

**Salem State College
Department of Residence Life**



**The Summer
Guide
To Living on
Campus**

All residents are expected to review and be familiar with the information and policies outlined within this Guide.

Important Residence Life Dates and Info!

Summer 2007

May 2007	11th	Residence Halls close, all students move to Bowditch Hall
	21st	Summer Session I classes begin
	25th	10am - 2pm Summer Students move to Bates
June 2007	28th	Summer Session I classes end
July 2007	9th	Summer Session II classes begin
August 2006	17th	Summer Session II classes end, students not staying for Extended Summer Housing check out of Bates Complex.
	18th	Extended summer housing students move to Peabody Hall from 9am—12noon
	30th	Students move to permanent locations (6-9pm)

Important Campus Phone Numbers

Campus Police Emergency Only	978.542.6111
Campus Police Non-Emergency	978.542.6511

Central Campus SCA Office	978.542.8406
Central Campus ARD Office	978.542.8405
Central Campus RD Office	978.542.8404
Central Campus Front Desk	978.542.8403

Bowditch Hall Front Desk	978.542.6416
Bowditch Hall RD Office	978.542.6427

Bates Complex SRA Office	978.542.6788
Bates Complex RD Office	978.542.6656

Peabody Hall Front Desk	978.542.6415
Peabody Hall RD Office	978.542.6417

Residence Life Office	978.542.6416
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Staff Office Hours

Central Campus Front Desk	24-hour coverage (when building is open)
Bowditch/Peabody Hall Front Desk	24-hour coverage (when building is open)
Bates Complex SRA Office	Posted hours during the day and 7pm-9pm each night
Residence Life Office	8:30am-5pm Mon-Fri

Welcome to Summer Housing!

Thank you for choosing to stay on campus for the summer! This Guide will provide you with the basic information that you need to know during the duration of your summer housing. Please be sure to read through the entire Guide and contact a Residence Life Staff member if you have any questions. Some specific things to keep in mind during your stay with us are:

- There will be other guests spending time on campus throughout the summer who are not students, so the 24-hour Courtesy Hours Policy is strictly enforced.
- You must check in and out of your room properly to ensure that you are billed appropriately.
- Plan ahead if you wish to stay after your scheduled check out time. You must submit requests **at least two weeks in advance**, in writing, to Jason Marshall in the Office of Residence Life.
- Policies from the academic year are still in effect during the summer, and residents are expected to abide by them at all times.

Off-Campus Attractions

On **Canal Street** in Salem you will find: gas stations, Bagel World, Dunkin Donuts, McDonalds, Crosby's Supermarket, Chinese food, and several other stores located **only minutes from campus!**

Washington and Derby Streets in Salem are home to many local attractions, from restaurants to museums to local shops. Most parking is metered or located inside of a parking garage. Once you have parked, you will easily be able to walk around the area at your leisure. Pickering Wharf, located on Derby Street is home to several shops and restaurants. Follow Canal or Lafayette Street to the center of town, **approximately a 5 minute drive or a 10-15 minute walk from North Campus.**

If you follow **Route 1A** South, also known as Loring Avenue, (a left out of College Drive on North Campus or a right out of Harrison Road on South Campus) you will arrive in Swampscott. Here you will find: Chinese food, KFC, Dunkin Donuts, Store 24, gas stations, Blockbuster Video, Starbuck's, a dry cleaner, Staples, banks, Boston Market, Marshall's & TJ Maxx, grocery stores, Bertucci's, CVS & Walgreen's, a florist, the Gap, Border's Books, and several other small shops **within minutes of campus.**

If you follow **Route 114** West toward I-95/Route 128, you will reach the Peabody/Danvers area. The North Shore and Liberty Tree Malls are two malls located in close proximity to each other and are **approximately 20 minutes from campus** depending on traffic. You will also find several chain/sit-down restaurants in this area including: Bugaboo Creek, The Outback, Friendly's, Applebee's, The 99, and Pizzeria Uno's. There is a large movie theater located inside of the Liberty Tree Mall.

On **Route 107** (Highland Avenue) you will find a Wal-Mart, Target, more grocery stores, Taco Bell, Burger King, a Ground Round, Blockbuster Video, Payless Shoes, and CVS among other stores. Highland Avenue runs approximately parallel to Canal Street and can be accessed by taking Jefferson Avenue to Wilson Street (a left hand turn) then turning left at the end of Wilson Street. The trip will take you **10 minutes.**

Residence Life Policies

The following section outlines Residence Life Policies that residents are expected to abide by while living in the residence halls. In addition to these policies, residents are also expected to abide by the Student Conduct Code (a copy can be obtained from your Resident Director or the Department of Residence Life). Failure to abide by any of these policies will result in a resident being referred judicially. Based on the severity of the situation, residents will either meet with the Resident Director of the area, another member of the Residence Life Professional Staff, or the Assistant Dean of Students.

Residents should review and be familiar with the Code to Student Conduct. Any questions regarding the policies outlined in this Guide, or the Code to Student Conduct should be directed to an SCA/RD, the Office of Residence Life, or the Office of Student Life.

Residents should be aware that filing a complaint with the Public Safety Office does not automatically ensure that campus judicial action will be taken. There are several options that residents may choose to pursue if they find themselves in a situation where they wish to file a judicial or criminal complaint against another member or non-member of the campus community. These four options are as follows:

COLLEGE JUDICIAL CHARGES

Students may choose to proceed with an on-campus complaint against another student through the College Judicial System. Residents students can file a complaint with a Residence Life staff member or the Assistant Dean of Students (Meier Hall 224). Staff members will investigate the complaint and, if appropriate, the College will levy charges against the student on behalf of the student filing the complaint and process the complaint through the College Judicial System. If the incident goes to a hearing, you must appear and testify. **Complaints filed through the College Judicial System are not forwarded to Public Safety.**

PROTECTIVE ORDER/RESTRAINING ORDER

If a student believes that a person (student or non-student) is intimidating, threatening, or harassing him/her, that student can seek a **Protective Order** from the District Court or with the assistance of police officers through the Office of Public Safety or representative of HAWC (*Help for Abused Women and Children*). A Restraining Order (or 209-A) is a court-issued order notifying the individual whom a student feels is harassing, threatening or intimidating him/her to stay away from them. The order also informs the person that criminal charges will be filed if the restraining order is violated. While there exist many criteria to receive a restraining order, students are invited to speak to a police officer at the Public Safety Building as each case is different and will be examined on its' merits and facts. Students may also seek assistance through their attorney.

NON-ACTION/OTHER OPTIONS:

Even if a student chooses not to file an official complaint against someone, there are steps s/he may want to consider taking. For instance, students should document the incident that occurred with the Public Safety Office, residence hall staff, or Assistant Dean of Students soon after it occurs. While a student may change his/her mind about filing a complaint, having complete and accurate documentation is important. The College may also be able to assist with information resolutions including mediation (a discussion between individuals, mediated by a third party), or a meeting with a student for a counseling or educational intervention.

A students' rights under local, state, and national law are neither abridged nor extended by his/her status as a student at Salem State College. However, as members of the academic community, students are expected to fulfill those behavioral responsibilities which accompany their membership and which are necessitated by the College's pursuit of its stated goals. It is expected that the conduct of all students will be consistent with the educational purposes of the institution and in no way will interfere with the functions of the College as it seeks to fulfill that purpose. Consequently, individual and group behavior that inhibits members of the community, i.e. students, faculty and administrators, from carrying out their respective educational tasks and duties is unacceptable

Residence Life Policies

1. Alcohol

BATES/PEABODY/BOWDITCH are substance-free for summer residents. This means that summer students/guests are not allowed to possess or be in the presence of any alcohol or alcohol containers (decorative or containing alcohol) or paraphernalia (bottles/cans, funnels, keg taps, etc.) in Bates/Peabody/Bowditch, **REGARDLESS OF AGE**. Staff reserve the right to not allow residents or guests into the building if s/he appear intoxicated, and may contact Public Safety for an assessment if they are concerned about a student's/guest's health/safety.

Any student/intern found in violation of the alcohol policy could face judicial action and/or loss of summer housing.

Salem State College Student Sanctions	
MINIMUM SANCTIONS for Violation of the College Alcohol Policy	<i>First Offense</i> Residential Review Referral to ADEPT Program or Choices Workshop Coordinate an Educational Program Parental Notification
	<i>Second Offense</i> Suspension from the residential areas for one year Disciplinary Probation Referral to ADEPT Program Parental Notification
	<i>Third Offense</i> Suspension from the College

2. Appliances

Due to the fact that some appliances are considered fire hazards, and the use of too many appliances at one time may overload the building's electrical capacity, the following appliances are **NOT PERMITTED** in any of the residence halls:

electrical extension cords
halogen lamps

air conditioners
hot plates

hot pots

The following items are **NOT PERMITTED** on North Campus, but are allowed at the Bates Complex, as long as they remain in the kitchen area:

microwaves
sandwich makers

toaster ovens
waffle irons

toasters
griddles

Coffee makers and irons are allowed in all residential areas as long as they have an automatic shut-off switch.

Refrigerators on North Campus and in bedrooms at the Bates Complex **MUST** have a capacity of four cubic feet or less. Microfridges are allowed.

Speakers for stereos should be of a reasonable size, and subwoofers and amplifiers are strongly discouraged. If a resident does use these items, s/he may be asked to lower the volume if it disturbs other residents or the noise level is inappropriate.

3. Candles

Candles are **STRICTLY PROHIBITED** from the residence halls, as they pose a significant fire risk. Residents are not allowed to possess any candles, including those of a decorative nature. **Possession of candles/incense on campus could result in suspension from the residence halls (held in abeyance) or loss of housing!**

4. Drugs

Residence Life Policies

State criminal laws on possessing, distributing, and using illicit and prescription drugs and drug paraphernalia are in effect on the College's property, which includes an elementary school on North Campus and a daycare center on South Campus. Students violating the State law, and College regulations, face serious judicial and legal action. ***On College property, no one may possess, use, sell, distribute, or manufacture illegal drugs or drug paraphernalia.*** This policy also applies to any legal drugs for which the possessor does not have a legal prescription. (See the end of the Policy Section for important information.)

5. Entering Your Room

The College respects the privacy of residents, however it is also responsible for providing safe and secure facilities at a reasonable cost. Therefore, Residence Life staff members reserve the right to enter resident rooms at any time in a health or safety emergency. Staff members may also enter rooms to conduct Health and Safety Inspections. For non-emergency entry, staff will notify residents in advance before entering a room/apartment, by posting signs on floors or in entryways.

If the College reasonably believes that a student is violating College regulations, it can authorize a search of a room. With probable cause of a crime, the College, Public Safety, and/or city police officers may seek a search warrant at any time.

6. Fire Safety

Residents found with violations will be directed to correct the violation and/or remove the item IMMEDIATELY. Repeated violations will result in administrative and/or judicial action.

Because of the risk of fire, the Department of Residence Life has strict guidelines about what is/isn't allowed on campus. Violations of this policy will result in judicial action, up to and including loss of housing. The following items and/or conditions are **NOT PERMITTED** in any of the residential areas:

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without an automatic shut-off, hot pots/plates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- Popcorn poppers, toasters/toaster ovens, and similar heating devices outside of kitchen areas at Bates (not allowed on North Campus)
- Stairwell/exit doors propped open
- Bicycles in hallways, lounges, or blocking the doorways of rooms/apartments/stairwells
- Disconnected or altered smoke detectors
- Flammable decorations placed near light fixtures or in enclosed areas
- Tapestries and similar hangings covering a door/significant portion of the wall OR any lights/lamps, or hung from ceiling
- Electrical devices/appliances that aren't U.L. listed: halogen lamps, lanterns, sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents
- Motorcycles, mopeds, and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of the doorway, room, apartment, or stairwell

Anyone who tampers with fire equipment, smoke detectors, or the sprinkler system/sprinkler heads, OR who sets a fire, sets off fire alarms or fireworks, or makes bomb threats will IMMEDIATELY be suspended from the residential areas on a temporary basis pending the outcome of a hearing. S/he may face both legal action AND other judicial action from the College, including loss of housing.

Residence Life Policies

7. Smoking

All residence halls are smoke-free. Individuals who smoke outside of a building, MUST remain AT LEAST 25 feet or more from a building while smoking, per college-wide policy.

8. Furniture

The only furniture allowed in a room/apartment is the furniture provided by the college. Altering furniture (such as removing closet doors or bed frame legs, stacking furniture, placing a mattress directly on the floor, or putting furniture on top of the radiators) is strictly prohibited. In addition, lounge furniture is **NOT ALLOWED** to be removed from the lounges or commons spaces. These items are intended for everyone's use. A \$50 removal fine is charged to all occupants of a room each time a piece of lounge furniture is found in your room/apartment.

Furniture from a room should NEVER be removed. Even if a roommate moves out, his/her furniture needs to remain in the room. Residents will be charged for any furniture that is lost, missing, damaged, or needs to be reassembled. In addition, no furniture is allowed to be brought outside.

9. Guests and Visitation

Residents are responsible for the behavior of their guests while they are on campus. If a guest violates State law and/or College policy, the host resident may be subject to civil, criminal, and/or judicial action. Residents should **NEVER** sign someone in to a building if they don't know the person. A person is considered a guest if they do not live in the host's room. Only those guests who do not live in a host's building must be signed in.

The guest policy is as follows:

- *No more than two guests at one time, per resident
- *At Bowditch/Peabody, guests must be signed in at the front desk as soon as they enter the building
 - Guests must provide a valid picture ID (license, state ID card, or school ID) which will be held at the front desk in exchange for a guest pass, until the guest leaves the building
 - Guest passes must be carried at all times and residents must escort their guest at all times
- *At Bates Complex, any violation of the guest policy could result in loss of summer housing.

In ALL RESIDENTIAL AREAS, guests are allowed to stay overnight for a total of:

- *four nights a month
- *no more than two consecutive nights on two occasions

If a guest wishes to use the bed or room of another resident, s/he must get permission from that individual in advance. If the roommate objects to a guest being in a room/apartment, the guest may not stay for any length of time.

Failure to follow the guest policy may result in a resident's loss of guest privileges/summer housing and the guest being banned from the area.

10. Inspection of bags

Residence Life staff reserve the right to inspect all bags/containers being brought into the building. Residents are expected to comply with staff requests to open bags, suitcases, or boxes. Residents who fail to comply with staff requests to inspect a bag will not be allowed to enter the building until they allow the inspection.

PROHIBITED ITEMS:

Hard plastic crates, shelves, and drawers

Concrete blocks and bricks

Futons and couches

Inflatable and bean bag chairs

Waterbeds

Bookshelves

Residence Life Policies

11. Keys

The keys issued to each resident are the responsibility of that individual resident. Residents should not be sharing keys, giving their keys to another individual, or duplicating keys. Lost keys should be reported **IMMEDIATELY** to a Resident Director, who will determine if the key can be replaced, or an entire core change is needed. (See the "Common Charges" section of this Guide for specifics on costs.)

12. Noise: Courtesy and Quiet Hours

Residents are expected to abide by set quiet hours in the residential areas, and should ensure that no sounds from his/her room/apartment can be heard by residents in another area. Quiet hours are:

Sunday - Thursday	9pm - 9am
Friday - Saturday	12am - 10am

In addition, Courtesy Hours exist 24 hours a day. Residents are expected to comply with student or staff requests to lower noise levels at **any point during the day**. Residents should use good judgment and be considerate of neighbors, including the people living above and below him/her.

The City of Salem Noise Ordinance is in effect every day of the week from 11pm - 7am. The ordinance applies to music heard both in and outside of buildings. Public Safety officers must enforce the ordinance, and may fine students up to \$200 for violating it.

13. Disruptive Behavior

Residents may not engage in behavior that disturbs or disrupts life in the residential areas such as ***bouncing basketballs, rollerblading, throwing balls in the building, using water-guns, participating in water-fights***, or any other activity that produces excessive and unnecessary noise or could harm an individual or the physical aspects of the building(s). This includes playing with real or toy guns, high powers water guns, etc.

14. Pets

Residents are not allowed to have any pets aside from fish in small aquariums. The only exceptions are dogs that assist residents with disabilities, which must be approved by the Director of Residence Life.

15. Solicitation

Individuals **MUST** have permission from both the Director of the Campus Center and the Resident Director of an individual residential area in order to sell or solicit anything outside and/or inside of a building. If a student finds someone in/outside the residential areas trying to sell something, contact an RD/SCA or the Front Desk IMMEDIATELY. Individuals soliciting within a residential area will be asked to leave, or will be escorted off campus by Public Safety.

16. Trespassing in Construction Zones

Residents are strictly prohibited from entering any construction zones around campus, and tampering with any equipment or signage in the construction area. Trespassing in any of these areas, or tampering with any of the items in or around those areas is extremely dangerous and jeopardizes student safety, as well as the safety of others.

Damages and Repairs

The residential areas on campus obviously don't run themselves! As a member of the community, you are expected to respect the physical aspects of the residential areas and report any damage or acts of vandalism that you encounter.

Trash

Residents of Peabody and Bowditch may put **small** bags of trash in the trash chutes. Cardboard, newspaper, hangers, glass, boxes, and large items should be taken to the dumpster. Excessive trash left in hallways, lounges, or stairwells will result in charges for your floor or entryway. Residents of Bates Complex should bring all trash to the dumpsters, which are located near buildings 1 and 15. Trash left in building stairwells may result in the assessment of cleaning charges.

The Maintainers

Each residential area on campus is staffed by a group of dedicated and committed maintainers. These individuals spend significant amounts of time cleaning the common areas (stairwells, lounges, bathrooms, etc.) and ensuring that the buildings are comfortable places for residents to live in. Get to know the maintainers in your area, and assist them by properly disposing of your trash, picking up after yourself, and encouraging your fellow community members to respect the residence halls.

Making a Repair Request

Each residential area has a Maintenance Log located at the front desk for Bowditch/Peabody/Central or near the mailboxes at Bates Complex. When something needs to be repaired in your room or apartment, or you notice any vandalism/graffiti, you should put the specific issue into the Maintenance Log. Staff check the book on a daily basis, and will respond to your concerns as quickly as possible. You should ensure that you write legibly, and be as specific as possible about the problem. By making this request, you are giving Residence Life staff **permission to enter your room or apartment to make repairs**, even if you aren't present at the time.

To request a repair for cable, call 1.888.737.8361

To request a repair for your Internet Connection, call x 4111

**To request a repair for your voicemail or telephone access,
obtain a form from the Switchboard**

Common Area Damage Policy

Throughout the course of the summer, any damages that occur in common areas of the residential areas (hallways, lounges, bathrooms, stairwells, etc.) will be reviewed and then charged to the residents of that particular area based on the determination of the Resident Director (RD). Residents will have the opportunity to come forward and take responsibility for any common area damages or make a report of what they have witnessed. After an investigation by your RD, if an individual is found responsible the community will not be charged and that individual will cover the entire cost of the repairs. If however there is not sufficient evidence linking an individual with the damage, the entire community will share the cost of the repairs.

To appeal a damage assessment, you must write a letter to the Housing Assignments & Summer Conference Manager, Jason Marshall.

Damages and Repairs

The following is a list of typical costs associated with repairing items within the residential areas. Please be aware that some costs do not include overtime or labor charges. Overtime charges are typically \$25 per hour, with a minimum of four hours associated with the incident.

All prices are subject to change depending upon the individual service provider, and the exact nature of the repair issue.

Peabody and Bowditch Halls

Closet Door	\$150	Missing Closet	\$417
Bed	\$250	Bookcase	\$137
Bureau	\$273	Bureau Drawer	\$25
Desk	\$297	Desk Chair	\$56
Mattress	\$55		

Bates Complex

Bed	\$271	Bench	\$216
Bookcase	\$60	Chest	\$217/\$304
Desk	\$274	Lounge Chair	\$245/\$419
Mattress	\$55	Nightstand	\$133
Side Chair	\$73/\$88/\$120	Table	\$127/\$143/\$182/\$196/\$305/\$306
2 Seater Couch	\$420/\$623	Wardrobe	\$497

Accessories

Cable Jack	\$24	Ceiling Repainted	\$50
Ceiling Tile (acoustical) Replaced	\$25 per tile	Cleaning Charge	\$25 minimum
Data jack (phone/computer)	@\$55	Closet door broken	\$50
Door closer (stairwell)	\$50	Door handle at Bates	\$75
Door Knob/Lock Set	\$200	Door knob striker bolt	\$40
Door lock fixture (guest bath)	\$225	Door lock and labor	\$250
Door magnet on fire doors	\$100	Door number sign	\$10
Door repainted	\$50	Elevator light/lens cover	\$58 (parts/labor)
Elevator repainted	\$100 per car	Entryway corkboard at Bates	\$124
Exit sign	\$42	Exit sign bracket	\$8
Exit sign red lens	\$20	False fire alarm answer charge	\$500
Fire box glass	\$37	Fire cabinet lock	\$37
Fire extinguisher glass	\$12	Fire extinguisher (com. water)	\$12 to refill
Floor covering in elevator	\$210	Floor tile (per square foot)	\$10
Furniture unassembled	\$25	Graffiti on walls/mirrors/doors	\$25 minimum
Heat detectors	\$45	Holes in door or wall	\$50 minimum
Improper Check-out	\$25	Kitchen chairs (plastic)	\$56
Intercom wall panel assembly		Kitchen faucet	\$158
\$68 with labor, at \$75 per hour,		Kitchen oak bifold door	\$278
and a \$9 travel time charge	\$152	Light fixture replaced	\$150
Light fixture (low voltage, Bates)	\$75	Light lens cover, room	\$50
Light overhead globe in hallway	\$50	Light switch electric plug	\$29
Lounge furniture (remove from room)	\$25 per item	Microwave broken	\$100
Mirror (handicapped)	\$420	Mirror missing	\$30
Nails in door	\$25	Paper towel dispenser	\$75
Painting (1/2 the floor/hallway)	\$272	Peepholes missing/broken	\$20
Painting (North Campus		Pool table in lounge	\$899
hallway/floor: 2 days of labor		Room door (standard, replaced):	
at \$25 per hour, 8 gallons paint		cost of door at \$318,	
at \$18/gallon)	\$544	labor at \$50	\$368
Post station box	\$35	Screen (rescreened)	\$66
Shade broken	\$30	Screen open in window	\$50
Shower curtain ripped/missing	\$37	Shade damaged	\$15
Showerheads	\$40	Shower diverter	\$60
Soap dispenser (bathroom)	\$50	Smoke detector	\$50
Thermostat	\$68	Sprinkler head cover (North Campus)	\$10
Toilet paper dispenser	\$35	Toilet bowl broken	\$332
Towel rack (Bates & Central)	\$90	Toilet seat	\$45
Wall repainted	\$50 per wall	Vending Machine vandalism	\$1,000
Wastepaper basket replaced	\$18	Wall Tile (ceramic) per square foot	\$7
Wired glass replaced (lounges)	\$275	Window pane, thermal replaced (Bates)	\$200
Wired glass replaced (stairway door)	\$65		

Damages and Repairs

The following charges DO NOT include overtime costs for bringing staff in after-hours.

Bates Complex

Costs for Lock Changes and Recores

Bates Flat	1 bedroom core @ \$35, and 1 apartment front door core @ \$35 each 4 apartment-mate front door (apartment) keys @ \$10 each, and 2 bedroom keys @ 10 each	TOTAL:	\$130
Bates Townhouse	1 bedroom core @ \$35, and 2 apartment front door cores @ \$35 each 4 apartment-mate front door keys @ \$10 each, and 2 bedroom keys @ \$10 each	TOTAL:	\$165
Entryway	1 replacement key @ \$10	TOTAL:	\$10

Peabody and Bowditch

Costs for Lock Changes and Recores

Double Room	1 room core @ \$35, and 2 room keys @ \$10 each	TOTAL:	\$55
Triple Room/Overflow Room	1 room core @ \$35, and 3 room keys @ \$10 each	TOTAL:	\$65
Quad Room	2 room cores @ \$35 each, and 4 room keys @ \$10 each	TOTAL:	\$110

Safety and Security

The Department of Residence Life is committed to ensuring the safety and well-being of all resident students. Twenty-four hour front desks, locked entryway doors, and alarm systems are all in place to ensure that residents feel secure in their living environment. Residents also have a responsibility for the safety and security of themselves and their peers and should always keep in mind the following safety tips:

- Keep your doors locked at all times, even when you are inside your room or apartment. Never leave your door unlocked when your room/apartment is unoccupied, even if you are only leaving for a short period of time.
- Carry your keys and ID with you at all times. Do not attach your ID card to your keys; someone could figure who you are, where you live, and have easy access to your room/apartment.
- NEVER prop open entryway, stairwell, or fire exit doors. In addition, do not exit out of emergency doors, as this could allow non-residents to slip into the building after you leave.
- Ask Public Safety to help you engrave valuable items such as stereos, VCRs and DVD players.
- Never attempt to free yourself or someone else from a malfunctioning elevator. If you are in the elevator, stay calm and press the emergency button. If you find someone stuck in the elevator, contact the front desk immediately. Talk with the person in the elevator calmly until a staff member arrives. It is extremely important to follow elevator guidelines, in regards to maximum number of occupants, as posted by the staff.
- Keep valuables and money out of sight, even in your room. Take important belongings home with you over breaks.
- Immediately report any unescorted guests or suspicious people/activities to the Residence Life Staff or to Public Safety.
- Only sign in people you know and trust into the building.

Rear Exit Door Alarms

The rear stairwell exit doors, leading outside, are alarmed for the safety of the complex. Residents should not use these as exits, unless it is an emergency. When an alarm sounds, Public Safety is automatically notified and will arrive to investigate the situation. Setting off an alarm intentionally could result in judicial action or loss of summer housing. Residents should **NEVER** prop these doors.

Protecting Your Property

Please be aware that the College is not responsible for any damage or theft of your personal belongings, for any reason. Please be sure you protect your valuables with your family's homeowners insurance or by purchasing renter's insurance.

You may also protect your property with theft and fire insurance from National Student Services (NSSI). Contact NSSI at <http://www.nssinc.com> or call toll-free at 1-800-256-6774. Public Safety will engrave items like stereos and televisions for you at no cost.

The Department of Residence Life recommends that you protect your property with homeowners or renter's insurance.

You can purchase fire coverage from National Student Services (NSSI).

Contact NSSI online at [http://](http://www.nssinc.com)

www.nssinc.com or toll free at

1-800-256-67714

Fire Safety

The risk of fire in a residential area is a reality. **Lit cigarettes, candles, incense, and unattended items on a stove have caused fires at Salem State College in the past three years.** Fortunately, no one was injured. Recent fires in a residence hall at Seton Hall University, in which three students died, and at the University of Texas in which one student died, remind us that we need to pay constant attention to fire regulations.

Fire drills are held periodically throughout the campus. As soon as you hear an alarm, take your keys, close and lock your door, and evacuate by the stairwells. **Never** take an elevator, as fire increases your chances of being trapped in one. Do not hide in your room; in the event of an actual fire you could become trapped upstairs. **TREAT ALL FIRE ALARMS AS REAL.**

Safety and Security

As soon as the fire department declares that the building is clear, Residence Life Staff and Public Safety Officers will check each room to make sure that everyone has left the building. If you do not evacuate the building, or if you fail to cooperate with Residence Life Staff, Public Safety Officers, and/or fire personnel, you may be suspended from the residential areas.

Because of the risk of fire, the Department of Residence Life has strict regulations about what is and what is not allowed on campus. Violations of these regulations will result in judicial action, up to, and including, the loss of housing. Review the Policies section of this Guide for more information on what is and is not allowed in the residential areas.

In case of an ACTUAL FIRE:

1. Pull the nearest fire alarm
2. Inform an SCA/SRA/RD of the location of the fire
3. Exit the building immediately

To keep yourself safe in a fire:

1. If your door is hot, don't open it. Turn your light on so you can be seen and open a window to signal for help/get fresh air. Do not jump out of your window.
2. If you are able to leave your room safely, put on a coat and wrap a towel around your head. Shut the window, leave the light on, and close/lock the door tightly.
3. If you are anywhere other than in your room, do not try to go back to your room.
4. Never get in an elevator. Use the stairs.
5. If a hallway is filled with smoke, crawl along the floor to the nearest exit. Use the stairs and close the exit door from the outside.
6. Go to the designated meeting place outside the building. Stay there until you receive further instructions from Residence Life staff or Public Safety Officers.

Housing Information

Room Change Information

Room changes are granted on a space availability basis, and with the participation and agreement of all residents involved. Residents should remain in the room they are assigned for the duration of their stay. Failure to go through appropriate channels to change a room (contacting the Resident Director prior to moving) could result in residents being required to move to their original location.

Room Vacancies

Residents who have a vacancy in their room are expected to keep half of the room open and available for another resident to move in at any point in time. Residence Life will make every effort to provide residents with advance notice of a new roommate, however there may be times where it is necessary to move someone into the space immediately. It is expected that drawers, closets, and the bed will be empty and ready for a new resident to utilize.

Summer Housing Availability

Housing is available for students who wish to stay longer than was originally requested when the application was submitted. In order to stay more time, you must put a request in writing to Jason Marshall, Housing Assignments & Summer Conference Manager at least 5 working days prior to the date you are required to move out. The letter must include the student's name, ID number, reason for wishing to stay, and fall housing assignment.

General Information

Living with Roommates

Depending on where you live, you will have one, two, or three roommates, or share an apartment with up to five other summer residents. Living with other people, whether they are strangers or best friends, is a great opportunity and a challenge at the same time. It can take some time and energy to adjust to, but if you follow the guidelines below, it should help the process move along smoothly.

Every resident at Salem State College is entitled to:

- A safe and clean living environment
- Security for one's self and possessions within one's room/apartment and within the building
- Respect from roommates, other residents, and guests visiting the building
- Freedom from physical and emotional intimidation
- Personal privacy
- Undisturbed time to read and study within one's room
- Sufficient sleeping time with minimal disruption
- The ability to have guests in one's room/apartment and building, based on roommate approval and the guests' willingness to follow Residence Life and College policies
- Assistance with resolving conflicts from the Residence Life staff

Roommate Agreements

One tool that can be used to minimize roommate conflicts is a roommate agreement. If you and your roommate(s) are interested in completing a contract, please contact a Summer Conference Assistant (SCA) or Summer Resident Assistant (SRA). It won't take long, and will help you learn more about each others' interests, establish expectations, and agree on living habits. Residents at Bates may also obtain an Apartment Agreement with their apartment-mates, which covers apartment-specific issues/concerns.

It is important to understand that even after following the above steps, disagreements can and will occur. We encourage you to talk things over with your roommate(s) before tensions escalate. There will be times when compromise is necessary, and communication is key. Your SCA/SRA and/or Resident Director will be happy to help you out should you need advice.

Please be aware that it is often challenging, and sometimes even impossible, to grant room changes. Therefore, we expect that attempts will be made to remedy a roommate conflict before a room change request is reviewed.

Linens

Summer students are expected to bring their own linens. All mattresses are extra long twin size: 36" x 75" x 6". If you do not have extra long sheets, you can purchase them through On Campus Marketing, at www.rhl.org/ssc or 1-800-957-4338.

Health and Safety Inspections

Throughout the course of the summer, Residence Life staff will be inspecting your room/apartment. Staff will post signs 24 hours in advance of an inspection. If you are unable to be there for the inspection, staff will enter your apartment with another staff member and do a walk through to check for anything that endanger the health, safety, or well-being of residents in the room/apartment/building.

Should a staff member find a violation, you will be given a period of time in which to remove the item. If you do not comply with the request, you may be referred judicially.

General Information

Vending and Laundry Machines

Laundry and Vending machines are located in each residential area. All machines are coin operated. If a snack or beverage machine is not working properly, please contact the Department of Residence Life or the Front Desks of Bowditch Hall and Central Campus so that we can make a note and have someone come in to repair it. Refunds are distributed by the specific vendor (contact information on machine) or through the College Facilities Office.

Laundry is self-service and costs \$1.25 per load in each washer/dryer. Students can put money on their card to use in the washers and dryers by going to the Clipper Card Office located next to the Food Court on North Campus.

If a laundry machine malfunctions, please notify the Front Desk at Bowditch/Peabody/Central or Office at Bates. You can receive a refund by contacting the contractor directly; the telephone number is 1-800-MAC-GRAY.

Lockouts

If you accidentally lock yourself out of your room/apartment, it is your responsibility to find a Summer Conference Assistant/Summer Resident Assistant to ask for a lockout. If an SCA/SRA is free, s/he may assist you. Lockouts are a courtesy provided by the SCA/SRA. Please be aware that if there are continued lockout requests (3 or more), the Resident Director may contact you to either discuss ways for you to remember your keys, or to change your lock if they believe you have lost your keys and not reported it.

Tips to keep in mind:

- **Look for your roommate before asking an SCA for a lockout.** Be sure that your roommate is not in the room or in the building.
- **Be courteous.** Staff members are much more likely to give you a lockout if you ask nicely; say please and thank you; and keep your requests few and far between.
- **Be patient.** If a staff member is busy, s/he may delay your request.
- **Be responsible about carrying your keys with you.** Repeat violators may face further action as deemed appropriate by the Residence Life staff.
- **Be realistic.** Residence Life staff members will not let you into another student's room because you forgot something inside or want to borrow something from a friend.

Storage

None of the residential areas provide room for student storage. All of your belongings must be kept in your room/apartment. If you have brought a bicycle to campus, you **MUST** keep it in your room or outside attached to one of the bike racks. Bikes are not allowed to be kept in hallways, lounges, or stairwells, and will be removed immediately by Residence Life staff if found.

Front Desks/Office

The front desks, located in the lobbies of Bowditch/Peabody/Central, have many functions. Their most important function is to provide security for the residents. Each desk is staffed twenty-four hours a day for your convenience and safety, and Desk Receptionists sign guests and vendors out of the building; answer questions; page residents; make announcements; lend out hall equipment such as pool cues, ping pong paddles, and cleaning supplies; and monitor the vending machines. For your safety, and the security of the entire building, desk receptionists also have the responsibility and the right to check any bag or package that comes into the halls. In general, the desk is an excellent resource. You can find menus for local restaurants, look for lost items or drop off found ones, and receive and leave messages without even leaving the building.

The Bates Complex Office will be open during the day at the times posted on the door, in addition to each day from 7pm—9pm. Similar to the front desks, the Office is staffed as a convenience for residents/guests. If you have questions, concerns, or needs please stop by.

General Information

Deliveries

In Bowditch/Peabody/Central, deliveries (food, flowers, etc.) will be made to the front desk. Deliveries can not be made to room or apartment doors, so you must meet the individual at the entryway door or in the lobby of the building. At the Bates Complex, deliveries are typically made to the Staff Office in the Commons Building. Federal express packages are generally received at the campus mail room in Meier Hall. This may cause an additional day for delivery, based on the mail room hours. Mail is not delivered to the residential areas on Saturdays or Sundays.

Phone Service

Each room is equipped with one phone jack per resident. Summer Residents are welcome to set up and activate their voice mail box at no charge. To make a long distance call, you will be required to use a calling card.

If you need to change your password, or request a repair on your phone jack or voicemail, you should fill out a Voice Telecommunications Form, available at the Switchboard.

Cable Service

Standard cable is provided in each residential room. You may choose to order premium channels on your own through Comcast at 1-888-737-8361. Premium channels will be billed directly to you by Comcast, separate from your college bill. If you plan on ordering premium channels, you should talk with your roommate about how you are going to share the bill. Problems with your cable can be reported to the number above.

Mail

All summer students will be assigned a mailbox where they will receive mail during the summer. Mail is delivered Monday through Friday. If you happen to receive a package, priority mail, or oversized mail, you will receive a notification slip in your mailbox with further instructions.

Be sure to let everyone back home know what your new address is...you might even get a care package!

Your Name
Summer Housing
1 Loring Avenue
Salem, MA 01970-4590

What happens if I move?

If you move from one space on campus to another, or move from the residence hall to an off-campus location, you must complete a change of address card (available at the city post office) to ensure that your mail will be forwarded to your new residence. The Post Office is located at 2 Margin St. In addition, you should notify the mailroom in your residence hall what your new address will be.

All Express Mail, Priority Mail, and First Class Mail such as cards and letters will be forwarded to the address the resident has provided for up to one year, or marked return to sender.

Periodicals, including magazines/newspapers, are not forwarded.

It is each resident's responsibility to contact magazine publishers to get his/her subscription address changed. If you fail to change your address with the publisher, periodicals will be discarded.

Important Campus and Community Info!

The Department of Residence Life is committed to supporting and upholding the various policies put forth by Salem State College, and will not tolerate acts of discrimination as defined in the following statements and policies. If you believe that a policy has been violated, you are encouraged to speak with your SCA/SRA/RD, or stop by the Office of Residence Life to speak with someone.

College Statement on Affirmative Action

Salem State College is committed to a policy of non-discrimination and affirmative action in its educational programs, activities, and employment practices. It is the policy of the College not to discriminate based on race, color, national origin, religion, sex, sexual orientation, age, marital status, veteran status, or disability. Salem State College, in its Affirmative Action/Equal Opportunity Plan, has established a number of specific policies prohibiting discrimination. These policies address specifically some of the more common forms of discrimination. Several of these policies are summarized in the following paragraphs. All forms of unlawful discrimination may be addressed through the Salem State College Discrimination Complaint Procedures. Contact the Equal Opportunity Office for confidential discussions of problems.

College Policy against Sexual Harassment

It is against the policy of Salem State College for any member of the College Community, male or female, to sexually harass another employee or student. The policy contains a definition of sexual harassment, some examples of behavior that constitute sexual harassment, a discussion of consensual relationships, and the measures being taken by the institution to confront the problem.

College Policy against Sex Discrimination

This policy establishes an absolute prohibition of all forms of sex discrimination within the College, and provides specific examples of the forms that sex discrimination may take.

College Policy against Racism

This policy prohibits racism, anti-Semitism, and ethnic or cultural intolerance. It proscribes all conditions and actions or omissions including all acts of verbal harassment or abuse, which deny or have the effect of denying to anyone his/her rights to equality, dignity, and security on the basis of his/her race, color, ethnicity, culture, or religion. It reaffirms the doctrine of civility, appreciation for cultural/racial pluralism, and the pre-eminence of individual human dignity as preconditions to the achievement of an academic community that recognizes and uses the resources of all persons.

College Policy on Affirmative Action and Non-discrimination for Disabled Persons

Recognizing the multitude of barriers that confront disabled persons in access to both employment and education, this College has established a policy of affirmative action, non-discrimination, and equal opportunity of otherwise qualified disabled persons. The policy deals specifically with employment, academic, and student life issues.

***Copies of the full text of these policies are available from the
Human Resources and Equal Opportunity Office.***

SALEM STATE COLLEGE

DEPARTMENT OF RESIDENCE LIFE

Statement on Diversity

The Department of Residence Life at Salem State College is dedicated to developing inclusive and affirming communities in which all residents feel welcomed, validated, and appreciated for their uniqueness. Regardless of race, ethnicity, religious belief, sexual orientation, gender, gender identity or expression, ability, socioeconomic status, marital status, culture, veteran status, national origin and age, every member of the residential community has the right to live in an environment in which sensitivity, respect, and understanding are paramount.

Diversity within our residential communities is integral to fulfilling our mission to enhance the education our residents receive within the classroom. Without differences of opinion, experience, belief, perspective, background, and identity, our interactions are less than they could otherwise be. We strive to reflect diversity within both staff and leadership positions in the department to ensure that decisions and initiatives implemented are inclusive and just.

As a department, we will not tolerate inappropriate behavior, particularly as it may relate to an individual's identity. When one individual or a group of individuals acts to destroy the essence of our diverse community, or shows a lack of respect to an individual, we will respond appropriately. We will not tolerate behavior that is not in line with the belief that each individual is a valued member of our community and should be treated with dignity and respect.

Like diversity itself, our efforts to create this vision of a diverse community will continue to evolve as we learn alongside our residents.