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IMPORTANT NUMBERS

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

Residence Hall Front Desk Hours
Sunday through Thursday: 7pm – 1am
Friday & Saturday: 8pm – 2am

Upper Campus CA Desk Hours
Monday through Sunday: 9am – 12midnight
GENERAL DIRECTIONS:
Use Exit 236 from I-80. Travel about 1 mile south on Route 487 (Lightstreet Road).

Enter Bloomsburg University at traffic light (Swisher Drive). Follow road until you pass Chestnut Street and park in the designated Admissions area of the lot.
Welcome to Bloomsburg University’s residential campus!

Your experience as a member of our residential community will comprise a very important part of your education while here at BU. Your room/hall/apartment will be as much a center for learning as your classroom experience. The professional and para-professional staff members in the Office of Residence Life are here to help make your on campus experience a successful one while at Bloomsburg University.

Our campus residence halls and apartments are provided for undergraduate students and are intended to serve the purpose of functional housing and experiential learning. These accommodations are maintained for the sole purpose of the students who reside in them. The university has a responsibility to provide a safe and well maintained living environment for its campus residents. In turn, students have an equal responsibility to respect their “home away from home” and the people who are hired to maintain it. This mutual respect is vital in creating an atmosphere of community and a comfortable place to study and live.

Having a roommate(s) and other students living in close proximity is a new experience for most students who come to BU for the first time. It is also one of the traditional experiences that so many students seek when coming to a residential campus. The interpersonal relationships that you will develop in this community enrich your campus life and provide you with strong friendships long after your graduation. But with any meaningful friendship there is always growth, born out of compromise and open communication. Our campus is a rich fabric of students with various backgrounds, beliefs and values some of which will be very different from yours. You may not always agree with someone else’s beliefs nor are you expected too. You are however, expected to respect the beliefs of others different from yours. We in the Office of Residence Life realize that these new experiences may be trying at times, so Community Assistants are available to help you work through these situations.

Bloomsburg takes great pride in its long history of academic excellence, the Office of Residence Life shares in that pride and works hard to support the mission of the University. Part of that excellence is a set of community standards that will be shared with you when you arrive on campus. We expect that you abide by these standards and the guidelines included in this handbook.

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 the University. If you have any questions please do not hesitate to ask a staff person.

Sincerely,

Tom Kresch
Assistant Vice President of Student Affairs

The university will make room assignments in accordance with the Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973, the university will make every reasonable effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University. Consistent with the commitment to maintaining an environment of dignity and respect also house students that are free from all forms of harassment and discrimination, whether because of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, veteran status, content observed on social media or any other characteristic protected by law. Students can be assured that accommodations will be provided in a non-discriminatory manner, be comparable, convenient, and accessible, and will be at or less than the cost assigned to other students.
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/Lycoming Hall – 570-389-4846 or kwarg@bloomu.edu
Ben Staub → Columbia Hall/Northumberland Hall– 570-389-4845 or bstaub2@bloomu.edu
TBD → Montour/Schuylkill/Kile Apartments – 570-389-4989
Jeff Ward → Luzerne/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
Rebecca Slutsky, Columbia Hall– 570-389-4298
Joanne Powser, Elwell Hall West– 570-389-2791
Kendra Rockwell, Lycoming Hall– 570-389-3804
Elizabeth Smith, North Hall-570-389-2201
Kyle Hartman, Schuylkill Hall & Kile Apts.-570-389-4325
Ambria Eberhardt-Brown, Mount Olympus Apts.-570-389-2962
Alex Reynolds, Elwell Hall East- 570-389-5158
Jenna Wright, Luzerne Hall-570-389-4809
Amanda Strain, Montour Hall-570-389-4328
Crystal Diem, David Soltz Hall-570-389-4324
Pooja Daya, Jessica Kozloff Apts.-570-389-2962
Suzanne Noll, Montgomery Place Apts.- 570-389-2692

Community Assistant (CA)
A CA is an undergraduate student who also is a peer leader, mentor, and helper. These students are trained in the areas of mediation, conflict resolution, and safety issues. These students are here to build community and get to know you!

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 Mark Turnbough at mturnbou@bloomu.edu.

BU LINGO!

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
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
STUDENT RIGHTS & RESPONSIBILITIES

As a resident you have agreed to the following Student Rights and Responsibilities:
- The right to read and study free from undue interference; unreasonable noise and other distractions
- The right to sleep without undue disturbance from noise, distraction, etc.
- The right to expect that others will respect personal belongings
- The right to a clean environment in which to live
- The right to access and utilize residence hall facilities
- The right to personal privacy
- The right to speak to someone about grievances (Residence Life staff)
- The right to be free from fear of intimidation

The right to expect these privileges will be respected and the responsibility to respect these privileges for others

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 the Guide to Campus Living)
- To accept responsibility for all guests
- To respect the rights of one’s roommate and fellow residents when hosting guests
- To be responsive to all reasonable requests of fellow students
- To be responsive and cooperative in all dealings with Residence Hall Staff
- To accept responsibility for personal and community safety, i.e., to refrain from misusing safety equipment, propping open security doors, and losing or forgetting your BUID
- To recognize that public areas are their furnishings belong to everyone, and abuse of those areas violates the community

BLOOMSBURG UNIVERSITY IDENTIFICATION CARD (BUID)

**NEVER** loan your ID to anyone!

**Your ID provides you with...**
- Husky Gold fund (used for dining facilities, coffee shop, vending, laundry, University Store, and more)
- 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

Loss of your ID will result in a $25 replacement fee (Loss of a temporary ID is $10)
GENERAL SAFETY

- Always keep your door shut while you are not in your room or apartment. If you live on the 1st or 2nd floor, lock your windows. Never compromise your safety for a roommate who asks you to leave the door unlocked.
- 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 out/unattended.
- Study the campus and neighborhood with respect to routes between your residence and class/activities schedule. Know where emergency phones are located.
- Share your class/activities schedule with parents, guardians, and close friends, effectively creating a type of "buddy" system. Give your phone number to your parents, guardians, advisors, and friends. Always travel in groups. Use a shuttle service after dark. Never walk alone at night. Avoid "shortcuts" where there is little traffic or light.
- For your safety, removing window blocks is strictly prohibited.

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**

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.

RESIDENCE HALLS POLICIES & PROCEDURES

**Housing Agreement**

The housing agreement can be found at:

**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.
When you begin to decorate your room and add your special touches to make the room your own, please keep in mind the following important policies:

**PROHIBITED ITEMS:**

<table>
<thead>
<tr>
<th>PROHIBITED ITEMS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>-Candles and Incense</td>
<td>-Nails</td>
</tr>
<tr>
<td>-Halogen Lamps and bulbs</td>
<td>-Dartboards</td>
</tr>
<tr>
<td>-Extension Cords</td>
<td>-Bed Risers</td>
</tr>
<tr>
<td>-Octopus Type Plugs</td>
<td>-Hoverboards/Self-Balancing Scooters</td>
</tr>
<tr>
<td>-Electric Blankets</td>
<td>-Duct Tape</td>
</tr>
<tr>
<td>-Kerosene or Electric Heaters</td>
<td>-Drum Sets and other loud musical instruments</td>
</tr>
<tr>
<td>-Appliances with exposed elements (i.e. Hot plates, traditional coffee makers, etc.)</td>
<td>-Window Air Conditioners (floor model AC units under 10,000 BTUs can be used)</td>
</tr>
<tr>
<td>-Natural Cut Trees (i.e. Christmas Trees)</td>
<td>-George Foreman Grills</td>
</tr>
<tr>
<td>- Electrical Blankets</td>
<td>-Toaster Ovens</td>
</tr>
<tr>
<td>-Extension Cords</td>
<td>-Microwave Ovens</td>
</tr>
<tr>
<td>-Octopus Type Plugs</td>
<td>-3D Printers</td>
</tr>
<tr>
<td>-Translucent Tape</td>
<td>-University Owned Common Area Furniture</td>
</tr>
</tbody>
</table>

-Anything that could damage property/facilities, cause personal injury, prohibit safety equipment from operating properly.

**ROOM DECORATION TIPS:**

- Room 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 removable adhesive strips. These are the best items to use when hanging stuff on the walls without causing damage.
- Apartment residents must hang things on the provided bulletin boards
- Pictures, posters, etc. must be hung from the molding or bulletin boards in your room.
- Do not use duct tape—it leaves residue that is very difficult to remove.
- 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.
- 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.

**ELECTRICAL APPLIANCES:**

The operation and maintenance of electrical appliances are the full responsibility of the student. Only one refrigerator per residence/apartment room is permitted. (A micro-fridge is provided in each residence hall room.) Tampering with thermostats and/or any electrical devices may result in judicial action. Repairs for these damages will be at cost of the resident(s).

Specifications for approved electrical appliances are as follows:

**Cooking appliances** — Can ONLY be used in designated areas in each hall. Cooking of any kind is prohibited in residence hall rooms.

**Approved Electrical Appliances**

- **MicroFridges** – All rooms on lower campus (All Residence Halls) will be provided with a MicroFridge. Students are NOT permitted to bring their own personal refrigerator/MicroFridge or microwave, if living in the residence halls.
- **Televisions** – Power input- 120 volts, Power output-.5. (Students must provide their own coaxial cable)
- **Irons** – Permitted ONLY in areas that are designated in each residence hall- laundry and bathrooms
- **Floor Model Air Conditioners** are permitted not to exceed 10,000 BTUs
Clarification for Apartment Complexes
- Microwave ovens are allowed in the kitchens
- George Foreman Grills are allowed for cooking in the kitchens
- 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 dumpster.
- Students living in on-campus apartments may still have a personal refrigerator/MicroFridge if they so choose.

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.

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.
- Speakers and musical instruments that cause a disturbance, are not permitted.
- Those who want louder volume should use headphones. Speakers shall 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.
- Yelling, throwing things, and holding conversations from windows are prohibited.
- During finals week, 24-hour quiet hours are in effect. Violators may be charged with a violation of the Student Code of Conduct.

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

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.

Bomb Threat

In the event of a bomb threat in a residence hall or apartment complex, residents will be notified and required to evacuate the hall/apartment. If the threat should occur during the evening hours, all students and guests in the residence halls/apartments will be instructed to report to a specified location.
A mature attitude is necessary when exercising your freedom and responsibility regarding guests in the residence halls. Visitation procedures are in place to provide a measure of safety for the residence hall community. 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 hall 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/

No Children under the age of 16 years old are permitted to stay overnight or for periods exceeding one hour, unless special permission is given or it is a recognized university special event, i.e. Siblings Weekend. 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.
• Guests can 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.
• Cohabitation in all on campus residential facilities is prohibited.
• 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.
• Hosts must obtain the advance consent of all roommates in order to have overnight guests.

The following information outlines the Visitation Policy and Procedures:
• You may have guests Monday – Thursday from 10am – 1am.
• 24 hour 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/
• 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 the Graduate Hall Director. Persistent violation of the policy by an individual or residence hall may result in the loss of visitation privileges and/or termination of the Residence Hall Agreement.

***PLEASE NOTE THAT THERE WILL BE NO OVERNIGHT VISITATION FOR NON-BU STUDENTS IN ANY ON CAMPUS HOUSING DURING BLOCK PARTY WEEKEND.***
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.

**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 Director of Residence Life 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 Director of Residence Life or his/her designee.
- If the Director of Residence Life 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 Residence Life staff members who will conduct the search. A senior 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 Director of Residence Life.
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’s bathroom, provide toilet paper, and a shower curtain.

**Beds/Lofts**
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.

**Bicycles/Mopeds**
Bicycles must be stored in designated areas (bike racks). They may not be kept in lounges, stairwells, or halls. Mopeds 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 room 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.

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

You will be issued a mailbox key when you move into an apartment complex. 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. Residence Hall students will not be issued a mailbox 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 there is a replacement fee of $75 per key.

**Laundry Facilities**

Laundry facilities are provided in each residence hall and apartment complex by an outside company. The laundry area should be kept neat. Please be considerate of others waiting to do their laundry. If you are experiencing any issues please contact CALFeco 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 judicial system.

**Mail Services**

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. All mail should be addressed as follows:

<table>
<thead>
<tr>
<th>Upper Campus Apt example</th>
<th>Residence Hall Room example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Student</td>
<td>Joe Student</td>
</tr>
<tr>
<td>1234 Mount Olympus Apt.</td>
<td>Room 802 Elwell Hall</td>
</tr>
<tr>
<td>525 East Second St.</td>
<td>525 East Second Street</td>
</tr>
<tr>
<td>Bloomsburg PA 17815</td>
<td>Bloomsburg, PA 17815</td>
</tr>
</tbody>
</table>

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

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](http://intranet.bloomu.edu/mailservices).

**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](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.**
**Required Hall/Apt. Meetings**

Wing meetings, hall meetings, apartment meetings, and educational programs are periodically conducted throughout every semester. Resident students are strongly encouraged to attend.

**Sales & Solicitation**

The sale and solicitation of goods and services is prohibited in the residence halls and apartments unless approved by the Office of Residence Life. For more information, refer to the Fundraising Policy in the *Pilot* or see a Residence Life staff member.

**Screens/Windows/Signs**

Window screens are not to be removed or opened. STUDENTS ARE NOT PERMITTED TO HANG OR LEAN OUT OF WINDOWS. A fine/judicial sanctioning may be levied for failure to comply with any of the above. Signs, bottles, flags, lights, etc. in windows or on window sills are prohibited. The exceptions for signs are students’ names and recognized student organizations. Screens are not safety devices and they should never be leaned upon.

Throwing objects and/or substances out of windows WILL result in disciplinary action, and possible loss of housing.

**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 or apartments will be assessed on an individual basis and students will be issued bills accordingly.

Individual room furniture is not to leave the assigned room at any time. Lounge furniture is not permitted in student rooms.

**Policy Violations**

Policies concerning the Student Code of Conduct can be found in *The Pilot*. 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 University Pilot.

**Weightlifting Equipment**

Weightlifting equipment is prohibited in residence hall rooms and apartments.

**Rec Center Hours**

**Fall & Spring Semesters**

Mon.-Thurs. 6am – Midnight

Friday 6am – 10pm

Sat. & Sun. 10am – 10pm

**JKA Fitness Center**

For residents of JKA only

Mon.-Fri. 9a.m.-Midnight

Weekend 9a.m.-Midnight
YOUR HEALTH, SAFETY & SECURITY

Accommodations/Animals
Animals or pets, including laboratory specimens, 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 the pet 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 for further information http://intranet.bloomu.edu/equity-accommodations

Babysitting
Children are not permitted in residential living areas (Halls or Apartments), with exception to Sibling’s Weekend.

Entering/Exiting Residence Halls
- You must enter and exit the residence hall through the main entrance. The exterior-side doors are always alarmed and locked.
- The intent of this policy is to maintain maximum security in the residence halls. 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 charged with trespassing.
**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 in the Office of the University Police.

**Clothing & Footwear in Public Areas**

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

**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 and wing
- Do not use items that are prohibited in the handbook
- Always evacuate the building when an alarm sounds! Do not use the elevator!
- Mandatory 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
Fire Prevention

- Cooking of any kind is prohibited in student rooms, nor are any type of heating elements allowed (except heating pads). Hot plates, hot pots, and irons are permitted **ONLY** in designated areas in each residence hall
- Only authorized electrical appliances may be used. Surge protectors should be used at all times. Electric circuits should not be overloaded. One three-way extension per two plug outlet is the maximum allowed
- 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 is **PROHIBITED** in the residence halls and apartments

Discovering a Fire

1. Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.
2. Notify hall staff at the front desk as soon as possible.
3. Leave your room, close the door.
4. 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 nearest exit calmly
- Knock on room doors as you exit to alert others
- 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

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, guard rails, and initiating fire alarms will result in arrest, fines and/or disciplinary action. This could include possible suspension and termination of residence hall/apartment agreement.

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.*

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**CLOSING & CHECK-OUT PROCEDURES**

**Holiday Closing Information**

**Openings and Closings for the Year**

**Thanksgiving**
- Apartments close on Tuesday, November 21 at 12noon
- Residence Halls close on Tuesday, November 21 at 12noon
- Both open on Sunday, November 26 at 12noon
- Classes begin on Monday, November 27 at 8am

**Winter Break**
- Apartments and Residence Halls close on Saturday, December 16 at 12noon
- Both open on Saturday, January 20 at 12noon
- Classes begin on Monday, January 22 at 8am

**Spring Break**
- Apartments and Residence Halls close on Saturday, March 10 at 12noon
- Both open on Sunday, March 18 at 12noon
- Classes begin on Monday, March 19 at 8am

**End of the Year Closing**
- Residence Halls and Apartments close on Saturday, May 12 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.

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**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.

- **Residence Hall Express Check Out** will experience a similar check-out process as the apartments. Detailed information will be available towards the end of each semester.

For further information, please visit [http://reslife.bloomu.edu](http://reslife.bloomu.edu)

All of those who do not comply with the check-out procedures may be subject to fines and/or judicial
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 – 7:00Pm (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 2017 – 2018

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

KEHR UNION BUILDING
As the social hub of campus, the KUB features a ballroom, multicultural center, computer lab, Husky Lounge snack bar, 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 Number
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.