



Residence Life Handbook

2011-2012

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What Do I Need?

Welcome to Residence Life at Molloy College!

At Molloy you will enjoy living in the newest student residence hall in the tri-state area. The opening of this residence hall is the result of the culmination of many years of preparation by dozens of people, departments, donors and students. Molloy is very excited about launching the Residence Life Program and is very happy that you have chosen to live on campus and be part of the warm and friendly Molloy community. The goal of Residence Life at Molloy College is to provide students with a safe and comfortable environment that enhances learning, self-awareness, community-awareness, self determination and responsibility; all while supporting the Mission of the College.

The Residence Life Staff is dedicated to helping you achieve your academic and personal goals. We assist the resident students in learning about responsibility by holding them accountable for community standards, offering students the opportunity to explore their potential, encouraging them to participate in the campus community and providing the opportunity to take advantage of a variety of on and off-campus activities. We offer our students a place to call home.

The safety of our students is the utmost importance. A security desk is located in the lobby of the residence hall and is manned 24 hours of day. There are six (6) Resident Assistants (RAs) that will live in the building, create educational and social programming, and enforce community standards. They will work hand-in-hand with Public Safety to ensure that the residence hall is safe, secure and comfortable.

This handbook is a supplement to and should be used in conjunction with the *Molloy College Student Handbook*. You are responsible for knowing and adhering to all Residence Life policies and procedures. As a member of the Molloy community, we expect all residents to respect the campus, buildings, community and their fellow students. Good judgment and acting in a responsible manner are expected at all times. Please take the time to read through this handbook and familiarize yourself with the policies, procedures and local attractions!

Best wishes in this upcoming and exciting year,



Stephen Ostendorff
Director of Residence Life

“Show me your home, not the place where you live, but the place where you belong”- Glen Phillips

Introduction

Mission of the College

Molloy College, an independent, Catholic college, 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.

Mission of Residence Life

The Office of Residence Life at Molloy College looks to foster student learning and development by providing opportunities for educational, spiritual and personal growth that compliments those found in the academic programs by immersing students in the campus and local communities. Residence Life consistently enhances the Dominican tradition of study, spirituality, service and community.

Office of Residence Life

Located on the ground floor of the residence hall, the Office of Residence Life is committed to establishing a positive atmosphere in the student housing at Molloy. The Office of Residence Life coordinates both social and educational events to enhance the development of our community and enhance the residential experience. It is important that the residents have the ability to relax, study and play in a safe, comfortable and healthy environment free of judgment and bias. The Office is staffed with the Director of Residence Life, the Recreational Activities Coordinator and Resident Assistants (student para-professionals) to ensure that the students in housing have the best possible residence life experience.

Contact Information

The Office Residence Life can be reached or followed in the following ways:

Office: Residence Hall, Room 006
RA Office: Residence Hall, Room 005
Phone: 516-678-5000 ext. 6119
Email: ResidenceLife@molloy.edu
Twitter: @MolloyResLife

Director of Residence Life

The Director of Residence Life is responsible for overseeing the Residence Life program. The Director oversees the professional and central office staff, serves as the Chief Judicial Officer for residence life, chooses and manages the RAs, is in charge of health and safety inspections and ensures that the residents' social, academic and spiritual needs are met. The Director's office is located on the ground floor of the residence hall in room 006.

Recreational Activities Coordinator

The Recreational Activities Coordinator is charged with administering a recreational activities program that includes intramural sports, fitness programs, weekend activities, and other programs designed for residential and commuter students. These activities will be designed to develop social interaction, self-efficacy, teamwork, sportsmanship, civic responsibility and leadership. The Coordinator's office is located on the 3rd floor of the Public Square building in the Student Affairs suite.

Resident Assistants (RAs)

Resident Assistants (RAs) are selected by the Office of Resident Life after a rigorous screening process. They must show an interest in people, maturity and responsibility. Our RAs serve as resources for problems and questions and are responsible for ensuring that the college's rules and regulations are adhered to. RAs are assigned to directly oversee the residents on their floors. The RAs report directly to the Director of Residence Life and attend weekly staff meetings to plan events, brainstorm resolutions to issues that come up and ensure the safety of all residents. The RA Office is in the residence hall, room 005.

Residence Hall

The residence hall is located on the south side of campus near Kellenberg Hall and the Sacred Heart Chapel. The three-floor, coeducational building houses 156 students and is equipped with Double, Single and Suite style rooms, bathrooms, a laundry room, three (3) study/recreational lounges, a lobby and a 24/7 manned security desk by the front door. Resident Advisors are employed in each wing and are there to provide programming, enhance the community, enforce policy and help residents find services they need.

Rooms

Each room is furnished with the following furniture per resident:

- 1 Bed w/ extra long mattress
- 1 Desk
- 1 Chair
- 1 Wardrobe (closet) with drawers
- 2 Under the bed two-drawer dressers

Approximate Room Sizes:

Standard Double Room:	215 Sq. Ft.
Standard Single Room:	148 Sq. Ft.
Suite Double Room:	144 Sq. Ft.
Suite Single Room:	96 Sq. Ft.
Suite Common Room:	220 Sq. Ft.

Services & Amenities

- **Cable Television-** A closed-circuit system is available in all residence room/suites; it provides broadcast network channels, popular cable channels and more. Students must provide their own televisions and cable cords.
- **Computer Connections-** There will be two data connections per room. The Residence Hall has Wi-Fi access.
- **Dining Locations-** Lackmann Dining Services proudly serves the Molloy College community. The Anselma Room in Kellenberg Hall will serve as the main dining room on campus. Mane Street Café in the Wilbur Arts Center, and the Coffee/JuiceBar and Café in the Public Square will serve as alternative dining options.
- **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 own room/suites. Suites are responsible to clean their own bathrooms. If there are concerns about cleanliness of the residence hall, please notify a residence life staff member.
- **Maintenance Requests-** All requests for maintenance repairs for residence life units should be reported to the on duty RA for processing. Emergency repair requests such as a bathroom flood should be reported immediately to residence hall security desk.
- **Parking-** Freshman students are not allowed to park their cars on campus. Residents who wish to park their vehicles overnight on campus must obtain an overnight pass each semester from the Public Safety office. All overnight guests must register their cars with Public Safety. Failure to register their car may result in the vehicle being booted or towed.
- **Security-** The residence hall security desk will be manned 24 hours a day.

Policies & Procedures

Residence Life

By choosing to live in a residence hall, the Molloy College students are electing to reside in a living and learning community. As a member of this community, you have certain rights as a residence and a student. For this reason, it is important to learn to compromise with others in order 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 and define the responsibilities you have to others. As a member of the Molloy residence hall community, you are required to abide by all local, state and federal laws, as well as by the College'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. Studies show that living on campus tends to improve a student's chance of academic success and timely completion of their degree. Our residence hall communities will strive to foster an environment where all residents feel welcome and are viewed as valuable members of the Molloy College and local Rockville Centre/South Hempstead communities.

Residence Life Regulations and Policies

The following policies and regulations are binding on all students, 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 College and accept responsibility for their behavior. The regulations and policies promulgated by the College pertaining to residence life establish our expectation that students and residents will demonstrate consideration for their peers and for the community, and will take proper care of college property. Students who violate residence life policies and regulations may be referred to the Chief Judicial Officer who, depending upon the circumstances, may impose particular penalties for such conduct or refer the matter for student disciplinary action as described in the *Molloy College Student Handbook* and/or this *Residence Life Handbook*.

Health & Safety Procedures

Emergency Evacuation

If the fire alarm sounds, the occupants of the building must evacuate the residence hall **immediately**. Fire drills will be conducted 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 windows, 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 a designated waiting area away from the building and wait for instructions from Public Safety or an authorized staff member. ***PLEASE DO NOT LEAVE THE DESIGNATED AREA*** until instructed to do so by Public Safety.

Fire Extinguishers

Fire extinguishers are located in each wing of the residence hall. 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. You must be trained to use fire extinguishers. All RAs are trained in the proper usage of fire extinguishers.

Fire Safety

Molloy treats fire safety with EXTREME seriousness. Violations for fire safety policies will result in strict sanctions. Anyone caught pulling a false alarm will be immediately expelled from the hall and face serious legal action by the law. Additional violations of the fire safety policy include, but are not limited to having any wall or ceiling coverings or treatments including but not limited to wallpaper, paneling, tapestries, fabrics, nettings and stickers, partitions, ceiling fans, waterbeds, electric or kerosene space heaters, grills of any type, decorative wood shingles, and no plumbing or heating devices of any type are permitted. The use of candles, incense, hot plates, halogen lamps and toaster ovens, television aerials and dishes, radio transmitters or receivers are prohibited.

Report any fires, however small, immediately to Public Safety and Residence Life staff.

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

Smoke detectors are your most immediate and direct protection from fire because smoke occurs before a fire begins. They will sound when **any** smoke is present in the air. **DO NOT Disconnect these smoke detectors or you will face severe disciplinary action.**

Health and Safety Inspections

Although every effort will be made to respect privacy in student room/suites, Molloy College 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. All rooms/suites will be inspected during breaks and at the end of each semester closing.

- A. Any personal property stored in a student room/suite must not interfere with the health and safety of the residents and must not damage college property.
- B. Residents may not keep excessive trash in their rooms/suites or common area.
- C. All items drawing an electrical current must meet the federal, state and college safety regulations.
- D. Surge protectors should be used with items. Only 4-6 outlet surge protectors are permitted.
- E. Extension cords are prohibited.
- F. Irons with automatic shut-off are permissible.

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 and the violation does not pose an immediate threat, the room/suite will be warned and re-inspected within 48 hours. Failure to pass a second inspection may result in judicial action and a fine.

Safety and Security

In order to maintain a safe and secure residence hall, Molloy College has equipped the building with security cameras on each floor, in each stairwell and around the exterior of the building. The desk in the lobby that monitors the front door will be manned 24 hours a day and Public Safety will periodically patrol the interior and exterior of the building every day. That being said, actively promoting safety and security within the Molloy Community at all times is everyone's responsibility. In order to ensure a safe living environment, please keep the following in mind:

- Doors will not be propped open.
- Doors will not be barricaded closed.
- Latches and locks will not be disabled.
- Do not permit access to the residence hall by non-residence who are not your personal guests 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 personal safety and that of your roommate(s) by keeping the door closed and locked at all times.
- Immediately inform a member of the Residence Life staff about any unsafe conditions or behavior that threatens the safety and security of the community.

The Office of Residence Life encourages residents to take a proactive role in regards to their safety and well-being. Preparation and awareness are the keys 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 key card.
- Report suspicious activity to Public Safety or call 911.

In addition we ask all of our residents to voluntarily sign-out at the front desk whenever they plan on being away from the residence hall for 24 hours or more. This allows the Residence Life Staff to have an accurate account of who is on campus in the case of any emergency.

Housing Policies & Student Conduct

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

Alcohol & Other Drugs

- **Alcohol**

Alcohol Beverage Policy

The educational aim of the College suggests that students have goals and objectives. In achieving these goals and objectives, it is necessary to refrain from behavior which is related to or results from the use of alcoholic beverages. Alcoholic beverages may be consumed on campus only by persons of legal drinking age and only at social functions in campus locations approved in advance by the College. No alcoholic beverages are permitted in any individual student rooms or any other area of the residence halls. Therefore, you may not drink, be drunk, possess, act in a disruptive/disorderly manner while under the influence, sell or provide alcoholic beverages in the campus residence hall. It does not matter if the student is over 21 years of age, the same rules apply. Alcohol paraphernalia, including but not limited to funnels, drinking-game boards/items, shot glasses, etc. are prohibited in the residence hall.

Alcoholic Beverages Containers

You may not use alcoholic beverage containers (cans, bottles, kegs, shot glasses, etc.) as decorations or for any other purpose in the residence halls.

Alcohol Possession

The following constitutes possession of alcohol:

- 1) The physical presence of alcoholic beverages in your assigned room will ordinarily constitute possession and is a violation.
- 2) Any student who is observed holding or transporting an alcoholic beverage on the Molloy campus will be considered to be in possession and is a violation.
- 3) The presence of any student in any room or building or facility on Molloy College premises where alcohol is will ordinarily constitute “possession” and is a violation.
- 4) Any student who purchases or procures alcoholic beverages and subsequently sells, gives or furnishes said beverages to another student on Molloy premises or college-related premises is subject to disciplinary action.
- 5) Any student who is under the influence of alcohol is considered to be in “possession.”

- ***Drugs/Controlled Substances (Illegal Drugs)***

Drugs and Drug Paraphernalia- Molloy College expects that all students abide by all federal and New York State laws regarding illegal drug use in addition to the college’s Drug and Alcohol Regulations.

Drugs/Controlled Substances Policy

The educational aim of the college suggests that students have goals and objectives. In achieving these goals and objectives, it is necessary to refrain from behavior which is related to or results from the use of illegal drugs and/or controlled substances.

Therefore, student may not possess, use, or be under the influence of, sell illegal drugs, misuse prescription drugs or other controlled substances on college property. The student or guest in violation will forfeit the privilege of living on campus at Molloy College and risk possible criminal action by law enforcement authorities.

Drug Possession

The following is an interpretation of what constitutes possession of drugs:

1. The physical presence of drugs in a student's assigned residence hall room will ordinarily constitute "possession" and subjects the occupant(s) of that room to a violation.
2. Any student who is observed "holding" or transporting drugs on college premises constitutes "possession" and subjects that student to a violation.
3. The presence of any student in any room or area on college premises where drugs are available or being used will ordinarily constitute "possession" and subjects that student or students to a violation.
4. Any student who purchases or procures drugs and subsequently sells, gives or furnishes the drugs to another student on college grounds or college-related premises is subject to disciplinary action.
5. Any student who is under the influence of drugs is considered to be in "possession."
6. The physical presence of drug paraphernalia (including, but not limited to rolling papers, bong, pipes, hookahs, scales, bowls, etc.) with or without drug residue on a student, in his/her belongings, or his/her assigned room will ordinarily constitute "possession" and subjects the occupant(s) of that room to a violation.
7. Any student who grows or makes drugs will be considered in "possession."

Alcohol & Drug Sanctions

Early identification and intervention in alcohol or drug problems are imperative in promoting a healthy and productive environment for the educational process to occur.

First offense of alcohol/drug possession/use (violation of possession/use policies, public intoxication or other associated offenses):

- A. Meet with the Director of Residence Life
- B. The student will be referred to the Personal Counseling Office.
- C. The student is notified that they may forfeit the right to live on campus if another infraction of the residence life or the college's policies and procedures is committed.
- D. Parental notification.

Second offense of alcohol/drug possession/use (violation of possession/use policies, public intoxication or other associated offenses):

- A. Meet with the Director of Residence Life
- B. The student forfeits the privilege of residence life.
- C. Parental notification.

Note: The need of openness is encouraged and students who voluntarily refer themselves for assessment will be accommodated. If a student makes a self-referral for a substance abuse related issue, the individual will be referred for assessment without the fear of being removed

from housing, although, based on the severity of the offense(s), some form of sanction may be imposed.

Bicycles and Motorcycles

Bicycles and motorcycles are not allowed in the residence hall. They may not be stored in building common areas, such as lounges, stairwells, laundry room, etc. Riding of bicycles, skateboards, roller/inline skates or scooters in the residence halls is strictly prohibited.

Candles/Incense

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

Compliances

Students and guests in the residence hall or on Molloy property are required to comply with and respond as instructed to the reasonable and lawful requests of any Residence Life official or College official acting in the performance of his/her duties, including presenting proper identification to those officials upon request. Students and their guests must also comply with the rules and regulations found in the *Molloy College Student Handbook* and *Molloy College Residence Life Handbook*.

Conduct (On campus and off campus)

Molloy College has established a standard of conduct to govern student behavior. 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.

Courtesy/Quiet Hours

Courtesy Hours are in effect 24 hours a day, 7 days a week. All persons 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 expected at all times.

Quiet Hours (the absence of loud noise or distraction) will be in effect during evening hours from 11:00 pm-8:00 am in the residence hall. On Friday and Saturday evenings, quiet hours will begin at Midnight and end at 10:00 am. At other times, you are required to exercise good judgment with respect to 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 the needs of others to sleep and/or study. Noise which is disruptive to other residents is prohibited, both inside and outside of the residence hall.

Excessive noise at any hour is not acceptable. At no time should amplified sound or yelling be directed out of or in the direction of residence hall windows. Musical instruments may be played, but only in compliance with posted Quiet Hours. Reasonable quiet in courtyard areas must be maintained. Noise may be deemed disruptive if it can be heard through a closed window or door.

Damage to Property

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/hall will be paid for by the residents assigned to that wing/floor/building. If a cleanup is required due to lack of care, cleanliness or personal misconduct, the clean-up fee will be charged to that individual or to the residence hall occupants.

Decorations

While students are permitted and encouraged to decorate their rooms/suites, all decorations must be non-flammable materials and may not block exits, lights, fire extinguishers or ceilings. Decorations may not be attached to any fire safety equipment, including sprinklers. Neon signs may not be displayed publicly. Decorations of an obscene or inappropriate nature may not be displayed in any room or window. Pictures, objects and decorations, etc. must conform to the ideals and values expressed in the mission statement and must be in good taste. The Vice President for Student Affairs, The Director of Residence Life and professional staff members are authorized to judge conformity, or lack thereof.

Disruptive Behavior

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

Furniture

The furnishing provided by the college may not be removed from assigned rooms. 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 college furniture is not permitted. Lofting of beds is strictly prohibited. Residents will be billed for any missing items from their room/suite. Lounge furniture may not be removed from the common areas/lounges.

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 College campus. Gambling of any type or description on campus may subject a student to disciplinary action.

Guests/Visitation

Molloy College's visitation policy is formulated in the desire to create and maintain an environment that contributes to the living and learning opportunities for students residing in the residence hall. Emphasis is on the development of the whole person while fostering a climate of respect and shared responsibility in order to enhance the quality of life on campus.

Visitation is a privilege, not a right. Visits in individual student rooms by other members of the College's student body or by non-students are subject to regulations promulgated by the Vice President for Student Affairs and the Director of Residence Life. Regulations and procedures may be modified at any time.

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

Daytime Visitation Procedures

- Daytime visitation is defined as 9:00 am-11:00 pm, seven days a week.
- Guests must abide by the residence hall visitation policy.
- Molloy guests must sign-in to the residence hall by handing in their Molloy ID to the security desk as they enter.
- Non-Molloy guests must sign-in to the residence hall by handing in a legal, current and valid driver's license or state issued photo ID to the security desk as they enter.
- IDs will be collected only by the owner of the ID upon signing out of the building.
- Hosts and guests must be present to sign in and out at the security desk of the residence hall.
- Hosts will be held responsible for the actions of their guests.

Overnight Visitation Procedures

- Resident hosts are allowed to host overnight guests (same gender as host) (6) six times per semester.
- Hosts may register no more than two (2) overnight guests in a seven day period.
- Guests may be registered as overnight visitors no more than two (2) times in a two week period.
- Guests must abide by the residence hall visitation policy.
- Overnight guest requests must be submitted to the Director of Residence Life no later than three (3) days prior to guest arrival and all requests must be approved by the Director of Residence Life.
- All overnight guests must be registered with Public Safety by 11:00 pm on the night the guest wishes to stay.
- Public Safety will issue a guest pass that must be carried at all times.
- Guests must be escorted by their hosts at all times.
- Molloy guests must then sign-in to the residence hall by handing in their Molloy ID to the security desk as they enter.

- Non-Molloy Guests must then sign-in to the residence hall by handing in a legal, current and valid driver's license or state issued photo ID to the security desk as they enter.
- IDs will be collected only by the owner of the ID upon signing out of the building.
- Hosts and Guests must be present at Public Safety to obtain the guest pass AND to sign in and out at the security desk of the residence hall.
- Hosts will be held responsible for the actions of their guests.

Violations of Visitation Policies

Violations of the Residence Hall Visitation Policy may impact a resident's status in the housing selection process and current status in the residence hall could be in jeopardy. Molloy students who violate the College's visitation policy are subject to judicial action. Sanctions include (but are not limited to) fines, a suspension of guest privileges and/or restriction from college facilities. Non-Molloy individuals and commuters may be subject to legal sanctions for trespassing if they are found in violation of the visitation policy.

Visitation during finals, Thanksgiving, Spring & Easter Recesses and Summer.

- Daytime visitation for Molloy students is in effect
- Daytime visitation for non-Molloy individuals is prohibited.
- Overnight guests are prohibited.

Additional Information Regarding Visitation

1. All requests for exceptions to the visitation policy must be made to the Director of Residence Life.
2. All visitors must sign out when exiting a building for any reason.
3. An overnight guest may not be registered if the host has two daytime visitors already signed in. If there are two daytime visitors, one must sign out for the overnight guest to be registered.
4. 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.
5. Minors (13-17 years old), including family members, may stay overnight with written consent from a parent or guardian. The written consent must include the parent or guardian's full name, telephone number and address. Failure to provide the required documentation may result in the denial of an overnight pass for the guest. Documentation is required 48 hours prior to the overnight stay of the minor.
6. At no time is babysitting, day care, tutoring, or any other form of looking after a minor allowed to occur in the building.

Harassment

Harassment is defined by law as any behavior, physical, verbal or online (cyber) that victimizes an individual and involves the following:

1. The unlawful use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health (physical or emotional) safety of another person.
2. Physical, verbal or cyber behavior that involves an expressed or implied threat to interfere unlawfully with a person's personal safety, academic efforts, employment or participation in college-sponsored activities and causes the person to have a reasonable apprehension that such harm is about to occur.
3. Physical, verbal or cyber behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment or participation in college-sponsored co-curricular events and causes the person to have a reasonable apprehension that such harm is about to occur.
4. "Fighting words" that are spoken face-to-face or online as a personal insult to the listener or listeners in personally abusive language inherently likely to provoke reaction by the listener or listeners toward the speaker.
5. Harassing behavior that is motivated primarily or in part by age, color, ethnicity, gender, national origin, ability, religion, sexual orientation, socio-economic background, veteran status, or unique individual style is considered to be a bias-related incident or hate crime.

Hazing

Hazing is defined as any act that injures, degrades or tends to injure, frighten, degrade or disgrace any person for the purpose of initiation into or affiliation with any organization, and **is strictly prohibited**. Hazing of any type may subject a student to disciplinary action up to and including eviction. If you subject others to hazing, including damage to their personal property, you will immediately lose housing privileges on campus and face severe disciplinary action.

Key Cards

Key cards to your room/suite are issued at check in. Report any lost key card immediately to the Director of Residence Life and Public Safety. There is a \$15 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.

Lofting

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

Noise

1. Quiet hours are essential to an atmosphere that is conducive to student and good community living. Quiet hours are defined as a time when noise should be contained within a room/suite. No noise should emanate into, or be created in any common area, indoors/outdoors. Quiet hours are Sunday-Thursday (11:00 pm-8:00 am) and Friday-Saturday (Midnight-10:00 am).
2. Courtesy hours are in effect 24 hours a day, seven days a week.
3. Outside noise (i.e. music, people speaking, etc.) near the residence hall that is loud enough to be heard inside any building on campus is prohibited, unless it is a college sponsored event.

4. During final examinations, quiet hours are extended to 24 hours a day.
5. Students are not permitted to place stereo speakers in their windows or in the hallways.
6. Musical instruments and stereos are allowed, but must be used in compliance with courtesy and quiet hour guidelines. These items may not be used outside unless permission has been granted for a special event.

Painting

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

Physical Violence and Harassment

Any acts of physical violence or the threat of physical violence and/or verbal harassment against any member of the college community will result in sanctions up to and including expulsion or termination and referral for prosecution. Please refer to the *Molloy College Student Handbook* for specifics.

Posting Signs

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.

Pranks

Pranks are not allowed in the residence hall as they often cause physical and/or psychological damage.

Prohibited Items

Prohibited items that are found will be confiscated. When appropriate, the Office of Residence Life will store confiscated items. Students may retrieve confiscated items and remove them from the residence life office after complying with the designated sanction for possession of prohibited items. Should prohibited items 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. 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 (not limited to):

- Pets of any kind (including fish)
- Weights heavier than 15 lbs.
- Electric blankets
- DJ equipment/Excessively large speakers
- Appliances: Hot plates, blenders toasters/toaster ovens, microwaves (unless rented from the college), coffee pots, popcorn poppers, hot pots, rice cookers, George Foreman grills, etc.
- Halogen lamps
- Candles, oil lamps, incense
- Room decorations that pertain to alcoholic beverages, or illegal drugs, or material which is sexually explicit or degrading
- Plug-in air fresheners
- Curtains, tapestries, cloth banners
- Excessively large storage bins
- Non-college furniture/mattress
- Non-college 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)
- Refrigerators of any size (unless rented from the college)
- Extension cords (power strips are OK)
- Irons without automatic shut-off

Bedrooms are designed for one television and one MicroFridge®.

Smoking

Smoking is strictly prohibited anywhere in the residence hall.

Social Gatherings or Events

Residents are expected to respect the privacy of other residents at all times. 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 for future events. All gatherings and events must be in accordance with Residence Life Policies and Procedures. Hosts of social gatherings or events will be held responsible for the behavior of their guests.

Sports

Sports activity is prohibited inside the residence hall. This includes, but is not limited to, bouncing or throwing balls, roller blading, hackey-sacks, Frisbee. Outdoor recreational activities that could be injurious to facilities, grounds, people or walkways near the residence hall are also prohibited.

Housing Procedures

Application

All potential resident students must complete and sign a Residence Hall Application each year. Upon selection, residents must re-sign the Housing Agreement.

Check-In

Prior to students moving into a room/suite, a Room/Suite Condition Report (RCR) will be completed for each resident by a Residence Assistant (RA). This form will be left in each student's room and must be reviewed thoroughly at Check-In. In the event a student finds a condition not noted on the RCR, he/she must notify their RA in writing within 24 hours of Check-In. Both the resident and the RA must sign off on the RCR and the resident will retain the pink copy for their records. The RA will retain the white and yellow copies.

Check-Out

Check-Out will ordinarily occur at the end of the academic year in May. Students must make an appointment with their RA during posted hours in order to Check-Out. The RA will bring the white and yellow copies of the RCR and will go through the room together and fill out the Check-Out section. Any damages, beyond normal wear, will be charged to the residents of the room/suite unless the person(s) responsible accepts accountability to the Director of Residence Life prior to departure or closing of the residence hall.

A student wishing to cancel the housing agreement prior to 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 student will not be entitled to any refunds for their room and board. (The housing refund policy can be found in the *Residence Life Handbook*). Failure to Check-Out properly may result in a fine as well as charges for any damages found after the student leaves.

Remember

The following are *some* of the conditions that will result in damage charges so be thorough when filling out your 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).

Housing Periods

Periods of Regular Housing: The traditional fall and spring semester. All resident students are required to select a meal plan.

Periods of NO Housing: No students are allowed to live on campus during the following periods: Date after the last final exam on the academic schedule to the re-opening of the college. 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.

Periods of Alternative Housing: The periods of the calendar year which include special academic sessions (winter, summer), Spring Break, Thanksgiving Break and periods between academic sessions when the college is open but classes are not in session. Those periods provide special challenges, as a wide variety of students (those enrolled in special sessions, student-teachers, student-athletes and student interns) may request on-campus housing.

The following is the policy which will address all possible requests received during these Periods of Alternative Housing:

- A. Students enrolled in a course (3 credits minimum).
- B. Any student-worker who has received permission from the Director of Residence Life and the Vice President for Student Affairs.
- C. Any student-athlete with permission of the Director of Athletics, the Director of Residence Life and the Vice President for Student Affairs.
- D. Any student with “international status” (as defined by the college).

Additionally, any student who meets any of the above criteria will be considered eligible for alternative housing only if he/she:

- A. Is currently a resident student at the time the alternative housing application is made.
- B. And he/she is a student “in good standing” (i.e. has not violated college policy which has resulted in forfeiture of alternative housing privileges).
- C. Has a clear account with the Bursar’s Office.

The application for alternative housing must be received by the Office of Residence Life 30 days prior to the anticipated move-in date.

Alternative housing will be available only in units designated by the Director of Residence Life. The number of available beds is limited and the number of beds available will change from alternative session to session. The college cannot guarantee a bed to any student for any alternative session.

The per-diem rate for alternative housing is made available through the Office of Residence Life.

Supervision of the alternative housing will be the responsibility of the Director of Residence Life and Residence Life Staff.

If any student requests on-campus housing during an alternative session and it is not available, the student may consider one of the local hotel/motels.

Refunds- Residence Hall

Termination of the “Residence Hall Application and Agreement” canceling room and board will result in refunds that are based on the College refund schedule.

In judicial cases, students who are evicted at anytime of the semester will not receive a refund of any kind.

Room Changes

Students 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 you move before your Room Change Request has been processed, you will be subject to a fine, will be required to move back to your original room and your request will be denied.

Room Selection

The room selection process is held in the spring semester. All timeline 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 the *Molloy College Residence Life Handbook*, or Student Code of Conduct in the *Molloy College Student Handbook*.
2. A student falling below full time status and or not maintaining an overall GPA of 2.0.
3. Failure of the student to pay their college bill in a timely manner.

Suite/Room Entry

Designated members of the Residence Life staff, facilities, Information Technology, Vice President for Student Affairs will enter the purpose of but not restricted to:

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

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

Members of the Residence Life staff, Public Safety supervisor 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 emergency

- Disorderly behavior
- Activity that disturbs the neighboring living areas
- Suspicion of any policy violation
- Lounge furniture missing

Plain view violations of residence hall and/or college policies are subject to College disciplinary action. A search of a resident's suite/room pursuant to an investigation intended to result in legal and/or disciplinary action may be performed only with the authorization of the Director of Residence Life or the Vice President for Student Affairs. Every reasonable effort will be made to conduct the search in the presence of the room occupant.

Vacancies

If a student is living in a room/suite in which a vacancy occurs during the course of a semester, the Office of Residence Life reserves the right to reassign him/her to another room/suite, to fill the vacancy or to consolidate students.

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 student is subject to disciplinary action and/or fines.

Resident Responsibilities

Civility

The students residing in the residence hall are expected to be civil and respectful in all their relationships and respect the dignity, value and worth of all persons. It is not acceptable to bully or cyber-bully, physically, mentally, psychologically or sexually abuse any member of this community, or participate in or condone any form of bigotry, harassment, intimidation or threat, whether verbal, written, physical or psychological, direct or implied. This standard applies equally to residents, staff, guests and visitors of your residence hall and to other members of the college community. Assault, sexual crimes, bias-related crimes, hate crimes and all other acts which are violations of the N.Y.S. Penal Law, and any other N.Y.S., federal, local community and college rules are considered to be illegal, and punitive action will be taken against the student or person committing the act. Any students who commit any of the above mentioned acts may forfeit the right to live on campus and be prosecuted.

Cleanliness

Each student has a 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 student in the residence hall is required to restore or maintain all surfaces and fabrics to like-new conditions.

Conflict Resolution

Conflicts can arise when students from different backgrounds and cultures 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. Floor meetings with Resident Assistants (RAs) will occur with all of the students in their section at the beginning of a semester to help new students get to know each other, but one meeting a semester is not enough. The Residence Life Office requires these meetings routinely throughout the semester and at the minimum of once a month.

Attendees at these should establish community standards, such as what time of night floors are expected to be quiet. RAs will be required to work with students one-on-one if there are problems reaching agreements on these or other matters. RAs will encourage students to negotiate standards themselves. Living together is all about adjusting to someone else's lifestyle.

The Residence Life Office staff will strive to be good role models for appreciating differences and working out problems. During the hiring process of the Resident Assistants, the following characteristics will be required:

- Good interpersonal skills
- Integrity
- A desire to make a positive contributions to the Molloy community
- Good judgment
- A positive attitude

Floor Meetings

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

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, students are required to bus their own tables and clean up after themselves. Molloy College recycles where appropriate.

Mandatory Workshops/Seminars for Resident Students

All resident students will attend mandatory workshops and seminars sponsored by the Office of Residence Life during the academic year. Students 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.

Personal Responsibility

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

Respect for Property/Environment

The student and his/her 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.

Roommate Rights

Each student possesses the following rights as a roommate. Each individual 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 on-line.
7. Speak out openly.
8. Be treated considerately and thoughtfully.
9. Address problems and concerns in a mature manner.
10. Expect enforcement of residence hall and college policies.
11. The right to personal privacy.

The college challenges students to become responsible citizens who exemplify the principles of cooperation and mutual respect. Learning to cooperate and negotiate are daily challenges. Rights of roommates are points worth discussing on a regular basis.

Student Misconduct

Disciplinary Procedures

The purpose of Molloy's residence disciplinary procedures is to adjudicate violations of college housing rules and regulations. The disciplinary process should be an educational experience that rests upon fairness and the right to due process as defined in the *Molloy College Student Handbook*. Students in residence at Molloy College must abide by the student conduct rules in both the Molloy College Student Handbook and the Molloy College Residence Life Handbook.

The President, who is the Chief Executive Officer of the College, delegates the supervision of student conduct in the residence hall to the Chief Judicial Officer.

Informal Procedure: All persons concerned should first make every effort to resolve the matter through informal consultation with the Director of Residence Life to reach an acceptable solution short of the use of formal procedures. When a student is charged with misconduct and chooses not to accept the discipline of the Director of Residence Life, she/he may elect to initiate formal proceedings. The Director of Residence Life, who serves as the Chief Judicial Officer, may also elect to initiate formal proceedings in those situations serious enough to warrant the use of these formal channels for disciplinary action.

Rights of students in disciplinary proceedings can be found in the Molloy College Student Handbook.

Formal Procedure: Molloy College will observe due process, as defined in the *Molloy College Student Handbook*, and by the following procedures:

- Notifying the student accused of violating the Non-Academic Campus Policies and Procedures and/or Residence Life Policies and Procedures in writing of the specific charges against him or her.
- The notice will have a date for a hearing with the Chief Judicial Officer. The hearing will occur within a reasonable time and no longer than ten (10) days after the incident.
- The student will have the opportunity to present their full and final version of the facts.
- Refusal to appear at this hearing will not impede the adjudication process and judgment will be passed based on the available evidence and testimony.
- Students can to appeal the decision of the Chief Judicial Officer.

Appeals: Appealing the decision of the Chief Judicial Officer is the right of every student accused of violating Campus and Residence Policies. The appeals process must be followed as it is written here:

- After judgment is passed by the Chief Judicial Officer, the accused student has seven (7) days to file an appeal with the Office of Residence Life.
- Upon receiving the letter of appeal, the Director of Residence Life will call together a committee to hear the appeal.
- The Appeals Committee shall consist of:
 - Vice President of Student Affairs or their designee (Chair- votes only in case of a tie)

- One (1) Faculty Member
- Two (2) Administrators
- Two (2) Students- one of which must live on campus (Chosen by the President of the Molloy Student Association)
- The hearing will occur within a reasonable time after the committee is formed.
- During pendency of any hearing or appeal, it is at the discretion of the Chief Judicial Officer as to whether or not the student may remain in residence.
- Appeal hearing procedures:
 - If the accused student chooses to appear before the Appeals Committee, she/he is entitled to be assisted in his/her defense by an advisor or counsel of his/her choice who may not participate directly in the proceeding.
 - The accused student has the right to have the hearing before the Appeals Committee.
 - The accused student chooses whether the hearing is to be public or private.
 - At the hearing, both the accused and the complainant may have the advisor or counsel of their choice present; however the advisors or counsels may not participate directly in the proceedings.
 - It will be the policy of the College that a record of the hearing shall be recorded.
 - Both accused and complainant have the right to cross-examine all witnesses.
 - After the presentation of both the accused and complainant are completed, the Appeals Committee shall deliberate in private until a decision is reached.
 - When the decision has been reached, the hearing shall be reconvened and the decision announced.
 - The Appeals Committee can recommend that, based on insufficient evidence, the total case be dismissed.
 - If a decision is entered against the accused, the committee shall recommend the imposition of disciplinary sanctions consistent with the *Molloy College Student Handbook* and *Molloy College Residence Life Handbook*.

Fines

Health and Safety

- | | |
|---|------------|
| • Failed Health and Safety Inspection | \$100 |
| • Failure to evacuate | \$100 |
| • Improper Entrance/Exit to 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 w/ windows, screens, doors (in addition to repair costs) | \$100 |
| • Tampering with fire/life safety equipment | \$100 |
| • Unauthorized possession of college property | \$ 50 each |
| • Use or possession of prohibited materials/items (i.e. candles, incense) | \$ 50 each |

Miscellaneous

- Non-compliance with college personnel \$100

- Double Occupancy (If your roommate moves out mid-semester, their side of the room must remain clear of personal belongings) \$100
- Visitation (unauthorized) \$100
- Improper check out from Residence Hall \$100
- Misuse of College ID to enter Residence Hall \$100
- Lockout \$ 10 per door
- Lost ID/Key Card \$ 15
- Unauthorized room change \$100
- Parking (based on severity of violation) \$10- \$50

Forfeiture of Right to live in Residence Hall

Incidents that may result in automatic eviction from the residence hall include but are not limited to:

- Responsibility for a false alarm or bomb threat.
- Possession, use of or distribution of alcohol and/or drugs.
- Acts and/or threats of violence; including physical assault, sexual misconduct and destruction or vandalism or property.
- Possession of a weapon or dangerous instrument.
- Theft of personal or college property.
- Repeat offense (e.g.,-alcohol).
- Falling below 12 credits or otherwise not considered a full time student.

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

On & Off Campus

Campus Services

Bulletin Boards

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

Campus Ministries

Campus Ministries is enlivened by the Catholic faith, bringing together students, faculty and staff in the common search for Veritas - Truth. Our motto H-O-P-E (Hospitality – OP: the Dominican Way – for Everyone!). There are many special Masses and volunteer project during the year. Check in our office, on our announcement boards, and your Molloy e-mail for the latest news. The Dominican Way: Seekers of Truth through Prayer, Reflection, Community, Study, and Service.

Opportunities for service through Campus Ministries:

- Alternative Spring Break – A weeklong trip to work with the poor in Naugatuck, West Virginia.
- Appalachia Project - Spend a week in the summer at the Big Laurel Learning Center in Naugatuck, West Virginia running a camp for children.
- Boxtown at Bethany - Come and spend an evening with the women and children of Bethany House. Learn from these women what it is like to be homeless.
- Boxtown at Molloy - Sleeping in a box overnight on campus in April to fundraise for young homeless mothers.
- Midnight Runs – Collecting, preparing, and delivering food and clothes by van to the homeless on the streets of Manhattan.
- Clothing and food drives.
- Urban Challenge - A service-retreat experience in Camden, NJ.

Gymnasium/Fitness Center

Hours for open gym and regularly scheduled intramural and recreational activities will be posted throughout the academic school year.

Health Services

Student Health Services provides programming on campus about important health topics and issues facing students. The office is also in charge of collecting student immunization records and ensuring that 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.

Laundry

All resident students will be granted access through their ID/key card. If a machine is not working properly, please report this information to your RA and/or the Director of Residence Life.

Lobby and Recreation Areas

The Residence Hall has a main lounge and common areas that may be used by you and your guests. All residence hall lounges will be open 24 hours. Consumption of food or drink in the lounge area should be done with care and discretion. Appropriate conduct is required of you and your guests. You **MUST** clean up any trash and return any furniture to its proper location.

Mail

All resident students are assigned a mailbox located in Kellenberg Hall room 012, near the Purchasing Department. Letter mail may be obtained during posted building hours. If a student receives a package too big for their mailbox, a card will be placed in their mailbox letting them know. The student will be able to pick up the package by following the instructions on the card.

Student mail should be addressed exactly* as shown below:

Student Name
Molloy College
1000 Hempstead Avenue
P. O. Box 9000
Rockville Centre, NY 11571-9000

***- DO NOT PUT YOUR INDIVIDUAL BOX NUMBER IN THE ADDRESS; THIS WILL DELAY THE DELIVERY OF YOU MAIL!**

Mass/Opportunities for Prayer

- Sunday Mass at 8:30 P.M. in Sacred Heart Chapel followed by social hour.
- Daily Mass Monday thru Friday at 12:15 in Sacred Heart Chapel
- Liturgical Ensemble – Use your musical talents – voice or instruments - to enhance our masses and prayer services throughout the year.
- Liturgical Ministers – Extraordinary Ministers of Holy Communion, Lectors, Altar Servers, Ushers, and Gift Bearers – all are needed at various times for our masses and prayer services.
- Sacrament of Reconciliation with College Chaplain.
- Retreats – Two overnight retreats off-campus in the fall and in the spring.
- Earth Based Retreats – Come and experience a day out on the land in prayer and fasting. These retreat experiences will be led by a Dominican Sister of Amityville.
- Scripture Sharing Thursdays during Advent and Lent
- Praying the Rosary and Exposition of the Blessed Sacrament one day a week during the Lenten Season.
- Sacred Heart Chapel (near the water tower) is open all day and evening for your personal use.

- If you have not received all of the sacraments, or you would like to find out about becoming Catholic, please come and talk with us!

Parking

First-year students who live in the Residence Hall 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.

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

Personal Counseling

The Student Personal Counseling Service offers short-term mental health counseling to the students of Molloy College. All services are free and are completely confidential. Outside counseling and services are also made available at the student's expense if long-term care is needed. Some issues include depression, anxiety, relationship/family issues, academic issues, mental illness, grief/bereavement, self-esteem, and addictions.

Refrigerators/Microwaves

Molloy College offers a MicroFridge® rental program and these are the ONLY microwaves and refrigerators allowed in the residence hall. Each room is equipped to handle only ONE (1) MicroFridge®. For more information, please contact the Office of Residence Life.

Tutoring (AcE)

The Molloy College Academic Enrichment program (AcE) prepares you for academic success. It provides you with support in two specific ways. Remediation is available when you are below a "C" average in your major course of study and supplemental help is provided when you are passing a course, but require reinforcement or clarification in particular aspects of the course work. The AcE program will assist you - free of charge - in achieving your academic potential in mathematics, science and modern languages. Assistance in other disciplines is provided according to your individual eligibility.

Writing Center

The Molloy Writing Center supports the development of writing skills for Molloy undergraduate and graduate students. Tutors assist students by reviewing with them their papers in the various subject areas, 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.

Frequently Asked Questions

Who is permitted to live on campus?

All full-time undergraduate students in good academic and social standing are permitted to apply to live on campus and enter the selection process. All residents must have clear accounts with the Bursar's Office.

Do I have to re-apply for housing each year?

Yes. All students who wish to live on campus must apply/re-apply for housing. There are NO exceptions to this rule. The new information about the housing application and room selection process will become available in the Spring Semester.

Why do I fill out a Room/Suite Condition Report (RCR)?

Molloy requires you to leave the room exactly as you found it. The Resident Assistant (RA) for your wing will already have inspected your room and filled out a Room/Suite Condition Report (RCR). When you move in, you must check it to ensure it is complete and accurate. A copy of the RCR will be given to you and one will go to the RA. At move out, both you and the RA will do a final inspection and if your room is not in the condition marked on your RCR, you may be charged for damages/repairs/cleaning. If you do not check-out properly, you will be subject to a fine and the RA will check your room without you, complete the RCR and, if necessary, damage/cleaning bills will be issued.

What is group billing for damages?

Group billing is a damage bill that is shared by roommates, suitemates, or even the whole building for damages to common areas (e.g. bathrooms, corridors, lounges, laundry room, damage to rooms/suites that cannot be placed on one individual, etc.). The bill is issued as a last resort when an investigation by the Office of Residence Life cannot determine the person(s) responsible for the damage. Your cooperation in the investigation of these incidents is needed if group bills are to be avoided. If documented proof can be obtained concerning the individual(s) responsible, they will be billed rather than the group.

What is the ID/Key Card?

Your ID/key card has many functions and is very important, so please don't lose it or lend it to anyone. You will need this ID card to obtain your parking permit and other services on campus. We ask that you carry it with you at all times. Your card has the following functions:

- Key to buildings/rooms
- Library card
- Purchase meals on campus
- Purchase items at the book store
- Use vending machines
- Pick up your mail

There is a fine if you lose your card, so please keep it safe.

What if I get locked out?

If you get locked out of your room when an RA is on duty, please contact them and they will help you enter your room. They will complete an incident report and you can be fined, so keep your ID/key card on you at all times. If you are locked out when an RA is NOT on duty, please head down to the security desk on the ground level of the residence hall. They will document the incident and find you help.

What if I lose my ID/key card/forget my pass-code?

If you lose your key card, you MUST CALL PUBLIC SAFETY by dialing 11 from any on-campus phone. Remember, your ID/key card has money on it (meal plan, vending money, etc.) and you don't want someone to use it while pretending to be you. Public Safety can turn off your card instantly. Lost cards can be replaced for \$15 in the Public Safety Office.

If you forget your pass-code, please contact either the Office of Residence Life or Public Safety. Forgetting your pass-code will be treated as a lock out and will be documented and fines may apply. So remember that 4-digit code!

Are there shuttles to places off campus?

Yes. Molloy College will supply a shuttle service to destinations off campus. Please keep your eyes on your Molloy email account for information from Public Safety about the shuttles, times and destinations. Shuttle schedules are subject to change, so be sure to have the latest one!

What's there to do at night or on the weekends?

Molloy College offers a variety of things to do on and off campus. You can join a student organization, run for Molloy Student Government or try out for one of Molloy's many athletic teams. Don't want to join something? There are literally hundreds of events on and off-campus throughout the academic year including BBQs, dances, parties, volunteer opportunities, walks, runs, bake sales, concerts, movie nights, ice cream socials, intramural sports, weekend trips, athletic events, fashion shows, speakers and much, much more. If you can't find something to do at Molloy College, you aren't looking very hard!

Are all the rooms the same?

There are four different room types in the residence hall: Double, Single, Suite Double and Suite Single. All of the Doubles are the same size. All of the Singles are also the same size. The rooms in the Suite are a bit smaller than those outside of the Suites, but share a bathroom and common living area. All rooms have the appropriate amenities for the number of people living in them.

What will I find in my room?

Each student is supplied with the following: A bed, a mattress (extra long twin), a desk, a chair, two (2) two-drawer dressers and a wardrobe. Each student will also have a computer jack and access to the building's Wi-Fi network. Each room is equipped to handle one television and one MicroFridge®.

May I change my room assignment?

Room changes are allowed, but only after the third full week of each semester and cannot occur in the last three weeks of any semester. Room changes must be approved by the Office of

Residence Life and are approved solely on availability of a bed/room. If you are experiencing conflicts with your roommate/suitemates, your RA should be your initial line of help. RAs are trained in conflict resolution and will do their best to help mediate the situation. If the situation cannot be mediated, then the Director of Residence Life will determine if a room change is appropriate and feasible.

Can I rent a refrigerator and microwave from Molloy?

Yes, Molloy has partnered with MicroFridge® and these units will be available to rent. Information will have been mailed over the summer, but can also be found in the Office of Residence Life. If agreed upon, this cost can be split between roommates.

Is there storage space available for items I can't fit in my room/during long breaks?

No. Unfortunately the residence hall does not have any available storage for students, so residents are encouraged to speak with their roommates ahead of time and only bring to campus those items that are absolutely necessary, while sending luggage, extra clothing, boxes, etc. back home.

Are the rooms Air Conditioned/Heated?

Yes. The rooms are equipped with central air conditioning and heating that can be controlled by the residents in each room. Air conditioning units will be turned on in the warmer months of the academic year.

How do I become a Resident Assistant (RA)?

All candidates for Resident Assistant positions are required to meet the designated selection criteria set forth by the Office of Residence Life. The application process will begin the semester before your employment as a RA, so keep your eyes open advertisements about information sessions. The selection process takes a few weeks and will include a series of interviews.

Are there restrictions to my use of the College computer network, facilities and internet?

All Molloy Students are required to adhere to the Molloy College Computer Use and Email Policies found in the *Molloy College Student Handbook*.

Is there Off-Campus or Married-Student Housing available?

Molloy College does not maintain any off-campus housing facilities nor does it offer any married-student housing. The Office of Residence Life does maintain a limited listing of local apartments, homes and rooms for rent by independent owners. The listing can be found by contacting the Office of Residence Life.

Please keep in mind that Molloy College does not inspect or judge the overall safety (including fire safety) of any of the off-campus listings. Students are encouraged to make sure they are moving into a safe environment before renting.

May I register to vote?

College students who reside on campus may be considered residents of Rockville Centre and may register to vote. Whether you decide to vote in Rockville Centre or at home (by traveling

there or by absentee ballot), federal law requires colleges and universities to provide students with voter registration information and forms. You may contact the Office of Residence Life or the Office of Campus Life to pick up voter registration information and forms.

Local Services

Area Hotels

Best Western Mill River Manor

(2.5 Miles from Campus)
173 Sunrise Highway
Rockville Centre, NY 11570
516-678-1300

Holiday Inn Express, Lynbrook

(2.9 Miles from Campus)
1 Sunrise Highway
Lynbrook, NY 11563
516-596-3000

Hampton Inn & Suites

(3.3 Miles from Campus)
125 Merrick Road
Rockville Centre, NY 11570
516-599-1700

Ramada Inn & Suites of Rockville Centre

(3.3 Miles from Campus)
1000 Sunrise Highway
Rockville Centre, NY 11570
888-288-4982

Garden City Hotel

(3.5 Miles from Campus)
45 Seventh Street
Garden City, NY 11530
516-747-3000

Hampton Inn, Garden City

(5.5 Miles from Campus)
1 North Avenue
Garden City, NY 11530
516-227-2720

Red Roof Inn, Long Island

(8.1 Miles from Campus)
699 Dibblee Drive
Westbury, NY 11590
519-794-2555

Banking

Klein Bank Financial Service

265 Sunrise Highway
Rockville Centre, NY 11570
516-629-7456

Bank of America

152 N. Village Avenue
Rockville Centre, NY 11570
516-000-1111

Chase

10 N. Village Avenue
Rockville Centre, NY 11570
516-935-9935

State Bank of Long Island

1 Lincoln Road
Rockville Centre, NY 11570
516-678-6000

Nassau Educators Federal Credit Union

566 Merrick Road
Rockville Centre, NY 11570
516-561-0030

Bethpage Federal Credit Union

613 Sunrise Highway
Lynbrook, NY 11563
800-628-7070

Astoria Federal Savings Bank

339 Merrick Road
Rockville Centre, NY 11570
516-674-7812

Capital One Bank

77 Lincoln Avenue
Rockville Centre, NY 11570
516-766-2100

Local Places To Eat

Rockville Centre

Bigelow's New England Fried Clams
79 S Long Beach Road
Rockville Centre, NY 11570
516-678-3878

Greek Town
90 N Village Avenue
Rockville Centre, NY 11570
516-678-4550

International Delight Café
241 Sunrise Highway
Rockville Centre, NY 11570
516-766-7557

La Bottega
234C Merrick Road
Rockville Centre, NY 11570
516-593-4930

Press 195
22 N Park Avenue
Rockville Centre, NY 11570
516-536-1950

Taiko Restaurant
13 S Village Avenue
Rockville Centre, NY 11570
516-678-6149

3 Brothers Pizza Café
212 N Long Beach Road
Rockville Centre, NY 11570
516-766-3939

Wild Ginger
424 Sunrise Highway
Rockville Centre, NY 11570
516-442-2225

Baldwin

Amore Mio Restaurant
658 Sunrise Highway
Baldwin, NY 11510
516-378-2099

Applbee's
684 Sunrise Highway
Baldwin, NY 11510
516-442-0580

Ayhan's Shish Kebab Restaurant
550 Sunrise Highway
Baldwin, NY 11510
516-223-1414

Baldwin Coach Diner
790 Sunrise Highway
Baldwin, NY 11510
516-223-2161

Ben's Kosher Deli
933 Atlantic Avenue
Baldwin, NY 11510
516-868-2072

Ferring Deli
1181 Grand Avenue
Baldwin, NY 11510
516-538-8655

Toyo
930 Atlantic Avenue
Baldwin, NY 11510
516-771-6888

Wander Inn
2880 Grand Avenue
Baldwin, NY 11510
516-223-5925

Fast Food/Coffee

Checkers
1840 Grand Ave
Baldwin, NY 11510

Dunkin Donuts
61 N Village Avenue
Rockville Centre, NY 11570

Kentucky Fried Chicken
1221 Grand Avenue
Baldwin, NY 11510

McDonald's
1255 Grand Avenue
Baldwin, NY 11510

McDonald's
618 Sunrise Highway
Rockville Centre, NY 11570

Starbucks
21 N Park Avenue
Rockville Centre, NY 11570

Taco Bell
570 Sunrise Highway
Rockville Centre, NY 11570

Wendy's
690 Sunrise Highway
Baldwin, NY 11510

With Cheese Please
1A N Park Avenue
Rockville Centre, NY 11570

7-11
1271 Grand Avenue
Baldwin, NY 11510

Hospitals/Urgent Care Facilities

Hours of operation are subject to change, please call ahead of time. Please see Health Services for more information.

Premier Care

585 Merrick Rd.
Lynbrook, NY 11563
516-764-2273
Mon- Fri: 9am-9 pm
Sat- Sun: 9am- 5pm

Premier Care

3276 Hempstead Tpke.
Levittown, NY 11756
516-796-2273
Mon- Fri: 9am-9 pm
Sat- Sun, 10am- 4pm

Franklin Immediate Medical Care

30 Franklin Ave.
Franklin Square, NY 11010
516-352-0253
Mon- Fri: 9am- 7pm
Sat- Sun: 9am- 2pm

First Care

2360 Grand Ave.
Baldwin, NY 11510
516-546-2266
Mon- Fri: 9am-11:30am & 2pm- 5:30pm
Sat: 9am- 12:30pm

Fulton Ave. Health Care

72 Fulton Ave.
Hempstead, NY 11550
516-385-2920
Mon-Wed: 9am- 6pm
Thur: Closed
Fri: 9am- 2pm
Sat: 9am- 12pm

Mercy Hospital Emergency Room

1000 N. Village Ave.
Rockville Centre, NY 11570
Urgent Care Hours: 11am- 12am Daily
Walk-in clients will be evaluated by triage nurse.
Will treat non-emergency problems: sore throat, etc.

South Nassau Walk-In Medical Care

2710 Long Beach Road
Oceanside, NY 11572
516-558-7853
Mon-Fri: 9am- 8pm
Sat, Sun & Holidays: 9am- 3pm

Pharmacies

CVS Pharmacy

1829 Grand Avenue
Baldwin, NY 11510
516-378-7645

CVS Pharmacy

155 Sunrise Highway
Rockville Centre, NY 11570

Rite Aid

168 North Village Avenue
Rockville Centre, NY 11570
516-766-6560

Taxi Companies

All Island Taxi

516-536-3333

Taxi Latino

516-498-2222

Things To Do

Movie Theaters: Clearview Grand Avenue Cineams, Baldwin, NY
Malverne Cinema 4, Malverne, NY (Independent films)
AMC Loews Fantasy 5, Rockville Centre, NY
UA Westbury Stadium 12, Westbury NY (Roosevelt Field Mall)

Shopping-	Roosevelt Field Mall <i>Garden City, NY</i> Macy's Dick's Sporting Goods H&M Apple Store Banana Republic Hollister Urban Outfitters Dozens of places to eat Many other retail stores	Source Mall <i>Westbury, NY</i> Old Navy Off Saks 5 th Ave. Gamestop Gap Outlet Dave & Buster's P.F. Chang's Cheesecake Factory Many other places to eat Many other retail stores	Bed Bath & Beyond <i>Oceanside/ Westbury, NY</i> Target <i>Westbury, NY</i> Best Buy <i>Baldwin/Westbury, NY</i> Wal-Mart <i>Westbury, NY</i>
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LIRR to Manhattan: Go to one of the many Museums
Broadway shows
Shopping
Dining
Central Park
Times Square

Concerts: Nokia Theatre at Jones beach
Nassau Coliseum
Madison Square Garden
Many smaller venues in Nassau County & NYC

Sporting Events: Citi Field in Queens to enjoy Mets games
Yankee Stadium in the Bronx for Yankees games
MCU Park in Brooklyn and catch a Cyclones ballgame
Bethpage Ballpark out east to see the LI Ducks play
Nassau Coliseum to see the Islanders rule the ice
Madison Square Garden to watch the Rangers and Knicks compete
The New Meadowlands in NJ for the Giants and Jets
Flushing Meadows Park and see some US Open Tennis

Parks/Beaches: Jones Beach
Robert Moses Beach
Eisenhower Park/Nassau County Aquatic Center
Head to one of the many parks in NYC

Important Phone Numbers

Please add these to the address book of your mobile phone for easy access.

From outside of campus or a cell phone, call 516-678-5000 and then dial the extensions below.

Emergencies, please call

Public Safety.....	ext. 11
Public Safety- Non Emergencies.....	ext. 6276

Residence Life #s

Office of Residence Life.....	ext. 6119
RA On-Duty Cell Phone.....	516-434-1514
RA Office.....	
Security Desk- Residence Hall.....	

Other Important #s

Academic Enrichment- tutoring (AcE).....	ext. 6242/6485
Academic Support Services/TRiO.....	ext. 6520
Athletics.....	ext. 6308
Book Store (Follett).....	ext. 6250
Bursar.....	ext. 6155
Campus Life.....	ext. 6216
Campus Ministries.....	ext. 6415
Career Services.....	ext. 6246/6394
Disability Services.....	ext. 6381
Financial Aid.....	ext. 6249
Fitness Center.....	ext. 6656
Food Service Office (Lackmann).....	ext. 6916
Global Learning.....	ext. 6672
Health Services.....	ext. 6247
Help Desk (IT needs).....	ext. 6818
ID Office.....	ext.
Information Commons- Public Square.....	ext.
Information Desk- Public Square.....	ext.
International Student Info (I-20, etc.).....	ext. 6977
Library.....	ext. 6236
Mailroom.....	ext. 6318
Media Services.....	ext. 6237
Molloy Student Government.....	ext. 6373
Recreational Activities/Intramurals.....	ext.
Registrar.....	ext. 6226/6229
Service Learning.....	ext. 6509
St. Thomas Aquinas Program.....	ext. 6241
Student Affairs.....	ext. 6878/6430/6215
Student Personal Counseling.....	ext. 6545
Theatre- Public Square.....	
Writing Center.....	ext. 6379

What Do I Need?

What to Bring- When deciding what to bring to campus, please keep in mind that space is limited and many items can be shared by roommates and suitemates. Please be sure to contact your roommate/suitemates before coming to campus to decide who will bring items like televisions, rugs, irons, ironing boards, etc.

Things to Bring to Campus

Extra-long twin sheets
Pillows and pillow cases
Comforter/Blanket
Hangers
Shoe rack
Stackable crates (no cement blocks/bricks)
Towels/Washcloths
Toiletries
Shower caddy
Shower shoes/Flip flops
Laundry bag
Laundry soap/Dryer sheets
Iron w/ automatic shut off
Small ironing board
Alarm lock
Desk lamp/Reading light/Floor lamp (Non-Halogen)
Laptop/Personal computer
Mobile phone
Small waste paper basket
Flashlight
Television (only 1 cable connection per room)
Radio/Stereo/iPod dock
Area rug
Small whiteboard w/ markers for door

Things NOT to Bring to Campus

Alcohol/Drugs
DJ equipment/Excessively large speakers
*Refrigerators of any size**
Appliances: Hot plates, blenders, toasters/toaster ovens, *microwaves**, coffee pots, popcorn poppers, hot pots, rice cookers, George Foreman grills, etc.
Candles, oil lamps, incense
Room decorations that pertain to alcoholic beverages, illegal drugs, or material which is sexually explicit or degrading
Curtains, tapestries or cloth banners
Halogen Lamps of any kind
Pets of any kind (including fish)
Weights heavier than 15 lbs.
Electric blankets
Plug-in air fresheners
Excessively large storage bins
Non-college furniture/mattress
Non-college 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 (power strips are OK)
Irons without automatic shut off
Cinder blocks, bricks or other items used to loft beds.

*Molloy College offers a MicroFridge® rental program and these are the ONLY microwaves and refrigerators allowed in the residence hall. Each room is equipped to handle only ONE (1) MicroFridge®. For more information, please contact the Office of Residence Life.