

2019-2020 GUIDE TO CAMPUS LIVING

COVER:

2019-2020 GUIDE TO CAMPUS LIVING

Inside Cover

Important UB Numbers

Office	Email	Phone
Emergency Response - University Police	NA	645-2222
Campus Living	buffalo.edu/campusliving	645-2171
Housing Operations (106 Red Jacket)	NA	645-2171
Residential Life (100 Red Jacket)	NA	645-2173
Maintenance Requests	buffalo.edu/campusliving/fixit	645-2025
Apartments Village Offices	NA	NA
Creekside Village	NA	645-5870
Flickinger Court	NA	645-7906
Flint Village	NA	645-5830
Hadley Village	NA	645-7725
South Lake Village	NA	645-5810
Residence Halls-Area Offices	NA	
Ellicott, 123 Richmond (Fargo, Porter, Red Jacket, Richmond, Spaulding, Wilkeson)	NA	645-2011
Governors, 108 Lehman (Clinton, Dewey, Lehman, Roosevelt)	NA	645-2135
Greiner Hall, 102 Greiner	NA	645-8900
Main Street, 119 Goodyear (Clement, Goodyear)	NA	829-3144
Student Services	NA	NA
General Information	myub.buffalo.edu	645-2000
1 Capen (Student Response Center)	1capen.buffalo.edu	645-2000
Accessibility Resources	buffalo.edu/accessibility	645-2608
Career Services	buffalo.edu/career	645-2231
Counseling Services	buffalo.edu/studentlife/counseling	645-2720
Crisis Services of Erie County Hotline	www.crisisservices.org	834-3131
Dining Services & UB Card Office	www.myubcard.com	645-6344
Equity, Diversity & Inclusion	buffalo.edu/equity	645-2266
Health Promotion	buffalo.edu/studentlife/health-promotion	645-2837
Health Services	buffalo.edu/studentlife/health	829-3316
Intercultural and Diversity Center	buffalo.edu/studentlife/diversity	645-2434
International Student & Scholar Services	buffalo.edu/intlservices	645-2258
Student Conduct & Advocacy	buffalo.edu/studentlife/conduct	645-6154
Student Engagement	buffalo.edu/studentlife/engagement	645-6469

Office	Email	Phone
Student Unions	buffalo.edu/studentlife/student-unions	645-2055
Parking & Transportation	buffalo.edu/parking	645-3943
UBIT Help Center/Tech Squad	buffalo.edu/ubit/help	645-3542
University Police – Non-emergencies/lost and found	buffalo.edu/police	645-2227
University Police – Emergencies	buffalo.edu/police	645-2222

Subsequent to publishing this guide, some numbers may have changed. Consult UB’s Online Directory at buffalo.edu/directory for current numbers. For a complete student services directory, visit buffalo.edu/departments/pdf/student.pdf

PAGE 1:

Welcome

Dear Resident:

Welcome to the University at Buffalo and your new home away from home! I am happy that you chose to live on campus. You will find living on campus is much more than a place to sleep and study during your time at UB. You will have countless opportunities to meet people and have fun!

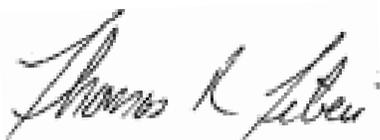
By living on campus, students gain independence, build confidence and gain skills, all of which help to prepare you for life after college. The staff is truly interested in your success. Each year, students attend an average of 1200 tutoring sessions in our Academic Success Centers as well as 12,000 “Check Point” meetings with our staff who provide guidance and advice.

We work to create vibrant and inclusive environments through more than 2000 programs and events each year. Building communities with the rich diversity that is the University at Buffalo is the cornerstone of campus life. Each residence hall and apartment village 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.

We are here to answer questions and help you adjust to your home. This publication is designed to answer questions, explain standards and get you excited about the new year.

If you have any questions or concerns just reach out to your RA or CA. They can answer any question or point you in the right direction.

Thank you for choosing to live with us.



Thomas R. Tiberi
Director of Campus Living
University at Buffalo

buffalo.edu/campusliving

Follow us on Twitter: @UBCampusLiving

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For all your information about living on campus at UB, visit buffalo.edu/campusliving.

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Your Room and Apartment

When Choosing a Living Space, Keep in Mind ...

Responsibility. All of UB's residence halls and apartments 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), when applicable, 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 all residents assigned to the room. You are responsible for keeping your own room clean.

Accessible Housing. If you need special housing consideration, please complete the "Students with Disability and Additional Needs" form outlining your needs to the Campus Living office. If you have 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 tobacco products, including use of e-cigarettes, is prohibited everywhere on campus**, at off-site UB locations and in university-owned vehicles. The UBreathe Free policy applies 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! Policy information can be found at buffalo.edu/administrative-services/policy1/ub-policy-lib/smoke-free and information on smoking cessation can be found at buffalo.edu/studentlife/life-on-campus/health/quit-smoking

Residence Halls - Room and Hall Changes

The Campus Living staff works hard to help students feel comfortable in their rooms. At times a student is assigned to a room that does not meet their 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 an Apartment: Requests for an Apartment: Starting on the first day of classes for the fall semester, you can request to move to an apartment via the “Residence Hall to Apartment and Sophomore Room Change” form. Some spaces may become available in the fall, while others may be available in the spring. To obtain the form, go to buffalo.edu/campusliving/get-help/how-to.

2. Filling Empty Bed Spaces in Rooms: A student who has an empty bed space in their room will be allowed to request a specific roommate only after all housing assignments have been completed and vacancies have been verified. If you have a vacancy and would like to request an individual, please contact your hall director to see if the space has already been assigned. Some spaces may be reserved for incoming students (i.e. new spring residents).

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3. Roommate Concerns/Lifestyle Issues: A student with a concern with their living situation may be required to take part in roommate mediation. This meeting will be facilitated by the resident advisor, community assistant, and/or professional staff. More than one mediation may be required to help facilitate further conversation and a positive outcome.

4. Moving to a New Housing Assignment: Room changes to a new location on campus, including moves to single rooms within the residence halls, will be granted only if space allows. Moves will be permitted once all housing assignments have been completed and all vacancies are verified by the Housing Operations Office. This process traditionally takes two to three weeks, but may last longer. See your hall/complex director to get more information on space availability.

5. Mutual Room Switches: A mutually agreed upon switch between students will be permitted at the discretion of the Campus Living staff. Students requesting a mutual switch are required to meet with the hall/complex director or complex coordinator of their 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 a full-capacity 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.

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/complex director or complex coordinator to discuss their desire to switch rooms. Roommate mediation may also be required (see above).

2. 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, 2019-2020 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, conduct, or necessity.

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Consolidation Policy

For vacancies existing after the beginning of a semester, consolidation of occupants in similar room sizes may occur. 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 feasible, 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 Housing in the Residence Halls and Charges

Vacation Housing. If you need to stay in the apartments or residence halls during break periods, you must complete the online break housing request form, by the applicable deadlines, located at buffalo.edu/campusliving/get-help, choose **Request Break Housing** under the heading **Your Housing Agreement**. Overnight guests are not permitted in the residence halls during break periods.

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 their on-campus housing the winter 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. 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 online in advance of the break.

Assignment Policies.....Your Housing for Next Year

Students who plan on returning to on-campus housing for the next academic year will need to pay a housing deposit during the annual housing selection deposit window. Be mindful of the fact that returning students have priority in the room assignment process, and they normally select most available apartments, single rooms and two-person rooms in the Ellicott Complex.

After applications are received, students are assigned a selection number based on their number of semesters on-campus. During the housing selection 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.

If you fail to either select a room or request a refund by the end of self-selection, you will forfeit your housing deposit and no residence hall space will be held for you. Cancellation forms are available online at buffalo.edu/campusliving/get-help. For more information, contact the Housing Operations Office in 106 Red Jacket, (716) 645-2171.

Gender Inclusive Housing

Gender Inclusive Housing is an environment where students can live in the same room or apartment with any other student regardless of sex, gender, gender identity, gender expression and/or sexual orientation.

Room placement and roommates are not selected on the basis of gender. Gender-inclusive housing is available within the Ellicott Complex, Hadley Village and Flickinger Court.

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Keeping Your Residence Hall Room, Area, or Apartment Clean

The Campus Living custodial staff cleans the common areas of your building— the corridors, communal bathrooms, lounges, 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 and recycle whenever possible. Your building will not be clean unless you do your part. Residents in Campus Living Apartments, Clement, Goodyear and Greiner Halls, Governors ground-floor suites and in Ellicott's four-person rooms with bathrooms, must clean their own bathrooms.

Recycling in the Residence Halls and Apartments

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.

The University utilizes an "All-In-One" Recycling program. Members of the UB community do not have to sort recyclables by type. 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.

Specific expectations for residents:

- 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. All batteries, old cell phones and similar small products with rechargeable batteries can brought to Area and Village Offices for recycling or proper disposal.
- Reduce trash by using reusable utensils, plates, and drinking glasses

Recycling information is provided 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 buffalo.edu/campusliving/get-help/how-to.

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

Common Area Damage

Malicious damage and vandalism undermine the residential 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. When damage and vandalism are identified, the situation is appraised and a determination is made with regard to the amount students will be charged, based on the cost of the repair. When a student comes forward and accepts responsibility for damage, that student is billed individually.

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There are steps students can take to lower their chances of being assessed common area damage charges:

- Do not let strangers into buildings. If a student belongs in your hall/village, they have 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/CA or Residence Hall Director/Complex 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 (716-645-2222) or use any blue light phone.
- Appeals to Common Area Damage charges must be submitted to your Hall Director/Complex Director.

Residence Hall Closing Information

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/CA will conduct health and safety checks at each 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. Refrigerators must be defrosted before you leave to ensure there is no water damage resulting from simply unplugging it and leaving
- Leave open the door to your unplugged refrigerator

- Close and lock windows; leave window blinds up
- Turn off all lights
- Remove all foods except unopened boxes and cans, and dispose of all trash
- Take home all fish, service animals, support animals
- Lock your door
- If your room has a controllable thermostat, leave it in the “on” position.

Your Housing Agreement

Students are obligated to abide by the Terms and Conditions of the Campus Living Housing Agreement. This obligation includes assuming financial responsibility for the entire agreement period. Failure to pick up a room key or occupy the assignment space does not release a student from this agreement or its financial responsibilities.

If your housing agreement begins 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.

Only students actively enrolled at the University at Buffalo may occupy Campus Living housing. If you withdraw from the University or are not registered for classes, submit the “Application for Early Release” form and contact your Area Office to be advised of appropriate checkout procedures.

Your housing agreement is for the entire academic year or from the time the agreement takes effect to the end of the spring semester (except in “full-year agreement” apartments). Housing Agreement 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

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A request for release from your Campus Living Housing 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. If you are released from your housing agreement, an early release charge may apply. See your housing agreement for additional details.

If you think you meet any of the preceding criteria, you must complete an online “Application for Early Release” from your Campus Living Housing Agreement, providing all necessary documentation. Your application will be sent to the Housing Operations Office (106 Red Jacket), 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 submitted to the Housing Operations Office. More details about the Application for Early Release process can be found online at buffalo.edu/campusliving/get-help/how-to

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

Check-Out Guidelines

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

- It is helpful to contact your RA/CA to have your room pre-inspected before you leave. Remember, the hall/complex 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.

Residence Hall Room Condition Report & Room Inspections

Whenever you move into a room, you will be given a Room Condition Report form. Carefully survey your room and review the check-in portion of the form. If you have roommates, do this together. Both you and your RA will need to sign this form and your RA will turn it in to the hall office. Your hall director uses this form to determine damages the room may sustain during your occupancy. Campus Living staff assess any appropriate charges for damages. Several times each semester your room will undergo a “health and safety” inspection by the Campus Living staff. These inspections also occur 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, 451 Porter Quad, Buffalo, NY 14261-0052.

Apartment Condition Report & Inspections

Whenever you move into an apartment, you will be given an Apartment Condition Report form. Carefully survey your apartment and complete the check-in portion of the form. Your complex director uses this form to determine damages the apartment may have received and assess the appropriate charges. Throughout each semester your apartment will undergo health and safety inspections by the residence hall staff.

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If you are billed for room damages, damage charge appeals are accepted in writing. Appeal letters are due 15 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 your name, apartment and room address, person number, contact information and a detailed reason for the appeal in your letter and address it to the complex director in the village office. Handwritten letters will not be accepted.

Abandoned Property Procedure & Policy

This procedure will be used when a student leaves personal property in a room or apartment after the student has moved out to determine if the student's property will be considered abandoned. The University assumes no liability for the loss or damage of students' personal property that is left behind by the student. Campus Living staff will inventory the student's possessions, dispose of all perishable food and garbage, and pack up the remaining property, retaining the property for 10 business days. After 10 business days, Campus Living will consider the property to be abandoned and may choose to donate the property to local charitable organizations or discard the property at its discretion. Students who have abandoned property may be found in violation of section 1.10 of the Campus Living rules for an improper checkout. If you accidentally or inadvertently left something behind you can call 645-2173 to see if it has been found.

Keys and Lock Change Requests

Campus Living staff will not issue keys to anyone who is not a resident, or to a resident who cannot prove their identity. If a resident is locked out of their apartment/room, a staff member will unlock the door for them. Staff will not unlock doors for guests. For safety reasons apartment residents are required to meet the staff member at the community building, and residence hall students will meet the staff member at the hall office, or room in certain situations.

If you lose or misplace your key and need to gain entrance to your apartment/room, contact the appropriate office during office hours or, if after office hours, the RA/CA duty cell phone, and we will assist you. Proof of identification is required for lockouts and the issuance of any keys. Staff will strive to provide timely service.

Residence Halls: In the residence halls, each student is provided with a room key, a mailbox combination, and access on your UB Card for entrance doors via the 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. Your key cannot be duplicated. When you move out, 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. There is also a charge for a lost or non-returned temporary building-access card.

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Apartments: One apartment/room and mailbox key, where applicable, will be issued for each resident alone with access on your UB Card for entrance doors via the Card Access System if you live in the Flint, Hadley or South Lake Villages. In the event of a lost or stolen key(s) go to the office within your village. Costs associated with changing locks and issuing new keys vary, and are available at Residence Hall Area Offices and Apartment Villages Offices. These costs will be billed to the responsible party's student account.

Personalizing Your Space.....and Things Not Permitted

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

- Feel free to rearrange the furniture as you like, although you cannot remove any from the room/apartment or create a health and safety hazard through furniture placement, such as by blocking doors.
- Beds may not be lofted. 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. Use of cinder blocks or commercially available bed risers is prohibited. Note: Campus Living does provide lofted beds in some “Value Housing” rooms. In apartments, beds are raised or lowered only by exception. See your Area Office Manager to request this.
- 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 removable mounting tapes (3M kind), white “Poster Putty” or “Plasti-Tak”
- Residents are not permitted to add curtains, draperies, wall hangings, or other combustible materials of more than 10% of the aggregate wall area as they are considered fire hazards. Nothing is permitted to be hung from the ceiling, nor is anything permitted to be hung or attached to sprinkler piping and sprinkler heads.
 - By Code, a “10% coverage rule” applies. Residents may be required to remove excessive wall decorations (such as posters, tapesties, or pictures) to comply with New York State Fire Codes.
 - Decorations or furnishings may not obstruct or obscure the visibility of an exit door.
 - Nothing may be hung on the walls within 2 feet of the ceiling, including strings of lights.
- Extension cords are not permitted. If additional outlets are necessary, surge protected outlet adapters and 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. To conserve space and resources, refrigerators are limited to two per quad or triple and one per double or single – and can be no larger than 4.5 cubic feet.

- Air conditioning units – both window and portable units – are not permitted.

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- Halogen (torchiere) floor lamps, microwaves, and hot plates are not permitted in student rooms. Keurig-type appliances are permitted.
- Open flames (e.g., candles and incense) and plug-in type air fresheners are not permitted in residents' rooms. Electronic self-balancing boards and scooters (i.e. Hoverboards) are not permitted on campus.
- 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.
- This is not an exhaustive list of “Do’s & Don’ts.” Please refer to Campus Living Rules (published in this Guide to Campus Living, and the on-line Move-In Guides, which can be found at buffalo.edu/campusliving/get-help/how-to).

Murals: Campus Living is proud of the murals that decorate your hallways and lounges. If you would like to paint a mural in your area, see your RA/CA or hall/complex 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 provided.

Renter’s Insurance Strongly Recommended

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. The University does not carry insurance covering the loss or damage (due to water, fire, etc.) to residents’ personal effects. Therefore, Campus Living strongly recommends that every resident obtain a renter insurance policy or be covered by your family’s homeowner’s or renter’s policy.

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Campus Living Services

Campus Living is the housing component of a student’s life on campus, impacting nearly every aspect of student experiences outside the classroom through its leadership in student development, essential campus services and sustainability. Our residence halls and apartments are vital communities where students can live, learn and grow.

Study and 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 Study 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.

Community Rooms. Each apartment village has a community room that can be reserved by residents of that village through the village office.

Business Centers. Each apartment village and Greiner Hall has a business center located in the community building. These business centers have been designed to support the academic needs of our residents. Computing and printing equipment is available during posted hours. Refer to the Village Office for these details. Please adhere to the following policies surrounding the use of the business centers:

1. No food and beverages are permitted in the business centers.
2. Be courteous to your fellow residents while on the work stations. If you are not actively using the equipment, please allow someone else the opportunity to complete their project(s).
3. Established hours are limited at each complex due to demand. Please adhere to these times.
4. Residents are not permitted to make any configuration changes to the PCs; download or install software; or perform any computing activities that are deemed a violation of University policy. For IT policies please visit buffalo.edu/ubit/policies.

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2019-2020 Campus Living Rates

Residence Hall Rates

Single	\$9474
Double	\$8,521
Large Double	\$9,118
Triple	\$8,117
Triple w/bath	\$8,632
Value Triple	\$6,899
Quad	\$7,117
Quad w/bath	\$8,348
Value Quad	\$6,050
Greiner Double	\$9,085

Apartment Rates (academic year agreements unless noted)

Hadley Village

4 bed / 2 bath \$8,590

Flint Village

4 bed / 2 bath \$8,590

2 bed / 2 bath \$9,074

2 bed / 1 bath \$8,837

1 bed / 1 bath \$10,645

South Lake Village

4 bed / 2 bath \$8,590

2 bed / 1 bath (12 mo.) \$10,065

1 bed / 1 bath (12 mo.) \$12,558

Studio (12 mo.) \$11,964

Creekside Village

West

2 bed / 1 or 1.5 bath (12 mo.) \$10,135

East

4 bed / 1 or 1.5 bath \$9,085

Flickinger Court (full year)

2 bed / 1 or 1.5 bath \$10,135 (\$18,920 whole unit)

Connecting Your Computer to UB's Network *(Provided by UB Information Technology)*

Visit the "Getting Started with IT at UB" section at buffalo.edu/ubit/start to learn how to:

- Activate your UBITName (if you haven't already) to access UB's online services. Don't forget to set your security questions, then register your cell/non-UB email for 24/7 password resets.
- Get UBmail on your smartphone and never miss official communications from UB.
- Install FREE software like Microsoft Office and anti-virus software.
- Configure devices for UB's secure eduroam Wi-Fi before you even get to campus.
- Explore UB's online resources like MyUB and UB Mobile!
- Keep your files secure and accessible from any device us UBbox, UB's unlimited cloud storage.
- Connect to UB's Networks: **eduroam is UB's encrypted Wi-Fi network**. Visitors can connect to UB Connect. **Wired ResNet is our fastest Internet**, available in residence halls and on-campus apartments (25 foot Cat-5 or above Ethernet cable recommended).
- We're here to help with IT questions or problems! Contact the UBIT Help Center at 716-645-3542 or visit buffalo.edu/ubit/help.
- You can also book an appointment online with the UB Tech Squad (buffalo.edu/ubit/techsquad) and help will come to you anywhere on campus at no cost!

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Keep It Legal and Stay Safe:

- UB will never ask for your password, but scammers will. Set your UBITName password security questions, then register a non-UB email and/or mobile phone to reset your password 24/7.
- UB takes copyright laws very seriously. Before the semester begins, delete any media files that you don't own from your devices, and stay away from illegal sharing.

Locate Computers and Printers:

Forgot your laptop or tablet, or need to charge them? Use UB computing sites to stay productive, work on projects or papers and print assignments from a workstation or your own device.

- See which computers are open in real time on the UBIT website. buffalo.edu/ubit/service-guides/computing-sites.html

If you are enrolled in a professional school, please check with your school for discipline-specific requirements, set-ups and services.)

Cable and Streaming Television

UB Campus Living will now provide UB on-campus residents a wide variety of entertainment options, offering IPTV (Internet Protocol television) via the Apogee Stream 2 platform.

With Stream2, residents will be able to watch broadcast content on phones, tablets, and streaming devices on-campus. Students will also have the ability to view and access an additional channels via traditional in-room "hard-wired" cable. You must bring your own coaxial cable to access our traditional cable system.

More information on Stream2 and general UB on-campus cable service is available at our website: buffalo.edu/campusliving/get-help/how-to/In-your-home/tv-and-cable.html.

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, cross trainers, steppers, stationary bikes, rowing machines, and free weights. Free personal training is provided by students from the exercise science department and aerobics classes by *Fitness On Demand* are also offered. Hadley Village Apartments has a small fitness center located in the community building and Flint Village has a small cardio center on the second floor of building 308.

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 buffalo.edu/campusliving/get-help/how-to/eat-well-and-live-well

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Laundry Facilities

Do your laundry for free, anytime you want! Laundry facilities are conveniently located in each residence hall and apartment building, and are open 24 hours a day, 7 days a week. Some of these laundry facilities also feature an app-based system that lets you view the status of washers and dryers, reserve a machine and more from your smartphone or computer. For full details, visit buffalo.edu/campusliving/get-help/how-to.

“Laundry 101”: Instructions for Using Laundry Machines

Most of our washing machines are designed for high efficiency (He) liquid detergents. If high efficiency detergents are not available, one-quarter cup of a normal liquid detergent may be used. We also suggest that residents use a mesh bag for delicate items (mesh bags can be purchased at most department stores).

In order to avoid damage to laundry machines, please:

- Do not use washer/dryer combo sheets
- Do not use powdered detergents
- Do not fill the machine more than halfway with clothing

Report a Problem: If you notice an issue with any machine, please submit a work order at buffalo.edu/campusliving/get-help. Emergency situations can be reported immediately to any Campus Living staff member, hall office, area office or community center, or by calling 716-645-5440.

Mail Service

All residents are responsible for checking their campus mailbox as important notices and information regarding your residency may be distributed by mail.

Residence Halls: Mail is delivered daily, Monday through Friday. Each resident is assigned a mailbox at the time of check-in and provided a mailbox combination or key. 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 or main office during posted hours to claim your package. Bring the package slip and your ID. Only the resident whom the package is addressed to may pick up the package. 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.

Apartments: All mailboxes are located at the Community Building except for Flint Village, where they are located on the first floor of each apartment building. One mailbox key per renter is issued at the time of check-in. If you lose or misplace your key, you will incur a charge for this lock change. Campus Living Apartments does not accept responsibility for damaged or lost mail. Mail delivery is provided by village staff as a service to residents of Hadley, South Lake, Flint and Creekside Villages. At Flickinger Court, the United States Postal Service provides mail service. Only mail that is addressed to the original Agreement/Lease holder will be delivered. Access to packages is provided during the hours of operation of the Community Building. Mailboxes are accessible 24 hours a day at Flint Village, South Lake Village, and Flickinger Court. Hadley Village and Creekside Village mailboxes are accessible during hours of operation at the Community Building. Please note that the Community Building will be closed on specified holidays and weekends. Anyone requiring after-hours access to packages (when the Community Building is closed) is encouraged to obtain an off-campus mail or post office box.

Mail Forwarding:

- Mail forwarding at Hadley, South Lake, Flint and Creekside Villages is only done after the end of the agreement term and is only provided for 90 days from original lease end date (i.e. your Agreement ends July 31, your mail will be forwarded until October 30).
- Flickinger Court residents should fill out a United States Postal Service forwarding order in order to have mail forwarded. Residents should change their address with family, friends, magazine subscriptions, banks, etc.

Package Delivery

Independent carriers (UPS, FedEx, etc.) are required to leave packages at the Community Building. The staff will notify residents when there is a package to pick up. Along with proper ID, the resident who the package is addressed to can pick up the package during normal business hours; roommates, and friends cannot sign for the package.

For both the residence halls and apartments, package pickup hours are available online at buffalo.edu/campusliving/get-help.

Maintenance Requests

Non-Emergencies. UB campus living is pleased to offer both a customer service hotline and work order system. There is one common phone number and web page for all general non technology repair needs in your residence hall or apartment.

If something in your room or a public area in the residence halls or apartments is in need of attention or repair, submit a work order request online at buffalo.edu/campusliving/fixit (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 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.

Emergencies. For emergency work orders (no heat, no power, flooding, etc.), please call **(716) 645-2025** University Facilities Customer Service and select the option for Campus Living/Residence Halls and Apartments.

If you have lost your key(s) and need a lock change, go through your Area Office during regular business hours. Any RA/CA in your building or complex can assist you with a lock out.

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). If a contractor is needed to make a repair in your room, a Campus Living staff member will accompany them.

Sharps Containers: Should you need to store/dispose of medical sharps, you may submit a work order and a sharps container will be delivered to you.

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Students may be charged damages where misuse of facilities is determined.

- This includes but is not limited to placing foreign objects (other than toilet paper) into toilets, dishwashers, garbage disposals; misuse of kitchen amenities, electricity, and heating/cooling systems; or vandalism within the apartment or on the property.
- Elevators: Intentional misuse of elevators resulting in a malfunction, such as jumping that can cause the tripping of the overspeed switch, may result in students being charged with the cost of the emergency response. 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.

Student Telephone Service

Courtesy phones are located near main entrances to each residence hall.

Campus Living Programs, Activities, and Government

There are a wide variety of activities, clubs, events and programs for students at UB. Within the residence halls and apartments alone, more than 2,000 programs are conducted each year. This is one advantage to living on campus that you will not find off campus. Resident Advisors, Community Assistants, and Academic Assistants interact with residents and coordinate educational and community-building programs each month. These interactions and programs focus on achieving academic success, developing one's personal identity, meeting goals, resolving conflicts, and engaging within local and global communities.

Residence Hall Association. buffalo.campuslabs.com/engage/organization/RHA

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

The Residence Hall Association (RHA) is the Campus Living student government open to all students living on campus in the residence halls or apartments. 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 or village council, which RHA oversees. RHA is directed by a body of students who make up the Senate. The Senate represents fellow residents by voicing and addressing their concerns and assisting with the planning of programs. The Senate consists of representatives from each of the hall and village councils.

Hall or Village Council. Each residence hall and apartment complex has an elected student government body that performs various functions within the hall. It represents students on issues of concern to residents, develops programs for residents, and facilitates communication through meetings, newsletters, etc. Residence Hall Council is made up of representatives and alternates from each floor. A Residential Life professional staff person serves as advisor. A president, vice president, secretary, treasurer, and two RHA senators make up the executive board.

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Your Safety and Security While on Campus

It's always 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 our 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, adjacent to Alumni Arena

Emergencies: (716) 645-2222

Non-Emergencies: (716) 645-2227

stu-upolice@buffalo.edu

buffalo.edu/police

Campus Emergency Response and Text Messaging (UB Alert)

University Police are the first to respond to all medical, fire and criminal emergencies on campus. For details about any on-going campus emergency, as well as campus safety bulletins, and tips for emergency planning and preparedness, visit: **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.

Students should call University Police for all on-campus emergencies at 716-645-2222 or utilize 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.

Crime/Violence Prevention

The University Police provide a wide array of programs and services. While some of these programs and services are detailed here, more information about emergency and safety programs at UB can be found at buffalo.edu/police

Sexual Violence Prevention and Reporting – Students' Bill of Rights

UB is committed to ensuring that victims of sexual assault, domestic violence, dating violence and/or stalking can obtain assistance and redress. Comprehensive information about options if you or someone you know is a victim of sexual violence is available at buffalo.edu/police. This includes safety tips, reporting options including anonymous reporting, and resources for victims. Residential Life staff is always available to assist. More information about UB resources is available at buffalo.edu/equity/USE. The Students' Bill of Rights can be found in Appendix D.

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New York State has established a comprehensive, system-wide, uniform set of sexual assault prevention and response practices at all SUNY campuses. Accordingly, students are required to seek "**affirmative consent**" from partners when engaging in sexual activity.

“Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.” *(Definition of consent used by the University in the resolution of Title IX/VAWA/sexual misconduct cases)*

You can always report the incident to UB's Title IX Coordinator - the Director of Equity, Diversity and Inclusion (EDI). EDI investigates reports of discrimination and harassment, and can also assist with coordinating academic, housing or other accommodations. EDI may be contacted through the EDI web site at buffalo.edu/equity or by calling: (716) 645-2266.

Obtaining Assistance for Others: UB's "Good Samaritan" Approach

The health and safety of UB students is always of our highest priority. However, students or others may be reluctant to report sexual violence and interpersonal violence or get immediate medical or other professional assistance, because of concerns that their own behavior may be a violation of University at Buffalo rules or regulations. To minimize any hesitation students or student organizations may have in obtaining help for themselves or others due to these concerns, Student Conduct and Advocacy has developed the "Good Samaritan" approach. More information is available at buffalo.edu/studentlife/life-on-campus/safety/good-samaritan-policy.html

Emergency Blue Light Phones: Emergency Blue Light Phones are located conveniently around campus in over 80 locations. You will find these phones around all residence halls and apartments.

Bicycle Registration

Biking is the transportation alternative that infuses fun and healthy energy into getting to your destination. UB has bike racks for more than 800 bicycles on its campuses. You can register your bike online for free with Parking and Transportation at buffalo.edu/parking/forms/bicycle-registration

Additional 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: buffalo.edu/police

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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, Environmental Health & Safety 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 and apartment building doors, except for Creekside Village, and Flickinger Court, 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 \$23.50 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. 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 716-645-2222, 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 716-645-5440. 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.

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

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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 the University Police at their non-emergency number 645-2227, Monday through Friday, 8:00 a.m. to 4:30 p.m.

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 this guide are some 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.

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.

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:

- e-mail messages utilizing university email accounts
- announcements on the Campus Living website (buffalo.edu/campusliving)

- announcements 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 to the nearest open grass area or parking lot. Evacuation/fire drills will be conducted throughout the academic year.

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Medical Emergencies/Injuries. For any medical emergency or serious injury, contact both the University Police at 716-645-2222 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 716-829-3316 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 the student (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 (716-645-2222). Notify an RA, CA, 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 halls 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

New York State Education Law §6438 requires notification of fire safety standards and measures in all college-owned or college operated housing. To facilitate compliance, the following excerpt from UB’s Annual Security & Fire Safety Report is provided. The table below describes the fire safety system for each on-campus student housing facility:

North Campus	Fire Alarm System	Full Sprinkler System	Partial Sprinkler System
Creekside Village	Yes	Yes	No
Ellicott Complex	Yes	No	Yes
Governors Complex	Yes	Yes	No
Flickinger Court	Yes	No	No
Flint Village	Yes	Yes	No
Greiner Hall	Yes	Yes	No
Hadley Village	Yes	Yes	No
South Lake Village	Yes	Yes	No
Clement Hall	Yes	No	Yes
Goodyear Hall	Yes	Yes	No

Additional fire safety information may also be found in the University at Buffalo’s Annual Security & Fire Safety Report, located on the University Police website at: buffalo.edu/police

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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 716-645-2222, 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 and apartments. These are for the sole use of trained personnel to assist in the medical aid of those experiencing a true medical emergency.

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 is it supposed to go off. Immediately call the University Police (716-645-2222) and your RA, CA, 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 or apartments:

- 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 716-645-2222 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 716-645-2222. Activating the elevators “help button” will notify the University Police. If this problem occurs on a Monday through Friday during the day, Residential Building Services should be called at 716-645-5440 (North Campus) or 716-829-2250 (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.

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 or University Police officials is a sanctionable offense. Questions and/or concerns about what has happened should be directed to your residence hall director or apartment complex director.

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Health and Wellness

Student Wellness Team

buffalo.edu/studentlife/life-on-campus/health

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
- Health Promotion

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

buffalo.edu/studentlife/counseling
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

Student Health Services

buffalo.edu/studentlife/health
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.

* **In an emergency situation, students should always call:**

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

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After Hours Care: For urgent medical concerns at times when UB Student Health Services is CLOSED, please call 716-829-3316 and listen to the phone message; you will be given instructions for how to reach the after-hours nurse. This nurse will provide medical care advice and assistance over the phone.

If you need urgent (but NOT EMERGENCY) medical care when UB Student Health Services is closed, you may want to visit a local urgent care facility. For locations and additional information, visit buffalo.edu/studentlife/health. **You should check with your insurance company regarding coverage before you go to one of these centers, as you are responsible for any costs not paid for by your health insurance company.**

Health Promotion

buffalo.edu/studentlife/health-promotion

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

Health Promotion offers students information and services needed to manage personal wellness. Programs focus on:

- Student Self-Care
- Alcohol & Tobacco Harm Reduction
- Sexual Violence Prevention
- Healthy Eating
- LGBTQ Wellness
- Stress Reduction

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Standards and Practices for Community Living

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, **gender identity or expression**, 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 or apartment community 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 or apartment 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 sex, race, ethnicity, national origin, religion, disability, gender identity or expression, sexual orientation, marital status, and veteran status. You retain the rights afforded you as a resident of New York.
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 Campus Living facilities.
6. You are expected to directly participate in community meetings. Each resident shares responsibility for adhering to and enforcing community rules.

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7. You are responsible for knowing and adhering to the rules outlined in the Guide to Campus Living and the University Student Code of Conduct.
8. You are responsible for your own actions and the actions of your guests, and for accepting consequences associated with rule 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.** While the *Family Educational Rights and Privacy Act (FERPA)* generally requires the university to ask for written consent before disclosing a student’s personally identifiable information, it also allows colleges and universities to take key steps to maintain campus safety. In an emergency, *FERPA* permits the university to disclose without student consent education records to protect the health or safety of students or other individuals. *FERPA* also permits the university to disclose information from education records to parents if a health or safety emergency involves their son or daughter. Schools may disclose education records to parents if:

- the student is a dependent for income tax purposes
- if a health or safety emergency involves their son or daughter
- if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

Violations: “What Happens If I Get Documented?”

“Documented” (often referred to as “written up”) is the term many people in the college community use to describe the process that occurs when a Campus Living staff member witnesses and/or reports an incident that may include a violation of a university or residence hall rule (see Appendix A: Campus Living Rules). In most cases, when observing a student who may be violating a rule, the staff member, usually a resident advisor (RA) or community assistant (CA), will identify themselves, communicate which rule 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 “conduct 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 may only complicate your situation – and in some situations, lead to additional rule violations. Residents are expected to comply with all reasonable requests of Campus Living Staff, as well as University Police.

The staff member will then create an incident report stating the circumstances surrounding the alleged violation and the student(s) involved. This incident report is then forwarded to a member of the Campus Living Residential Life Staff, who (if necessary) will notify you via email to your buffalo.edu account or a letter delivered to your room/apartment regarding how to schedule a Conduct Meeting. At the meeting with the Campus Living staff member, 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

- **Community Standards Program** — These are the processes by which the Campus Living rules are enforced. Students are provided a hearing with Campus Living staff to resolve alleged violations. This program validates appropriate community standards and provides a valuable educational opportunity for positive student/staff interaction.

- **Conduct Meeting** — A meeting is convened by a Campus Living staff member to adjudicate alleged violations of Campus Living Rules. 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. Hearing Representatives investigate alleged violations and determine the potential validity of charges made against a student. Throughout the SWJ proceedings they serve as the "voice" of the University. Most cases are resolved in a meeting with the Hearing Representative but cases may be heard by a three-student justice trial panel. Alleged violations of University regulations and the UB Student Code of Conduct occurring within the residence halls or apartments may be referred to the SWJ. For more information, contact Student Conduct and Advocacy at 716-645-6154 or visit buffalo.edu/studentlife/conduct.

Community Standards Program

The Campus Living Community Standards Program is designed to re-enforce the Campus Living rules throughout the residence halls and apartments while maintaining educational principles. This program functions cooperatively with the Office of Student Conduct and Advocacy, and the University Police.

- **Campus Living Rules.** Students living in the residence halls and apartments sign a housing agreement that stipulates Campus Living's responsibilities as well as individual resident responsibilities. Resident responsibilities include complying with all Campus Living Rules, as written in this Guide to Campus Living. These rules apply to all residents and their guests. Violations of the rules may result in the suspension or termination of the resident's Campus Living Housing Agreement, as well as restriction from entering some or all Campus Living buildings.
- **Conduct Meeting with a Residence Hall/Complex Director** *-for some incidents you may meet with an assistant residence hall/complex director*). The "conduct process" commences when a residence hall director or apartment complex director receives notice of a possible violation of a Campus Living rule (normally through an Incident Report). They will review the report and provide a written notice to the student to schedule a Conduct Meeting 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/complex 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. If a student ignores the residence hall/complex director's written notice to schedule a Conduct Meeting, the case will be adjudicated in the absence of the student.
- **Preliminary Interview.** Prior to attending a Conduct Meeting, a resident may request that the residence hall/complex director set up a Preliminary Interview for the resident with the Assistant Director for Student Conduct. At the Preliminary Interview, the resident is able to get information about Community Standards Program and the process, review the incident report and charges relating to the incident, and discuss possible outcomes and sanctions.

• **Administrative Review.** In certain situations, an administrative review or may be conducted by an Area Director, the Assistant Director for Student Conduct, or the Associate Director of Residential Life. In an administrative review, students have the opportunity to tell their version of any alleged involvement in an incident. 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, campus living probation, loss of housing-related privileges, restitution, or recommendation for dismissal from housing.

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- At an Administrative Review, a student has the right to be assisted by an advisor of their choosing.
- To appeal an Administrative Review decision, 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.
- **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 Student Conduct and Advocacy at 716-645-6154 for assistance. More information is available at buffalo.edu/studentlife/conduct.
- **Temporary University 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, 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 Campus Living Housing Agreement
- **Appeals.** Students have the right to request an appeal of an Administrative Review based on the following circumstances:
 - The sanction is substantially disproportionate to the severity of the violation.
 - A procedural defect in the process had a significant effect on the outcome.
 - The discovery of new information which was unknown or unavailable at the time of the hearing and would have a significant effect on the outcome.
 - If applicable, the non-requesting party will have the option to submit a written response to the appeal.

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 a primary sanction for students found in violation of regulations. The number of hours depends on the severity of the violation and prior violations. Students are given a reasonable amount of time to complete their assigned hours.

Cancellation of Agreement and Dismissal from Campus Living. Students found responsible for any of the items listed in section 2.35 of the Campus Living Rules (Appendix A) and or the “Termination of Agreement” section of the Campus Living Housing Agreement may be dismissed from Campus Living, their housing agreement will be terminated, their visitation privileges will be revoked, and they will be ineligible to live within or visit Campus Living facilities 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 Residence Life.

Educational/other Sanctions. Students may be assigned other sanctions, including but not limited to research or essays on a given topic, mandatory hall or village 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.

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Nonrenewal of Campus Living Housing Agreement. Students found in violation of Campus Living rules, at the discretion of the assistant director, the associate director, the director, or a designee, may have their housing agreement 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 also be revoked and the student will be ineligible to live within or visit Campus Living buildings for one year.

Campus Living 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 rules while on probationary status may result in dismissal from Campus Living.

Counseling Assessment (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 their designee.

Campus Living 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 their 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.

Fire Safety Workshop. Students found responsible for fire-safety related violations may be required to attend a workshop facilitated by Campus Living staff and UB's Office of Environmental Health & Safety.

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Appendix A

2019-2020 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 Student Conduct and Advocacy website: buffalo.edu/studentlife/conduct

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. Campus Living residents and their guests 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 possession and consumption of alcohol, as well as 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.

Campus Living residents and their guests 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, gender expression, sexual orientation, marital status, veteran status, ability/disability, and/or socioeconomic status.

1.05 Loft/Bunk Beds. Beds may not be lofted. 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. Use of cinder blocks or commercially available bed risers is prohibited. Note: Campus Living does provide lofted beds in some “Value Housing” rooms. In apartments, beds are raised or lowered only by exception. See your Area Office Manager to request this.

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 in full year agreements (South Lake Village, Creekside Village West, 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.

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Voluntary room changes must be approved by Campus Living Housing Operations staff or the appropriate residential area or village office staff. Occupants requesting a room/apartment change must be officially checked out of their assigned room and into the new room by the stated deadline. 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 and Apartments 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 an exigent circumstance such as any fire alarm, building evacuation or 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. Under these circumstances, Campus Living staff is often accompanied by University Police or other emergency responders.
- 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 for occupancy.
- 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:

- Ensure your safety,
- Notify you of potentially hazardous conditions, and
- Allow you the opportunity to correct any infractions or advise you in advance of any potential financial costs you may incur.

Refusal to cooperate under these circumstances 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. Assigned residents 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. Beds may not be lofted. 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. Use of cinder blocks or commercially available bed risers is prohibited. Note: Campus Living does provide lofted beds in some “Value Housing” rooms. In apartments, beds are raised or lowered only by exception. See your Area Office Manager to request this.

B. Recreational equipment such pool tables, ping pong tables, foosball tables, pools, metal tip darts, 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. Electronic self-balancing boards and scooters (i.e Hoverboards) are not permitted on campus.

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C. 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.

D. 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.

E. Screens, windows, and window railings must remain in place at all times. Students are prohibited from hanging anything 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.

F. 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.

G. Students are not allowed to enter residence halls that are closed over breaks unless they have been given permission.

H. No one may improperly access or use fire escapes or fire ladders.

I. No one may paint, wallpaper, write on room walls and doors, or remove any door within their room or apartment.

J. 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.

K. No one may damage, vandalize or deface common areas, including hallways, bathrooms, lounges, laundry rooms, elevators, and stairwells. Hallway damage includes the tearing down or defacing of posted material. Elevator damage includes intentional misuse resulting in a malfunction, such as jumping that can cause the tripping of the overspeed switch.

L. No one may damage, vandalize, alter or deface their room/apartment or furniture provided.

M. Students and guests are prohibited from entering or using bathrooms that don't correspond to their gender, gender identity, or gender expression.

- At the University at Buffalo, you have the right to use restroom and changing room facilities that correspond to your gender identity. No one is permitted to deny you access to a restroom or changing facility based on your gender identity, or to harass you for using the facility. No one can require you to use a single-occupant/gender-inclusive restroom instead of the restroom of your choice.

N. No one may interfere with the operation of smoke detectors or any other life safety systems or devices.

O. Lounges are not to be slept in by residents or their guests.

P. Improper disposal of medical sharps. Sharps disposal containers are available upon request by submitting a work order.

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.

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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, all UB and Campus Living rules, and any applicable laws. 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 thermostatically controlled devices, including Keurig-type appliances, for heating water. 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 outdoor 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, as requested by Campus Living staff. Student refrigerators must be no larger than 4.5 cubic feet, and only one such refrigerator per single or double room is allowed. For students living in a triple or quad or apartment, up to two refrigerators no larger than 4.5 cubic feet are allowed. Refrigerators must be directly plugged into an outlet and only one refrigerator may be plugged into a duplex outlet.

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 permitted hours of 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, distribution or attempt to do so, of illegal drugs, including marijuana, 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 marijuana or other 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 New York State laws are strictly enforced. In

addition to other sanctions, students may be required to attend *UB Students Avoiding Further Exposure to Risk* (UB-SAFER).

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

Weapons, ammunition, explosive materials, fireworks, gasoline or any other flammable liquids such as propane or butane 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 CO2 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 explosive materials will be confiscated by the University Police. Violation of this section may result in immediate dismissal from Campus Living.

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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 within Campus Living facilities. 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, entering residential fitness areas when closed, 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 residence 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 public safety aides.

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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 animals. The departments of Campus Living and Environmental Health and Safety have determined that fish in a tank no larger than 10 gallons are allowed. Poisonous or predatory fish are prohibited. Service Animals and Emotional Support Animals to assist people with documented needs are permitted in the residence halls and apartments for that purpose only. Prior to bringing the animal onto campus, appropriate documentation from both a licensed care giver as well as a veterinarian who has an ongoing relationship with the animal must be provided to, and approved by University at Buffalo staff, specifically Campus Living Housing Operations Office or the Office of Assessability Resources. More details on special living accommodations can be found at buffalo.edu/campusliving/find-your-home/special-living-accommodations.html.

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. Alcohol and empty alcohol containers are absolutely prohibited in the first-year residential areas (Clement, Richmond's freshman buildings, Spaulding Wilkeson, Clinton, Dewey Lehman, and Roosevelt), Greiner Hall and Creekside Village East. 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, including, but not limited to, student rooms and public areas, such as lounges, hallways, stairwells, laundry rooms, entry ways or surrounding areas, complex grounds, parking lots, etc., regardless of whether a student is of legal drinking age.

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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 was possessing or consuming alcohol.

- Any person suspected to be consuming or possessing 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 alcohol.
- Those found in violation of the Campus Living alcohol rule will be treated in a manner consistent with the university's educational mission and its 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 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, Campus Living Probation will be imposed and documentation of an ongoing relationship with the agency may be required.

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

Any tampering with smoke and fire detection systems, fire alarms or fire-safety equipment is prohibited. This includes alarms, fire extinguishers, fire hoses, heat and smoke detectors, sprinkler systems, fire escapes and 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 rule 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 and Apartment Modifications & Decorations. Rooms and apartments 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. Prohibited 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 or ETL 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. Room/Apartment Windows, Doors, Walls and Ceilings

Students are not permitted to add curtains, draperies, wall hangings, or other combustible materials of more than 10% of the aggregate wall area as they are considered fire hazards.

Doors of student rooms or apartments may be decorated but are considered public areas. Door 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 pictures, to comply with New York State Fire Codes. Nothing is permitted to be hung from the ceiling, within two feet of the ceiling, or on sprinkler piping or sprinkler heads.

C. Bottles and Cans – 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 protected outlet adapters and 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.

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2.20 Smoking. *(Also, see Article 3, Section 33, Student Code of Conduct)* ***New York State law and SUNY policy prohibits smoking in all residence halls, apartments and indoor areas generally accessible to the public. Additionally, the University at Buffalo is a completely smoke-free campus. Under UB’s UBreathe Free Policy, smoking (use of tobacco products, as well as use of electronic cigarettes) is prohibited on campus.***

- By law and SUNY policy, smoking is prohibited in any residence hall or apartment facility, including, but not limited to, student rooms and apartments, 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.
- Use of E-cigarettes in the residence halls or 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. Tampering with cable equipment, electronic systems, internet connections, apartment intercoms, or theft of cable service is prohibited. Use of any video equipment or computer 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 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. Misuse of someone else’s computer is prohibited. Students are responsible for the content of personal web content. Threatening or harassing content or content promoting activity which would constitute a university or Campus Living violation is prohibited.

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2.30 Physical Abuse and Harassment. Physical violence (Section 27) and Harassment (Section 18), Sexual Harassment (Section 31), and Sexual Violence (Section 32) are prohibited conduct by Article 3 of the Student Code of Conduct Rules, University Standards and Administrative Regulation. Such conduct may also constitute violation of federal and/or state law. Conduct that potentially violates any of the above provisions of the Student Code of Conduct is reportable to University Police and usually referred to the Office of Student

Conduct and Advocacy. Students may contact the Office of Student Conduct and Advocacy at 9 Norton 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 violence, sexual violence, use of a weapon or laser pointer, or any conduct that threatens or intimidates a person, creating a rational fear within that person. Harassment and threats via telephone calls, e-mails, instant messages or other electronic means, including social media sites, are prohibited. Violations of this section, may also result in immediate dismissal from Campus Living housing (See Section 2.35).

2.35 Cancellation of Agreement and Dismissal from Campus Living. Campus Living may terminate a resident's Housing Agreement for breach of the agreement's terms by the resident, or for any of the following reasons or conditions:

- A.** The resident ceases to be enrolled as a student and is not involved in a documented legitimate academic activity.
- B.** The resident 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 Campus Living.
- C.** 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, criminal 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 the housing agreement.
- D.** Students diagnosed with a contagious medical condition must vacate their rooms until the condition is corrected.
- E.** Willful destruction of university property in excess of \$200 in value.
- F.** 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.
- 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.

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2.40 Violation of Campus Living Probation. Residents 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 a violation of Campus Living rules or university rules and regulations while on Campus Living Probation may be immediately dismissed from Campus Living housing.

2.45 Nonrenewal of Campus Living Housing Agreement. 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 housing agreement 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.

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Appendix B

Terms and Conditions of the Campus Living Housing Agreement

2019-2020 Academic Year - Please refer to buffalo.edu/campusliving/get-help for an electronic copy of the agreement.

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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.
- Minimize energy waste through sound conservation practices (e.g., turning lights off when leaving a room, keeping windows closed during the winter)
- 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.

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UB Sustainability'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. **Register your Bike with Parking and Transportation or use the Bike Sharing Program to get around campus.** At just \$15/year, you can have a bike when you need it to get to class, run errands, or just enjoy a nice bike ride! Sign up at: buffalo.edu/sustainability/working-green/bicycle-sharing
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!
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. **Think before you buy.** Is a purchase necessary? Can you choose a non-toxic, organic, or recyclable alternative? Is there a local option?
7. **Eat lower on the food chain.** Visit local farmers markets and try fresh local vegetables! They are healthy for your body and the planet.
8. **Rethink, Reduce, Reuse.** Print using the double-sided feature, bring your own bag to the store, and use Craigslist to unload your old stuff!
9. **Connect with Nature.** There are plenty of great natural places on and around campus. Enjoy them to reduce stress and unwind.
10. **Get Involved.** Join Campus Living's Eco-Rep Leadership Program.

For more information please contact:

Ken Kern, Staff Associate for Sustainability

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Appendix D

Students' Bill of Rights

UB is committed to ensuring that victims of sexual assault, domestic violence, dating violence and/or stalking can obtain assistance and redress.

The State University of New York and UB are committed to providing options, support and assistance to victims/survivors of sexual assault, domestic violence, dating violence, and/or stalking to ensure that they can continue to participate in University-wide and campus programs, activities, and employment. All victims/survivors of these crimes and violations, regardless of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction, have the following rights, regardless of whether the crime or violation occurs on campus, off campus, or while studying abroad:

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual violence assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressures from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual or victim/survivor is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
8. Be free from retaliation by the University, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of UB;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the University.

Options in Brief

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, view Options for Confidentially Disclosing Sexual Violence at buffalo.edu/equity/USE);
- Make a report to:
 - An employee with the authority to address complaints, including the Title IX Coordinator, a Student Conduct employee, or a Human Resources employee;
 - The University Police Department;
 - Local law enforcement; and/or
 - Family Court or Civil Court.

Copies of this Bill of Rights shall be distributed annually to students, made available on UB's website, and posted in each campus residence hall, dining hall, and student union or campus center and shall include links or information to access the Sexual Violence Response Policy and the Options for Confidentially Disclosing Sexual Violence.

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Appendix E-Apartment Specific Information

Appliances

Residents are responsible for proper use of all appliances and/or for reporting necessary work orders. Each Community Building office is equipped with manuals to assist you.

Bicycles

Bicycles may be parked in areas designated by signs or bicycle racks, in Campus Living Apartments rooms if done in such a manner so as not to damage the room or the furnishing or to interfere with maintenance or custodial personnel as they carry out their duties and in other areas as designated by appropriate

departments. Bicycles may not be parked, stored, or left unattended in offices, stairwells, hallways, lobbies, or other common areas, in front of or to the side of any entrance or exit of any building, sidewalk, motor vehicle parking spaces or in other areas as designated by appropriate departments.

Damage Billing - Inspection

If you wish to have an informal review of your apartment, you must contact the complex director **seven days (7)** prior to your departure to set up a date for the informal review. The same form that was used for check-in (Apartment Condition Report) will be used for checkout, to assure continuity. After a resident returns his/her keys, Campus Living Apartments takes possession of the unit. If a resident chooses to vacate prior to their Agreement/Lease end date they may still be held responsible for common area damage that may occur in their absence.

Residents will be assessed for any damage, which occurs during the Agreement, including common areas. **Common area disputes within an apartment must be resolved, and the responsible student(s) must take responsibility, in writing, by the 15th day of the month your Agreement ends.** This written statement should be submitted to your complex director by the aforementioned date. Common area damage inside units will be assessed to all occupants unless responsible parties take responsibility. At Hadley, South Lake, and Flint Village stairwell/hallway common areas, such as laundry rooms, and swipe card readers will be assessed for damages and all residents in stairwell/hallway will be assessed for charges. This is not limited to, but includes holes in walls.

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Damage Billing - Appeal Process

If the apartment or apartment property is lost/missing, damaged or not left in a good condition, charges will be incurred and they will be charged to your student account. You will receive (at your buffalo.edu –mail account) a damage assessment letter detailing the damages and charges to your student account (if applicable) approximately sixty (60) days after the Agreement end date (not check out date). If you disagree with the damage charges incurred, you may appeal by following the appeal process outlined in a damage assessment letter that will be sent to you. While damage charges are in appeal, you must pay all damage charges, and we will refund your money if that is the outcome of the appeal.

Disposal of Garbage

All garbage must be contained in securely sealed plastic bags. Dumpsters are conveniently located throughout the complex and all household garbage should be placed in them, not next to them, for pick-up by our garbage disposal vendor. Door-to-door pick-up is not provided. Residents may be charged if garbage is not placed inside the dumpster. Residents may be charged for trash and/or property left outside of apartments, buildings or dumpsters.

Entry into Apartments

The Campus Living Apartments reserves the “right of entry” into the Apartment and each dwelling unit by authorized personnel in the event of an emergency and as necessary for maintenance and upkeep of the Apartment and otherwise as necessary to ensure and maintain proper sanitary and safety conditions. Campus Living Apartments staff will attempt to give prior notice of entry except for cases of potential and/or apparent

health and safety reasons. Authorized personnel may also enter to address noise disturbances (i.e. abandoned stereos, alarm clocks etc.).

In addition, apartments are subject to two types of inspections that may occur without prior notice:

- *Fire Safety Inspections.* Annually (during the fall semester) your Complex Director will accompany the Fire Marshall and the University's Environmental Health and Safety Department.
- *Health and Safety Inspections* are completed twice in an academic year by Campus Living Apartments staff; once in the fall and once in the spring.

Emergencies

Emergencies are defined as incidents that prevent residents from essential living. This includes lockouts; fire alarms; CO detector issues; actual fire; floods; some work orders including heat, electricity, and plumbing issues; medical (physical and mental health). See also, section Emergency Preparedness.

Mail and Package Forwarding...

Mail forwarding is only done after the end of the agreement term and is only provided for 90 days. Packages will not be accepted after May 31st and it will be up to the carrier used to determine whether they forward the package or not.

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Parking, Violations & Towing

Due to limited space, residents are permitted to have only one (1) vehicle on their respective properties at a time. This includes motorcycles and moving trucks. Second vehicles are to park in the guest lot providing you have a valid parking tag for that vehicle. **All vehicles must be able to operate and have a village parking tag, with a village specific sticker, displayed at all times.** Spaces are available on a first-come, first-serve basis. Residents are not permitted to use parking spaces for the parking or storage of boats, trailers, campers, etc. on the premises. Guests should park in nearby lots. They must obtain a guest parking tag from 102 Spaulding Quad if they plan to park on campus Monday – Friday 7am – 3pm.

In the event someone is parked illegally, University Police will be called to ticket the vehicle. If the vehicle has a Campus Living Apartments parking permit with the proper color-coded sticker (each apartment complex's sticker is a different color) our staff will make at least one attempt to call the owner and ask that the vehicle be moved. If the vehicle is not removed within 48 hours or 24 hours in the case of a handicapped space, University Police will be called with a request to tow the vehicle.

In the event a vehicle is obstructing traffic or obstructing services, such as garbage removal, the owner will be called if there is a proper color-coded apartment parking tag on the vehicle. Otherwise, University Police will be asked to have the vehicle towed.

Pest Control

Staff will arrange for regularly scheduled preventative measures. Contact the village office with any specific problems. The terms of your Agreement/Lease require you to allow access to staff for maintenance and

upkeep. Residents may be charged for this service in the case of negligence on the residents' part (i.e.: improper food disposal, unsanitary conditions, and illegal pets).

Resident Instructions

Upon sounding of the alarm or instructions from Campus Living Apartments staff, University Police or other University official, all residents are to immediately evacuate using the closest building exits from your apartment. It is the responsibility of each resident to evacuate to the following locations according to their building of residence. To assist the Campus Living Apartments staff in determining students not accounted for, each resident is to check in with the Campus Living Apartments staff member taking attendance.

Sprinkler System (except Flickinger)

There are sprinkler heads in each apartment. Students are prohibited from hanging anything from these heads or tampering with them.

Snow Removal

The Campus Living Apartments may implement a program to clear entire sections of parking lots in your village, to allow for the removal of snow by contractors. All vehicles on the properties must be able to operate and not be disabled. Residents will be given adequate notice to move their vehicles. **Residents are expected to comply.**

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Sub-Renting (Full Year Agreements Only)

Sub-Renting is available for the months of June and July only at villages where residents are required to take on a full year Agreement/Lease. This includes South Lake Village (not residents in 4-bedroom units) and all Flickinger Court and Creekside Village West residents. Flint and Hadley residents are not eligible to sub-rent. Residents who qualify to sub-rent are those who are graduating, have internship out of town and/or semester abroad and must be approved to sub-rent before they begin looking for a sub-renter. Residents who are leaving for the summer and returning in August do not qualify to sub-rent.

Guidelines for sub-renting and applications are available in eligible villages on or around March 1st. Below are a few things to know about sub-renting:

Sub-Renting Guidelines:

Any sub-renter must meet eligibility standards, class standing (upper-class, undergraduate students with at least 60 credits earned and in good judicial standing with the University and Campus Living. You must be a Graduate Student to sub-rent in Creekside Village West & Flickinger Court. Sub-renters must have a UB ID.

1. Sub-renting is allowed for the months of June and July only.
2. All sub-renters must be UB students and must be enrolled or have a legitimate affiliation with the University that can be verified.
3. The original Agreement/Lease holder is billed for the summer. Sub-Renters pay the original Agreement/Lease holder in order for timely payment of Student Accounts summer bill. Residents cannot charge Sub-Renters more than the actual cost of the apartment.
4. Sub-Renters **do not** have access to mail delivery.
5. Sub-Renters do have access to other services (i.e. lockouts, work orders, parking)

6. The original Agreement/Lease holder is responsible for damages and may be billed.
7. Under certain circumstances, the Apartments reserve the right to ask that a Sub-Renter vacate. The original Agreement/Lease holder would be responsible for all billing.
8. All forms must be completed by both parties (resident and sub-renter) by the date noted on your Sub-Renting documents.
9. If the original Agreement/Lease holder should sub-rent their apartment without prior approval by Campus Living, the unauthorized sub-renter will be asked to vacate immediately. The Agreement/Lease holder may be charged with violations of related Campus Living Rules.

Signs and Notices

Residents are responsible for reading all notices, postings and mailings as important information is disseminated via these mediums.

Speed Limit

For the safety of all residents, the speed limit within all apartment complexes is 10 mph and will be observed at all times.

Termination of Agreement/Lease

Prior to the Agreement/Lease start date: There is no financial penalty to terminate your Agreement/Lease as long as the request is submitted, in writing, to the Housing Operations Office (106 Red Jacket Quad) before May 1.

During the Agreement/Lease period: A resident may apply to terminate occupancy during the course of a semester (as opposed to between semesters); Approved reasons include judicial sanction or withdrawal from the university. In the rare event that the request is approved, refunds of housing charges for that semester shall be made in accordance with the University's tuition and fees refund schedule.

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. 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.

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Flickinger Court Only

Lease Terms

A lease is a contract granting use of an apartment by the UBF Faculty-Student Housing Corp. (UBF-FSH, the lessor) to the resident (lessee) during a specified period of time, in exchange for rent.

Family Renter Requirements

All lease holders at Flickinger Court must be University at Buffalo students, staff or faculty. Flickinger Court was designed to accommodate faculty, staff and students with families. Some on-site amenities are provided for those with children in particular See Flickinger Court Lease for occupancy policy.

Parking

Flickinger Court is designed with ample parking for residents. Visitors/guests must park in designated areas. These areas are visible in the island areas of lots.

Supervision of Children

Children under age 13 may not be left unattended in or around the complex. When children use the playground area they must be supervised at all times by an adult, parent, or guardian.

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UB Residential Calendar 2019-2020 Academic Year

FALL SEMESTER - 2019

Aug 17	Early arrival move in for approved students
Aug 22	Apartments and Residence halls open for new students
Aug 23	Apartments and Greiner Hall open for returning students
Aug 22-25	Opening Weekend events
Aug 24	Residence halls open for returning students
Aug 26	Classes begin, student check in ends at 5 pm
Aug 30	Last day to change meal plan – for fall semester
Sept 2	Labor Day (No Classes)
Nov 27	Residence halls close for fall break at 9 am
Nov 27-30	Fall Recess (Wednesday – Saturday)
Dec 1	Residence halls reopen at noon
Dec 6	Last day of classes
Dec 7-8	Reading days
Dec 9-16	Final Exams

Dec 17 Winter Recess, residence halls close at 9 am

WINTER SESSION - 2020

Jan 5 Residence halls re-open at noon, for winter session only

Jan 6 Winter Session classes begin

Jan 20 Martin Luther King Day Observed (No Classes)

Jan 24 Last day of winter session classes

SPRING SEMESTER - 2020

Jan 18 Early arrival move in for approved students

Jan 26 Apartment and Residence halls re-open at 9 am

Jan 27 Classes begin

Mar 14 Residence halls close for spring recess at 9 am

Mar 16-21 Spring recess (Monday – Saturday)

Mar 22 Residence halls reopen at 9 am

Mar 23 Classes resume

May 8 Last day of classes

May 9-10 Reading days

May 11-16 Final Exams

May 15-17 Commencement weekend (Friday-Sunday)

May 17 Residence halls and apartments (excluding full-year leases) close at 5 pm

May 18 Graduating Senior check out at 9 am

More important dates can be found online at: buffalo.edu/campusliving/apply-for-housing/important-dates

BACK COVER:

Important Dates:

8/26/19- Fall classes begin

11/27/19- Residence halls close for fall break- reopen 12/1/19

12/17/19- Residence halls close for winter break-reopen 1/26/20

1/5/20- Residence halls reopen (winter session only)

1/26/20- Residence Halls open for spring semester

3/14/20-Residence halls close for spring break-reopen 3/22/20

5/17/20-Residence halls close for year

Important Websites

Campus Living - buffalo.edu/campusliving

Campus Dining and Shops - myubcard.com

Financial Aid Office – financialaid.buffalo.edu

Student Life Gateway – buffalo.edu/studentlife

Campus Living, Residential Life Office

100 Red Jacket Quadrangle

Buffalo, NY 14261-0052

PHONE: 716-645-2173

FAX: 716-645-2778

EMAIL: ub-reshalls@buffalo.edu

WEBSITE: buffalo.edu/campusliving