Office of Residential Life

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Lincoln Center is a compact urban campus in the heart of Manhattan, which is home to Fordham College at Lincoln Center, Gabelli School of Business, School of Professional and Continuing Studies, as well as the Graduate Schools of Social Service, Education and the School of Law.
August 2015

Dear Fordham Resident:

It is our pleasure and honor to welcome you to Fordham University’s residential community.

As the Mission of our University makes clear, our task in providing on-campus settings for students is to educate leaders-in-service. Though academics are the core of the education our University affords, our task does not cease at the threshold of the classroom. Education in the Jesuit Catholic tradition mandates that the entire student experience plays a role. Therefore, the classroom is boundless—it exists in lounges and common spaces, in apartments you will make your home through the academic year, in your RA and RFM programs and even in the neighborhoods comprising the City of New York.

Just as students must actively participate in the classroom to assure each leaves the University well-educated, all are expected to participate in this larger classroom as well. In turn, the offices, programs, processes and staffs that make up the “class-room outside the classroom” exist not solely to provide care and to serve, but to provide the education of experience. Thanks to the efforts of the Office of Residential Life and with your support and active participation, men and women of authentic character issue from our gates each year ready to serve the common good in all areas of society.

As you can see, the Residence Hall must be more than merely a “home” to support this goal. It is a place of high educational and personal standards—where rights and independence are tempered with values and responsibilities and where creativity and originality are leavened with respect for tradition and a rigorous life of the mind.

We are delighted to have you here at Fordham and hope to meet you during the year.

Best wishes,

[Signature]

Jeffrey Gray
Senior Vice President for Student Affairs

Keith Eldredge
Dean of Students, Lincoln Center
August 2015

Dear Fordham Resident,

On behalf of the entire Office of Residential Life staff, welcome to on campus living at Fordham University! We are pleased that you have chosen to be a member of our residential community.

Living on campus will offer numerous experiences, rights, and responsibilities. We believe that Fordham’s residential community assists residents to develop skills and competencies that will provide benefits throughout your lifetime. As such, we encourage you to participate and be actively involved in the development of your community.

You are encouraged and expected to respect the privacy of your neighbors, promote safety, respect and appreciate differences and uphold high standards of behavior. Additionally, as a member of the community, it is anticipated that you will participate in programs and activities, will interact with those who are different from you, and will learn how to live within the guidelines established for community residents. Being an actively engaged and involved community member will provide opportunities for you to learn more about others and yourself.

The primary goal of the Office of Residential Life staff is to provide a comfortable, safe environment in which residents are given the opportunity to extend their learning outside the classroom. The Resident Directors, Resident Assistants, and Resident Freshmen Mentors 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. I encourage you to respect the important service that the Residential Life staff provides in developing a positive residential community. In fact, most of the Office of Residential Life staff both work and live on campus. Their close proximity to residents allows for diligent and attentive response to residential needs. All members of the staff are eager to work with you, to make your on-campus living experience a positive one.

I would also encourage you to familiarize yourself with the contents of the residential life and student affairs handbooks. These publications are designed to inform you of what you can expect from us and what we will expect from you as a member of the Fordham community. The policies and procedures have been developed to give you maximum freedom, while defining your responsibility as a member of 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 during your stay on campus, please do not hesitate to seek out any member of the Office of Residential Life staff or stop by our Central Office located in 108 McMahon Hall.

I 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,

Jenifer Campbell
Director of Residential Life, Lincoln Center
August 2015

Dear Residents,

On behalf of the Residence Hall Association, we would like to take this opportunity to welcome you to Fordham University at Lincoln Center! RHA is a student-led governing body that represents all residents living on campus and advises the work of Fordham’s Office of Residential Life. This year, we look forward to continuing to make your experience living on campus a great one!

As a student-run organization, we work hard to ensure that the residents’ voices are heard and their needs are met. Our weekly meetings are open to all residents and allow the opportunity for you to bring up suggestions related to anything from facility needs to programming ideas. We collaborate with the Office of Residential Life, United Student Government, Commuting Students Association, and several other organizations on campus to bring your ideas to fruition.

Community is important here at Fordham and this is especially true in our residence halls. RHA builds community among residents through hosting a wide variety of programs like Theatre Thursdays, Movie Premiers, Screening Parties, Dinner Outings, Holiday Events, Town Halls, and much more. We also strive to give back to the larger community, particularly through our annual RHA Auction as well as co-sponsoring other philanthropic events on campus throughout the year.

Elections for McKeon Senators and McMahon Senators will be held within the first month of the fall semester. Posters with all the details you need to know will be up around campus within the first weeks of school, so please keep your eyes out and run for a senator position! We have a lot of fun in store for the upcoming year, and hope to see you at our meetings and events!

Please stop by our office in McMahon Hall 102A (right next to the RA on Duty Office), place a suggestion in one of folders on any floor in McKeon or at our bulletin board in McMahon, send us an email at rhalc@fordham.edu, and like us on Facebook at RHAFCCLC.

We wish you the best of luck this year!

President: George Kostal
Vice Presidents: Kathryn Ott and Nathanael Coffey
Treasurer: Connor Mannion
Director of Public Relations: Meghan Alvarez
Life in a Residence Hall

THE IMPORTANCE OF COMMUNITY
The Office of Residential Life supports an over-arching vision of creating community in all its efforts. A residence hall community is a group of students engaged in social interaction, possessing common educational goals and experiences, who show concern for and are sensitive to the needs of other residents, and are interested in furthering the group’s goals. 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 this 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 and 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 members 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 Hall 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 students’ 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 Assistant or RHA representative 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.
Staffing and Support

THE OFFICE OF RESIDENTIAL LIFE
McMahon Hall, room 108
212-636-7100

The central office staff is the core of the Residential Life team and consists of the Director of Residential Life, the Associate Director of Housing Operations, the Assistant Director of Residential Life and the Executive Secretary. The Residential Life staff works to enhance the residential experience for students residing on campus, regularly develops and evaluates policies, and addresses the concerns of Fordham residents with the goal of maintaining and improving the high quality of Fordham’s residential environment. The office is located in room 108 on the first floor of McMahon Hall. Please feel free to visit with concerns or to obtain additional information between the hours of 10am and 6pm, Monday through Friday.

RESIDENT DIRECTORS
Resident Directors are live-in, Masters-level professionals who oversee and provide guidance to residents, while fostering an atmosphere of diversity and ensuring their physical and emotional well-being. They assist the residents with personal and academic concerns and are also responsible for adjudicating policy infractions in the Residence Halls. Additionally, they supervise and support the Resident Assistants and Resident Freshmen Mentors who live and work in the residence halls.

RESIDENT ASSISTANTS
During the first few days of the year, you will meet the Resident Assistant (RA) for your floor. All of the RAs are highly qualified undergraduate and graduate students who have a strong interest in helping residents and in working to create a campus community. You will find your RA to be a concerned, friendly, and knowledgeable resource. The RAs have three main responsibilities: to help students with personal, emotional or academic issues; to work with the students in their area to create and maintain a community environment; and to ensure that the University and Residential Life policies and procedures are upheld by all members of the community. Each night throughout the year an RA is on duty from 6pm to 9am, unless otherwise posted. Between the hours of 7pm and 10pm, you may visit the RA on Duty office to obtain guest passes and borrow Residence Hall equipment. If you have an emergency after 10pm, contact the RA on duty.

The McKeon RA on Duty Office is located in McKeon Hall room 22-26. To reach the McKeon RA on Duty between the hours of 6pm and 9am, please call (646)671-9594. The McMahon RA on Duty Office is located in McMahon Hall room 102B. To reach the McMahon RA on Duty between the hours of 6pm and 9am, please call (917) 673-1176.

RESIDENT FRESHMEN MENTORS
In addition to Resident Assistants, freshmen residents will also have a Resident Freshmen Mentor (RFM) living on their floors throughout the year. RFMs are qualified and spirited students whose purpose is to assist incoming freshmen with their transition into the Fordham residential community. RFMs make frequent visits to freshmen rooms to assist in their adjustment to life in the residence hall and the University. They provide guidance to students in many areas, including personal issues and academic concerns and work with the RAs to provide a safe, productive, and enjoyable residential experience for all freshmen residents.
RESIDENCE HALL ASSOCIATION
The Residence Hall Association (RHA) serves as a student advisory committee and the official liaison between residents and the Office of Residential Life, Lincoln Center. The group is comprised of two main boards: the Executive Board and the General Board, which consists of freshmen, upper-class, and law members. Upperclass and Law Members are elected during the Spring semester for the following academic year. Freshmen members and open Upperclass and Law positions are elected in the Fall. RHA’s main goals are to serve as a programming group and to focus on residence hall quality of life issues. Weekly meetings are open to all residents. RHA’s description, goals, and procedures are guided by their Constitution, available in their office, which is located in McMahon Hall room 102A. For more information, contact RHA via email at rhafclc@gmail.com.

2015-2016 Executive Board Members
President: George Kostal
Vice President for McKeon Hall: Kathryn Ott
Vice President for McMahon Hall: Nate Coffey
Treasurer: Connor Mannion
Secretary: Vacant
Director of Public Relations: Meghan Alvarez

JESUITS IN RESIDENCE
The Jesuits in Residence are valuable assets to all residents and an important part of Fordham’s residential community. They pride themselves on being available and approachable to students to discuss any concerns they might have, whether it be academic, spiritual or personal.

McKeon Hall 15-20
Father Vincent DeCola, Assistant Dean of the Gabelli School of Business at Lincoln Center

McMahon Hall 5G
Rev. Robert Grimes, S.J., Dean of Fordham College at Lincoln Center

McMahon Hall 6G
John Shea, S.J., Director of Campus Ministry at Lincoln Center

FACULTY IN RESIDENCE
McKeon Hall 13-20
Joseph Desciak, Freshman Dean of Fordham College at Lincoln Center

FACILITIES OPERATIONS
Leslie Timoney
Associate Director of Campus Operations
timony@fordham.edu
212-636-7119

The facilities staff works hard to prepare all living quarters for your arrival and maintain them throughout your stay in the residence halls. They deserve your cooperation, patience, and respect should you need their assistance. They are available 24 hours a day, 7 days a week. Please direct any problems within the building to the “Work Order Form” that can be found online at www.fordham.edu/reslifelc.
Emergency Procedures

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

New York City has essentially been operating at the United States Department of Homeland Security national security alert level orange since September 11, 2001. 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 such as security alerts, campus-wide voicemail messages, text messages, emails and residence hall floor meetings.

It is important that all members of the Fordham campus community keep the following in mind:

- Be aware of conspicuous or unusual behavior such as unanticipated deliveries, people asking for 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 activity to the Department of Public Safety by calling the McMahon Hall lobby desk at (212) 636-7111 or the McKeon Hall/Law School lobby desk at (212) 636-6975.
- 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 Department of Public Safety.
- In the event of a chemical or biological attack, follow instructions as to whether to remain inside or to evacuate. 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 evacuation procedures as outlined below.
- If evacuation from campus becomes necessary, it will likely involve many more people outside of Fordham, and we will work closely with emergency responders to maintain safety for our students, faculty, and staff.

INFORMATION AND STATISTICS
Fordham University provides campus crime statistics on its website www.fordham.edu. Requests for a hard copy can be directed to the Associate Vice President for Public Safety by phone at 718-817-2222 or in writing to the Associate Vice President for Public Safety at Thebaud Annex, Fordham University 441 E. Fordham Rd., Bronx, NY 10458.

FIRE ALARM SYSTEM
The Residence Hall is equipped with state-of-the-art fire safety equipment, which may involve procedures unfamiliar to some residents. The fire floor, the floor below, and the floor above on which the fire alarm is activated will receive a loud evacuation tone and students will be asked to evacuate. The remainder of the building will receive a fire emergency signal (similar to a department store bell), which alerts residents that there is an emergency within the building and they should stay within their apartment or suite until receiving further instructions. Instructions will be given over the public address system in each apartment, suite and lounge. It is critical for each resident to know the location of the fire safety equipment:
- Fire Extinguishers – located at each floor stairwell exit.
- Fires can be very dangerous and residents should always be certain that they will not endanger themselves or others when using a portable fire extinguisher to put out a fire.
- Pull Stations – located on each floor near the stairwell exit.
- Sprinkler Heads – located on the ceiling or wall of each room in the residence halls.
- McMahon Hall Stairwell Exits - Stairway A in the east wing, Stairway B in the west wing.
- McKeon Hall Stairwell Exits - Stairway A in the east wing, Stairway C in the west wing.

Fire safety equipment, such as fire doors, the alarms and fire extinguishers, are here to protect lives and property. Tampering with such equipment is extremely dangerous. Tampering with fire extinguishers, standpipes, hoses, fire alarms, and/or smoke detectors may result in automatic dismissal from the residence hall. Tampering with other fire safety equipment will result in sanctions starting at a $200 fine and probation.

**FIRE ALARM PROCEDURES**

In the event of a fire, stay calm. If you have a fire situation in your residence and you must take immediate action, use your judgment as to the safest course of action, guided by the following information:

If The Fire Is In Your Residence:
- Close the door to the room where the fire is and leave the residence.
- Make sure EVERYONE leaves the residence with you.
- Close the residence door.
- **GO TO THE CLOSEST STAIRWELL AND PULL THE MANUAL PULL STATION.**
- **PROCEED DOWN THE STAIRS TO THE LOBBY TO THE SECURITY DESK. DO NOT USE THE ELEVATOR.**

If The Fire Is Not In Your Residence:
- Stay inside your residence and listen for instructions over the public address system.
- If you must exit your residence, first feel the door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- If you can safely exit your residence, go to the closest stairwell and down to the first floor exit.
- If you cannot safely exit your residence or building:
  - Call 911 and tell them your address, floor, room number and the number of people in your residence.
  - Seal the doors to your residence with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
  - Open windows a few inches unless flames and smoke are coming in from below.

**FIRE DRILLS**

There is one announced and one unannounced fire drill at the beginning of each semester. All residents should follow the instructions of the Public Safety and Residential Life staff. Disciplinary action and/or a $25 (minimum) fine will be charged to any resident interfering with a fire drill or failing to follow the instructions of the Residential Life or Public Safety staff.

**FIRE PREVENTION**

Fire prevention is an important and serious component of living in a residence hall. To prevent the possibility of a fire, all residents are expected to:
- Maintain good housekeeping practices.
- Not allow ordinary combustibles to accumulate in any area.
• Remove trash, old papers, and packing materials as soon as possible;
• Remove garbage on a daily basis.
• Keep all corridors and fire doors free from stored items (e.g. bicycles), debris and other obstructions at all times.
• Rest and sleep within designated residences – never in hallways nor in other areas not intended for sleeping.

In addition, flammable liquids such as gasoline and paint thinners are not permitted in the Residence Hall for any purpose. Flammable materials cannot be used as ceiling hangings or light covers. Smoking and possession of or burning of candles, incense and kerosene lamps is also prohibited. Fire safety procedures will be discussed in further detail at the RA’s floor meeting. If you are unclear about any of the procedures, please contact the Fire Safety Director.

EVACUATION PROCEDURES: In case of evacuation, please follow the directions of the staff, public safety personnel and fire professionals.
University Code of Conduct

The following actions are considered violations of the University Code of Conduct and are punishable by sanctions imposed in accordance with the published judicial procedures 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 of or damage to University property and/or theft of or damage to the property of another located on the property of the University. Knowingly receiving, retaining, or disposing of lost or mislaid 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, firefighting equipment or safety equipment.
5. Harassment of another person, whether physical, sexual, or verbal, either oral, written, or cyber.
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 or use of any lethal weapons, explosives, fireworks or incendiary devices.
8. The unauthorized selling, purchasing, producing or possession or 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 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. Failure to surrender the University Identity Card upon the request of clearly identified university personnel (this includes Public Safety 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 clearly identified University personnel (this includes Public Safety) 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 McGinley Center.
Residential Life Policies & Procedures

An environment that is conducive to living, learning and personal growth requires an atmosphere of cooperation among residents and a respect for self, others, and property. The policies and procedures listed below are designed to ensure that the residential experience is a positive one. While the residential life staff assumes some of the responsibility for educating residents about these regulations and enforcing them, ultimate responsibility for compliance rests with every resident. The privilege of living in the Residence Hall requires that residents exercise good judgment and self-discipline by taking responsibility for their decisions and their behavior, as well as for creating and supporting a pleasant living environment.

All residents and guests of the Residence Halls are required to observe the policies and procedures of the Office of Residential Life, including but not limited to those policies and procedures found in the Residential Life Handbook, Lincoln Center Student Handbook, the Residence Hall Agreement, and the University Code of Conduct. 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. 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. Students who choose not to respect the established guidelines will be subject to disciplinary action and may be asked to leave the Residence Hall. Residents who incur repeated violations will be liable for serious disciplinary action. Any violation of the regulations published in the Residential Life Handbook is also a violation of the University Code of Conduct, as stated in the Student Handbook.

ALCOHOL

“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., The President of Fordham University

The primary goal of Fordham’s alcohol policy is to promote an environment in which the misuse of alcohol is not tolerated. This goal can best be achieved by campus-wide involvement in comprehensive and ongoing alcohol education awareness programs. A Fordham University education also includes due respect for the laws of the State of New York. The University cannot condone or remain neutral to the flouting of state laws. Further, all members of the University community must recognize that the campus is not a sanctuary from the laws of the State of New York. Each student, therefore, must assume full personal responsibility for his or her compliance with the New York State Alcoholic Beverage Control Law, the New York General Obligations Law, and with the University policy on alcohol.
Students who procure alcoholic beverages for, or who serve alcoholic beverages to underage persons, who falsify documents, or who contribute in any way to illegal alcohol consumption, are not conducting themselves in a responsible manner. Further, a student who contributes in any way, however minor, to the intoxication of another person may be held personally liable for any injury or damage that the intoxicated person causes or in which he or she becomes involved.

Effective Dec. 1, 1985, New York State amended its laws and statutes concerning use of alcoholic beverages by persons under 21 years of age. Since the University is chartered by New York State, it is the University’s obligation to make every reasonable effort to ensure that the state law is observed on University property and at any University-sponsored events off campus. Alcoholic beverages are not permitted on University property except as specified in this policy. Only students and their guests who are 21 years of age or older may purchase, possess or consume alcoholic beverages on University property as specified in this policy. Please refer to the Student Handbook to review New York State law. All residents of the Lincoln Center Residence Halls are bound to observe the Fordham University Alcohol Policy.

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. “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.
   a. **Students age 21 or older may not possess or consume alcohol in McKeon Hall.**
   b. 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. The University prohibits the possession of items used for common distribution of alcohol on leased or owned university property. Such items include, but are not limited to, kegs and party balls. Kegs or beer balls, full or empty, along with all associated hardware are prohibited in every residence hall and will be permanently confiscated. Students in possession of such material will receive a $250 fine per keg or beer bong per person, and will be placed on residence hall probation or dismissed from residential life.
4. Drinking games and rapid consumption techniques and devices (e.g. funnels, shot glasses, beer pong tables, bars, bar signs, 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), or charging a fee when hosting parties. Possession of empty alcohol containers, even for decorative purposes, is prohibited.
5. The University prohibits the possession and consumption of alcohol within public areas and administrative and academic buildings, without permission from the Dean of Students or his designated representative. Alcoholic beverages are not allowed in the lounges, hallways and 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 twenty-one 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 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 your residence hall staff and evidenced by such factors as the presence of alcohol, excessive noise, or the number of persons present. In the interest 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 one case of beer (or its equivalent) per person assigned to the room.

**ALCOHOL AND OTHER DRUG EDUCATION OPPORTUNITIES**

The Alcohol and Other Drug Education (AODE) Program operates within the Division of Student Affairs and oversees comprehensive substance abuse prevention at Fordham University’s Lincoln Center campus. Prevention initiatives include education, environmental management and early intervention strategies. Each component is part of an integrated approach that is science-based as well as student centered. For more information, please contact:

Kelsey Thomas, Assistant Director for AODE| Lowenstein room 408
(212) 636-6250 aodelc@fordham.edu or www.fordham.edu/aode

**Educational & Referral Services**

The AODE program is designed to provide individual and population targeted interventions that focus on the reduction of high-risk use of alcohol and other drugs. Individual focused interventions provided by AODE includes the Brief Alcohol Screening and Intervention for College Students (BASICS) program, which offers reflective exercises, assessments and personalized feedback sessions to students who violate the University’s alcohol and other drug policy. These interventions are designed to enhance awareness and understanding of personal behaviors and perceptions related to substance use, and develop strategies to reduce the risks associated with the use of alcohol and other drugs.

The goal of the AODE program is to unite faculty, administrators, students and staff alike in creating an environment that fosters healthy lifestyles and reduces the risks associated with alcohol and drug abuse. The program is dedicated to the Jesuit tenet *Cura Personalis* by helping each student reach his/her potential, both academically and personally. It is believed that the years a student spends in college builds a foundation for career and involvement choices, as well as forming relationship networks. This idea is at the core of the AODE program’s prevention and intervention methods.

**Peer Education**

Students also play a vital role in the prevention effort. In the Fall, the Office of Alcohol and Other Drug Education will be forming a student wellness committee, responsible for programming with a distinct focus on healthy decision making, social responsibility and general wellness in all aspects of life including relationship
health, substance use, sleep hygiene, exercise and nutrition. All students are welcome to join this committee as well as participate in any of their programs.

For more information, please visit our website at: www.fordham.edu/aode for free and confidential alcohol and marijuana online screening and feedback programs, or to learn more about information about the resources, staff and services provided by the Alcohol and Other Drug Education Program at Fordham University.

BARBECUES
Because of the fire hazard, barbecues are only permitted when hosted by Sodexo and approved and supervised by a Residential Life staff member. Private grills or hibachi barbecues are not permitted for use in the residence hall.

BICYCLES, SKATEBOARDS, AND SCOOTERS
Bicycles, skateboards, and scooters should remain in your residence hall room or be secured to designated racks when not in use and serial numbers should be registered with the University’s Security Office. Due to the threat of injury to pedestrians, bicycles, skateboards, and scooters may not be ridden on campus. Bicycles, skateboards, and scooters are not permitted to be kept in lounges or the lobby, nor should they block building exits, stairways, or hallways. The University assumes no responsibility for bicycles, skateboards, and scooters that are stolen, lost, or damaged while on University property. Motorized scooters are not permitted in the residence halls.

BULLETIN BOARDS AND POSTING
Throughout the year, notices containing information pertinent to resident students are posted in high-traffic areas. In addition, emails are sent out that reinforce the information found on bulletin boards and postings. All students are urged to read and be aware of these notices. Students who post notices in the Residence Hall must follow the University standards of posting as required by the Office of Student Activities. A full listing of policies is stated in the Lincoln Center Student Handbook. Posters or other signs that have not been approved for posting by the Office of Student Leadership and Community Development or the Office of Residential Life, or which have been placed in inappropriate locations, will be removed, and disciplinary action and/or fines may be levied against the individual or organization responsible. All McMahon and McKeon Hall postings must be left with the Office of Residential Life for distribution. Self-postings in the residence hall are not allowed.
CABLE SERVICE
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 judicial action if cable television hardware in a given suite or bedroom is damaged or modified to splice cable service. Do not create tripping hazards within your apartment.

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CANDLES AND INCENSE
Due to fire hazard, burning or possession of candles or incense is not allowed in the Residence Hall. Candles or incense found in a residence hall room are subject to confiscation and will be discarded. Violators are subject to disciplinary action and/or a minimum $50 fine per person.
CHECK-IN AND CHECK-OUT

Check in
A student moving into the Residence Hall is responsible for completing an emergency notification card via University portal and a room condition report (RCR) in cooperation with Residential Life policy. Please take the time to thoroughly document your apartment. This report is kept on file.

Check-out
A student changing rooms with approval, leaving the Residence Hall, or for May closing, is responsible for notifying the Resident Assistant of his or her departure date. The student must then arrange a meeting with a staff member of Residential Life to assess the condition of the apartment/room or follow proper check out procedure. A Room Condition Report (RCR) must be completed with a Residential Life staff member (NOT a security staff member) unless otherwise communicated. Residents will be held responsible for any damages found during inspection that were not included on the RCR filed at opening.

Residents should clean their rooms, discard trash, remove extra furniture and/or non-University property from their room or suite, and should return all furniture to its original location and position (i.e. return couches and chairs to common room, etc.). If you are the first to leave, clean your apartment/room and/or make arrangements.

Failure to leave the room in the condition in which it was found will result in a damage assessment and possible disciplinary action. Failure to complete these steps in May will result in the assignment of a closing fine, which will be placed on the student’s bursar account. Students failing to check out properly, including cleaning the suite, turning in the room key, meeting with an Office of Residential Life staff member, and completing an RCR, will be fined $100, in addition to any damage or lost key charges. Students who do not submit their room key are not considered officially checked out and may be subject to additional Residential Life charges. Students must move out on the date and time assigned by the Office of Residential Life. Students may only move out prior to the date assigned if they are vacating the Residence Hall. Students checking out late may be charged $25 per hour.

University IDs will be deactivated at the end of each academic year.

COMPLICITY
Condoning, supporting, or encouraging a violation of university policy is considered a violation of Residential Life 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.

DATA/INTERNET JACKS
The University provides data outlets in each bedroom and WiFi throughout the building to provide individual access to the internet. The cost for this service is assessed through the Technology Fee. Students are asked to be careful with the jacks, outlets, molding, and other data equipment in their rooms. 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 personal router access points, and will be charged a monetary fine if found having them. If you have any questions or concerns with Internet service, please email helpit@fordham.edu.

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 drug 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 ministers are available for such help.

ELECTRICAL APPLIANCES
Safety concerns also mandate that only certain electrical appliances are allowed in the Residence Halls. Acceptable appliances include: iron, radio, stereo, TV, microwave oven, electric razor, hair-dryer, personal computer and coffee pot. Unacceptable electrical appliances and other electrical devices include: mini-fridges (small refrigerators) in McMahon Hall, hot plates and other open element electrical appliances, halogen lamps and space heaters. McKeon Hall residents are permitted to have mini-fridges. Prohibited electrical equipment will be confiscated and a warning of further disciplinary action will be given.

If extension cords are used they should be UL approved and of a “heavy duty” quality. The use of many electrical items at the same time may cause fires. Since electrical surges may occur periodically, the Office of Residential Life recommends the use of surge protectors and does not assume liability for damage caused by electrical surges. Students will be charged for removal of any appliances left behind.

ELEVATORS
Elevators are for the convenience of all residents. Because of extensive use, they deserve great care. Overloading, manually holding the doors open, and jumping in the elevator while it is in transit will cause elevators to shut down. Please use the “open door” button to hold the door. Elevator repairs are expensive and in cases of vandalism residents will be responsible for repair costs. Fines from $300 to $700 will be assessed for residents caught jumping while the elevator is in transit.

ENTRANCE/EXIT
All residents are expected to enter and exit their respective buildings through the lobby on the first floor or the plaza level entrance when it is open. All guests should be accompanied by a resident and must enter and exit the residence hall through the lobby on the first floor of either building.

EXPLOSIVES AND WEAPONS
All weapons, knives, firearms, ammunition, hunting arrows, potentially injurious war souvenirs, explosives, fireworks, firecrackers, highly flammable materials, and dangerous chemicals are prohibited in the Residence Halls. Possession or use of such explosives or weapons will result in confiscation and disciplinary action.

FAILURE TO COMPLY
Students who fail to meet deadlines or to comply with the requirements of sanctions of previous judicial incidents will be found responsible for this violation and may be placed on probation or be subject to a more serious sanction. Students who fail to comply with hearing officer requests to attend hearings or who fail to comply with judicial sanctions may receive additional fines.
FITNESS CENTER
The Fitness Center, located on the second floor of McMahon Hall, is equipped with weight equipment, treadmills, and elliptical machines. Hours of operation are Monday through Friday 7:00am to 11:00pm and 7:00am to 9:00pm on weekends. All faculty, administrators, staff, and students are welcome to use the fitness center. Guests are not allowed. All fitness center users are required to have their ID in their possession. The Fitness Center will be closed on Tuesdays and Thursdays from 10:45-11:30 AM for scheduled cleaning.

HALL SPORTS
Hall sports are prohibited in the Residence Halls. These activities in a residential community may be dangerous to other persons and can result in considerable damage to the Residence Hall, including the fire safety equipment. The resultant noise and obstructions may also negatively impact the community.

HARASSMENT
All University employees and students are to be treated with respect. Use of abusive language, including but not limited to profanity and threats, or unwanted physical contact are considered harassment and will be dealt with severely as violations of both the Office of Residential Life and University policies. Please refer to the Lincoln Center Student Handbook for further information. All disciplinary cases involving harassment of staff will be handled by the Director or Assistant Director of Residential Life.

HOLIDAY LIGHTS
Holiday lights of any kind are not permitted to be displayed in the Residence Halls at any point in the year due to hazardous conditions. Students will be fined up to $25.

HOUSING LOTTERY AND ASSIGNMENTS
A lottery is held 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, posted in the residence halls and communicated via email. To complete your application and enter the lottery process, you must submit the deposit by the deadline. Those residents who were not permitted to participate in the Housing Lottery because of ineligibility, disciplinary reasons, or a late filing of application materials may be assigned a room through the Overflow Lottery process.

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 suitmates 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 suitmates to avoid misunderstandings.

ID CARDS
Students are required to have their University identification cards with them at all times and are required to surrender IDs to any authorized University official upon request. Resident student ID cards are programmed to allow them access to
their respective building. McKeon resident ID cards also allow them access to the residential floors of the hall. ID cards are to be used only by the student to whom the card was issued. Students are not allowed to give their ID cards to another student or guest in order to facilitate unauthorized entry into the building.

KEYS
Each student will be issued a room key upon check-in. Students must return keys to residence hall staff when they move out or a fine of $25 per key will be issued. A student who loses a key may have to pay a $60 charge to have the lock changed. Replacement keys may be requested by filling out a work order online (www.fordham.edu/reslifelc). During the end of the year checkout, credit will not be given for keys returned after designated move out dates, or for keys returned improperly, such as being slid under the RA’s door, given to security, or mailed to the Office of Residential Life. Students found with duplicate keys may be subject to disciplinary action and a fine. Students will be charged $25 for keys not returned during the check-out process.

LAUNDRY ROOMS
The McMahon Hall laundry rooms are located on the 2nd, 10th, and 16th floors. The McKeon Hall laundry room is located on the 11th floor. It is advised that all students watch their clothing while it is in the laundry room. In consideration of fellow residents, all clothes should be promptly removed upon completion of the wash or dry cycles. The University is not responsible for lost items left in the laundry room unattended. In an effort to maintain a clean, orderly facility, items left over one week will be removed and donated. Problems with equipment should be reported online using the work order form.

LOCKOUTS
It is a student’s responsibility to carry his/her key at all times. Students who find themselves locked out of their room may come to the Office of Residential Life from 10am to 6pm Monday through Friday to be allowed access to the room. From 6pm to 1am Monday through Friday and 10am to 2am on weekends, the RA on duty will handle lockouts. At other times, see security at the front desk. Students who have repeated lockouts may be subject to disciplinary sanctions or fines. After the first 3 lockouts, the student will be charged a fine of $25. Excessive lockouts are subject to additional fines.

LOUNGES
McKeon Hall
McKeon Hall has lounges on each floor. However, the lounges on the 18th and 20th floors are designated quiet lounges for the purpose of individual study. Special lounges include the Dance Studio on the 12th Floor, Game Lounge on the 14th floor, Movie Lounge on the 16th floor, Mini Kitchen on the 17th floor, and full kitchen on the 22nd floor.

McMahon Hall
McMahon Hall has four lounges. The lounges on the 5th and 17th floors are quiet lounges designated for individual study. The lounges on the 8th and 14th floors are soft lounges.

Around-the-clock “consideration hours” are in effect in all lounges. Light fixtures, bulbs, and furniture are not to be removed from the lounges. Fines will be issued to those students found in possession of lounge furniture. Additionally, no alcoholic beverages may be served or consumed in any lounge regardless of age.

MAIL SERVICE
All resident mail for students living in McMahon and McKeon Halls will be delivered directly to the campus mailroom, located in McMahon Hall. Each student will share a mailbox with his or her roommates. All mail should be addressed as follows:
Residents receiving packages will receive a text message when their package has arrived. In order to retrieve packages, students must present their Fordham ID to the mailroom clerk. Students can contact the mail room at x7117 and the package room at x7848. While we do not encourage parents to mail monetary gifts, we do ask that any gifts with monetary value should be sent via certified mail in order to track said mail. We are not responsible for any untrackable letters or packages.

MEETINGS
Your residence hall staff will, from time to time, announce mandatory floor meetings and programs. Students are required to attend such events as important information about residential life policies and procedures will be discussed. Advance notice for such meetings will be given when possible. If you cannot attend the floor meeting or program, arrangements must be made in advance with your RA.

MORAL GROWTH AND RESPONSIBILITY
The faculty, students, staff, and administrators of Fordham University are informed by the Jesuit, Catholic tradition of responsible moral living. Residence hall life 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. Cohabitation may lead to sanctions ranging from Residence Hall probation to dismissal from the Residence Hall.

MOVING CARTS
Moving carts are owned by the University to assist students in moving in and out of the Residence Hall. These carts are provided as a matter of convenience during hours when the Office of Residential Life or the RA Office is open. Please be considerate of other students and return the carts within one hour. All carts must be signed out and your Fordham ID left with a Residential Life staff member.

NOISE CONSIDERATION/QUIET HOURS/AMPLIFIED NOISE
Fordham promotes an environment conducive to study in the Residence Halls at all times of the day and night. To assist in maintaining this environment, resident students must therefore make every effort to respect the right of other individuals to study. **An around-the-clock consideration policy exists, and quiet hours are enforced between 11 p.m. and 9 a.m., Sunday through Thursday, and between 1 a.m. and 9 a.m., Friday and Saturday.** Maintaining these policies is the responsibility of all students. Staff members are available for enforcement when residents’ efforts are unsuccessful in resolving a situation. Stereo speakers and audio equipment may not be aimed out of the windows and doorways because of disruption to others. Any noise clearly heard beyond the confines of a student’s room represents a breach of the consideration policy. There is a minimum $25.00 fine for noise violations, or an equivalent educational sanction, with the possibility of further disciplinary action and removal of stereo speakers or audio equipment.

NON-DISCRIMINATION POLICY
Fordham University reaffirms its policy of nondiscrimination. The University is an academic institution that, in compliance with federal, state and local laws, does not discriminate on the basis of race, color, creed, age, gender, national origin, marital or parental status, sexual orientation, alienage or citizenship status, veteran status, or disability.
No otherwise qualified person shall be discriminated against in any program or activities of the University because of disability. Likewise, no person shall be discriminated against on the basis of sex. A compliance officer is available to address any complaints alleging discrimination on the basis of disability or sex. Georgina Arendacs may be contacted in the Office of Legal Counsel, Administration Building, Room 223, Rose Hill Campus, or by phone at (718) 817-3112. Fordham University does not knowingly support or patronize any organization that engages in discrimination.

**OCCUPANCY REPORTS**

Occupancy Reports are completed by Residential Life staff in order to keep an accurate list of residents. This information is also required by law for use in the event of fire or other emergencies. Students are required to cooperate with Resident Assistants in completing this report at any time during the year. Failure to attend mandatory first floor meetings (at which Occupancy Reports may be completed) obligate students to seek out their Resident Assistant or the Resident Assistant on duty. Providing inaccurate information will lead to disciplinary action.

**PARTY REGISTRATION**

**No parties will be permitted in McKeon Hall.** To sponsor a party at which alcohol will be served in McMahon Hall, an event registration form must be completed and returned to the RD at least seven days in advance. If approved by the RD, the following apply:

1. Sponsors must meet with the RD to discuss state laws, the Office of Residential Life and University policies and additional responsibilities.

2. The RD will decide if an event is appropriate and establish guidelines pertaining to acceptable quantities of food, alcoholic and nonalcoholic beverages.

3. Kegs and beer balls (full or empty) are prohibited in the Residence Hall and will be confiscated. Students in possession of such materials will receive a $250 fine per keg or beer ball and may be placed on probation or dismissed from the Residence Hall.

4. There may be 3 guests for every 1 person assigned to an apartment, with a maximum of 9 guests in a 3 person 3 bedroom suite, 12 guests in a 4-6 person 2 bedroom suite or a 4 person 3 bedroom suite, and 18 guests in a 6-9 person 3 bedroom suite. All hosts are responsible for the behavior of their guests.

5. The host(s) agree(s) to abide by all regulations listed on the party registration form.

6. Failure to abide by the Office of Residential Life policies regarding the use of alcoholic beverages is considered a violation of the University Code of Conduct.

7. If other Residential Life and/or University regulations are allegedly violated because a student is under the influence of alcohol, a judicial hearing will be conducted both for the incident itself and for the alcohol policy violation.

8. All illegal use of alcohol will result in its confiscation and disposal by Security or Residential Life staff and further sanctions, which may include but not be limited to disciplinary reprimand, work hours, and Residence Hall probation.

9. Anyone with an open container of alcohol in a public area will face disciplinary action.

**PETS**

For the sake of cleanliness and safety, residents are not permitted to have pets or animals of any kind, including fish and reptiles, in the Residence Hall. Residents found with animals in their custody will be subject to disciplinary action and will be required to immediately remove the pet. Any students found with a pet will be charged a $350 fine.
PUBLIC SAFETY
Public safety is responsibility shared by the entire University community. Resident students have a special responsibility to keep apartment and bedroom doors and bolts locked at all times, and to deny entrance to unauthorized individuals. Residents should immediately notify the Residential Life staff and Public Safety of any suspicious person or other emergency in the building. A security guard provides coverage twenty-four hours per day for the Residence Halls. The security guards greet students and guests and check their ID’s. The security guard will be supervised by the Public Safety Department, but will work in conjunction with the Residential Life staff members. Resident students must show their ID to gain entry into the residence hall. Public Safety staff can be contacted at all times at x7111.

RESERVATIONS
The rock garden and the McMahon Hall meeting rooms may be reserved for special functions sanctioned by the University through the Office of Residential Life. Individuals reserving any spaces MUST provide contact information when reserving this space. The Office of Residential Life reserves the right to hold these rooms, when needed. Meeting rooms must be returned to their original conditions. No smoking is permitted. The first floor meeting room, McMahon Hall room 109 may be reserved for functions sanctioned by the University. Reservation of the first floor meeting room is handled through the Conferences Services Office for day events. Evening events in room 109 are reserved for student events through the Office of Residential Life; room is used as is. No alcoholic beverages may be served or consumed in any lounge or in the rock garden.

ROOFS, BALCONIES, AND UNAUTHORIZED AREAS
In the interest of safety, resident students and their guests are prohibited from entering the roof and restricted areas of the residence halls. 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 lounge amenities and laundry facilities are funded by the residents of the building. Access to these facilities is limited to resident students living in the hall. Violation of this regulation may result in dismissal from the Residence Hall.

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) or Resident Freshmen Mentor (RFM) for advice. The RA/RFMs are trained to help with these situations and have the experience of living in the halls behind them.
• If your efforts are still unsuccessful, approach your RA/RFM about mediating the conflict. Staff members 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. RA/RFM will consult a Resident Director (RD) about the mediation. RDs may also conduct more serious mediations themselves.
• If the above steps are unsuccessful, ask your RA/RFM about securing a Room Change. The RA/RFM can describe the process and contact the Resident Director. It is the Resident Director who must authorize any room change, and he or she will consult with your RA/RFM 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 if a room change is approved. Your RD will do
his or her 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 to be threatening. In addition, room change requests made for reasons of race, creed, color, religion, age, parental status, sexual orientation, citizenship status, veteran status, disability, and/or nationality will not be examined. If a room change is granted to students, all residents with new suitemates must complete a Suitemate Agreement Form that can be obtained through their Resident Assistant.

Parents and others concerned with specific roommate conflicts should contact the student’s Resident Director. Requests for assistance with roommate conflicts made by parents or others on behalf of students will result in staff approaching the student. The Resident Director will also answer questions and explain the roommate conflict mediation process. Students seeking authorization for room changes must obtain the Resident Director’s approval and should explore available room options with him or her. When a new room is selected, the student must arrange with his/her new Resident Assistant to complete a check-in RCR and with his/her former Resident Assistant to complete a check-out RCR.

Students may not change bedrooms within a given suite or anywhere in the building without properly applying for a room change with the Office of Residential Life. Judicial 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. A roommate responsible for creating conflict through inconsiderate actions or harassment will be subject to disciplinary action and a possible mandatory room change.

**No Room Change requests will be examined during the first four weeks of the semester.** 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, RFMs, and RDs are trained to help with this educational process. Later, in the weeks before and during Housing Lottery, 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, noxious 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 Office of Residential Life Handbook, Student Handbook or Residence Hall Agreement.

**ROOM INSPECTIONS**

Entry can be made by any authorized University official or agent after knocking and after no response for a reasonable lapse of time. Residential Life and facilities staff members must inspect each residence hall 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. Students will be held responsible for uncleanliness, damages, or policy violations found during these
inspections. The following policy violations may result in fines assessed without a judicial hearing: presence of unauthorized university property, candles/incense, cable splice, smoking, halogen lamps, dartboards, tapestries, and illegal appliances. All such fines and charges will be placed on students’ bursar accounts and students will receive a notice detailing the charges. Fines from violations found in the common areas within the suite will be issued to all suite residents; fines from violations found in bedrooms will be issued to all bedroom residents.

ROOM VACANCIES
Changes in housing assignments, including the allocation of empty beds, are arranged through the Associate Director for Housing Operations. Any openings in rooms/apartments will be assigned to new students on an on-going basis. Students living in a unit may request roommate(s) to assume any empty space(s); however, a request is not a guarantee such moves will occur. In keeping with the principles of fairness and social concern that guide community living in a residence hall, resident students should welcome new roommates/suitmates. If a student is found to be difficult with a new roommate/suitmate or actively seeks to create a hostile environment for such people, the student may be subject to disciplinary action, including possible relocation or dismissal.

SECOND FLOOR ACCESS FOR NON-RESIDENTS IN MCMAHON HALL
Access to the Fitness Center, the Counseling Center and Health Center in McMahon Hall are via stairway A, located in the east wing of the building.

All individuals seeking access to McMahon Hall residential facilities should enter through the first floor entrance, including McMahon Hall residents with valid ID. Non-resident students using the lounge or exercise room cannot gain entry to the building via the second floor elevators. Please respect this security setup, the purpose is to keep non-residents out of the residential section of the building.

SMOKING AND E-CIGARETTES
Smoking is prohibited in all Fordham University buildings. This includes 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. Clove, bee-dee cigarettes, and cigars are prohibited. Smoking paraphernalia, such as ashtrays and hookahs are prohibited. E-cigarettes are permitted in the residence hall, but should not be smoked inside any Fordham University building. To implement and enforce this policy, common courtesy and consideration towards others should be exercised. Smokers should show consideration towards individuals entering McMahon Hall when smoking under the awning entrance to McMahon Hall at 155 West 60th Street. When smoking outside, please do not litter, and properly dispose of your cigarette butts. Failure to comply will result in verbal or written warnings, educational sanctions, or fines ($50). Repeated violations could result in dismissal from the residence halls.

SOCIAL HOST
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.

SOLICITATIONS
No solicitors, sales people, or agents, whether students or others, are permitted to personally contact students for commercial purposes except when authorized by the University. In these cases, permission must be obtained from the Office of Residential Life. Students are not allowed to use their rooms for commercial purposes. Additionally, students
may not post fliers on room doors or visit rooms for advertising or promotional purposes (i.e. promoting parties or websites).

**TELEPHONE**

The telephone connection fee is included in the room rate for all on-campus residence halls. All student rooms are configured with one active telephone jack (supporting a telephone or modem/fax). If residents wish to connect and use the telephone system, they must provide their own telecommunications device. 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 Rose Hill campus. To call a number off campus, students must call collect or use a calling card.

**THEFT AND DAMAGE TO PERSONAL PROPERTY**

Money, clothing, and valuables can be stolen from Residence Hall rooms that are left unoccupied and unlocked. The University cannot be responsible for any loss due to theft, fire, vandalism, accident, or students’ negligence and does not provide insurance for personal property. Students are strongly encouraged to inventory all personal belongings and to record serial numbers where possible. Students are strongly advised to have their parents’ homeowner’s/renter’s insurance cover their personal property or obtain apartment insurance. In the event of theft, a Residential Life staff member or Public Safety officer should be immediately advised. If a room lock is not operating properly, please report it using the work order form. Students will be subject to disciplinary action if they are involved in any theft and/or damage to the property of another person or the University.

**THROWING OF OBJECTS**

In the interest of safety, it is unacceptable to throw or drop 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 are not allowed to 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. Students found in violation of this policy are subject to serious disciplinary action, including possible dismissal from the Residence Hall.

**UNIVERSITY PROPERTY**

Public signs, public fixtures, and non-university furniture are prohibited in the residence halls due to overcrowding and cleaning issues. Examples include beds, couches, etc. Students should not have unauthorized University property in their apartments. Violators will be fined for the first offense, and will be subject to further judicial action and/or full repair and replacement costs. University property will be removed if not authorized to be in student rooms.

**VANDALISM**

Vandalism to any building, to any University property, or to any individual’s personal property is prohibited. Tampering with windows and/or window locks is a serious offense and is subject to fines and/or dismissal from the residence hall.

**VIDEOTAPING, RECORDING, AND PHOTOGRAPHY**

A student’s right to privacy is important in a community setting. In an effort to uphold this right, students must have consent from all individuals being videotaped, recorded, or photographed. Videotaping, recording, and/or photography may not incite violence or violation of University and/or the Office of Residential Life policy.

**VISITATION AND GUEST POLICIES**

The Visitation and Guest Policies in the Residence Hall provide resident students the opportunity to permit guests in their room. While providing for this interaction, the policy is also sensitive to residents’ needs for a level of privacy in a community environment, the balancing of rights among resident students and the need for safety and security.
Roommates/suitemates 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 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 policy, the home school and/or parents will be notified, and the guest will be asked to leave the campus immediately and/or be banned from campus. Guests must show a valid picture ID when signing into the residence hall and overnight guests must show their guest pass upon entrance to the residence hall and when requested by the residence hall staff and security.

1. Visitation Policy: A Visitor is a person who gains access and leaves the Residence Hall with a resident as their host between the hours of 6:30 a.m. and 3:30 a.m. Residents can only have two visitors at one time. All visitors, including Fordham commuters, must sign in and display a form of identification at the security desk. All visitors must leave McMahon by 3:30 am and it is the resident’s (host) responsibility to sign the visitor out. Hosts that sign their visitors out after 3:30am or not at all will be charged a fine. Please note, fines start at $15 and increase relative to the severity or habitual nature of the violation(s). Continuous violations will result in losing visitation and guest privileges determined in judicial meetings with the Resident Director for Law Students and/or the Assistant Director of Residential Life. Residents can appeal their visitation violation within 7 days of receipt of their fine. Appeals need to be turned into the Office of Residential Life between 10AM and 6PM with the original fine slip and any additional supporting documentation.

2. Guest Policy: Undergraduate residents may host no more than 2 overnight guests of the same sex at a time for two nights within a seven-day period. Law residents may host no more than 2 overnight guests of either sex for two nights within a seven-day period. Regardless of host, a guest cannot obtain a guest pass for more than nine nights within a thirty day period. Guest passes must be obtained 24 hours in advance in the RA on Duty office with the exception of Tuesday’s (7PM to 8:45PM). In order to obtain a guest pass, a resident must present their valid Fordham ID, must know their guest’s full name, home address, date of birth, and emergency contact number. Law and graduate students are permitted to request same night guest passes.

The host (resident) must accompany their guest at all times. If the guest is found in violation of University policy they may be asked to leave immediately and/or be banned from the campus.

A host (resident) found in violation of the guest policy will be subject to disciplinary action and/or fines. Disciplinary action can include dismissal, warnings, probation or further fines. The Office of Residential Life reserves the right to limit or restrict guest visitation. Guests signed into the residence hall who later receive a guest pass must still sign out of the building.

Extended Guest Passes: For upperclass residential students wishing to host guests for more than two nights there is a different process. Students must stop by the Office of Residential Life and fill out an extended guest pass form. Forms must be submitted at least one week in advance of their guest’s arrival. Moreover, all roommates and suitemates of the host must sign the extended guest pass form, noting that they agree to share their living space with the visitor. The extended guest pass form is available in McMahon 108 and online in a PDF format at www.fordham.edu/reslifelc.
Below, please find the guest guideline table. It outlines how many people can be in an apartment at any given time:

<table>
<thead>
<tr>
<th>ROOM</th>
<th>GUESTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-person room</td>
<td>4 guests</td>
<td>6 persons</td>
</tr>
<tr>
<td>3-person room/suite</td>
<td>6 guests</td>
<td>9 persons</td>
</tr>
<tr>
<td>4-person suite</td>
<td>8 guests</td>
<td>12 persons</td>
</tr>
<tr>
<td>6-person suite</td>
<td>12 guests</td>
<td>18 persons</td>
</tr>
</tbody>
</table>

Please remember that only two people (guests or visitors) may be signed in per resident.

WINTER AND SPRING BREAKS
Students living in University housing must abide by the Winter and Spring break policy. McKeon Hall will be closed during Winter Break. If you need to remain on campus in McKeon Hall over Winter Break, there are limited opportunities to do so and you will be assessed a fee. McMahon Hall does not close, but residents who desire to reside on-campus during a designated break period may be required to contact a staff member and complete a sign-up form 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 may be limited and/or suspended during break periods, specifically around the New Year’s holiday and graduation weekend. Be aware that building maintenance may be scheduled during low occupancy periods.
Student Conduct System

One of the primary goals of the residential community at Fordham is the 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 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, 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.

STUDENT CONDUCT PROCESS

Behavioral concerns are communicated to the Office of Residential Life through the completion of a Documentation Report. Any member of the Residential Life staff or campus community may write Documentation Reports. A Documentation Report does not dictate a student’s guilt or innocence. It is simply a factual statement of the circumstances surrounding an incident, and includes the names of all persons associated with the situation.

The Documentation Report is forwarded to the appropriate Residential Life staff members (Resident Directors, Assistant Director of Residential Life, Director of Residential Life, or Dean of Students) for investigation. The Documentation Report is handled and investigated by the Resident Director of the population of which the individual(s) belongs. As such, the Resident Director serves as the primary Hearing Officer for incidents that occur within his/her designated population of students. The Resident Director will, however, consult with fellow Resident Directors when incidents involve students from multiple buildings or populations.

In order to conduct an investigation, the Hearing Officer or a designated staff member will notify the accused student of the specific alleged violation(s) and will schedule a hearing. A student may waive the right to a hearing, in which case the violations will be handled in the student conduct process in his or her absence. If a student fails to appear for a scheduled hearing, a decision may be made in their absence and the student may receive a failure to comply violation.

After the investigation has occurred, if a student is found in violation of the policy, a sanction or combination of sanctions is imposed. In order to further the educational process and foster a positive community, all Hearing Officers are encouraged to utilize their judgment and discretion when issuing student conduct sanctions in order to properly relate the sanction(s) to the violation(s). The Resident Directors and Assistant Director of the Office of Residential Life may impose sanctions up to and including Residential Life Probation, Disciplinary Reprimands, Research/Reflective Papers, Work Hours, Community Service Projects, Educational Projects,
Alcohol and Other Drugs Education Class, Restitution/Monetary Fines, and Online Education Programs. In addition to the range of sanctions listed above, the Director of Residential Life may impose more serious sanctions up to and including Dismissal from the Residence Halls, and University Disciplinary Probation. If, after the investigation, the student is not found in violation of policy the potential violations will be dropped.

Below is a description of some of the sanctions available to the Hearing Officers within the Office of Residential Life. This list is not exhaustive. Students are encouraged to seek out a staff member (RA or RD) to clarify Residential Life policies and student conduct procedures.

**SUSPENSION OR DISMISSAL 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 hall with his/her belongings within 24 hours unless otherwise specified.

**UNIVERSITY DISCIPLINARY PROBATION**
The student shall not represent the University in any extracurricular activity, or run for or hold office in any student organization. If deemed appropriate by the Hearing Officer, the student may also be barred from all extracurricular activities, barred from areas on campus where alcohol is served, and/or allowed on University property only to the extent that his/her class schedule and his/her residence on campus requires. Additional restrictions or conditions may also be imposed. Violation of any of the terms of disciplinary probation subjects a student to immediate suspension or expulsion (dismissal) from the University.

**RESIDENTIAL LIFE PROBATION**
The student is advised that future violations of Residential Life and/or University policies may result in dismissal from the residence halls or more serious sanctions. Residents on Residential Life Probation at the time of the Housing Lottery may automatically be placed in overflow housing. In February, the Resident Directors and/or the Director of Residential Life will review the cases of all students in Overflow Housing to determine if the student(s) should be allowed to participate in Lottery. It is the student’s responsibility to contact a Residential Life staff member to schedule this review meeting.

**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 Food Service, Public Safety, Community Service, or another office on campus. 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 Housing Lottery.

**DISCIPLINARY REPRIMAND**
The student is advised (verbally or in writing) that future violations will result in more severe disciplinary action.

**EDUCATIONAL PROJECTS/PAPER**
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,
critique of film, etc. All projects must be completed by the appropriate deadline to avoid additional sanctions and/or removal from the Housing Lottery.

**ALCOHOL AND OTHER DRUGS EDUCATION PROGRAM**
Students who are found in violation of Residential Life and/or University policy pertaining to alcohol and illegal drug use may be required to meet with the Assistant Director of Alcohol and Other Drug Education in the Office of Student Leadership & Community Development to participate in the Alcohol and Other Drugs Education (AODE) Program. This series of meetings is designed to educate and re-educate students about alcohol and other drug use, as well as the decisions and consequences that go with such use. The meeting addresses participant’s knowledge, attitude, and behavior concerning alcohol and other drugs and promotes low risk choices regarding all substances.

**ALCOHOL.EDU**
The Alcohol.Edu program is an online, science-based course that provides a detailed education about alcohol and its effects on the body and mind. Alcohol.Edu will empower the resident to make well-informed decisions about alcohol. The course will be administered by the Assistant Director of Alcohol and Other Drug Education in the Office of Student Leadership & Community Development. The cost of the course is $30.

**E-TOKE**
The E-Toke program is an online education course that provides information about marijuana and its effects on the body and mind. The course will be administered by the Assistant Director of Alcohol and Other Drug Education in the Office of Student Leadership & Community Development. The cost of the course is $30.

**FINES**
Appropriate fines may be assessed for various infractions of policy, including incomplete sanctions, and will appear on the student’s Bursar Bill.

**NOTIFICATION TO PARENTS OR GUARDIANS**
If the student involved in a Residential Life policy violation is claimed as a dependent, the Office of Residential Life reserves the right to inform his/her parents/guardians of the pending disciplinary charges, 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 Director of Residential Life or Dean of Students. It is suggested that students inform their parents whenever they are involved in an incident.

**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 Security 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 the Assistant 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 Alcohol and Other Drug Education 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, Health Services or an outside program for substance abuse evaluation and appropriate treatment.

In circumstances described above, the student(s) aiding an intoxicated or impaired individual by contacting Security or Residential Life staff 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 Assistant Director of Residential Life and/or staff from the Alcohol and Other Drug Education Program.
What happens after an incident is documented?

INCIDENT
A student is involved in an incident of some kind. Staff observes the incident.

DOCUMENTATION
The staff member confronts and documents the incident and forwards the documentation to the appropriate Student Conduct Hearing Officer.

HEARING LETTER
The Hearing Officer examines the documentation, sends the student a hearing letter outlining potential violations and schedule a student conduct hearing.

STUDENT CONDUCT HEARING
The Hearing Officer meets with the student, hears the student's recollection of the incident, discusses and explains the adjudication process, and any policies in question.

SANCTION
If the Hearing Officer determines there are violations of policy, the student is held accountable and receives an appropriate sanction.

If the Hearing Officer determines there are no violations, there may still be a conversation about the incident.

NOTE: All proceedings in the Student Conduct process are confidential. Once they submit documentation, RA/RFMs are not privy to sanctions. Please see your RD for any further information.
Room and Building Care

It is the expectation of the Residential Life staff that students regularly clean their rooms/suites. At the conclusion of the academic year, the common areas, rooms, and apartments are expected to be left in the same condition in which they were found. The rooms and furnishings must be kept in presentable condition at all times. It is expected that students will be considerate of University property and give it proper care and treatment.

REPAIR SERVICES
Maintenance personnel are on call to correct and prevent mechanical and electrical problems in all areas. Residents should complete a work order online by visiting www.fordham.edu/reslifelc. Facilities staff will make repairs between 10:00 a.m. and 8:00 p.m. While you will not be notified when a Facilities staff member visits your room to inspect and to make repairs, the staff will always knock before entering a room. Your cooperation with the Facilities Office will ensure prompt attention to problems and efficient maintenance. Do not attempt repairs on your own. You will be charged for all damage related to repairs you attempt.

EXTERMINATION SERVICE
The Residence Hall receives extermination service in all public areas every Thursday. If your apartment requires the services of an exterminator, please complete a single, detailed work order online at www.fordham.edu/reslifelc.

HOUSEKEEPING SERVICE
The University provides daily custodial service for common areas, such as lounges, corridors, stairwells, and public bathrooms. Cleaning is done between 7:30 a.m. and 10:00 p.m. Students are expected to clean their own rooms and suites—including bathrooms, kitchens, and living rooms. Students may request emergency custodial services for major mishaps in their residence rooms. Residents are expected to assist the custodians. Conditions such as large carpet or furniture stains, or broken furniture, should be reported immediately.

GENERATOR
The Residence Halls have generators, which have the ability to run the building on full power in the event of a power outage. In order to ensure the generator remains in working condition, it is necessary to test it every month. Power transfers typically occur on the first Thursday of every month at 10:30am. During the transfer of power between the main utility and the generator and back there may be a slight blip in power. It may be necessary to reset alarm clocks. Also, the elevators are shut down momentarily during power transfers.

Fordham is enrolled in the Electric Demand Reduction program to help the utilities cope with peak load crisis periods. This will result in several periods of generator operation lasting two or more hours throughout the year.

ROOM CARE/CLEANING
You are responsible for cleaning your apartment. Failure to do so may result in judicial action. You should purchase your own cleaning supplies (Swiffers, Clorox Wipes, Windex, etc.). Vacuum cleaners are available for checkout in the Office of Residential Life or the RA Duty Office.

BATHROOM
We suggest cleaning your bathroom at least every 2 weeks. You should purchase cleaning supplies for your apartment. Your cleaning routine should include the following:
• Clean the inside and outside of the toilet, including the base.
• Wash the sink, the faucet area, and clean the entire mirror.
• Wash the soap residue in the bottom of the shower. A plastic pot-scrubber is perfect for this.

COOKING GREASE
Do not pour cooking grease down the kitchen drain. Let the grease solidify and dispose of it in the trash. Be careful with hot grease as most of our fire related emergencies are due to the improper heating of grease.

DUSTING
It is recommended that you dust your apartment about every two weeks to prevent dust build up.

SUSTAINABILITY
The University has undertaken a number of initiatives to conserve energy and resources including the following enhancements that you will notice: high speed hand driers to eliminate the use of environmentally costly towels, motion controlled lights and LED technology lights.

10 Ways to reduce your carbon footprint while living in the Residence Halls:

1. Attempt to keep your lights off. Instead, try using the natural light from our large windows.
2. Maintain a moderate temperature in the apartment: not too hot in the winter, or too cold in the summer. Keeping your window closed will help.
3. Reduce “phantom power” by using a power strip for electronics such as chargers, televisions, and printers that use energy when powered down. Please turn off the power strip when you are not using these items.
4. Power down your computer instead of having it sit idle on the screensaver. This simple move actually reduces energy by 65%.
5. Take the stairs when you can (especially if you live on the lower floors in McMahon Hall). Elevators consume a good deal of electricity.
6. Do full loads of laundry, instead of frequent, smaller loads of laundry.
7. Conserve paper: print double sided when you can and reuse the blank side of single pages before disposal.
8. Recycle! Take cloth bags to the supermarket for your groceries. If you use plastic shopping bags, reuse them as trash can liners. Some stores will give you rewards for using the reusable grocery bags, so invest in a few. Rinse your glass, metal, and plastic containers before tossing them in the recycling bin in your suite. Once full, take the recycling bin to the trash room and sort the recycling into the correct pail.
9. Promote reuse by contributing your old clothing and accessories to the quarterly Goodwill drives in McMahon and McKeon Halls.
10. At move out, sort your left over food and belongings into the donation bins located in designated areas.

ROOM INSPECTIONS
Representatives from the Facilities and/or the Office of Residential Life will periodically inspect apartments/suites to check for cleanliness, safety, health, and fire hazards. Inspections also identify the need for preventative maintenance. When possible, you will be notified prior to these inspections. Inspections will take place as needed, on a formal and informal basis.

Room Condition Reports (RCR) will be completed at the start of each semester, and will be referenced during Fall & Spring inspections and move-out. Changes in the RCR that are not the result of normal wear-and-tear are subject to disciplinary action and/or fines. Residents are responsible for insuring the RCR’s accuracy.
VACUUMS
Residents may sign out vacuum cleaners by leaving their ID in the Office of Residential Life between 10 AM and 6 PM or in the RA Office between 7 PM and 10 PM. The Office of Residential Life has a limited number of vacuums and we ask that students do not keep vacuums longer than one hour. By vacuuming often, you can ensure a long life for your carpet, and create a more pleasing atmosphere.

DAMAGE ASSESSMENT
As a resident, you are not simply renting a room; you are part of the Residence Hall community. As such you are expected to take responsibility for the safety of the building and its residents. Responsibility for the maintenance of an environment free of vandalism is, ultimately, the task of all the individuals who live in the building. RAs and security personnel are expected to facilitate safety and security measures within the Residence Hall’s boundaries, but you must do your part by confronting or reporting the following situations: strangers in the building; students damaging the building or property in it; and persons engaged in behavior inappropriate to the development of community living.

INDIVIDUAL CHARGES
The University holds each student accountable and responsible for damage to University property beyond normal wear and tear. Breakage or marring of furniture; defacing of walls, ceilings, carpets; use of nails, screws, staples; damage to windows and doors; or general vandalism to University property will result in damage charges and possible disciplinary action. This includes debris thrown out of room windows, build-up of trash around the building, etc. Residents of an apartment are accountable for charges to repair any damage caused by vandalism in their own apartments.

GROUP CHARGES
Residents of the entire building are responsible for all common areas, including: stairwells, lobbies, entrance doors, laundry rooms, office areas, elevators, lounges, the fitness center, and all other common areas. If a student or group of students can be identified as being responsible for an act of vandalism, they will be held accountable for damage charges (actual or standardized). If a specific individual or group of individuals cannot be identified for damages in a public area, the assessments will be made against all individuals in that area. Any damages in public areas of the Residence Hall such as elevators, laundry rooms, fitness center, lounges, bathrooms, hallways and stairwells will result in community fines in the amount of the necessary replacement/repair costs. Disciplinary action and/or fines may be added for repeated offenses.

Residents will be responsible for attending a floor meeting called by their RA and/or RD to discuss any incidents of vandalism that need to be cost-assessed and billed. Repeated acts of vandalism of the same type or in the same area will result in residents doing work hours, in addition to any financial compensation, and/or dismissal from the Residence Halls. Damage billing charges will be for actual repair/replacement costs, when available. A listing of current damage charges is available from the Office of Residential Life. Billing for damage assessments will take place on a monthly basis or as necessary. Fines will be placed directly on your bursar account. Please contact the Director of Residential Life or the RD with any ideas you may have to facilitate a damage-free environment.

DAMAGE CHARGES
*Note: These prices are a general guide and are subject to change based on actual repair/replacement costs. Disciplinary fines may be added for repeat offenses.*
<table>
<thead>
<tr>
<th>Damage Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damaged fire door/stairwell door</td>
<td>$1200</td>
</tr>
<tr>
<td>Damaged/missing smoke detector</td>
<td>$250+$200 fine</td>
</tr>
<tr>
<td>Disabled/covered/damaged smoke detector</td>
<td>$250+$200 fine</td>
</tr>
<tr>
<td>Damaged fire bells, system panels, pull stations</td>
<td>$200+$200 fine</td>
</tr>
<tr>
<td>Damaged/missing fire extinguisher/exit sign equipment and casing</td>
<td>$200+$200 fine</td>
</tr>
<tr>
<td>False Fire alarm</td>
<td>$200+$200 fine</td>
</tr>
<tr>
<td>Non-compliance during fire drill</td>
<td>$25-up</td>
</tr>
<tr>
<td>Playing sports in the hallway</td>
<td>$50-$250</td>
</tr>
<tr>
<td>Miscellaneous fire violations</td>
<td>$50-$250</td>
</tr>
<tr>
<td>Damaged wireless access points</td>
<td>$2,000</td>
</tr>
<tr>
<td>Damaged wireless access point antenna</td>
<td>$50</td>
</tr>
<tr>
<td>Telephone cable</td>
<td>$100-$300</td>
</tr>
<tr>
<td>Telephone jack</td>
<td>$100</td>
</tr>
<tr>
<td>Damaged elevator doors/controls replacement</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Damaged Elevator lights/ceiling panels/floor tile/ carpets</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Damaged/missing elevator sign</td>
<td>$125+$200 fine</td>
</tr>
<tr>
<td>Garbage or graffiti in elevators</td>
<td>Clean/repair costs</td>
</tr>
<tr>
<td>Propping main apartment/bedroom door</td>
<td>$85</td>
</tr>
<tr>
<td>Damaged/missing door</td>
<td>$1200</td>
</tr>
<tr>
<td>Damaged/missing/window locks</td>
<td>$85</td>
</tr>
<tr>
<td>Broken window</td>
<td>$250</td>
</tr>
<tr>
<td>Broken window handle</td>
<td>$85</td>
</tr>
<tr>
<td>Damaged/missing blinds</td>
<td>$110</td>
</tr>
<tr>
<td>Damaged wall</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Paint entire wall</td>
<td>$100</td>
</tr>
<tr>
<td>Paint wall chipped (small)</td>
<td>$25</td>
</tr>
<tr>
<td>Paint wall chipped (medium)</td>
<td>$50</td>
</tr>
<tr>
<td>Marks to walls and tape residue</td>
<td>$25</td>
</tr>
<tr>
<td>Damaged ceiling tiles</td>
<td>$32 per tile</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>Towel bars</td>
<td>$35</td>
</tr>
<tr>
<td>Damaged carpets/ floor</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Damaged/missing light fixtures (living room/bedroom)</td>
<td>$90/$60</td>
</tr>
<tr>
<td>Reattaching light cover</td>
<td>$25</td>
</tr>
<tr>
<td>Damaged cable outlet</td>
<td>$60</td>
</tr>
<tr>
<td>Damaged/missing sofa</td>
<td>$435</td>
</tr>
<tr>
<td>Damaged/missing love seat</td>
<td>$310</td>
</tr>
<tr>
<td>Damaged/missing lounge chair</td>
<td>$195</td>
</tr>
<tr>
<td>Damaged/missing coffee table</td>
<td>$105</td>
</tr>
<tr>
<td>Damaged/missing dining room table</td>
<td>$295</td>
</tr>
<tr>
<td>Damaged/missing dining room/desk chair</td>
<td>$75</td>
</tr>
<tr>
<td>Damaged/missing desk</td>
<td>$220</td>
</tr>
<tr>
<td>Damaged/missing mattress</td>
<td>$125</td>
</tr>
<tr>
<td>Damaged/missing bed frame</td>
<td>$150</td>
</tr>
<tr>
<td>Damaged/missing dresser</td>
<td>$200</td>
</tr>
<tr>
<td>Damaged/missing refrigerator/stove rack</td>
<td>$12.50</td>
</tr>
<tr>
<td>Damaged/missing freezer door</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Damaged/missing cabinets</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Damage/MISSING</td>
<td>Replacement Cost</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Oven</td>
<td>Replacement cost</td>
</tr>
<tr>
<td>Miscellaneous Vandalism</td>
<td>$25-$200</td>
</tr>
<tr>
<td>Excessive Uncleanliness (Determined by ORL &amp;/or Facilities)</td>
<td>$25-$200</td>
</tr>
</tbody>
</table>

Any damages to public areas of the Residence Hall will result in community fines in the amount of necessary repair/replacement costs, plus any appropriate fines.
Room Information

AC/HEATING UNIT
With the frequent fluctuations in the New York weather we wanted to clarify the operation of the climate control systems in the Residence Halls as well as offer some recommendations as how to best manage your room’s temperature. If you have any questions or need assistance with managing the climate control in your room, please connect with your Resident Assistant or Resident Director.

McMahon Hall
The heating/air-conditioning unit is in the vent unit located directly under the window. The controls are on the far right of the silver vent/screen on the top of the unit. Lift up the far right section to operate the controls. For fresh air, push down the “fan only” button. For cool air push the “high” or “low” buttons and adjust the temperature dial to the cool section. The temperature dial must be turned clockwise towards “cooler” for the unit to provide cool air. Heat is only available when the steam system to the apartments has been turned on for the year. The steam system will only supply heat when the outside air temperature is below 55 degrees during the day or below 45 degrees at night, and the interior temperature of the building indicates heat is needed. The heat will fluctuate with the temperature. If you tend to get cold then always leave your heater on the heat setting to get heat whenever the steam for the building is activated. We keep the Residence Hall temperature around 72 degrees; if you need to be warmer wear heavier clothing during the change of season. Very intense hot weather outside (above 100 degrees) may cause the air conditioner unit to overheat and shut down. During intense heat waves, keep your blinds closed to keep the room cool. Only operate the air conditioner when you are home. Do not leave the unit running while you are out. Additionally, in an effort to conserve energy we recommend that you do not open your window and operate the heater/air conditioner at the same time. Try to maintain your apartment at a reasonable temperature throughout the year.

McKeon Hall
The heating/air-conditioning control panel is located next to the door to your room. Air conditioning in the building is not active when the outside temperature is below 65 degrees. Therefore the cooling option will not show on your thermostat display. If you wish to cool your room during those periods we recommend putting the fan option on high with your window open to better circulate the air in your room.

If you find your room to be too cool, the heat option is available year-round but it needs to be activated and the desired room temperature needs to be set higher than the current temperature of the room. To activate the heat on the thermostat, push the “system” button until you are able to see heat icon come up on the display. In an effort to be more environmentally friendly and save on energy, we ask that you turn down the heat in your room when no one is present and at night when sleeping.

BUNK BEDS
No beds in either Residence Hall should ever be bunked without prior approval from Facilities.

CIRCUIT BREAKERS
In McMahon Hall, the circuit breaker box is on the wall outside your kitchen. Do not obstruct the box. Do not “reset” tripped circuit breakers. Report any problems by filling out the online work order at www.fordham.edu/reslifelc.
DECORATIONS
Room and apartment decorations are certainly encouraged as a means of personalizing your living space. However facilities and safety concerns limit the kinds of acceptable decorations. Because of the fire hazard, tapestries and other hangings on ceilings, doorways, over lights, over heaters or from fire safety equipment are prohibited. **Holiday lights are not permitted in the Residence Hall** at any point during the semester due to hazardous conditions.

**Use “fun tack” ONLY for any wall or door hangings.** All “fun tack” installed in the apartment must be removed from all surfaces before checkout. Carefully remove adhesives from the wall to prevent damages. Please keep in mind that you will be billed for any chipping, peeling, or pockmarks sustained as a result of any hangings. If a portion of a wall is damaged, the responsible student will be billed for painting the entire wall. In order to prevent such damage, tape, double-stick tape, nails and thumbtacks are not permitted in the residence hall.

A minimum of $25 will be charged for detaching any items posted on the outside of the front door. Any decorative items posted on the front door are considered to be in public view and must be respectful to all members of the Fordham community. You may be asked to remove items posted on the outside of the front door if they are deemed inappropriate or may lead to damage.

FURNITURE
You may move furniture around the apartment/room but not outside the apartment/room. Bicycles and other equipment must be stored in your apartment/room. Please use the furniture for its intended purpose. Do not use the couch as an ironing board or stack furniture. Lounge furniture is for the lounge; it may not be removed from the lounge to an apartment/room. The lounge furniture is a different color from the apartment/room furniture so it is easily recognizable to the Office of Residential Life staff. Non-University furniture is prohibited in the Residence Hall.

DELIVERY/GUEST SIGN-IN
For your protection, no one is allowed in the residence hall unless accompanied by a resident. Please inform your friends and family that they are required to sign-in at the desk and wait for you in the lobby. Take-out services may not deliver to your apartment. Please go down to the lobby to meet the delivery person.

KITCHEN PASS-THROUGH IN MCMAHON HALL
The pass-through ledge from the kitchen to the dining room in McMahon Hall should not be used as a shelf or seat. The pass-through is intended to hand food from the kitchen to the living room.

LIGHT SENSORS
For energy conservation, hallway lights are equipped with motion-activated light sensors. Tampering with the sensors will lead to judicial action.

LOCKS AND KEYS
Your key opens only your apartment door and/or your bedroom door, not the other bedrooms. The front door locks automatically. Always be sure to carry your key. Do not keep your door open by “throwing” the bolt or altering/obstructing the locking mechanism or doorjamb. This is a fire hazard, causes unnecessary wear on your door and prevents you from having the security of a locked door. Doors that are found in violation will be locked and a fine will be assessed.
A replacement key is $15. In order to obtain a replacement key, you must fill out a work order to have it replaced. In some situations, the lock may need to be changed and you will be charged an additional fee of $60. Keys may not be transferred or loaned to any other individual.

LOFT BEDS
Individually constructed loft beds are unsafe, prohibited by the New York State Building Authority, and in violation of fire department codes. For these reasons they are prohibited in Fordham University Housing. Beds can be raised to waist height. Place an online work order at www.fordham.edu/reslifelc to have your bed adjusted.

REFRIGERATOR
If you are a McMahon Hall resident, do not move your refrigerator from the designated location in your kitchen. It is not necessary to defrost the freezer or fresh food compartments. Your refrigerator is designed and equipped to defrost itself automatically. Complete a work order if your refrigerator malfunctions.

RUGS
Large bound rugs are not permitted in the Residence Hall. Due to the University’s effort to maintain an eco-friendly campus, students are not permitted to bring bound rugs larger than 3’x5’ due to the excess waste it creates at the end of the academic year. Bathmats and small rugs are permitted. Rugs left behind will result in fines.

SHOWER
All residents are provided with a shower curtain for their shower. If you decide to purchase your own shower curtain, we recommend purchasing one that is 80 inches long. Be sure to keep your shower curtain inside the shower basin when showering in order to prevent flooding.

Always clean the drain cover after you shower. If you lose hair while showering or have hair longer than shoulder length, purchase a drain cover. If your shower drain is clogged or slow to drain, complete an online work order to have the clog cleared.

SMOKE DETECTORS
Smoke detectors are located in each apartment/suite. The smoke detector is not connected to the fire alarm system of the Residence Hall; it is only a warning to the students in the apartment. Unless you are in danger, do not open your door when the smoke alarm activates. When you open your apartment door to alleviate a smoke situation, you will set off the building alarm.

The smoke detectors are not battery operated. When the detector malfunctions or “chirps,” fill out a work order for a new smoke detector. Call Security at (212) 636-7111 to open apartment windows when the smoke detector activates due to smoke condition.

SPRINKLER SYSTEM
The Residence Hall is equipped with a full sprinkler system. The sprinkler head is a 2-inch silver prong extension near the ceiling of your room. Do not hang anything on the sprinkler head as the sprinkler head releases 20 gallons of water per minute when activated/broken. Residents may be dismissed from the Residence Hall for breaking a sprinkler head and charged for any damages caused by the sprinkler activation.
TOILET
You are responsible for providing toilet paper. Do not dispose of facial tissue, q-tips, paper towels, sanitary napkins, tampons or cleaning wipes in the toilet as these items will clog the toilet. It is recommended that residents purchase a small trash can for their bathroom. Report any problems with the flushometer or leaks in the toilet body online using the work order form.

TRASH/RECYCLING
Recycling is mandatory in the Residence Halls and garbage disposal/recycling centers can be found on every floor of the Residence Halls. There is a $25 charge for disposing trash in other places. Plastic, aluminum and glass items must be separated from the regular trash.

VENTS
There are vents located near the ceiling in the kitchen, bedroom, and bathroom. Do not obstruct the vents. Clean the vents regularly, as dust and grease will collect on the cover.

WINDOWS
The windows in the Residence Halls are designed as an architectural accent to allow sunlight into your living space. The heating/AC unit controls the temperature in the apartment/bedroom, and should be used as such. The window hardware (handles, hinges, locking mechanisms) are typical of NYC construction. Tampering with windows or window locks are grounds for severe disciplinary action. You are asked to follow these steps to maintain your apartment windows:

- Never leave your window open overnight or when you are not in your room during the day.
- Wind gusts can cause the window to slam shut, damaging the locking mechanism and other window parts. Never allow an air vacuum in your apartment where the draft causes the front doors and windows to slam shut.
- ALWAYS close the windows before you leave and gently close the front door. When you enter your apartment/suite, be sure to gently close the front door behind you, so open windows do not slam shut.
- Leaving windows open for extended periods of time causes the ceiling to bubble and crack. Windows are required to be closed during high wind warnings or when winds are gusting over 20 mph.
Firmly rooted in the Christian Gospel, the Roman Catholic faith, and inspired by the spirituality of St. Ignatius Loyola and the Jesuits, Campus Ministry at Fordham University seeks to provide opportunities and resources for spiritual growth to members of our community of all faith traditions. Fordham Campus Ministry realizes its mission by attending to the pastoral needs of the University through the celebration of Masses, spiritual retreats, devotional services, Christian Life Communities, ecumenical and inter-faith activities, faith formation, residence hall programs, liturgical ministries, spiritual direction, pastoral counseling, and liturgical music.

We hope to help students to find God’s presence in daily life. People of all faiths are invited to enjoy the peace and solitude of the Blessed Rupert Mayer, SJ Chapel, also located on the second floor. The Chapel is open from 7am-11pm and is a space of peace and prayer available to all members of our community. Zen meditation cushions, as well as chairs and kneelers are always available for all prayer preferences. Muslim prayer rugs are available on the 3rd Floor in Room LL346.

We warmly invite you to stop by our office in Lowenstein 217 to see what may be right for you. All are welcome, respected and valued!

Mass Schedule (when classes are in session):
Sunday Evening: 5:15pm in the Church of Saint Paul the Apostle (corner of 60th and Columbus)
Monday-Friday: 12:15 PM, Blessed Rupert Mayer, SJ Chapel (LL 221)

All incoming students and their families are invited to the Welcome Mass on Sunday, August 30th at 3pm in the Church of St. Paul the Apostle, just across 60th street from Lowenstein.

The entire Fordham community is invited to the Mass of the Holy Spirit, a tradition in Catholic Universities marking the beginning of the school year, at 12:30pm on Thursday, September 10th on the outdoor plaza. At this Mass, the University gathers to ask God’s blessing on our community and on all of our endeavors during the upcoming academic year. All are invited!

Opportunities to Get Involved:
*Christian Life Communities (CLC)| *Liturgical Ministry| *Music Ministry| *Spiritual Direction| *Zen Meditation| *Rite of Christian Initiation of Adults (RCIA)| *Campus Ministry Student Leadership Team|
*Faith-Based student clubs and organizations| *Residence Ministry| *Retreats: Fresh-Vision, Emmaus, Cor, Second Wind, La Cueva Silent Retreat, Charis Senior Retreat, Men’s Spirituality, Women’s Spirituality, Interfaith Retreat, Contemplatio Silent Ignatian Retreat|, and much more!

For more information about any of our programs, please stop by Campus Ministry located in Lowenstein 217, call (212) 636-6267, or email us at campusminlc@fordham.edu.
Looking for an exciting internship, part-time or full-time job? The Offices of Career Services and Experiential Education can help! Discover ways to connect your classroom experience to the world of work through the Fordham Futures Program, a four-year approach to career education and professional development.

Experience sits at the epicenter of a Jesuit liberal arts education. Students are encouraged to embrace the world with a restless curiosity and to immerse themselves in its everyday life. The Fordham Futures Program values an education rooted in the liberal arts and sciences, as well as the importance that experiences play in the life of the heart and mind. Fordham Futures connects the core curriculum to experiential learning, and highlights an integrated liberal arts perspective to career awareness, preparation, and presentation.

Our Offices provide the following services (among many more!) to help you explore your professional path, and to develop the skills that will help you reach your goals. For further information on all services, programs, and events, please visit: www.fordham.edu/career.

**Career Counseling Services:** Schedule a one-on-one appointment with a career counselor to review your resume and cover letter, and to discuss successful job and internship search strategies. To schedule an appointment online, please visit: www.fordham.edu/career. Also, feel free to stop by Career Services during walk-in hours every Thursday from 12-5PM.

**Fordham CareerLink:** Sign in to Fordham’s exclusive online job & internship database by using your my.fordham login information. To gain full access of your account, and to view part-time, full-time, and internship opportunities, be sure to attend the Level 1 CareerLink Workshop!

**CareerInsights:** Explore a Fordham-exclusive research tool that will help target and inform your job and internship search. Log past experiences in your profile, search jobs held by Fordham students and alumni by major or desired industry, discover graduates’ salaries with SalaryView, track recruiting cycles with Offerview, and more! Log in today at fordham.12Twenty.com.

**Professional Development Workshops:** Attend skill-building presentations to learn more about interview skills, professional etiquette, networking, career fair prep, and more!

**Career & Internship Fairs:** Take advantage of these incredible on-campus networking and recruiting events! Meet employers and explore exciting opportunities at companies throughout NYC. We host five Career & Internship Fairs throughout the academic year, including the Fall and Spring Career & Internship Fairs, as well as the more field-specific Arts, Communications & Media, Accounting & Finance, and Careers for the Common Good Fairs.

**On- & Off-Campus Networking Events:** Gain valuable information about your field of interest at informational panels and networking events. Network with recruiters, alumni, and current interns, as they share expertise and advice for future career opportunities. Events are offered both on- and off-campus to provide unique, firsthand glimpses into the world of work. Exclusive events and enlightening employer site-visits are scheduled throughout the year, so be sure to stay in touch with Career Services through social media!

**Fordham Career Ambassadors (FCAs):** Hear from successful fellow students and learn how to make the most of your college career! FCAs are the student voice of Career Services, and are here to help you with any questions you may have. Inquire about the FCAs at: fca@fordham.edu.
Fordham’s Counseling and Psychological Services (CPS) is a comprehensive mental health center that is dedicated to promoting the emotional and psychological health and wellness of our students. At CPS, we recognize that University life can be stressful due to academic, financial, family, and social pressures. These stressors can sometimes contribute to or exacerbate difficulties such as depression, anxiety, substance abuse, trauma, or trouble with sleeping, eating or attention. CPS provides a range of services to help students address and cope more effectively with their stress and psychological concerns. No matter what challenges you’re experiencing, our free and confidential services can help you better understand your difficulties, build self-awareness, and enhance your coping skills, academic performance, self-esteem, relationships, and overall well-being.

Counseling and Psychological Services are:
• Confidential! Not a part of the student’s educational record.
• Free! All services are offered to students at no charge.
• Available to all Fordham students!

DISABILITY SERVICES
45 Columbus Ave., Room 106
(212) 636-6282 | www.fordham.edu/career
disabilityservices@fordham.edu
Office Hours: Please check website or call

Ms. Mary Byrnes, Director
Ms. Jessica Hawkins, Assistant Director
Ms. Erin Koch, Assistant Director

The Office of Disability Services (ODS) at Fordham University works closely with students, faculty, and University administrators in order to provide the most effective accommodations to students with documented disabilities. Types of disabilities registered with ODS include everything from learning disabilities, ADHD, low vision/blindness, and hearing impairment to physical mobility disabilities, chronic illnesses,
psychological/psychiatric illnesses, food allergies, and more. Students are eligible to receive academic accommodations once they have formally registered with ODS and have completed an intake appointment.

DINING SERVICES
Lowenstein, Room SL15
(212) 636-6066 | www.FordhamUDining.com
Facebook: Fordham University Dining
Twitter and Instagram: @Fordham_Dining

Fordham University Dining Services offers students culinary experiences tailored to their diverse schedules and needs. Menus are thoughtfully planned with nutrition, taste and variety in mind. Lincoln Center features new dining options that include:

- Undergraduate Dining Hall (Law School 1st floor) - a community dining facility featuring all-you-can-fare dining
- Schmeltzer Dining Hall (Law School 2nd floor) - Sammies, Slice of Life, and the Grille at 62nd
- BONMi (located on 62nd across from Lincoln Square) - offers Vietnamese inspired dishes
- Cronin Cafe featuring Jazzman’s Cafe (Law School Library 6th floor) - Specialty coffees, delightful pastries, and more
- Ram Café (Lowenstein Plaza) - A Fordham favorite, The Ram Café recently introduced a new and expansive build-your-own salad bar, plus enjoy your favorite grill items and delicious hot entrees!
- To view up-to-date hours of operation, please visit our website www.FordhamUDining.com

Meal Plan Facts and Benefits:
- Ultimate flexibility, unlimited dining, and Declining Cash Balance (DCB) at great value!
- Unlimited plans allow students to dine at their convenience and enjoy all-you-can-fare dining as often as they desire in the Undergraduate Dining Hall.
- Fordham Dining’s Block plans allow you to use a set amount of meals throughout the semester, when you want, where you want.
- Adding even more flexibility and variety, our unlimited plan and Block Plans includes DCB to use at all of our dining locations.
- Students may use their meal plans on the Rose Hill or Lincoln Center Fordham University Campuses.
- 200 Plus, 200, 175 Plus and 175 Block meal plans are purchased per semester, any unused meal swipes will be forfeited at the end of each semester
- Commuter plans, Block 100 and Block 75 are valid for the entire academic year and will carry over from Fall to Spring semester.
- Unsure what meal plan is right for you? Visit www.FordhamUDining.com and select “Meal Plan Professor” under the Dining Plans tab. After answering a few questions, Professor Plan will use his knowledge to guide you to the right meal plan!

Meal Plan Options
For the freshman resident student residing in McKeon Hall:
- Fordham University requires first-year residents in McKeon Hall to enroll in one of the following dining plans: Unlimited, Block 200 Plus, Block 200, Block 175 Plus or Block 175. To learn more about dining options, please visit www.FordhamUDining.com

For students residing in McMahon Hall:
- Fordham University does not require students residing in McMahon Hall to purchase a meal plan however, these students are able to purchase any meal plan of their choice. To learn more about dining
options, please visit www.FordhamUDining.com. Any meal plans purchased voluntarily (not required by Fordham University) are non-refundable.

Commuting Students:
- Fordham University does not require students who commute to purchase a meal plan however, these students are able to purchase any meal plan of their choice. We have specifically designed a Block 100 Plan and Block 75 plan to meet the needs and schedule of our commuting students. These plans are valid for the entire academic year in which they are purchased. Swipes carry over from Fall to Spring semester. In addition, Declining Cash Balance is the perfect option for students dining on-campus a few days a week. To learn more about dining options, please visit www.FordhamUDining.com. Any meal plans purchased voluntarily (not required by Fordham University) are non-refundable.

Declining Cash Balance (DCB)
All students are welcome to purchase Declining Cash Balance
- Declining Cash Balance (DCB) works like a Debit account, where one begins with an amount of money and deducts purchases from the balance.
- All funds are attached to their student ID card
- Funds can be used at any Fordham University Dining location
- On-Campus purchases made with DCB are exempt from 8.875% sales tax on the Rose Hill and Lincoln Center campuses and 7.375% tax on the West Chester campus.
- DCB can be purchased online through the “Shop Now” tab on www.FordhamUDining.com
- DCB will expire upon student graduation
- DCB cannot be used at off campus locations.
- There are no refunds on any DCB purchases.

Your Fordham University ID Card serves as your meal card, and is presented when you enter our Undergraduate Community Dining location or make a payment at any on-campus dining location. Once a dining plan account is opened, funds may be added to the account by visiting the “Shop Now” tab on our dining website, www.FordhamUDining.com.

Questions?
fordhamfood@fordham.edu

Campus Nutrition
Our campus Dietitian, Melanie Ordway is dedicated to providing expert, creative and practical nutrition education to the entire Fordham Campus community. To reach out to Melanie, please e-mail SodexoRD@Fordham.edu.

Catering
Catering services are available 7 days a week for all students, faculty, and staff. Fordham Dining Services offers a wide range of events and pricing for the informal gathering or meeting to the most elegant dinner affair. Stop by our catering office, located in Lowenstein, Room SL15 to pick up a full service catering menu or a student catering brochure. In addition, these materials can be viewed by visiting the “Catering” tab on our website, www.FordhamUDining.com.

Employment with Fordham University Dining Services
Interested in a part-time job or internship on campus? We are always looking for student workers and Marketing interns. Any student interested in a position at dining services is invited to e-mail fordhamfood@fordham.edu, call 718-817-4515 or ask for more information at any of our dining locations.
Dorothy Day Center for Service & Justice
Fordham University is steeped in the Jesuit tradition of service and the promotion of social justice. The Dorothy Day Center for Service & Justice (DDCSJ) supports and encourages ongoing student involvement in a broad array of service projects, urban internships and service-learning experiences in the NYC community. The work takes many forms and serves to fortify and enrich students’ connection to the diverse NYC community. CSJ is grounded in the Jesuit philosophy of homines pro aliis, men and women for and with others. We work to create mutually beneficial relationships rooted in respect for the dignity of all persons and want our students to reach their full potential of mind and heart. We provide 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 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.

Service Learning Program
The CSJ also sponsors the Service-Learning Program, combining academic learning in the classroom with volunteer projects in New York City. As a living-learning initiative, it 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 a marginalized group, facilitated by the Dorothy Day Center for Service and Justice in collaboration with faculty members and takes two forms: the Interdisciplinary Seminar and Integrated Service-Learning Courses. Through successful completion of the program, students earn an additional credit for the course in which they are enrolled.

The CSJ also provides resources to those students looking to pursue service after college. Fordham alumni are currently involved in the Jesuit Volunteer Corps, NYC Teaching Fellows & Bilingual Education for Central America (BECA).

Our staff provides information and support to those who want to engage their community through service and praxis. We encourage students to make the Jesuit motto of men and women for others an integral part of their Fordham experience.

GLOBAL OUTREACH
Global Outreach (GO!) is a cultural immersion and service program where students learn about social, political, and environmental issues affecting our local and global communities. We encourage our students to incorporate the program’s four pillars of social justice, community, simple living, and spiritualityity into their daily experience as they work with poor and marginalized communities. We send teams of students consisting of approximately ten students, one student leader, and one chaperone to live, work, and learn with partnering organizations in approximately thirty locations throughout the United States and countries in Asia, Africa, Latin America and Europe.

Global Outreach teams travel to collaborate with our partnering organizations during winter, spring, and summer break. The projects vary in both length and scope. Some projects are one week in duration while others
are more than three weeks long. In addition, some of the projects focus on service related experiences such as working with Stand Up for Kids in San Diego, California, while others are immersion experiences such as living with host families in Miraflor, Nicaragua. Regardless of its focus, each project shares the ultimate goals of creating solidarity, learning about issues of poverty and injustice, and connecting local and global realities.

We encourage our students to become knowledgeable and active citizens and share in the Jesuit philosophy of homines pro aliis (men and women for and with others), fostering an ongoing commitment that embodies and promotes these values in their communities. We welcome students to visit our office to learn more about the program and how to get involved.

To learn more about the Global Outreach program, please visit our website at: www.fordham.edu/go.

HEALTH SERVICES
McMahon Hall, Room 203
(212) 636-7160 | www.fordham.edu/health

Clinic Hours:
Monday and Tuesday: 10:00 AM – 6:00 PM
Wednesday and Thursday: 9:00 AM-1:00 PM; 2:00-7:00 PM
Friday: 10:00 AM – 1:00 PM; 2:00-5:00PM
Saturday: 10:00AM-3:00PM
On Wednesday and Thursday between the hours of 5-7 Immunization, Questions, and Appointment scheduling only.

Kathleen M. Malara RN, MSN, C-FNP Executive Director

The Student Health Center is committed to providing accessible, high quality health care service to Fordham University students. This service is provided in a caring, respectful environment to insure student satisfaction, promote each student’s ability recognize and seek appropriate care and treatment for health problems, and increase each student's knowledge and practice of behavior that promotes health and decreases disease. Health services are by appointment. Walk-ins are welcomed and will be triaged for severity of illness and given the next available appointment; students should call (212) 636-7160 to make an appointment or stop in the Health Service office. When the Lincoln Center Health Services are not operating, Ram Van passes to the Rose Hill office can be obtained at the Office of Residential Life, McMahon 108 (212) 636-7100.

New York State Law 2165 requires all students born on or after January 1, 1957 to demonstrate proof of immunity against measles, mumps and rubella. Student must submit documentation of a vaccination record, or titer demonstrating immunity from their physicians or former school health officials. Those needing a measles, mumps, or rubella (MMR) vaccination can receive it for a charge of $90.00 at the Health Center. New York State Law also recommends meningitis vaccination if not received in the past 10 years. If you refuse the meningitis vaccination, the law requires you to sign and return a waiver. The immunization form and waiver can be found at the Student Health Services web page follow the link to the on-line forms section. Please complete the form by July 16th and fax to 718-817-3218 or mail it. Include your contact information so if there is a problem we can be in touch with you. Please note the Physical Examination portion of the Immunization & Health Form is highly recommended for incoming undergraduate freshman only, especially if you have a medical or emotional concern or are on prescribed medication. If you have
insurance, please attach a copy of your insurance card front & back to the health form. The meningitis vaccine is available for $130.00 at the Health Center.

There is no charge for visits to 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. In the event of an emergency, students are transported to a local emergency room (usually Roosevelt Hospital one block from campus) and are responsible for any cost incurred.

LIBRARIES
The Quinn Library (FCLC)
Lowenstein, Room S11
(212) 636-6062 | www.fordham.edu/library

Hours:
M – Th 9:00AM – 11:00PM (AM Study Zone 6:30AM – 9:00AM; PM Study Zone 11:00PM – 2:00AM)
Fri 9:00AM – 8:00PM (AM Study Zone 6:30AM – 9:00AM) Sat 9:00AM – 7:00PM
Sun 12 noon – 11:00PM (PM Study Zone 11:00PM – 2:00AM)

Robert S. Allen, Director

The Quinn Library at Lincoln Center contains over 400,000 volumes and consists of general collections supporting the undergraduate curriculum, as well as strong holdings serving the graduate schools in education, social services and business administration.

Loan privileges for students with valid University ID: undergraduate students have 28 days; graduate students have until the end of the current academic semester. All checkouts are subject to recall after 14 days.

On-line resources (www.library.fordham.edu) can be accessed on over 100 PCs at Quinn Library and over 350 public access PCs located throughout the Fordham Libraries (this figure does not include Law Library public access computers) and remotely through any web browser. The Fordham Library Catalog, hundreds of academic research databases, and access to other library catalogs are available.

Quinn Library Computer Labs and AV Room: The AV Room (DVD, VHS, CD check-out) is located at the back of Computer Lab A in the rear of the library. Lab B is located in the center of the library and provides full access to computing and print services.

Scan & Copy Facilities Public copy machines are located near the Reference Desk at the Quinn Library. A Book-eye scanner is located across from the Reserve Desk, and a self-check kiosk is located across from the Circulation Desk at Quinn Library.

Reserve Collections Books and other hard copy resources reserved by faculty members for their classes are located at the Reserve Desk at Quinn. Articles and assigned readings are available via remote access on Ares, available on the Library Home Page.

Reference Areas: In addition to standard reference works, this space also contains numerous computers equipped with Microsoft Office Suite and database-searching capabilities. Some of the nearly 400 databases are subject specific, whereas others are multi-disciplinary. Librarians are available to assist with any research or general help questions and can be contacted via live online chat (Ask a Librarian – Library Homepage, E-mail
Intercampus Loan services are available for all LC students, including requesting items from the Walsh and Westchester Libraries to be picked up at the Quinn Library, as well as requesting articles from print periodicals to be scanned and e-mailed directly to your Fordham account. More information is available at http://www.library.fordham.edu/services/intercampus.html.

**The William D. Walsh Family Library at Rose Hill**  
Linda LoSchiavo, Director of Fordham University Libraries  
Circulation: (718) 817-3578

**Hours:**  
M – Th 8:30AM – 12:000AM (AM Study Zone 6:30AM – 8:30AM; PM Study Zone 12:00AM – 2:00AM)  
Fri 8:30AM – 7:00PM (AM Study Zone 6:30AM – 8:30AM; PM Study Zone 7:00PM – 9:00PM)  
Sat 9:00AM – 10:00PM  
Su 12:00PM – 12:00AM (AM Study Zone 10:00AM – 12:00PM; PM Study Zone 12:00AM – 2:00AM)

**INFORMATION TECHNOLOGY SERVICES**  
Lowenstein, Room SL19A  
(718) 317-3999 | www.fordham.edu/IT  
HelpIT@fordham.edu

Hours:  
Monday - Friday 8 a.m.- 8 p.m.,  
Saturday 10 a.m. - 6 p.m.

Fordham IT’s services support your academic goals. Please visit the Student Technology Services website for detailed information on the University Portal, your Fordham Email account (Gmail), Computer Maintenance and Security Tips, IT Support Services, Discounted Computer Purchases, Cellular Services and the Wired/Wireless Network.

**Policies and Guidelines for the use of Technology at Fordham University**  
fordham.edu/itpolicies

Fordham IT Information Technology Services of Fordham University publishes its policies and procedures online to facilitate the appropriate use of all technology resources by faculty, staff, and students.

**Computer Labs**  
fordham.edu/computerlabs

The Public Access Lab is located in the Quinn Library in the Lowenstein Building. Here students can utilize both Macintosh and Windows computers. Access is available to a wide range of software, including business applications, statistical packages and utilities. Computer lab assistants are available to answer questions.

**Fordham University Portal**  
my.fordham.edu
My.Fordham is the gateway to Fordham’s online resources including Blackboard, personal announcements, your Fordham Gmail and Google Apps, registration, financial aid, bill payment, and academic course information through Banner, which is the student information system.

**IT Support Services**
[fordham.edu/helpIT](http://fordham.edu/helpIT)

Fordham IT Customer Care (ITCC) provides support to all Fordham University faculty, staff and students. Questions about your computer’s operating system, initial computer setup, software applications, account claiming via my.fordham.edu, email access, or wired and wireless network connections may be directed to ITCC by phone, email or online service request form.

In person help is available by visiting the IT Customer Care walk-in centers. They also provide in-warranty hardware support

**Resident Technology Consultant Program**
[fordham.edu/RTC](http://fordham.edu/RTC)

Students living on campus can contact a Resident Technology Consultant (RTC) for in-room computer and network support. Please visit the RTC web page to find out who your RTC is and contact information. RTCs assist with many of the same issues as the IT Customer Care Centers in addition to:

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

**Information Technology - Frequently Asked Questions**

Q: Are students required to purchase a computer?
A: No. There are hundreds of computers available in computer labs and the library. However, most students bring their own computer for the convenience of being connected to the Fordham network and the Internet in their own room.

Q: Where can students learn about purchasing a computer at a discount?
A: For personal computing, Fordham IT has arranged for special pricing on computer equipment sold by Dell, Apple, and Lenovo. The University does not endorse any particular computer platform or vendor. For more information, please visit our website at [fordham.edu/studentcomputerpurchases](http://fordham.edu/studentcomputerpurchases).

Q: Should I buy a Windows or Macintosh computer?
A: Both operating systems are supported at Fordham. Academic programs that rely heavily on business-oriented software are better served by the Windows platform. Academic programs that rely heavily on graphics and multimedia software are better served by the Macintosh platform.

Q: Should students have their own printer?
A: Most students find it more convenient to have their own printer. Your may want to coordinate with their roommate(s) about sharing a printer. Printers are available in the public computing labs and libraries on campus. Printing from library computers and computers labs is managed via a vended printing system, which students pay for with their Fordham ID cards. Students can add value to their ID cards at the library card vending machines.

Q: Do we need to purchase antivirus software?
A: No! The University has licensed Symantec Antivirus scanning software, which is free to all students. The installation file is accessed at [www.fordham.edu/antivirus](http://www.fordham.edu/antivirus). Students downloading the file will be prompted to enter their AccessIT ID and password. Students are not allowed on the Fordham network without antivirus software. McAfee, Trend-Micro, and many other popular antivirus applications are also supported.

Q: How do I connect to the Fordham network on campus?
A: Fordhamwifi, the name of our wireless network, is available on all three campuses. Students wishing to connect their computer to the Fordham network via a data jack will need an ethernet cable. The first time
students connect to the network, they will need to sign in through our Network Authentication Control software using their AccessIT ID username and password. A new sign in is required at the beginning of each month. For more information, see [www.fordham.edu/NAC](http://www.fordham.edu/NAC). If assistance with connecting is required, students should contact a Resident Technology Consultant or IT Customer Care.

Q: How do Fordham students back up work on their computers?
A: The University currently offers unlimited free storage space on Google Drive. Every student has access to Google Drive through their Fordham Gmail account. Students may also use a portable flash drive, an external hard drive, or a storage cloud service, to back up work.

**OFFICE OF MULTICULTURAL AFFAIRS**
The Office of Multicultural Affairs (OMA) recognizes that coming to college can be an exciting new experience, but it can also be intimidating. You will meet new people from a variety of backgrounds and experience situations that may be unfamiliar to you. We are here to support you in your transition as you navigate new friendships, relationships and adjust to your new environment. The goal is for students to learn ways they can help to form an inclusive campus culture in which each member is welcomed and valued.

OMA promotes in students an understanding of and reverence for cultures and ways of life other than their own by providing leadership opportunities and programs, including the Sustained Dialogue Series, the Diversity Peer Leaders Program and many others. We also invite all Fordham community members to join our Lesbian Gay Bisexual Transgender and Ally Network of Support designed to encourage a campus environment that is open and welcoming to all LGBT students and their allies. Finally, we serve as a resource for students looking to make connections with cultural organizations and for students seeking out a community to which they can personally relate and work actively to create a socially just world.

To get involved and find out more information about the Office of Multicultural Affairs, please feel free to contact us: via email at culturalLC@fordham.edu or online by visiting our website: [www.fordham.edu/oma](http://www.fordham.edu/oma).

**RAM VAN/DEPARTMENT OF UNIVERSITY TRANSPORTATION**
Mr. Marc Canton, Director
Mr. Fred Wertz Assistant Director
Mr. Mike Dugan, Operations Assistant
Main Office: Rose Hill Campus, Regional Parking Garage Room 101 (718) 817-4636, 4346
ramvan@fordham.edu

Fordham University provides transportation service between the Rose Hill and Lincoln Center campuses. This service is coordinated by the Department of University Transportation. Its use is restricted to members of the Fordham University community and their guests; thus a valid Fordham ID is required to use this service. The Ram Van schedule is posted on line at [www.fordham.edu/ramvan](http://www.fordham.edu/ramvan) and can be printed in PDF form from said site. The University reserves the right to alter the schedule due to weather, staff, or usage.

Tickets and discount books may be purchased at Rose Hill in the Ram Van Office or at our ticket machines in the Lowenstein Lobby of Lincoln Center.

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-run properties) 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 I.D., along with a copy of their class schedule in the Ram Van Office. Please visit our website for more information.

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.
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<tr>
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<tr>
<td>Administration</td>
<td>212-636-6264</td>
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<td>Board of Trustees</td>
<td>718-817-3010</td>
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<td>Bursars Office/Enrollment Services</td>
<td>212-636-6700</td>
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<td>Campus Ministry</td>
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<td>Community Service</td>
<td>212-636-6250</td>
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<td>CSTEP/STEP</td>
<td>718-817-3265</td>
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<td>Emergencies</td>
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<td>Graduate School Arts and Sciences</td>
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<td>Graduate School of Business</td>
<td>212-636-6104</td>
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<td>212-636-6400</td>
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<td>Health Center</td>
<td>212-636-7160</td>
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<td>Internships</td>
<td>212-636-6280</td>
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<td>Law Admissions</td>
<td>212-636-6810</td>
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<td>Law Deans Office</td>
<td>212-636-6875</td>
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<td>Law Financial Aid</td>
<td>212-636-6815</td>
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<td>Law Registrar</td>
<td>212-636-6801</td>
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<td>Law Computer Lab</td>
<td>212-636-7770</td>
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<td>Law Student Affairs</td>
<td>212-636-7155</td>
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<td>Mailroom</td>
<td>212-636-7117</td>
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<td>Undergrad Admissions</td>
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For additional Information go to [www.fordham.edu](http://www.fordham.edu)
Off-Campus Resources

TRAIN/BUS SERVICES

METRO NORTH COMMUTER RAILROAD
new.mta.info/mnr  212-532-4900
Service from Fordham Rose Hill and Grand Central Station at 42nd Street and Park Avenue and from Fordham Rose Hill to Westchester County and Connecticut.

LONG ISLAND RAILROAD
new.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
www.njtransit.state.nj.us/  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
www.panynj.gov/path/index.html  800-234-PATH
Stations along the 6th Ave. Subway provide service to points in northern New Jersey as well as suburban New York.

AMTRAK
www.amtrak.com  800-USA-RAIL
Service is from Pennsylvania Station at 33rd Street and Seventh Avenue.

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 Avenue

WESTCHESTER COUNTY BEE-LINE
http://beelinebus.westchestergov.com  914-813-7777
Service from Fordham Rose Hill into Westchester County.

SPORTING ARENAS/CONCERT HALLS
Yankee Stadium (718)293-4300
Shea Stadium (718) 507-6387
Madison Square Garden (212) 465-6741
Ticketmaster (212) 713-6300
Irving Plaza, 17 Irving Place  (212) 777-6800
Beacon Theater, 2124 Broadway  (212) 465-6500

Hammerstein Ballroom  (212) 279-7740
Jones Beach Theater, Wantagh, Long Island  (866) 558-8468
North Fork Theatre, Westbury Long Island  (516) 334-0800
PNC Bank Arts Center, Holmdel, New Jersey  (732) 203-2500

RESTAURANTS IN LINCOLN CENTER NEIGHBORHOOD
Olympic Flame Diner, 60th St. & Amsterdam  (212) 581-5259
PJ Clarke’s, 63rd St. & Columbus Ave.  (212) 957-9700
Vynl, 51st St. & Columbus Ave  (212) 974-2003
Room Service, 47th St. & Columbus Ave  (212) 582-0999
Maison Kayser, 58th St & Broadway  (212) 245-4100
Famous Amadeus Pizza, 50th St. & 8th Ave  (212) 489-6187
Justino’s Pizza, 57th St. & 10th Ave.  (212) 582-1222
Westside Restaurant, 2020 Broadway (corner of 69th St.)  (212) 724-4000

SUPERMARKETS
Morton Williams, 9th Ave. & 59 St.  (212) 586-8784
Whole Foods, 10 Columbus Circle  (212) 823-9600
Food Emporium, 8th Ave. & 49th St.  (212) 977-1710
Western Beef, West End & 63rd St.  (212) 459-2800
Trader Joe’s, Broadway & 72nd St.  (212) 799-0028

CLEANERS
Harmony Cleaners, 62nd St., btwn Columbus & Broadway  (212) 586-1854
Central Park Cleaners, 57th St. btwn Columbus & Broadway  (212) 489-3545

PHARMACIES
Duane Reade Amsterdam btwn 59th St. & 60th St.  (212) 581-5527
CVS Pharmacy *Open 24 hours Columbus & 58th St.  (212) 245-0636
CVS Pharmacy Broadway btwn 56th St. & 57th St.  (212) 247-5848
Duane Reade Broadway btwn 62nd St. & 63rd St.  (212) 586-6749

PLACES OF WORSHIP
St. Paul the Apostle 60th St. & Columbus  (212) 265-3495
St. Patrick’s Cathedral Fifth Ave. btwn 50th St. and 51st St.  (212) 753-2261
The Cathedral Church of St. John the Divine 1047 Amsterdam  (212) 316-7540
West End Synagogue Amsterdam & 69th St.  (212) 579-0777
Manhattan Won Buddhist Temple 431 East 57th St.  (212) 750-2773

LIBRARIES
The New York Public Library
Main Branch 42nd St. & 5th Ave.  (917) 275-6975
Riverside Branch Amsterdam & 66th St.  (212) 870-1810
Performing Arts Library 62nd St. btwn Broadway & 8th Ave.  (212) 870-1600
HAIR SALONS
Dramatics 57th St., btwn 8th Ave. & 9th Ave. (212) 586-1035
Salon Ziba 57th St., btwn 6th Ave. & 7th Ave. (212) 767-0577

THEATERS
Lincoln Square Theatres & IMAX Broadway & 68th St. (212) 336-5020
Lincoln Plaza Cinema Broadway btwn 62nd St. & 63rd St. (212) 757-2280
AMC 25 42nd St. btwn Broadway & 8th Ave. (212) 398-2597

NEW YORK CITY MUSEUMS
Alice Austen House, 2 Hylan Blvd. Staten Island (718) 816-4506
American Folk Art Museum, 2 Lincoln Square (212) 595-9533
American Museum of Natural History, Central Park West & 79th St. (212) 769-5100
American Museum of the Moving Image, 35th Ave. at 36th St, Astoria, Queens (718) 777-6888
Americas Society, 680 Park Ave. (212) 628-3200
Aquarium for Wildlife Conservation, W. 8th St. & Surf Ave., Brooklyn (718) 265-3415
Asia Society, 725 Park Ave. (212) 288-6400
Bard Graduate Center for Studies in Decorative Arts, 38 W. 86th St. (212) 501-3000
Bronx Museum of the Arts, 1040 Grand Concourse & 165th St. (718) 681-6000
Bronx Zoo/Wildlife Conservation Park, Bronx River Parkway at Fordham Rd. (718) 367-1010
Brooklyn Botanic Garden, 1000 Washington Ave., Brooklyn (718) 623-7200
Brooklyn Children’s Museum, 145 Brooklyn Ave., Brooklyn (718) 735-4400
Brooklyn Historical Society, 128 Pierrepont St., Brooklyn (718) 222-4111
Brooklyn Museum, 200 Eastern Parkway, Brooklyn (718) 638-5000
Carnegie Hall, 881 7th Ave.
Central Park Wildlife & Conservation Center and Wildlife Gallery
5th Ave. at 64th St. (212) 861-6030
Chelsea Piers, 99 9th Ave. (212) 366-6286
Children’s Museum of Manhattan, 212 W. 83rd St. (212) 721-1234
Children’s Museum of Arts, 103 Charlton St. (212) 274-0986
China House Gallery / China Institute in America, 125 E. 65th St. (212) 744-8181
Museum of Chinese in America, 215 Centre St. (212) 619-4785
Cooper-Hewitt National Museum of Design, 2 E. 91st St. (212) 849-8400
DIA Center for the Arts, 393 W. Broadway (212) 925-9397
DIA Center for the Arts, 548 W. 22nd St. (212) 989-5566
Drawing Center, 35 Wooster St. (212) 219-2166
Dyckman Farmhouse, Broadway at 204th St. (212) 304-9422
El Museo del Barrio, 1230 5th Ave. at 104th St. (212) 831-7272
Ellis Island, Liberty Island (212) 363-6307
Empire State Building Lobby, 350 5th Ave (at 34th St.) (212) 736-3100
Federal Hall National Memorial, 26 Wall St. btwn Nassau and Williams St. (212) 825-6990
Forbes Galleries, 62 Fifth Ave. @ 12th Street (212) 206-5548
Fraunces Tavern Museum, 54 Pearl St. (212) 425-1778
Garibaldi Meucci Museum, 420 Tomkins Ave. (718) 442-1608
Gracie Mansion, 88 East End Ave. (212) 570-4751
Guggenheim Museum, 1071 5th Ave. (212) 423-3500
Harbor Defense Museum, 230 Sheridan Loop, Fort Hamilton Military Community (718) 630-4349
Hayden Planetarium, Central Park West & 79th St. (212) 769-5100
The Highline Park, 10th Ave. & W. 30th St. (212) 206-9922
Hispanic Society of America, 613 W. 155th St. (212) 926-2234
Historic Richmond Town/ Historical Museum, 441 Clarke Ave. (718) 351-1611
International Center of Photography,
1133 Ave. of the Americas at 43rd St. (212) 857-0000
1130 5th Ave. at 94th St. (212) 768-4682
Intrepid Sea, Air & Space Museum, 46th St. & 12th Ave., Pier 86 (212) 245-0072
Isamu Noguchi Garden Museum, 32-37 Vernon Blvd., Long Island City, Queens (718) 204-7088
Jacques Marchais Museum of Tibetan Art, 338 Lighthouse Ave., Staten Island (718) 987-3478
Japan Society Gallery, 333 E. 47th St. (212) 832-1155
Jewish Museum, 109 5th Ave. at 92nd St. (212) 423-3200
Lower East Side Tenement Museum, 108 Orchard St. (212) 982-8420
Metropolitan Museum of Art, 1000 5th Ave. (5th Ave. at 82nd St) (212) 535-7710
Metropolitan Museum of Art, The Cloisters Fort Tryon Park (212) 923-3700
Mount Vernon Hotel Museum, 421 E. 61st St. (212) 838-6878
Museum for African Art, 36-01 43rd St. Long Island City, Queens (718) 784-7700
Museum of American Financial History, 296 West 53rd Street. (212) 977-7170
Museum of American Folk Art, 11 W. 53rd St., between 5th and 6th Avenues (212) 708-9400
Museum of Modern Art, 11 W. 53rd St., between 5th and 6th Avenues (212) 708-9400
Museum of Television and Radio, 25 W. 52nd St. (212) 621-6000
Museum of the City of New York, 5th Ave. at 103rd St. (212) 534-1672
National Academy of Design, 1083 5th Ave. at 89th St. (212) 369-4880
National Museum of the American Indian, One Bowling Green (212) 514-3700
New Museum of Contemporary Art, 556 West 22nd St. @ 11th Avenue (212) 219-1222
New York Academy of Medicine, 5th Avenue and 103rd St. (212) 822-7200
New York Aquarium, W. 8th St. & Surf Ave., Brooklyn (718) 265-3474
New York Botanical Garden, 200th St. and Southern Blvd., Bronx (718) 817-8700
New York City Fire Museum, 278 Spring St., btwn Varick and Hudson (212) 691-1303
New York City Police Museum, 100 Old Slip (212) 480-3100
New York Hall of Science, 47-01 111th St., Flushing Meadows, Corona Park, Queens (718) 699-0005
New York Historical Society Museum & Library, 170 Central Park West (212) 873-3400
New York Public Library for the Performing Arts
40 Lincoln Center Plaza at 65th St. (212) 870-1600
New York Public Library, Central Research Library 455 5th Aveune (212) 340-0863
New York Transit Museum, Boerum Pl. & Schermerhorn St., Brooklyn (718) 694-1600
Pierpont Morgan Library, 29 E. 36th St. (212) 685-0008
Prospect Park Wildlife Conservation Center
450 Flatbush Ave., Prospect Park, Brooklyn (718) 399-7339
Queens Botanical Garden, 43-50 Main St., Flushing (718) 886-3800
Queens County Farm Museum, 73-50 Little Neck Parkway, Glen Oaks (718) 347-3276
Queens Historical Society, 14355 37th Flushing (718) 939-0647
Queens Museum of Art
New York City Building, Flushing Meadows, Corona Park, Queens (718) 592-9700
Queens Wildlife Center, 111 St. at 54th Ave., Flushing Meadow Park, Queens (718) 271-1500
Roger Morris Park/Morris-Jumel Mansion
160th St., half block East of St. Nicholas Ave. (212) 923-8008
Schomburg Center for Research in Black Culture, 515 Malcolm X Blvd. (212) 491-2200
Snug Harbor Cultural Center, 1000 Richmond Terrace, Staten Island (718) 425-3504
Socrates Sculpture Park, Broadway at Vernon Blvd., Long Island City, Queens (718) 956-1819
South Street Seaport Museum, 12 Fulton St. (917) 492-3480
Staten Island Botanical Garden, 1000 Richmond Terrace, Staten Island (718) 373-1850
Staten Island Children’s Museum, 1000 Richmond Terrace, Staten Island (718) 273-2060
Staten Island Institute of Arts & Sciences
75 Stuyvesant Place, Staten Island (718) 727-1135
Statue of Liberty National Monument, Liberty Island (212) 363-3200
Studio Museum in Harlem, 144 W. 125th St. (212) 864-4500
Taipei Gallery, 1230 Avenue of the Americas (212) 373-1850
The Frick Collection, 1 E.70th St. (212) 288-0700
The Harbor Defense Museum, 230 Sheridan Ave. (718) 630-4349
The Museums at FIT, 227 W. 27th St. (212) 217-5800
The New York Earth Room, 141 Wooster St. (212) 989-5566
Theodore Roosevelt Birthplace, 28 E. 20th St. (212) 260-1616
Ukrainian Museum, 222 East 6th St. (212) 228-0110
Wave Hill, 675 Independence Ave. (718) 549-3200
Whitney Museum of American Art, 945 Madison Ave. (212) 570-3676
The United Nations, 1 United Nations Plaza (212) 963-8687