</i>	\$10 Replace
• <i>Peep Hole</i>	\$37 Replace	<b>Closet/Wardrobe</b>	
• <i>Door Cracked</i>	\$80 Repair	• <i>Not Cleaned Out</i>	\$21 Charge
• <i>Door Broken</i>	\$420 Replace	• <i>Missing Door</i>	\$185 Replace
• <i>Vent</i>	\$30 Replace	• <i>Graffiti</i>	\$53 to clean or paint
<b>Desk &amp; Dresser</b>		• <i>Clothes Rod Missing</i>	\$27 Replace
• <i>Table</i>	\$53 Repair	• <i>Shelves Missing</i>	\$27 Replace
• <i>Table Missing</i>	\$210 Replace	• <i>UB Logo Curtain/Closet Door</i>	\$70 Replace
• <i>Bookcase/Hutch</i>	\$73 Replace	<b>Ceiling</b>	
• <i>Light Broken</i>	\$17 Repair	• <i>Graffiti</i>	\$100
• <i>Light Missing</i>	\$77 Replace	• <i>Smoke Detector</i>	\$95 Replace
• <i>Desk Replacement</i>	\$217	• <i>Paint Chipped</i>	\$40
• <i>Desk Drawer</i>	\$27 Replace	• <i>Dart/Pin Holes</i>	\$75 Repair
• <i>Pedestal/Nightstand</i>	\$103 Replace	• <i>Large Holes (1"-1')</i>	\$75/sq. foot
• <i>Chair</i>	\$28 Repair/\$90 Replace	<b>Floor</b>	
• <i>Dresser Replacement</i>	\$202	• <i>Floor Tiles</i>	\$27/Tile Replace
• <i>Dresser Drawer</i>	\$44 Replace	• <i>Unswept</i>	\$23
<b>Walls</b>		<b>Miscellaneous</b>	
• <i>Posters Up</i>	\$27	• <i>Electrical Outlet</i>	\$11 Replace
• <i>Dart/Pin Holes</i>	\$80 Refinish	• <i>Electrical Light Switch</i>	\$11 Replace
• <i>Large Holes (1"-1')</i>	\$80/sq. foot	• <i>Cable Outlet</i>	\$27 Repair
• <i>Paint</i>	\$53/man-hour	• <i>Data Connection</i>	\$27 Repair
• <i>Cove Base Molding</i>	\$2.75/running foot	• <i>Room Cleanliness (severe)</i>	\$35/hour
<b>Other Furniture and Fixtures</b>		• <i>Fire Extinguisher</i>	\$38 Replace, \$15 Recharge
• <i>Floor Lamp Broken/Missing</i>	\$85 Replace	• <i>Rug Removal</i>	\$53
• <i>Lamp Shade Missing/Damaged</i>	\$11 Replace	• <i>Furniture Removal</i>	\$53/piece
• <i>Mirror Broken</i>	\$71 Replace	• <i>Fridge Left in Room</i>	\$105
• <i>Towel Bar</i>	\$35 Replace	• <i>Personal Items Left</i>	\$23
• <i>Light Lens Broken</i>	\$12.50		
• <i>Trash Can (Hallway)</i>	\$100		
• <i>Trash Can (Bathroom)</i>	\$15 Replace		

*These prices are subject to change at any time without notice according to current cost of materials, labor or extent of damage.*

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# UB Residential Calendar *2012–2013 Academic Year*

## **FALL SEMESTER - 2012**

Aug 23-26	Opening Weekend events
Aug 23	Residence halls open for new students
Aug 24-26	Dining Dollars active
Aug 25	Residence halls open for returning students
Aug 27	Classes begin; Dining halls open, breakfast
Aug 27	Last day for fall meal plan changes
Sept 1	Last day to withdraw from classes without financial liability
Sept 3	Labor Day
Sept 16	Rosh Hashanah (Classes cancelled after 6 pm)
Sept 17	Classes resume at 6 pm
Sept 25	Yom Kippur (Classes cancelled after 6 pm)
Sept 26	Classes resume at 6 pm
Oct 19-21	Family Weekend
Nov 9	Last day to resign a fall course with a grade of "R"
Nov 21	Residence halls close for Fall Recess, 9 am
Nov 21-24	Fall Recess
Nov 25	Residence halls reopen, noon
Dec 1	Residence hall application deadline for priority consideration for spring '13
Dec 7	Last day of classes
Dec 8-9	Reading days
Dec 10-17	Final Exams
Dec 17	Fall meal plan ends (dinner)
Dec 18	Winter recess begins, residence halls close, 9 am

## **SPRING SEMESTER - 2013**

Jan 11	Last day for Spring meal plan changes
Jan 13	Residence halls open, noon
Jan 11-13	Dining Dollars active
Jan 14	Classes begin; dining halls open, breakfast
Jan 21	Martin Luther King Day Observed
Mar 9	Residence halls close for Spring Recess, 9 am
Mar 11-16	Spring recess
Mar 17	Residence halls reopen, noon
Mar 18	Classes resume
April 29	Last day of classes
April 30 - May 1	Reading days
May 1	Residence hall application deadline for priority consideration for Fall '13
May 2-9	May 6 Final Exams
May 9	Meal plan ends
May 9-12	Commencement weekend
May 10	Residence halls close;
May 12	Last day to use Dining Dollars
May 13	Senior check out, 9 am

# Living at UB

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**BE PROTECTED!**

*We strongly  
recommend insuring  
your belongings.  
See page 16.*



Campus Living

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