MOLLOY UNIVERSITY

RESIDENCE LIFE HANDBOOK 2023-2024

NOTICE TO RESIDENTS

This Office of Residence Life Handbook (the "Handbook") is required reading for all Molloy residents and anyone living in Molloy University housing is bound by the rules and policies set forth in this Handbook. Nothing in this Handbook is intended to create nor shall anything be understood to create contractual or legally enforceable rights. Those living in Molloy University housing, including Molloy University students, are deemed to have read and understood this Handbook. Failure to read this Handbook is not an excuse for any violations hereof.

Summer 2023

Dear Molloy Resident,

Welcome to Residence Life at Molloy University! We are excited to have you live on campus for the 2023-2024 academic year. The Office of Residence Life is here to support you throughout your time living on campus. Whether it is your first time living on campus or you are returning to living in the residence halls, please remember that the entire Residence Life team is here for you! Please do not hesitate to reach out and let us know if there is anything that we can assist with during your time on campus.

The information contained within this handbook outlines guidelines and policies all aimed at highlighting the expectations that we have for all those who choose to be part of our residential community. Please read through this entire handbook of information carefully so that you are aware of our expectations. If you have any questions, please do not hesitate to reach out to any member of the Residence Life team with any questions that you might have.

We wish you every success for the upcoming year.

GO LIONS!

Sincerely,

The Office of Residence Life

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MEET THE STAFF

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Janine Biscari
Vice President for Student Affairs
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IMPORTANT PHONE NUMBERS

Please add these to your address book or mobile phone for easy access

For Emergencies: 516-323-3500

Call Public Safety

Office of Residence Life Phone Numbers

Office of Residence Life (Maria Regina Hall)	516-323-3463
Bogner Hall RA On-Call Cell Phone	516-757-2690
Fitzgerald RA On-Call Cell Phone	516-434-1514
Maria Regina RA On-Call Cell Phone	516-361-6128
Office of Residence Life (Bogner Hall)	516-323-3478 or 516-323-3492
Bogner Hall Front Desk Phone	516-323-4760
Fitzgerald Hall Front Desk Phone	516-323-4226
Maria Regina Hall Front Desk Phone	516-323-4225

Other Important Phone Numbers

Athletics	516-323-3608
Bursar	516-323-4100
Campus Ministries	516-323-3224
Career Center	516-323-3482
Center for Access and Disability	516-323-3316
Financial Aid	516-323-4200
Fitness Center	516-323-3610
Health Services	516-323-3467
Information Technology Helpdesk	516-323-4800
International Education	516-323-3950
JET Library	516-323-3910
Mailroom	516-332-3051
Media Services	516-323-4808
Molloy Student Government (MSG)	516-323-3464
Recreational Activities/Intramurals	516-323-3460
Registrar	516-323-4300
Student Affairs	516-323-3456
Student Counseling Center	516-323-3484
Student Involvement	516-323-3458
Student Solution Center	516-323-4400
TRIO Program	516-323-4021
Tutoring Services	516-323-3451
Writing Center	516-323-3307

I. INTRODUCTION

1) MISSION OF MOLLOY UNIVERSITY

Molloy University, an independent, Catholic University, rooted in the Dominican tradition of study, spirituality, service, and community, is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.

2) MISSION, VISION, AND VALUES OF THE OFFICE OF RESIDENCE LIFE

The Office of Residence Life at Molloy University looks to foster student learning and development by providing opportunities for education, and spiritual and personal growth by immersing students in a vibrant on-campus community committed to further enhancing their collegiate journey. The Office of Residence Life consistently supports the Dominican tradition of study, spirituality, service, and community.

3) PURPOSE OF THIS HANDBOOK

This Office of Residence Life Handbook (the "Handbook") is intended to provide information for those living in Molloy University housing ("Residents"), including Molloy University ("Molloy" or the "University") students, and sets forth, among other things, policies and procedures, resources for students, expected standards of conduct, prohibited behavior, and the processes and procedures the University may employ to resolve alleged violations of those standards. This Handbook does not limit the authority of the University to deviate from the normal rules and procedures outlined in this Handbook, and to address individual circumstances as they arise in the manner deemed most appropriate by the University. Conduct may violate this Handbook and one or more other University policies at the same time. If conduct violates more than one University policy, the University reserves the right to determine, on a case-by-case basis, whether one policy's disciplinary procedure will be utilized for all alleged violations (regardless of the source policy for the violation) or if the violations will be separately resolved pursuant to the policy that gave rise to them, meaning that the student may be simultaneously subject to the disciplinary processes contained in each violated policy.

The information in this Handbook is subject to change and Molloy reserves the right to amend without notice any policy or procedure in this Handbook. The policies and procedures outlined in this Handbook are not a right or part of a contract. This Handbook is not intended to be and should not be regarded as a contract between Molloy University and any student or other person. The procedures herein do not confer any contractual rights on any student but instead serve as an aid to the University in its everyday decision-making responsibilities. It is your responsibility to read and understand the contents of this Handbook. Please take the time to do so upon receipt. Failure to read this Handbook is not an excuse for any violations hereof. Further, all Molloy students are responsible for the policies listed in the Molloy University Student Handbook, which can be found online in the Molloy University File Library: https://files.molloy.edu/

This publication is certified true and correct in content and policy as of the date of publication. The policies and regulations of the University, including regarding its course offerings, staff, and financial policies, may be amended without notice from time to time by action of the responsible authorities as the University determines, in its sole discretion, to be necessary or advisable. The University reserves the right to make changes of any nature in its programs, including its residential housing program, , calendars, academic schedules, and program delivery methods whenever these are deemed necessary or desirable including changes in policies and procedures, course content, class rescheduling, the canceling of scheduled classes or other academic activities and the closure of residence halls.

It is the student's responsibility to know and follow current requirements and procedures at all department, school, and University levels. Molloy University reserves the right to deny admission, re-admission, registration, or re-registration and to dismiss or suspend either from classes or a university residence any student who is unable to meet the University's academic or health standards, or whose behavior is not in accord with the rules and regulations of the University.

II. OFFICE OF RESIDENCE LIFE & STAFF SERVICES

1) OFFICE OF RESIDENCE LIFE

The Office of Residence Life (the "Office") coordinates both social and educational events to enhance the development of our community and the overall residential experience. It is important that the Residents can relax, study, and socialize in a safe, comfortable, and healthy environment free of judgment and bias. The Office is staffed with professional staff members and Resident Assistants to ensure that the students in housing have the best possible residence life experience.

LOCATION & CONTACT INFORMATION

Office of Residence Life

Office:	Maria Regina Hall and Bogner Hall
Phone:	516-323-3463
Email:	residencelife@molloy.edu
Website:	http://www.molloy.edu/molloy-life/residence-life
Instagram:	@livingatmolloy

2) OFFICE OF RESIDENCE LIFE STAFF

a) DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life (the "Director") is responsible for overseeing the residential life program. The Director oversees the professional and central office staff, serves as the Chief

Conduct Officer for residential students concerning residence-related matters chooses and manages the RAs and is responsible for building operations. The Director's office is located at the back of Maria Regina Hall.

b) RESIDENCE LIFE COORDINATORS (RLC)

The Residence Life Coordinators ("RLCs") are responsible for assisting the Director of Residence Life with day-to-day operations. The RLCs are also responsible for directly supervising the RAs and assisting with any programming and educational aspects of the Office of Residence Life. The RLCs are professional live-in positions that help to create a sense of community in the Residence Halls. The RLCs' office is in Bogner Hall, Room 19, Lower Level.

c) GRADUATE ASSISTANT

The Graduate Assistant for the Office of Residence Life is responsible for supporting the operations and programmatic efforts of the office. They are a resource for all Residents and work with the RAs on building-wide programming as well as overall training.

d) RESIDENT ASSISTANTS (RAS)

The Resident Assistant ("RA") position focuses on enhancing the quality of life in Bogner Hall, Fitzgerald Hall, and Maria Regina Hall and includes fostering community, providing support, and ensuring a safe and secure environment for Residents. The staff are student leaders who have been selected through a selection process in the spring semester to be live- in staff on each floor. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. An individual must be able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; they are the crucial link in creating an environment in which students develop independence, learn to live cooperatively with others and thrive as students.

e) RESIDENT SAFETY REPRESENTATIVES (RSR)

The Resident Safety Representative ("RSR") position staffs the residence hall front desks from 6:30 am-11:00 pm every day that the halls are open, ensures that guests are logged in and out of the building, and oversees any access issues. The Resident Safety Representatives also relay any maintenance concerns to the Office of Residence Life staff.

3) RESIDENCE HALLS & LOCATIONS

Bogner Hall

Bogner Hall is located near Maria Regina and Fitzgerald Halls. The three-floor coeducational building houses up to 96 students in double and triple-style rooms. The building has a common lounge, 2 computer lounges/study areas, a laundry room, bathrooms, and practice rooms located on the lower level of the building. A 24/7 staffed security desk is also set up at the front door to oversee

who has access to the building. Resident Assistants are employed in each wing and are there to provide programming, enhance the community, enforce policy, and connect Residents with campus resources.

Fitzgerald Hall

Fitzgerald Hall is located on the south side of campus near Kellenberg Hall and the Sacred Heart Chapel. The three-floor, coeducational building houses up to 185 students and is equipped with Double, Single, and Suite style rooms, bathrooms, a laundry room, three (3) study/computer areas, and a 24/7 staffed security desk by the front door. Resident Assistants are employed in each wing and are there to provide programming, enhance the community, enforce policy, and connect Residents with campus resources.

Maria Regina Hall

Maria Regina Hall is located on the south side of campus near the Office of Residence Life. The three-floor, coeducational building houses up to 100 students and is equipped with Triple, Double, Single, and Suite style rooms, bathrooms, a laundry room, a common room with a computer lounge, a cardio fitness center, and a 24/7 staffed security desk by the front door. Resident Assistants are employed in each wing and are there to provide programming, enhance the community, enforce policy, and connect Residents with campus resources.

4) SERVICES & AMENITIES

- Cable Television – A closed-circuit system is available in all residence rooms/suites; it provides broadcast network channels, popular cable channels, and more. Students must provide their television and cable cords.
- Computer Connections – There are two data connections per room. Wi-Fi access is also available.
- Dining Locations – Molloy Dining Services proudly serves the Molloy University Community. The Anselma Room in Kellenberg Hall serves as the main dining room on campus. Additionally, there is an eatery available in Public Square.
- Housekeeping – Housekeeping is responsible for the cleanliness of the common areas of the building (i.e., hallways, lounges, stairwells, hallway bathrooms, etc.). Residents are responsible for the cleaning of their rooms/suites. Residents in suites are responsible for cleaning their bathrooms. If there are concerns about the cleanliness of the residence halls, please notify an Office of Residence Life staff member.
- Maintenance Requests – All requests for maintenance repairs for the residence halls should be reported via the Work Order Form, located on molloy.erezlife.com. Emergency repair requests, such as a bathroom flood, should be reported immediately to the Office of Residence Life, the RA on duty, or Public Safety at 516-323-3500.
- Parking – First-year Residents are not allowed to park their cars on campus without prior approval. Approvals may be requested by emailing residencelife@molloy.edu
- Security – A Resident Safety Representative or Public Safety Officer is present at the front desks of all residence halls 24 hours a day. Public Safety Officers staff the desk

in each residence hall from 11 pm-6:30 am daily.

III. GENERAL POLICIES & PROCEDURES

1) INTRODUCTION TO RESIDENCE LIFE

By choosing to live in the residence halls, Molloy University students are electing to reside in a living and learning community. As a member of this community, it is important to learn to compromise with others to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a cornerstone of the campus residential experience.

Community regulations, policies, and standards are established to assist in shaping this environment, to protect your rights as a Resident, and to define the responsibilities you have to others. As a member of the Molloy Residence Life community, you are required to abide by all local, state, and federal laws, as well as the University's community standards, regulations, and policies.

Living in a residence hall is about meeting new friends, being part of a caring, diverse community, and succeeding academically. Our residence hall community strives to foster an environment where all Residents feel welcome and are viewed as valuable members of the Molloy University and local Rockville Centre/South Hempstead communities.

2) OFFICE OF RESIDENCE LIFE REGULATIONS & POLICIES

The following policies and regulations are binding for all Residents, their visitors, and guests. Residing on campus is a privilege and not an absolute right. When students live on campus, they explicitly agree to the policies, regulations, and procedures of the University and accept responsibility for their behavior. The regulations and policies promulgated by the University on Residence Life establish our expectation that students and Residents will demonstrate consideration for their peers and the community and will take proper care of university property. Students who violate Residence Life policies and regulations may be referred to the conduct process for student disciplinary action as described in the Molloy University Student Handbook and this Office of Residence Life Handbook.

Conduct that is prohibited in this Handbook may also be prohibited under other University policies, including those in other handbooks. If conduct violates more than one University policy, the University reserves the right to determine, on a case-by-case basis, whether one policy's disciplinary procedure will be utilized for all alleged violations (regardless of the source policy for the violation) or if the violations will be separately resolved pursuant to the policy that gave rise to them, meaning that the student may be simultaneously subject to the disciplinary processes contained in each violated policy.

IV. HEALTH & SAFETY PROCEDURES

1) EMERGENCY EVACUATION

If the fire alarm sounds, the occupants of the building must evacuate the residence halls immediately. Fire drills will be conducted at least twice a semester.

1. If your door is hot to the touch, do not open it. Roll up a wet towel and place it at the base of the door to prevent smoke penetration. Go to the window, open it, and stay there until help arrives.
2. If your door is cool to the touch, open it slowly. If the hallway is clear, close and lock your door and proceed to the nearest exit.
3. Always use the staircase to evacuate the building. Do not use the elevator.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor.

Once outside the building, proceed to the Anselma Room and wait for instructions from Public Safety or an authorized staff member. Please do not leave the Anselma Room until instructed to do so by Public Safety or another staff member.

2) FIRE EXTINGUISHERS

Fire extinguishers are in each wing of the residence halls. In the event of a fire, aim the extinguisher at the base of the fire, and after pulling the pin, squeeze the handle. Do not tamper with the extinguishers unless there is an actual fire emergency. If a Resident is found tampering with a fire extinguisher in an event where there isn't a fire, the Resident will face disciplinary action. You must be trained to use fire extinguishers. All RAs are trained in the proper usage of fire extinguishers.

3) FIRE SAFETY POLICY

Molloy treats fire safety with EXTREME seriousness. Violations of fire safety policies will result in strict sanctions including but not limited to dismissal from the Residence Life community and/or expulsion from the University. Anyone caught pulling a false alarm will be immediately expelled from the residence hall and could face legal action. Additional violations of the fire safety policy include but are not limited to, having any: wall and/or ceiling coverings or treatments including, but not limited to, wallpaper, paneling, fabrics, nettings, tapestries and stickers, partitions, ceiling fans, waterbeds, space heaters of any type, grills of any type, decorative wood shingles, and extension cords without a surge protector. The use of any one of the following is also prohibited: plumbing and/or heating devices, candles, electric string lights, incense, hot plates, halogen lamps, air fryers, toaster ovens, microwaves (unless rented from the University), television aerials and dishes, radio transmitters or receivers.

Report any fires, regardless of size, immediately to Public Safety by calling (516) 323-3500 and to an Office of Residence Life staff member.

Any cooking appliances found in the halls will result in confiscation and serious disciplinary action. Do not overload your electrical outlets.

Smoke detectors are your most immediate and direct protection from a fire because smoke occurs before a fire begins. They will sound when any smoke is present in the air. DO NOT disconnect or tamper with these smoke detectors or you will face disciplinary action up to and including expulsion.

4) HEALTH AND SAFETY INSPECTIONS

Although every effort will be made to respect privacy in a Resident's room/suite, Molloy University reserves the right of entry for the maintenance of health, safety and security, and standards of conduct. Inspections occur to keep rooms/suites in livable and safe conditions throughout the entire academic year. Inspections may occur at any time and without notice. All rooms/suites will be inspected once a month. During a Health and Safety inspection, a Residence Life staff member will enter a Resident's room and check for any violations in plain sight. Any violations found will be confiscated and Residents will receive notification of confiscated items.

1. Any personal property stored in a Resident's room/suite must not interfere with the health and safety of the Residents and must not damage University property.
2. Residents may not keep excessive trash in their rooms/suites or common areas.
3. All items drawing an electrical current must meet federal, state, and University safety regulations.
4. Surge protectors should be used with items. Only 4-6 outlet surge protectors are permitted. Surge protectors must have an on-and-off switch.
5. Extension cords without surge protectors are prohibited.
6. Irons with automatic shut-off are permissible.

Office of Residence Life staff members will look for the following during an inspection:

1. Prohibited items
2. Cleanliness/healthy living environments
3. Safety violations

If a room/suite fails a health and safety inspection, they will receive a formal letter of warning. A re-inspection will be done at the discretion of the Office of Residence Life. Failure to pass a future health and safety inspection may result in judicial action and a fine.

5) SAFETY AND SECURITY POLICY

To maintain a safe and secure residence hall, Molloy University has equipped each building with security cameras on each floor, in each stairwell, and around the exterior of the building. The desk in the lobby of each building that monitors the front door will be staffed 24 hours a day and Public Safety will periodically patrol the interior and exterior of the building every day. Actively promoting safety and security within the Molloy community at all times is everyone's responsibility. To ensure a safe living environment, please abide by the following rules, or risk disciplinary action:

- Do not prop open doors.
- Do not barricade closed doors.
- Do not disable latches and locks.
- Do not permit access to the residence hall by non-Residents who are not your guests, or Residents not permitted to be in the residence hall on campus (during breaks, etc.), and do not condone others doing so.
- Keep your room/suite door closed and locked when not in the room and understand that you enhance your safety and that of your roommate(s) by keeping the door closed and always locked.
- Immediately inform a member of the Office of Residence Life staff about any unsafe condition or behavior that threatens the safety and security of the community.

Office of Residence Life encourages Residents to take a proactive role regarding their safety and well-being. Preparation and awareness are key to safety in any situation, so please keep the following in mind: Avoid walking alone if possible; use the "Buddy System."

- Walk with an air of confidence and stay alert.
- Walk in well-lit areas.
- Keep your hands free, not overloaded.
- Always let close friends and family know where you are going and when you should be back.
- Do not lend out your Molloy ID card. Your Molloy ID card cannot be given to anyone else for access to your room and cannot be given to someone else to use in a campus dining hall.
- Report suspicious activity to Public Safety or call 911.

In an emergency (i.e., where the University has a significant concern regarding a Resident's health, safety, or well-being), a notification will be made to a Resident's emergency contact on file with the University.

Safety and Security infractions committed by a student will be adjudicated following the policies and procedures outlined in the Molloy Student Handbook "**Procedures for Student Discipline in Non-Academic Areas".** The following serves as a guide for sanctions should a violation be found. The Conduct Committee convened to review any safety and security-related incidents under the "**Procedures for Student Discipline in Non-Academic Areas**" may deviate from the below depending on the severity of the infraction.

A. **First Infraction – Safety and Security**

Permitting non-Residents who are not a Resident's guest(s) or a Resident not permitted in the residence hall on campus (during breaks, etc.) into the residence hall and/or giving someone your ID to gain access to the Residence Hall will require a disciplinary warning.

In addition, the following sanctions are recommended:

- 20 volunteer hours
- Loss of guest privileges

B. **Subsequent Infraction(s) – Safety and Security**

Subsequent infractions of the safety and security policy can lead to additional volunteer hours, increased loss of guest privileges, and/or removal from the residence halls.

V.HOUSING POLICIES AND STUDENT CONDUCT

It is the responsibility of each Resident to be aware of the following policies, as well as the policies in the Molloy University Student Handbook, and adhere to them as applicable. Any violation of the policies can result in disciplinary action ranging from a verbal warning to removal from the residence halls.

Conduct that is prohibited in this Handbook may also be prohibited under other University policies, including those in other handbooks. If conduct violates more than one University policy, the University reserves the right to determine, on a case-by-case basis, whether one policy's disciplinary procedure will be utilized for all alleged violations (regardless of the source policy for the violation) or if the violations will be separately resolved according to the policy that gave rise to them, meaning that the student may be simultaneously subject to the disciplinary processes contained in each violated policy.

1) ALCOHOL AND OTHER DRUGS

The Office of Residence Life follows the Molloy University Drug and Alcohol Policy found in the Molloy University Student Handbook, which can be accessed online in the Molloy University File Library: https://files.molloy.edu/. Violations of that policy, or the below Additional Residence Hall Academic Beverage Policy, will be adjudicated following the **"Procedures for Student Discipline in Non- Academic Areas,"** found in the Student Handbook.

2) ADDITIONAL RESIDENCE LIFE ALCOHOL AND DRUG POLICIES

Alcoholic beverages may be consumed only by persons of legal drinking age and only at specific social functions in campus locations approved in advance by the University. No alcoholic beverages are permitted in any individual Resident rooms or any other area of the residence halls. Therefore, Residents may not drink, be under the influence of, possess, act in a disruptive/disorderly manner while under the influence of, sell, or provide alcoholic beverages in or around the campus residence hall. Alcohol paraphernalia, including but not limited to funnels, drinking-game boards/items, shot glasses, etc. are prohibited in Bogner, Fitzgerald, and Maria Regina Halls. Residents may not use alcoholic beverage containers (cans, bottles, kegs, shot glasses, etc.) as decorations or for any other purpose in Bogner, Fitzgerald, and Maria Regina Halls.

Despite the recent passage of the New York State Marijuana Regulation and Taxation Act (MRTA), the use, possession and/or distribution of cannabis/marijuana on campus is prohibited by federal laws, such as the federal Drug-Free Schools and Communities Act. Due to the federal funding received by the University, the University must comply with these federal laws. Accordingly, the use, possession and/or distribution of cannabis/marijuana continues to be prohibited by the Molloy University Drug and Alcohol Policy and is not permitted on campus, including in the residence halls, and/or at any University sponsored event.

Note: The health and safety of every student at the University is of utmost importance.

Drug overdose or alcohol poisoning is a medical emergency. Call Public Safety at 516-323-3500 or 911 immediately in the event of an emergency!

A reporting individual acting in good faith who discloses any incident of potential drug overdose or alcohol poisoning will not be subject to the University's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time that such report is made.

The University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their conduct. The University strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to University officials or law enforcement will not be subject to the University's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

For more information, please refer to the University's Sexual Misconduct Policy, located at https://www.molloy.edu/about/administration/human-resources/sexual-misconduct

3) BIAS-RELATED INCIDENT INFORMATION ANDCAMPUS CLIMATE REPORTING PROCEDURES

The Office of Residence Life follows the Molloy University Bias-related incident and campus climate reporting procedures found in the Molloy University Student Handbook, which can be accessed online in the Molloy University File Library: https://files.molloy.edu/. Violations of that policy will be adjudicated following the **"Procedures for Student Discipline in Non-Academic Areas,"** found in the Student Handbook.

4) REACH OUT AND REPORT SYSTEM

Molloy seeks to create a campus climate welcome for all and does not tolerate bias and discrimination. When students do experience or witness bias, discrimination, or other incidents that

negatively affect the campus climate, they can report it using the ROAR System at ROAR Report System Incident Report Form or by contacting the Dean of Students at 516-323-3455 or deanofstudents@molloy.edu.

While the ROAR System is monitored daily if a student believes they or someone else is in immediate danger while at the Rockville Centre campus, they should contact Public Safety at 516-323-3500 or in person at the Department of Public Safety, located in a one-story building located near the south end of Kellenberg Hall and close to Fitzgerald Hall. Public Safety is available 24 hours a day, 7 days a week. For all off-campus emergencies, please dial 911.

Students can submit a report about a personal experience, an experience shared with them by a peer, or a witnessed experience. While students can submit the form anonymously, follow-up is only achievable when students include their contact information. Once a report is filed, the report is routed to the appropriate office(s) for follow-up. (Please note that reports are handled on a case-by-case basis, and timeframes for resolutions will vary.)

5) SOCIAL NETWORKS

The Office of Residence Life follows the Molloy Social Network Policy found in the Molloy University Student Handbook, which can be accessed online in the Molloy University File Library: https://files.molloy.edu/.

Social networks continue to grow in popularity and are used by millions of students, fans, alumni, faculty, businesses, and the media. While social networking websites are a great way to communicate, express yourself, and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your safety, personal and institutional reputation, and career advancement. Molloy University expects all Residents and students to maintain the highest standards of social and personal conduct.

While participating in social networking sites, please keep the following guidelines in mind:

- The information posted can be viewed by a larger audience than you might be aware of even if you limit access to your site.
- Exercise caution as to what information you post on social networking sites including posts about your whereabouts, plans, where you live, phone numbers, or any other personal information. You could be opening yourself up to predators or stalkers.
- Should you encounter an inappropriate or harassing post, do not respond to it. Instead, save a copy of the post and report the incident to the Office of Student Affairs.
- There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school-even if you think you've deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret you.

Molloy University prohibits inappropriate, offensive, malicious, and/or reckless behavior when utilizing public social media outlets. Residents' use of social media must comply with Molloy's policies, including but not limited to those outlined in the Student Handbook, as well as the

University's policies prohibiting discrimination and harassment, to the extent applicable. Residents must recognize the power of public social media domains, the potentially negative image that they can portray about students, staff, and the University, and the potential disciplinary ramifications.

Any online postings or other electronic communication will violate this Handbook the same as any other verbal, written, or physical conduct addressed in this Handbook. Any inappropriate activity or language on social media, including first-time offenses, are subject to an investigation and any violation may become the subject of disciplinary action under this Handbook or other University Policy.

The University itself may serve as the complainant regarding violations of the Social Network policy. In a case where the University is acting as the complainant, an individual will be identified to serve as the University's proxy and will fulfill the complainant's responsibilities (such as filing the complaint, participating in the informal process, or otherwise participating in the disciplinary process) on behalf of the University.

6) BICYCLES & MOTORCYCLES

Bicycles and motorcycles are not allowed in the residence halls. They may not be stored in building common areas, such as lounges, stairwells, laundry rooms, etc. The riding of bicycles, skateboards, roller/inline skates, or scooters in the residence halls is strictly prohibited. There are bike racks located near Maria Regina Hall for bicycle storage.

7) CANDLES/INCENSE

Candles (with or without burnt wicks) and incense are not permitted in the residence halls. Any Resident found to be in violation will face disciplinary action up to and including termination of Residence Life privileges.

8) COMPLIANCE

Residents and guests in the residence halls or on Molloy property are required to comply with and respond as instructed to the reasonable and lawful requests of any Office of Residence Life official or University official acting in the performance of his/her duties, including presenting proper identification to those officials upon request. Residents and their guests must also comply with the rules and regulations found in the Molloy University Student Handbook, as applicable, and the Molloy University Residence Life Handbook. Residents are responsible and subject to sanctions for the actions of their guests.

9) CONDUCT (ON CAMPUS & OFF CAMPUS)

Molloy University has established a standard of conduct to govern student behavior in the Molloy University Student Handbook. Whether they are on-campus or off-campus, students are expected to adhere to these standards of conduct. Conduct should also comply with the standards established within the neighborhood community and with federal, state, and local laws. The Molloy University

Student Handbook can be accessed online in the Molloy University File Library: https://files.molloy.edu/.

10) COURTESY/QUIET HOURS

Courtesy Hours are in effect 24 hours a day, 7 days a week. All individuals are expected to respond positively to requests to reduce noise and to respectfully approach others with requests for noise reduction. Courtesy and consideration for others is always expected. At no time should there be amplified sound or yelling be directed out of or in the direction of the Bogner, Fitzgerald, or Maria Regina Hall windows. Noise may be deemed disruptive if it can be heard through a closed window or door.

Quiet Hours (the absence of loud noise or distraction) will be in effect Sunday-Wednesday from 11 pm-8 am, Thursday from 12 am-9 am, and Friday-Saturday from 1 am-10 am. At other times, Residents are required to exercise good judgment concerning making excessive noise. During final exams, Quiet Hours are in effect twenty-four hours a day. Do not make noise that infringes on the rights and needs of others to sleep and/or study. Noise that is disruptive to other Residents is prohibited, both inside and outside of the residence hall.

11) PROPERTY DAMAGE

Any damage to property in a Resident's room will be paid for by the person(s) assigned to that room. If the individual(s) causing the damage cannot be identified, any damage to a wing/floor/building will be paid for by all Residents assigned to that wing/floor/building. If cleanup is required due to lack of care, cleanliness, or personal misconduct, the clean-up fee will be charged to that individual or the residence hall occupants.

12) DECORATIONS

While Residents are permitted and encouraged to decorate their rooms/suites, all decorations must be non-flammable materials and may not block exits, lights, fire extinguishers, windows, or ceilings. Decorations may not be attached to any fire safety equipment, including sprinklers and smoke detectors. Neon signs may not be displayed in windows.

Decorations of obscene or inappropriate nature may not be displayed in any room or window. Pictures, objects, decorations, etc. must conform to the ideals and values expressed in the mission statement. The Vice President for Student Affairs, Dean of Students, Director of Residence Life, Residence Life Coordinators, and professional staff members are authorized to judge conformity or lack thereof.

13) DISRUPTIVE BEHAVIOR

The Administration of Molloy University expects Residents and their guests to act in a manner that will not disturb academic pursuits or infringe upon the privacy rights, privileges, health, or safety of other persons. Any activity that harms the reasonable use of the residence hall by others will not be tolerated.

14) FURNITURE

The furnishings provided by the University may not be removed from assigned rooms unless approved by the Director of Residence Life. Furniture must not be tampered with or dismantled, and all furniture must be left in the room/suite to which it has been allocated. Non-issued University furniture is not permitted. Furniture in Bogner Hall triple rooms is permanent and cannot be removed. Residents will be billed for any missing items from their room/suite. Lounge furniture may not be removed from the common areas/lounges.

15) GAMBLING

Playing cards for money and other forms of gambling are illegal as defined by the N.Y.S. Penal Code and are not allowed on the Molloy University campus. Gambling of any type or description on campus may subject a student to disciplinary action.

16) GUESTS AND VISITATION

Molloy University's visitation policy is formulated to create and maintain an environment that contributes to the living and learning opportunities for Residents. Emphasis is on the development of the whole person while fostering a climate of respect and shared responsibility to enhance the quality of life on campus.

Visitation is a privilege, not a right. Visits in individual Resident rooms by other members of the University's student body or by non-students are subject to regulations promulgated by the University or any of its designated officials. These Regulations and procedures may be modified at any time.

All Residents are fully responsible for their guests whether or not those guests are students of the University, and all regulations applicable to Residents apply to their guests. The University reserves the right to remove guests when deemed appropriate in its sole discretion. Residents must escort their guests whenever they are visiting the residence hall. If you are in a building/room in which you do not reside, you are considered a guest of that building/room.

Visitors may not infringe on the rights of other Residents or guests to study, sleep, or socialize in their room, suite, or building. In support of the teachings of the Roman Catholic Church and our University mission, we are committed to providing a holistic moral education. Therefore, we do not condone the following in the residence hall: co-habitation, exploitive relationships, daytime or overnight visitors/Residents involved in sexual intimacy.

a. Daytime Visitation Procedures

- Daytime Visitation hours for Residents are from 7 am – 12 am on Sunday through Thursday and 7 am – 2 am on Fridays and Saturdays.
- All Residents must sign-in to the residence hall by showing their Molloy ID to the front desk as they enter. The individual working at the front desk will hold the ID until the individual signs out and leaves the building.
- Non-Resident Molloy guests are defined as current Molloy students/employees with a current Molloy ID
- Non-Resident Molloy guests must sign-in to the residence hall by showing their Molloy ID. The individual working at the front desk will hold the ID until the individual signs out and leaves the building.
- Non-Molloy guests are defined as visitors who are not affiliated with Molloy University.
- Non-Molloy guests must sign-in to the residence hall by showing an ID card**.** The individual working at the front desk will hold the ID until the individual signs out and leaves the building.
- Guests must abide by the residence hall visitation policy.
- Hosts and guests must be present to sign in and out at the front desk of the residence hall.
- Hosts will be held responsible for the actions of their guests.

b. Overnight Visitation Procedures

- Overnight guests will be allowed only during periods when the residence halls are open.
- There may only be 1 overnight guest in each room.
- The guest must be the same gender as the host signing them in.
- Overnight forms will need to be filled out by the host and guest and submitted at the front desk by 11 pm the night a resident has a visitor.
- The Overnight Guest form is available at each front desk.

Each resident must have approval by their roommate to have an overnight guest, and no guest is permitted to stay overnight more than three times per semester.

c. Violations of Visitation Policies

Residents who violate the University's visitation policy are subject to judicial action. Sanctions include (but are not limited to) fines, a suspension of guest privileges, community service, and/or restriction from university facilities, including immediate removal from the residence hall. In addition, violations of the Residence Life Visitation Policy may impact a Resident's status in the housing selection process. Non-Molloy individuals and commuters may be subject to legal sanctions for trespassing if they are found in violation of the visitation policy.

d. Additional Information Regarding Visitation

- All requests for exceptions to the Visitation Policy must be made to the Director of Residence Life and/or Residence Life Coordinators.
- All visitors must sign out when exiting a building for any reason.

- Children and minors (up to the age of 13) may visit from 9:00 am to 4:00 pm with written approval from a parent or guardian (containing verifiable contact information). They cannot stay overnight and must leave the building by 4:00 pm.
- At no time is babysitting, daycare, tutoring, or any other form of looking after a minor allowed to occur in the building.

17) DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

Molloy University's policies regarding discrimination, harassment, and sexual misconduct can be found at the links below.

Non-discrimination and Anti-harassment Policy:
https://www.molloy.edu/about/administration/human-resources/non_discrimination_and_anti-harassment_policy

Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Policy:
https://www.molloy.edu/about/administration/human-resources/sexual-misconduct

18) ANTI-HAZING

Molloy University has a zero-tolerance policy towards hazing. More information regarding anti-hazing can be found in the Molloy University Student Handbook, which can be accessed online in the Molloy University File Library: https://files.molloy.edu/

19) KEY CARDS

Key cards to a Resident's room/suite are issued at check-in. Report any lost key card immediately to the Director of Residence Life, Residence Life Coordinators, and Public Safety. There is a $20 fee for each lost key card. DO NOT lend your key card to anyone. Violation of this policy is a serious safety and security issue and will be dealt with accordingly. The key card is the Molloy ID card and must be worn by everyone while at any Molloy location.

20) LOFTING

Residents are prohibited from lofting their beds in the residence hall. Cinder blocks, bricks, and other devices used to loft beds are strictly forbidden. Residents found lofting their beds will be subject to disciplinary action and/or fines.

21) PAINTING

Residents are not permitted to paint their residence hall rooms/suites.

22) SIGN POSTING

Signs, advertisements, posters, and flyers must be approved by the Office of Residence Life before they can be posted on the bulletin boards in the residence hall. No signs, advertisements, posters, or flyers can be posted in stairwells, on walls, or on glass doors.

23) PRANKS

A prank is defined as a practical joke or mischievous act. Pranks are not allowed in the residence hall as they often cause physical and/or psychological damage.

24) PROHIBITED ITEMS

Prohibited items that are found will be confiscated. When appropriate, the Office of Residence Life will store confiscated items. Residents may retrieve confiscated items and remove them from the Residence Life offices after complying with the designated sanction for possession of prohibited items. Should prohibited items (except pets of any kind) be found a second time, they will be confiscated and available for removal from the Office of Residence Life at the end of the semester unless otherwise agreed. Pets will be transported to the ASPCA or a similar agency. Confiscated items that are not retrieved within one week of the last day of scheduled classes will be assumed abandoned and will be discarded.

Prohibited Items include but are not limited to:

- Pets (except pre-approved Service and Support Animals) of any kind (including fish)
- Weights heavier than 15 lbs.
- Electric blankets
- Adhesive strip lights (including LED)
- DJ equipment/Excessively large speakers
- Appliances: Hot plates, toasters/toaster ovens, coffee pots (except Keurig's), popcorn poppers, hot pots, rice cookers, George Foreman grills, air fryers, microwaves (unless rented from the University), etc.
- Halogen lamps and NON-LED light bulbs
- Candles, oil lamps, incense
- Room decorations that pertain to alcoholic beverages, illegal drugs, or material that is sexually explicit or degrading.
- Curtains, cloth banners
- Non-University furniture/mattress
- Non-University locks on doors
- Any weapon or dangerous instrument (inc. paintball markers)
- Fireworks or large quantities of flammable materials
- Barbeques of any kind (charcoal, gas, electric)
- Extension cords that are non-surge protected
- Irons without automatic shut-off

- Tapestries and fabric decorations on walls
- Electric string lights (battery-powered are OK)
- Door props

25) SMOKING

Smoking of any kind, including the use of tobacco products, e-cigarettes, hookahs, and illegal smoking products is strictly prohibited anywhere in all residence halls.

26) SOCIAL GATHERINGS OR EVENTS

Residents are expected to always respect the privacy of other Residents. Gatherings of more than double the number of room/suite occupants are prohibited. Social gatherings and events may be held in area lounges when registered with and approved by the Director of Residence Life. Groups using space without proper approval may be denied access to future events. All gatherings and events must follow the Office of Residence Life Policies and Procedures. Hosts of social gatherings or events will be held responsible for the behavior of their guests.

27) SPORTS

Sports activity is prohibited inside the residence halls. This includes but is not limited to, bouncing or throwing balls, rollerblading, hacky-sacks, Frisbee, hoverboards, skateboards, and longboards. Outdoor recreational activities that could be injurious to facilities, grounds, people, or walkways near the residence halls are also prohibited.

28) SERVICE AND EMOTIONAL SUPPORT ANIMALS

Molloy University generally limits the presence of privately-owned animals on campus. However, the University will reasonably accommodate persons with disabilities who require the assistance of Service or Emotional Support Animals. Please refer to our website at Molloy.edu under the Center for Access and Disability page for information regarding when certain animals may or must be permitted access to university grounds and facilities: https://www.molloy.edu/academics/resources/resources-for-students/access/

Any unauthorized pet found in the residence halls will be removed and transported to the ASPCA or a similar organization.

VI. HOUSING PROCEDURES

1) APPLICATION

All potential Residents must complete and sign a Residence Hall Application each year. Upon selection, Residents must sign the Housing Agreement during check-in. More information about rooms, applications, and rates can be found on the website at www.molloy.edu under the Office of Residence Life page.

2) CHECK-IN

Before students move into a room/suite, a Room/Suite Condition Report ("RCR") will be completed for each Resident by a Resident Assistant ("RA"). This form will be accessible to each Resident and must be reviewed thoroughly at Check-In. In the event a Resident finds a condition not noted on the RCR, they must notify their RA in writing within 24 hours of Check-In. Both the Resident and the RA must sign off on the RCR. The RCR will be put in their file and stored in the Residence Life Office.

3) CHECK-OUT

Check-Out will ordinarily occur at the end of each semester in December and May. Residents must make an appointment with their RA during posted hours to Check-Out. The RA will bring the RCR and will go through the room together with the Resident and fill out the Check-Out section. Any damages beyond normal wear will be charged to the Resident(s) of the room/suite unless the person(s) responsible accepts accountability to the Director of Residence Life before departure or closing of the residence hall. A Resident wishing to cancel the housing agreement before the end of the semester/year must complete and submit a Housing Decline Form to the Office of Residence Life and make an appointment with their RA to Check-Out of their room. Without the Housing Decline Form, the Resident will not be entitled to any refund for his or her room and board. Failure to Check-Out properly may result in a fine as well as charges for any damages found after the Resident leaves.

The following are some of the conditions that will result in damage charges so Residents should be thorough when filling out the RCR (please note that this is not a complete list):

- Holes in the wall.
- Adhesive tape or sticky tape residue on the walls.
- Self-stick pages or hooks on the walls, doors, etc.
- Excess garbage or other belongings left behind.
- Broken furniture.
- Disabled fire safety equipment (also may be fined).

4) HOUSING PERIODS

Periods of Regular Housing: The traditional fall and spring semesters. All Residents are required to select a meal plan for their duration of living on campus.
Periods When Residence Halls are closed: No Residents are allowed to live in the residence halls during the following periods: Thanksgiving Break, Spring Break, Easter Break, and the day after the last final exam on the academic schedule for the Fall Semester to the re-opening of the University for Spring Semester. The housing maintenance period is usually the middle two weeks in August. For specific Move-In and Move-Out dates, please contact the Office of Residence Life.

The residence halls will officially close for Winter and Summer Breaks. Residents who wish to reside on campus during Thanksgiving, Spring, and Easter Breaks must sign up to indicate they will be on campus during those times and agree to follow procedures established by the Office of Residence Life and to pay a per diem housing charge if applicable. The University reserves the right to deny the Resident housing based on space/staff concerns or disciplinary records.

Please note that the dining hall closes/operates on a limited schedule for Thanksgiving, Christmas, Spring Break, and Easter and during these times, Residents must provide their own food.

5) MEAL PLANS

At the beginning of each semester, the Resident shall pay the amount established by the University for room and board by the stated deadlines. Residents must participate in one of the meal plans offered by the University. Unused meal plan money is carried over from the fall semester if the Resident is continuously enrolled in the University. Any remaining balance will be forfeited at the end of the spring semester. Unused funds will not be refunded nor carried over to the following semester. Residents are encouraged to check their balances regularly to keep track of remaining funds. Current meal plan rates are posted on the Molloy University website.

6) REFUNDS RESIDENCE HALL

Termination of the "Residence Hall Application and Agreement" canceling room and board will result in refunds that are based on the University refund schedule. In judicial cases, Residents who are evicted at any time of the semester will not receive a refund of any kind

7) ROOM CHANGES

Residents wishing to move to another room must complete a Room Change Request Form which may be obtained from the Office of Residence Life. No room changes are permitted during the first three (3) full weeks of a semester. After the form is filled out and signed, it must be dropped off during or after the third full week of the semester. All requests are subject to availability and approval; every request will be considered on a case-by-case basis. No room changes are permitted during the last three (3) weeks of any semester.

Please keep in mind that if a Resident moves before their Room Change Request has been processed, the Resident will be subject to a fine, will be required to move back to the original room, and the request will be denied.

8) ROOM SELECTION

The room selection process is held in the Spring Semester. All timelines and procedures will be announced early in the Spring Semester.

Any of the following reasons could limit or prohibit a student's eligibility to participate in the room

selection process:

1. Sanctioning for policy violations, or other violations of this Handbook or Molloy University Student Handbook
2. Bursar or Health Services Hold
3. A student falling below full-time status and/or not maintaining an overall GPA of 2.0
4. Failure of the student to pay their university bill promptly.
5. Failure to submit a $450.00 housing deposit for the following semester by the assigned due date.

9) SUITE/ROOM ENTRY

Designated members of the Office of Residence Life Staff, Administrators on call, Facilities, Information Technology, and the Vice President for Student Affairs will enter for reasons including, but not restricted to:

- Routine inspection of fire/safety devices and equipment
- Facilities
- Maintenance
- Emergencies
- Servicing/maintenance of telecommunications lines and equipment
- Health and Safety Inspections

Any of the above work may be performed without the suite/room Resident(s) being present.

Members of the Office of Residence Life staff, Administrators on call, Public Safety Supervisors, Public Safety Officers, the Dean of Students, and the Vice President for Student Affairs are permitted to enter a suite/room without obtaining consent when there is evidence of:

- Violent behavior
- Medical or Mental Health emergency
- Disorderly behavior
- Activity that disturbs the neighboring living areas
- Suspicion of any policy violation
- Lounge furniture missing

In the event of a plain view violation or suspected misconduct, the University, vis-à-vis the Director of Residence Life, the Residence Life Coordinators, Administrators on Call, the Dean of Students, or the Vice President for Student Affairs, reserves the right to search the Resident's suite/room at any time. Every effort will be made to search in the presence of the room occupant(s).

10) VACANCIES

If a Resident is living in a room/suite in which a vacancy occurs during a semester, the Office of Residence Life reserves the right to reassign them to another room/suite, to fill the vacancy, or to

consolidate Residents. If your roommate leaves during the semester, the vacant furniture must remain vacant. If a Resident takes over the empty furniture, this will be considered Double Occupancy, and the Resident is subject to disciplinary action and/or fines

VII. RESIDENT RESPONSIBILITIES

1) CIVILITY

Molloy University aspires to promote the growth of all people in their academic, social, and personal lives. Students, faculty, administration, and staff create a community where people exchange ideas and listen to one another with consideration and respect. The Molloy community is committed to fostering civility through university structures, policies, and procedures. The members of the University, including students and Residents, are expected to behave in conformity with the following principles of civility:

- Take responsibility for your behavior.
- Respect the freedom of others to express their views.
- Be respectful to others and respect their rights.
- Do not incite, participate in, or encourage intolerance, hatred, and injustice.
- Promote constructive resolution of conflict.
- Strive for the betterment of your communities.

Individuals who violate principles of civility may be subject to the disciplinary process and procedures set forth herein. The University itself may serve as the complainant regarding violations of the principles of civility. In a case where the University is acting as the complainant, an individual will be identified to serve as the University's proxy and will fulfill the complainant's responsibilities (such as filing the complaint, participating in the informal process, or otherwise participating in the disciplinary process) on behalf of the University.

Civility infractions will be adjudicated following the **"Procedures for Student Discipline in Non-Academic Areas,"** found in the Student Handbook. The following serves as a guide for sanctions should a violation be found. The Conduct Committee convened to review any safety and security-related incidents under the **"Procedures for Student Discipline in Non-Academic Areas"** is free to deviate from the below depending on the severity of the infraction.

A. First Infraction – Civility

Disrespectful behavior toward another individual will require a Disciplinary warning. In

addition, the following sanction is recommended:

- 20 volunteer hours
- Loss of guest privileges
- Educational course/activity

B. **Subsequent Infraction(s) – Civility**

Subsequent infractions of the civility policy can lead to additional volunteer hours, increased loss of guest privileges, additional educational courses/activities, and/or removal from the residence halls.

2) CLEANLINESS

Each Resident has the right to live in a clean environment. Clean is defined as free from dirt, stains, contaminants, impurities, biohazard materials, and food waste that may present a health or safety hazard. Each Resident is required to restore or maintain all surfaces and fabrics to or in like-new conditions.

3) WING MEETINGS

Resident Assistants will call mandatory wing meetings at the beginning of each semester and all Residents must sign in and attend these informative, educational, and recreational sessions. RAs will call subsequent wing meetings as necessary during the semester to address needs that affect the Residents of floors/wings.

4) CONFLICT RESOLUTION

Conflicts can arise when Residents live together. Sometimes roommates disagree about lifestyle issues such as what hours they want to study or when to have friends come over. Arguments with a roommate can result in a student devoting less time to their studies. Wing meetings will be used to establish community standards, such as what time of night floors are expected to be quiet. RAs will be required to work with Residents one-on-one if there are problems in reaching agreements on these or other matters. RAs will encourage Residents to negotiate the standards themselves. Living together is all about adjusting to someone else's lifestyle.

5) GARBAGE

Residents are responsible for removing trash from the room/suite to the designated collection areas daily. At no time should garbage/trash be left in hallways or common areas. In the dining facility, Residents and students are required to bus their tables and clean up after themselves. Molloy University recycles where appropriate.

6) MANDATORY WORKSHOPS/SEMINARS

All Residents will attend mandatory workshops and seminars sponsored by the Office of Residence Life during the academic year. Residents must sign in for these workshops.
Molloy believes the content of the workshops/seminars will enrich the quality of the student's life on campus and enhance the chances of academic success.

7) PERSONAL RESPONSIBILITY

Molloy University requests that Residents take personal responsibility for their behavior and the choices they make as a member of the residence hall community. Do not engage in behavior that is illegal or could endanger yourself or others.

8) RESPECT FOR PROPERTY/ENVIRONMENT

Residents and their guests are responsible for maintaining a positive residence hall environment. Any action that damages property or in any way disrupts any individual is not acceptable and may subject a Resident or guest to disciplinary action.

9)ROOMMATE RIGHTS

Each Resident possesses the following rights as a roommate. Everyone should also work at honoring these rights.

The right to:

1. Read, study, and sleep in a room with as little disturbance as possible.
2. Have personal belongings which are used by no one else.
3. Live in a clean and orderly room.
4. Enter the room whenever one wants unless other provisions are agreed upon by both parties.
5. Have guests, provided they respect the rights of the roommate.
6. Be free of physical and/or emotional harassment in person or online.
7. Speak out openly.
8. Be treated considerately, respectfully, and thoughtfully.
9. Maturely address problems and concerns.
10. Expect enforcement of residence hall and University policies.
11. The right to personal privacy.

The University challenges Residents to become responsible citizens who exemplify the principles of cooperation and mutual respect. Learning to cooperate and negotiate are daily challenges. The rights of roommates are points worth discussing regularly.

10) BULLETIN BOARDS

The residence hall contains locked bulletin boards. Check for important notices, activities, and information. All notices posted in the residence hall must be approved by the Office of Residence Life.

VIII. PROHIBITED CONDUCT

The Office of Residence Life follows the Molloy University Student Handbook Procedures for

Student Discipline in Non-Academic Areas and Prohibited Conduct found in the Molloy University Student Handbook, which can be accessed online at the Molloy University File Library: https://files.molloy.edu/. Any violations of policies in the will be adjudicated following the **"Procedures for Student Discipline in Non-Academic Areas,"** found in the Student Handbook.

1) FINES

In addition to any other penalty set forth in this Handbook, fines may be imposed in the amount noted if a Resident is found responsible for any of the following prohibited conduct**:**

Health and Safety	
Second Failed Health and Safety Inspection	$25
Third Failed Health and Safety Inspection	$50
Improper Entrance/Exit to the building	$100
Pets in the building	$100
Unauthorized appliances (i.e., hot plates, grills, coffee pots, etc.)	$50 each
Smoking in the building	$100
Second Smoking Offense	$200
Tampering with windows, screens, doors	$100 (in addition to repair costs)
Tampering with fire/life safety equipment	$100 (in addition to repair costs)
Unauthorized possession of university property	$50 each
Use or possession of prohibited materials/items (i.e., candles, incense)	$50 each
Excessive Cleaning Fee	$20-$200 (Dependent upon the situation)
Miscellaneous	
Non-compliance with directions of university personnel	$100
Double Occupancy (If your roommate moved out mid-semester, their side of the room must remain clear of personal belongings)	$100
Visitation (unauthorized)	$100
Improper checkout from the residence hall	$25
Misuse of University ID to enter the residence hall	$100
After 4th Lockout	$10
Lost ID/Key Card	$20
Unauthorized room changes	$100

Parking	$10-$50 (based on the severity of the violation)

2) INCIDENTS THAT MAY LEAD TO FORFEITURE OF RIGHTS TO LIVE IN A RESIDENCE HALL

Residents who are evicted, at any time of the semester, will not receive a refund of any kind.

Incidents include but are not limited to:

- Responsibility for a false alarm or bomb threat.
- A third violation of the University's Alcohol or Drug Policy.
- Acts and/or threats of violence including physical assault, sexual misconduct, and destruction or vandalism of property.
- Possession of a weapon or dangerous instrument.
- Theft of personal or University property.
- Additional violations when a Resident is on disciplinary probation.
- Falling below 12 credits or otherwise not considered a full-time student.

IX. CAMPUS RESOURCES

1) CAMPUS MINISTRIES

Campus Ministries is in Public Square Room 390. It is enlivened by the Catholic faith, bringing together students, faculty, and staff in the common search for Veritas – Truth. Our motto is H-O-P-E (Hospitality – OP: The Dominican Way – For Everyone!). Campus Ministries is available for personal counseling or someone to talk to about your faith. All conversations are confidential. There are many special Masses and volunteer projects during the year.

Opportunities for service through Campus Ministries:

- Appalachia Project – Spend a week in the summer at the Big Laurel Learning Center in Kermit, West Virginia running a camp for children.
- Bethany Experience – Come and spend an evening with the women and children of Bethany House. Learn from these women what it is like to be without a home.
- Homecoming Farm – Spend a day on the beautiful grounds of the Dominican Sisters of Amityville and work on their organic farm.
- Mary Brennan Inn Soup Kitchen in Hempstead – Volunteer for the day at this very active soup kitchen in Hempstead.
- Midnight Runs – Collecting, preparing, and delivering food and clothes by van to the homeless on the streets of Manhattan.
- Sponsor a Family – Sponsor a family at Christmas and collect gifts for them. These

gifts go to the people at Our Lady of Loretto Outreach Center in Hempstead

2) MASS/OPPORTUNITIES FOR PRAYER

- Sunday Mass is at 8:00 p.m. in Sacred Heart Chapel. Check the CORQ app for upcoming events and programs!
- **Liturgical Ensemble –** Use your musical talents – voice or instruments – to enhance our masses and prayer services throughout the year.
- **Liturgical Ministries –** Extraordinary Ministers of the Holy Communion, Leaders, Altar Servers, **Ushers, and Gift Bearers –** all are needed at various times for our masses and prayer services.
- **Sacrament of Reconciliation** with University Chaplain.
- **Retreats –** Two overnight retreats off-campus in the fall and in the spring. Scripture Sharing Thursdays during Advent and Lent.

Sacred Heart Chapel (near the water tower) is open all day and evening for your personal use.

3) GYMNASIUM/FITNESS CENTERS

The Fitness Center (located in the Wilber building) is an open gym and has regularly scheduled intramural and recreational activities that will be posted throughout the academic school year. Maria Regina Hall also has a fitness center that is available to all Residents.

4) HEALTH SERVICES

Health Services is in Wilbur Arts Center 103B. It provides programming on campus about important health topics and issues facing students. Their office is also in charge of collecting student immunization records and ensuring the student health information is accurate and up to date.

If you are sick or injured, there is a list of urgent care facilities and hospitals in this handbook. For non-emergencies, please contact the RA on duty if you need to get to the doctor, pharmacy, or hospital; they can help you with finding transportation.

In an emergency, always contact Public Safety at 516-323-3500.

5) LAUNDRY

All Residents will be granted access to laundry through their ID/key card. If a machine is not working properly, please report this information to the Office of Residence Life by filling out a Work Order Form online.

6) LOBBY & RECREATION AREAS

Each residence hall has a main lounge and common areas that may be used by Residents and their guests. All residence hall lounges are always open and available to Residents. Consumption of food or drink in the lounge area should be done with care and discretion. Appropriate conduct is required of Residents and their guests. You MUST clean up any trash and return any furniture to its proper location.

7) MAIL

Residents will be e-mailed when they receive a package and given instructions to pick up mail from the mailroom in Public Square. All other mail will be delivered to the Residents' rooms by the RA on duty every evening (Monday-Friday).

Residents' mail should be addressed exactly as shown below:

Resident Name
Molloy University
Building and Room Number
Hempstead Avenue
Rockville Centre, NY 11571-9000

8) PARKING

First-year students who live in the Residence Halls are not allowed to have vehicles on campus. Upper-class students may park their cars on campus. Students are asked to only park in lots designated for student parking. Cars parked illegally or in prohibited spaces are subject to fines and booting.

Residents must register their vehicles with Public Safety. Because their cars will be on campus 24 hours a day, Residents will receive a parking sticker.

9) STUDENT COUNSELING CENTER

The Student Counseling Center (SCC) is a confidential and free counseling service available to all Molloy University students. The SCC offers a variety of short-term counseling and psychoeducational services, including individual counseling, crisis intervention, support groups, wellness workshops, on-campus training, and student mental health consultations for faculty and staff. The SCC utilizes the Solution-Focused Brief Therapy ("SFBT") model. Unlike traditional therapy, SFBT is short-term and focused on helping students to resolve or effectively manage a specific issue or challenge or to make a particular desired change. Students who would benefit from longer-term counseling, intensive support, or some other mental health expertise not offered through SCC will be referred to an appropriate off-campus provider.

The SCC is in Public Square 030, and the office is open Monday-Friday offering daytime and evening appointments. For appointments or consultations please call 516-323- 3484.

If you, or a Molloy student, require emergency psychological care, please contact Public Safety at (516) 323-3500 if on Molloy's Rockville Centre Campus.

For all other Molloy University off-site locations, call 911.

In the event that an individual is on Molloy's RVC main campus and is in need of a timely psychological crisis intervention response, the SCC will respond to the mental health crisis and facilitate transport to a local hospital for further psychiatric evaluation if needed.

In the event of an urgent transport to a medical facility that results in admission to an inpatient facility (inpatient facility refers to hospitals, residential treatment facilities, and other facilities that provide 24-hour/day care), the student must provide evidence to the Vice President for Student Affairs, or designee, as required by Involuntary Leave Policy and Separation from University Policy within the Molloy University Student Handbook, which can be accessed online in the Molloy University File Library: https://files.molloy.edu/, or in the event of a physical medical emergency, that the student is "otherwise qualified" with or without accommodations to participate in essential functions of the University programs and activities, such as but not limited to intercollegiate athletics, class attendance, club and organization activities, and living on campus, before such student shall be permitted to return to living in the residence halls. For more information, please contact the Student Counseling Center (SCC).

10) TUTORING

The Molloy University Academic Enrichment program ("AcE"), located in Casey Room 013 and accessible online, prepares students for academic success. It provides students with support in two specific ways. Remediation is available when a student has below a "C" average in their major course of study and supplemental help is provided when a student is passing a course but requires reinforcement or clarification in particular aspects of the course work. The AcE program will assist students – free of charge – in achieving their academic potential in mathematics, science, and modern languages. Assistance in other disciplines is provided according to individual eligibility.

11) WRITING CENTER

Molloy Writing Center, located in Casey Room 016 and accessible online, supports the development of writing skills for Molloy undergraduate and graduate students. Tutors assist students by reviewing their papers in the various subject areas with them, emphasizing organization and development, grammatical correctness, and appropriate use of research documentation styles (MLA, APA). Appointments are given priority but walk-ins are welcome when possible.

12) CENTER FOR ACCESS AND DISABILITY

Through the Center for Access and Disability, Molloy University strives to provide access to an equal educational experience for qualified students with documented disabilities while ensuring that the integrity of all University standards and requirements is maintained. In support of the University's commitment to transformative education, the Center for Access and Disability aspires to educate the Molloy Community to increase awareness, knowledge, and integration of those with

disabilities. If you would like to discuss your eligibility, please contact access@molloy.edu or contact Cari Rose-Tomo, Director at 516 323-3315 or Kathy Brunet, Assistant Director at 516-323-3316

APPENDIX A: HOUSING AGREEMENT

AGREEMENT for room and board entered into, by and between Molloy University, a New York educational institution having a principal office at 1000 Hempstead Avenue, Rockville Centre, NY 11571 ("University"), and the prospective resident named on the Housing Application ("Resident") (referred to herein as the "Agreement"). By signing at the end, the Resident acknowledges that this Agreement has been read in full.

1. This Agreement will remain in effect for the entire 2023-2024 Academic Year or until a) the Agreement is terminated by the University; b) the Resident graduates; or c) the Resident withdraws from housing.

2. The University agrees to provide the Resident with room and board on a combined basis only. The room shall be located in a residence hall at the Rockville Centre campus. The University reserves the right to increase the capacity of any suite/room. The Resident must be officially enrolled as a full-time student (registered for 12 or more credits each semester) in order to be eligible for residence hall housing. If the Resident falls below 12 credits per semester, the Resident will be removed from the residence hall.

3. The Resident must have qualifying health coverage through a family health insurance plan, the Resident's own insurance plan, the University's student medical insurance plan, or Medicaid.

4. At the beginning of each semester, the Resident shall pay the amount established by the University for room and board by the stated deadlines. The Resident must participate in one of the meal plans offered by the University. Unused meal plan money is carried over from the fall semester to spring semester as long as the Resident is continuously enrolled in the University. Any remaining balance will be forfeited at the end of the spring semester; unused funds will not be refunded nor carried over to the following semester. Residents are encouraged to check their balances regularly to keep track of remaining funds.

5. During the Agreement period, the University reserves the right to: (a) assign Residents to increase occupancy of any room to its designed capacity; (b) reassign rooms and/or residence halls; and (c) enter the Resident's room: (i) if in the judgment of the University, such entry is required for the safety and/or security of the Resident or any other party; (ii) to inspect the Resident's room and suite in order to conduct health and safety inspections; (iii) to perform any alterations or repairs for routine maintenance or by request through a work order; or (iv) as indicated in the Molloy University Residence Life Handbook, Molloy University Student Handbook or Molloy University Catalog.

6. The University is not responsible for the loss of and/or damage to personal property of the Resident and recommends obtaining appropriate insurance through a renter's or homeowner's policy.

7. The Resident shall vacate the assigned room and cease using the residential dining facilities upon withdrawal, graduation, termination or if the Resident otherwise stops attending the University. If the Resident fails to vacate the room and/or fails to cease using the residential dining facilities, the Resident shall be held liable for the payment of room and board charges incurred.

8. The University residence halls are alcohol, drug and smoke free facilities.

9. If the Resident withdraws from the University prior to the end of a semester, the refund of any portion of the amount paid for room and board funds will be made according to the University Refund Policy.

10. It is imperative that the Resident moves in during the posted move-in days prior to the official first day of classes for the fall and spring semesters. If the Resident will be arriving after the posted move-in days for the fall and spring semesters, the Resident must give written notice to the Office of Residence Life prior to the first day of classes. Failure to do so will result in the forfeiture of the right of the Resident to occupy a room.

11. The Resident shall not occupy the assigned room until the day of the official residence hall opening and shall not occupy the assigned room later than closing times established by the University.

12. The Resident shall vacate the assigned room in good condition, adhering to established check-out procedures: (i) within 24 hours after the Resident's last scheduled class/final exam or by the official residence hall closing time, whichever is earlier, (students who are participating in commencement exercises are allowed to stay in the assigned room upon approval from the Office of Residence Life); (ii) immediately upon the Resident's officially withdrawal from the University; (iii) immediately upon the Resident's withdrawal from the University's housing program; or (iv) immediately upon the termination of this Agreement by the University. Personal belongings left behind after the communicated date of withdrawal, graduation or termination will be discarded by the University.

13. When taking occupancy of the room, the Resident shall sign the check-in portion of the room condition report (RCR) after the Resident Assistant has completed the check-in process. Prior to signing the RCR, the Resident shall note any existing damage to the room or suite, any of the furniture, furnishings, fixtures or equipment so as to not be liable for such damage. If the Resident vacates the room at any time other than the end of the Academic Year, the Resident shall complete the Decline Form in the Office of Residence Life and follow the checkout procedures established by the Office of Residence Life.

14. The Resident shall abide by all rules, regulations, policies and procedures in the Molloy University Student Handbook, Molloy University Residence Life Handbook and the Molloy

University Catalog, including any amendments ("Rules and Regulations"). The Rules and Regulations may be modified or amended at any time with or without notice to the Resident. Violations may result in the termination of this Agreement.

15. The Resident's housing deposit of $450 to reserve the room is required. Upon acceptance to the housing program, the Office of Residence Life will confirm a due date for the deposit. If the deposit is not received by the due date, the Resident's room in the residence hall cannot be guaranteed.

16. The Resident shall be liable for any loss or damage to suite/room or to the furniture, furnishings, fixtures, equipment, or effects contained therein. If it cannot be ascertained who is responsible for the loss or damage in the rooms/suites or common areas of the residence hall/floor, the University has the right to assess each occupant of the residence hall, floor or room/suite and equal amount of the costs of the repair and/or replacement of the loss or damage. Charges imposed upon Residents are not final until reviewed by the Office of Residence Life.

17. The University shall not be liable for any damages, or be required to make a full or partial refund of room and board fees, because of any failure, delay or interruption in the University's performance of its duties and obligations under this Agreement as a result of circumstances beyond the University's control, including, but not limited to, compliance with any law, decree, or order of any federal, state, or local governmental agency or authority, riots, war, public disturbances, strikes, lockouts, labor disputes, fires, floods, extreme weather events, Acts of God, pandemic, epidemic, or any other circumstances beyond the University's control which make it impossible, illegal, impracticable for the University to satisfy its obligations under this Agreement (a "Force Majeure Event"). Failure, delay, or interruption of the University's performance of its obligations under this Agreement due to a Force Majeure Event shall not constitute a breach of this Agreement.

18. The room and board agreement shall be consistent with the academic calendar. The residence halls will officially close for Winter and Summer Breaks. Residents who wish to reside on campus during Thanksgiving, Spring and Easter Breaks must sign up to indicate they will be on campus during those times and agree to follow procedures established by the Office of Residence Life and to pay a per diem housing charge if applicable. The University reserves the right to deny the Resident housing based on space/staff concerns or disciplinary record.

19. The Resident understands that the dining hall closes/operates on a limited schedule for Thanksgiving, Christmas, Spring Break and Easter; during these times, the Resident must provide his/her own food.

20. The University reserves the right to terminate this Agreement prior to the end of the Academic Year for violation of any University Rules and Regulations and in accordance with the policies and procedures in the Rules and Regulations. In such cases, the University will give written notice to the Resident and the Resident shall vacate the room immediately after conclusion of the University judicial proceedings. Previous violations of the University's Rules and Regulations may result in the denial of University housing.

Molloy University is proud of its ethnic and religious diversity. At the same time, as a Catholic

University, Molloy has an institutional commitment to be faithful to the Catholic message as communicated through the Catholic Church. Accordingly, residence hall policies and procedures are guided by these principles as outlined in the Molloy University Residence Life Handbook. Residents are expected to adhere to these policies, including, but not limited to those regarding visitation and respect of people and property.

APPENDIX B: LOCAL RESOURCES

Hospitals/Urgent Care Center	
City MD 585 Merrick Rd. Lynbrook, NY 11563 516-764-2273	City MD 1989 Merrick Rd. Rockville Centre, NY 11570 516-854-4448
Go Health Urgent Care 243 Merrick Rd. Rockville Centre, NY 11570 516-537-9063	First Care Medical Office 2360 Grand Ave. Baldwin, NY 11510 516-546-2266
Pharmacies	
CVS Pharmacy 1829 Grand Avenue Baldwin, NY 11510 516-378-7645	CVS Pharmacy 155 Sunrise Highway Rockville Centre, NY 11570 516-763-6778
Rite Aid 168 North Village Avenue Rockville Centre, NY 11570 516-766-6560	Rockville Centre Pharmacy 30 Hempstead Ave, Suite 156 Rockville Centre, NY 11570 516-764-6161
Taxi Companies	
All Island Taxi 516 536-3333	
Hotels	
Best Western Mill River Manor 173 Sunrise Highway Rockville Centre, NY 11570 516-678-1300	Hampton Inn & Suites 125 Merrick Road Rockville Centre, NY 11570 516-599-1700
Rockville Centre Hotel 1 Sunrise Highway Lynbrook, NY 11563 516-596-3000	Ramada Inn & Suites of Rockville Centre 1000 Sunrise Highway Rockville Centre, NY 11570 516-206-3727
Banking	
Jovia Financial Credit Union	Chase

566 Merrick Road Rockville Centre, NY 11570	10 N. Village Avenue Rockville Centre, NY 11570
Bethpage Federal Credit Union 613 Sunrise Highway Lynbrook, NY 11563	An ATM is located on campus in Public Square Lobby

APPENDIX C: PACKING LIST

MOLLOY UNIVERSITY
Residence Life

Helpful Tips

- One microwave and one refrigerator is allowed per room. You are allowed to bring your own as long as the refrigerator is no larger than 3.1 cu ft and the microwave is no larger than 0.7 cu ft and 700 watts. You can also rent a microfridge unit at www.mymicrofridge.com.
- Every residence hall and academic building has wireless internet access.
- Don't bring everything you own!
- Connect with your roommate(s) before arriving at Molloy so you can coordinate what you are bringing.
- When packing, don't make your bags/boxes too heavy.
- Label your belongings with your name, building, and room number.

What 's in my room?

In each room, each student gets:

- Bed frame with mattress
- Desk and desk chair
- Dresser drawers
- Wardrobe with 2 drawers
- One cable TV Outlet
- Ethernet port

Things **NOT** to bring to campus

- Alcohol/Drugs and room decorations that pertain to alcoholic beverages, illegal drugs, or material which is sexually explicit or degrading
- DJ equipment/excessively large speakers
- Appliances such as hot plates, toasters/toaster ovens, coffee pots, hot plates, rice cookers, air fryers, InstaPots, grills, etc.
- Candles, oil lamps, incense
- Curtains, tapestires or cloth banners
- Halogen lamps
- Weights heavier than 15 lbs.
- Pet of any kind (including fish)
- Electric blankets
- Plug-in air fresheners
- Excessively large storage bins
- Non-college furniture/mattress
- Non-college locks on doors
- Any weapon or dangerous instrument
- Fireworks or large quantities of flammable materials
- Barbeques of any kind (charcoal, gas, electric)
- Extension cords **Power strips that are surge-protected are permitted
- Five-headed lamp
- Irons without automatic shut off
- Cinder blocks, bricks, or other items used to loft beds

For questions on what you can/cannot bring, please email residencelife@molloy.edu

APPENDIX D: GOHEALTH URGENT CARE