ABOUT THIS HANDBOOK

This publication is the official Handbook of the Office of Residential Life, Fordham University, Rose Hill campus, Bronx, New York, 10458.

The Office of Residential Life is located in the basement of Loschert Hall.

All calendar information printed in the publication should be confirmed with appropriate faculty, administrators, and sponsors. Check your course syllabus and postings at the Registrar’s office for scheduling and final examination information. The Office of Residential Life is not responsible for any errors found in this handbook.

The policies and procedures found in the handbook are subject to change.

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August, 2015

Dear Resident Student,

All of us carry on life’s many and varied activities from within communities. From families to neighborhoods, from schools to cities, from one’s home country to the global community that we all share, we work, worship, serve, debate, collaborate, care for one another and learn as part of a whole that is larger than each of its members. History catalogs the achievements of this uniquely human way of life and its capacity for amplifying the small progress of individuals and the good each of us can do.

Take a moment to imagine just one among this endless universe of concentric communities in which all of us live. This community has as its mission the fostering of certain qualities in its members — traits such as careful observation, critical thinking, creativity, service to others, moral reflection and articulate expression. It brings together extraordinary people from all walks of life: staff, scholars, administrators, researchers, teachers, coaches and students—all dedicated to the pursuit of learning and wisdom, and each working with students to build a place where habits of ethical living and moral discernment complement the life of the mind. In this place, perhaps more than in other places, the question “how shall I live?” comes to the fore. Only a small and select number are fortunate enough to be a part of this special place. An even smaller number both learn and live where these rare privileges are bestowed.

You have imagined Fordham University and the community of its residence halls and housing areas, and you are one of the fortunate few who will learn in the very place you call home.

Unlike other homes, where life is tailored more to the individual, this home is a community of learners collaborating on a project characteristic of and guided by values we hold dear: Jesuit and Catholic traditions. This project is the training of students to take leadership roles in service to the people and communities outside our gates. In essence, our campus is the classroom and the lives we lead in it are the lessons, the actions and decisions we take forming the habits of our hearts, and these habits the character with which we leave this community once ready. Like the best classroom experience, this one is challenging and the standards for its successful completion are high. These standards, often in the form of the policies and responsibilities that complement the extraordinary privilege of membership, give meaning to our University’s assurance at Commencement that our graduates are ready to serve the world with both mind and heart.

On behalf of the extraordinary men and women, staff and students of Student Life, I welcome you to this extraordinary place. We will be here to teach, to help and to talk as we live with one another in the extraordinary community we call Rose Hill.

Sincerely,

Christopher Rodgers
Assistant Vice President and Dean of Students
August, 2015

Dear Fordham Resident,

On behalf of the entire Office of Residential Life staff, we welcome you to on-campus living at Fordham University! We are pleased that you have chosen to be a member of our residential community. Living in Fordham’s residence halls will offer numerous experiences, rights, and responsibilities. We believe Fordham's residential community assist residents in developing skills and attitudes necessary to become positive and productive members of society. We, therefore, encourage you to participate in the development of your community. You will be asked to respect the privacy of your neighbors, promote safety, respect and appreciate differences and uphold high standards of behavior. As such, living with a roommate, participating in programming activities, interacting with those who are different from you and learning how to live within the guidelines established for the residential community will provide the opportunity for you to learn more about yourself and others.

The primary goal of the Office of Residential Life staff is, therefore, to provide a comfortable, safe environment in which residents are given the opportunity to extend their learning outside the classroom. The Resident Directors and Resident Assistants are highly qualified staff members who are committed to a vision of creating community in the residence halls. The staff will work with you and challenge you to reach your potential and become well-rounded men and women for and with others. We encourage you to respect the important service that the Residential Life staff provides in developing a positive community. In fact, most of the Office of Residential Life staff members both work and live on campus to be more sensitive and responsive to the needs of residents. All members of the staff are eager to work with you to make the on-campus living experience a positive one.

We would also encourage you to familiarize yourself with the contents of this handbook. This publication is designed to inform you of what you can expect from us and what we will expect from you as a resident student. The policies and procedures have been developed to give you maximum freedom, while defining your responsibility as a member of a residential community. Throughout the year, we will continuously work to provide an explanation and viable rationale for each policy, and we invite questions, concerns and comments regarding our policies and procedures. Again, if we can assist you in any way, please do not hesitate to seek out any member of the Office of Residential Life staff or stop by our Central Office located in Loschert Hall Basement. We truly hope that you will take advantage of the opportunity that lies before you. Get involved, contribute to the campus and take an active part in creating a community within your residence hall.

Best wishes for a successful year.

Sincerely,

The Office of Residential Life at Rose Hill
The Residence Halls Association (RHA) executive board would like to take this opportunity to welcome all returning, incoming and transfer students to what will surely be another year of fantastic on-campus living. For those of you who aren’t familiar with RHA, it is one of the three student governments at Fordham University’s Rose Hill Campus. Our purpose is to represent you – the residents – and voice your concerns.

Think of RHA as your personal liaison to administration and let your in-hall representative board help ensure that you have a comfortable, happy and fun resident experience. From advocating resident issues, to providing in-hall programs and organizing campus-wide events, the RHA intends to work tirelessly to make your resident experience this year a memorable one!

For those who are returning to the residence halls, we want to thank you for making last year so successful! For our new residents, please know that we are planning on building on last year’s success and exceeding our previous accomplishments. Last year we had an incredible number of residents running for positions on their hall boards and as a result we had a highly motivated team working all year on events. During Welcome Week, RHA helped throw the third annual #ClubLib dance on the lawn of the library to kick off the new semester. We then celebrated the extremely successful second annual Fordham Dance Marathon (FDM) during our philanthropy month, The Series, where students raised over $50,000 for the B+ foundation to help fight pediatric cancer. The Under the Tent Dance, with our magic and mystery theme titled The Last Illusion, capped off the year selling out in record time and was filled to capacity all night. All of this was done while continuing regular in-hall programming and other traditions such as monthly Quizzo trivia nights, Midnight Breakfasts, Sophomore Finals Fest and the Freshman end of year party.

We encourage you to take an active role in your community by running for RHA. Election packets will be made available in all residence halls during the first few weeks of the year. Complete your application and submit it to the RHA office (McGinley 201, through the glass doors on the second floor and immediately to the left) by Friday September 11th at 11:59 PM. Each hall board will consist of five to six members responsible for communicating concerns, spearheading initiatives, and enhancing our community through programming. Elections will occur in the McGinley Center on September 16th and 17th. Don’t miss out on the opportunity to be a part of Fordham’s premier student-run organization and make 74 new friends! We would be delighted to receive your election packet. Please e-mail us at fordhamrha@gmail.com with any questions you may have.

Again, welcome (back) to all!

Sincerely,
The 2015-16 RHA Executive Board
LIFE IN A RESIDENCE HALL

THE IMPORTANCE OF COMMUNITY

The Office of Residential Life supports an overarching vision of creating community in all its efforts. A residence hall community is comprised of students engaged in social interaction, showing compassion, concern, and sensitivity towards the needs of one another. Residents, accordingly, share in defining the community’s expectations of individual members and are held to these expectations by their peers.

The Office of Residential Life is sensitive to the rights and responsibilities of all resident students. In an effort to make our community conducive to academic, social, and personal growth, policies have been established to ensure that individual rights are protected and responsibilities are understood. Specific policies are outlined in this publication. Fordham is an institution in the Jesuit tradition. At such an institution, the education occurring outside the classroom (through activities, interpersonal relationships, and even the fabric of daily life) is an indispensable complement to that which students receive inside the classroom. Students are expected to:

- Obey state and federal laws as well as University policies and regulations.
- Respect the rights and privileges of others.
- Be forthright and honest in their social and academic conduct.
- Assert the right to live in an environment where individual actions do not violate principles or guidelines designed to promote a positive learning experience.

Students, therefore, have both the right and the responsibility to constructively confront each other directly. All residence hall staff will support and work with students in an effort to maintain high community living standards. It is the student's responsibility to be informed of these expectations. The University, however, does not attempt to formally define every unacceptable form of behavior. In situations not covered by specific regulations, students are expected to apply common sense and conduct themselves as mature, responsible persons.

Programming has its place in the community-building efforts of each residence hall staff. The programming efforts of the residence hall staff and the Residence Halls Association (RHA) contribute to the stock of shared group experiences. Social, educational, cultural, community service, physical, and spiritual events are designed to address a wide scope of a student's social and educational needs. Students are encouraged and sometimes required to attend community programs and participate in the planning of these events. Consult your Resident Assistants or RHA representatives for details and suggestions.

The following is a brief overview of the staff you may turn to during the year. They are all dedicated to a vision of creating community in the residence halls and strive for a living environment conducive to learning. Feel free to let the staff know how to assist you further.

OFFICE OF RESIDENTIAL LIFE

At the core of the Residential Life management team is the central office staff. This team is led by the Assistant Dean of Students and Director of Residential Life, the Associate Director of Residential Life for Substance Abuse Prevention and Mental Health, the Associate Director of Residential Life for Student Conduct, the Assistant Director for Housing Operations, the Assistant Director for Leadership Development and Training. This team regularly evaluates and develops programs and policies, addressing the concerns of the resident students of Fordham University. The Office of Residential Life seeks to maintain and improve the quality of Fordham's residential environment.

The office is located in the basement of Loschert Hall. Please feel free to visit with suggestions, questions, and concerns or to find further Residential Life information.
RESIDENT DIRECTORS AND ASSOCIATE RESIDENT DIRECTORS

The Resident Directors (RDs) and Associate Resident Director (ARD) live in the halls and lead the Resident Assistant staff and the hall as a whole. Resident Directors are responsible for the supervision of staff and creation of community in each of the residence halls. O’Hare Hall also has an ARD who supervises and tracks programming, advises the O’Hare Hall RHA co-supervises the RA staff.

An RD or ARD is on-call each night for emergency purposes (and can be reached via the RA on duty). The RDs and ARDs work with the RAs in creating a community that supports and enhances academic achievement throughout the hall, lead the RA staff in their overall programming efforts; in maintaining community standards in the residence hall; advising the residence hall's contingent of RHA representatives; and helping resident students with personal, emotional, and academic concerns.

RESIDENT ASSISTANTS

During the first few weeks of the year, you will meet the Resident Assistant (RA) of your hall, wing, or community. All RAs are highly qualified undergraduate or graduate students who are charged with helping their fellow students by working to create a community in their residence halls. They are chosen for their leadership skills from a highly competitive pool of candidates after a lengthy interview process. You will find your RA to be a concerned, friendly, and knowledgeable resource.

The RAs have three main responsibilities: to help resident students with personal, emotional, and academic issues, to work with the students to create and maintain a community environment that supports and enhances academic achievement and procedures, and to ensure that University and Residential Life policies and procedures are upheld.

Each night throughout the year, except during periods when the University is closed, an on-duty RA is responsible for each building. The RA is on-duty from 6:00 PM through 8:00 AM the following morning. Between the hours of 7:00 PM and 11:00 PM on the weekdays and 7:00 PM to 12:00 AM on the weekends, the on-duty RA will be available in the building’s Residence Hall Office (RHO). During these hours, you may visit the RHO to sign out guest passes, report concerns, or just visit with the staff.

DESK ASSISTANTS

The most effective security measures are those each individual student takes. Students should never prop open residence hall doors, hold open the entrance door for a stranger, or sign in someone they do not know. Desk Assistants (DAs) are undergraduate students employed by the Office of Residential Life to enhance the security of the residence halls and provide a resource for students and guests. Seated at the entrances of each on-campus residence hall from 5:00 PM until 10:00 PM each night, they monitor access to the halls. Residential Life works collaboratively with security and they take over the same function after 10:00 pm until the following morning. Students who wish to enter their own residence hall are allowed to do so by simply tapping their Fordham University identification card against a receiving terminal at the entrance and at the front desk. All students, even those that are confident the DA knows them, must present their ID card and tap the card reader. Students who wish to visit a student who lives in another residence hall should have their host meet them at the desk. The host student signs his or her guest into the building and assumes responsibility for his or her guest’s behavior during the visit. Non-Fordham students who wish to visit a student must have their host meet them at the desk to sign them in and assume responsibility (Please refer to the Visitation Policy for more information).

SILC Tutors

SILC (Science Integrated Learning Community) tutors are undergraduate students living in Martyrs’ Court Jogues assisting the first-year students in their academic studies during their first year of college. Tutors have scheduled hours in the building for science students to ask for assistance and hold study sessions throughout the year.

JESUITS, FACULTY, OR STAFF-IN-RESIDENCE

Members of the Fordham Jesuit community, faculty, or administrators live in each on-campus residence hall. Through their presence, participation in hall events, and spiritual or personal counseling efforts, these members of the Fordham community are valuable assets to all resident students. Feel free to ask them for advice, assistance, and friendship.
RESIDENTIAL COLLEGE MASTERS
In the residential colleges of Loyola Hall, Queen’s Court, Tierney Hall and O’Hare Hall, Masters, Assistant Masters, and/or Tutor-Chaplains reside. The Masters and Assistant Masters work with the Office of Residential Life to oversee the residential college, most directly in the areas of programming, academic support, and counseling. This cooperative relationship serves to strengthen involvement in the community and to assure that each residential college’s traditions are passed to each generation of residents.

RESIDENCE HALLS ASSOCIATION
Every residence hall is represented by the Residence Halls Association (RHA). RHA is dedicated to improving the quality of residence hall living at Fordham University. Through its services, social events, interaction with the community, and communication with administrators, RHA allows students of diverse interests and backgrounds to develop personally and to participate in the Fordham community.

RHA plans campus-wide social events, some of which include the very popular Benefit Auction during “A Series of Fortunate Events”, and the Under-the-Tent Spring Semi-formal. RHA networks throughout the country and brings national recognition to Fordham through membership in the National Association of College and University Residence Halls.

The Executive Board is comprised of seven members is elected each spring and includes the Executive President, Executive Vice President, Chief Financial Officer, Chief of Staff, Publicity Director, Executive Programmer, and Communications Director. The General Board consists of representatives from each residence hall, and is elected by the students living in the respective halls during the fall semester. The general board attends weekly meeting led by the executive board to plan upcoming events, allocate RHA funds, discuss topics vital to resident students, and prepare for regional and national conferences. RHA general and executive board members must be in Good Standing, as defined by the Residential Life Handbook. Look for advertisements in each residence hall for election dates and procedures in early September. Elections for the General Board take place in mid-September. Further information can be obtained in the RHA office, McGinley 201, x4359, or by emailing at rha@fordham.edu.
**LOSCHERT HALL**
Renamed in honor of William J. Loschert (CBA ’61), this residence hall accommodates approximately 250 residents, most of whom are first-year students. The building is the site of four stories of corridor living of double and triple rooms that have access to community bathrooms. A limited number of single rooms house upperclassmen students. There is a lounge on each floor; 1st floor is the largest community lounge with a flat-screen TV, DVD player, and kitchen facilities; 2nd and 3rd floor are quiet study lounges; 4th floor lounge has a flat-screen TV, DVD player, and vending machines. Laundry facilities for the building are conveniently located in the basement.

**ALUMNI COURT SOUTH**
Resembling its sister building, Loschert Hall, this four-floor building houses approximately 300 students on corridors with double, triple, and single rooms and community bathrooms. Residents are predominantly first-year students. There is a community lounge with TVs and DVD players, a presentation lounge, two quiet study rooms, and kitchen and laundry facilities.

**QUEEN’S COURT RESIDENTIAL COLLEGE**
This complex of three buildings consists of double and triple rooms in corridor-type format. The residents of each wing share a common bathroom. The first year residential college seeks to integrate academic pursuits and the intellectual life with residence hall living through a number of programs and structures specific to this residence hall. The study lounge, reflection room and basement recreational lounge are maintained through the support of Queen’s Court residents; Fordham University students not enrolled in the residential college may not use these facilities without a Queen’s Court resident present.

**LOYOLA HALL RESIDENTIAL COLLEGE**
The newly renovated Loyola Hall Residential College is home to approximately 125 first-year students in the Manresa Scholars Program. The recently renovated residence hall houses two classroom spaces that are equipped with Smart technology, a kitchen, study lounge, social lounge, and a small chapel.
**Martyrs’ Court**

This complex is composed of three sections named after the Jesuit Martyrs Isaac Jogues, John LaLande and Rene Goupil. Martyrs’ Court is divided into two residence halls: Martyrs’ Court LaLande/Goupil and Martyrs’ Court Jogues. The halls house primarily first-year students in double rooms. Select singles are reserved for upperclassmen. Martyrs’ Court is located on the West-end of campus and overlooks Martyrs’ Lawn, one of the many green spaces on Fordham University’s Rose Hill campus.

**Martyrs’ Court LaLande & Goupil**

This four-story residence hall, home to approximately 300 first-year students, features multiple small community and quiet study lounges and a kitchenerette, as well as laundry facilities. LaLande Hall houses a large common lounge. LaLande/Goupil is staffed by a team of resident assistants and a resident director providing activities and events traditional to the college experience.

**Martyrs’ Court Jogues**

Martyrs’ Court Jogues Residential College is the new home of the Science Integrated Learning Community, which began in Fall 2014 and is home to approximately 160 first-year students. The recently renovated residence hall houses classroom space that is equipped with Smart technology, a kitchen, study nooks, and a small chapel.

**Finlay Hall**

This residence hall consists primarily of triple bedrooms with a small number of singles and doubles, all with private bathrooms. Most triple rooms are designed with a loft for added space. Some, but not all, double rooms havelofts as well. This hall houses 293 upper-class students. Finlay has an elevator, one study lounge, a common lounge, TV/VCR, and kitchen and laundry facilities. Air conditioning is available for a short time after opening and before the end of the academic year.

**Tierney Hall Residential College**

As a residential college, Tierney Hall fosters social and academic integration in partnership with the Sophomore Year Experience program. The hall houses approximately 150 upper-class students in a three-story building of double and quad rooms with common bathrooms. There are two study lounges, a recreational lounge, chapel, recreational facilities including a DVD player, classroom with SMART technology, a kitchen, and a laundry room in the building.
**Walsh Hall**
This thirteen-story building consists of two and three bedroom apartments for upperclassmen. Each apartment includes a living room, bathroom, full kitchen, and dining area. There is a newly renovated common lounge and laundry facilities.

**Campbell and Salice-Conley**
Campbell and Salice-Conley halls offers a number of different types of living arrangements: apartments are designed to house four students (either in four single or two double rooms), five students (each in single rooms), or six students (in three double rooms). Over half of the rooms available are single occupancy. The apartments are fully furnished and boast air conditioning, climate control within individual apartments, and kitchens equipped with dishwashers and microwaves. Lounges are available on each floor. Both halls have classrooms and Campbell Hall features a campus eatery.

**O’Hare Hall Residential College**
This residence hall opened in August 2000. The three-wing, five-level complex, made up of 13 "neighborhoods" houses 550 students. The majority of the bedrooms are doubles, and there are a significant number of singles and eighteen triples. Each double and triple bedroom has a private bathroom and single bedrooms share a private bathroom located between two rooms. Air conditioning is available for a short time at the beginning and end of each academic year. Thirteen community lounges, equipped with living room furniture, kitchenettes and a TV, eight quiet study rooms, and four seminar rooms for resident use. Two of our study spaces include SMART technology, in addition to one social lounge. Wellness Housing, the upper-class Science Integrated Learning Community, and the Integrated Learning Community for Global Business are all in O’Hare Hall.
BELMONT COMMUNITY HOUSING

Off campus housing is operated but not owned by the University. We encourage all of our students to purchase renters insurance.

TERRA NOVA HOUSES
Located at 2500-2510 Hoffman Street, this University operated duplex was built during the summer of 1998. The twelve apartments each have a living room, kitchen, two bathrooms and five bedrooms. Each apartment houses seven students in double and single bedrooms.

ARTHUR HOUSE
Located on Arthur Avenue, this off-campus University operated building was built during the summer of 1999. Each of the nine apartments accommodates seven students in double and single bedrooms. Each apartment also has a living/dining area, kitchen, and two full bathrooms.

ARTHUR 2 HOUSE
Each of the nine University operated apartments accommodates seven students in double and single bedrooms. Each apartment also has a living/dining area, kitchen, and two full bathrooms. This is where Graduate students are housed.

HUGHES HOUSE
Located at 2353-2357 Hughes Avenue, Hughes House accommodates upperclass students in each of the nine apartments. Each apartment has combination bedrooms, a living/dining area, kitchen, and bathrooms. This community also has air conditioning as well as laundry facilities and a small gym.
EMERGENCY PROCEDURES

LIVING WITH TERRORISM

Unfortunately for all Americans, life has forever changed after September 11, 2001. Fordham University’s priority is the safety and well-being of those who live, study, and work at the University. The Office of Public Safety works closely with and obtains information from the New York Police Department on a continuing basis in the interest of safety for our community. In the highly unlikely event that an act of terrorism was to occur on campus, we would obviously rely on police, fire and the Office of Emergency Management for guidance and resources.

New York City has essentially been operating at a certain United States Department of Homeland Security national security alert level since 9/11/01. Should an incident away from campus cause a change in the security alert level or other action, the University will relay the appropriate information that impacts our campus through established channels of communication including a state of the art emergency notification system, security alerts, or residence hall floor meetings. Please be aware of the following safety guidelines:

● Be aware of suspicious or unusual behavior such as unanticipated deliveries, people asking directions to sensitive areas such as utility rooms or HVAC systems, or people asking questions regarding security force capabilities.

● Do not accept packages from strangers or leave personal belongings unattended. Report unusual behavior and suspicious packages to the security department by dialing 2222 from any campus phone.

● If you receive a telephone call regarding a suspicious package or explosive device, get as much information from the caller as possible and relay the information to the Office of Public Safety.

● In the event of a chemical or biological attack, follow instructions. Public Safety staff, in conjunction with NYFD or NYPD, will make a determination as to remaining in place or evacuation. In most instances, you will be instructed to remain in your residence hall, academic building or other shelter. If the appropriate response is evacuation, we will follow the evacuation procedures as outlined below.

FIRE SAFETY AND PREVENTION

Every member of the University community has an obligation to be prepared for emergencies. It is important for all resident students to familiarize themselves with the location and use of fire extinguishers, fire alarm boxes, emergency exit routes, and alternative exits. At the very moment a fire alarm sounds, the building must be evacuated in an orderly manner. Students may wish to keep a coat, a pair of shoes, a set of keys and a flashlight readily available for such emergencies.

WHAT TO DO IN CASE OF FIRE

If the combustion is confined to a wastebasket or trash can, you should use a fire extinguisher located in a student suite or a corridor. Follow the instructions found on the outside of the extinguisher. Remember to only fight a fire if you have a clear path of escape.

If the fire is not limited to such a container, activate the fire alarm pull station located in the corridor of each floor and call Security at ext. 2222. Off-campus residents should call both the Fire Department at 911 and Security at 718-817-2222. Students should then proceed to leave the building while alerting all the people in the immediate area of the danger. If there is sufficient time and human life (including one's own) would not be endangered, one may attempt to extinguish the fire with whatever equipment is available. However, before making such an attempt ensure that you know what is burning, the fire is not spreading rapidly, smoke and heat has not filled the area and most importantly, that you have a clear means of escape.

FIRE EXTINGUISHERS

Care must be taken in operating a fire extinguisher properly. Fire extinguishers are generally operated by pulling out a locking pin, aiming the nozzle at the base of the fire, squeezing the handle and sweeping the hose over the area of the fire. An explanation of each extinguisher's operating instructions is located on the nameplate of the extinguisher. Note that there are two types of extinguishers available in the residence halls: (1) large, silver-colored Type A for trash and paper fires only and (2) smaller, red Type ABC for grease, electrical, chemical, and trash fires.

When a fire extinguisher is discharged, even partially, do not return it to its place. Report the matter to the Office Campus Operations at ext. 4848 and your residence hall staff. The unit will be recharged and returned.
FIRE DRILLS

A fire drill is an exercise in discipline that requires a prompt, complete, controlled, and orderly response. New York State law requires a minimum number of fire drills for University buildings each academic year. The time and date of the first fire drill will be announced. This trial run introduces residents to their building’s evacuation procedures. At the sound of the alarm, it should be assumed that an emergency exists and the signal should not be taken as a sign of a practice drill or false alarm. If the alarm stops ringing after having already sounded, students should continue to evacuate. No one is permitted to remain in the residence hall during a fire drill. Failure to evacuate the building may result in a fine and possible further Student Conduct action. Residential Life staff will check each room to ensure thorough evacuation.

FIRE ALARM TESTS

The Office of Public Safety tests each residence hall fire alarm system daily. During the daily tests, the alarm rings once and students are not required to evacuate.

PREVENTION

Housekeeping efforts are most important in the prevention of fires. Do not allow ordinary combustibles to accumulate in any area. Students shall remove old papers, rags, wood, and packing materials as soon as they are finished with them. Students should remove garbage and recyclables from rooms, apartments, and suites on a daily basis.

Keep all corridors and fire doors free of debris, furniture, bicycles, and other obstructions at all times. Residents should refrain from resting or sleeping in hallways or other areas not intended for this purpose.

Flammable liquids such as gasoline and paint thinner are not permitted in the residence halls. Candles, kerosene lamps, space heaters, and incense are proven fire hazards and are therefore also prohibited.

GENERAL STEPS FOR EVACUATION

Evacuate Immediately.

When the fire alarm goes off, all Fordham students must evacuate unless previously notified the alarm is being tested. You will not know if someone has pulled a false alarm or if it’s a real emergency. Do not take chances on it being a false alarm. If you fail to evacuate, you will be taken through the Student Conduct process.

Things to do.

Feel the door. If it’s hot (or if there’s too much smoke in the hallway to evacuate) put a wet towel or blanket at the bottom of the door and wait. Do not open or break the window. Hang a white towel or bright clothing in the window to attract the attention of firefighters. Stay close to the floor and wrap a wet towel around your head to avoid smoke inhalation. If you evacuate, grab a coat and shoes to wear, and close the windows and door behind you. As you exit via the nearest exit/stairwell, knock on doors as you leave to alert neighbors. Never use the elevator in a fire or drill. Exit the hall and gather with other residents where your RA, RD, or Security instructs you to go. Do not congregate in a lobby or near entrances as first responders may require access for personnel or equipment. Every time an alarm annunciates and evacuation is accomplished residence hall staffs are required to check every room, so there may be a wait to re-enter the hall.

Stop the false alarms.

False alarm pulls make the hall less sensitive to real alarms, interrupt sleep, work, and study for hundreds of people. For some reason, some among us continue to pull them. If you know this is happening, please alert your RA or RD.

Be careful.

If you are throwing away cigarettes, extinguish them in water or in a receptacle designed for butts. By New York State Law, there is no smoking in the Residence Halls. Toasters, toaster ovens, candles, incense, halogen lamps, and electric appliances with open heating elements are not allowed for a reason. Keep these fire hazards out of your room. You bear the responsibility of your actions and have a moral duty to act in a safe manner.

Questions? Speak to your Resident Assistant or Resident Director. Or you can call the Office of Residential Life at Rose Hill at extension 3080.
GENERAL EVACUATION INFORMATION FOR RESIDENCE HALLS
Each residence hall’s evacuation plan is updated on an annual basis. Building exits are listed below. All residents must be familiar with their primary assigned exit and alternate exit. They must also be prepared to ensure the safety and cooperation of their guests by directing them to the proper exits. Public Safety personnel, your residence hall staff, and the New York City Fire Department will observe exit procedures. Persons failing or refusing to participate will be removed as necessary and will be subject to fines and/or the Student Conduct process.

Alumni Court South, Loschert and Loyola Halls: Students should use the stairwell closest to their rooms and assemble in the courtyard. Do not use elevators. In case of heavy smoke or fire in the courtyard, assemble in front of Queen's Court.

Queen's Court Residential College: Exit via the nearest stairwell. Assemble in the courtyard. If students exit the building through doors facing Martyrs' Court or Alumni Court, proceed at a distance from the building to the Collins Hall side of the courtyard.

Finlay Hall: Use the stairwell closest to your room. Exit through the doors in the lobby and assemble across from the main entrance. Basement residents must evacuate through the rear door onto the terrace and assemble alongside Walsh Hall. Do not use elevators.

Martyrs' Court: Students should use the stairwell closest to their rooms and exit through any of entrance doors on the courtyard side of the building. Assemble in the courtyard.

Belmont Community Housing (Off-Campus): Exit by the nearest door (either front or back door). Assemble directly opposite the front of the house.

Tierney Hall Residential College: Students should use the stairwell closest to their rooms and exit through the main entrance doors in the lobby, assembling on the front lawn between Spellman Hall and Tierney Hall.

Walsh Hall: Using the stairwell closest to their apartments, students should descend to the lobby or basement. Go out the main doors to the sidewalk across from 191st Street. Do not use the elevators.

O’Hare Hall Residential College: Use the stairwell closest to your room. Assemble on the lawn in front of the building. Do not use elevators.

Campbell and Salice-Conley Halls: Utilize stairwell closest to your room and exit through main entrance in lobby. Assemble in courtyard in front of building. Do not use elevators.
A community that is conducive to living, learning, and personal growth requires an atmosphere of cooperation among its members and a respect for self, others, and property. The policies and procedures described below have been designed to ensure a positive residential experience for students at Fordham University. While every residence hall staff accepts part of the task of educating residents and enforcing these policies, ultimate responsibility for compliance rests with every resident student. The privilege of living in a residence hall is founded upon the expectation that resident students will exercise good judgment and self-discipline by taking responsibility for their decisions and conduct. When resident students approach these policies in a spirit of good faith, they are creating and supporting a positive community atmosphere in the residence hall.

All students are bound to observe the policies and procedures of the Office of Residential Life, including those policies and procedures found in the Residential Life Handbook, the Student Handbook, the Residence Hall Agreement, and the University Code of Conduct, found on the following page. Students who choose not to respect the established guidelines will be subject to the conduct process. Policies regarding behavior may apply to commuters and or guests visiting our campus and residence halls. Anyone incurring repeated violations may be subject to serious disciplinary action. Any violation of the regulations found below is also a violation of the University Code of Conduct, as stated below and in the Student Handbook.

Please be aware that although most policies are consistent on all three campuses, slight variations do exist. It is the student’s responsibility to learn and abide by policies at each individual campus.
The following actions are considered violations of the University Code of Conduct and are punishable by outcomes imposed in accordance with the published Student Conduct of the University.

1. All forms of dishonesty, including cheating, plagiarism, supplying false information to any University official, as well as forgery or use of University documents or instruments of identification with intent to defraud.
2. Theft from or damage to University property and/or theft of or damage to the property of another while located on the property of the University. Knowingly receiving, retaining, or disposing of the lost or misplaced property of a member of the University community or of the University itself.
3. Unauthorized entry, use, or occupation of University facilities, as well as the unauthorized possession, duplication, or use of keys to University facilities.
4. Tampering with or misusing fire alarms, fire-fighting equipment, or safety equipment.
5. Harassment of another person, whether physical, sexual, or verbal, either oral or written.
6. Physical abuse, sexual abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
7. The unauthorized selling, purchasing, producing, or possession of any lethal weapons, explosives, fireworks, or incendiary devices.
8. The unauthorized selling, purchasing, producing, possession, or the use of barbiturates, amphetamines, marijuana, hallucinogens, opiates, or other addictive and illegal drugs or drug paraphernalia.
9. Engaging in or inciting others to engage in conduct which interferes with or disrupts any University function, or which prevents or limits the free expression of the ideas of others, or which physically obstructs or threatens to obstruct or restrain other members of the University community or visitors.
10. Failing to surrender the University Identification Card upon request of clearly identified University personnel (this includes campus security personnel) in the performance of their assigned duties. All members of the University community are required to have the University Identification Card in their possession while on campus.
11. Engaging in lewd, licentious, or disorderly conduct.
12. Failing to comply with the direction of the clearly identified University personnel (this includes campus security guards) in the performance of their assigned duties.
13. Violation of the published University regulations including but not limited to those regarding Motor Vehicles, Residence Halls, and the McGinley Student Center.
FORDHAM UNIVERSITY’S STUDENT CONDUCT PROCESS

One of the primary goals of the residential community at Fordham University is to support and aid the personal development of all students. Toward this end, the Residential Life staff assists students in learning to accept responsibility for their actions. Taking on certain responsibilities within the community should be viewed as a positive, educational process through which residents become mature, self-controlled citizens -- citizens whose actions are based upon enlightened understandings of how their actions influence the well-being of each individual within the community.

As such, a positive community atmosphere develops when students assume responsibility for their actions. Students are, therefore, more likely to accept this responsibility when they clearly know what is expected and the reasons why certain policies exist. Through the cooperative efforts of students, their respective governing bodies, and the Office of Residential Life, a set of expectations and standards for student behavior has been established. In choosing to live in the residence halls at Fordham University, students agree to abide by these expectations and standards of acceptable behavior. In turn, the Residential Life staff continuously works to provide the necessary rationale for these community expectations.

Each resident is, therefore, responsible for knowing and abiding by the expectations and policies established by the Office of Residential Life (covered in this Handbook), as well as the University Code of Conduct (covered in the Student Handbook), city ordinance and state law. The Residential Life Student Conduct System exists as an educational system to foster behavioral change by reviewing alleged violations and holding the resident(s) accountable for his/her actions when violations have occurred. All policies and procedures included stem from the University Code of Conduct and University Handbook.
STUDENT CONDUCT PROCESS
Behavioral concerns are communicated to the Office of Residential Life through the completion of an Incident Report. Any member of the Residential Life staff or campus community may write Incident Reports. An Incident Report does not dictate a student’s responsibility or culpability. It is simply a factual statement of the circumstances surrounding an incident, and includes the names of all persons associated with the situation.

The Incident Report is forwarded to the appropriate Residential Life staff members (Resident Directors, Assistant Directors of Residential Life, Associate Directors of Residential Life, Assistant Dean of Students and Director of Residential Life or Dean of Students) for investigation. In most cases, the Incident Report is handled and investigated by the Resident Director of the building in which the incident occurred. As such, the Resident Director of each residence hall serves as the primary Conduct Officer for incidents that occur in each residence hall.
The Resident Director will, however, consult with fellow Resident Directors when incidents involve students from multiple buildings.

In order to conduct an investigation, the Resident Director, the Associate Director of Residential Life for Student Conduct, the Assistant Dean of Students and Director of Residential Life, or a designated staff member will notify the student of the potential violation(s) and will schedule a hearing. If a student fails to appear for a scheduled hearing, a decision may be made in their absence and the student may be charged in violation of the Code of Conduct article relating to the failure to comply.

After the investigation has occurred, and if a student is found responsible, an outcome or combination of outcomes is mandated for the student to comply with. In order to further the educational process and foster a positive community, all Conduct Officers are encouraged to utilize their judgment and discretion when issuing outcomes in order to properly relate the outcomes(s) to the alleged violation(s). The Resident Directors may assign outcomes up to and including Student Life Probation, Residence Halls Probation, Disciplinary Reprimands, Research/Reflective Papers, Work Hours, Community Service Projects, Educational Projects, Alcohol and Other Drugs Class, Restitution, and Monetary Fines. In addition to the range of sanctions listed above, the Assistant Directors of Residential Life, the Associate Directors of Residential Life, or the Assistant Dean of Students/Director of Residential Life may impose more serious sanctions, including but not limited to University Disciplinary Probation. If, after the investigation, the student is not found in responsible, the potential violations will be dropped.

Likewise, students are responsible for the behavior of their guests at all times. Students are expected to be honest and forthcoming during all judicial inquiries and proceedings. Truthful information will be taken into consideration at the time of sanctioning. Students with pending potential violations of the Student Code of Conduct who leave the campus temporarily (e.g., study abroad, medical withdrawal, leave of absence) will be required to participate in the judicial process prior to leaving or upon their return to the campus. The Student Code of Conduct is effective throughout the calendar year even when classes are not in session due to break periods or summer sessions, when students are on a leave of absence, when students are participating in a study abroad program or University sponsored trip/event, or when the University is closed.

Failure to meet deadlines or to comply with the requirements of sanctions from prior incidents of policy violation may result in the student being placed on a probationary status or receiving a more serious outcomes. Students who fail to comply with conduct officer requests to attend conferences or who fail to comply with judicial sanctions may receive additional fines. Graduating seniors who do not complete sanctions may have sanctions converted into fines due to framework/time of the year.

Below is a description of some of the sanctions available to the Student Conduct Officers within the Office of Residential Life.

**OSAPSS SCREENING AND BRIEFING INTERVENTION**

Students who are found in violation of Residential Life and/or University policy pertaining to alcohol and illegal drug use may be required to participate in a multi-session educational intervention facilitated by the Office of Substance Abuse Prevention and Student Support (OSAPSS). Interventions provided by OSAPSS include educational groups, reflective exercises, assessments and personalized feedback sessions, which promote healthy behavior and provide information on the social and personal impact of alcohol and other drug abuse.

**DISCIPLINARY REPRIMAND**

The student is advised (in writing) that future violations will result in more severe disciplinary action.

**EDUCATIONAL PROJECTS/PAPERS**
Student Conduct Hearing Officers may request that a student complete an educational project or paper in order to provide a learning opportunity regarding a specific policy and/or violation. These projects include, but are not limited to: reflective paper, research paper, attendance at a University or Residential Life program, poster/media campaign, program presentation, critique of magazine or newspaper articles, letter of apology, hall improvement project, view and critique a film, follow-up meeting with an administrator, etc. All projects must be completed by the appropriate deadline to avoid additional sanctions and/or removal from the Room Selection Process.

REMOVAL OF ITEMS
Any item(s) that are not allowed in the residence halls, or on University grounds, will be removed and potentially discarded. Discussion of returning of confiscated item(s) or returning of item(s) will occur during the student conduct process.

FINES/RESTITUTION
Appropriate fines may be assessed for various policy violations and will appear on the student's Bursar Bill. The student is required to make payment to the University or to the other persons, groups or organizations for damages incurred as a result of policy violations.

MARIJUANA 101
Students who are found in violation of Residential Life and/or University policy pertaining to illegal drug use may be required to participate in the Marijuana 101 Program. Marijuana 101 is an online course that provides personal feedback and current information about marijuana-related topics, including impact of marijuana on the body, risks of frequent use, and laws related to marijuana. Students will be charged for participation in this online program.

NOTIFICATION TO PARENTS OR GUARDIANS
If the student involved in a Residential Life or University Code of Conduct student conduct violation is claimed as a dependent, the Office of Residential Life reserves the right to inform his/her parents/guardians of the pending disciplinary sanctions, as well as subsequent disciplinary decisions concerning the student. A student is considered a dependent unless he or she establishes proof to the contrary to the Associate Director of Residential Life for Student Conduct, the Assistant Dean of Students/Director of Residential Life or Dean of Students. It is suggested that students inform their parents whenever they are involved in an incident.

Students are encouraged to seek out a staff member (RA or RD) to clarify Residential Life policies and/or student conduct procedures. The Associate Director of Residential Life for Student Conduct and the Assistant Dean of Students/Director of Residential Life welcomes questions, concerns and/or input regarding Residential Life policies and judicial procedures.

STUDENT LIFE PROBATION
The commuting student is warned that future violations of the University Code of Conduct or residence hall regulations on- or off-campus may result in further and more serious outcomes, including University Disciplinary Probation (see below).

RESIDENCE HALLS PROBATION
The resident student is warned that future violations of the residence hall regulations may result in dismissal from the residence halls. Residents on probation at the time of the housing selection process may automatically be placed in overflow housing.

SUSPENSION, DISMISSAL, OR BAN FROM THE RESIDENCE HALLS
The student shall not reside in or visit any of the University residence halls (both on and off campus) on either a temporary or permanent basis. Additionally, the student may not attend Residential Life social functions in or around any of the University residence halls. The student is required to leave the residence halls with his/her belongings within 24 hours unless otherwise specified. In certain circumstances there will be suspension of privileges, specifically, but not limited to: weekend suspension, restriction of contact, banned from other halls, banned guest(s), study hall, and reassignment of residence hall.
UNDER THE INFLUENCE

Students who are found in violation of Residential Life and/or University policy pertaining to alcohol use may be required to participate in the AlcoholEdu for College Program. This program is an online alcohol education course providing personal feedback and current information on alcohol, street drugs, and relevant behavioral health topics through a series of interactive lessons. Students will be charged for participation in this online program.

UNIVERSITY DISCIPLINARY PROBATION

The student may participate in, but shall not represent the University in any extracurricular activity or run for, or hold office in any student group or organization, and/or represent the University in any varsity or club sports. Additional restrictions or conditions may also be imposed. Further, modifications to the standard restrictions of disciplinary probation may be made on a case by case basis and only for extenuating circumstances.

WORK HOURS/COMMUNITY SERVICE PROJECTS

Certain violations of Residential Life policy directly affect and detract from the residence hall community. As such, work hours and in-hall community service projects are utilized as a means of asking students to give back to the community in which they live. These projects include, but are not limited to: working with Campus Operations and/or Building Operations to clean and/or improve the condition of the residence hall, working with Food Service or another office on campus, etc. Work sanctions and community service projects are usually related to the actual violation. These hours and/or projects must be completed by the specified date in order to avoid additional sanctions and/or removal from the Room Selection Process.
COMMUNITY STANDARDS, POLICIES AND PROCEDURES

The following policies describe types of conduct for which students (resident or commuter) may be held accountable. The University may hold students accountable through the University Student Conduct System for any actions listed or for comparable actions not specifically listed. The influence of drugs or alcohol will not in any way mitigate the consequences of inappropriate behavior or limit the responsibility of individuals involved. A student attending a university function or living or visiting in the area surrounding the University is subject to the same standards of conduct expected on campus.

ALCOHOL POLICY

"Since it is a Jesuit and Catholic university, Fordham seeks to educate the whole person. Therefore, it provides its students with a value-laden curriculum that challenges them both to stretch themselves intellectually and to develop the capacity for mature moral judgment. We are not content, however, merely to challenge our students in the classroom. Far from it. Realizing that much of their education (perhaps even the majority of it) takes place outside of the classroom, we seek to provide them with a supportive campus environment that will enable them to grow into the full possession of the many talents that they have been given. Since we understand the role that out-of-class activities play in the spiritual, intellectual, moral and social development of our students, the Fordham community has for years been concerned with the adverse effects that alcohol has on the lives--and on the academic performance--of our students. In order to confront the challenges that substance abuse poses to the University's educational mission, Fordham will continue to offer counseling services and medical referrals to students who present themselves for help. At the same time, the University will continue to challenge its students to lead healthy lives and to develop those mature patterns of behavior that will enable them to become men and women of conscience, competence, compassion and commitment to the cause of the human family."

Rev. Joseph M. McShane, S.J.
President, Fordham University

A Fordham University residential experience includes due respect for the laws of the State of New York. The University cannot condone or remain neutral to the breach of such laws. Further, all resident students must recognize that the campus and the residence halls are not sanctuaries from the laws of the State of New York.

Effective December 1, 1985, New York State amended its statutes and limited the sale and legal consumption of alcoholic beverages to persons 21 years of age or older. Since the University is chartered by New York State, it is the University's obligation to make every reasonable effort to ensure that state law is observed on University property and at University-sponsored events. Alcoholic beverages are not permitted on University property except as specified by policy. Please examine the Student Handbook to review the implications of the Alcohol Beverage Control Act, the New York General Obligations Law, and other pertinent information.

Violations of the alcohol policy, whether they occur on or off campus, include, but are not limited to, the following:

1. No person under the age of 21 may possess, consume, purchase, or be in the presence of alcohol (except in officially designated spaces). “Possession” means having an alcoholic beverage under one’s charge or control. University staff possesses the authority to require any person to show legal proof of age.
   ● Students age 21 or older living in first year residence halls may not possess or consume alcohol in the building (Loschert Hall, Loyola Hall, Alumni Court South, Queen’s Court Residential College, Martyr’s Court LaLande and Goupil, and Martyrs Court Jogues Residential College).
   ● In rooms/apartments where all residents are over 21, individuals of legal drinking age may possess and/or consume alcohol in their rooms, provided all roommates and suitemates, present or absent, are of legal drinking age. All guests and students under the legal drinking age may not be in the presence of alcohol in the residence hall. The purchase, sale, distribution, consumption, association
with, being in presence of, or possession of alcoholic beverages by any residents or guests, regardless of age, is prohibited in apartments where any resident is under 21.

2. Fordham University prohibits inappropriate behavior that is a direct result of alcohol consumption. Any student who is observed to be intoxicated may be found in violation of the alcohol policy.

3. Violation of the alcohol policy includes games involving drinking and rapid consumption techniques. It also includes unauthorized games and techniques not involving alcohol, and the use of devices (e.g. funnels, shot glasses, beer pong tables, etc.) which, by their very nature, promote abusive alcohol consumption. The University prohibits organizing and/or participating in activities that encourage excessive drinking (e.g. beer pong, drinking games, or contests, etc.). It is strictly prohibited for students to charge a fee when hosting a party. Possession of bars, shot glasses and/or empty alcohol containers, even for decorative purposes, is also prohibited.

4. Drinking games, even when played without alcohol (except at an approved university program), and rapid consumption techniques and devices (e.g. funnels, beer bongs, shot glasses, beer pong tables, etc.) by their nature promote abusive consumption of alcohol and thus violate the alcohol policy. The University prohibits organizing or participating in activities that encourage excessive drinking (e.g., beer pong, drinking games or contests).

5. The University prohibits the possession and consumption of alcohol within public areas and administrative and academic buildings without permission from the authorized University official, which for students and student groups is the Dean of Students or his designated representative. Alcoholic beverages are not allowed in the lounges, hallways, or any other public areas of the Residence Halls.

6. It is prohibited for an underage student to be in the presence of any other person legally or illegally possessing, consuming or selling alcoholic beverages, except when authorized at a registered event.

7. It is prohibited for anyone over the age of 21 to consume/possess alcoholic beverages in the presence of individuals under the age of twenty one, except when authorized at a registered event.

8. Students are not permitted to provide alcohol to any person who is underage. For purposes of this regulation, “provide” means to sell, lend, give, make available, exchange, barter, or furnish in any way. The student social host policy will apply if alcohol is available in the room. Thus, the host is also responsible for misconduct if he/she passively allows prohibited alcohol use to occur within his/her room.

9. Individuals who are 21 years of age or older may possess and consume beverages containing alcohol in their rooms in University residential units (refer for specific policies to the Office of Residential Life handbook) or at officially-sponsored events. However, conduct resulting from the consumption of alcohol that is in any way illegal or in violation of any other policy is prohibited.

10. Students are not permitted to possess, conspire to obtain, use, produce, sell or distribute false identification or identification that alters one’s age.

11. Students are not permitted to host an unregistered party as determined by residence hall staff and evidenced by such factors as the presence of alcohol, excessive noise, or the number of persons present. In the interests of health and safety, parties that have not been duly organized according to the policies outlined in the Private Party Registration policy are prohibited and any alcohol found in the room or suite will be confiscated and/or disposed of by the host student.

12. Large amounts of alcohol are not allowed in private rooms and excessive amounts of alcohol may be confiscated at the discretion of the Residence Hall staff. Residents may not have more than a 12 pack of beer (or its equivalent) per person assigned to the room.

If Residential Life or Public Safety staff suspect that there is alcohol in a student’s bag or room, the bag or room of the student can be thoroughly searched (including a search of the refrigerator).

Failure to Comply: Failure to abide by Residential Life policies regarding the consumption, possession, association with, and distribution of alcoholic beverages is considered a violation of the University Code of Conduct. If other Residential Life and/or University regulations are violated while a student is under the influence of alcohol, compound potential violations will cover the intoxication itself and any other offenses that may have occurred.

MEDICAL AMNESTY POLICY
As a Catholic and Jesuit institution, Fordham University considers the safety and personal well-being of the student body a priority. The University recognizes that there may be alcohol or other drug-related medical or safety emergencies in which the potential for disciplinary action could act as a deterrent to students who want to seek assistance for themselves or others. The Medical Amnesty Policy is designed to enable dangerously intoxicated or impaired students, or their guests, to receive the professional medical treatment they need.
When a student aids an intoxicated or impaired individual by contacting Public Safety or Residential Life staff for assistance, neither the intoxicated individual nor the individual or student reporting the emergency will be subject to formal disciplinary action for the consumption or possession of alcohol or other drugs as a first offense. In rare circumstances such as cases where other violations occur, students may be adjudicated. Examples include, but are not limited to, physical abuse, conduct which threatens safety, verbal or physical harassment, disorderly conduct or property damage. The Medical Amnesty Policy does not apply for subsequent alcohol or other drug intoxications or impairments.

Intoxicated or impaired students who are medically evaluated or hospitalized for alcohol or other drug use:
1. will be required to have a follow up meeting with their Resident Director or a member of the Student Life staff. Following this meeting, the student will receive a letter that will describe the guidelines of this policy in more detail.
2. will be required to complete BASICS, a two-session brief intervention program provided by the Office of Substance Abuse Prevention program.
3. will have their parents contacted by the University. In these cases, parental notification is not taken as a disciplinary action but as a precautionary measure.
4. may also be referred to Counseling and Psychological Services, University Health Services or an outside program for substance abuse evaluation and appropriate treatment.

The student(s) aiding an intoxicated or impaired individual by contacting Security or Residential Life staff:
1. in circumstances described above will not be subject to formal disciplinary action for the consumption or possession of alcohol or other drugs as a first offense, but may be required to have a follow up meeting with the Associate Director of Residential Life for Student Conduct and/or staff from Office of Substance Abuse Prevention and Student Support.

COMPLICITY
Condoning, supporting, encouraging or choosing to remain in the presence of a violation of the University policy. Students who anticipate or observe a violation of University policy are expected to remove themselves from the situation. Students are encouraged to contact University officials should they find themselves in such a situation.

DRUGS
Fordham University strictly prohibits the unauthorized possession, use, distribution, sale, facilitation in the sale, purchase, or production of barbiturates, amphetamines, marijuana, opiates, hallucinogens, or any other addictive or illegal drugs and/or drug paraphernalia. Such conduct violates the University Code of Conduct, as well as state and federal laws.

For purposes of this policy, “drug” includes, but is not limited to, marijuana, heroin, LSD, cocaine, mushrooms, ecstasy, ketamine, and prescription drugs. Drug also includes any substance that is used to change mood or alter reality and is not used in accordance with a medical prescription (e.g., household chemicals/agents, steroids, naturally derived substances). “Drug paraphernalia” includes, but is not limited to, hookahs, pipes, bongs, hollowed out cigars, and vaporizers.

All illegal drugs and drug paraphernalia are subject to confiscation and the University reserves the right to refer potential criminal violations to local law enforcement authorities. Students who have used or are using drugs may wish to seek counseling, and are reminded that physicians, psychiatrists, psychologists, and priests are available for such help.

Failure to Comply: The University will apply appropriate internal Student Conduct processes should a student violate criminal statutes with regard to illegal drugs. The University will apply the proper procedural safeguards and will determine those disciplinary sanctions that may be relevant to one's status as a student of Fordham University. Students are subject to severe disciplinary action by Residential Life and by the University ranging from Residence Hall probation to dismissal from the residence halls and expulsion from the university. The University also reserves the right to notify parents of students of pending violations or subsequent disciplinary decisions.
FIRE SAFETY

Fordham University strictly prohibits the improper use of fire alarm systems or fire safety equipment, whether intentional or reckless. Prohibited actions include tampering with, removal of, setting off alarms, reckless use of fire extinguishers, or damaging of fire safety equipment or alarm systems in any university building where no fire or immediate danger of fire exists. Fire drills are conducted at various times during the year to ensure that all residents are familiar with evacuation procedures and to ensure that all safety equipment is functional.

1) Fire Safety Equipment: Fire equipment is placed in the residence halls for students’ protection and the protection of property in the event of a fire or emergency. Anyone who causes damage to this equipment or renders it unusable or ineffective is endangering the safety of all residents. This includes tampering or misuse of any fire safety equipment, including setting off false fire alarms, unauthorized use of air horns, or the unintentional causing of an alarm, sprinkler, or fire extinguisher discharge due to careless or reckless behavior, the student will be subject to student conduct action.

2) Intentionally or recklessly starting a fire is a serious violation subject to disciplinary sanctions including suspension or expulsion from Fordham University as well as penalties described by law.

3) Fire Evacuation: During a fire drill or alarm, every student is expected to evacuate the building and follow emergency procedures as well as comply with instructions and/or directives from University Security and Residential Life staff. Students cannot return to a building until an “all clear” signal is given by an appropriate University official.

4) Unintentional False Alarms: Causing a false alarm due to inappropriate, careless, or reckless use of cooking equipment.

5) Burning or possession of candles or incense, lit or unlit, is not allowed in the residence halls for any purpose.

Fountain

The University fountain located adjacent to Dealy Hall has been installed to resemble the historic space once enjoyed by students, staff and faculty, and visitors. Stepping into, wading, or swimming in the fountain, or placing objects, substances, or chemicals into the water is strictly prohibited as such actions can easily damage the fountain’s pump system and surrounding site, resulting in costly repairs and cleanup. Any student who engages in such prohibited conduct will be subject to disciplinary action, and sanctions will include, but not be limited to, a $250 fine and the cost of any repairs and cleanup.

Harassment

All students and University employees are to be treated with respect. Harassment of another person, whether physical, sexual, or verbal, either orally, written, or online, is not permitted. Use of abusive language, including, but not limited to, profanity and threats or physical contact are considered harassment and will be dealt with severely as violations of both Residential Life and University policies. The Assistant Director for Leadership Development and Training or the Associate Director for Student Conduct may handle adjudication in cases of harassment of University staff (Resident Assistants, Resident Directors, Desk Assistants, or Watchman Guards). Please refer to the Student Handbook for further information regarding Information Technology usage.

Failure to Comply: Students who harass University staff members will face Student Life or Residential Life Probation for two semesters, dismissal from housing, expulsion from school, contact restriction, and/or other student conduct sanctions.

ID Cards

For safety and security purposes, students are required to have their University identification cards with them at all times and are required to surrender ID cards to any University official upon request. Within the first two weeks of the academic year, students must have a valid ID card. ID cards are only to be used by the student to whom the card was issued. Students are not allowed to give their ID cards to another student or guest for their own purposes.

Failure to Comply: Failure to cooperate with a University official constitutes a violation of Residential Life policy and the University Code of Conduct and warrants University and Residential Life outcomes including, but not limited to, educational sanctions, residence halls probation, and possible dismissal. Misuse, improper
use of an ID card, or the alteration of an ID card may lead to educational sanctions, fines, or Residence Halls Probation. Students found with duplicate ID cards may also be subject to disciplinary action.

**MORAL GROWTH AND RESPONSIBILITY**

Fordham’s mission as an institution of higher learning is closely tied to its rich Jesuit Catholic heritage. The faculty, students, staff, and administrators of Fordham University are informed by the Jesuit, Catholic tradition of responsible moral living. Residence hall life, of course, is an integral part of the Fordham student's education, and community life in the residence halls is necessarily based upon the University's founding principle.

One such principle holds that sexual intercourse is to be reserved for marriage. **Cohabitation is therefore prohibited in the residence halls.** Furthermore, a student is not permitted to request or cajole a roommate to leave his or her room, suite or apartment in order to facilitate sexual activities.

**Failure to Comply:** Cohabitation may lead to sanctions ranging from the loss of visitation privileges to residence halls probation or dismissal from the residence halls.

**MULTIMEDIA**

A student’s right to privacy is important in a community setting. In an effort to uphold this right, videotaping is prohibited in every part of the residence halls. You may request permission in writing in advance from your Resident Director for special circumstances.

Students are also prohibited from any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or bathroom.

**Failure to Comply:** Violation of the policy will lead to educational sanctions, fines or other student conduct sanctions; repeated violations can result in dismissal from the residence halls.

**NONDISCRIMINATION POLICY AND TITLE IX COORDINATOR**

Fordham University is an academic institution that, in compliance with federal, state, and local laws, does not discriminate on the basis of race, color, creed, religion, age, sex, gender, national origin, marital or parental status, sexual orientation, citizenship status, veteran status, disability, or any other basis prohibited by law. No otherwise qualified person shall be discriminated against in any programs or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. Fordham University does not knowingly support or patronize any organization that engages in unlawful discrimination.

This policy is strictly enforced by the University and alleged violations receive prompt attention and appropriate corrective action. The University will take steps to prevent discrimination and harassment, to prevent the recurrence of discrimination and harassment, and to remedy the discriminatory effects of discrimination on victims and others, as appropriate.

Complaints of discrimination by students against other students should be brought to the complainant’s Dean of Students for handling. All other complaints involving students and employees, only employees, or third parties should be brought to the Director of Institutional Equity and Compliance for handling.

The Director of Institutional Equity and Compliance is the University’s compliance officer for all forms of discrimination and is specifically designated as the University’s Title IX Coordinator, responsible for the University’s Title IX compliance efforts, including sex and gender discrimination, sexual harassment, sexual assault and violence, stalking, intimate partner violence, retaliation and athletics. Inquiries concerning the application of Title IX and its implementing regulation may be referred to the designated Title IX coordinator(s) or to the Office for Civil Rights. The Director may be contacted at:

Anastasia Coleman
Director of Institutional Equity and Compliance
Administration Building, Room 114
Rose Hill Campus
718-817-3112
PRIVATE PARTY REGISTRATION

Resident students of Walsh Hall, Belmont Community Housing (BCH), Campbell Hall, and Salice-Conley Hall may exercise the privilege of registering private parties scheduled for weekend evenings at which alcohol will be present. Registration is limited and conducted at the discretion of the Resident Director. To register a party, the prospective host(s) must follow these procedures:

1) Retrieve from the RHO, complete and sign the following forms:
   - Registered Party Regulations and Registration
   - Registered Party Absence Agreement (if any suitemates are under 21)
   - Registered Party Guest List and Limited Visitation Policy Waiver

2) Residents must meet with the Resident Director. The registration is on a first-come, first-served basis and is generally limited to two (2) parties per weekend evening, for a total of no more than four (4) parties per week(end).

3) At this meeting, the Resident Director reviews New York State Law, the University Code of Conduct and Residential Life Policy relating to Alcohol and Private Party Registration.

4) Prospective hosts with suitemates who are underage may still apply, but must first complete a Registered Party Absence Agreement. This form is a guarantee to the RD that the underage suitemate(s) will not be present on campus at the time of the registered party.

5) The prospective hosts present a completed and signed Registered Party Guest List.

The Resident Assistant staff on Duty and/or the Resident Director will visit the registered party at the start of duty (between 6:15 and 6:30) on the night it is scheduled to place a copy of the Registered Party Regulations on the door of the suite. This sign also identifies the party as having been registered. The Resident Assistant staff on duty and/or the Resident Director will also visit the suite fifteen minutes in advance of the 1:00 am end-time to remind hosts that the party must end by that hour.

Disciplinary action will be taken should drinking in private rooms become an illegal, non-registered party or public event, as determined by your residence hall staff and evidenced by such factors as the presence of alcohol, excessive noise or the number of persons present. In the interests of health and safety, parties that have not been duly organized according to the policies outlined above are prohibited and any alcohol found in the room or suite will be confiscated and/or disposed of by the host student(s).

Party Registration is meant to strike a healthy balance between the rights and responsibilities of the host students. Respect for the community and for the Office of Residential Life staff must be maintained in order to enjoy this privilege. Hosts must be observant of Registered Party Regulations, all Residential Life policies, as well as the University Code of Conduct. Failure to do so subjects the party to immediate shutdown, possible confiscation of alcohol and the hosts and their guests to documentation by the Office of Residential Life staff. Please consult the Registered Party Regulations available in the RHOs of participating halls for the complete policies governing registered parties.

PROPPING OF RESIDENCE HALL DOORS

The propping open of, or intentional jamming or tampering with the locking mechanisms of a residence hall entrance, residence hall room door, and/or fire door is considered a serious breach of safety and security. This includes tampering with the locking mechanism of residence hall room doors. As a community, it is important to maintain the safety and security of our residence halls by keeping these doors locked.

Failure to Comply:
Verbal or written warnings, educational sanctions, or fines may be assigned to students in violation of this policy. Repeated violations could lead to probation or removal from housing due to continuous breach in security for our community.

QUiet hours/Noise Considerations

Since the University expects the residences to be conducive to academic pursuits, noise must always be kept at a reasonable, courteous level so as not to disturb neighbors or roommates (Courtesy Hours 24 hours a day). Residents are not permitted to play their stereos at loud volume or play musical instruments within the buildings unless specified by a Residential Life staff member. Stereo speakers and audio equipment are not to be aimed toward or placed near open windows; such behavior would disturb a large number of people. Any noise clearly heard beyond the confines of a student’s room represents a breach of the consideration policy. One’s choice of entertainment or relaxation should not negatively impact or disturb people in other buildings, corridors, lounges, and nearby rooms.
In addition to normal courtesy hours, quiet hours have been established to ensure that students are able to sleep and study according to their own needs and preferences. During quiet hours, each student is responsible for making sure that his or her noise is not at a level that disturbs anyone else who may be studying or sleeping. The minimum campus-wide quiet hours for all residences are as follows: Sunday through Thursday 11 p.m. to 9 a.m. Friday and Saturday 1 a.m. to 9 a.m. Quiet hours are in effect 24 hours a day during the final exam period. In order to meet the needs of each residence hall, quiet hours may be expanded upon at the discretion of the Resident Director.

**Failure to Comply:** Verbal or written warnings, educational sanctions, or fines may be assigned to students in violation of the Noise Consideration Policy. Repeated violations could lead to removal from housing due to continuous disruptive behavior.

**RAILROAD CROSSING**
Crossing the Metro-North railroad tracks is prohibited by law and University policy. Trespassing on railroad property not only risks the life of the trespasser, but also constitutes a misdemeanor subjecting the violator to the issuance of a summons and possible criminal proceedings.

**Failure to Comply:** Any Fordham student who fails to abide by the law and this University policy shall be subject to a $250 fine and University student conduct action.

**SMOKING**
Smoking is prohibited in all Fordham University buildings. This prohibition applies to all indoor air space including all residence hall rooms and common areas, private faculty and administrative offices and dining facilities. It is the responsibility of all faculty, staff and students to observe and enforce the non-smoking policy. To implement and enforce this policy, common courtesy and consideration towards others should be exercised. Smoking is permitted only in designated areas outside a specific radius from outside the halls. Students should refer to the signage specific to the residence halls and consult with the Office of Residential Life staff to locate the designated smoking areas appropriate distance. No smoking is permitted in the immediate entrance of the halls. Pipes are not allowed in the Residence Halls. The smoking of electronic, clove or beebee cigarettes is prohibited.

**Failure to Comply:** Violation of the smoking policy may lead to educational sanctions, fines or other judicial sanctions; repeated violations could result in dismissal from the residence halls.

**SOCIAL HOST/GUEST BEHAVIOR**
It is the responsibility of any student who hosts a visitor or guest on campus to insure that the person knows and adheres to the Residential Life and Student Handbook. In instances where guests violate rules or codes, the student host will be held responsible. Residents of a room, apartment or suite, on or off campus, are responsible for all that occurs within that dwelling including any guest misconduct. Whether a visitor is a student or non-student, the student host will be held responsible for violations of the Residential Life and Student Handbook. Responsibility under these rules may occur even if the host is not a participant in the activity or has left the visitor(s) alone.

**SOLICITATION, SIGNS, AND POSTING**
No solicitors, sales persons or agents, student or otherwise, are permitted to contact students in Fordham University residence halls for commercial purposes except when contracted by the University. In such cases, permission must be obtained from the Assistant Dean of Students and Director of Residential Life. Students may not use their room for commercial purposes.

Signs that protect and/or inform the public may not be tampered with or relocated to resident rooms, suites, or apartments. Educational sanctions, significant fines and/or other student conduct sanctions will be assessed in such cases and the signs will be confiscated.

Throughout the year, notices containing information pertinent to resident students are posted in high traffic areas. Please read and be aware of the content of these notices. These notices should never be tampered with or altered in any way. Students who post notices in the residence halls must follow the University standards for postings, as required by the United Student Government and the Office of Student Leadership & Community Development. A complete listing of the policies is stated in the Student Handbook. Posters that are not approved by the Office of Student Leadership & Community Development or that are placed in
inappropriate locations will be removed, and fines may be levied against the responsible organization. Please refer to provisions stated in the Student Handbook.

THEFT OR DAMAGE TO UNIVERSITY PROPERTY

Theft from or damage to University property and/or theft of or damage to the property of another while located on the property of the University is a violation of the Code of Conduct. This includes knowingly receiving, retaining, or disposing of the lost or mislaid property of a member of the University community or of the University itself. The University is not responsible for any loss due to theft, fire, vandalism, accident, or student negligence and does not provide insurance for your personal property. Students are strongly encouraged to inventory all personal belongings and to record serial numbers where possible.

Intentionally or recklessly damaging or destroying exit signs, graffiti writing, defacing or tampering with University or public property or the property of another. Standard sanction: Suspension from the residence halls. This includes the tampering with or destruction of security equipment maintained by the University.

Students are advised to: (1) arrange for their family’s Home Owner's insurance to cover personal property or (2) obtain renter’s insurance. In the event of theft, immediately report the incident to Security and your residence hall staff. Students will be subject to disciplinary action if they are involved with any theft and/or damage to the property of another person or the University. Students subject themselves to both criminal action and University disciplinary action if they commit theft, injure anyone, or damage property.

THROWING OBJECTS THROUGH WINDOWS/REMOVAL OF WINDOW SCREENS OR LOCKS

In the interests of safety, it is unacceptable to throw, drop or pass anything in or out of a window of a University building. Such conduct severely jeopardizes the health and well-being of other members of the University community. Students may not hang out of windows and/or pass things into or out of residence hall windows. In the same way, students may not hang items out room and/or suite windows. Window screens should not be removed from windows.

Failure to Comply: Sanctions range from, but are not limited to, a $25 fine and residence halls probation to a $200 fine and residence hall dismissal.

UNAUTHORIZED ENTRY OR EXIT

Unauthorized entry, using keys to enter a room or facility without proper authority and forcible entry or trespass into any building structure, facility, student room, roof, balcony, or other areas are prohibited. Trespassing within the private room of another or use of keys without the proper authority will be considered serious violations. Students are not allowed access to the roofs of buildings at any time. Students are not permitted to use exit doors marked “emergency” for any use other than in an emergency evacuation or allow others to use these doors for entry/exit. Resident students and their guests may only enter and exit a building through designated entrance doors; windows may not be used as a means of entering or exiting a University building or residence hall. Residence hall computer labs and laundry facilities, where available, are funded by the residents of the building in which they are located. Access to these facilities is limited to resident students living in the appropriate building.

Failure to Comply: Violation of this regulation may lead to serious student conduct action, educational sanctions and/or a possible fine. Students found on the fire escape or roof of any building will face Residence Halls Probation and a possible $200 fine.

VISITATION/GUEST POLICY

The visitation policy in the residence halls provides resident students the opportunity to permit guests in their rooms. While providing for this interaction, the policy is also sensitive to every resident's need for a level of privacy in a community environment, the balancing of rights among resident students, and the need for safety and security.

Roommates should always confer about all visitors and guests (especially overnight guests) in advance of a visit and agree that a visitor or guest is not an imposition. Guests over the age of 16 can obtain a guest pass and are required to observe Residential Life and University policies and regulations. The resident student, as a host, is responsible for the guest's behavior and assumes this responsibility by informing the guest
of Residential Life and University policies. If guests violate Residential Life or University policies or regulations, the guest’s home institution and/or parents will be notified. Guests must show a valid picture ID card and guest pass upon entrance to the residence hall and when requested by the residence hall staff, Public Safety, the Desk Assistant, or the Watchman Guard.

Residents may host no more than two overnight guests at a time of the same sex for two nights within a seven day period provided an official overnight guest pass is obtained from the residence hall staff. As such, a guest may not stay overnight in the residence halls for more than two nights within a seven day period. Guest passes must be requested at the Residence Hall Office (RHO) between the hours of 7:00 PM-11:00 PM Sunday through Thursday or through or between the hours of 7:00 PM-12:00AM Friday and Saturday. Students must request guest passes at least 24 hours before the guest arrives. Fordham resident students can obtain the guest pass from an RA and will have the pass verified by the duty RA, the Watchman Guard, or Desk Assistant when the guest arrives. In order to have a guest pass verified, the Fordham student must accompany the guest and show the guest's ID to the duty RA the Watchman Guard. If a student wishes to have an opposite-sex family member as an overnight guest, permission must be granted in advance by the building Resident Director.

A Watchman Guard and Desk Assistant provide security coverage for each residence hall. The Desk Assistants are on duty seven days a week from 5:00 PM-10:15 PM and the Watchman Guards are on duty seven days a week from 10:15 PM-6:15 AM in order to greet students and visitors and check their identification as they enter the building. The Watchman Guards are supervised by the Office of Public Safety and work in conjunction with your residence hall staff. The Office of Residential Life supervises the Desk Assistants.

All Fordham University students, including the residents of a given building, must present their ID as they enter a residence hall. Non-resident students and non-University guests will need to follow the instructions of the Desk Assistant or Watchman Guard regarding sign-in procedures and must be accompanied by the host at all times. Visitors and guests from outside the University must leave their picture identification with the staff member at the desk and students who have been issued guest passes must present the document upon entrance to the residence hall. Residence halls may only be entered or exited through designated entrance doors; windows and fire escapes are not to be used for this purpose.

Students who wish to enter their own residence hall are allowed to do so by simply showing the Watchman Guard or Desk Assistant their Fordham University identification card. During the hours the Desk Assistant is working, students who wish to visit a student who lives in another residence hall must sign the applicable portion of the Sign-In/Sign-Out registry. The host student must come to the desk and also sign the applicable portion of the Sign-In/Sign-Out registry. In doing so, the host assumes responsibility for the conduct of the guest and commits him or herself to explaining Residential Life and University policies to the guest.

During the hours the Watchman Guard is working, the host must meet the visitor at the front desk. The host student and visitor must both sign applicable portions of the Sign-In/Sign-Out registry. In doing so, the host assumes responsibility for the conduct of the guest and commits him or herself to explaining Residential Life and University policies to the guest. Resident students must escort their visitors in and out of the residence hall and remain with visitors and/or guests(s) at all times.

All visitors, with the exception of those with guest passes, must leave the residence hall before 3:30 AM. Both the resident host and his or her guest(s) must be present at the front desk to properly sign the visitor out.

Non-Fordham visitors must claim their identification from the Desk Assistant or Watchman Guard. Unclaimed IDs will be delivered to the Office of Residential Life (Loschert Hall basement) or the Public Safety Office at the Thebaud Annex. If a non-Fordham visitor does leave their ID at the desk, the University is not responsible for the ID. No visitors may sign into the residence halls after 3:20 AM, although the guard will remain on duty until 6:15 AM.

As a guideline, the number of visitors who may enter a given living unit is limited to three per resident (freshmen living in converted triples are allowed two visitors per resident), excluding the occupants of the unit. The residence hall staff reserves the right to exercise discretion in applying this guideline. Refer to this table:

**GUEST GUIDELINE TABLE**

<table>
<thead>
<tr>
<th>ROOM</th>
<th>GUESTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-person room</td>
<td>6 guests</td>
<td>8 persons</td>
</tr>
<tr>
<td>3-person room</td>
<td>9 guests</td>
<td>12 persons</td>
</tr>
<tr>
<td>4-person room</td>
<td>8 guests</td>
<td>12 persons</td>
</tr>
<tr>
<td>4-person suite</td>
<td>12 guests</td>
<td>16 persons</td>
</tr>
<tr>
<td>6-person suite</td>
<td>18 guests</td>
<td>24 persons</td>
</tr>
<tr>
<td>7-person suite</td>
<td>21 guests</td>
<td>28 persons</td>
</tr>
</tbody>
</table>
Failure to Comply:
Guests found in violation of University or Residential Life policies may be asked to leave immediately and/or may be banned from campus. Hosts will be held accountable for their guest’s behavior and, in the event of a policy violation by a guest, may be subject to loss of guest privileges, educational sanctions, probation, or other judicial sanctions. The Office of Residential Life reserves the right to limit or restrict guest visitation privileges during high activity periods and during break/close-down periods (i.e. Homecoming, Spring Weekend, Special Events, Mid-term and Final Exams).

Residents who fail to properly sign their visitors out before 3:30 AM or fail to follow the visitation procedures listed above will receive a $15, $30, or $45 incremental fine (not to exceed $50) and may then be subject to serious disciplinary action. The appropriate Resident Director may meet with a resident who has failed to follow the visitation policy four or more times.

WEAPONS, AMMUNITION, AND EXPLOSIVES
All weapons, knives, pellets, BB guns, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, explosives, fireworks, firecrackers, highly flammable materials, dangerous chemicals and the like are prohibited.

Failure to Comply: Possession or use of such explosives or weapons will lead to confiscation and sanctions ranging from a disciplinary warning, work hours, residence halls probation, or dismissal from housing or more serious sanctions.
The cornerstone of the Residential Life program is developing a sense of community, which necessitates consideration for others and responsibility for one’s actions. The residence halls are communities that are bound by shared beliefs and ethics that offer as a core value an appreciation of the diversity of many individuals living there. A residence hall experience will further one’s education and personal development and will offer challenge and support. Living in a university residence is a privilege offered to students, and carries with it the responsibility for fulfilling the terms of the Residence Contract. The University expects students to become familiar with the policies, to take responsibility for their actions and to be sensitive to and considerate of the community in which they live.

These policies are based on respect for others, the environment, the mission of the University, and the rights and responsibilities of community living. All residents are accountable for any behavior inside or outside of the residence halls that infringes on individual or group rights or jeopardizes the health and safety of individuals and property.

The policies are set forth in writing in order to give students a general notice of expectations and prohibited conduct. The policies should be read broadly and are not intended to define misconduct in exhaustive terms. Violations of these policies also constitute violation of the student Code of Conduct and may be referred for disciplinary action.

The Office of Residential Life has undertaken a number of renovations over the past several years. The following guidelines have been established to reduce unnecessary and costly repairs in the future. With your help and cooperation, the physical quality of the residence halls can be sustained and greater capital developments within the residence hall system will be possible.

Each student is responsible for the care and cleaning of his or her room, suite, or apartment. The room and its furnishings must be kept in presentable condition at all times. It is expected that students will be considerate of University property and will afford it the same care and treatment as their own personal or family property.

BARBECUES
Because of safety hazards, barbecues are only permitted when approved by a Resident Director and supervised by a Residential Life staff member. Food must be prepared by Sodexo Food Services. Private barbecues are not permitted. Residents are not allowed to keep grills in the residence halls.

Failure to Comply: Work hours, educational sanctions, or fines will be assigned to those who violate this policy.

BREAKS--WINTER/SPRING
Students living in University housing must abide by the Winter and Spring break closing policy. Students checking out late may be charged $25 per hour.

The residence halls are closed according to the following schedule:

**WINTER BREAK**
•BCH and Campbell and Salice-Conley Halls remain open.
•Walsh Hall closes during the period between Christmas and New Year's Day, opening shortly thereafter. Postings in Walsh Hall will outline these dates and times.
•All other residence halls close for the entire duration of the break.

**SPRING BREAK**
•BCH, Walsh, Campbell and Salice-Conley Halls remain open.
•All other residence halls close.

Students who need to reside on-campus during a designated break period must contact a staff member and complete a sign-up form in advance. Walsh Hall, Campbell Hall, Salice-Conley Hall, and BCH residents intending to remain in their units must sign up with their residence hall staff at least two weeks before
the break begins. Students from other residence halls must find a willing host (who will be present during that
time) from the previously mentioned buildings at least two weeks prior to the vacation and submit this
information to the Office of Residential Life.

It is not the responsibility of the Residential Life Staff to find housing for students during break
periods, but the office will do its best to help the student seek out viable solutions. It is suggested that students
prepare their accommodations well in advance.

Students remaining in a residence hall during a recess period and/or those students who ignore
posted times by which they must vacate the hall may be charged a weekly fee to help cover staffing and other
costs. It is suggested that students take all valuables home during the recess periods. Resident students should
also be aware that visitation and overnight guest privileges are suspended during break periods.

CABLE TELEVISION
The University installed cable television outlets in the living rooms of suites and in other campus
living units. The cost for cable service on a one- television-per-outlet basis is included in room charges for all
on-campus residents. In accordance with the cable television contract, the connection of more than one
television unit to a single cable outlet by any means is strictly prohibited. Students are asked to be careful with
cable service jacks, outlets, molding, and other items. Students will be assessed charges by the Office of
Residential Life and may be subject to student conduct action if cable television hardware in a given suite or
bedroom is damaged or modified to splice cable service.

CHECK-IN AND CHECK-OUT
CHECK-IN: A student moving into the residence hall is responsible for completing their emergency
notification via my.fordham.edu, a key card, and a Room Condition Report (RCR) in cooperation with the
Resident Assistant (RA). This report is kept on file in order to track possible damage during the year.
CHECK-OUT: A student, with approval, who changes rooms or leaves the residence hall, is responsible for
notifying the RA and the Housing Coordinator at the Office of Residential Life of the departure date. The
student must then arrange to check out of his or her assignment with the RA and return his or her keys. Students
must remove all personal belongings at the time of check-out; leaving personal belongings in the care of another
student is not permitted.

Failure to Comply: Failure to leave the room as it was found will result in a damage assessment and possible
disciplinary action. A charge of $15 will be assessed for each unreturned key, and a $35 charge for lock core
changes will be assessed if a bedroom or suite door key is not returned. (See KEYS). Students checking out late
may be charged $25 per hour.

CAMPUS OPERATIONS
The University provides Campus Operations for the common areas of each residence hall, including
lounges, corridors, stairways, and community lavatories. This cleaning is conducted at scheduled times between
the hours of 6:00 AM - 2:30 PM. Students are expected to clean their own rooms and suites. This includes
bathrooms, kitchens, and living rooms in Finlay Hall, Walsh Hall, O’Hare Hall, Campbell Hall, Salice-Conley
Hall and BCH.

A Resident Director may assign cleaning charges for public areas that have been unnecessarily,
excessively, or repeatedly littered or soiled (See RECYCLING). Both the Offices of Residential Life and
Campus Operations conduct room inspections to ensure room cleanliness and safety. Students may be fined for
the maltreatment of a room or University property. Large-scale damage or soiling of community areas like
bathrooms and halls will elicit community or hall/ wing/ house meetings to discuss the incident and review
expectations and community standards. Students may be required to clean soiled areas.

Bed rails for lofted beds are available from Campus Operations upon request.

DATA/INTERNET JACKS
The University installed data outlets in each bedroom to provide individual access to the Internet
through a cable modem. The cost for this service is assessed through the Technology Fee. Students are asked
to be careful with the jacks, outlets, molding, and other items. Students will be assessed charges by the Office
of Residential Life and may be subject to judicial action if data jack hardware is damaged. Students may not
have their own wireless access points including routers, which are subject to confiscation.
DECORATIONS

Room or suite decorations are certainly encouraged as a means of personalizing a living space. However, safety concerns necessarily limit the repertory of acceptable decorations. Because of the fire hazard, tapestries and other hangings on ceilings, in doorways, over lights, from sprinkler heads, or from fire safety equipment are prohibited. Students should use discretion when considering the size of decorative items.

Students should attach memo boards, posters, and similar items to walls or doors using “fun tack.” All "fun tack" installed in living units must be removed from walls upon check-out.

Please keep in mind that students will be billed for any chipping, peeling, or pock marks that may be sustained to room or suite walls and other surfaces. **If a portion of a wall is damaged, the student(s) responsible will be billed for the painting of the entire wall.** Nails, thumbtacks, and tape are common causes of these problems. In fact, the use of double-sided tape is not permitted in the residence halls. Nails are never to be used.

END OF THE YEAR CLOSING

At the closing of the residence halls, all residents must clean their rooms and turn in their room keys. Failure to complete these steps will result in the assignment of a closing fine, which will be placed on the student’s bursar account. Residents should not leave trash or extra furniture in their rooms, or non-University property in their room or suite, and they should return all furniture to its original location and position (i.e. lower flipped beds, return couches to common room, etc.) Failure to do so will result in a closing fine. Failure to turn in all keys at check-out will result in a $15 charge per key and a charge of $35 to cover the cost of a lock core change. Late key returns will be accepted until June 1. All residents returning keys after this date will not be credited. Soon after a room is vacated, Building Operations and Residential Life will conduct an inspection of all rooms or suites. Residents will be held responsible for any damages found during that inspection that were not included on the RCR filed at opening.

EXTERMINATION

Pest control should be everyone’s concern; cleanliness prevents infestation problems. All campus residence halls receive extermination services on a weekly basis for public areas and multiple times a year for student rooms. Off-campus units receive these services only as needed. If you have a problem with pests, call the Office of Building Operations at ext. 4848 to place a work order.

ELECTRICAL APPLIANCES

Resident students must limit their choice of electrical appliances to those that are safest and are not likely to overload the electrical system in their residence hall. Acceptable appliances include irons, radios, stereos, small televisions, study lamps, electric razors, hair dryers, personal computers, coffee pots and hot pots with automatic cutoff elements and enclosed heating units.

Hot plates and other open electrical appliances are not permitted in the residence halls. Microwaves, halogen lamps, toasters, toaster ovens, indoor grills, space heaters and air conditioners are not permitted. George Forman grills, toaster ovens, and microwaves are prohibited except in Walsh, Off-Campus Housing, or Campbell and Salice-Conley Halls. Refrigerators larger than 4.0 cubic feet are only allowed in the kitchens of Walsh Hall, Campbell Hall, Salice-Conley Hall and off-campus housing units. Adapters, which allow many items to be plugged into an outlet at the same time, are prohibited. If extension cords are used, they should be approved and listed with Underwriter Laboratories (UL) and designated "heavy duty." The use of many electrical appliances at the same time may cause electrical fires. The Office of Residential Life advises the use of surge protectors. Since electrical surges may occur from time to time, the Office of Residential Life does not assume liability for damage caused by electrical surges.

**Failure to Comply:** Prohibited electrical equipment will be confiscated and a warning, educational sanction, fine, or other student conduct action may be taken.

ELEVATORS

Elevators are a convenience for all residents in Loschert Hall, Alumni Court South, Loyola Hall, Campbell Hall, Salice-Conley Hall, Finlay Hall, O’Hare Hall and Walsh Hall. These elevators deserve the best of care, given the fact that large numbers of people depend upon them and use them every day. Overloading or manually holding the doors open will cause the elevators to malfunction. Please observe capacity regulations posted in the elevators and use the "open door" button in order to hold the door. Elevator repairs are expensive
CAMPUS OPERATIONS/REPAIR SERVICES

The Office of Campus Operations is administered separately from the Office of Residential Life, but this staff is responsible for many of the services you will receive as a resident student this year. The Office of Building Operations is located in Room 106 of Faculty Memorial Hall and is open 8:00AM-4:30 PM weekdays. You should call ext. 4848 to complete a work request for the repair of University property or fixtures within your room. Such requests are honored in order of urgency.

Your cooperation with the Building and Campus Operations staffs is important; such efforts make it easier for these personnel to promptly attend to problems and efficiently maintain your building. From time to time, Building Operations staff members require access to student rooms and suites for repair and maintenance purposes. It will not always be possible to notify students in advance of such visits, but staff members will always identify themselves and knock before entering a room.

FURNITURE/UNIVERSITY PROPERTY

Students should not appropriate University property for private use in their rooms, apartments, or suites. Lounge furniture and other University property have been purchased for community use and must remain inside the lounge at all times. Students should not place unwanted furniture outside their rooms, as these items block hallways that must remain clear for emergency evacuation. Instead, students should communicate with their RD or with Campus Operations if they wish to have the furniture removed. In addition, students should not tamper with or remove any air conditioning units as this can create a hazard for those outside the building. If students need assistance in this area, they should reach out to Campus Operations.

Failure to Comply: Violators will be given an educational sanction or a $25 fine for the first offense and will be subject to further fines or student conduct sanctions if University property remains in their possession or reappears in personal rooms, suites, or apartments.

HALL SPORTS

Hall sports are dangerous to participants and bystanders alike. Such activities often result in damage to the residence hall as well. Noise and obstructions negatively impact the community atmosphere of the residence hall. Sports activities in community areas, bedrooms, suites, and apartments are therefore prohibited.

Failure to Comply: Violators will be subject to work hours, educational sanctions, fines, or other student conduct sanctions.

INTENT TO VACATE

Housing Agreements are binding from August through May. However, circumstances may sometimes necessitate the cancellation of an Agreement after the Fall semester. When this is the case, the Intent to Vacate process must be followed. In November, the Office of Residential Life will distribute information about procedures that enable a resident student to terminate his or her contract prior to January. It is the responsibility of the resident student to complete all the necessary paperwork, meet all deadlines, and complete proper checkout procedures.

Students who terminate their Agreements at this time are also responsible for informing their suitemates or roommates of their intentions to vacate. The Office of Residential Life may not be able to contact roommates during periods of high activity. We encourage continuous communication among roommates and suitemates to avoid misunderstandings.

KEYS

Each student will be issued a room key and suite key (when applicable), and a front door key (when applicable) upon arrival to the residence hall. Students must return keys to their residence hall staff when they move out of their assignment. A fine of $15 per key will be assigned if a student fails to return room, suite or entrance keys. Students who lose a room or suite key must also pay an additional $35 to cover the cost of replacement for the lock core.

At checkout, credit will not be given for: (1) keys returned after June 1 or (2) keys returned improperly (i.e. mailed to Residential Life or slid under a Resident Assistant's door).
Requests for the replacement of lost keys must be made in person at the Office of Residential Life between the hours of 9:00 AM and 4:30 PM. Students need to show proper identification and will be charged $15 per new key and $35 for a lock core change. Students found with duplicate keys or keys other than their own may be subject to fines or student conduct action.

LAUNDRY FACILITIES
Residence hall laundry facilities, where available, are funded by the residents of the building in which they are located. Access to these facilities is limited to resident students living in that building.

LOCKOUTS
As in life outside the University, students are responsible for carrying their keys at all times. Resident students who are locked out of their rooms on a weekday may sign out a key at the Office of Residential Life (Loschert Hall Basement) from 9:00 AM to 4:30 PM. This key must be promptly returned.
Between the hours of 6:00 PM and 9:00 AM (Sunday evening through Friday morning), the Resident Assistant on duty will honor your lockout request in the Residence Hall Office (RHO). The Resident Assistant on-duty will also be available in his or her room on weekends for lockout services. Lockout policies and procedures for late hours vary by residence hall; you may wish to contact a residence hall staff member about your building’s late hours lockout policy.
Students who are repeatedly locked out of their rooms may be subject to fines or judicial action. After the first three lockouts, a student will be given an educational sanction or charged a fine not to exceed $25, which will be placed on the student’s bursar account.

LOFTS/CONSTRUCTION
Individually constructed lofts, unlike the existing ones in Finlay Hall or in converted triple rooms, are prohibited by law, violate fire codes, and are generally unsafe. In light of these factors, such structures are prohibited in the residence halls. This prohibition includes the creation of lofts through the arrangement of stacked desks, dressers, or other furniture. Any construction that is not University sponsored will be dismantled and repaired at the cost of the student. No cinder blocks or bed risers are allowed in the residence halls.

LOUNGES/SPACE RESERVATIONS
Lounges and community spaces in the residence halls exist for the benefit of the building’s resident students and their residence hall staff. The Office of Residential Life has established guidelines for their use. Registration requests for the use of a lounge must be made in writing to the Assistant Dean of Students/Director of Residential Life. Clubs and organizations are not permitted to use residence hall lounges and may not conduct meetings or other events in the residence halls without permission from the community’s Resident Director.

MOVING CARTS
A small number of moving carts are owned by the University to assist students moving in and out of the halls at certain time of the year. These carts are provided as a matter of convenience at the beginning and end of each semester when the Resident Assistant is on duty. Please be considerate of other students and return the carts as soon as possible. All carts must be signed out and a form of ID left with the Resident Assistant. Loss of the cart will result in the student having to pay the cost of the cart. Carts should not be given from the student to student, but should be returned to a staff member. Once given a cart, it is your responsibility until returned.

MEETINGS
Residential Life relies on the ability to openly communicate and efficiently deliver important information to all residents. Your residence hall staff will, from time to time, announce mandatory floor or house meetings and programs. Students are required to attend such events. Advance notice for such meetings will be given. If you cannot attend the floor meeting or program, arrangements must be made in advance with your RA.

OCCUPANCY REPORT
Your residence hall staff tracks vacancies in your building. This information would be needed in the event of fire and other emergencies and helps the Office of Residential Life maintain accurate lists and records. Students are therefore required to cooperate with Resident Assistants in accurately completing Occupancy Reports at any time during the semester. Failure to attend mandatory first floor meetings (at which Occupancy Reports are signed) obligate students to seek out their Resident Assistant or the Resident Assistant on Duty.

**Failure to Comply:** Forging a signature or providing inaccurate information will lead to disciplinary action or dismissal from the residence halls.

**PAINTING/WALLPAPER/BORDERS**
While originality is an important value to the residence hall community, it must be limited to spheres of activity that do not include the painting of any University property or facility. This policy includes, but is not limited to, the painting of murals and the hanging of wallpaper or borders.

**PETS**
For the sake of cleanliness and safety in the rooms and hallways, students are not permitted to own, possess, or care for pets or other animals of any kind in the residence halls.

**Failure to Comply:** Residents found with animals in their custody will be subject to disciplinary action and will be required to immediately remove the pets.

**RECYCLING**
Fordham University has committed itself to New York City's recycling efforts and guidelines. Resident students are in a position to assure or deny University compliance with recycling laws and will, therefore, be held accountable for their actions. The Office of Residential Life hopes you view the recycling policies as ecologically necessary measures.

Each building is equipped with three kinds of refuse receptacles, in garbage rooms as well as some lounges in our residence halls.

The scheme for garbage separation is as follows:

I. **RECYCLABLES** (must be washed)
   - Plastic bottles or jugs (detergent, juice, milk, water, etc.)
   - Glass bottles (juice, wine, etc.)
   - Metal cans (tuna, soup, etc.)
   - Aluminum foil trays (pie pans, take-out trays)
   - 5 cent deposit cans and bottles

II. **PAPER**
   - newspaper, magazines, catalogues
   - corrugated cardboard, flattened boxes

III. **TRASH (ALL OTHER ITEMS)**
   - styrofoam, plastic-coated paper
   - plastic bags, wrap or film
   - plastic utensils, trays
   - cups, bowls, lids, plates
   - aerosol cans, pump sprays
   - light bulbs, mirrors, books
   - smooth gray cardboard, white paper
   - envelopes and shopping bags

It is the resident student's responsibility (1) to remove trash from his or her room, apartment or suite, (2) to separate the material into the above categories, and (3) to properly dispose of the material in the
designated areas. Trash deposited in hallways, bathrooms, or other inappropriate locations will be removed at the cost of the resident(s).

**Failure to Comply:** Educational sanctions, fines or student conduct measures may be assigned to those who fail to cooperate with the community’s recycling efforts. For community billing provisions, see *Damage Billing*. If a floor, wing, building or area fails to collectively abide with the recycling policy at any given time, a “per person” fine of no less than $5.00 and no more than $50.00 may be assigned.

**ROOM CHANGES/ROOMMATE CONFLICTS**

Fordham University’s community is one that protects an individual’s rights and ensures that he or she is afforded respect. It is also a community that assigns responsibility to its members. Part of a Fordham education is learning to live with others and this is one of the responsibilities that our community expects its members to uphold. In times when disagreements and conflicts arise, members of the Residence Hall staff are prepared to assist.

In general, when a conflict arises in the room/suite, you should:

- Make an effort to resolve the conflict yourself. Take the time to share the problem with your roommate(s). If this is an uncomfortable situation or if you run into problems, seek out your Resident Assistant (RA) for advice. The RAs are trained to help with these situations.
- If your efforts are still unsuccessful, approach your RA about mediating the conflict. RAs are trained to help mediate and can set up a meeting with you and your roommate(s) to help get a dialogue started about the problem. RAs will consult with your hall’s Resident Director (RD) about the mediation. RDs may also conduct more serious mediation themselves.
- If the above steps are unsuccessful, ask your RD about securing a Room Change. *It is the Resident Director who must authorize any room change,* and he or she will consult with your RA and with you about your request only after the above-described steps have been taken.
- Once the RD has come to a decision about whether your request for a room change is warranted, the RD helps you begin the administrative process through the Office of Residential Life. Your RD will do her or his best to come up with an agreeable new living situation for all parties concerned. Please keep in mind that the RD can only entertain requests from students who are themselves interested in moving, not in having others moved on their behalf. Exceptions to this policy are made in situations which Office of Residential Life staff members determine as threatening. In addition, room change requests made for reasons of race, creed, color, religion, age, parental status, sexual orientation, citizenship status, veteran status, disability, or nationality will not be examined.
- Parents and others concerned with specific roommate conflicts should contact the Office of Residential Life’s Associate Director for Student Conduct. Hall Staff (Resident Assistants and Resident Directors) will refer all queries to the Associate Director. Requests for assistance with roommate conflicts made by parents or others on behalf of students will elicit approach to the student by hall staff. The Associate Director will also answer questions and explain the roommate conflict mediation process. Students seeking authorization for room changes must obtain the Resident Director’s signature on a Room Change Request form. Students should bring the signed document to the Office of Residential Life in order to explore available room options with the Housing Coordinator. When a new room is selected, you must arrange with your new Resident Assistant to complete a check-in RCR and with your former Resident Assistant to complete a checkout RCR. The Housing Coordinator will assign a date for picking up keys to the new assignment. Old keys must be returned promptly. Students moving into a new residence hall must report to the ID Office in Faculty Memorial Hall to update their ID card. (Please bring a copy of your Room Change Form.)

Students may not change bedrooms within a given suite or residence hall without properly applying for and receiving a room change via the Office of Residential Life.

**Failure to Comply:** Student Conduct sanctions will be allocated against those who have changed their housing units without proper permission from the Resident Director and the Office of Residential Life.

No Room Change requests can be examined between opening day and October 1. This “room freeze” period is set aside so that residents take the time to thoroughly appraise their residence hall environment before making a change. Experience has shown that taking the time to think about a change, to get used to a living situation, and to work on any early disagreements that may arise with roommates is of greater benefit than a quick decision to change housing.
Learning to live in new surroundings and with new people is part of the education Fordham affords. RAs and RDs are trained to help with this educational process. Later, in the weeks before and during Room Selection, room change requests will again be deferred to facilitate the orderly allocation of new housing assignments for the upcoming academic year.

ROOM ENTRY
In order to ensure a safe and secure living environment for all students, the University (Residential Life staff, Security, etc.) reserves the right to make reasonable entry to a student’s residence unit without consent for the following purposes:

- safety inspections, facility repairs, general housekeeping, occupancy/room checks and other similar administrative or operational purposes;
- evidence of emergency situations such as screams for help or present danger, smoke, fire, flooding, unusual odors;
- reasonable suspicion of medical emergencies;
- replacement or movement of University property, including that which has been misappropriated or relocated without authorization;
- disorderly conduct, unreasonable noise levels, and activities/conduct that are prohibited by the Residential Life Handbook, Student Handbook and Residence Hall Agreement.

Any authorized University official or agent can make entry after knocking and after no response for a reasonable lapse of time.

ROOM INSPECTION
Residential life and Building Operations staff members must inspect each residence hall room several times a year. We will do our best to notify you when we will be inspecting rooms, however, we may need to enter your room when you are not present. In addition to the Room Condition Report (RCR), this establishes in writing the physical state of a room or suite at check-in, three mid-year room inspections are conducted by your residence hall staff. The following policy violations may result in fines assessed without a student conduct meeting: presence of unauthorized university property, candles/incense, cable splice, smoking, halogen lamps, dartboards, tapestries, and illegal appliances. The unauthorized appropriation of community property, such as lounge furniture, for personal use in a private room or suite would also constitute grounds for a fine or other judicial sanction. All such fines and charges will be placed on students’ bursar account and students will receive a letter detailing the charges. Fines from violations found in the common areas within the suite will be split among all suite residents; fines from violations found in bedrooms will be split among all bedroom residents.

During the Thanksgiving, Christmas, and Spring Breaks, Resident Assistants (RAs) will perform an inspection of every room and suite. Students will be held responsible for any policy violations, uncleanliness and/or damages to University property that might be identified during these inspections. Should any of these be identified, a follow-up inspection will occur.

ROOM SELECTION – HOUSING
Room Selection occurs each spring to determine the allocation of space for the following year. The established guidelines for obtaining housing are published by the Office of Residential Life early in the spring semester. Watch carefully for notices distributed and posted in the residence halls. To complete your application and enter the room selection process, you must submit the deposit and complete the online housing application by the deadline.

Those students who were not permitted to participate in the Room Selection because of ineligibility, disciplinary reasons, or a late filing of application materials will be assigned a room through the Post-Room Selection.

ROOM VACANCIES
The Central Office staff arranges changes in housing assignments, including the allocation of empty beds. The Housing Coordinator on an ongoing basis will assign any openings in rooms, suites, or apartments to new students. Students living in a unit with an opening may request roommate(s) to assume the empty place(s).
When such requests are not submitted to the Housing Coordinator, a new student(s) will be assigned to move-in with resident(s) already living in the unit. In keeping with the principles of fairness and social concern that guide community living in the residence halls, resident students should welcome new roommates or suitemates. In fact, if a student is found to be difficult with a new roommate or suitemate or actively seeks to create a hostile environment for a new roommate or suitemate, the resident may be subject to disciplinary action, including possible relocation or dismissal. In the event of vacancies in a multi-person occupied room, the remaining students may be required to vacate the current room/suite and be assigned to another room/suite. In such an event, charges and fees may be adjusted accordingly.

TELEPHONES
The telephone connection fee is $75 per semester. This fee appears as a telecommunication fee separate from the housing bill. All student rooms are configured with one active telephone jack (supporting a telephone or modem/fax) as well as a cable modem/jack. Residents must use their own telephone instruments. Telephones used on the system must be touch-tone and utilize standard MF/outpulsing; any AT&T phone has these options. The university phone service allows students to call other extensions on campus or at the Lincoln Center and Westchester campuses. To call a number off campus, students must call collect or use a calling card.

A Voice Mail Help Line (x5111) has been established to assist with questions regarding Call Forward features, Voice Mail, and Call Waiting.

DAMAGE ASSESSMENT & RCRs

COMMUNITY LIVING
Fordham University operates its residence hall system under the premise that resident students are a part of a community within the residence hall; resident students are much more than boarders. As members of a residential community, students engage in social interaction, pursue common educational and other goals, and demonstrate concern and sensitivity for their peers.

Social responsibility plays its part in the damage assessment process. If someone damages something and another resident student knows about it, it is the student's responsibility as a member of the building’s community to report the matter to the residence hall staff. The maintenance of a vandalism-free environment is, in the final analysis, the task of individuals living in each building, not a far-off external authority. Resident Assistants (RAs), Desk Assistants (DAs) and Watchman Guards are dedicated to facilitating safety and security within the residence hall, but residents must do their parts by confronting or reporting situations such as the following: strangers in the building, students or others damaging the building, and/or University policy violations, as outlined in this publication or the Student Handbook.

THE PROCESS OF DAMAGE ASSESSMENT - RCR
Each resident student is responsible for examining and signing a Room Condition Report (RCR) upon arrival to the residence halls. The RCR is a record of the conditions of a student’s room or suite at move-in. The form is initially filled out by a Resident Assistant prior to the resident's arrival. At check-in, the student will receive a copy of the RCR. At this time, the student is to examine his or her room, suite, or apartment and compare its conditions with the comments found on the RCR form. If the student feels anything on the form is incorrect or any information about the room's condition is missing, this data should be added to the form. In the event that new data is added to the form, the Resident Assistant must initial next to the new entry to confirm that the damage is present. Within the first 48 hours of arrival, a resident must sign his/her RCR form.

The RCR document protects the student from charges for damages that precede the student’s arrival and ensures that the student can be held responsible for any damages incurred during occupancy. At opening, the Office of Residential Life will distribute a list of approximate costs for the replacement or repair of University fixtures, furniture, and other items. This list of charges is also available at the Office of Residential Life. The charges outlined in this document are subject to change as repair and replacement charges change. These charges may also vary by residence hall, as repair and replacement cost factors vary in each building. General charges are listed at the end of the “Damage Assessment” section of this publication. Copies of contractors’ bills will be made available to students with any questions about the billing process. Fines, in addition to damage charges, may be levied in damage cases that adversely affect the safety of a building. Fire and security equipment is an example of University property that would fall under this mode of
over the course of the academic year, the residence hall staff conducts several inspections of student rooms and suites. These inspections will usually be announced a few days in advance. Residents need not be present at the time of inspection. Staff members will note any damage as well as illegal appliances (as defined in this publication), pets, excessive uncleanness, etc. Damage charges and/or student conduct fines will be placed on the student’s bursar account.

Following these inspections, Campus Operations may employ contractors to correct or repair any damages. If damage occurs in a room or suite during the semester, it must be reported to a Resident Assistant immediately. He or she will work with all of the residents in the room or suite to identify the individual(s) responsible for the damage.

Immediately following the closing of the residence hall in the Spring, Building Operations, Campus Operations, and Residential Life personnel will conduct a round of closing inspections. Students will be held responsible for damages found in this round of inspections that are not cited on the opening RCR. All residents assigned to the room or suite area are responsible for any damage found. If specific individuals are responsible, they must submit a letter to the Administrative Manager claiming complete responsibility, otherwise every resident will be billed an equal amount. Residents will be billed for damages found in the room to which they have been officially assigned. Any room changes must be reported to and approved by the Office of Residential Life.

Residents are not given the option of executing their own repairs to University rooms or suites. Spackling, painting, re-carpeting, carpentry, and other repairs are to be conducted by University contractors or staff only. Anyone attempting unauthorized repairs in a suite or room will be charged the full cost of replacement or repair of the item(s) in question, regardless of the progress of the undertaking.

COMMUNITY BILLING

If a student or group of students can be identified as responsible, in whole or in part, for any act of vandalism against community or University property, they will be held accountable for damage charges. Stairwells, lobbies, entrance doors, lounges, laundry rooms, offices, basements, and elevators are examples of community areas. If a specific individual or group cannot be identified as the cause of physical damage to a residence hall, the assessments must be made against all individuals living in or near the area in question. For purposes of community billing, “area” is defined as building, house, wing, floor, suite, or room, depending on the circumstances and the residence hall. For example, if there is anonymous damage to a bathroom in a clearly defined wing, all individuals living on that wing will be charged standard or actual repair costs and a punitive fine. In cases of floors with no clearly defined wings, the entire floor will be billed.

Residents who damage community areas of a residence hall are strongly encouraged to present themselves to the residence hall staff and accept responsibility for their actions, thereby sparing their peers of unfair and unnecessary costs. Any resident who does come forward in such a manner may be billed solely for the cost of replacement or repair of the property in question.

Upon discovery of community damage or vandalism, the residents of the area in question will be informed of the activation of the community billing process through fliers posted throughout the area. The fliers will cite a deadline for the presentation of any evidence to the residence hall staff. If no individual(s) accepts responsibility by the date posted on these fliers, applicable fines and/or charges, as outlined in fliers, will be distributed among all the residents of the area.

Residents who identify themselves to the residence hall staff only. Anyone attempting unauthorized repairs in a suite or room will be charged the full cost of replacement or repair of the item(s) in question, regardless of the progress of the undertaking.

STANDARD CHARGES

Billing for damage assessments will take place after inspections, after the closing of the residence halls in the Spring, or on an as-needed basis. If a student leaves mid-semester the billing will occur at the end of that Fall semester. All charges will be placed directly on the student’s bursar account; bills will be sent to the student’s permanent address. Appeals for damage charges should be forwarded to the Administrative Manager for Damage Billing at orldamagerh@fordham.edu.
General charges are listed here for your information. In community damage or vandalism cases in which the responsible party or parties are unidentified, a “per resident” charge is assigned. In cases of vandalism in which repair or replacement services are required, the full cost and a punitive fine will be distributed among the residents. These charges are subject to change.

### Bathrooms

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor and wall tiles</td>
<td>$25 per tile</td>
</tr>
<tr>
<td>Exhaust fans</td>
<td>$180 - $250</td>
</tr>
<tr>
<td>Plumbing fixtures</td>
<td>up to $125</td>
</tr>
<tr>
<td>Toilet bowl</td>
<td>$125</td>
</tr>
<tr>
<td>Toilet seat</td>
<td>$25</td>
</tr>
<tr>
<td>Vanities</td>
<td>$75</td>
</tr>
<tr>
<td>Medicine cabinets</td>
<td>$40 - $75</td>
</tr>
<tr>
<td>Mirrors</td>
<td>$75 - $100</td>
</tr>
<tr>
<td>Toilet or shower partition</td>
<td>$75 - $85</td>
</tr>
<tr>
<td>Shower curtain rod</td>
<td>$5</td>
</tr>
<tr>
<td>Shower curtain</td>
<td>$6</td>
</tr>
<tr>
<td>Towel bars</td>
<td>$35</td>
</tr>
</tbody>
</table>

### NEC Phone Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone cable</td>
<td>$100 - $300</td>
</tr>
<tr>
<td>Telephone jack</td>
<td>$150</td>
</tr>
<tr>
<td>Wiremold</td>
<td>$50 - $100 per 5-foot section</td>
</tr>
<tr>
<td>Lobby/community phone</td>
<td>$175</td>
</tr>
<tr>
<td>Outlet box broken</td>
<td>$35 plus labor</td>
</tr>
<tr>
<td>Molding broken or damaged</td>
<td>$25 plus labor</td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broken window</td>
<td>$250</td>
</tr>
<tr>
<td>Broken lock/ non-University lock</td>
<td>$85</td>
</tr>
<tr>
<td>Blinds</td>
<td></td>
</tr>
<tr>
<td>Loschert Hall</td>
<td>$145</td>
</tr>
<tr>
<td>Alumni Court South</td>
<td>$145</td>
</tr>
<tr>
<td>Walsh Hall</td>
<td>$175</td>
</tr>
<tr>
<td>Finlay</td>
<td>$115</td>
</tr>
<tr>
<td>Belmont Community Housing</td>
<td>$60</td>
</tr>
<tr>
<td>Campbell and Salice and Conley</td>
<td>$100</td>
</tr>
<tr>
<td>Queens Court</td>
<td>$60</td>
</tr>
<tr>
<td>Tierney Hall</td>
<td>$100</td>
</tr>
<tr>
<td>O’Hare and Martyr’s Court</td>
<td>$100</td>
</tr>
<tr>
<td>Window screen</td>
<td>$95 LO and ACS</td>
</tr>
<tr>
<td>Portable window screen</td>
<td>$10</td>
</tr>
<tr>
<td>Shade</td>
<td>$70</td>
</tr>
<tr>
<td>Ceiling tiles</td>
<td>$50 per tile</td>
</tr>
<tr>
<td>Light fixtures</td>
<td>$50</td>
</tr>
<tr>
<td>Carpets</td>
<td>$25 per sq. yard</td>
</tr>
<tr>
<td>Tile</td>
<td>$15 per sq. foot</td>
</tr>
<tr>
<td>Room number plate</td>
<td>$15</td>
</tr>
<tr>
<td>Outlet</td>
<td>$25</td>
</tr>
<tr>
<td>Light switch</td>
<td>$25</td>
</tr>
<tr>
<td>Door</td>
<td>$250</td>
</tr>
<tr>
<td>Doorbell or Peephole</td>
<td>$25</td>
</tr>
<tr>
<td>Service</td>
<td>Price</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Hole in door</td>
<td>$40</td>
</tr>
<tr>
<td>Fix handles on closets, drawers, etc.</td>
<td>$35</td>
</tr>
<tr>
<td>Replace closet doors</td>
<td>$125</td>
</tr>
<tr>
<td>Appliance hardware (knobs, AC controls, etc.)</td>
<td>Billed accordingly</td>
</tr>
<tr>
<td>Door knobs</td>
<td>$75</td>
</tr>
</tbody>
</table>

### Standard Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive uncleanliness in community area</td>
<td>$5.00 per resident</td>
</tr>
<tr>
<td>Excessive uncleanliness in resident room/suit</td>
<td>$25 - $200</td>
</tr>
<tr>
<td>Item left behind</td>
<td>$25 per item</td>
</tr>
<tr>
<td>Unauthorized University furniture in room/suite</td>
<td>$25 per piece of furniture</td>
</tr>
<tr>
<td>Lost key</td>
<td>$15 per key</td>
</tr>
<tr>
<td>Core change (required with lost key)</td>
<td>$35</td>
</tr>
</tbody>
</table>

### Kitchen

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigerator</td>
<td>$550</td>
</tr>
<tr>
<td>Oven and stove</td>
<td>$350</td>
</tr>
<tr>
<td>Cabinets</td>
<td>$200</td>
</tr>
<tr>
<td>Drawer</td>
<td>$50</td>
</tr>
<tr>
<td>Countertops</td>
<td>$25 - $200</td>
</tr>
</tbody>
</table>

### Safety and Security

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propping of entrance doors</td>
<td>$2.50 per resident</td>
</tr>
<tr>
<td>Tampering of fire safety equipment</td>
<td>$5.00 per resident</td>
</tr>
<tr>
<td>(Including, but not limited to, tampering with fire extinguishers, pull stations, smoke detectors, hoses, fire bells, system panels, etc.)</td>
<td></td>
</tr>
<tr>
<td>Fire Exit signs</td>
<td>$170 - $250</td>
</tr>
<tr>
<td>Damaged elevator doors/controls</td>
<td>up to $5.00 per resident</td>
</tr>
<tr>
<td>Obstructing stairwells</td>
<td>$2.50 per resident</td>
</tr>
<tr>
<td>Failure to evacuate during a fire drill</td>
<td>$25</td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>$60</td>
</tr>
</tbody>
</table>

### Furniture

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sofa</td>
<td>$674</td>
</tr>
<tr>
<td>Love seat</td>
<td>$559</td>
</tr>
<tr>
<td>Lounge chair</td>
<td>$384</td>
</tr>
<tr>
<td>Broken legs (couches, chairs, etc.)</td>
<td>$75</td>
</tr>
<tr>
<td>Reupholstering</td>
<td>$100 off new price</td>
</tr>
<tr>
<td>Coffee table</td>
<td>$159</td>
</tr>
<tr>
<td>End table</td>
<td>$129</td>
</tr>
<tr>
<td>Dining room table</td>
<td>$250</td>
</tr>
<tr>
<td>Dining room chair</td>
<td>$99</td>
</tr>
<tr>
<td>Wooden desk chair</td>
<td>$89</td>
</tr>
<tr>
<td>Plastic desk chair</td>
<td>$49</td>
</tr>
<tr>
<td>Desk</td>
<td>$259</td>
</tr>
<tr>
<td>Desk carrels</td>
<td>$175</td>
</tr>
<tr>
<td>Desk drawer</td>
<td>$25</td>
</tr>
<tr>
<td>Mattress</td>
<td>$79</td>
</tr>
<tr>
<td>Bed frame</td>
<td>$200</td>
</tr>
<tr>
<td>Bed headboard</td>
<td>$59 each</td>
</tr>
<tr>
<td>Item</td>
<td>Price</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>Dresser</td>
<td>$239</td>
</tr>
<tr>
<td>Wardrobe</td>
<td>$629</td>
</tr>
<tr>
<td>Bookcase</td>
<td>$119</td>
</tr>
</tbody>
</table>

**Painting Charges**

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard charge for one wall</td>
<td>$100 ($50 touch up)</td>
</tr>
<tr>
<td>Entire bedroom</td>
<td>$275 ($375 Finlay)</td>
</tr>
<tr>
<td>Touch up bedroom</td>
<td>$150 ($200 Finlay)</td>
</tr>
<tr>
<td>Paint suite</td>
<td>$425 ($210 touch up)</td>
</tr>
<tr>
<td>Patch and paint</td>
<td>$75 plus paint charge</td>
</tr>
<tr>
<td>Door (one side)</td>
<td>$25</td>
</tr>
<tr>
<td>Hallway</td>
<td>$100 ($50 touch up)</td>
</tr>
</tbody>
</table>

For the most updated and extensive listing of charges, contact the Office of Residential Life.
ON-CAMPUS RESOURCES

SUBSTANCE ABUSE PREVENTION
Loschert Hall Basement
osapss@fordham.edu
www.fordham.edu/osapss
(718) 817-3948

Substance Abuse Prevention oversees comprehensive substance abuse prevention at Fordham University’s Rose Hill campus. Prevention initiatives include educational programming, assessment and early intervention strategies. Each component is part of an integrated approach that is science-based and inherently student centered.

Educational & Referral Services
OSAPSS provides educational programming that focuses on the reduction of high-risk use of alcohol and other drugs. Individual focused interventions provided by OSAPSS include Brief Alcohol Screening and Intervention for College Students (BASICS) for students who violate the University’s alcohol and other drug policy. Services are available to all students interested in learning more about alcohol and other drug related issues. Outreach efforts include AlcoholEdu for College, Alcohol and other Drug Core Programming, the Safe Birthday Card Campaign, and the Fordham Peer Educators. In addition, OSAPSS offers referral information regarding off-campus substance abuse treatment facilities and local Twelve Step (AA, NA, Al-Anon, etc.) support groups.

<table>
<thead>
<tr>
<th>WHAT IS ONE “STANDARD” DRINK?</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 fl oz of regular beer</td>
</tr>
</tbody>
</table>

About 5% alcohol  About 7% alcohol  About 12% alcohol  About 40% alcohol

Source: NIAAA

Fordham Achieving Change Together
Fordham Achieving Change Together is an official student-led organization that plan events and develop campaigns to promote student safety and health on and off campus. The students in this organization are trained and advised by OSAPSS. Social and educational initiatives sponsored by Achieving Change Together include: the Passport Guide to New York City; the Rose Hill Rush 5k Campus Fun Run and National Collegiate Alcohol Awareness Week, which includes lectures, alcohol screening events and marketing campaigns.

Visit them on OrgSync for free and confidential alcohol and marijuana use online screening and feedback programs, or to learn more information about the resources, staff and services provided by OSAPSS at Rose Hill.

CAMPUS MINISTRY
Welcome to Campus Ministry! We encourage the growth of all students in their personal, intellectual, social, moral and spiritual development. Campus Ministry assists the University in forming the whole person, by helping to fashion individuals who are aware of themselves, their worlds and the need for personal commitments and values; who seek to serve others; and who strive to form a personal relationship with God. We see this happening within a faith community. In addition to the activities listed below, we offer spiritual direction, pastoral counseling, and grief support and we sponsor special programs and events that are aimed at fostering a mature faith at Fordham. We collaborate with student clubs and academic departments and with outside organizations as well as to provide activities that will heighten the community’s awareness of God at work in our midst. A Graduate Student program has been developed to meet the unique needs of Graduate and non-traditional students.

**Worship**

Campus Ministry provides numerous opportunities for celebrating the Eucharist both on Sundays and during the week. We encourage students to participate in the liturgy as lectors, musicians, Eucharistic ministers, acolytes, and ministers of hospitality. In addition, our faith life is nourished by the regular celebration of the sacrament of reconciliation; by initiation in the faith through Baptism, Eucharist and Confirmation; by worship outside of the Eucharist in prayer groups and inter-faith prayer services; and by numerous other special liturgies. We also encourage students to worship at churches of their own faith traditions that will welcome them in the vicinity of Fordham’s three campuses and provide information on our website. The United Christian Fellowship (Protestant Ministry) provides interfaith programming for non-Catholic students. Programming includes Sunday Worship, bible study, interfaith programming, and prayer services during the academic school year. An Eastern Orthodox Chaplain provides programming and services to our students as well. Campus Ministry works closely with student clubs such as the Muslim Student Association, the Jewish Student Organization, and the Orthodox Christian Fellowship to support students of many faith traditions.

The music for worship at the University Church is vibrant and rich, and there are three choirs that are always interested in receiving new talent. The Liturgical Choir provides music leadership at the Sunday morning Eucharist, as well as on special occasions throughout the academic year. The Folk Choir provides musical leadership at the Sunday evening Eucharist. This group utilizes the talents of student singers and instrumentalists who provide a less formal, contemporary sound. The Gospel Choir provides music for the Interfaith Worship Service. Students are encouraged to participate in one of these choirs.

**The Eucharist**

Sundays 11:00 AM University Church (RH)
5:00 PM Our Lady’s Chapel (RH)
8:00 PM St. Paul the Apostle (LC)
8:00 PM University Church (RH)
Monday – Friday 8:30 AM Keating Blue Chapel (RH)
12:15 PM Bl Rupert Mayer Chapel (LC)
12:30 PM Dealy Chapel (RH)
5:10 PM Loyola Hall Chapel (RH)
5:30 PM Spellman Hall (RH)

**Christian Worship Service**

Sundays 6:00 PM Our Lady’s Chapel, University Church Lower Level (RH) Muslim Prayer Room, Faber 1, is available daily (RH)
The Sacrament of Reconciliation (Confession) Sunday 8-8:30 PM University Church (RH)
Monday-Thursday 12-12:30 PM University Church (RH) Friday only 1:00 PM Blessed Rupert Mayer Chapel (LC)

**Retreats**
In the midst of all the worries and distractions of life, a well-timed retreat is a great opportunity for reflection and renewal a loving invitation to feed our faith and nourish our relationships. With a wide variety of retreat offerings, great student leaders and a beautiful new retreat house, Fordham’s Retreat Ministry warmly welcomes all students to take advantage of retreats throughout the year.

**Emmaus Encounter:** Travel the amazing road to Emmaus, finding God in all things and embracing God’s unconditional love.

**Kairos Silent Retreat:** This peaceful, silent retreat focuses on the life and love of Jesus. Guided prayer, Scriptural meditations and opportunities for spiritual direction are offered throughout the weekend.

**Charis Senior’s Retreat:** This overnight retreat for seniors is a great opportunity to reflect on the college experience, learn from recent Fordham graduates and seek God’s guidance on all that lies ahead.

**Fresh-Vision:** A fun, faith filled retreat for all first year students. Establish a solid vision for the future, form lasting friendships and learn from “seasoned veterans.”

**Men’s Spirituality:** An encouraging overnight retreat for all men of faith. Listen to inspirational stories and testimonies from great men of faith while addressing some of the tough life and faith issues of our day.

**Women’s Spirituality:** Celebrate the gift of being a woman on this overnight retreat as we share our stories and explore what it means to see ourselves more fully and completely through the eyes of God.

**Monastic Retreat:** A unique opportunity to experience life, work and prayer with the Benedictine Monks of Mt. Saviour’s Monastic Community!

For more information about Campus Ministry programs or worship, please visit the Campus Ministry web page (www.fordham.edu/campus_ministry) or stop by our offices. We look forward to meeting you.

**CAREER SERVICES**
Stefany Fattor, Director
McGinley Center, Room 224
Phone: (718) 817-4353 Fax: (718) 817-5155
Email: careerplan@fordham.edu
Website: www.fordham.edu/career

The Office of Career Services believes in empowering our students to become leaders and ultimately practice occupational wellness in their adult lives. Through involvement in internships and special career development programs and events that are unique to Fordham, students develop individual talents, skills and values. As students gain experience in various work settings and further develop practical skills, they become leaders and contributors to their organization and society. In our efforts to guide students in determining their professional path, we seek to encourage their understanding of the need to balance their career with spiritual, mental and physical well-being.

All students are encouraged to visit our office beginning freshman year for individual career counseling and to begin the journey of career exploration. The Career Services Office assists students from freshmen through senior year and offers programs aimed to meet the needs of all of our students. Computerized and one-on-one personality and career assessments are available. These assessments provide an ideal first step for most students to begin to identify possible career options. The following are examples of the services our office provides.

**Job Postings:** All students are encouraged to register with Job Central through our office to view online job postings. By doing so, students will have access to part-time, full-time, summer and internship opportunities online 24/7. Additionally, students will receive weekly emails from our office notifying them of special events, resume submission deadlines, additional career opportunities, etc.

**Workshop Series:** Workshops are routinely facilitated on topics such as Resume and Cover Letter Writing, Interviewing Skills, Career Exploration, the Job Search Process, Applying to Graduate School, Ethics and Etiquette in the Job Search Process, Networking, What can I do with my major?, and more!

**Internship Program:** Internships offer short-term exposure to a student’s anticipated career field. Internships are offered to all Fordham College and College of Business Administration majors and are available during the Fall, Spring and Summer semesters. Typically students begin internship exploration during their sophomore and/or junior year. To support Experiential Education a new office has been launched to guide students through
many types of experiences: mentoring, shadowing, internships, and more. Internship Information Sessions are offered at the start of each semester.

**Diversity Networking Banquet:** A prestigious event offered each fall to encourage and support opportunity in the recruitment process. It is open to all students and provides networking opportunities and education about diversity.

**The Career View Program:** Unique to Fordham, this program offers students a first-hand introduction to the world of work and the culture of organizations by visiting companies representing a variety of industries in profit and not-for-profit sectors. Company visits are scheduled throughout the semester and in order for students to participate they must sign up in advance. During scheduled company visits: Alumni and/or recruiters provide an overview of the company/organization, a tour of the facility and a networking exchange for students and professionals. Companies schedule a convenient time period to provide valuable on-site learning experience for Fordham students. Many students, in the past, have been able to secure an internship through participation in this program.

**Young Alumni Mentoring Program:** A quality program designed for Freshmen and Sophomores. Students are paired with a Fordham alumni mentor that works in a career the student has an interest in further exploring. Evening networking events are facilitated as part of this program allowing students to further develop professional relationships with their mentors and other young alumni.

**Professional Networking/ Alumni Panel Events:** Are designed to provide useful information to Liberal Arts majors about their marketability in the business, not-for-profit and government realms and the multitude of opportunities available. Fordham Alumni and other successful business professionals return to Fordham to share their expertise with students and network for future career opportunities.

**Career and Internship Fairs:** Are offered throughout the academic year and are available to all campuses. Students have the opportunity to network and submit resumes to employers representing various industries for internship and full-time career opportunities.

**On-Campus Recruiting Program:** Several hundred companies/organizations from private, public and government sectors visit Fordham University for professional recruiting purposes during the Fall and Spring semesters. Seniors have the opportunity to interview with organizations during their final two semesters for full-time career opportunities that begin after graduation. Additionally, Career and Internship Fairs are offered throughout the academic year and are available to all campuses. Students have the opportunity to network with employers representing various industries for internship and full-time career opportunities.

For additional information concerning any of the above mentioned programs or our services, please contact our office directly and/or feel free to stop by and visit us. Our staff looks forward to the opportunity to best assist you in making the most out of your experience at Fordham University.

**DOROTHY DAY CENTER FOR SERVICE AND JUSTICE**

TBD, Director
Ms. Beta Coronel, Associate Coordinator of Community Service
Mr. Justin Freitas, Associate Coordinator of Service Learning
McGinley Student Center, Room 101
Tel: (718) 817-4510 ~ Fax: (718) 817-5419
E-mail: csprh@fordham.edu
Web: www.fordham.edu/comm_serv

The Dorothy Day Center for Service and Justice (CSJ) is grounded in the Jesuit philosophy of *hominis pro aliis*, men and women for and with others. We work to create mutually beneficial relationships rooted in a respect for the dignity of all persons. We want our students to reach their full potential of mind and heart beyond the self by serving in and learning from our surrounding communities. We provide our students with tools to explore their experiences together connecting service, justice, community and spirituality. By encouraging our students to engage in praxis—an ongoing process of action and reflection—
we are able to support and challenge them to fully engage in and learn from their experiences. Seeking the faith that does justice, we encourage our students to use their two feet of social action, learning solidarity through both serving directly and working for social change. At Fordham, we recognize our responsibility to the community in which we are established and to which we are connected. We serve as a liaison between the Fordham community and the local community offering a variety of University resources and access to support the exceptional work of our community partners.

Currently, over 1,200 Fordham students are involved in over 200 community and not-for-profit organizations throughout New York City. Students support and learn from local organizations that work with displaced individuals and families, local soup kitchens and homeless shelters, senior citizens, homebound people with AIDS, and young people.

As a living-learning initiative, service learning offers students an opportunity to expand their academic experience by bringing together service in the community with the learning resources of a course. This experience is in service to an under-represented or marginalized group. Facilitated by the Dorothy Day Center for Service and Justice, in collaboration with faculty members across the disciplines, service-learning at Fordham takes two forms: the Interdisciplinary Seminar and Integrated Service-Learning Courses. Please come to our office for more information or check out our website!

FORDHAM INFORMATION TECHNOLOGY

Information Technology Services
Fordham University’s Information Technology services are provided in support of your academic goals. Please visit the Student Technology Services website at www.fordham.edu/sts for detailed information on the University Portal, MyFiles, Banner, your Fordham E-mail account, Computer Maintenance and Security Tips, University Help Desk, Cellular Services and the Wireless Network.

Policies and Guidelines for the use of Technology at Fordham University www.fordham.edu/itpolicies
Fordham IT has published policies and procedures found at the above website to facilitate the appropriate use of all technology resources by Faculty, Staff, and Students.

Computer Labs
www.fordham.edu/computerlabs
Computers are available for use in the Fordham University libraries. There is also a Graphic Arts Mac Lab located in Keating Room B9 and a Public Access Lab located in Room 308 in John Mulcahy Hall. Computer lab assistants are available to answer any questions.

Public Access Lab Hours
Monday - Thursday: 8:00 AM - 10:00 PM
Friday: 8:00 AM - 6:00 PM
Sunday: 1:00 PM - 9:00 PM

Fordham University Portal
http://my.fordham.edu
My.Fordham is the gateway to Fordham’s online resources including MyFiles (the University file storage system), bookmarks, calendar, an online directory, campus announcements, an e-mail interface, discussion groups, and registration, financial aid, bill payment, and academic course information through Banner. Tutorials are online to help you navigate and customize your Portal tabs.

IT Support Services
The Fordham IT Customer Care Organization is comprised of the IT Help Desk and the IT Customer Care Centers located on both the Rose Hill and Lincoln Center campuses.
Support is available for your computer’s operating system, initial computer setup, software applications, account claiming via my.fordham.edu, e-mail access, wireless and internet or network connection. You can reach the IT Help Desk by phone, e-mail or online service request form.

Hours: 8:00 AM-8:00 PM, M-F
Telephone: (718) 817-3999  E-mail: helpdesk@fordham.edu
Website: www.fordham.edu/helpdesk

In person help is available through our IT Customer Care Centers, which in addition to the IT Help Desk
services also provide warrantee hardware support.

Location
Rose Hill Campus: McGinley Center Rm229
8:00 AM-8:00 PM, M-F
Lincoln Center: Lowenstein RmSL19A 10:00 AM-6:00 PM, M-F

Resident Technology Consultant Program
www.fordham.edu/RTC
If you live in one of the residence halls you can contact your Residential Technology Consultant (RTC) for computer and network support. Please visit our webpage to find out who your RTC is and how to get in contact with them should you need assistance. The RTC can assist many of the same issues as the IT Help Desk and Customer Care Centers and are responsible to:

- Educate residents on all aspects of computing at Fordham University
- Consult with residents on computer related issues
- Support in-room wired and wireless network connections
- Troubleshooting/virus removal on resident computers

Additional IT Support Resources
Computer Based Training (CBT)
Training on frequently used Microsoft Office programs is available online and free to all students through Blackboard.

Fordham Answers to Computer and Technology Services (FACTS)
FACTS is an online self-service knowledge base which you can query to get answers to frequently asked questions. This resource is accessible through the university Portal.

Information Technology - Frequently Asked Questions

1. How do I find out my Fordham University E-mail address?
All students have an e-mail account generated at registration. In order to gain access to your e-mail account you must claim your AccessIT ID at my.fordham.edu. Your AccessIT ID user name will be your e-mail user name; just add ‘@fordham.edu’. Student e-mail is accessible through the University portal at my.fordham.edu

2. How do students report cable television troubles?
Call the University Help Desk: 718-817-3999 or e-mail cabletv@fordham.edu

3. Do I need to purchase anti-virus software?
No! The University has licensed Symantec Anti-virus scanning software free for all students to download from our website. You will not be allowed on the Fordham network without university approved anti-virus software, for a list of approved software please visit http://www.fordham.edu/NAC

4. What do I need to connect to the Fordham University network on campus?
In addition to your AccessIT ID username and password, you’ll need an Ethernet cable to connect your computer to a network data jack in your room (recommended) or a wireless card to connect to the wireless network. The first time you connect to the network you will need to sign in through our Network Access Control software. If you need assistance with this please contact one of our IT support services.

5. Do I need to have my own printer?
Most students find it more convenient to have their own printer. Vended printing systems are available in public computing labs and libraries on campus.
COUNSELING AND PSYCHOLOGICAL SERVICES
Dr. Jeffrey Ng, Psy.D., Director
Dr. Miriam Burt, Psy.D., Assistant Director and Coordinator of Counseling at Rose Hill
Dr. Elizabeth Clark, Supervising Psychologist and Training Coordinator
Dr. Deborah Lawrence, Ph.D., Supervising Psychologist and Group Therapy Program Coordinator
Dr. Susie Smedresman, Psy.D., Supervising Psychologist and Coordinator of Outreach and Prevention (will be starting with us in the fall)
Dr. Yael Jerome, Psy.D., Supervising Psychologist
Dr. John Corbisiero, Ph.D., Supervising Psychologist
Dr. Robert Kwit, M.D., Consulting Psychiatrist

www.fordham.edu/counseling
O'Hare Hall, North Wing, Basement
(718) 817-3725

Students sometimes experience difficulties which complicate and undermine success in their academic and personal lives. These might include low self-esteem, procrastination, academic difficulties, career indecision, problems with family, friends, roommates or other relationships, anxiety, depression, problems resulting from an abusive childhood or sexual assault, issues related to eating habits and body image, alcohol or substance use issues, worry about dating or sexuality, identity issues, bereavement and loss, and financial difficulties.

Many students find it helpful to talk things through with a counselor. Counseling and Psychological Services provides a variety of services to support students and to help them better understand themselves and their difficulties. We offer individual and group counseling, as well as consultations about friends or roommates. We also provide referrals to private practitioners and agencies offering affordable mental health services for students and their families who may wish to seek longer-term treatment outside of the university. In addition, we offer outreach activities, such as workshops, presentations and awareness days to enhance the mental and emotional wellness of our students.

Counseling and Psychological Services are:
• Confidential! Files are not a part of the student’s educational record.
• Free! Offered to students without additional charge.
• Available to all Fordham students!

If a student’s situation is life threatening, immediately call the Dean of Students during business hours, or security after hours or on weekends for assistance.

Dean of Students RH: Chris Rodgers (718) 817 4755 - Security RH x 2222
Dean of Students LC: Keith Eldredge (212) 636 6250 - Security LC x 6075

For non-emergencies please stop by or call Counseling and Psychological Services to schedule an appointment.

Rose Hill: O’Hare Hall Basement (718) 817-3725
Lincoln Center: McMahon Hall Room 211 (212) 636-6225

Please refer to our website for more information. Anonymous screens are also available on the CPS website: http://www.fordham.edu/counseling
The Office of Disability Services works with students, faculty and staff to ensure appropriate services for students with disabilities. Fordham University will make reasonable accommodations and provide auxiliary aids and services to assist otherwise qualified persons in achieving access to its programs, services and facilities in accordance with Section 504 of the Federal Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who have been accepted for admission or current students who would like Fordham to accommodate a disability are encouraged to contact the Office of Disability Services at 718-817-0655.

EMERGENCY MEDICAL SERVICE (FUEMS)
Ms. Kathleen Malara, Director
St. John's Hall, Basement
Office: (718) 817-1414
Emergencies: (718) 817-2222

Fordham University Emergency Medical Service (FUEMS) is a student-run New York State Volunteer Ambulance Corps that serves the Fordham University Rose Hill Campus. Composed entirely of Fordham students, FUEMS responds to emergency calls on campus and at University owned off-campus housing. FUEMS is a service offered to all students, faculty, staff and guests of the Fordham Community. FUEMS operates 24 hours a day, 7 days a week as the primary emergency medical service on campus during the academic year. FUEMS also participates in the New York City Mutual Aid Response System (MARS) as a 911 participating Ambulance Company. All members of FUEMS are certified in first aid and CPR, and many are trained as New York State Emergency Medical Technicians (EMTs). FUEMS administers aid to sick and injured people and transports them to and from area hospitals when necessary. FUEMS primary receiving facilities include St. Barnabus Hospital, Montifiore North Division, Montefiore Medical Center, and Jacobi Hospital.

Any person in need of emergency aid should call Security at ext. 2222, identify oneself, one’s location, and the specific problem, and request that FUEMS be contacted.

FUEMS is always open to new volunteers. Any persons interested in joining should contact the FUEMS at ext. 1414, email ems@fordham.edu, or stop by the FUEMS office located in the Basement of St. John’s Hall in Queen’s Court Residential College.

FORDHAM UNIVERSITY HOSPITALITY SERVICES
Mr. Stephen Marcott, General Manager
Mr. John Azzopardi, Resident District Manager
McGinley Student Center (718) 817-4515

Fordham University Hospitality Services offers commuter, resident and off-campus students a dining service designed to fit your needs. We provide a quick meal, a chance to spend time with friends and colleagues, and an ideal place to dine any time of the day. Menus are planned with taste, nutrition and budget in mind. All campuses have dining service options available to meet the diverse needs of the members of the Fordham community.

**Unlimited Plus**
Unlimited meals in the Marketplace, 3 meal trades daily and additional DCB for use at on-campus retail locations.

- $3,085 per semester
- $325 declining balance dollars

56
Unlimited
Unlimited meals in the Marketplace, 3 meal trades daily and additional DCB for use at on-campus retail locations.

- $2,982.50 per semester
- $225 declining balance dollars

Block 200 Plus
- $2,570 per semester
- 200 meals per semester (Marketplace)
- $400 declining balance dollars

Block 175 Plus
- $2,570 per semester
- 175 meals per semester (Marketplace)
- $450 declining balance dollars

Block 150 Plus
- $2,570 per semester
- 150 meals per semester (Marketplace)
- $500 declining balance dollars

Block 200
- $2,497.50 per semester
- 200 meals per semester (Marketplace)
- $300 declining balance dollars

Block 175
- $2,497.50 per semester
- 175 meals per semester (Marketplace)
- $350 declining balance dollars

Block 150
- $2,497.50 per semester
- 150 meals per semester (Marketplace)
- $400 declining balance dollars

Meals are reset weekly.
Declining Balance (DCB) funds are for the semester and carry over from the fall to the sprint. Meal Plan selection can be changed during the first two weeks of the semester. The Carte Blanche plan costs more than the other three plans. If you select this meal plan, the additional charge may not appear on your initial bill; it will appear on the first bill sent after the start of the semester.

Additional Commuter block meal plans available:
Available for BCH, Walsh, Campbell Hall, Salice-Conley Hall, and Rose Hill Commuters.
There are three levels of options each with tax savings when used in our retail locations around the University. Each of these meal plan options comes with meal passes that can be used to access the Marketplace on the Rose Hill campus.

Declining Balance (DCB)
For Rose Hill and Lincoln Center students who are not required to participate in a meal plan, we offer a declining balance account. With a Declining Balance Account, we will enhance your deposit regardless of the amount with an additional cash value of 5%. Furthermore, the plan entitles you to be exempt from the normal sales tax at the Rose Hill and Lincoln Center campuses on all retail prices.

To join simply stop by the Dining Services Information Desk located the McGinley Center lobby at Rose Hill. Please bring your Fordham ID and payment in the form of cash, check, Visa, MasterCard, American Express. Once your dining plan account is opened, you may add funds to your account by stopping by the Information desk or by contacting us at 718-817-4515 or by e-mail at fordhamfood@fordham.edu. Please keep in mind that dining plans are non-taxable in the State of New York. The New York State tax code states that dining plans are nontransferable and non-refundable.
Hours of Service at Rose Hill
Ultimate Dining Marketplace
Monday – Friday 7:30AM – 8:00PM
Saturday – Sunday 11:00AM – 7:00PM
Millennium Grille
Monday – Sunday 7:30AM – 1:00AM

Dagger John’s
Monday – Friday 12:00PM – 7:00PM
Saturday – Sunday Closed
To Go Hours
Monday – Thursday 12:00PM – 9:00PM
Friday 12:00PM – 3:00PM
Sunday 4:00PM – 9:00PM

Empire State Café at Campbell Hall
Monday – Friday 7:30AM – 10:00PM
Saturday – Sunday 9:00AM – 9:00PM

The Student Deli
Monday – Friday 8:00AM – Midnight
Saturday – Sunday 4:00PM – Midnight

Hours of Service at Lincoln Center
Lowenstein Café
Monday – Thursday 8:00AM – 8:00PM
Friday 8:00AM – 5:00PM
Saturday and Sunday 10:00AM – 4:00PM

Plaza Kiosk
Monday – Thursday 11:00AM – 9:00PM
Friday 11:00AM – 5:00PM
Saturday - Sunday Closed

Law School Coffee House
Monday – Thursday 8:30AM – 8:00PM
Friday 8:30AM – 3:00PM
Saturday – Sunday Closed

Simply to Go in the Plaza
Monday – Thursday 11:00AM – 6:30PM
Friday 11:00AM – 4:00PM
Saturday – Sunday Closed

UNIVERSITY HEALTH SERVICES
Ms. Kathleen Malara, RN, MSN, C-FNP, CTTS
Director
Health Center: O’Hare Hall, Lower Level
(718) 817-4160 ~ (718) 817-4161

Clinic Hours
Monday through Friday: 8:00 AM - 6:00 PM
Saturday and Sunday: 9:00 AM - 1:00 PM
The services of the University Health Services are available to all students of the University. There is no charge for visits at the Health Center. However, if laboratory tests are needed, the student assumes the responsibility to pay the charges and will be billed directly by the lab. Medications are dispensed at a nominal fee. The Health Center is directed by a certified nurse practitioner and staffed by a part-time physician, nurse practitioners, a licensed practical nurse and a nutritionist. Visits to the Health Center are by appointment only and can be made by calling (718) 817-4160. Walk-ins are welcomed and will be triaged for severity of illness and given the next available appointment.

In order to comply with the New York State Law, students must have a complete immunization record on file. Required immunizations are 2 Measles, Mumps, and Rubella. Those needing a measles, mumps and rubella (MMR) vaccination can receive it in the Health Center for a fee of $65.00. New York State also recommends a meningitis vaccination if not received in the past 10 years. If this vaccine is refused, law requires students to read the risk and benefits of not receiving the vaccine and sign a waiver, this waiver can be found on the immunization form section 2 part B. The meningitis vaccine is available for $95.00 for students who want the vaccine.

MAIL SERVICE
Mr. Ysmael De Castro, Mgr.
McGinley Center Basement, Room B-11
(718) 817-4332, 4333, 4334, 4335

A contract station of the United States Post Office, located in the basement of the McGinley Center, is open from 10:30am to 2:30pm, Monday to Friday. Saturdays from 7:00am to 2:00pm the Post Office opens for package pick up only. Money orders and postage can be purchased at the Post Office as well as sending first class, certified, registered, express, insured, and parcel mail. The Office of Residential Life assigns P.O. Boxes to Rose Hill and off campus students with university housing. Students receive their P.O. Box and combination numbers at check-in. This information is available at the Residential Life office. The Post Office distributes mail, packages, express, certified and registered mail to all registered students as well as serving the Fordham University community.

Please use the following address format to send and receive mail:

NAME
FORDHAM UNIVERSITY
441 EAST FORDHAM ROAD
P.O. BOX 37 (ADD YOUR OUR-DIGIT P.O. BOX NUMBER)
BRONX, N.Y. 10458

Monday to Friday - 10:30AM - 2:30PM
Saturdays – 7:00AM to 2:00PM (package pick up only)

The Post Office accepts only cash for all its services.

OFFICE OF MULTICULTURAL AFFAIRS
Mr. Juan Carlos Matos, Assistant Dean/Director of Multicultural Affairs
McGinley Center, Room 215 ~ (718) 817-0664 ~ jmatos6@fordham.edu

The Office of Multicultural Affairs (OMA) is a resource available to all students. We uphold the University’s mission to honor and revere the dignity and uniqueness of each person, in keeping with the Jesuit and Catholic fundamentals of faith, hope and love. We foster and promote the formation of an inclusive campus culture and learning environment in which each member of the Fordham University family is welcomed and valued. OMA provides a variety of resources to help facilitate an engaged campus community that proactively explores topics of diversity, including race and ethnicity, gender, culture, sexual identity, socioeconomic status, religious orientation, ability, international concerns, social justice and oppression. We work collaboratively with student organizations, University departments, faculty, academic offices and others to develop creative programs and projects designed to enhance competent intercultural interaction and engagement. Programs sponsored by the Office of Multicultural Affairs include the Sustained Dialogue Series, the Diversity Peer Educators Program,
and the LGBT and Ally Network of Support. We encourage students to get involved and contact us for additional information on any of our programs and services.

**PUBLIC SAFETY**
Mr. John Carroll, Associate Vice President
Thebaud Hall Annex
(718) 817-2222

Campus safety and security are handled by the Associate Vice President of Safety and Security and his personnel. Security at Fordham is committed to service and protection for our students, faculty, and staff. In order to maximize safety at the University, all members of the Fordham Community should view security as a shared responsibility. Students, faculty, and staff are responsible for reporting security incidents to the Security Office immediately, in person or by calling ext. 2222. All must cooperate fully with Security personnel dispatched to resolve problems. Together, we will continue to keep Fordham a safe place to live, study, and work.

Fordham University uses a state of the art emergency notification system. To be notified during a campus or city wide emergency students must enter their cell phone/contact numbers including their primary contact person number into www.my.fordham.edu. The University’s Public Safety Department details our emergency management, evacuation plans, campus crime statistics, and fire safety data at www.fordham.edu under the Campus Resources link

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education website is: www.ed.gov. Requests for a hard copy of campus crime statistics can be directed to the University Associate Vice President of Safety and Security by phone at 718-817-2222 or in writing to the Associate Vice President of Safety and Security at Thebaud Annex, Fordham University 441 E. Fordham Rd., Bronx, NY 10458.

**OFFICE OF STUDENT LEADERSHIP & COMMUNITY DEVELOPMENT**
Ms. Alanna Nolan, Assistant Dean for Student Leadership & Community Development
Ms. Jennifer Lackie, Director for Transition Year Experience
Mr. Cody J. Arcuri, Assistant Director for Campus Center Operations
Ms. Sarah Horrax, Assistant Director for Leadership and Commuter Student Services
TBD, Assistant Director for Student Organizations and Programming
Ms. Sylvia Heichel, Office Manager
Ms. Carol McNamara, Reservations Coordinator
McGinley Center Room 204 - (718) 817-4339

The Office of Student Leadership and Community Development at the Rose Hill campus of Fordham University serves the University community by developing a campus environment where students are expected to complement their academic experience with a rich co-curricular life outside the classroom.

Staffed by a team of dedicated Student Affairs professionals committed to the University’s Jesuit tradition, OSL&CD strives for excellence in each of our programs and services. Our program offerings include advisement of over 90 student clubs, organizations, publications, program boards, and student government.

OSL&CD is also home to department-sponsored programs including: Commuter Student Services, New Student Orientation, Leadership Development programs, and the management of the McGinley Campus Center. The staff of OSL&CD cares for the whole student and through our advisement and programs we help facilitate students’ intellectual, cultural, spiritual, and ethical development. Our leadership programs are designed to encourage character development and ethical leadership; leadership traits that stay with students long after they graduate from the University. OSL&CD also promotes service in its many dimensions within the Fordham community, in the neighborhoods of New York City and in the world beyond. A list of current clubs and organizations, club registration guidelines, and a guide to the funding of these groups are presented in the Student Handbook.
About The McGinley Center
The McGinley Center, named in honor of Rev. Laurence McGinley, S.J., offers conference, social and dining facilities to members of the Fordham Community and their guests. Room reservation requests for event spaces are coordinated through OSL&CD and forms may be obtained by contacting the office during business hours. The building offers student lounges, various eating areas, the campus post office, the university bookstore and the AIOSA Club Suite. The McGinley Center is also home to the offices of the Assistant Vice President and Dean of Students, Career Services, Community Service, Intercampus Transportation, Ramcell, Dean of Student Services and Campus Ministry. Please contact the Office of Student Leadership & Community Development with any questions, or view more information on our website at:
http://www.fordham.edu/Student_Affairs/Student_Leadership__/

INTERCAMPUS TRANSPORTATION
Mr. Marc C. Canton, Director Intercampus Transportation
Mr. Michael Duggan, Assistant Director
Main Office: Rose Hill Campus, Regional Parking Facility Basement
Phone: (718) 817-4636, Fax: (718) 817-3388 Email: ramvan@fordham.edu
Webpage: www.fordham.edu/ramvan

Fordham University provides transportation between the Rose Hill & Lincoln Center campuses. Coordinated by the Department of Intercampus Transportation, this service is restricted to members of the Fordham University community and their guests; thus a valid Fordham ID is required to board. The Ram Van schedule is posted online at www.fordham.edu/ramvan and can be printed in PDF form or shared on Google calendars from said website. The University reserves the right to alter the schedule due to weather, staff, or usage.

Passengers must purchase tickets ($3.50) in advance, as cash is not accepted on the van. Tickets and discount books may be purchased at Rose Hill in the RAM VAN OFFICE, McGinley Center Room 241. At this location, purchases can be made via cash or personal check. Additionally, there are ticket machines in the lobby of Lowenstein at Lincoln Center and inside the Ram Van Office. These machines accept cash, credit card & debit card (Visa, Mastercard, Amex, Discover). Students who take classes at more than one campus within the same term may be eligible for free passes. Students who reside at one campus (in Fordham University housing) and take classes at another may also be eligible for passes. Furthermore, students who have a credited, unpaid internship that is located nearest to a campus the student does not reside on may also be eligible. Please contact the Career Services Office for internship documentation. In order to obtain passes students must present a valid Fordham ID, along with a copy of their class schedule. If either of these items is not presented, passes will not be issued. These passes are not valid when school is not in session, unless special arrangements are made. Please see our website at www.fordham.edu/ramvan for more information and a full list of eligibility requirements.

The Department of Intercampus Transportation also provides Ram Van service to New York City Airports at different times during the year. Please visit our website for a detailed description of when the service is offered. Currently, Ram Van provides service from Rose Hill to JFK and LaGuardia Airports.

Because seats are limited, signing up for individual trips is necessary when passenger volume is high. For everything you need to know about Ram Van service, including schedules, free passes, policies, fares, and airport shuttle service, please visit our website at www.fordham.edu/ramvan.

Security Shuttle

The offices of the Department of Intercampus Transportation and Security offer a late night neighborhood shuttle to and from the Rose Hill campus between the hours of 10:00 P.M. and 5:00 A.M., 7 days a week. A van will leave the campus every 30 minutes from the front of the security office. Students and staff may notify the Security Office (718-817-2222) from off-campus and meet the van at designated stops to return to campus.
**Shuttle #1**

Passengers must present a valid Fordham I.D.                                      Time (Past the Hr)

1. Fordham University Bathgate Entrance                                      00 & 30  
2. Lorillard House (Lorillard Avenue & 188th Street)                         03 & 33  
3. Terra Nova ( 2599-2512 Hoffman Street & Fordham Road)                     06 & 36  
4. Arthur 2 (2484-2486 Arthur Avenue)                                        09 & 39  
5. Arthur House (2451-2461 Arthur Avenue & 188th Street)                    12 & 42  
6. Full Moon Pizza (187th Street & Arthur Avenue)                            15 & 25  
7. Hughes House (2466 Hughes Avenue)                                         18 & 48  
8. Belmont Two (633-635 East 188th Street)                                   21 & 51  
9. Keith Plaza (189 St/Crotona)                                               24 & 54  
10. University Entrance                                                      27 & 57  

**Shuttle #2 and #3**  
Will transport students between the subway (Fordham Road Station), Grand Concourse at 188 Street (D Train) and the Rose Hill Campus Bathgate Entrance ONLY. These two vans should ensure a continuous presence at the “D” train. Students taking the #4 subway from Manhattan’s East side must transfer to the “D” train at 161 St and River Avenue (Transit Police District location).

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**VINCENT T. LOMBARDI MEMORIAL CENTER**

Mary Cunneen  
Assistant Athletic Director of Facilities and Event Management  
mccunneen@fordham.edu  
(718) 817-4261

Completed in 1976, the Vincent T. Lombardi Memorial Center is a multifaceted athletic complex serving the Fordham University community. It is located adjacent to the Rose Hill Gymnasium and McGinley Center. The entrance is a memorial exhibit of Fordham alumnus Vincent T. Lombardi and the University’s Athletic Hall of Fame members.

GUESTS: Fordham University students who are not members of the Lombardi Center may pay a $4.00 daily guest fee with a valid University ID upon entrance to the center. Non-students affiliated with the University may pay a daily entrance fee of $8.00 upon entrance. There is a two-guest limit for all Lombardi Center Members.

INTRAMURAL SPORTS: Intramurals are offered for the following sports: flag football, soccer, volleyball, dodge ball, basketball, softball, and baseball. Teams or individuals may compete in the men’s, women’s, or co-ed divisions. Sign-ups are held in the Lombardi Center office. Call the Coordinator of Intramurals and Club Sports at (718) 817-4263 for more information.

CLUB SPORTS: Competitive and recreational non-varsity sports teams are available. The current club sports include: Men’s Crew, Dance Team (Ram Rhythm), Men’s & Women’s Lacrosse, Men’s & Women’s Rugby, Tae Kwon Do, Sailing, and Men’s & Women’s Ultimate Frisbee. If you are interested in joining a club sport or if you are interested in getting one started, call the Coordinator of Intramurals and Club Sports at (718) 817-4263 or stop by the Lombardi Center office.

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**Lombardi Center Facility Hours**

<table>
<thead>
<tr>
<th>Academic Year: Monday-Friday</th>
<th>6:00 AM to 12:00 AM</th>
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</thead>
<tbody>
<tr>
<td>Weekends</td>
<td>9:00 AM to 9:30 PM</td>
</tr>
<tr>
<td>Summer</td>
<td>6:00 AM to 12:00 AM</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 AM to 9:30 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**Lombardi Center Office Hours**

<table>
<thead>
<tr>
<th>Academic Year: Monday-Friday</th>
<th>9:00 AM to 5:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>9:00 AM to 5:00 PM</td>
</tr>
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</table>

Note: The office is closed on Fridays from July 4th weekend through the second weekend in August.
Fordham University maintains a multi-campus library system made up of four libraries. Walsh Library is the main library facility on the Rose Hill Campus. It contains about 1 million volumes. The Library at Lincoln Center consists of general undergraduate collections and strong holdings in education, social services, and business administration.

Fordham Library’s On-line Information System is available at each of these locations and may be accessed remotely through telephone modem or any internet service provider. See the library handbook for instructions. The system contains Fordham’s on-line library catalog, over 300 databases, and access to other library catalogs through the Internet.

The online library catalog helps you locate printed books on the shelves and also provides links to full-text online books and journals. Students with valid University ID cards may borrow books from any Fordham library. The loan period is one month.

There are a number of important services available in Walsh Library:

**The Reference Room:** In addition to all of the standard reference works, this room also contains numerous computers that allow students to search online databases. Several of the databases cover all topics. Ask a reference librarian how to use these computers.

**The Reserve Room:** Books and articles reserved by faculty members for their classes are located in the reserve room on the first floor. Most reserve materials are available online.

**The Copy Center:** Photocopy machines and change machines are located in the Copy Center on the first floor. There is also a scanner available for making digital copies of documents.

**Electronic Information Center:** Both computers and audio-visual services are offered in the Center, which is located on the ground floor.

**Microfilm and Government Documents:** Microfilms, fiche and government documents are housed in this space on the ground floor.

**Archives and Special Collections:** Located on the fourth floor, this unit contains the University archives and rare books.

**Library Hours: Fall and Spring Semesters**
Monday through Thursday 8:30 AM - Midnight
Friday 8:30 AM - 7:00 PM
Saturday 9:00 AM - 10:00 PM
Sunday Noon - Midnight
**Off Campus Resources**

**Restaurants in Belmont (Little Italy)**
- Ann and Tony's 2407 Arthur Avenue (718) 933-1469
- Dominick’s 2335 Arthur Avenue (718) 733-2807
- Emilia's 2331 Arthur Avenue (718) 367-5915
- Full Moon 600 East 187 Street (718) 584-3451
- Giovanni's NYC 80 West Fordham Road (718) 733-3333
- Mario’s 2342 Arthur Avenue (718) 584-1188
- Rigoletto’s 2311 Arthur Avenue (718) 365-6644
- Roberto’s 603 Crescent Avenue (718) 733-9503
- Umbertos Clam House 2356 Arthur Avenue (718) 220-2526

**Restaurants with Delivery Service**
- Carmine's Pizza 380 Bedford Park Blvd. (718) 365-5486
- Giovanni’s Pizza 80 West Fordham Road (718) 733-3333
- Goodfellas Pizza 3661 Waldo Avenue (718) 796-4747
- Pugsley’s Pizza 590 East 191 Street (718) 365-0327
- Rocco’s Pizza 397 Bedford Park Blvd. (718) 295-6793
- Tony & Tina’s Pizza 2483 Arthur Avenue (718) 733-8094
- University Pizza 574 East Fordham Road (718) 220-1959
- Golden City 2324 Arthur Avenue (718) 562-5885
- Szechuan Kitchen 2161 White Plains Road (718) 829-3399
- Twin Dragon 2161 White Plains Road (718) 824-3050
- Peking Kitchen 724 Lydig Avenue (718) 829-7464
- Fresh Tortillas 2123 Williamsbridge Road (718) 319-1208
- Mike's Deli 2344 Arthur Avenue (718) 295-5033
- Pete's Cafe 570 East Fordham Road (718) 733-7416
- Tony’s Deli 3019 Webster Avenue (718) 933-0892
- Three Way 384 East 188 Street (718) 295-9595

**Supermarkets**
- C-Town 2891 Sedgwick Ave (718)-548-1299
- Compare Foods 421 East 189 Street (718) 733-1773
- Modern 2385 Arthur Avenue (718) 933-4659
- Pioneer Supermarket 410 Bedford Park Blvd (718) 364-0101

**Bakeries and Pastry Shops**
- Arthur Ave. Baking Co. 2413 Arthur Avenue (718) 365-8860
- Madonia Brothers Bakery 2348 Arthur Avenue (718) 295-5573
- Artuso’s Pastry Shop 670 East 187 Street (718) 367-2515
- DeLillos Pastry Shop 610 East 187 Street (718) 367-8198
- Egidio Pastry Shop 622 East 187 Street (718) 295-6077

**Florist**
- Arthur Avenue Floral 615 East 187 Street (718) 329-3290

**Dry Cleaners**
- Allen Cleaners 387 Bedford Park Blvd. (718) 84-9270
- 139 Dry Cleaner 498 East 187 Street (718) 367-3718
HAIRSTYLISTS/BARBERS
• Lucy’s Unisex Hairstylist 2396 Arthur Avenue (718) 365-6757
• Danny’s Beauty & Barber Salon 2603 Webster Avenue (718) 365-7048

VIDEO RENTALS
• Blockbuster Video 2554 White Plains Road (718) 798-4001

BANK SERVICES
• Chase Bank 2402 Arthur Avenue (718) 295-5111
• North East Community 590 East 187 Street (718) 584-7400
• Banco Popular 301 East Fordham Road (718) 220-5772
• Washington Mutual 257 East Fordham Road (718) 364-0158
• TD Bank 640 East Fordham Road (718) 563-1290

MOVIE THEATRES
• Sony Lincoln Square 68th Street, 1998 Broadway (212) 336-5025
• Loews Upper West Side 84th Street, 2310 Broadway (212) 877-3892
• Coliseum Theatre 703 West 181 Street N/A
• Angelika Film Center 18 West Houston Street (212) 995-2570

PHARMACIES
• Amato Pharmacy 619 East 187 Street (718) 365-8630
• Duane Reade Drugs 306 East Fordham Road (718) 367-4164
• Mt. Carmel Pharmacy 705 East 187 Street (718) 364-6100
• Rite Aid Pharmacy 592 East 183 Street (718) 220-2226

HOSPITALS
• Montefiore 111 East 210 Street (718) 920-4321
• North Central Bronx 3424 Kossuth Avenue (718) 519-5000
• Montefiore North Division 600 East 233 Street (718) 920-9000
• St. Barnabas 4422 3rd Avenue (718) 960-9000
• Einstein Medical Center 1825 Eastchester Road (718) 904-2000

PLACES OF WORSHIP
• St. Martin of Tours 664 Grote Street (718) 295-0913
• Our Lady of Mt. Carmel 627 East 187 Street (718) 295-7397
• Our Lady of Mercy 2496 Marion Avenue (718) 933-4400
• First Union Baptist 2064 Grand Concourse (718) 583-8726
• Lutheran of Epiphany 302 East 206 Street (718) 652-6839

TRANSPORTATION

• TRAIN SERVICES
  - METRO NORTH COMMUTER RAILROAD
    www.mta.nyc.ny.us/mnr  (212) 532-4900
    Service from Fordham and Grand Central Station at 42nd Street and Park Avenue and from Fordham to Westchester County and Connecticut.
  - LONG ISLAND RAILROAD
    http://www.mta.info/lirr/  (718) 217-5477
    Service is from Pennsylvania Station at 33rd Street and Seventh Avenue to points east in Brooklyn, Queens, Nassau and Suffolk.
  - NEW JERSEY TRANSIT
    http://www.njtransit.com/  (973) 275-5555
Service is from Pennsylvania Station at 33rd Street and Seventh Avenue to points south between Trenton and New York; connections with PATH trains in Newark or Hoboken.

**PATH**

http://www.panynj.gov/path/  (212) 435-7000

Stations along the 6th Ave. Subway line and at the World Trade Center provide service to points in northern New Jersey as well as suburban New York.

**AMTRAK**

www.amtrak.com  (800) 872-7245

Service is from Pennsylvania Station at 33rd Street and Seventh Avenue.

**NEW YORK SUBWAY AND BUS INFO**

www.mta.nyc.ny.us/  (718) 330-1234

Two subway lines serve the Fordham area. The D Train stops at Fordham Road and the Grand Concourse and the 4 Train stops at Fordham Road and Jerome Avenue. The BX12, BX 9, and BX 22 buses all stop on Fordham Road near the Metro North Entrance. The BX12 makes stops at both the D Train and 4 Train.

**BUS SERVICES**

**GREYHOUND**

www.greyhound.com  (800) 231-2222

Service from the Port Authority Bus Terminal at 42nd St. and Eighth Ave.

**PETER PAN TRAILWAYS**

www.peterpanbus.com  (800) 343-9999

Service is from the Port Authority Bus Terminal at 42nd St. and Eighth Ave.

**SHORT LINE**

www.shortlinebus.com  (800) 631-8405

Service is from the Port Authority Bus Terminal at 42nd St. and Eighth Ave.
FORDHAM COLLEGE AT ROSE HILL
Interim Dean of the College
Dr. John Harrington KE 201 x4700

Associate Dean
Dr. Rosemary Santana Cooney KE 201 x4700

Associate Dean for STEM and Pre-Health Education
Dr. Carla Romney KE321 x4710

Assistant Dean for Seniors
Rev. John Dzieglewicz, S.J. KE 302 x4735

Assistant Dean for Juniors
Dr. William Gould KE 302 x4740

Assistant Dean for Sophomores
Dr. Luz Lenis KE 302 x4740

Assistant Dean for Freshmen
Dr. Robert Parmach KE 302 x5720

Assistant Dean for Undergraduate Research and Director of Pre-Law Advising
Dr. Erin Burke KE 302 x4743

Assistant Dean for Pre-Health Advising
Ellen Watts KE 207 x5707

Assistant Dean for Transfer Students and Director of Student Retention
Ms. Kara Stone KE 302 x4742

Academic Advisors for Student Athletes
Mr. Francis P. Taylor III KE 106 x4660
Mr. Eric Sanders KE 108 x4661
Sr. Anne Walsh, RSHM KE 111 x4520
Ms. Carla Lide KE 108 x4543
Mr. Thomas Campbell KE 108 x2197
Ms. Melissa Yeagley KE 108 x2745

GABELLI SCHOOL OF BUSINESS
Dean of the College
Dr. Donna Rapaccioli Hughes 425 x4105

Assistant Dean for Seniors
Mr. Mario DiFiore Faber 3rd floor x4100

Assistant Dean for Juniors
Ms. Gabriella Brown Hughes 417 x4969

Assistant Dean for Sophomores
Ms. Hanaa Fawzy Hughes 418 x4100

Assistant Dean for Freshmen; Director of the Undergraduate Core Curriculum
Dr. Greer Jason Hughes 416 x4100

Assistant Dean for Transfers
Mr. Steven Najdzionek Faber 366 x4103

Associate Dean of Academic Programs
Dr. Harry Kavros Hughes 426 x4115

Director of Honors Opportunities and Dual-Degree Programs
Mr. Brian Dunn Hughes 300-A x5203

● All areas of concentration in Gabelli School of Business can be contacted through ext. 4100 or in Hughes Hall.
RESIDENT DIRECTORS & RESIDENT ASSISTANTS

LOSCHERT HALL
Resident Director: Julie Liss 124
Resident Assistant:
John Murray
George Kernochan
Amelia Nawn
Marlena Gurierrez
Toni Nichols
Andrew Britton
Victoria Affrunti
Michael Krzysko
Residence Hall Office: Entry
RHO Ext: x1060

Resident Assistants:
Edward Haarmann
Simranbir Singh
Peter Hurlburt
Elaina Weber
Daniel Stroie
Marie-Helene Vaughan
Farzana Ali
Margaret Senft
Dorothy Veron
Residence Hall Office: Entry
RHO Ext: x1061

SALICE-CONLEY HALL
Resident Directors: Kyle Kaiser 3-105
Resident Assistant:
John Blake
Omar Akeim Elias Samuels
Nicole Borczyk
Daniel Matthews
Mojdeh Ghanbarian
Lindsay Fitzgerald
Residence Hall Office: Lobby
RHO Ext: x0315

Resident Assistants:
Megan Scully
Rachel Sortino
Haunl Moon
Ian Grotton
Samantha Moore
Anthony Yu
Residence Hall Office: Lobby
RHO Ext: x0317

TIERNEY HALL
Resident Director: Barbara Almeida 304
Resident Assistant:
Patrick Hood
Emil Fernandez
Dylan Fowler
Meagan Kelley
Rachel Rising
Rebecca Sutcliffe
Residence Hall Office: Entry
RHO Ext: x2804

Resident Assistants:
John J. Murray
Robert Landhauser
Gabrielle Vella
Anna T.S. Bloechl
Thomas Michaelides Jr.
Gianna Riccoboni
Brett Bonfanti
Rachel Nass
Residence Hall Office: Entry
RHO Ext: x2146

MARTYRS’ COURT JOGUES
Resident Director: Mohamed Barakat 203
Resident Assistant:
John Thomas Vasiliades
Timothy Kelly
Ellysa Smith

Resident Assistants:
Associate Resident Director:
Shannon McKenna
Resident Assistants:
Nishant Sahoo

CAMPBELL HALL
Resident Director: Ethan Lawrence 2-100
Resident Assistant:
Megan Scully
Rachel Sortino
Haunl Moon
Ian Grotton
Samantha Moore
Anthony Yu
Residence Hall Office: Lobby
RHO Ext: x0317

FINLAY HALL
Resident Director: Ana Medina 106
Resident Assistant:
John J. Murray
Robert Landhauser
Gabrielle Vella
Anna T.S. Bloechl
Thomas Michaelides Jr.
Gianna Riccoboni
Brett Bonfanti
Rachel Nass
Residence Hall Office: Entry
RHO Ext: x2146

WALSH HALL
Resident Director: Melissa FitzGibbon 105
Resident Assistant:
Nishant Sahoo

ALUMNI COURT SOUTH
Resident Director: Michael Chavis 123
Resident Assistant:
Edward Haarmann
Simranbir Singh
Peter Hurlburt
Elaina Weber
Daniel Stroie
Marie-Helene Vaughan
Farzana Ali
Margaret Senft
Dorothy Veron
Residence Hall Office: Entry
RHO Ext: x1061
Catherine Ashur
Jennifer Rutishauer

MARTYRS’ COURT
LANADE & GOUPIL

Resident Director:
Robert Alicea 303

Resident Assistants:
Kevin Fulmer
Joseph Dieguez
Shannon Rockett
Julia Cassano
Peter Scher
Allegra Narvaez
Raisa Ahmed

Residence Hall Office: L110
RHO Ext: x1791

QUEEN’S COURT

Resident Director:
Danielle Bourgois J101

Resident Assistants:
Maria Pappas
Patrick Burns
Christopher Hazlaris
Adriana Krasniansky
Caitlyn Letteri

Residence Hall Office R001
RHO Ext: x1401

BELMONT COMMUNITY

HOUSING

Resident Director:
Jessica Miller Arthur House

Resident Assistants:
John Lego Terra House
Alyssa Christoforou Nova House
Charles Summers Arthur House
Alexandra Sullivan Arthur House
Ryan Jones Arthur House 2
Kelsey Schappell Hughes House

O’HARE HALL

Resident Director:
Amanda DeCosta

Associate Resident Director:
Patrick McCarren

Resident Assistants:
Charlie S. Holland
Alexis L Fischer-Kennedy
Emily E Raleigh
Robert Gray
Melanie R Falk
Bridget E Brennan
Rebecca A Ramirez
Alexandra N Makara
David J Cosner
Dimitrios G Florakis
Sarah M Davis
Giancarlo C Milea

Hania Hribal-Kornilowicz
Christina Moran
Anthony Palombi
Marissa Dow
Ava Gagliardi
Ori Raz
Meishanka-Tyla Moodley
Spenser Field
Nazifa Nasim
Evan Grassi
Ellen Sanders
Residence Hall Office: Entry
RHO Ext: x2321
ASSISTANT DEAN OF STUDENTS & DIRECTOR OF RESIDENTIAL LIFE
Ms. Kimberly Russell

ASSOCIATE DIRECTOR OF RESIDENTIAL LIFE FOR STUDENT CONDUCT
Oversees judicial process and roommate conflicts, and handles all counseling/emergency issues.
TBA

ASSISTANT DIRECTOR FOR LEADERSHIP DEVELOPMENT & TRAINING
Supervises Resident Directors, Resident Assistants, Desk Assistants, and advises RHA. Also oversees roommate mediation process.
Ms. Kelly Breiner

ASSISTANT DIRECTOR FOR HOUSING OPERATIONS
Liaisons with Building Operations & Campus Operations, oversees housing operations and room selection.
Mr. Edward Pena

AREA COORDINATOR FOR INTEGRATED LEARNING COMMUNITIES
TBA

GRADUATE ASSISTANT FOR STUDENT CONDUCT
Assistant to the Associate Director
Ms. Ijeoma Nwaogu

ADMINISTRATIVE MANAGERS FOR HOUSING OPERATIONS
Room Condition Reports (RCRs), damage billing and summer housing.
Ms. Mary Fetter and Mr. Brandon Vazquez

HOUSING OPERATIONS SPECIALIST
Housing assignments, room changes, and housing room assignments.
Ms. Lori Ryan

SUPPORT STAFF, BUDGET COORDINATOR
Residential Life budgets, assistant to the Assistant Dean.
Ms. Brazil Reynolds

SUPPORT STAFF, LEADERSHIP DEVELOPMENT AND TRAINING
TBA

SUPPORT STAFF, RECEPTIONIST
Lounge reservations, off-campus housing, assistant to the Assistant Dean and the Associate Director.
Ms. Margeaux Miller
## Fall 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 20</td>
<td>Wed.</td>
<td>FCRH Faculty Advisor Training</td>
</tr>
<tr>
<td>Aug. 21</td>
<td>Thurs.</td>
<td>Manresa Faculty Training</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>Tues.</td>
<td><strong>PCS</strong> – New Student Orientation, 6-9, Westchester Campus</td>
</tr>
<tr>
<td>Aug. 27</td>
<td>Wed.</td>
<td><strong>PCS</strong> - New Student Orientation, 6-9pm, Rose Hill</td>
</tr>
<tr>
<td>Aug. 27</td>
<td>Wed.</td>
<td>Lincoln Center Faculty Advising Training</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Thurs.</td>
<td><strong>PCS</strong> - New Student Orientation, 6-9pm, Lincoln Center</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Sun.</td>
<td>Move – in residence Hall New Students</td>
</tr>
</tbody>
</table>

### Sept 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon.</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Sept. 1</td>
<td>Mon.</td>
<td>Labor Day University closed</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Mon.</td>
<td>Academic Advising for Freshmen Orientation at Rose Hill</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Tues.</td>
<td>Student Affairs Freshmen Orientation Lincoln Center</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Wed.</td>
<td><strong>FCRH, FCLC, GSB-DAY</strong> <strong>PCS, GSB-EVE</strong> Classes Begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>FCRH</strong>: Academic Advising 2:30-4:00 in Department/Program Offices for Majors; in KE 302 for others</td>
</tr>
<tr>
<td>Sept. 2-4</td>
<td>Tues.-Thurs.</td>
<td><strong>PCS</strong> Extended hours (to 6:30pm) for advising, registration, and student financial services</td>
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<tr>
<td>Sept. 10</td>
<td>Wed.</td>
<td><strong>FCRH, FCLC, GSB-DAY, PCS, GSB-EVE</strong> Add/Drop ends; last day for Program change</td>
</tr>
<tr>
<td>Sept. 19</td>
<td>Fri.</td>
<td>Last day of Attendance Reports are due – Round 1</td>
</tr>
<tr>
<td>Sept. 24</td>
<td>Wed.</td>
<td><strong>GSB</strong> - Dean’s List Ceremony</td>
</tr>
<tr>
<td>Oct. 10</td>
<td>Fri.</td>
<td><strong>FCRH, FCLC, GSB-DAY, PCS, GSB-EVE</strong> Last day for designating a course Pass/Fail</td>
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</tbody>
</table>

### Oct. 13

<table>
<thead>
<tr>
<th>Date</th>
<th>Mon.</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>Oct. 14-21</td>
<td>Tues.-Tues.</td>
<td>Columbus Day – University Closed</td>
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</tbody>
</table>

### Oct. 14-21

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Oct. 15-21</td>
<td><strong>PCS</strong> Mid Term Examinations</td>
</tr>
<tr>
<td>Oct. 28</td>
<td><strong>FCRH, FCLC, GSB-DAY</strong> Mid-semester evaluations are due</td>
</tr>
<tr>
<td>Nov. 2</td>
<td><strong>FCRH</strong> - Dean’s List Ceremony</td>
</tr>
<tr>
<td>Nov. 7</td>
<td><strong>FCRH, FCLC, GSB-DAY</strong> Last day to withdraw from a course without incurring a WF</td>
</tr>
<tr>
<td>Nov. 7</td>
<td><strong>PCS</strong> - Dean’s List Award Ceremony, 7pm, LC Campus</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Last day of Attendance Reports are due – Round 2</td>
</tr>
<tr>
<td>Nov. 14</td>
<td><strong>PCS, GSB-EVE</strong></td>
</tr>
</tbody>
</table>
Nov. 26-30  Wed.-Sun.  Last day to withdraw from a course without incurring a WF
Dec. 1  Mon.  Thanksgiving recess –University Closed
Dec. 10  Wed  Classes resume
Dec. 11-12  Thur.-Fri  FCRH, FCLC, GSB-DAY
Dec. 12  Fri  Last day of classes
Dec. 15-22  Mon.- Mon.  FCRH, GSB-DAY, FCLC
Dec. 15  Mon.  Final Examinations
Dec. 16- 22  Tues.-Mon.  PCS, GSB-EVE
Dec. 20  Sat.  Final Examinations for FCRH, FCLC, and GSB-DAY
Dec. 31  Wed.  Reading Days
Dec. 24-Jan. 5  Wed.- Sun.  Last day to submit online the Candidate degree Card for February 2015 Graduates

Spring 2015

Jan. 5  Mon.  University reopens
Jan. 6  Tues.  PCS - New Student Orientation 6-9 Westchester
Jan. 7  Wed.  PCS - New Student Orientation, 6-9pm, Rose Hill
Jan. 8  Thurs.  PCS, - New Student Orientation, 6-9pm, Lincoln Center
Jan. 12  Mon.  FCRH, FCLC, GSB-DAY, PCS, GSB-EVE
Jan. 12-15  Mon.-Thurs.  Classes Begin
Jan. 19  Mon.  FCRH: Academic Advising 2:30-4:00 in Department/Program Offices for Majors; in KE 302 for others.
Jan. 20  Tues.  PCS - New Student Orientation 6-9 Westchester
Jan. 23  Fri.  Add/Drop ends, last day for Program change
Jan. 30  Fri.  Deadline for removal of INC, ABS, and NGR grades
Feb. 5  Thurs.  Incurred during Fall 2014
Feb. 6  Fri.  Last day of Attendance Reports are due – Round 1
Feb. 16  Mon.  Last day to submit online the Candidate for degree card for May 2015 Graduates.
Feb. 17  Tues.  FCRH, FCLC - Arts and Sciences Faculty day
Feb. 19-26  Thurs.-Thurs.  FCRH, FCLC - President’s Day – University closed
Feb. 20  Fri.  FCRH, FCLC, GSB-DAY
Feb. 20- 26  Fri.-Thurs  Mid-Term examinations
Mid-semester evaluations are

Mar. 16-22  Mon-Sun.  Spring Recess- No Classes
Mar. 23     Mon.     Classes resume
Mar. 20     Fri.      FCRH, FCLC, GSB-DAY  Last day to withdraw from a course without incurring a WF
Mar. 30     Mon.     Last day of Attendance Reports are due – Round 2
April 2-6   Thurs.-Mon.  Easter Recess University Closed
April 7     Tues.     Classes Resume
April 29    Wed.     FCRH, FCLC, GSB-DAY  - Last day of classes
April 30-May 1  Thurs.-Fri.  FCRH, FCLC, GSB-DAY  Reading days
May 1       Fri.     Final exams for Modern Languages
            Level 1001, 1002, 1501, 1502 of Arabic, French, German, Italian, Japanese, Mandarin Chinese, Portuguese, Russian, Spanish, Or Level 2001 of Spanish
May 2       Sat.     Last GSB Saturday classes
May 4       Mon.     PCS, GSB-EVE
May 4-11    Mon.-Mon.  FCRH, FCLC, GSB-DAY  Last day of classes
May 5-11    Tues.-Mon.  PCS, GSB-EVE  Final Examinations
May 8       Fri.     PCS Class of 2015 Senior Dinner, 7:30pm, Rose Hill
May 9       Sat.     Final Examinations for PCS & GSB Saturday Class
            Final Examinations for Principles of Financial
            Accounting – 9:30 a.m.
May 14      Thur.  FCRH Encaenia & GSB Awards Night
May 15      Fri      Baccalaureate Mass 6:00pm
May 16      Sat.     University Commencement
May 25      Mon.     Memorial Day – University Closed
June 12     Fri.     FCRH, FCLC, GSB-DAY, PCS, GSB-EVE  Deadline for removal of INC, ABS, NGR grades
            incurred Spring 2015
## Frequently Used Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
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<td>Admissions</td>
<td>Thebaud Hall</td>
<td>4000</td>
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<tr>
<td>Athletics</td>
<td>Gymnasium</td>
<td>4300</td>
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<td>Campus Ministry</td>
<td>McGinley Center 102</td>
<td>4500</td>
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<td>Career Planning &amp; Placement</td>
<td>McGinley Center 224</td>
<td>4350</td>
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<td>Counseling Center</td>
<td>O’Hare Basement</td>
<td>3725</td>
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<td>Campus Operations</td>
<td>Hughes House 2</td>
<td>3975</td>
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<td>Dining Services</td>
<td>McGinley Center Café</td>
<td>4515</td>
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<td>Disability Services</td>
<td>O’ Hare Basement</td>
<td>0655</td>
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<td>Building Operations</td>
<td>Faculty Memorial Hall 106</td>
<td>4836</td>
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<tr>
<td>Financial Aid</td>
<td>Thebaud Hall</td>
<td>3800</td>
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<td>Health Center</td>
<td>O’Hare Basement</td>
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<tr>
<td>Help Desk</td>
<td>McGinley Center 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
<td>3999</td>
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<td>Identification Cards</td>
<td>Faculty Memorial Hall 1&lt;sup&gt;st&lt;/sup&gt; Fl</td>
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<td>International Student Services</td>
<td>Keating Hall 106</td>
<td>3145</td>
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<td>Lombardi Center</td>
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<td>Post Office</td>
<td>McGinley Center Basement</td>
<td>4333</td>
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<td>ROTC</td>
<td>Faculty Memorial Hall 130</td>
<td>4876</td>
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<td>Ram Van</td>
<td>McGinley Center 241</td>
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<td>Registrar</td>
<td>Thebaud Hall</td>
<td>3900</td>
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<td>Residential Life</td>
<td>Loschert Hall Basement</td>
<td>3080</td>
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<tr>
<td>Residence Halls Association</td>
<td>McGinley Center 201</td>
<td>4359</td>
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