



Bloomsburg
UNIVERSITY

Guide to Campus Living

<http://reslife.bloomu.edu>

2018-2019

RESIDENCE

Life

BLOOMSBURG UNIVERSITY

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IMPORTANT NUMBERS

Emergency	570-389-2211 or 911
Bloomsburg University Police Department (BUPD)	570-389-2211
Bloomsburg University Main Number	570-389-4000
Office of Residence Life	570-389-4970
Columbia Hall Front Desk	570-389-4299
Elwell Hall Front Desk	570-389-4315
Luzerne Hall Front Desk	570-389-4305
Lycoming Hall Front Desk	570-389-4320
Montour Hall Front Desk	570-389-4330
Northumberland Hall Front Desk	570-389-4301
Schuylkill Hall Front Desk	570-389-4327
Soltz Hall Front Desk	570-389-4456
Upper Campus CA Desk – JKA Community Building	570-389-2900
Kile Apartments On Call Phone	570-389-8884
Bloomsburg Geisinger Hospital	570-387-2100
Student Health Center	570-389-4451
Residential Computing (ResComp)	570-389-2872
Woman’s Resource Center	570-389-5283
LGBTQA Resource Center	570-389-2818
Center for Counseling and Human Development	570-389-4255
University Sexual Misconduct Advocate	570-336-4994

Residence Hall Front Desk Hours

Sunday through Thursday: 7pm – 1am

Friday & Saturday: 8pm – 2am

Upper Campus CA Desk Hours

Monday through Sunday: 9am – 12midnight

Bloomsburg University of Pennsylvania

400 East Second St.
Bloomington PA
17815-1301
570-389-4000

www.bloomu.edu

Administration

President.....Carver
Provost/Academic Affairs.....Carver
Advisement.....Alumni House
Administration and Business Office.....Walker
University and Student Affairs.....Kehr

Academic Colleges

Business.....Suffitt
Education.....McCormick
Liberal Arts.....Centennial
Science and Technology.....Hartline
Graduate Studies.....Centennial

Academic Departments

Babelius
Economics
English
Philosophy
Political Science & Legal Studies

Ben Franklin
Mathematical & Digital Sciences

Centennial
Anthropology
Audiology & Speech Pathology
Exercise Science

Haas Center for the Arts
Music, Theatre Arts & Dance

Hartline
Biological & Allied Health Sciences
Chemistry and Biochemistry
Environ., Geographical & Geological Sciences
Medical Imaging
Physics & Engineering, Technology
Science Undeclared

Navy Hall

Exceptionality Programs

Student Services

Academic Advisement.....Warren SSC
Admissions.....Warren SSC
Board of Governors Scholarship Office.....Warren SSC
BU Card Center.....Ewell Hall
Bursar's Office.....Walker
Campus Dining.....Scarolan Commons,
Kehr, Morfy's,
Warren SSC

Counseling & Human Development Center.....Warren SSC
Financial Aid.....Warren SSC
Health Center.....Kehr Union
Honors Program.....Lower Luzerne Hall
LGBTQA Resource Center.....Warren SSC
Living and Learning Communities.....Columbia Hall

Military and Veterans Resources.....Warren SSC
PA State Employee Credit Union.....Warren SSC
Presidential Leadership Program.....Northumberland Hall
Professional Development & Career Experiences.....Warren SSC
Registrar Office.....Warren SSC
Residence Life Office.....Ewell Hall

Student Technology Help Desk.....Ben Franklin Hall
Equity and Accommodations.....Warren SSC
University Bookstore.....Kehr Union
University Police.....Andrus Library,
southeast annex
Warren SSC

University Tutorial Services.....Warren SSC

Old Science

Art and Art History
History
Languages and Cultures

McCormick
Communication Studies
Mass Communications
Nursing
Psychology
Sociology, Social Work & Criminal Justice
Teaching & Learning

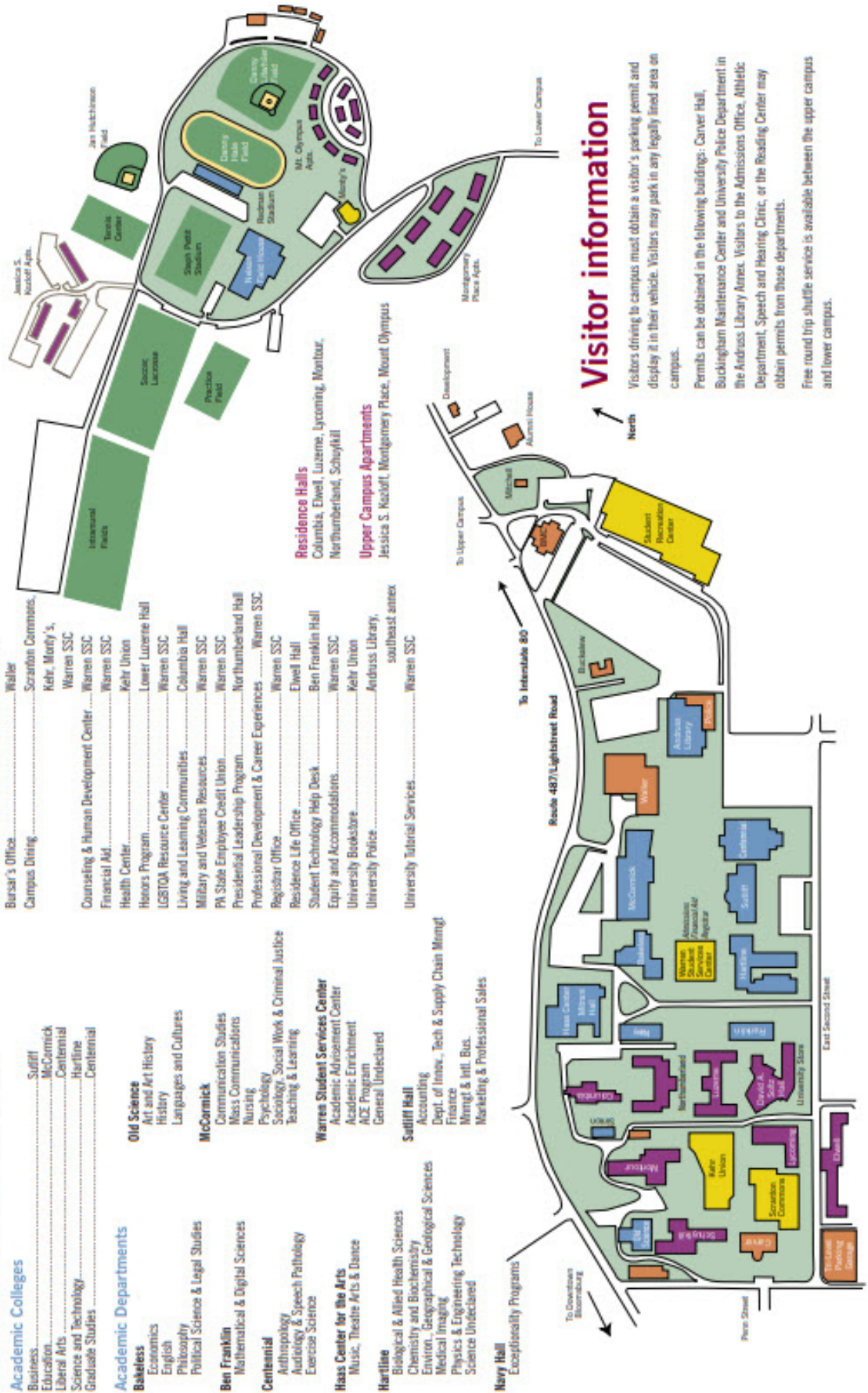
Warren Student Services Center
Academic Advisement Center
Academic Enrichment
ACE Program
General Undeclared

Suffitt Hall
Accounting
Dept. of Innov., Tech & Supply Chain Mgmt
Finance
Mgmt & Int. Bus.
Marketing & Professional Sales

Warren Student Services Center
Academic Advisement Center
Academic Enrichment
ACE Program
General Undeclared

Suffitt Hall
Accounting
Dept. of Innov., Tech & Supply Chain Mgmt
Finance
Mgmt & Int. Bus.
Marketing & Professional Sales

CAMPUS MAP



Visitor information

Visitors driving to campus must obtain a visitor's parking permit and display it in their vehicle. Visitors may park in any legally lined area on campus.

Permits can be obtained in the following buildings: Carver Hall, Buckingham Maintenance Center and University Police Department in the Andrus Library Annex. Visitors to the Admissions Office, Athletic Department, Speech and Hearing Clinic, or the Reading Center may obtain permits from those departments.

Free round trip shuttle service is available between the upper campus and lower campus.

WELCOME!

A Letter from the Assistant Vice President of Student Affairs

Welcome BU On-Campus Student,

We're excited to have you join the Residence Life Community and look forward to enhancing your academic and personal goals with comfortable and enjoyable housing. Your new home is ready for you and is filled with great opportunities to meet and learn about others around you. The success and satisfaction of your living environment is all about what you make it and is a great way to start building life-long friendships.

The primary goal of on-campus living is to maintain a safe and academically supportable environment where you can enhance your out-of-classroom learning and experiences. You will learn to compromise, negotiate, and appreciate others who are both similar and not-so-similar to you. The one thing you have in common with those around you is you are all BU students with a goal in mind to graduate and have a lot of fun along the way. How much and how well you compromise, negotiate, and appreciate will be a factor in how much fun you have and the development of these skills will assist you throughout your life and will probably help you get that first job!

You have entered into a community that is glad you are a part of it. As a community member you have rights and responsibilities. It is necessary to have a fair amount of rules with so many college students living in close proximity. They may be different from what you are expecting, but are designed for and are reasonable for community living. You have a responsibility to know them, adhere to them, and be mindful of those above, below, and next to you. The adage of you get what you give holds true meaning on our campus. Similarly, caring for your room and building is not only good for you during your time on campus, it also helps reduce your costs.

The person(s) who is/are closest to you is your roommate(s). Establishing open communication and building a foundation of mutual respect goes a long way toward enabling you to expend energy on productive things like having fun, studying, and enjoying all that the campus and surrounding town has to offer; not doing this produces unnecessary distractions that impact the goals you set.

We in the Office of Residence Life realize that the experience of living on-campus may be trying at times, so Community Assistants ("CAs") are available to help you work through situations.

Bloomsburg takes great pride in its long history of academic excellence and the Office of Residence Life shares in that pride and works hard to support the mission of the University. We cannot do it without you, and how positive your experience on campus will be is contingent on you remembering and taking steps to achieve your goal of graduation.

Good luck this year! I urge you to get involved with the many social, educational, and recreational opportunities that will be offered to you both by our hall staff and many others here at BU. If you have any questions please do not hesitate to ask a staff person.

Sincerely,

Jim McCormack

Assistant Vice President for Student Affairs

RESIDENCE LIFE STAFF

Area Coordinator (AC)

An AC is a full-time professional staff member who lives on campus. These staff members have master's degrees and supervise an area of campus including the GHDs and CAs in that area. They are here to assist you whenever needed.

How to Contact

Jen Turnbough → Upper Campus Apartments- 570-389-4820 or jturnbou@bloomu.edu

Kayleigh Warg → Elwell Hall- 570-389-4846 or kwarg@bloomu.edu

Ben Staub → Columbia Hall/Northumberland Hall- 570-389-4845 or bstaub2@bloomu.edu

Michael McGurl → Lycoming Hall/Montour Hall/Schuylkill Hall/Kile Apts- 570-389-4989 or mmcgurl@bloomu.edu

Jeff Ward → Luzerne Hall/Soltz Halls - 570-389-4390 or jward@bloomu.edu

Graduate Hall Director (GHD)

A GHD is a student who is working on their master's degree, and working in the halls part time. These students oversee the CAs, and assist students with residential learning and living.

How to Contact

Emily Bruno, Montour Hall/Kile Apts.- 570-389-4328

Ambria Eberhardt-Brown, Mt Olympus Apts.-570-389-2962

Courtney Enderline, Lycoming Hall- 570-389-3804

Kyle Hartman, Schuylkill Hall-570-389-4325

Hannah Hench, Montgomery Pl Apts.- 570-389-2692

Suzanne Noll, Luzerne Hall-570-389-4809

Shantel Robinson, North Hall-570-389-4302

Elizabeth Smith, David Soltz Hall-570-389-4324

Erica Smith, Elwell Hall West- 570-389-2791

Amanda Strain, Columbia Hall- 570-389-4298

Jam'era Winchester, Elwell Hall East- 570-389-5158

Jenna Wright, Jessica Kozloff Apts.-570-389-2962

EMPLOYMENT OPPORTUNITIES

A Community Assistant (CA) can be a rewarding experience. Leadership skills such as communication, teambuilding, time management, and role modeling are different traits that are CAs have picked up from working on our team. CAs are leaders and mentors who can help in many ways. CAs receive comprehensive training to help them with their job. ***WE WOULD LOVE TO HAVE YOU ON OUR TEAM!***

Please look for our applications to come out in the Fall semester. For more information please contact Ben Staub at bstaub2@bloomu.edu or visit <http://reslife.bloomu.edu/employment-ca.php>

BU TERMINOLOGY!

BUPD-Bloomsburg University Police Department

Commons- Dining Hall located in Scranton Commons

OWL- Orientation Workshop Leader

LC-Learning Community

The Husky- The Husky Dining Lounge

The Rec- Student Recreation Center

DAWN- Drug and Alcohol Wellness Network

Res Comp- Residential Computing

H.O.S.T- Housing Option Selection Time- the process used to sign up to live on-campus next year!

KUB- Kehr Union Building

Res Life- Residence Life

CGA- Community Government Association

Roongo- BU's Mascot!

MPA- Montgomery Place Apartments

MOA- Mount Olympus Apartments

JKA- Jessica Kozloff Apartments

Tri-Level- 3 level parking garage

Kile- Kile Apartments

CLE - Center for Leadership and Engagement

QUAD- The Academic Quadrangle between the library and the student service center

RESIDENCE LIFE MISSION AND GOALS

Mission:

The Office of Residence Life is established to provide an educationally based residential community, which seeks to provide students with personal, shared, and academic experiences; unified by purpose and founded on mutual respect. This community cultivates involvement, enhances critical thinking, develops conflict resolution skills, furthers understanding and appreciation of differences, fosters a sense of identity, and promotes personal and civic responsibility.

We are resolute in our commitment to the following goals:

- To cultivate healthy, meaningful relationships with others
- To provide out of classroom learning opportunities that enhance life-long learning, student development, student success, and further their holistic education.
- To enhance student self-authorship by challenging existing thoughts, ideas, and behaviors while promoting positive decision-making and self-discovery of their role within the greater community
- To encourage students to have involvement, investment, and influence in their residential community
- To enrich student engagement within the University and the local community
- To support and enhance the academic mission within our daily practices
- To understand and appreciate the diversity of each student's experiences and identities
- To advocate for each individual to be comfortable in expressing their uniqueness and identity
- To provide residential facilities that are safe, clean, and well-maintained

Core Values

The emblem you see below represents the vision for the work that we do in the residence halls and apartment communities. The words in the outer circle represent the department's core values: Education, Service, Caring, Respect, Dedication, Integrity, and Inclusion. These words, and the type of effort and energy directed towards our students, encompass the type of philosophical orientation we expect from ourselves and all staff members associated with the Office of Residence Life.



The words in the middle circle - Our Students, Our Campus, Our History, and Our Future - reflects the areas that we aim to honor as we carry out our mission of service to others. We are here to serve our students; their success provides the basis upon which we measure all else.

STUDENT RIGHTS & RESPONSIBILITIES

As a resident you have agreed to the following Student Rights and Responsibilities:

- to read and study free from undue interference; unreasonable noise and other distractions
- to sleep without undue disturbance from noise, distraction, etc.
- to expect that others will respect personal belongings
- to a clean environment in which to live
- to access and utilize residence hall facilities
- to personal privacy
- to speak to staff about concerns and issues you are having
- to be free from fear of intimidation

Social Contract

- To treat other residents with respect and consideration, and to guarantee them their individual rights
- To understand all policies and regulations necessary for the hall/apartment community to function, and to abide by those rules (See this document and the Code of Conduct)
- To accept responsibility for all guests
- To respect the rights of one's roommate(s) and fellow residents when hosting guests
- To be responsive to all reasonable requests of fellow students
- To be responsive and cooperative in all interactions with Residence Hall Staff
- To accept responsibility for personal and community safety
- To recognize that public areas and their furnishings belong to everyone

BLOOMSBURG UNIVERSITY IDENTIFICATION CARD (BUID)

Your ID provides you with...

- Husky Gold fund (used for dining facilities, vending, laundry, University Store, and the Husky Mail Hub)
- Access to your building/apartment front door and bedroom door
- Provides meal access
- Laundry services via Husky Gold
- Access to the student recreation center
- Access to the library and its services
- Access to University activities and events

Regulations

- Your BUID is non-transferable.
- You must carry your BUID at all times and present it to a BU official upon request.
- Lost or stolen cards may be suspended online at <http://cardcenter.bloomu.edu>
(Suspension will only include meal plans and stored value accounts. Building and room access will remain active. Please contact the University Card Center or a Residence Life staff member immediately if your card is lost or stolen.

Manage your account at <http://cardcenter.bloomu.edu>

Loss of your ID will result in a \$25 replacement fee

University Card Center, Elwell Hall- (570) 389-5410



GENERAL SAFETY TIPS

- Always keep your door shut while you are not in your room or apartment. Lock your windows.
- Do not allow “tailgaters” to follow you into the building! (Tailgaters are non-residents who do not have ID access to the building.)
- Keep valuables in a safe and secure location.
- Never leave your ID, purse, or wallet unattended.
- Familiarize yourself with the campus and neighborhood with respect to routes between your residence and class/activities schedule. Know where emergency phones are located. (Blue light poles on campus)
- Always be alert and aware of your surroundings.
- Avoid walking alone at night. Walk with a group when possible. If you must walk alone, use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return time.
- Trust your instincts. You are your best protection.
- For your safety, removing window blocks is strictly prohibited.

RESIDENCE HALLS POLICIES & PROCEDURES

Housing Agreement

The housing agreement can be found at:

[http://reslife.bloomu.edu/assets/docs/host/agreements/housing-dining-agreement%20\(2018-2019\).pdf](http://reslife.bloomu.edu/assets/docs/host/agreements/housing-dining-agreement%20(2018-2019).pdf)

TERMINATION

The University may terminate the housing agreement at any time for violation of university or residence hall regulations, policies and procedures, or any other reason deemed sufficient by university officials. Students whose agreements are terminated must vacate their rooms within 48 hours (or other time specified) after being notified of the termination. Execution of the agreement requires that before registration, the student must have satisfied all outstanding obligations to the university from prior periods of attendance including basic admissions, housing, and food service fees.

Students who have their residence hall or apartment agreement terminated in the middle of the semester are not eligible for a housing refund.

ABANDONED ITEMS

The University reserves the right, without further notice, to remove personal belongings of, or used by, student(s) that remain in a residence hall room or campus apartment or elsewhere in the area 48 hours after the termination of the agreement for any reason (withdrawal, academic dismissal, housing revocation, etc...). The University may dispose of any property 15 days after the student(s) vacates campus housing. The student(s) will be charged for expenses incurred in the disposal of such property.

Alcohol, Smoking, & Drugs

BU IS A DRY CAMPUS– Alcohol is not permitted, regardless of age. Be smart, stay safe, and be ready to take responsibility for your choices.

Smoking of any kind is **PROHIBITED** in all residence halls and apartments. **(This includes all forms of e-cigarettes & vaporizers/vape pens)**

****When smoking outside, you must be at least 25 feet away from a building entrance and/or windows****

Tobacco chewing in public areas is prohibited.

Drugs are illegal and not permitted. Students found in possession of illegal drugs are subject to loss of housing; see *The Pilot* for more information

Animals On-Campus

Animals or pets, including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc. are **NOT PERMITTED** in the residence halls and apartments.

Only fish, in a 15 gallon tank or smaller, are permitted.

Your housing may be revoked if you are found to have violated this policy.

There may be students that live in the halls/apts. that require assistance animals. If you have questions regarding assistance animals, please contact the Department of Equity and Accommodations at 570-389-4491 or <http://intranet.bloomu.edu/equity-accommodations>.

Emergency Situations

In the event of an emergency situation (bomb threat, active shooter, severe weather, etc) residents will be notified and given directions by University staff/emergency personnel. Please be sure to register for the university emergency notification system. You must follow all directions given and take responsibility for your personal safety. If you have any questions or concerns, please contact BUPD at 570-389-2211 or speak to a Residence Life staff member.

Quiet Hours

Quiet study hours will be in effect from 9 PM to 9 AM, Sunday through Thursday. Floors and/or wings may extend these hours, but they may not be shortened. Consideration of others should also be observed Friday and Saturday, particularly during the morning hours.

- 24-hour quiet hours are in effect during finals week. These hours supersede the 9 PM to 9 AM regular quiet study hours.
- Courtesy is expected at all times. It is YOUR responsibility to confront others who are in violation of the Quiet Hours Policy. Staff is available to assist if needed.

It is the University's expectation that:

- The volume of music/TVs/voices/gaming consoles, etc. will be kept at a level that cannot be heard outside the room with the door closed.
- When quiet hours are not in effect, the volume must not deter those students who want/need to study or sleep at any time. Consideration of others should be observed at all times. Do not disturb neighbors or other students.
- Use of speakers and musical instruments do not cause a disturbance.
- Those who want louder volume should use headphones.
- Speakers may not be placed on or played from windowsills. Speakers should also be appropriate to room size and volume kept at a conversational level of sound.
- Running, jumping, yelling, and any type of inappropriate "horse play" are not permitted. Yelling down the hallway or across the hall is also prohibited.

If YOU are approached about excessive volume, please respond by eliminating and/or lowering the volume level coming from your residence.

If you violate the Quiet Hours Policy, you may be charged with a violation of the Student Code of Conduct. Repeated Violations of the Quiet Hour Policy may result in removal of items (i.e. speakers, musical instruments, etc.), a housing reassignment, or the loss of campus housing.

Prohibited Items

Residence Halls

For the safety of yourself, fellow residents, and our residential facilities, the following items are prohibited in the residence halls:

- Candles and incense
- Halogen lamps
- Any extension cord or multi-plug without an internal circuit (Surge protector)
- Electric blankets
- Non-University mattresses
- Clothing irons in your room (They may only be used in the laundry room or the bathroom)
- Non-University owned personal heaters
- Non-University owned window air conditioners (floor model AC units 10,000 BTUs or less can be used)
- Appliances with an exposed heating element (i.e. hot plates, traditional coffee makers, toasters, deep fryers, etc.)
- Non-University owned microwave ovens (A Microfrige unit is provided in each traditional residence hall room and a microwave is provided in each suite in Soltz Hall)
- Refrigerators (A Microfrige unit is provided in each traditional residence hall room and a refrigerator is provided in each suite in Soltz Hall)
- Curtains
- Dartboards
- Self-balancing scooters
- Decorative alcohol containers
- 3-D printers
- Natural cut trees (i.e. Christmas trees)
- Grills of any kind
- Weightlifting equipment (barbells, free weights, pull up bars, large equipment, etc)
- Bed Risers
- Any item that could damage property/facilities, cause personal injury, or prohibit safety equipment from properly functioning

Apartments

For the safety of yourself, fellow residents, and our residential facilities, the following items are prohibited in the apartments:

- Candles and incense
- Halogen lamps
- Any extension cord or multi-plug without an internal circuit (Surge protector)
- Electric blankets
- Non-University mattresses
- Non-University owned personal heaters
- Non-University owned window air conditioners (floor model AC units 10,000 BTUs or less can be used)
- Curtains
- Dartboards
- Self-balancing scooters
- Decorative alcohol containers
- 3-D printers
- Natural cut trees (i.e. Christmas trees)
- Weightlifting equipment (barbells, free weights, pull up bars, large equipment, etc)
- Bed Risers
- Any item that could damage property/facilities, cause personal injury, or prohibit safety equipment from properly functioning

-Please note:

-Charcoal grills are allowed in all apartments except for Kile apartments as long as they are 50 feet from any building. After using, douse coals with water and allow them to cool completely. Then place coals in a dumpster.

-Cooking appliances may only be used in the kitchen.

-Students living in on-campus apartments may still have a personal refrigerator/MicroFridge if they so choose.

Room/Apartment Decoration Tips

As you decorate your room/apartment, we want to ensure that the residential facility is not damaged. At the end of the year, you could be held responsible for any damages to your room/apartment. Please follow the following policies:

- Room/apartment doors cannot be blocked and must be able to open completely.
- You may not hang anything from/on the ceiling (including lights, smoke detectors, sprinklers, etc.)
- When hanging items on the walls, you may not tack or nail into the walls. We **highly recommend** painter's tape or 3M Command strips. These are the best items to use when hanging stuff on the walls without causing damage. Duct tape almost always causes damage.
- Apartment residents may only hang things on the provided bulletin boards
- Items on the outside of your door must be in good taste; not obscene or offensive to anyone. If you think something is questionable, keep it inside your room.
- Do not hang items on your room door. Place them on the provided bulletin boards. Twinkle lights or door mats on the exterior of your room are not permitted as they can cause a safety/tripping hazard.
- Apartment residents cannot alter the outside of their apartments, which may include: satellite dish, flagpole, items hanging from windows, other decorative/artistic items, political signs, flags, or items that are deemed offensive to others.

Remember – you must restore your room to move-in condition when you leave at the conclusion of the semester. Students may receive a bill for damaged walls, furniture and/or rooms that require excessive cleaning.

Weapons Policy

The unauthorized possession, transfer or use of firearms, weapons, or other dangerous objects or substances on University owned or controlled property is prohibited. This policy includes but is not limited to the following:

- | | | | |
|----------------------|----------------------|------------------|---------------|
| -Firearms/Ammunition | -Explosives | -“Billy Clubs” | -Martial Arts |
| -Sabers | -Swords | -Daggers | -Switchblades |
| -Bows & Arrows | -Fireworks | -Pellet Guns | -Air Guns |
| -BB Guns | -Stun Guns | -Paintball Guns | -Tasers |
| -Hunting Knives | -Flammable Chemicals | -Flammable Fuels | |

The policy also prohibits the possession of firearms for individuals who are licensed to carry such items.

The brandishing of any object or item used in a threatening or violent manor, such as a butane lighter, lit tobacco product, baseball bat, razorblade, or other blunt instrument/object that inflicts, or is intended to inflict, bodily harm or cause property damage is a violation of this policy.

This policy shall not prohibit persons from possessing, storing, or using weapons at approved locations for the purpose of meeting the requirements of a recognized educational program and/or student group sponsored by the University. Personal firearms and hunting equipment may be stored at the Bloomsburg University Police Dept.

Visitation Policy

A mature attitude is necessary when exercising your freedom and responsibility regarding guests in the residence halls and apartments. Visitation procedures are in place to provide a measure of safety for the residential communities. Please understand that any system is only as safe as those whom are using it allow it to be. Safety is a shared responsibility. Your cooperation in escorting your guest and informing visitors of our visitation/escort policies when entering any on-campus residence is expected. Failure to comply with visitation procedures will result in disciplinary action as outlined in the Student Code of Conduct.

All overnight guests must be registered online at the Residence Life Web site
<http://reslife.bloomu.edu/visitation.php>

No Children under the age of 16 years old are permitted to stay overnight or for periods exceeding one hour without supervision of a legal guardian, unless special permission is given or it is a recognized university special event, i.e. Siblings Weekend. This would include providing childcare/babysitting. Violations of this policy may lead to the loss of campus housing.

A guest is considered ANYONE that is not assigned to a specific room. Therefore, a guest can be a non-BU student, family member, BU student, off-campus student, a resident of another hall or a resident of the same hall.

All guests...

- Must be escorted by your host at all times when walking throughout the residence hall.
- Must enter/exit the building through the front doors.
- Must be specifically invited by a resident in order to be permitted into the residence hall.
- May visit the assigned room of the host only if there is advance consent from all of the residents living in the room. This must be done in accordance with the specific visitation policies established by the University.
- We reserve the right to ask guests to leave if they are causing a disturbance

Overnight guests...

- Are limited to two per resident and ONLY two weekends per month.
- Are only permitted when a host obtains the advance consent of all roommates to have overnight guests.

The following information outlines the Visitation Policy and Procedures:

- You may have guests Monday – Thursday from 10am – 1am.
- 24 hour guest visitation period begins Friday morning 10am and extends until Sunday night/Monday morning at 1am
- You must register overnight guests online at <http://reslife.bloomu.edu/visitation.php>
- Guests who are not registered will result in a loss of the visitation privilege
- Only a maximum of six (6) guests per room/apartment is allowed at any time.
- Each student is responsible for his/her own conduct and that of his/her guest(s) in conjunction with the social conduct policies stated in the Pilot.
- Students are permitted to have visitors in their rooms only if there is no objection from their roommate(s). In case of a disagreement between roommates, the person without the guest will retain priority.
- Violations of the visitation policy will be referred to Residence Life/Dean of Students staff. Persistent violation of the policy by an individual or residential community may result in the loss of visitation privileges and/or termination of the Residence Hall Agreement.

*****PLEASE NOTE THAT THERE MAY BE ADDITIONAL OVERNIGHT VISITATION RESTRICTIONS FOR NON-BU STUDENTS DURING BLOCK PARTY WEEKEND.**

Administrative Search

Bloomsburg University, as a state institution of higher education, strives to achieve a balance between its right to maintain an orderly, educational environment, and the constitutional right to privacy of its students. Although the Attorney General's Office has recently ruled that, "it is not necessary that a 'search warrant' be used by Residence Life personnel in searching rooms if the object of such search is to enforce university disciplinary rules," the Residence Life staff at Bloomsburg University has voluntarily adopted a balance between institutional and individual rights.

Designed in accordance with the Bloomsburg University Joint Statement on Rights, Freedoms, and Responsibilities of Students, this policy is intended to complement the health, safety, and maintenance inspections and those searches authorized by student invitation or consent.

When the purpose of the search is for enforcement of municipal, state, or federal laws and might result in the arrest of the person(s) involved, a civil search warrant will be obtained from the local district magistrate and served by duly-authorized law enforcement officers. The procedure listed below should be followed:

Administrative Searches:

- All residence hall room searches must be approved by the Assistant Vice President of Student Affairs or his/her designee. BU Police or other law enforcement agencies must legally obtain a search warrant.
- The room may be searched only if there is "reasonable cause" to believe a student is using his/her room for purposes in violation of federal, state, and local laws or university regulations and/or the health, safety and welfare of occupants or guest of the room/apartment are believed to be in jeopardy. "Reasonable cause" is defined as, "facts and circumstances beyond a mere suspicion" that the room is being used for a purpose contrary to university policies and regulations and/or local, state, or federal law.
- All room searches, other than those searched by BU Police Department or other law enforcement agencies, will be carried out by the Residence Life staff. When a member of the Residence Life staff feels that such "reasonable cause" exists, he/she will complete a search authorization form, specifying the applicant, date, facts, and circumstances constituting "reasonable cause," materials to be seized, and names of two Residence Life staff members who will conduct the search. This form will be presented to the Assistant Vice President of Student Affairs or his/her designee.
- If the Assistant Vice President of Student Affairs or his/her designee feels such "reasonable cause" does exist, he/she will issue an administrative search warrant form (in duplicate) to be used by two authorized professional Residence Life staff members who will conduct the search. A professional staff member must be present.
- **In conducting the search, the Residence Life staff members will attempt to have the occupant(s) present. If present, the occupant(s) should be:**
 - i. Informed that any materials found may be used in University judicial hearings, a court of law, or both.
 - ii. Presented a copy of the administrative search warrant.
 - iii. Given the reason for the search and materials to be seized.
 - iv. If the occupants are not present, the search may be conducted at a later time.
- Should a search for specified materials uncover other substances indicating illegal activity or violation of campus regulations, they will be seized.
- When a search is completed, the Residence Life staff member should complete a search inventory form with an explanation of the material seized and ownership specified in detail. This form and all material confiscated should be given to the Assistant Vice President of Student Affairs.

COMMUNITY LIVING STANDARDS

The Office of Residence Life strives to provide students with safe, clean, and comfortable communities. Residents are responsible for assisting Residence Life in maintaining high-quality facilities. Residents' responsibilities for the facilities are outlined below:

Bathrooms

Cleanliness of the bathrooms is everyone's responsibility. Show respect for yourself and other residents by proper disposal of feminine products, shaving and haircut by-products, and all other waste, as well as flushing the toilet after use. You are required to clean and maintain your apartment/suite's bathroom(s), provide toilet paper, and a shower curtain.

Bicycles/Mopeds/Scooters

Bicycles must be stored in designated areas (bike racks). They may not be kept in lounges, stairwells, or halls. Mopeds/scooters/motorized vehicles must be parked outside.

Bulletin Boards

Room door bulletin boards are not to be written on or defaced in any way. Occupants of the room will be charged a replacement fee if damage occurs. All public bulletin board signage must be approved through the Office of Residence Life.

Cleanliness

Cleanliness of the building interior is important to the health of all. The University custodial staff is scheduled to clean the common areas (lounges, halls) as well as bathrooms (excluding apartments and suites), and students are responsible for cleaning their own spaces and for not allowing trash to accumulate. Custodians are responsible to maintain reasonable sanitary conditions but are not responsible for excessive disregard for general cleanliness including the removal of personal trash.

Clothing/Footwear in Public Areas

For health and safety reasons, clothing and footwear should be worn in all lobbies, lounges, and public areas.

Entering/Exiting Residence Halls

The intent of this policy is to maintain maximum security in the residence halls and apartments.

- You must enter and exit the residence hall through the **main entrance**. The exterior-side doors are always **alarmed** and **locked**.
- Entry/exit through any window is prohibited.
- Residents should not allow "tailgaters" into the building. Tailgaters are individuals who do not use an ID to gain entry into the building and try to enter behind a resident that does.
- Tampering with any residence hall door to hinder one's entry/exit is strictly prohibited and will result in a bill for any resulting damage, and/or disciplinary action.
- Students are not to enter someone's room without the resident's permission.
- Students in violation of this policy may be referred to the Dean of Students office.

Furniture

Beds cannot be taken apart, elevated (with risers or cinderblocks), altered in any way, or moved from one room to another. Mattresses cannot be kept on the floor. Water beds, non-university beds, lofts, and bunks are prohibited. For university beds that are lofted/bunked, bed rails will be installed to ensure safety for residents. All university furniture must remain in the room/apartment/suite. Common area furniture may not be moved to individual rooms/apartments/suites.

Hall/Apt. Meetings

Wing meetings, hall meetings, and apartment meetings are periodically conducted throughout every semester. Resident students are strongly encouraged to attend so that they are aware of important information, community concerns, and any other items.

Hallways

Hallways should be kept neat, clean, and clear of objects (e.g. drying racks, umbrellas, shoes, bicycles, designated receptacles.) Hall sports and general horseplay (i.e. riding in carts, racing, bouncing/dribbling balls, etc.) is prohibited.

Keys

Your BUID will serve as the key to your room/apartment/suite. If you live on upper campus, you will be issued a mailbox key when you move in. Loss of a mailbox key will result in a \$5.00 charge for a new key. Each apartment student is required to obtain a key. If you do not receive one upon check-in please see a Res Life staff member. Some Kile Apartments will receive keys for their apartments. If these keys are lost, the replacement fee is \$75 per key.

Laundry Facilities

Laundry facilities are provided in each residence hall and apartment complex by an outside company, CALECO. The laundry area should be kept neat. Please be considerate of others waiting to do their laundry. It is highly recommended that you do not leave your laundry unattended. If you are experiencing any issues please contact CALECO at 800-662-7444 or email at service@caleco.net. **Our laundry system is cashless. All students pay for laundry with Husky Gold, accessed by their BUID.**

Lock Outs

Keep your ID/keys with you at all times. It is your responsibility to ensure that you have access to your room/apartment. Should you get locked out, see a Community Assistant and they will let you in. Please understand that staff may or may not be readily available to assist you with a lock out. A student who acquires more than 3 will be referred to the Graduate Hall Director/Area Coordinator.

Mail Services

All mail should be addressed as follows:

<u>Upper Campus Apt example</u>	<u>Residence Hall Room example</u>
Joe Student 1234 Mount Olympus Apt. 525 East Second St. Bloomsburg PA 17815	Joe Student Room 802 Elwell Hall 525 East Second Street Bloomsburg, PA 17815

Note: The line item "1234 Mount Olympus Apt" represents a fictitious box number in MOA -- use the box number you are assigned but DO NOT WRITE the word BOX
Note: "Room 802 Elwell Hall" represents a fictitious room number in Elwell—use the room number that you are assigned to

Upper Campus

All students living in the Upper Campus Apartments (JKA, MOA, MPA) are assigned a mailbox in conjunction with their room assignments. Please check your mailbox once a week. Your mailbox should be checked and emptied at the end of each semester.

Lower Campus

All lower campus mail will be delivered through the Husky Mail Hub which is located in Soltz Hall. Procedures for retrieving mail can be found at <http://intranet.bloomu.edu/mailservices>

Kile Apartments

Kile Apartments residents receive mail directly to their apartment from the US Postal Service. Contact a staff member if you have any questions.

Phones

House phones for making calls are available in each hallway in the residence halls and each laundry room in the apartments. If you are calling a number not associated with the University, a calling card will be needed. For a listing of these phone numbers, see a residence life staff member. Students **may not** accept collect calls.

Repairs/Maintenance

In the residence halls, repair work should be reported to your CA, GHD, AC, or a CA working the front desk. At the apartments, repair work can be requested by calling 570-389-2900, or reporting it to your CA, GHD, or AC. Students can also go to <http://reslife.bloomu.edu/form-fix.php> and enter the work order themselves. Maintenance personnel may be in the living areas between 8 AM and 11 PM.

In order to respond to all repair work in a timely manner, maintenance personnel will enter rooms to fix an issue if a student is not present. In most cases, students are not notified.

Sales & Solicitation

The sale and solicitation of goods and services is prohibited in all residential facilities unless approved by the Office of Residence Life. For more information, refer to the Fundraising Policy in the Code of Conduct or see a Residence Life staff member.

Screens/Windows/Signs

Window screens are not to be removed or opened. Screens are not safety devices and they should never be leaned upon. **STUDENTS ARE NOT PERMITTED TO HANG OR LEAN OUT OF WINDOWS.** For safety reasons, signs, bottles, flags, lights, etc. in windows or on window sills are prohibited. Throwing objects and/or substances out of windows as well as yelling or playing music out of windows is prohibited. Judicial sanctioning or loss of campus housing may result for failure to comply with any of the above.

Television Service

All on-campus residents have television service to their room/suite/apartment. This service provides 90+ channels to choose from including high-definition and premium channels HBO, HBO2, HBO Signature and Cinemax. To access the television service you must provide a coaxial cable and your TV must contain a QAM (quadrature amplitude modulation) digital tuner. Since 2006, most major television manufacturers have installed QAM digital tuners in their products. For more information, go to <http://reslife.bloomu.edu/tv.php>

For 24/7 service & support call (855) 371-5065, text "MyVideo" to 84700, or chat at MyCampusVideo.com.

On-campus residents also have access to HBO GO® and MAX GO®, giving residents instant, unlimited access to HBO® and Cinemax® programming anytime, anywhere at no extra charge. Go to <http://reslife.bloomu.edu/tv.php> for more information.

University Property

Damage or theft of university property occurring in common areas are the joint responsibility of the occupants sharing the facilities. Damage or theft in lounges, study rooms, bathrooms, etc., located in the living area will be billed to students living in that area. Any damage to residence hall rooms, suites, or apartments will be assessed on an individual basis and students will be issued bills accordingly.

Policy Violations

Policies concerning the Student Code of Conduct can be found at <http://intranet.bloomu.edu/documents/dean-students/CodeConduct.pdf>. Any violations of the Student Code of Conduct or Residence Hall policies or procedures may result in judicial action. Students are responsible for knowing all policies and procedures found in this Guide to Campus Living as well as the Student Code of Conduct.

FIRE SAFETY

- Students are required to attend a fire safety program during New Student Orientation
- Be familiar with all of the possible evacuation routes from your room/wing/suite/apartment
- Always evacuate the building when an alarm sounds. Do not use the elevator.
- State mandated fire drills are conducted regularly to practice safe evacuation techniques.
- Each alarm should be considered serious. Remain calm and follow all evacuation procedures.
- In case of an alarm, please note that you may be outside for an extended period of time. Please be sure to take appropriate clothing to accommodate weather if you can do so safely.
- Failure to follow the instructions of University Staff or Emergency Personnel will be referred to the Dean of Students Office.

Fire Prevention

- Cooking of any kind is prohibited in student bedrooms, nor are any type of heating elements allowed (except heating pads). Follow guidelines under the "Prohibited Items" section. (p.10)
- All electrical appliances must be kept in good working condition and are subject to inspection by university officials
- The burning of candles and incense in residence halls or apartments is strictly prohibited
- Smoking of any kind is **PROHIBITED** in the residence halls and apartments

Discovering a Fire

- Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.
- Notify hall staff at the front desk as soon as possible (if you can do so safely)
- Leave your room, close the door.
- Leave the building as quickly and as safely as possible via the nearest posted escape route. If you encounter smoke while exiting, keep as low to the floor as possible.

Fire Evacuation

Feel door for heat; check for smoke. If there is heat and/or smoke, place a wet blanket at the bottom of the door and do not go out. Open or break the window to attract attention of firefighters and admit fresh air. Wrap a wet towel around your nose and mouth, and remain close to the floor to avoid smoke inhalation.

If it is safe to leave your room:

- Leave lights on
- Close windows and door
- Follow posted evacuation route or walk to the safest exit calmly
- Go to the area designated as your hall's evacuation site
- Stay out of the way of firefighters and fire-fighting equipment
- Do not re-enter the building until directed to do so by university staff
- Follow directions given by University Staff/Emergency Personnel

If there is an actual emergency, you may be asked to move to an alternate location. Residence Life Staff will direct you where to go.

Misuse of Equipment

Misuse of safety equipment or procedures including tampering with fire equipment, exit lights, exit signs, hand rails, and initiating fire alarms will result in arrest, fines and/or disciplinary action. This could include immediate termination of residence hall/apartment agreement and possible suspension.

Since the potential danger posed to a residential community by fire is so severe, any resident identified as igniting any facility, furnishings, or equipment, interfering with fire officials, interfering or tampering with a fire alarm system or safety equipment, i.e. covering a smoke detector or placing false alarms will be subject to immediate removal from the residence hall, and subject to arrest, fines, and/or disciplinary action.

In addition, residents should conduct themselves in a way that is safe and orderly. Any behavior that is threatening to the safety of the community, will be dealt with subject to arrest, fines, and/or disciplinary action.

Personal Property Liability

The university assumes no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of third persons. Residents should carry insurance protection for their personal belongings.

We recommend that you carry insurance protection for your belongings and record the serial numbers of your large items.

CLOSING & CHECK-OUT PROCEDURES

Holiday Closing Information

Openings and Closings for the Year

Thanksgiving

- Apartments close on Tuesday, November 20 at 12noon
- Residence Halls close on Tuesday, November 20 at 12noon
- Both open on Sunday, November 25 at 12noon
- Classes begin on Monday, November 26 at 8am

Winter Break

- Apartments and Residence Halls close on Saturday, December 14 at 12noon
- Both Open on Saturday, January 19 at 8am
- Classes begin on Tuesday, January 22 at 8am

Spring Break

- Apartments and Residence Halls close on Saturday, March 9 at 12noon
- Both open on Sunday, March 17 at 12noon
- Classes begin on Monday, March 18 at 8am

End of the Year Closing

- Residence Halls and Apartments close on Saturday, May 11 at 12noon

For all breaks please remove all items from the floor in case of flooding

Follow all check out procedures that will be given to you via email and through your CA. Elwell Hall is the designated 12-month hall. If you need housing over breaks, please contact Michele Stout at mstout@bloomu.edu.

Check-Out Procedure

Express Check Out: This is a specialized version of the Residence Hall/Apartment check out procedure designed to streamline your departure. With **Express Check Out**, you do not need to check out with a staff member.

- **Apartment Express Check Out** is an envelope where you simply read all of the information on the envelope, completely fill out the envelope, place your mailbox key in the envelope, seal it, and return it to the front desk upon your departure. Detailed information will be available towards the end of each semester.
- **Residence Hall Express Check Out** is completed by signing out on the appropriate paper that will be hung on your room door. Detailed information will be available towards the end of each semester.

For further information, please visit <http://reslife.bloomu.edu> or see a Residence Life staff member

All of those who do not comply with the check-out procedures may be subject to fines and/or judicial sanctioning.

BU SHUTTLE SCHEDULE

Shuttle buses on the campus loop stop at:

- Centennial Hall
- Nelson Field House
- Jessica S. Kozloff Apartments
- Orange Lot
- Mount Olympus Apartments
- Montgomery Place Apartments

Monday through Thursday: **Continuous Service**

7:30am – 3:30pm - Buses arrive approximately every 10 minutes

3:30pm – Midnight - Buses arrive approximately every 15 minutes.

Friday: **Continuous Service**

7:30am – 5:00pm - Buses arrive approximately every 10 minutes

5:00pm – 10:00pm - Buses arrive approximately every 15 minutes.

Saturday: Continuous Service from 11:00am – 7:00Ppm (**no service from 2:45pm – 3:30pm**)

Sunday: Continuous Service from 10:15am to Midnight (**no service from 6:45pm – 7:30pm**)

For the full shuttle bus schedule, go to <http://www.bloomu.edu/shuttle-bus>

WALMART SHUTTLE SCHEDULE 2018 – 2019

Walmart Run

Tuesday, Thursday & Friday nights on the hour.

Pick up at Centennial Hall	Depart from Walmart
6:00pm	7:15pm
7:00pm	8:15pm
8:00pm	9:15pm

CAMPUS DINING

Campus Eating Locations:

For more information visit: <http://bloomu.campusdish.com>

- The Scranton Commons Dining Hall
- The Husky Lounge
- Steak & Shake
- Roongo's Café
- Subway
- Monty's
- P.O.D. Express at JKA
- P.O.D. Express Centennial Hall
- Espresso (Warren Student Services Center)
- Starbucks (Andruss Library Location)
- Starbucks (Scranton Commons Location)
- Chick-fil-A
- Qdoba
- The Lunchbox (Food trailer next to Centennial)~Weather permitting and Seasonal
- The Cart (Located outside of the Espresso Location)~Weather permitting and Seasonal

SAFETY ESCORT SERVICE

The University Police Department provides a walking safety escort service for all faculty, staff, students and visitors in the interest of safety.

This service is available nightly from 10 PM to 1:00 AM to persons on campus going to on-campus locations. You may request this service by:

- Stopping by the BUPD Station
- By using any of the Blue Light Emergency Call Boxes located throughout campus
- By calling Ext. 2211 or 5000 from any house phone
- Calling 570-389-2211 or 570-389-5000 from your cell phone

STUDENT HEALTH CENTER HOURS

The Student Health Center is provided for those who are sick or not feeling well. It is similar to your home doctor's office. They provide a Self-Care Unit providing Tylenol, band aids and other items. Please go to a local ER or Urgent Care Center for emergencies.

Call 570-389- 4451 to make an appointment

324 Kehr Union Building (KUB)

Fall and Spring Semester Hours:

Monday through Friday, 8am – 6pm

STUDENT RECREATION CENTER

Fall & Spring Semesters

Monday through Thursday, 6am -12am

Friday 6am – 10pm

Saturday & Sunday, 10am – 10pm

In addition, residents of JKA can use the JKA Community Building Fitness Center

Open daily 9a.m.-Midnight

KEHR UNION BUILDING (KUB)

As the social hub of campus, the KUB features a ballroom, multicultural center, computer lab, Husky Lounge snack bar, game room, Welcome Desk and several meeting rooms.

It's also the headquarters of the Community Government Association (CGA), Student Activities, Vice President of Student Affairs, as well as host to the Student Health Center.

KUB Hours

Monday through Friday, 7am – Midnight

Saturday & Sunday, 10am – Midnight

Welcome Desk

570-389-5212

Reservations Desk

570-389-2811



Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact: Title IX Coordinator, Bloomsburg University of Pennsylvania, Warren Student Services Center, 400 East Second Street, Bloomsburg, PA 17815; Phone: (570) 389-4529; Email: titleixcoord@bloomu.edu.

Additionally, inquiries concerning Title IX and its implementing regulation can be made to the U.S. Department of Education, Office of Civil Rights, Region III, The Wanamaker Building, 100 Penn Square East - Suite 505, Philadelphia, PA 19107; Phone: (215) 656-6010; Fax: (215) 656-6020.