

The Hillside Suites Community Standards Manual



Live. Learn. Belong.
THE HILLSIDE SUITES

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Purpose Statement

The Jamestown Community College Residence Life Program is committed to providing a safe, supportive and diverse living environment. A Residence Life experience will promote personal and academic development to students via on- and off-campus programming and initiatives.

On-campus living will offer JCC students access to amenities and resources provided by both the Residence Life program and the College, including requested housing accommodations. Residence Life aims to mirror the vision, mission, and values of Jamestown Community College.

Values

To support the purpose of the program, Residence Life works to foster:

- **Citizenship:** Becoming engaged members of a diverse community, fostering an environment to learn and live responsibly and respectfully.
- **Opportunity:** Having greater access to achieve goals.
- **Resources:** Availability of resources for personal and academic support.
- **Enrichment:** Develop emotionally, personally, and culturally.

Jamestown Community College's Non-Discrimination Notice

Jamestown Community College (JCC) declares and reaffirms a policy of non-discrimination, equal employment and equal educational opportunities in its Equal Opportunity Policy Statement:

Jamestown Community College does not discriminate and will make all decisions regarding admission and the entire educational process of its students, and recruitment, hiring, promotion, and other terms and conditions of employment without discrimination on the basis of sex, gender (including sexual harassment, gender harassment, and harassment due to pregnancy, childbirth, breastfeeding, and related conditions), gender identity, gender expression, gender non-conformity, sexual orientation, marital or domestic partner status, race, creed, color, national origin, ancestry, religion, physical or mental disability, medical condition, genetic information of an individual or family member of the individual, requesting an accommodation, veteran or military status, family care status, requesting or taking pregnancy, parental or disability leave, age, or any other characteristic protected by federal, state or local law, or regulation. All such discrimination and harassment is unlawful and will not be tolerated by JCC.

If any faculty, staff, employee, or any job applicant believes they have been subject to discrimination or harassment during any phase of the recruitment process or in the workplace, they may file a complaint under JCC's Human Right and Affirmative Action Policy. For these purposes, any incident should be reported to one of JCC's Civil Rights Compliance Coordinators.

If a complaint is based upon allegations involving Affirmative Action, it should be directed to:

- Nicolette Riczker, Executive Director of [Human Resources](#) and Chief Diversity Officer
 - Email: NickeyRiczker@mail.sunyjcc.edu
 - Office: 716.338.1035

If a complaint is based upon allegations involving Title IX, it should be directed to:

- Barry Swanson, [Campus Safety](#) and Security Officer and Title IX Coordinator
 - Email: BarrySwanson@mail.sunyjcc.edu
 - Office: 716.338.1015

If a complaint is based upon allegations involving a disability, it should be directed to:

- Donald Pool, Coordinator of [Accessibility Services](#)
 - Email: DonPool@mail.sunyjcc.edu
 - Office: 716.338.1251

Any student, faculty member, staff, employee, or job applicant who reports discrimination or participates in a discrimination investigation shall not be punished.

JCC shall protect the confidentiality of any student, faculty member, staff, employee, or job applicant who reports such discrimination or participates in a discrimination investigation to the greatest possible extent.

Acknowledgement of Policies

The following are the on-campus living policies and procedures that apply to all residential students, their guests, and visitors to the Hillside Suites Residence Halls. It should be understood that the Director of Residence Life (DRL) or their designee, or the Vice President of Student Experience (VPSE) or their designee, may terminate the housing assignment of a student for violation(s) of the below conditions or relocate a student to a different suite. In addition to Residence Life sanctions, failure to follow these policies may also result in college disciplinary action and/or civil/criminal action and/or financial liability. All policies and procedures contained herein are subject to change by FSA and/or the College at any time.

By completing a housing application and license agreement, residents understand that they are responsible for knowing and comprehending all policies and procedures within the Hillside Suites Community Standards Manual and supplemental addendums as necessary. Additionally, submission of a housing application and license agreement is a binding, 1-year agreement unless other arrangements are made by the DRL.

Occupancy

Requirements

- **Full-Time Status:** Residents must be enrolled and maintain full-time status each semester to reside in the Hillside Suites. “Full time” is defined as twelve (12) credit hours or more that includes hours added during the drop-add period or through the census date for the semester. If a resident falls below the full-time credit hour requirements at any point in the semester, they must attempt to be reinstated in classes, add late-start classes, or explain extenuating circumstances to the DRL or their designee within 48 hours. Failure to maintain full-time status or enroll in courses following the census date or an individual withdrawal from a course(s) may result in suspension from the Hillside Suites at the discretion of the DRL or their designee.
 - A few ways a resident can drop below full-time:
 - Drop/Add
 - Withdrawal from a course
 - Faculty members can administratively withdraw a student from a course based on poor attendance.
 - A student’s status is monitored throughout the semester, with the expectation that residents respond to all notices regarding registration status. Failure to respond will result in being denied or limited access to the Hillside Suites or removal from the program with 24 hours’ notice.
 - Students who withdraw their registration from any or all courses shall be liable for payment of room charges and fees, with FSA following the College refund schedule that is published in the Credit Course Master Schedule under financial information.
- **Age requirement:** A student must be 18 years old prior to December 31 of the fall semester. Exceptions may be discussed with the Director of Residence Life (DRL).
- **Conduct Standing:** Students must be in good conduct standing to reside in the Hillside Suites. When needed, the DRL or designee may determine conduct standing through use of the College’s Maxient judicial database.

- **Felony Conviction:** Students who have a felony conviction or who are Registered Sex Offenders at risk to re-offend in accordance with New York State law or any other jurisdiction or students who, at the discretion of the Vice President of Student Experience, pose a threat to themselves or other residents are not eligible for residing in the Hillside Suites.
 - Students who desire to appeal their ability to live on campus due to a felony conviction must contact the office of the Vice President of Student Experience. The student will then be provided an opportunity to have their case heard by the Vice President and/or designee(s) to determine if an appeal would be granted. A decision regarding the appeal will be communicated to the student through their JCC email.
- **Personal Property Loss and Claims:** FSA and the College are not responsible for loss of or damage to the personal property of residents or their guests, and do not carry insurance on personal property.
 - Personal property insurance may be available through a resident's homeowners insurance policy (residents and their families should check with their insurance carrier), or through individual purchase of personal property protection program.
 - Residents will be responsible for removing all property when vacating the Hillside Suites.
 - Residents acknowledge that items left in the premises after vacating or termination of housing license agreement shall be deemed abandoned property and immediately disposed of by FSA, in its sole discretion.
 - Any costs incurred by the FSA associated with such disposal will be the financial responsibility of the resident abandoning the property.
 - There is no obligation for the FSA to store any items deemed abandoned left in the licensed space, nor to reimburse the resident for any loss.
 - **Renter's Insurance:** Although it is not mandatory, renter insurance is recommended to all residents to protect their belongings in the event of theft or damage. FSA will not compensate residents for loss or theft of personal property in the residence halls.

Application

- Submission of the signed Housing Application and License Agreement through Housing.Cloud indicates agreement with all policies and procedures outlined in the Housing License and Application Agreement and the On-Campus Living Policies outlined in this document. This license is for the entire academic year and cannot be cancelled by the student during the period without the submission of the Request to Terminate Housing License and Application for review by the Director of Residence Life or designee.
- Students accepted to Jamestown Community College, who are matriculated to full-time status, and who have filed a current FAFSA are eligible for housing in the Hillside Suites. Students will be assigned housing based on the submission of a valid housing application, application fee, and the submission of a current FAFSA with priority given to those completed by August 1 for the fall semester and January 1 for the spring semester.
- Students under the age of 18 must submit the appropriate housing application, complete with a parental signature.
- Occupancy is based on 15 weeks of academic classes meeting. Accommodation for periods of official college recesses is not covered by fees established in this agreement. Students may

not take a roommate, assign, sublease, lease, or otherwise transfer your interest of housing under this license agreement or permit anyone not duly assigned or approved by the Director of Residence Life to share any part of the room or suite.

- **Housing Application Fee:** All applicants, along with their application, will need to submit a \$150 application fee. The \$150 housing application fee is valid for the current academic year. This fee is non-refundable and will not be rolled over from one academic year to another
- **Room Rates:** Rates are subject to change.
 - The college reserves the right to make, at any time, any changes it deems advisable to the tuition or fees listed.
 - For current pricing to reside in the Hillside Suites, please visit the Apply for Fall/Spring Housing [webpage](#).

Housing Application Appeal

- Applicants choosing to withdraw their housing application at any time, including prior to the start of the semester, will not be entitled to a refund of their housing application fee.
 - Students placed on a waitlist and who have not been assigned a room may request a return of their housing application fee or it may be deferred to a later semester.
 - If a resident withdraws or terminates the housing agreement or is dismissed from the college and/or Residence Life (RL) program, the individual will be financially obligated based on the College's Financial Liability schedule.
 - If a student has an outstanding balance with the College, any requested refund will be applied to that balance first. The remaining balance (if any) will be issued by check from the Faculty Student Association in the student's name and sent to the address that is listed in Banner.
- **Request to Terminate Housing Form:** Residents requesting to vacate their Housing License and Agreement due to extenuating circumstances or military enlistment during an active academic year must fill out the Request to Terminate Housing Agreement form.
 - This form is available online under the "Information for Current Residents" tab on the Residence Life webpage.
 - Submissions must be made no later than December 1. After December 1, the DRL will review all requests for termination along with supporting documentation.
 - Decisions will be made via JCC email at the DRL's earliest convenience.
 - Submission of this document does not guarantee that a student will be released from the license or excuse them from their financial obligation.
 - The decision of the appeal is final.
 - Additional considerations:
 - Appeals received after the due date may not be considered.
 - Appeals must include all supporting documentation in addition to the Request to Terminate Housing License and Agreement. Those received without documentation may be denied.
 - Appeal letters must be written by the student; those written on behalf of the student will be denied.
 - Residents choosing to complete a total withdrawal from scheduled classes will need to complete a Request to Terminate Housing Agreement form with the aforementioned information still applying.

Meal Plans

- All residents living in the Hillside Suites will have a 7-meal per week meal plan, which is included in the cost of housing. Additional upgrades for larger plans are available through the application portal or through FSA once the semester is underway.
 - Meal plan charges will be added to the student bill as a separate line item.
 - Meal plans and J-Dollars are per semester. Plan cancellations, reductions, or changes can be made any time before the start of each semester.
 - J-Dollars are equal to one dollar. J-Dollars can be rolled over from fall to spring semester but will not be rolled over between academic years. Unspent J-Dollars cannot be used to offset the cost of the meal plan. No rolled over or unspent J-Dollars are refunded.
 - Food services will be closed for the following college holidays and breaks: Labor Day, mid-term breaks (fall and spring), Thanksgiving break, winter break, and spring break.
 - All meal plans are prorated for shortened weeks.
 - The last day of food service each semester will be the last day of finals for each semester.
 - For more information regarding meal plans, please contact the FSA Office at 716.338.1199 or visit the Dining on Campus [webpage](#).
- Suspension and/or Forfeiture of meal plans
 - Residents who are suspended or expelled from the Hillside Suites and/or the College, or who break their housing agreement will lose access to any remaining meals and J-Dollars.
 - Meal plans may be suspended based on notification to FSA from JCC's business, financial aid, or campus safety offices. Students must contact those offices regarding suspended meal plans.
 - Meal plans can be voided without a refund if a student is refused access to the Café due to theft of services or as the result of sanctions imposed through the student conduct process.
 - Under these circumstances, the resident will not be entitled to a refund.
- Meal plans and student ID cards are non-transferable and are issued for the sole use of the resident/student to whom they are issued.
 - Food and beverages cannot be purchased for another person's consumption.

Financial Responsibility

- Residence Life requires that each semester's charges need to be paid in full prior to occupancy. If a student is receiving financial aid and the award is displayed on the student bill as pending or in progress, the student may be considered paid in full at the discretion of the Office of Financial Aid and Business Services.
 - Any balance remaining after financial aid has been applied must be paid prior to occupancy.
 - Payment can be made in full in the Business Office or a payment plan by viewing the student bill in Banner.
 - If a student wishes to apply for housing after the college application period has closed, they must first speak with an admissions staff member to assess their status in the onboarding process. If the admissions staff determines that the student is ready for a

successful onboarding, they will advise the student to apply for a different term. Once the application is submitted, the student must inform the admissions staff so they can update the application to the correct term.

- Indicators for a successful onboarding process will include having JCC listed on the FAFSA prior to submitting an admissions application, ability to submit all necessary transcripts within two business days, GPA through junior year for placement purposes or ability to complete the placement test by the Wednesday before classes begin, and the ability to meet with an advisor by the Friday before classes begin.
- **International Students:** Residence Life will require that each semester charges need to be paid in full prior to occupancy for incoming international students.
 - International students who will be attending the College and choosing to live on campus will need to make financial arrangements prior to arriving on campus.
 - Housing will not be available until all financial requirements are satisfied, unless an extenuating circumstance is approved through RL, Global Learning, and/or the Office of Financial Aid and Business Services.
 - This includes and offered break/recess housing.
- **Payment Information:** The term of occupancy and financial obligation to the College is for the entire academic year; therefore, students will be financially responsible for both semesters unless the Office of Residence Life is able to re-establish occupancy.
 - If a resident enrolls in the payment plan and monthly installments fail, the result may be suspension from the Hillside Suites, with charges remaining in accordance to the College's refund and liability schedule.
- **Financial Aid:** Residents utilizing financial aid will need to have a FAFSA submitted prior to July 1 for the fall term and January 1 for the spring term. Residents who have completed their FAFSA will be considered eligible for housing. Those who have not completed their FAFSA may be deferred to the subsequent semester.
 - Residents whose payment for housing includes approved financial aid will be fully obligated to pay the balance of any housing fees if financial aid does not materialize or for which the student is deemed ineligible (because of withdrawals, drops, failure to meet academic progress, disciplinary or other reasons.)
 - Student or Parent PLUS loans may be necessary to cover expenses. A student loan acceptance form or parent PLUS loan application should be submitted no later than two weeks prior to the start of the semester so that these funds are available for the bill.
 - Check your financial aid status in BANNER to assure you have completed all requirements to receive your anticipated aid: www.sunyjcc.edu/myjcc.
 - If awarded aid is delayed, enrollment in the Nelnet payment plan will allow you to move into the Hillside Suites while the aid continues to process.
 - Nelnet College Payment Plan: Learn about this option at <https://mycollegepaymentplan.com/Jamestown>
 - Please be aware that Nelnet has many options and deadlines for reduced monthly payments.
 - Enrollment in the Nelnet plan:
 - One month prior to the bill due date requires a down payment of 10% of your account balance.
 - By the bill due date requires a down payment of 25% of your account balance.

- Two weeks after the bill due date requires a down payment of 50% of your account balance.
 - Enrolling in the Nelnet plan will not reduce your eligibility to receive any financial aid for which you are applying.
- Any financial aid received after enrollment in the Nelnet plan will be applied to your bill and will reduce future Nelnet payments by equal amounts. If the financial aid received is greater than the remaining installments, a refund of any excess funds will be issued to the student.
- In the event of a loss of financial aid due to ineligibility or any instance that will generate additional charges to a resident's bill, payment must be arranged immediately.
 - For balances that remain on a bill after the start of each term, payment must be arranged within three weeks of the beginning of the term, or the resident will be suspended from the Hillside Suites.
 - Suspension will leave the resident responsible for 75% of their housing charges and will also result in the forfeiture of the housing security deposit.
 - Any balance that a resident accrues at the end of the semester will result in a loss of eligibility to return to the Hillside Suites and register for classes until the balance has been paid in full.
 - Unresolved balances may be passed along to a collection agency at the discretion of the Office of Financial Aid and Business Services. Residents will be responsible for all associated collection fees.
 - Any outstanding balance between semesters will prevent a resident returning early for classes or athletic reasons.

Housing Assignments

- Residence Life strives to offer every resident an environment that feels safe, comfortable, and supported.
 - Residence Life will house students based on the gender expression that is marked on an individual's housing application, based on the gender that they identify with, not necessarily their gender given at birth. Non-Gender Inclusive Housing suites will be housed using the binary genders, and will not be co-ed.
- Housing assignments will be created and available on the Housing.Cloud portal.
 - There will be separate phases for suitemate and housing assignment selection. The phases will be determined based on the time in which an application was completed, as well as whether the resident is considered new or returning.
 - These phases will only be available once a resident has completed their housing application and submitted their application fee.
 - Students will have the option to self-select their suitemate(s) and living space. These selections will be done in phases based on student type and associated timeline.
 - Note: Applications completed after mid-July will be automatically assigned through Housing.Cloud, and self-selection will not be an option.
 - During the semester, room re-assignments may be necessary. The RL Staff will make every attempt to inform you that you will be receiving a new suitemate prior to the reassignment.
 - If the reassignment is necessary for an emergency, this change may be made immediately and without prior notification.

- Residents may not change room assignments without consulting the DRL or designee. If residents are experiencing difficulties in their suites, they must first contact their Resident Assistant and follow any mediation procedures.
 - A suite mediation session will be facilitated by a residence life staff member. If there is no resolution in the mediation session, a room reassignment can be requested if space allows, and at the discretion of the DRL.
- Room changes will not be granted during the first four weeks of the fall semester, or the last four weeks of the spring semester.

Gender Inclusive Living

- The Hillside Suites will provide gender inclusive housing accommodations for residents who choose the gender identity of "X" on their housing application. This housing option is designed as an intentional living community affirming the cultural experiences of lesbian, gay, bisexual, transgender, intersex and questioning residents as well as their allies.
- Gender Inclusive Housing allows same gender roommates, opposite gender roommates or other gender-identified roommate pairings. Any student requesting Gender Inclusive Housing may be contacted before an assignment is made and may be asked to provide supplemental information.
 - While we do not require students to speak to their parents/family about their housing options, we strongly encourage students to communicate with them so they can fully support the decision to live in Gender Inclusive Housing.
 - Gender Inclusive suites will be equipped with at least four single bedrooms, and two bathrooms. Gender Inclusive Housing is not available in double-room suites.
 - Gender Inclusive Housing is not designed for students in romantic relationships to live together. We strongly discourage students from utilizing Gender Inclusive Housing to live with romantic partners.
- Gender Inclusive Housing is available on a first come, first served and is limited based on availability.
- In instances where a student's record indicates a gender that differs from how they physically appear, the student will be housed with the gender that they identify with.
 - Discomfort with someone of a different gender identity will not result in a student expressing that identity to be unwilling moved.
 - If, for example, a suitemate of a transgendered resident is uncomfortable, the RL staff will work that suitemate to find an alternate suite assignment as occupancy allows.
- Residence Life encourages students to communicate any information and preferences that they are comfortable with to their suitemates. These conversations must be mature in context and not threatening, demeaning, etc. in any nature.

Accessibility Accommodations

- A resident in need of specialized housing due to an existing condition or disability must provide appropriate documentation, along with a recommendation for specialized housing from an appropriate referral agency. The resident will then coordinate with the Office of Accessibility Services, who will make recommendations to the Director of Residence Life. Accommodation will be made upon request as space allows on a first-come, first-served basis.
- **Emotional Support Animals (ESAs):** An emotional support animal (ESA) is not a service animal. ESAs provide emotional support that alleviates the symptoms or effects of a person's

disability. JCC permits ESAs only within residential facilities and outdoors, and not within the remainder of the campus buildings. An individual may keep an ESA in a residence hall if 1) the individual has a disability, 2) the animal is necessary to permit that individual to use and find comfort in their residential space, and 3) if there is an actual relationship between the disability and the assistance or emotional support that the animal provides to the person. Residents who choose to bring unauthorized animals into the Hillside Suites may have their housing deposit forfeited.

- ESAs are considered an accommodation, and all requests for ESAs must be made to and approved by the Accessibility Services Office.
- Certain wild animals or animals prone to community health or safety risk, which cannot perform the role of assistance animals in a reasonable manner, may not be permitted.
- Residents may be subject to additional charges after moving out of the Hillside Suites pending the outcome of damage and cleaning assessments.

Move In Days

- Residents may not occupy or deliver items to their suites prior to the official opening of the Hillside Suites unless arranged with the DRL.
- Residents requesting early arrival or extended stay for college sponsored purposes may do so in writing to the Office of Residence Life.
- Move-In: Residents entering the Hillside will receive information regarding move-in procedures to their JCC emails and/or the Housing.Cloud portal in August for the fall semester, and January for the spring semester.
 - Move-In occurs prior to the start of classes for each semester. Generally, Move-In will be the Thursday and Friday prior to the start of classes for the fall, and the weekend prior to the start of classes for the spring.
 - Occupancy will only be granted once there is confirmation that a student's bill payment has been satisfied.
 - Room assignments will be held for residents only through the close of business on the Wednesday after classes start unless prior arrangements are made with the DRL.
 - Residents who have not checked in by that time, or have not contacted the Office of Residence Life, may have their rooms reassigned to other residents and their housing deposits forfeited.
- College Recesses/Breaks: The Hillside Suites will be closed in observance of Thanksgiving, Winter, and Spring Recesses. Housing will not be available during recesses unless a resident submits a request with the DRL due to an extenuating circumstance.
 - Decisions for any housing extensions will be made on a case-by-case basis by the DRL or designee.
 - Additional fees may apply.
 - Housing extensions may not be granted for the full duration of each recess.
 - Eligibility will be dependent on a resident's current/future registration status, bill payment satisfaction, and conduct standing.

Checking In/Out of assigned living spaces

- Residence Hall Arrival: Upon occupancy of a living space, residents will be required to review and acknowledge a room condition report that has been completed by the RL staff. This report may be presented through a physical copy or via the Housing.Cloud portal.

- Suite Condition Reports: Each resident must complete and acknowledge a suite condition report provided by the Residence Director or Resident Assistant within 24 hours of occupying a suite.
 - This must be completed for the original suite/room assignment or following a suite/room change. This form is the basis for assessment of any damage and/or loss attributable to the resident at the termination of occupancy.
 - Failure to complete, sign, and return the form will result in the resident's assumption of responsibility for any damage evident in the bedroom or suite.
- Residence Hall Departure: All residents are required to vacate their assigned living spaces no later than 24 hours after their last final exam unless prior arrangements are made by their Residence Director.
 - Upon checkout of the room/suite, a RL staff member will conduct a preliminary checkout. The preliminary checkout does not serve as the final damage assessment to the room/suite.
 - A thorough inspection will be conducted by Buildings and Grounds staff, where the current condition of the room/suite will be compared to the original room inspection report filled out when the resident moved in.
- If living spaces and the contents provided by the College are lost, missing, damaged, or not left in good condition, charges will be incurred and billed to the resident. To avoid unnecessary charges during checkout, be sure to follow all the guidelines provided by the RL staff.
 - Remaining Personal Belongings: Upon departure from the Hillside Suites, all living spaces must be clean and free from all trash and personal items. Any items that are found after keys have been turned in will be discarded and a fee may be charged to the resident.
 - Improper Checkout: Residents who choose to leave without checking out of their room with a RL staff will forfeit the opportunity to appeal any damage or cleaning charges billed.
- Returning Issued Keys: Residents must turn in their issued suite and mailbox keys to a RL staff member upon checking out. Residents will be assessed a fee for keys that are lost, damaged, or not returned at checkout.
 - If residents are unable to locate a staff member upon departure, they may turn their key in with a labeled envelope and place it in the key collection box located outside of the RA office.
 - Returning your key through the collection box will constitute an improper checkout unless other arrangements are made with an RD or the DRL.

Resident Responsibilities

Compliance with Residential Staff

- All students and their guests are expected to comply with all addendums and reasonable instructions from College and RL staff, included any contracted services or vendors.
- All students and their guests are expected to show a valid picture ID when asked by a College, RL official, or contracted security.
 - Failure to identify yourself upon request is a violation of the Jamestown Community College Code of Conduct.

- Mandatory Floor Meetings: During the semester, residents must attend mandatory hall/floor meetings. Residents will be held accountable for any information disseminated. Failure to attend a hall/floor meeting may be considered a conduct violation and will be adjudicated by the Residence Director.
- Quiet Hours: The Hillside Suites are 24-hour quiet hour facilities.
 - Quiet hours are defined as a time during which all sound must be contained within a suite.
 - Quiet hours pertain to the interior and surrounding areas of the residence halls. Residents have the right to ask (with the expectations of compliance) that other residents hold noise to a level that they will not be able to hear.
 - If a resident does not comply with the request by a fellow resident or staff member, student conduct action may be taken.
- Residence Life personnel or contracted security reserves the right to search bags, backpacks, etc. for contraband items. Students or guests who are found in possession of these items may face immediate judicial actions.

Respect for Individuals and Groups

- Residents, their guests, and additional individuals are expected to comply with all aspects of the Constitution of the Student Body. Those who choose to compromise the safety and respect of an individual or group will be subject to conduct sanctions.

Safety and Security

For more information on building security, please review the appropriate section under “Health, Safety and Maintenance.”

- Visitation: Visitation within the Hillside Suites is a privilege and will be subject to any addendum issued by the College or FSA.
- A guest is defined as any person who is not a designated resident of the building, suite, or bedroom they are visiting. It is important for suitemates to discuss visitation and to decide on acceptable standards for guests and visitation to the suite. To ensure an appropriate level of security in the building, the following procedures are set in place.
 - Guests are subject to the same policies, regulations, and expectations of their host when on College property or attending any College sponsored event. The host has the responsibility of informing their guest(s) of such policies, regulations, and expectations.
 - Residence Hall staff may, at any time and for any reason, deny person(s) access to the residence halls and/or require person(s) to leave College property.
 - All guests must contact their host to sign in and must be signed in at the RA Office starting at 9:00PM nightly.
 - Residents will be limited to signing in two (2) guests.
 - There is a 12-person occupancy limit on 4-person suites.
 - There is a 15-person occupancy limit on 5-person suites.
 - All guests, including parents and family members, will be required to sign in at the Resident Assistant office or front lobby. Guests must possess a valid photo ID; driver's license, college ID, or State ID (High School ID's will not be accepted).

- Guests must be 17 years of age or older and be signed-in at the Resident Assistant office or front lobby between the hours of 9:00 PM and 3:00 AM. The Residence Director on duty will make any exceptions.
- For the safety and security of the guest and the resident, guests must always be in the presence of the host resident, including escorting them throughout the building.
- Overnight guests are permitted but may not spend more than four nights in a two-week period, regardless of what residence hall they are signing in as a guest.
- The Residence Life staff reserves the right to override permission for an overnight guest and deny that individual the privilege of spending the night in a resident's room or suite.
- Guests may not use a resident's keys or Access/ID card to gain access to the building, suite, and/or bedroom.
- The storage of guest/visitor property within the units is prohibited.
- Guest actions which are in violation of the On-Campus Living Policies, or the Constitution of the Student Body may be asked to leave the Hillside Suites at the discretion of a professional RL staff member, contracted security, or designee of the College.
 - Failure of a guest to vacate the premises may result in 1) the guest being escorted from the building 2) the issuance of a persona non-grata letter (PNG), or in certain circumstances 3) trespassing charges may be pursued. Any of these actions will prohibit that guest from future visits to the Hillside Suites and the immediate area surrounding the halls. Failure to comply may result in the arrest of the individual(s).
 - Guests who are on the Residence Life PNG list may appeal their status in writing to the DRL no sooner than 1-year after the date of the incident.
 - Guests who are on the Residence Life PNG list who wish to reside in the Hillside Suites must appeal their status to the DRL in writing.

Alcohol, Drugs, Tobacco, and other Substances

SUNY Jamestown Community College, including the Hillside Suites, are substance-free sites. This include the use, sale, transfer, possession, or knowingly in the presence of alcohol, illegal drugs, cannabis, and tobacco.

- The use, sale, transfer, possession, or knowingly in the presence of alcohol in the Hillside Suites or on college premises is prohibited, regardless of age.
 - No alcohol beverage containers, related decorations, drinking game devices or paraphernalia are allowed in the Hillside Suites or on the College premises and will be removed from the suite and/or bedroom.
- Individuals involved with any illegal drugs or controlled substance, including those used for medical purposes, may be dismissed from the Hillside Suites and/or the College, without refund.
 - All drug paraphernalia is prohibited and will be confiscated.
 - Drug-related violations may result in criminal charges, in addition to the RL and student conduct action.
 - All RL offenses and sanctions will remain part of a student's record for the duration of their JCC residential experience.
- Cannabis: On March 31, 2021, the New York State Governor signed into law the Marijuana Regulation and Taxation Act ("the Act").

- While this state law authorizing adult-use cannabis by those age 21 and older became effect immediately, SUNY remains bound by its federal requirements under the Drug Free Schools and Communities Act and the Drug Free Workplace Act
- Pursuant to federal requirements and existing SUNY policy, the use, possession, cultivation, and sale of cannabis remain prohibited on SUNY campuses and subject to code of conduct or disciplinary actions.
 - This prohibition covers all SUNY property in public or in dorms or offices, including university-owned and leased buildings, housing, and parking lots, and at all SUNY events or while conducting university business, except for approved academic research.
- Smoking is prohibited within the Hillside Suites and on college premises. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs, electronic cigarettes.
 - The possession or use of any tobacco products, including any form of smokeless tobacco within the Hillside Suites is prohibited.
 - Regardless of alarm activation, if it is determined that smoking has occurred inside of a suite, all residents may be subject to conduct action and will incur immediate cleaning charges at the discretion of the DRL and/or Director of Buildings and Grounds or designee(s).

Vehicle Registration

- Residents are allowed to have a vehicle on-campus while residing in the Hillside Suites.
- Students and their guests must adhere to the parking rules and regulations set by the College and RL program.
- Residents will need to complete a yearly parking registration form, which can be found online, to receive a parking pass. These passes will assist RL and College staff, along with contracted security, in identifying cars that should be parked long term on campus.
 - A resident will receive a parking pass, which must be visible when parked in the Hillside Suites parking lots.
 - Residents will return their parking pass at the conclusion of their residency, or at the end of the academic year.
 - Residents who lose their parking pass can receive a new one from the DRL at the cost of \$1 for a first-time loss, and then \$5 for additional replacements.
 - Visitor passes will be available for guest cars, which can be completed at the RA office when checking the guest in.
 - Similarly to residents, guests will need to have their pass visible when parked.
- Failure to have a parking pass visible may result in a vehicle being towed, at the owner's expense.
- Residents and their guests should park their vehicles in the parking spaces located closest to the Hillside Suites, especially in the shared Curtis Street parking lot.
 - Winter Parking: During the winter months, RL will coordinate with Buildings and Grounds to initiate a winter parking rotation.
 - To access more information regarding registering your vehicle and/or winter parking, please visit the Vehicle Parking Information [webpage](#).

Solicitations and Sales

- Solicitations and sales by residents and others are prohibited within the Hillside Suites and areas adjacent to the buildings.
 - The use of residence halls, suites, and/or FSA property for profitable activities is prohibited.
 - Reasonable fundraising activities for the benefit of College organizations or other non-profit groups are subject to approval by the DRL and the College Foundation.
 - Gambling in the Hillside Suites is prohibited and is subject to student conduct violations.
- Posting Promotional Materials: The Office of Residence Life must approve all promotional material posted or distributed in the Hillside Suites. Only events that meet one or more of the following criteria will be allowed to be advertised, all others will be removed:
 - Sponsored by a recognized JCC club, organization, or department.
 - A function taking place on any JCC Campus
 - Promotional materials that were approved by a Residence Director

Health, Safety and Maintenance

Building Security

- It is the responsibility of all residents to maintain a safe and secure living environment. The Hillside Suites are locked on a 24-hour basis, which is facilitated through an electronic access/ID card provided by FSA.
 - Students receive access only to the residence hall that they are assigned. Access to the residence halls is granted to the Residence Life staff, contracted security, and College officials.
- Assigned keys and access cards: Upon residing in the Hillside Suites, residents will be assigned an Access/ID card and key(s) to allow access to their designated building and living space.
 - Permitting the shared use of Access/ID cards or keys to enter a building, suite, or bedroom for which someone is not assigned is strictly prohibited. Residents in violation of this policy will be subject to conduct sanctions.
- Lost keys/IDs: If a resident loses their Access/ID card, they must report this immediately to the Residence Director to be deactivated in the system. A new Access/ID card must be obtained from the FSA office, with a replacement fee of \$20.
 - If a resident loses an assigned key, it may only be replaced by reporting the loss to the Residence Director.
 - The resident will be billed for either the cost of a new key (\$50 per key) or the cost of re-keying the suite.
 - Keys returned by residents at checkout that are not the same keys issued by JCC will also necessitate the re-keying of the suite with assessment of charges to the resident responsible.
 - All keys remain the property of the FSA. Duplication is strictly prohibited.
- Secure living spaces: Each resident is responsible for keeping their suite and bedroom door locked when not present in the area. The College and FSA are not responsible for loss or theft of personal property in the residence halls and/or on college property.

- Lockouts: It is the responsibility of the residents to lock their suite and bedroom doors. If a lockout occurs, please follow the following procedures:
 - Residents who are locked out should contact the Resident Assistant or RA on duty. If an RA cannot be contacted, they should contact security or their RD.
 - Residents may be asked to verify their identity at the time of the lockout.
 - Residence Life staff will only let residents into their assigned room/suite. No access will be given to other residents' rooms.
 - Residence Life staff will not unlock doors for guests.
 - Residents are required to verify that they are in possession of their keys when they are let into their suite/room. If they do not have their keys, they will incur lost key charges of \$50 per key.
 - Lockout assistance will be completed at the earliest time feasible to the Residence Life staff, but may not be available between 2am-9am each day.
 - Those students who repeatedly require the assistance of the Residence Life staff to unlock their suite/bedroom may incur charges and/or sanctions after the second lock out.

Health Information

- In accordance with New York State Public Health Law 2165, prior to residing in the Hillside Suites students must demonstrate proof of immunity against measles, mumps, rubella, and meningitis (or a signed waiver). Immunization records may be sent directly to the Health Center. For more information, please the [Health Services Immunization Requirements webpage](#) or contact our Health Center at 716.338.1077.

Communicable Diseases and Public Health Emergencies

While the Residence Life Office and SUNY Jamestown Community College anticipates maintaining regular operations throughout the academic year, should a health-related incident arise that results in a decision to reduce housing density, students understand that the College reserves the right to reduce occupancy or close the Hillside Suites. Exceptions to remain on campus will be considered based upon individual circumstances.

- If students exhibit symptoms of a communicable illness, such as seasonal influenza, COVID-19, or RSV, they should follow the [CDC Respiratory Virus Guidance](#) and home care recommendations for upper respiratory viruses.
- Upon reasonable notice to the extent possible, residents may be required to vacate the Hillside Suites on a temporary or permanent basis in accordance with state, county, or College mandates and requirements. If the College terminates housing due to public health concerns, the College will determine if there will be any reimbursement or credit as appropriate and based on information available at that time.
- Further, students living on-campus understand that the Residence Life program and/or the College may be required to enact policies or procedures directed from state/federal/local government officials. Should an incident arise, College designees will communicate additional information when available.

Suite Cleanliness

All residents are responsible for maintaining the cleanliness of their assigned living spaces (bedroom and suite). In addition, residents are responsible for cleaning up after themselves in the lounges and other common areas of the residence halls. Regularly scheduled health and safety checks will occur throughout the semester and notice will be given. Cleaning charges may apply if a member of the RL or Buildings and Grounds staff deems the condition of the suite inappropriate.

- Excessive damage/unsafe or unhealthy conditions that produce an unsafe/unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

Living Space Inspections (Health and Safety Checks)

- Announced inspections will occur each semester and during semester recesses. Procedures for these inspections will be communicated in advance.
 - Garbage: Residents are responsible for disposing of their own garbage and placing it in the provided dumpster container located outside of each residence hall.
 - Recycling: Residents are required to practice sustainable habits by utilizing the recycling bins located within the residence halls. Residents will be billed for lost, stolen or damaged bins.
 - Pranking: Pranking is strictly prohibited in the Residence Halls. While an action may seem harmless, it could cause significant damage to areas of the suite. Pranking may be considered as bullying and damage to college property, which will be adjudicated by the Residence Life Staff or designee.
- Results of Health/Safety Inspection.
 - If a problem is noted in the room/suite, residents will be responsible for rectifying the conditions noted by the staff. If there are multiple infractions within the academic year, residents will be subject to cleaning/damage fines and/or the Residence Life conduct process. That process is noted below, and includes but not limited to:
 - First time offense: Residents will be given a verbal warning by a resident assistant. An RD will then follow up with a written request to rectify the condition of the living space by a specific date.
 - Second Offense: In instances where a resident receives a second offense OR if a resident has received a first offense and upon re-inspection of the living space, if the condition has not been rectified, the resident(s) will:
 - Receive a health and safety fine against their housing deposit for each designated space (at least \$25 per space).
 - Have a conduct report filed for documentation and will receive additional sanctioning by the Residence Life Conduct designee.
 - Third Offense: Residents facing a third offense will be suspended from the Hillside Suites.
 - Upon suspension from the Hillside Suites, health and safety fines will be billed directly to the student. Failure to pay the invoiced amount will result in the charges being sent to collections and a possible hold placed on the students' JCC account.

Alterations

- Residents will not alter the suite or bedroom. Residents may not move, remove, disconnect, or install fixtures, furniture, equipment or appliances situated therein without the written approval of the DRL.
 - Ceilings may not be disturbed in any way. You may not attach any items to the ceiling (such as stickers, nails, hooks, flags, etc.) as it interferes with the proper function of the fire/smoke detection and prevention devices.
 - Furniture must be left in the suite, bedroom or common areas to which it has been assigned.
 - Residents are prohibited from painting or permanently altering suites, bedrooms or furnishings in any way.
- Due to damage caused by adhesives, residents should limit their use of command strips or similar items and instead use sticky tack when possible. Residents are responsible for removing any command strips or similar items upon vacating their living space and will be responsible for damage caused from removal.
 - Adhesive light strips and other similar fixtures that are adhered to the wall will not be permitted.

Fire Safety & Prohibited Items

- Prohibited Items
 - Residents may not damage any surfaces of furniture, or walls, when decorating their room. Any decoration must be non-combustible or flame retardant. It is recommended to use tacks/push pins, sticky tack, or painters tape. Do not use scotch or masking tape, or stickers as this will cause damage to the paint and walls. For more information on prohibited items, please reference Appendix A in this document.
 - Combustible materials such as posters, pictures, etc. are limited to 10% of available wall space in each living space. Students must adhere to the New York State and the City of Jamestown building and fire codes.
 - Wall decorations cannot cover windows and must be at least 18 inches below the ceiling height.
 - Non-combustible material is not allowed on any ceilings or on the inside of any door.
 - Fabric, including sheets, canopies, fishnets, tapestry, etc. used as decorations is prohibited.
 - Items are not allowed to be hung or placed over light fixtures, sprinkler heads or smoke detectors.
 - Curtains are prohibited.
 - Floor rugs, (other than in the kitchen or bathroom areas) are prohibited.
 - Adhesive light strips and other similar fixtures that are adhered to the wall will not be permitted
- Fire Safety
 - For the protection of the residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. In addition, annual fire safety inspections are conducted by local and state officials. §6438 of New York State Education Law requires notification of fire safety standards and measures in all college-

owed or college operated housing. To facilitate compliance the following information is provided about every JCC student residence hall:

- Every residence hall has an interior fire alarm system with detection throughout the building, including detectors in every sleeping room.
- Every residence hall has an interior fire alarm panel which is connected to a central station (Simplex) who then contacts the Jamestown Fire Department; and
- Every residence hall has automatic wet sprinklers throughout the entire building.
- Equipment tampering: Tampering with fire safety equipment is a criminal offense. Any failed or successful attempt to dismantle or bypass any of the fire safety features within the residence hall or suite is prohibited and a violation of the On-Campus Living Policies as well as a violation of New York State Law. This includes, but is not limited to, security cameras, building access doors, breaker boxes, exterior and interior safety lights, sprinkler system and fire alarm system. People apprehended may be prosecuted in the criminal court.
 - Students found tampering with fire safety equipment will be immediately removed from the residence halls by the Director of Residence Life or designee. Infractions will include, but are not limited to, giving false alarm of fire, tampering with fire protection equipment or any fire alarm device (e.g., pull station, smoke detector, heat sensor, etc.) or tampering with electrical equipment that controls fire protection equipment (e.g. breakers, etc.). Students removed from housing will forfeit their deposits and be responsible for any remaining balances.
- Standards/Codes/Regulations: New York State Fire Safety Inspections are completed pursuant to state and local law. This will include an inspection of the entire suite, including individual bedrooms.
 - Results of Fire Inspection. Any fines imposed by the fire inspector will be billed directly to the resident(s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount may be split equally among the members of the suite. Fines will be applied to a resident(s) housing deposit and any remaining balance would be invoiced to the individual(s).
- Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building because of negligence, misuse or abuse can range from \$100 - \$1000 plus the cost of damages.
 - Any personal items that are in violation of the fire code will be confiscated and tagged.
 - The Residence Life Staff will dispose of all confiscated items that are not picked up in thirty (30) days.
 - All doors (including stairwell) doors leading into hallways should be kept closed.
 - Hallways (main and inside of the suite) must be always kept clear. Furniture and personal belongings such as trunks, boxes and drying racks may not be placed in the hallways.
 - Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices.

- Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the bedroom or common area door.
- Wall decorations are limited to 20 percent of each wall of the room. They cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes but is not limited to candles, incense, kerosene lamps, and lamps with upward facing globes, such as a torchier lamp. No hot plates or toaster ovens, George Forman and similar grills, electric fry pans or auxiliary heaters are to be used; coffee pots and microwaves should only be on the kitchen counter.
- Bicycles or motorized vehicles (motorcycles, mopeds, and motorbikes) are not permitted in the residence halls at any time.
- In accordance with New York State fire code, the following are prohibited in the residence halls: natural trees, wreaths, paneling, wallpaper or similar coverings, open-element or liquid-fueled (kerosene, propane, gas) space heaters, and hazardous trash accumulation, combustible liquids such as gasoline, turpentine, charcoal lighter fluid, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal.
- Flammable holiday decorations, such as live trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the residence halls.
- Extension cords are prohibited. Only U.L. listed power strips with a circuit breaker and power surge protection are permitted. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords may not be used unsafely (under carpets, in pathways or taped down). Spliced, taped, or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited.
- Do not leave food unattended in the microwave, on the stove or in the oven whether or not the appliances are in active use.
- A list of items that are prohibited in or around the Residence Halls can be found in Appendix A. Violators are subject to immediate action and/or removal by College or FSA Personnel. The Office of Residence Life reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents, or College property at any time.
 - Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus (Not including illegal substances or alcohol).
 - Residents are responsible for any charges related to confiscated items, including, but not limited to, storage or transport. The Office of Residence Life staff may dispose of all confiscated items, which are not picked up and taken off campus.
 - When in doubt, ask your RD if an item is allowed.
- Propping doors: Students are restricted from propping open any doors throughout the Hillside Suites. This includes, but is not limited to: suite doors, main lobby door, multipurpose rooms, etc..
- Window Screens: Removal of existing window screens is prohibited. Any resulting damage will be assessed to the occupants and may result in student judicial action.

- Entering or exiting the residence halls through a window, dropping/throwing objects from windows, leaning out of windows or placing property on a windowsill or building ledge is prohibited. Student conduct sanctions will be imposed for individuals who choose to violate this policy.

Maintenance Concerns

- FSA reserves the right to authorize regular maintenance (including maintenance repairs, painting, etc.) by JCC personnel and contractors in rooms, suites, and common areas while facilities are occupied. When possible, advanced notice will be given.
- Repair work in resident suites may also be scheduled to occur during recesses. Advance notice will be given to residents, except in the case of emergency repairs.
- Students can submit a maintenance request online for problems that occur within their suites and bedrooms. Submission of this work order gives permission for the college maintenance personnel to enter your suite if you are not present to make repairs.
 - To submit a request, please complete a [Maintenance Workorder Request](#).

Assessment of Damages

Residents are responsible for any loss/damage to personal property, College property, or property of the Faculty Student Association. Anyone that causes damage whether intentionally or by accident must report the incident to their Residence Director. Charges will reflect the actual cost as determined by Buildings and Grounds and the Residence Life staff.

- Bedroom/Suite spaces: The RD and/or the DRL through the FSA office will invoice residents responsible for damage or losses in their living spaces. Where two or more residents occupy a bedroom, and where determination of specific responsibility for the damage or losses cannot be determined, an assessment will be made against both equally. Failure to rectify damage charges within a specified amount of time will result in a financial hold being placed on their college records and/or the balance being sent to collections if necessary.
- Public/Common spaces: An attempt will be made to identify residents responsible for damage. Any damage to common areas that cannot be attributed to individual residents will be considered the joint responsibility of the residents of that suite. The repair/replacement cost will be charged to the residents by dividing the total cost equally by the number of residents in that suite. Failure to rectify damage charges within a specified amount of time will result in a financial hold being placed on the college records and/or the balance being sent to collections if necessary.
 - Damage in public areas of residence hall buildings will be assessed at the discretion of the FSA.

Facility Use Requests

- Reservation requests are required for all use of public/common spaces in the Hillside Suites for formal and informal activities by residents.
 - Residents must submit requests for use of common area facilities, including approved fundraisers, in writing to the Residence Director for approval.
- Reservation requests are required for all use of public/common spaces for formal and informal activities on the College campus.
 - Contact Buildings and Grounds for more information.

Fitness Equipment Waiver Notice

- The Hillside Suites may, at any time, have fitness equipment available for resident use.
- By using the fitness equipment in this area, residents acknowledge and agree to the following:
 - Assumption of Risk: You understand that using fitness equipment involves inherent risks of injury. You voluntarily assume all risks associated with your use of the equipment.
 - Health Condition: You confirm that you are physically capable of using the equipment and do not have any medical conditions that would prevent safe usage. Consult a healthcare provider if needed.
 - Proper Use: Use the equipment as instructed. If you are unfamiliar with any equipment or unsure how to use it, please ask for assistance.
 - Liability Release: You release JCC, FSA, and Residence Life from any liability for injuries or accidents resulting from your use of the fitness equipment.
 - Report Damage: If any equipment is damaged or malfunctioning, report it immediately to staff and do not use it.
- By proceeding to use the equipment, residents acknowledge and accept these terms.

Residence Life Procedures

Emergency Protocol

Evacuations

- The fire alarm system is connected directly to Simplex and monitored 24 hours per day. In the event of an all-building alarm, the Jamestown Fire Department will be dispatched to the residence halls.
 - When the alarm sounds, all occupants must vacate the building using the nearest exit as quickly and safely as possible and meet in the circle outside of the Hultquist Library. In the event of inclement weather, students should meet in the Student Union in the Hamilton Collegiate Center. Please do not leave the campus until you have been accounted for.
 - The Jamestown Fire Department will ensure that the building has been properly evacuated.
 - Any resident found in the building during an alarm will be subject to student conduct sanctions and possible fines.
 - The Jamestown Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, or a Residence Life staff member acting for the Fire Department.
- Failure to Evacuate
 - First offense violation: \$200 fine and residence hall probation and an educational project
 - Second offense violation: \$300 fine and referral to the Office of Residence Life and possible suspension or removal from the residence halls.
 - Third offense violation: \$500 fine and referral to the Vice President of Student Experience and suspension or removal from the residence halls.
- Fire Alarm Activation (Negligent and/or Intentional): including tampering with fire safety equipment)
 - First offense violation: \$200 fine and residence hall probation issued to the suite or responsible residents.
 - Second offense violation: \$500 fine and referral to the Office of Residence Life and possible suspension or removal from the residence halls.
 - Third offense violation: \$1000 fine and referral to the Vice President of Student Experience and suspension or removal from the residence halls
- Fire Safety Tips
 - Treat every alarm as an emergency and exit the building immediately using the nearest fire exit.
 - Before leaving the room, touch the door to see if it is warm. If the door is warm, DO NOT open the door. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, crack the door open to see if there is smoke.
 - If you cannot get out of the room and your room is filled with smoke, put your head out the window to breathe. Wave a towel or other object to let firefighters know you are trapped.
 - Put a damp towel over your mouth and nose to keep from inhaling smoke.
 - Crawl or stoop low on the floor to avoid smoke inhalation.
 - If you are trapped and there is a phone nearby, call 911.

- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
 - Do not use the elevators.
- Additional fire safety information may also be found in the annual Clery-Fire report on the JCC website under [Campus Safety](#).

Medical Transport

If a resident is transported to the hospital for any reason, the emergency contact provided to the RL staff will be contacted.

- Residents will be required to follow up with Health Center after being discharged from the hospital. This will need to occur the following business day after being discharged, with residents providing their discharge papers to the Health Center.
- Depending on the severity or nature of the incident, follow-up may be required prior to your readmittance to the Hillside Suites.
- Refer to Section 11.A. in the Constitution of the Student Body regarding Return to Campus after Emergency Medical Evaluation/Treatment located for more information.

Quarantine & Isolation

Students may have a health-related condition requiring them to quarantine or isolate. This condition will be confirmed by the Campus Health Center, primary care physician, or other health care designee.

- If isolation and precautions are necessary, the student should:
 - Monitor symptoms closely. Seek emergency medical care immediately if severe or warning signs (e.g., difficulty breathing) occur.
 - Remain at home and isolate from others. Avoid sharing personal household items, and, if possible, take steps to improve indoor ventilation.
 - Wear a high-quality mask when around others at home or in public.
 - Utilize available treatments for flu and COVID-19 to help reduce symptoms and duration of illness.
- Isolation & Masking Guidelines
 - Students should remain in isolation until symptoms improve and they have been fever-free for at least 24 hours without medication use.
 - Upon returning to campus, they should wear masks for five additional days.
 - Students should contact Health Services and their healthcare provider for personalized care recommendations.

Sexual Offense & Title IX Statement

Sexual Offense Statement

JCC's administration fully supports all local, state, and federal laws governing harassment, rape, and sexual assault and will prosecute violators to the fullest extent possible. Students violating this policy are subject to judicial procedures and sanctions, up to and including expulsion, which are outlined in the student constitution. Employees violating this policy shall be subject to disciplinary actions as defined in their respective labor contracts or human resource policies.

- JCC is committed to providing prompt and compassionate support services to any victims of such assaults. If you or anyone you know has been a victim of a sexual offense on a JCC campus, you are urged to report the incident to JCC authorities as well as the police. If you are a victim of a sexual assault, you have the right to make a report to campus safety, local law enforcement, and/or state police or choose not to report; to report the incident to your institution; to be protected by the institution from retaliation for reporting an incident; and to receive assistance and resources from your institution.
 - Access to support services, including free and confidential counseling, are available through the JCC Health Center and community agencies.
 - For additional information and a list of campus and other community support resources concerning sexual offenses, contact the coordinator of Campus Safety and Security/TITLE IX Coordinator or visit: Title IX Sexual Violence.

Title IX Statement

Title IX of the Education Amendment prohibits discrimination in the provision of services or benefits offered by Jamestown Community College based upon gender. Sexual discrimination includes sexual harassment, sexual assault, and sexual violence.

- As defined by the Equal Employment Opportunity Commission, and the Office of Civil Rights Department of Education, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- The following are examples of types of conduct that may constitute sexual harassment:
 - Inappropriate touching, patting, or pinching
 - Physical assault or coerced sexual activity
 - Demands or subtle pressure for sexual favors
 - Obscene phone calls, email, or gestures
- Any person (student, faculty, or staff) who believes that discriminatory practices have been engaged in based upon gender may discuss their concerns and file informal or formal complaints of possible Title IX violations with JCC's Title IX coordinator.

Residence Life Conduct and Sanctioning

Conduct Process

The purpose of the conduct process is to promote and maintain a healthy community where shared values, expectations and behavioral standards are set by the Hillsides Suites community. RL staff members who work with the conduct process have a major role in educating residents regarding what is expected of them as members of a civil and responsible community and to make wise choices.

The RL staff will investigate all incidents within the purview of the Residence Life program. Every student alleged to be involved in misconduct will be afforded due process. Pending action on the charges, the status of a student should not be altered, or their right to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well-being of students, faculty, or other members of the college community or college property as determined by the appropriate college administrator.

All violations and sanctions will remain part of a student's conduct record.

- Notification of Incident
 - When a RL staff member is notified of a possible violation(s) of the On-Campus Living Policies, or the Student Code of Conduct, as outlined by the Constitution of the Student Body, an incident report will be created and forwarded to the Director of Residence Life, or designee. The Director of Residence Life, or designee, will either:
 - 1. Refer the matter to the Vice President of Student Experience, or designee
 - 2. Conduct an Administrative Investigation
 - 3. Assign an appropriate Conduct Officer
 - The Conduct Officer shall include but not be limited to the following members of the College community: Vice President of Student Experience, Director of Residence Life, Residence Director(s), and/or the Student Conduct and Judicial Officer.
- Conduct Meeting
 - Students will be notified within five (5) class days of receipt of an incident report via college email about a meeting that will commence with a conduct designee. At this meeting, the alleged violation(s) will be presented to the accused student, and the accused student will be afforded the opportunity to share their side of the story.
 - The accused is required to be present at this meeting.
 - If the accused student fails to attend the scheduled meeting, the Conduct Officer will then investigate to determine why the student did not attend the meeting.
 - If the Conduct Officer determines that the absence is inexcusable, the student will forfeit the ability to present information about the incident on their behalf and the Conduct Officer will review the information that has been presented to decide on the outcome of the incident.
- Result of Investigation
 - As a result of the Conduct Officer's investigation and/or meeting with the accused student, the Conduct Officer may conclude the following:
 - The Conduct Officer may dismiss the allegation as unsubstantiated based on the evidence presented and the report will be filed in the students' educational record until the completion of their education at Jamestown Community College
 - If the allegation(s) has been substantiated based on the evidence presented, the Conduct Officer may:
 - Offer the accused student the option to resolve the matter through an Informal Resolution Process (see next section).
 - If the accused student's situation involves repeated, multiple, or serious violation of the policies outlined in the On-Campus Living Policies, or Student Code of Conduct, RL may convene an Administrative Hearing at the discretion of the Director of Residence Life, or designee.
- Informal Resolution Process
 - The informal resolution process provides accused students with the ability to resolve conduct violation(s) with the Conduct Officer outside of a formal hearing when the terms of the resolution are mutually agreed upon.
 - Through the process:
 - The Conduct Officer may conclude that, based on the evidence presented, the accused student violated the policy/policies outlined in the above-mentioned

documents and offer corresponding sanctions during a second conduct meeting. The accused student may choose to accept the Informal Resolution by 1) not disputing the alleged violation(s), 2) waiving the right to an Administrative Hearing, and 3) accepting the sanction(s) outlined.

- Decisions reached through this process are final and the right to appeal is waived based upon the accused student's acceptance of the resolutions.
- The Conduct Officer will send a Notice of Violation to the student through the College email account stating they have been found in violation of policy/policies. This email may also articulate secondary sanctions that could include anything from the list of defined sanctions as communicated later in this document. This will remain as part of the student's educational record for a period of seven (7) years after a student leaves Jamestown Community College.
- The accused student may choose not to accept the terms of the Informal Resolution.
 - In such situations, the accused student chooses to have responsibility for the violation(s) determined and, if indicated, appropriate sanctions assigned in a Formal Hearing conducted by a conduct judicial officer.
- Formal Residential Conduct Committee Hearings
 - An email will be sent through the College g-mail that shall constitute full and adequate notice of the location of the hearing, outline of the charges and type of hearing as outlined below no later than three (3) days prior to the hearing. Residential Conduct Committee Hearings may be convened in any of the following circumstances:
 - When an accused student does not accept the Informal Resolution as described in section D.
 - When an accused student fails to comply with the requests made within the Informal Resolution Process (i.e., failure to attend conduct meetings, incomplete sanctions, etc.); or
 - When an accused student has repeatedly violated the On-Campus Living Policies or Code of Conduct, as outlined by the Constitution of the Student Body.
- The College will maintain a record of the hearing. Thereafter, the record will remain the property of the college. In the event of an appeal, the accused and/or accuser will have access to the record.
- If the accused or accuser fails to attend the scheduled hearing, the hearing will be held in their absence. The accused will be assumed to have entered a claim of Not in Violation to each allegation but forfeited their ability to present information on their behalf. The Conduct Officer will then investigate to determine why the student did not attend the hearing. If the Conduct Officer determines that the absence is inexcusable, the decision of the hearing shall stand; otherwise, a new hearing may be granted.
 - Following the Hearing. As a result of this hearing the RCC will decide the case and set an appropriate consequence and the Chairperson will notify the accused and accuser of the RCC decision in writing within five class days of the hearing. As a result of this finding the student may:
 - Accept the decision of the RCC.
 - Appeal the decision of the RCC, to the Director of Residence Life, or designee, within five (5) class days. The Director of Residence Life, or designee, will decide the appeal within ten (10) class days after the appeal is filed.

- If the RCC exonerates the student, the accuser will have no further recourse. The accuser may appeal only the sanction imposed.
 - All appeals shall be made in writing to the Director of Residence Life or designee, in accordance with the procedure as outlined by the Constitution of the Student Body, within five (5) class days of the decision of the RCC.
 - This procedure in no way limits the student's right to appeal to the civil courts.
- **Administrative Hearing.** Administrative investigations may be convened in lieu of the informal resolution process in section D, or in lieu of the formal RCC hearing process in section E, by the Director of Residence Life or designee in their sole discretion which may be due to (but not limited to) the following circumstances:
 - When an accused student has repeatedly violated the On-Campus Living Policies or Code of Conduct, as outlined by the Constitution of the Student Body.
 - When the accused student has allegedly committed an extremely serious violation of the On-Campus Living Policies or Code of Conduct, as outlined by the Constitution of the Student Body where the safety of residents, the residence halls or College community is threatened; or
- **Administrative Hearing Procedure**
 - The Director of Residence Life, or designee, shall review the incident(s) and conduct an investigation.
 - During the investigation, the Director of Residence Life, or designee shall interview all principals and witnesses and maintain a written or recorded transcript of what transpired, to be documented in the Maxient judicial system.
- **Following the Investigation**
 - As a result of this investigation the DRL, or designee, will decide the case and set an appropriate consequence and will notify the accused and accuser of the decision in writing within five (5) class days of the conclusion of their investigation. As a result of this finding the student may:
 - Accept the decision of the DRL, or designee.
 - Appeal the decision of the DRL, or designee, to the Vice President of Student Experience, or designee within five (5) class days, according to the policy outlined in the Constitution of the Student Body. The designee will decide the appeal within ten (10) class days after the appeal is filed.
 - Whenever, in the judgment of the DRL or College Administrator, clear danger exists to the individual or to the institution, immediate suspension from the Residence Life program may be imposed.
 - If a resident is suspended under these circumstance, they shall be entitled to an interview with the DRL to discuss the basis for the decision. After further review of the case, the DRL may take other appropriate action.
 - If the DRL exonerates the student, the accuser will have no further recourse. The accuser may appeal only the sanction imposed.
 - This procedure in no way limits the students' right to appeal to the civil courts.

Suitemate Agreement Form

Sanctioning

When it is determined that a student is responsible for violation(s) of the On-Campus Living Policies and/or the Student Code of Conduct, as outlined by the Constitution of the Student Body, the following sanctions may be imposed singly or in combination. The sanction(s) imposed will be commensurate with the offending conduct and may consider the student's educational record and any previous conduct record. The following sanctions are not listed in order of severity and additional sanctions not listed may be imposed.

- **Warning:** A written statement that repetition of wrongful conduct would be followed by more severe student conduct action.
- **Restitution:** In all student conduct violations involving theft and/or damage to residence hall property, restitution may be required. The form and/or amount of this restitution are to be determined by the Director of Residence Life, or designee.
- **Fine:** The amount of the fine is to be determined by the conduct officer hearing the case in accordance with the fire safety, smoking, alcohol and substance, vandalism policy and other policies deemed necessary.
- **Community Service:** Community Service requires a student to perform unpaid work of benefit to the College community. Community Service provides an opportunity for the student to contribute positively to their community.
- **Educational Sanctions:** This can be a requirement to include a writing assignment(s) or attending a class or workshop.
 - Educational Project: An educational project designed to assist the student in better understanding the overall impact of their conduct decision may be imposed. Such assigned projects may include, but are not limited to the creation of educational materials, the planning and/or presentation of educational programs related to the policy infraction, or a written paper.
- **Privilege Revocation:** Any privilege offered to the student by virtue of being a resident in housing may be suspended or revoked, such as hosting guests/visitors or borrowing hall equipment. Guests of the Hillside Suites will also be subject to privilege revocation and/or PNG status (see below).
- **Notification of Parents:** In some situations, parents or guardians may be contacted.
- **Behavioral Contract:** Signed behavioral contract, written agreement, or document that sets specific standards to be met or actions required to continue as a resident in the Hillside Suites because of a violation of any College regulation or residence hall policy. Behavior Contract's may also be enacted by the Success Center or another College conduct officer.
- **Referral:** A student may be referred to the Office of the Vice President of Student Experience, The Success Center, or to any college or contracted service deemed necessary.
- **Residence Hall Probation:** An official action informing the student that the violation of any College regulation or residence hall policy during the probationary period may result in residence hall suspension or residence hall expulsion.
 - During this specified period, residence hall privileges may be revoked, such as hosting guests/visitors or borrowing hall equipment.

- **Residence Hall Relocation:** An official action moving a student from one room to another within the Hillside Suites at the discretion of the DRL or designee. Residents relocated to another room may be restricted from entering a specified room, suite, floor, or building.
- **Persona Non Grata (PNG):** A designation which prohibits the recipient from accessing the designated College buildings and surrounding grounds. PNG's may be imposed from RL for the Hillside Suites and/or by a conduct officer for other College facilities.
 - In the instance of a Residence Life PNG, recipients will not be permitted to enter any of the Hillside Suites buildings or be present on the grounds immediately surrounding the buildings. Should a recipient be found in violation of this order, a call will be made to law enforcement with a charge of trespassing, as defined in the PNG order given to the recipient.
- **Residence Hall Suspension or Expulsion:** Defined in the next section.

Residence Hall Suspension vs. Expulsion & Emergency Removal

This is an official action taken by the DRL or their designee, informing the student that the severity or recurrence of the violation(s) of any College regulation or On Campus Living Policy have resulted in immediate residence hall suspension or residence hall expulsion. Such a written statement shall become a part of the College's student conduct file and the student's educational record. All students dismissed from the Residence Life program will forfeit their eligibility for any refunds and be responsible for their full housing and meal plan charges, along with college fees.

- **Residence Hall Suspension:** Students who are suspended from the Hillside Suites will have an opportunity to appeal for future residence in the Hillside Suites. This appeal request may be made after the specified time as stated in the sanction hearing or after the conclusion of the current academic year.
- **Residence Hall Expulsion:** Students who are expelled from the Hillside Suites will not have the option to appeal for future residence and/or appeal their persona non grata status.
- **Emergency Removal:** This is an official action taken by the DRL or their designee.
 - If a student is deemed to be a potential threat to the Hillside Suites or College community, a temporary suspension may be issued, requiring the student to immediately vacate the Hillside Suites and remain out of the building until which point a disciplinary hearing can be held and a final determination regarding suspense, expulsions, and/or additional sanctions is made.

Pest and Bedbug Protocol

The RL program along with Buildings and Grounds staff are committed to an effective and efficient response to students who suspect they may have bedbugs or other pests. For the safety and comfort of all occupants living in the Hillside Suites, our staff will adhere to the following guidelines:

- As soon as a student suspects that they may have bed bugs, they should contact their Residence Director immediately.
- RL will notify Buildings and Grounds as soon as possible so that a contracted exterminator can be dispatched to the location to perform a thorough inspection of the room/suite.
 - Please note that should a resident notify staff on a weekend or holiday, the Buildings and Grounds staff will be contacted on the next business day.

- It is recommended that students contact the Residence Life Staff as early as possible on a regular business day. The exterminator may not be able to be dispatched on weekends or holidays.
- Residents will not be granted an immediate temporary room change, nor will they be issued a new mattress until the exterminator has completed the inspection and submitted their findings. This is crucial so that we can prevent the spread of bedbugs if they are found to be in the student's room and belongings.
- Residents may not deny the College's exterminator or Buildings and Grounds staff access to their living space (including their bedroom, suite common space, kitchen, bathroom, etc.)
- It is important for the residents to realize that although bedbugs are a nuisance, they do not pose health concerns.
- Students will not be eligible for a discounted room rate if their suite/bedroom becomes infested with bedbugs.
- Residence Life will take every measure necessary to rid the room/suite of the bedbugs.
- **What should I do if I suspect I have bedbugs?**
 - Tell Someone Immediately: Notify a member of the staff immediately.
 - Start preparing your space and be prepared to follow written instructions provided by the staff to prevent the further spread of bedbugs.
- **What I should NOT do if I believe I have bedbugs.**
 - Please do not be embarrassed. This problem is happens and can be managed. The sooner you notify the staff, the easier it will be to treat.
 - Please do not panic. Although bedbugs can be annoying, they can be battled safely and successfully if you follow all guidelines given to you contained in this document.
 - Please do not apply pesticides on your own. The College hires a licensed pest control operator to confirm the infestation and to develop an integrated pest management plan.
 - Please do not move your mattress or any furniture out into the hallway or into other living spaces. Infested furniture can be cleaned and treated. Placing infested furniture into common areas or on the street may simply help spread bedbugs to the rooms and suites of other students.
 - Please do not go sleep in a friend's room or in places off-campus, unless you have followed the proper instructions to prevent them from spreading to other suites.
- Exterminator Findings
 - If the exterminator finds that there are no bedbugs present in the living space or suite, then no further action will be taken. The resident will be asked to continue monitoring their living space, and to notify staff immediately if there are further problems.
 - If the exterminator concludes that bedbugs are present in the room or suite, the RL staff will provide the affected occupants with a detailed list of instructions for the removal and laundering of their personal items.
 - RL provides free laundry service in the halls and therefore will not cover the cost of anything a student wishes to have dry cleaned or laundered for them by an outside vendor.
 - Only the College's exterminator can confirm or deny the presence of bedbugs, not student health services or any outside person.
- Steps To Take Before Treatment of the Infected Area
 - Students must take the following steps along with other communicated directions once bedbugs are confirmed in their living space to prevent the further spread of infestation.

Once bedbugs have been confirmed in the living space, all students in that bedroom/suite will be expected to comply with all of the following instructions within 24 hours:

- All cloth items must be bagged and sealed (tied up) in a clean plastic garbage bag that can be supplied by the staff. Those cloth items, including all bedding, pillows, and clothes, that are sealed in the plastic garbage bag must be taken to the laundry room to be washed and dried.
- When the student removes the laundry from the clean plastic garbage bag, the empty bag must be tied off and thrown away. Upon retrieving your clothes from the laundry, they must be placed in a new clean plastic garbage bag and tied off before it can return to the suite. The bags should remain tied for the duration of the treatment, and any laundry completed after this initial cleaning should follow this process.
- The treatment for bedbugs is a spray, which is done in up to three treatments, spanning one treatment a week, for three weeks. Before the treatment can take place, all bedding must be removed from the beds and placed in plastic bags as noted above. The exterminator will apply the treatment to the entire suite, in all bedrooms and common areas. The treatment takes about an hour and then the students may not enter their suite until four hours after the treatment has been completed to allow for drying time. The suite is then safe to return to and reside in.
- After the treatment is completed, students may launder their bedding, return it to their bed after each treatment, and reside in their room/suite. Clothes must stay bagged, and the cleaning process must follow the instructions above for the full three-week period to ensure that the bedbugs are contained and eliminate further spread of the infestation. Once the third treatment has been completed, and the staff have received confirmation that the suite is rid of bedbugs, students may return their clothes to their dressers and closets.
- If a student vacuums at any time during the bedbug process, the contents of the vacuum will need to be bagged and sealed and taken immediately to the dumpster area.
 - For more information about bedbugs, please refer to [Pest World Bed Bug FAQ](#).

- For other pests in a living space, residents should complete a [Maintenance Work Order](#) as soon as possible to prompt Buildings and Grounds to have a space checked.
 - In the meantime, ensure that all of your living spaces are clean and not encouraging the presence of pests.
 - Is there food laying out on the counters?
 - Has the trash been taken out?
 - Are there direct dishes in the sink?
 - Has the sink/shower/toilet been cleaned recently?
 - Regular cleaning and upkeep of living spaces should assist residents with minimizing the occurrence of pests.

Appendix A

Prohibited Items

The following are items that are not permitted in the Hillside Suites. Note that this list may not be all encompassing, with items considered contraband after residency is established.

- Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors)
 - Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables or balls, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol (including those beers designated as “non-alcoholic”)
- Animals or pets of any kind, including snakes and turtles. Small five (5) gallon fish aquariums are permitted, one per resident. Residents who choose to have unauthorized will face additional sanctions and charges.
- Any type of smoking substance or inhalant, any tobacco products (cigarettes, cigars, chewing tobacco or other form of smokeless tobacco and electronic cigarettes/vapes).
- Candles (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible devise (i.e., gasoline, benzene, flammable liquids, chemicals) that could constitute a fire hazard.
- The use of storage of helium and propane tanks is prohibited.
- Dartboards of any kind including magnetic, felt, or plastic tipped darts
- Electric blankets or air mattresses
- Electronically amplified instruments, including DJ equipment and drum sets.
- Extension cords or multi-plug adapters (power strips and surge protectors are permitted)
- Exterior television, radio antennas or satellite dishes. Any object that protrudes from a window or attaches to the exterior of a residence hall.
- Federal, state, college, local or other signs (road signs, college signs, traffic cones, etc.)
- Firearms, weapons, ammunition, knives, chukka sticks and other dangerous objects. This includes but is not limited to: B-B guns, paintball guns, archery equipment, and airsoft guns.
- Halogen lamps, black lights, lava lamps or other high-intensity lamps including torchier lamps, spider lamps or any upward facing bowl lamps.
- Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters and refrigerators exceeding 4.5 cubic feet.
- Indoor use of any athletic or recreation equipment, any hall sports/gaming, water/food fights, including bouncing or throwing of any type of ball, skateboarding or utilization of any other recreational device with wheels.
- Christmas trees (natural) and flammable decorations
 - Artificial trees no bigger than 4 feet are permitted
- Neon signs
- Strings of lights (including holiday and rope lights) and LED adhesive lights
- Waterbeds, air mattresses, hot tubs, Jacuzzis and non-college lofts, bricks of any composition and cinder blocks. Plastic bed risers are permitted.
- Radio, Television and Wireless routers from external providers; includes wireless printers that create interference with JCC access points.

- Personal mattresses, without medical documentation and approval from Accessibility Services
- Any outside furniture such as chairs, fabric covered items. Plastic totes/drawers are permitted.
- Tattoo equipment may not be used in the residence halls.
- Vehicles.
 - Storage of motorcycles and mopeds in the buildings is prohibited.
 - Personal electronic transport devices are prohibited within the buildings, including storage, use, and charging of these devices.
 - Devices covered by this include but are not limited to: electric scooters, electric bicycles, electric unicycles (such as Segways), hoverboards, electric skateboards, and any other lithium-ion battery operated instrument of transportation.