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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 in the Student Development Center, Rear Office, 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 Coordinator of Residence Life, the Recreational Activities Coordinator, Residence Hall Director, and Resident Assistants 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: Student Development Center, Rear Office
Phone: 516-323-3463
Email: ResidenceLife@molloy.edu
Twitter: @Molloy_ResLife
Instagram: Insta_FitzHall

Coordinator of Residence Life

The Coordinator of Residence Life is responsible for overseeing the Residence Life program. The Coordinator 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 Coordinator’s office is located in the Rear Office of the Student Development Center.

ORL 7/31/13
**Residence Hall Director**

The Residence Hall Director (RHD) is responsible for assisting the Coordinator of Residence Life with day to day operations. The RHD is responsible for directly supervising the RAs and assisting with any programming and educational aspects of Residence Life. The RHD is a professional live-on position that helps to create a sense of community in the Residence Halls. The RHD’s office is located in the read Office of the Student Development Center.

**Wellness and Activities Coordinator**

The Wellness and 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 in Room 330 of the Public Square.

**Resident Assistants (RAs)**

Resident Assistants (RAs) are selected by the Office of Residence 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 RHD 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 Student Development Center, Rear Office.

**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 175 students and is equipped with Triple, Double, Super Single, and Suite style rooms, bathrooms, a laundry room, three (3) study/computer lounges, a lobby and a 24/7 manned 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 help residents find services they need.

**Maria Regina Hall**

Maria Regina Hall is located on the south side of campus near the Student Development Center. The three-floor, coeducational building house up to 101 students and is equipped with Triple, Double, Super Single, Single and Suite style rooms, bathrooms, a laundry room, a common room with a computer lounge, cardio fitness center and a 24/7 manned security desk by the front door.

ORL 7/31/13
Resident Assistants are employed in each floor and are there to provide programming, enhance the community, enforce policy and help residents find services they need.

**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 are two data connections per room, Wi-Fi access is also available.
- **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. The Coffee/JuiceBar and The Quick Byte Cafè 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 the Fitzgerald Hall security desk.
- **Parking**- Freshman residents 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 Fitzgerald Hall and Maria Regina security desks 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 Life 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 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. 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 twice per semester.

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-residents 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. Alcohol paraphernalia, including but not limited to funnels, drinking-game boards/items, shot glasses, etc. are prohibited in Fitzgerald Hall and Maria Regina 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 Fitzgerald Hall and Maria Regina Hall.

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,
bongs, 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.

It should be noted that the College recognizes that each situation is unique, and conflicts will be
handled on a case-by-case basis.

First offense of alcohol/drug possession/use (violation of possession/use policies, public
intoxication or other associated offenses):
A. Meeting with the Coordinator of Residence Life and/or Residence Hall Director to
determine severity of the violation and to discuss repercussions which may include:
writing a paper, community service, etc.
   1. If the student does not attend the meeting with the Coordinator of Residence
and/or Residence Hall Director Life,
      a $100 fine will be applied to the student’s account.
B. 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.
C. Parental notification.

Second offense of alcohol/drug possession/use (violation of possession/use policies, public
intoxication or other associated offenses):
A. Meet with the Coordinator of Residence Life and/or Director of Campus Life and/or the
Vice President of Student Affairs.
B. Mandatory to meet with the Personal Counseling Office, if an appointment is not made
within a week of the violation a $100 fine will be applied to the student’s account.
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.

Third offense alcohol/drug possession/use (violation of possession/use policies, public
intoxication or other associated offenses):
A. Mandatory meeting with the Vice President of Student Affairs
B. Dismissal from residence life

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.

Social Networking Policy
Social networks have grown in popularity within the past few years and are used by millions of students, fans, alumni, faculty, businesses, and the media. While social networking website 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 personal safety, person and institutional reputation, and career advancement.

Molloy supports your First Amendment right to free speech, however please be mindful of the material posted to social networking sites since you may be perceived as representative of the College and are in public eye.

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 your website including posts about your whereabouts, plans, where you live, phone numbers or any other personal information. You could be opening yourself up to predators, stalkers and unwanted sexual advances.
• 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.

Any inappropriate activity or language, including first time offenses, is subject to investigation and possible sanction by the Department of Residence Life.

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 pays 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. At no time should amplified sound or yelling be directed out of or in the direction of the Fitzgerald Hall 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 during evening hours from 11:00 pm-8:00 am in the residence hall. On Thursdays quiet hours will begin at 12am and on Friday and Saturday evenings, quiet hours will begin at 1:00am 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.

**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 Campus Life, Coordinator of Residence Life, Residence Hall Director 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, Director of Campus Life and the Coordinator 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 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 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, Sunday through Wednesday, 9:00am- 12am on Thursday and 9:00am – 1:00 am on Friday and Saturday. Molloy College residents may visit a building of which they do not reside for an extra hour past visitation hours.
• Guests must abide by the residence hall visitation policy.
• All 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. *Residents hosting a resident (same gender as host) residing in a different building on campus from his/her own may have unlimited overnight stays.*
- 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 Coordinator of Residence Life within 24 hours of the guest’s arrival; weekend requests must be submitted by Friday by 12pm, all requests must be approved by the Coordinator of Residence Life or Residence Hall Director. *In case of extraordinary circumstances or the absence of the Coordinator and RHD, an RA on duty will be allowed to approve overnight guests.*
- 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.

Additional Information Regarding Visitation
1. All requests for exceptions to the visitation policy must be made to the Coordinator of Residence Life and/or Residence Hall Director.
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 Coordinator 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, 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 or room/suite occupants are prohibited. Social gatherings and events may be held in area lounges when registered with and approved by the Coordinator 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 Resident 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 each semester in December and 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 Coordinator 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: During Thanksgiving Break, Spring Break and Easter Break. 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.

**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 for 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
- Health and Safety Inspections

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, Public Safety Officers, Director of Campus Life 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 Resident Hall Director, Coordinator of Residence Life, Director of Campus 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.

**Housing Student Conflict Resolution Process**

Even with the guidance of the Student Rights and Responsibilities, conflicts will occur within the residential community. Though challenging, these conflicts present an opportunity to advance Residence Life mission to create and sustain learning-centered residential communities. The following procedure has been adopted to help ensure that residential students receive due process.

*It should be noted that the College recognizes that each situation is unique, and conflicts will be handled on a case-by-case basis.*

Once a student is accused of violating a policy found in the residence life handbook, the following process will occur.

**I. Documentation of Possible Violation(s)**

When a possible violation of the Residence Life handbook is observed, they are generally documented by residents, staff members and/or Public Safety Officers. The information report is submitted to the Coordinator of Residence Life for review.

**II. Review of Incident and Initial Decision Regarding Where and How Case Will Be Handled**

The Coordinator of Residence Life will review and decide how the case will be handled. The Coordinator may decide to dismiss the case without further action, or may determine that further action must take place.

When further action, the accused student will receive written notification requiring a meeting with the Coordinator of Residence Life; the following is the criteria that are taken into consideration before an outcome is decided upon:

- a. The alleged behavior presents a potential threat of danger to persons or property.
- b. The alleged behavior presents potential imminent danger to persons or property.
- c. The alleged behavior is of a repetitive nature and the accused student is not responding to previous interventions.
- d. The alleged behavior involves harassment (racial, sexual or other) and indicates a potential impact on the climate of Fitzgerald Hall.
- e. The alleged behavior indicates that the responding student may need to put on notice that repletion could result in suspension or expulsion.
During the meeting with the Coordinator of Residence Life, documents and allegation of the violation will be discussed. The accused student will, at this time, have the opportunity to tell his/her side of the violation and enter any other documents that would have an impact on the outcome of the meeting. At the end of the meeting the Coordinator will render a determination for action(s) that must be completed by the accused resident student. Some possibilities of these actions include but are not limited to:

a. Community Service
b. Mediation
c. Completion of a paper on a topic to be assigned by the Residence Life Staff
d. Mandatory meeting with the Counseling Center
e. Referral to the Director of Campus Life and/or Vice President of Student Affairs
f. Removal from Fitzgerald Hall and/or Maria Regina Hall

A successfully fulfilled process will typically result in a written agreement, which will become a binding portion of the housing contract for those involved.

Appeals Process

While in the meeting with the Coordinator of Residence Life, the accused student will have the opportunity to appeal the findings. The written agreement between the Department of Residence Life and the accused student will include a check box labeled “Accept findings” and another one labeled “Request appeal”. Checking the “Request appeal” box will allow the accused student will have the opportunity to present any evidence, including witnesses, to the college’s designated Appeals Officers.

- During the appeals process, the officer will have the ability to take notes and render a decision within two (2) business days. In the event more time is needed, the accused student will be notified via phone or school email. Once a decision has been made, if the student is found to be exonerated, it will be noted on an appeals form. If the student is found to be culpable, the officer will render a penalty that may or may not, exceed the previous outcome rendered.
- The accused student is not permitted to be represented by an attorney or any other advocate.
- If the accused student again disagrees with the outcome, he/she will have an opportunity to make an appeal to the Vice President of Student Affairs. An appeal to the Vice President can be made by checking the “appeal” box locked in the form provided. The student will be informed of an appeals date by the Office of Student Affairs. Students will be permitted to present any evidence or witnesses for the process. Following the appeal, the Vice President of Student Affairs decision will be final. A letter on official letterhead will be issued to the student within two (2) business days. In the event more time is
needed, the student will be notified via phone or school email. All decisions rendered by the Vice President of Student Affairs are final. The appeals process is as follows:

- All student appeals must be received within five (5) business days from the date the written decision or sanction was provided. If no request is made within the five day period, the original decision will become final and conclusive.

**Unresolved Incidents at End of Semester**

Incidents that result in alleged violations must be addressed before residents depart from housing at the end of the semester, residents who fail to respond may be denied the opportunity to return for the next semester. Any individual who does not live on campus and who fail to respond will no longer be allowed as a guest or overnight visitor in the residence halls.

**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 $ 20
• 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 any time 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 projects 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 Coordinator 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
**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 $20 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.

**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 Coordinator 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

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Distance from Campus</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Western Mill River Manor</td>
<td>173 Sunrise Highway, Rockville Centre, NY 11570</td>
<td>2.5 Miles</td>
<td>516-678-1300</td>
</tr>
<tr>
<td>Holiday Inn Express, Lynbrook</td>
<td>1 Sunrise Highway, Lynbrook, NY 11563</td>
<td>2.9 Miles</td>
<td>516-596-3000</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>125 Merrick Road, Rockville Centre, NY 11570</td>
<td>3.3 Miles</td>
<td>516-599-1700</td>
</tr>
<tr>
<td>Ramada Inn &amp; Suites of Rockville Centre</td>
<td>1000 Sunrise Highway, Rockville Centre, NY 11570</td>
<td>3.3 Miles</td>
<td>888-288-4982</td>
</tr>
<tr>
<td>Garden City Hotel</td>
<td></td>
<td>3.5 Miles</td>
<td></td>
</tr>
</tbody>
</table>

Banking

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Klein Bank Financial Service</td>
<td>265 Sunrise Highway, Rockville Centre, NY 11570</td>
<td>516-629-7456</td>
</tr>
<tr>
<td>Bank of America</td>
<td>152 N. Village Avenue, Rockville Centre, NY 11570</td>
<td>516-000-1111</td>
</tr>
</tbody>
</table>
### Local Places To Eat

**Rockville Centre**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bigelow’s New England Fried Clams</td>
<td>79 S Long Beach Road, Rockville Centre, NY 11570</td>
<td>516-678-3878</td>
</tr>
<tr>
<td>Greek Town</td>
<td>90 N Village Avenue, Rockville Centre, NY 11570</td>
<td>516-678-4550</td>
</tr>
<tr>
<td>International Delight Café</td>
<td>241 Sunrise Highway, Rockville Centre, NY 11570</td>
<td>516-766-7557</td>
</tr>
<tr>
<td>La Bottega</td>
<td>234C Merrick Road, Rockville Centre, NY 11570</td>
<td>516-593-4930</td>
</tr>
<tr>
<td>Press 195</td>
<td>22 N Park Avenue, Rockville Centre, NY 11570</td>
<td>516-536-1950</td>
</tr>
<tr>
<td>Taiko Restaurant</td>
<td>13 S Village Avenue, Rockville Centre, NY 11570</td>
<td>516-223-1414</td>
</tr>
</tbody>
</table>

**Baldwin**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amore Mio Restaurant</td>
<td>658 Sunrise Highway, Baldwin, NY 11510</td>
<td>516-378-2099</td>
</tr>
<tr>
<td>Applbee’s</td>
<td>684 Sunrise Highway, Baldwin, NY 11510</td>
<td>516-442-0580</td>
</tr>
<tr>
<td>Ayhan’s Shish Kebab Restaurant</td>
<td>550 Sunrise Highway, Baldwin, NY 11510</td>
<td>516-223-1414</td>
</tr>
</tbody>
</table>

**Baldwin Coach Diner**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>790 Sunrise Highway, Baldwin, NY 11510</td>
<td>516-223-2161</td>
</tr>
</tbody>
</table>

**Ben’s Kosher Deli**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>933 Atlantic Avenue, Baldwin, NY 11510</td>
<td>516-868-2072</td>
</tr>
</tbody>
</table>

**Ferring Deli**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1181 Grand Avenue, Baldwin, NY 11510</td>
<td>516-538-8655</td>
</tr>
</tbody>
</table>

**Toyo**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>930 Atlantic Avenue, Baldwin, NY 11510</td>
<td>516-771-6888</td>
</tr>
</tbody>
</table>

**Wander Inn**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2880 Grand Avenue, Baldwin, NY 11510</td>
<td>516-223-5925</td>
</tr>
</tbody>
</table>

**Fast Food/Coffee**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkers</td>
<td>1840 Grand Ave, Baldwin, NY 11510</td>
<td>516-538-8655</td>
</tr>
</tbody>
</table>
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

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

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
Garden City, NY
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
Westbury, NY
Old Navy
Off Saks 5th 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
Oceanside/ Westbury, NY

Target
Westbury, NY

Best Buy
Baldwin/Westbury, NY

Wal-Mart
Westbury, NY

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

Taxi Companies
All Island Taxi
516-536-3333

Taxi Latino
516-498-2222
**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.

**Emergencies, please call**
Public Safety .............................................................. 516-323-3500

**Residence Life #s**
Office of Residence Life .............................................. 516-323-3463
RA On-Duty Cell Phone .................................................. 516-344-1514
RA Office ................................................................. 516-323-3478
Security Desk- Residence Hall ........................................ 516-323-3477

**Other Important #s**
Academic Enrichment- tutoring (AcE) .............................. 516-323-3452
Academic Support Services/TRiO ..................................... 516-323-3281
Athletics .......................................................................... 516-323-3600
Book Store (Follett) ......................................................... 516-323-3935
Bursar ............................................................................. 516-323-4100
Campus Life ................................................................. 516-323-3456
Campus Ministries ........................................................... 516-323-3224
Career Services ............................................................... 516-323-3482
Disability Services ........................................................... 516-323-3315
Financial Aid ................................................................. 516-323-4200
Fitness Center ................................................................. 516-323-3610
Food Service Office (Lackmann) ...................................... 516-323-3445
Global Learning .............................................................. 516-323-3952
Health Services .............................................................. 516-323-3467
Help Desk (IT needs) ......................................................... 516-323-4800
Library ........................................................................... 516-323-3910
Mailroom ........................................................................ 516-323-3508
Media Services ............................................................... 516-323-4804
Molloy Student Government ............................................. 516-323-3464
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
- 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, 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)  Cinder blocks, bricks or other items used to loft beds.
Irons without automatic shut off

*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.