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Dear Molloy Resident,

Welcome to the 2019-2020 Academic Year! We are thrilled that you have made the decision to live on campus for the upcoming year. It is my hope, as well as the rest of the Office of Residence Life staff, that you find your experience on campus a pleasant one and one that contributes to your continued success as a Molloy student. Our goal is to be your home on campus and our staff is here to support you throughout your collegiate journey.

As many of you know, the Office of Residence Life has gone through several transitions this past year with new staff, new programming and of course a brand new building, Bogner Hall; opening Fall 2019. With all of these initiatives, we continue to be an office and program that remain grounded in the Dominican traditions that Molloy holds dear. Throughout your time the staff will refer to the idea of community and I challenge all of you to work to contribute to not only the residential community but the Molloy community in general. If this is attending RA programs, participating in a student organization, playing on an athletic team or participating in a community service project, Molloy offers many opportunities for students to be an active part of the community. Each person contributing continues to enhance our community and makes Molloy great.

The information contained within this handbook outlines guidelines and policies all aimed at highlighting the expectations that we have for all those who choose to be part of our residential community. These guidelines and policies will keep residents safe, allow everyone to feel a sense of community and ensure that everyone is able to be successful in their collegiate journey. I encourage you to read through the information carefully so that you are aware of our expectations and please do not hesitate to reach out to me or any of the staff with any questions that you might have.

I wish you every success for the upcoming year and, GO LIONS!

Karl W. Koeppel
Director of Residence Life
MEET THE STAFF

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I. INTRODUCTION

A. MISSION OF MOLLOY 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.

B. MISSION, VISION AND VALUES OF THE OFFICE OF RESIDENCE LIFE

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

C. PURPOSE OF THIS HANDBOOK

This Office of Residence Life Handbook (the “Handbook”) is intended only to provide information for the guidance of Molloy College students. The information is subject to change and Molloy reserves the right to depart without notice from any policy or procedure referred to in this Handbook. This Handbook is not intended to be and should not be regarded as a contract between Molloy College and any student or other person.

It is your responsibility to read and understand the contents of this Handbook. Please take the time to do so upon receipt. Failure to read this Handbook is not an excuse for any violations hereof. All Molloy students are responsible for the policies listed in the Molloy College Student Handbook, which can be found online at https://www.molloy.edu/about-molloy-college/offices-and-services/student-affairs/student-handbook
II. OFFICE OF RESIDENCE LIFE & STAFF SERVICES

A. OFFICE OF RESIDENCE LIFE

The Office of Residence Life coordinates both social and educational events to enhance the development of our community and the overall residential experience. It is important that the residents have the ability to relax, study, and socialize in a safe, comfortable and healthy environment free of judgment and bias. The office is staffed with the Director of Residence Life, two Residence Directors, a Graduate Assistant and Resident Assistants to ensure that the students in housing have the best possible residence life experience.

B. LOCATION & CONTACT INFORMATION

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

Facebook: @molloycollegereslife
Twitter: @livingatmolloy
Instagram: @livingatmolloy
Snapchat: @livingatmolloy

C. OFFICE OF RESIDENCE LIFE STAFF

1) DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life is responsible for overseeing the residential life program. The Director oversees the professional and central office staff, serves as the Chief Judicial Officer for residential students with respect to residence-related matters, chooses and manages the RAs and is responsible for building operations. The Director’s office is located at the back of Maria Regina Hall.
2) RESIDENCE DIRECTORS

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

3) GRADUATE ASSISTANT

The Graduate Assistant for the Office of Residence Life is responsible for supporting the operations and programmatic efforts of the office. They are a resource for all residents and work with the RAs on building-wide programming as well as overall training. The Graduate Assistant’s office is located in the back of Maria Regina Hall.

4) RESIDENT ASSISTANTS (RAS)

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

5) DESK ATTENDANTS (DAS)

The Desk Attendant (DA) position staffs the residence hall front desks from 6:30 am-11:00 pm every day that the halls are open and ensure that guests are logged in and out of the building and oversee any access issues. The Desk Attendants also relay any maintenance concerns to the Office of Residence Life staff.
D. RESIDENCE HALLS & LOCATIONS

Bogner Hall

Bogner Hall is located near Maria Regina and Fitzgerald Halls. The three-floor coeducational building houses 96 students in double and triple style rooms. The building has a common lounge, 2 computer lounges/study areas, a laundry room, bathrooms and practice rooms located on the lower level of the building. A 24/7 staffed security desk is also set up at the front door to maintain who has access to the building. Resident Assistants are employed in each wing and are there to provide programming, enhance the community, enforce policy and connect with campus resources.

Fitzgerald Hall

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

Maria Regina Hall

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

E. SERVICES & AMENITIES

- Cable Television – A closed-circuit system is available in all residence rooms/suites; it provides broadcast network channels, popular cable channels and more. Students must provide their own television and cable cords.
- Computer Connections – There are two data connections per room. Wi-Fi access is also available.
• Dining Locations – Molloy Dining Services proudly serves the Molloy College Community. The Anselma Room in Kellenberg Hall serves as the main dining room on campus. Café 52 is located at Molloy’s Manhattan Center, 52 Broadway. Additionally, in Public Square, Quick Byte Café, Starbucks and Chopped Salad bar are all available to students.

• 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. Residents in suites are responsible for cleaning their own bathrooms. If there are concerns about the cleanliness of the residence halls, please notify an Office of Residence Life staff member.

• Maintenance Requests – All requests for maintenance repairs for the residence halls should be reported via the Maintenance Request Form, located on molloy.erezlife.com. Emergency repair requests, such as a bathroom flood, should be reported immediately to the Office of Residence Life, the RA on duty, or Public Safety at 516-323-3500.

• Parking – First-year residents are not allowed to park their cars on campus.

• Security – A desk attendant or Public Safety officer is present at the front desks of all Residence Halls 24 hours a day. Public Safety Officers staff the desk in each residence hall from 11 pm-6:30 am daily.

III. GENERAL POLICIES & PROCEDURES

A. INTRODUCTION TO RESIDENCE LIFE

By choosing to live in the residence halls, Molloy College students are electing to reside in a living and learning community. As a member of this community, it is important to learn to compromise with others 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 as a resident and to define the responsibilities you have to others. As a member of the Molloy Residence Life community, you are required to abide by all local, state and federal laws, as well as 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. Our residence hall community strives 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.

B. OFFICE OF RESIDENCE LIFE REGULATIONS & POLICIES

The following policies and regulations are binding for 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 Office of Residence Life Handbook.

IV. HEALTH & SAFETY PROCEDURES

A. EMERGENCY EVACUATION

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

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

Once outside the building, proceed to the Anselma Room and wait for instructions from Public Safety or an authorized staff member. Please do not leave the Anselma Room until instructed to do so by Public Safety or another staff member.
B. 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. If a student is found tampering with a fire extinguisher in an event where there isn’t a fire, the student will face disciplinary action. You must be trained to use fire extinguishers. All RAs are trained in the proper usage of fire extinguishers.

C. FIRE SAFETY POLICY

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

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

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

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

Although every effort will be made to respect privacy in a student’s room/suite, 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 and without notice. All rooms/suites will be inspected once a month.

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

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

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

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

E. SAFETY & SECURITY POLICY

In order to maintain a safe and secure residence hall, Molloy College has equipped each building with security cameras on each floor, in each stairwell and around the exterior of the building. The desk in the lobby of each building that monitors the front door will be staffed 24 hours a day and Public Safety will periodically patrol the interior and exterior of the building every day. 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 abide by the following rules, or risk disciplinary action:

- 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 Office of Residence Life staff about any unsafe condition 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 is key to safety in any situation, so please keep the following in mind:
• Avoid walking alone if possible; use the “Buddy System.”
• Walk with an air of confidence and stay alert.
• Walk-in well-lit areas.
• Keep your hands free, not overloaded.
• Always let close friends and family know where you are going and when you should be back.
• Do not lend out your Molloy ID card. Your Molloy ID card cannot be given to anyone else for access to your room and cannot be given to someone else to use in a campus dining hall.
• Report suspicious activity to Public Safety or call 911.

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

V. 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 the residence halls.

A. ALCOHOL & OTHER DRUGS

Alcohol Beverage Policy
Alcoholic beverages may be consumed only by persons of legal drinking age and only at specific social functions in campus locations approved in advance by the 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 under the influence, possess, act in a disruptive/disorderly manner while under the influence, sell or provide alcoholic beverages in or around the campus residence hall. Alcohol paraphernalia, including but not limited to funnels, drinking-game boards/items, shot glasses, etc. are prohibited in Bogner, Fitzgerald and Maria Regina Halls.

Alcoholic Beverage Containers
You may not use alcoholic beverage containers (cans, bottles, kegs, shot glasses, etc.) as decorations or for any other purpose in Bogner, Fitzgerald and Maria Regina Halls.

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 such possession is a violation.
3. The presence of any student in any residence hall room, building or facility on Molloy College premises where alcohol is present, other than at a Molloy College sanctioned event, 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)
Molloy College expects that all students abide by all federal and New York State laws regarding the use of illegal drugs and controlled substances in addition to the College’s Drug and Alcohol Regulations.

Drugs/Controlled Substances Policy
The Office of Residence Life follows the Molloy College Drug and Alcohol Policy found here in the Molloy College Student Handbook:
Drug Possession
The following is an interpretation of what constitutes possession of drugs. For purposes of the Drugs/Controlled Substances Policy, the term “drugs” is deemed to include all illegal drugs and controlled substances. It is not meant to be all-inclusive:

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 the 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 or 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.”

Sanctions for Violations of the College’s Drug & Alcohol Policy
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 violations of this policy will be handled on a case-by-case basis.

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

I. Meeting with the Director of Residence Life to determine the 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 Director of Residence Life, a $100 fine will be applied to the student’s account.
II. The student is notified that they may forfeit the right to live on campus if another infraction of the Office of Residence Life of the College’s policies and procedures is committed.
III. Please note that drug possession/use/sale will be treated on a case by case basis and the College reserves the right to impose severe sanctions, including but not limited to, dismissal from living on campus for a first offense.

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

I. Meet with the Director of Residence Life and/or Director of Campus Life and/or the Vice President for Student Affairs.
II. Mandatory meeting with the Student Personal Counseling Center. If an appointment is not made within one week of the violation, a $100 fine will be applied to the student’s account.
III. The student is notified that they will forfeit the right to live on campus if another infraction of the Office of Residence Life or the College’s policies and procedures is committed.

Third Offense of alcohol/drug possession/use (violation of possession/use policies, public intoxication or other associated offenses)

I. Mandatory meeting with the Vice President for Student Affairs.
II. Dismissal from living on campus.
III. Parental notification.

Note: The need for 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 the housing, although, based on the severity of the offense(s), some form of sanction may be imposed. Students who report a suspected overdose and/or health emergency related to a violation of the alcohol and drug policy will not face penalties.

Note: The health and safety of every student at the College are of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence occurs, including but not limited to domestic violence, dating violence, stalking or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to College officials. A bystander acting in good faith or an individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault
to College officials or law enforcement will not be subject to discipline pursuant to the procedure outlined in the Student Handbook for violations of alcohol and/or drug use policies occurring at or near the time of the domestic violence, dating violence, stalking or sexual assault. For more information, please refer to the College’s Sexual Misconduct Policy, located at https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies/sexual-misconduct-policy

**B. SOCIAL NETWORKS**

While social networking websites are a great way to communicate, express yourself and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your personal safety, personal and institutional reputation, and career advancement.

Molloy College prohibits malicious and reckless behavior when utilizing public media outlets. It is important that students recognize the power of public media domains and the potentially negative image that they can portray about students, staff and the College. It is important to note the reach of social media networks and the implications of posting something that can never truly be erased.

Few things to keep in mind with Social Media posts:

1) Be kind; you never know how a certain message or information might be understood or comprehended. Words, in the end, do matter and your posts are a direct reflection of your contributions to the community. Remember if you would not say it to someone in person, do not say it online.
2) Allow others to fairly share thoughts and opinions.
3) Correct mistakes such as typos and incorrect statements, remember your posts are a direct reflection of you.

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

**C. BICYCLES & MOTORCYCLES**

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

**D. CANDLES/INCENSE**

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

**E. COMPLIANCE**

Students and guests in the residence halls or on Molloy property are required to comply with and respond as instructed to the reasonable and lawful requests of any Office of Residence Life official or 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 the Molloy College Residence Life Handbook. Students are responsible and subject to sanctions for the actions of their guests.

**F. CONDUCT (ON CAMPUS & OFF CAMPUS)**

Molloy College has established a standard of conduct to govern student behavior in the Molloy College Student Handbook. Whether they are on-campus or off-campus, students are expected to adhere to these standards of conduct. Conduct should also comply with the standards established within the neighborhood community and with federal, state and local laws. The Student Handbook can be found at [https://www.molloy.edu/about-molloy-college/offices-and-services/student-affairs/student-handbook](https://www.molloy.edu/about-molloy-college/offices-and-services/student-affairs/student-handbook)

**G. 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. At no time should amplified sound or yelling be directed out of or in the direction of the Bogner, Fitzgerald or Maria Regina Hall windows. Noise may be deemed disruptive if it can be heard through a closed window or door.

Quiet Hours (the absence of loud noise or distraction) will be in effect Sunday-Wednesday from 11 pm-8 am, Thursday from 12 am-9 am, and Friday-Saturday from 1 am-10 am. At other times, 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 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.

**H. PROPERTY DAMAGE**

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

**I. 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, windows, or ceilings. Decorations may not be attached to any fire safety equipment, including sprinklers and smoke detectors. Neon signs may not be displayed publicly. Decorations of 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. The Vice President for Student Affairs, Director of Residence Life, Residence Directors and professional staff members are authorized to judge conformity or lack thereof.

**J. DISRUPTIVE BEHAVIOR**

The Administration of Molloy College expects residents and their guests to act in a manner that 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.

**K. FURNITURE**

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

L. 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 disciplinary action.

M. GUESTS AND VISITATION

Molloy College’s visitation policy is formulated to create and maintain an environment that contributes to the living and learning opportunities for students residing in the residence halls. 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 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 halls 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 6:30 am – 11:00 pm from Sunday through Wednesday. Visiting hours are extended to 12 am on Thursday night and 1 am on Friday and Saturday nights. 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 front 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 front 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 front desk of the residence hall.
• Hosts will be held responsible for the actions of their guests.

Overnight Visitation Procedures
• Residents are allowed to host overnight guests (same gender as host) 12 times per semester as long as all roommates agree. A resident hosting a resident (same gender as host) residing in a different building on campus from their own may have unlimited overnight stays as long as all roommates are in agreement.
• Hosts may register no more than two (2) overnight guests in a seven-day period.
• Guests may be registered as overnight guests no more than two (2) times in a two-week period.
• Guests must abide by the residence hall visitation policy.
• Guests must be escorted by their hosts at all times.
• Molloy guests must sign-in to the residence hall by handing in their Molloy ID to the front 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 front 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 the front desk to sign-in and out at the front desk of each residence hall.
• Hosts will be held responsible for the actions of their guests.
• Students may have an overnight guest with prior authorization from the roommate(s) and by filling out an Overnight Guest form at the front desk of their building by 11:00 pm on the night their guest is staying over.
• The Office of Residence Life can at any time remove or change the Overnight Guest Policy if a resident is found in violation of the Molloy College Residence Life Handbook.

Violations of Visitation Policies

Violations of the Residence Life Visitation Policy may impact a resident’s status in the housing selection process and current status in the residence hall. Molloy students who violate the College’s visitation policy are subject to judicial action. Sanctions include (but are
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

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

At no time is babysitting, daycare, tutoring, or any other form of looking after a minor allowed to occur in the building.

N. DISCRIMINATION, HARASSMENT AND SEXUAL MISCONDUCT

ANTI-HARASSMENT POLICY AND PROCEDURE:  


SEE OTHER NON-DISCRIMINATION AND HARASSMENT POLICIES HERE: https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies
O. ANTI-HAZING

For more information regarding Molloy College’s Hazing Policy please visit: https://www.molloy.edu/about-molloy-college/human-resources/non-discrimination-and-harassment-policies/anti-hazing-policy

P. 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 $20 fee for each lost key card. DO NOT lend your key card to anyone. Violation of this policy is a serious safety and security issue and will be dealt with accordingly.

Q. 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.

R. PAINTING

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

S. 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.

T. PRANKS

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

U. 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 (except pets of any kind) be found a second time, they will be confiscated and available for removal from the Office of Residence Life at the end of the semester unless otherwise agreed. Pets will be transported to the ASPCA or similar agency. Confiscated items that are not retrieved within one week of the last day of scheduled classes will be assumed abandoned and will be discarded.

**Prohibited Items (not limited to):**

- Pets (except pre-approved Service Animals) of any kind (including fish)
- Weights heavier than 15lbs
- Electric blankets
- DJ equipment/Excessively large speakers
- Appliances: Hot plates, toasters/toaster ovens, microwaves (unless rented from the College), coffee pots (except Keurig’s), popcorn poppers, hot pots, rice cookers, George Foreman grills, etc.
- Halogen lamps and NON LED light bulbs
- Candles, oil lamps, incense
- Room decorations that pertain to alcoholic beverages, or illegal drugs, or material which is sexually explicit or degrading
- Curtains, cloth banners
- 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 that are non-surge protected
- Irons without automatic shut-off
- Tapestries and fabric decorations on walls
- Electric string lights (battery-powered are OK)
- Door props

The only refrigerators allowed on campus are MicroFridges® which are a refrigerator and microwave in one unit. They must be rented from University Logistics using this link [http://www.universitylogistics.net/](http://www.universitylogistics.net/)

The rooms are designed for **ONE** MicroFridge® ONLY, so please contact your roommate(s) about the need for one and to decide how you will share the cost.
V. SMOKING

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

W. 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 the Office of Residence Life Policies and Procedures. Hosts of social gatherings or events will be held responsible for the behavior of their guests.

X. SPORTS

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

Y. SERVICE AND EMOTIONAL SUPPORT ANIMALS

Molloy College generally limits the presence of privately-owned animals on campus. However, the College will reasonably accommodate persons with disabilities who require the assistance of Service or Emotional Support Animals. Please refer to our website at Molloy.edu under the Disability Support Services (DSS/STEEP) page for guidelines under which animals may or must be permitted access to College grounds and facilities.

https://www.molloy.edu/academics/academic-services/disability-support-services

VI. HOUSING PROCEDURES

A. APPLICATION

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

B. 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, they must notify their RA in writing within 24 hours of Check-In. Both the resident and the RA must sign off on the RCR. The RCR will be put in their file and stored in the Residence Life Office.

C. 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 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 his or her room and board. Failure to Check-Out properly may result in a fine as well as charges for any damages found after the student leaves.

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).
D. HOUSING PERIODS

Periods of Regular Housing: The traditional fall and spring semesters. All resident students are required to select a meal plan for their duration of living on campus.

Periods of NO Housing: No students are allowed to live on campus during the following periods: Thanksgiving Break, Spring Break, Easter Break, and the day after the last final exam on the academic schedule for Fall Semester to the re-opening of the College for Spring Semester. The housing maintenance period is usually the middle two weeks in August. For specific Move-In and Move-Out dates, please contact the Office of Residence Life.

E. MEAL PLANS

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

F. 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 any time of the semester will not receive a refund of any kind.

G. 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.

**H. 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 Office of Residence Life Handbook, or Molloy College Student Handbook.
2. Bursar or Health Services Hold
3. A student falling below full-time status and/or not maintaining an overall GPA of 2.0
4. Failure of the student to pay their college bill in a timely manner.
5. Failure to submit a $350.00 housing deposit for the following semester by the assigned due date

**I. SUITE/ROOM ENTRY**

Designated members of the Office of Residence Life Staff, Administrators on call, Facilities, Information Technology and 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 Office of Residence Life staff, Administrators on call, 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 or Mental Health emergency
- Disorderly behavior
- Activity that disturbs the neighboring living areas
- Suspicion of any policy violation
- Lounge furniture missing

In light of a plain view violation or other suspected misconduct, the College (vis-à-vis) the Director of Residence Life, the Residence Directors, the Director of Campus Life or the Vice-President for Student Affairs reserves the right to search the resident’s suite/room at any time. Every effort will be made to conduct the search in the presence of the room occupant.

J. 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 them 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.

VII. RESIDENT RESPONSIBILITIES

A. CIVILITY

The students residing in the residence hall are expected to be civil and respectful in all of 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 student who commits any of the above-mentioned acts may forfeit the right to live on campus and may be prosecuted.
B. CLEANLINESS

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

C. WING MEETINGS

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

D. CONFLICT RESOLUTION

Conflicts can arise when students live together. Sometimes roommates disagree about lifestyle issues such as what hours they want to study or when to have friends come over. Arguments with a roommate can result in a student devoting less time to their studies.

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

E. 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.

F. MANDATORY WORKSHOPS/SEMINARS

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.
G. 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.

H. RESPECT FOR PROPERTY/ENVIRONMENT

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

I. 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 online.
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. The rights of roommates are points worth discussing on a regular basis.
VIII. STUDENT MISCONDUCT

A. DISCIPLINARY PROCEDURES

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’s 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 Molloy College Residence Life
Handbook, the following process will occur. Please note that a violation of a policy found in
the Molloy College Residence Life Handbook can also be a violation of other College
policies and such violations may also be subject to adjudication under those policies as well.

I. Documentation of Possible Violation(s)

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

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

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

When further action must be pursued, the accused student will receive written notification
requiring a meeting with the Director 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 a 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 Bogner, Fitzgerald and/or Maria Regina Halls. Note that in cases of harassment (racial, sexual or other) the case will be turned over to the Title IX Coordinator.
e. The alleged behavior indicates that the responding student may need to put on notice that repetition could result in suspension or expulsion.

During the meeting with the Director of Residence Life, the allegations regarding the violation will be discussed. The accused student will, at this time, have the opportunity to tell their 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 Director 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 Office of Residence Life Staff  
d. Mandatory meeting with the Student Personal Counseling Center  
e. Referral to the Director of Campus Life and/or Vice President for Student Affairs  
f. Removal from Bogner, Fitzgerald and/or Maria Regina Hall  
g. No action upon a determination that a violation did not occur.

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

**Appeal Process**

At the conclusion of the meeting, the accused student will have the opportunity to appeal the findings. The written agreement between the Office of Residence Life and the accused student will include a checkbox labeled “Accept Findings” and another one labeled “Request Appeal.” Checking the “Request Appeal” box will allow the accused student an opportunity to present any evidence, including witnesses, to the Assistant Director of Public Safety. The accused student is not permitted to be represented by an attorney or any other advocate.

During the appeals process, the Assistant Director of Public Safety will have the ability to take notes and render a decision within two (2) business days of receiving the appeal. 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 not responsible, it will be noted on the appeals form. If the student is found to be responsible, it will be noted on an appeals form. If the student is found to be responsible, the officer will render a penalty that may or may not, exceed the previous outcome rendered.

If the accused student again disagrees with the outcome of the appeal, they will have the opportunity to make an appeal to the Vice President for Student Affairs at the end of their hearing. The student will be informed of an appeal date by the Office of Student Affairs. Students will be permitted to present any evidence or witnesses for the process. The accused student is not permitted to be represented by an attorney or any other advocate. Following the appeal which includes a full review of all information pertinent to the case, the Vice President for Student Affairs will render the final decision regarding the case. A letter on official letterhead will be issued to the student within two (2) business days of the date of the appeal. In the event more time is needed, the student will be notified via phone or school email. All decisions rendered by the Vice President for Student Affairs are final.

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 fails to respond will no longer be allowed as a guest or an overnight visitor in the resident halls.

B. FINES

Health and Safety
- Second Failed Health and Safety Inspection $25
  - Third Failed Health and Safety Inspection $50
- 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 w/ fire/life safety equipment (in addition to repair costs) $100
- Unauthorized possession of College property $50 each
- Use or possession of prohibited materials/items (i.e. candles, incense) $50 each
- Excessive Cleaning Fee (Dependent upon situation) $20-$200
**Miscellaneous**

- Non-compliance with College personnel $100
- Double Occupancy (If your roommate moved out mid-semester, their side of the room must remain clear of personal belongings) $100
- Visitation (unauthorized) $100
- Improper check out from residence hall $25
- Misuse of College ID to enter residence hall $100
- After 4th Lockout $10
- Lost ID/Key Card $20
- Unauthorized room change $100
- Parking (based on severity of violation) $10-$50

**C. INCIDENTS THAT MAY LEAD TO FORFEITURE OF RIGHTS TO LIVE IN RESIDENCE HALL**

**Incidents include but are not limited to:**

- Responsibility for a false alarm or bomb threat.
- A third violation of the College’s Alcohol or Drug Policy.
- Acts and/or threats of violence; including physical assault, sexual misconduct, and destruction or vandalism of property.
- Possession of a weapon or dangerous instrument.
- Theft of personal or College property
- 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.

**IX. ON & OFF CAMPUS SERVICES**

**A. BULLETIN BOARDS**

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

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

Opportunities for service through Campus Ministries:

- Alternative Spring Break – Two to three days during spring break working with the poor in Camden, New Jersey or another site in the New York area.
- Appalachia Project – Spend a week in the summer at the Big Laurel Learning Center in Kermit, West Virginia running a camp for children.
- Bethany Experience – Come and spend an evening with the women and children of Bethany House. Learn from these women what it is like to be without a home.
- Boxtown at Molloy – Sleeping in a box overnight on campus in April to fundraise for the women and children of Bethany House.
- Homecoming Farm – Spend a day on the beautiful grounds of the Dominican Sisters of Amityville and work on their organic farm.
- Mary Brennan Inn Soup Kitchen in Hempstead – Volunteer for the day at this very active soup kitchen in Hempstead.
- Midnight Runs – Collecting, preparing, and delivering food and clothes by van to the homeless on the streets of Manhattan.
- Sponsor a Family – Sponsor a family at Christmas and collect gifts for them. These gifts go to the people at Our Lady of Loretto Outreach Center in Hempstead.

C. MASS/OPPORTUNITIES FOR PRAYER

Sunday Mass at 8:00 p.m. in Sacred Heart Chapel
Liturgical Ensemble – Use your musical talents – voice or instruments – to enhance our masses and prayer services throughout the year.
Liturgical Ministries – Extraordinary Ministers of the Holy Communion, Leaders, Altar Servers, Ushers, and Gift Bearers – all are needed at various times for our masses and prayer services.
Sacrament of Reconciliation with College Chaplain.
Retreats – Two overnight retreats off-campus in the fall and in the spring. Scripture Sharing Thursdays during Advent and Lent. Sacred Heart Chapel (near the water tower) is open all day and evening for your personal use.

D. GYMNASIUM/FITNESS CENTERS

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

E. STUDENT HEALTH SERVICES

Student Health Services is located in Kellenberg Hall Room 310. It 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 the student health information is accurate and up to date.

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

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

F. 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 the Office of Residence Life by filling out a Maintenance Request Form online.

G. LOBBY & RECREATION AREAS

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

Students will be e-mailed when they receive a package. All other mail will be delivered to the resident’s rooms by the RA on duty every evening (Monday-Friday).

Student mail should be addressed exactly as shown below:

Student Name
Molloy College
Building and Room Number
1000 Hempstead Avenue
Rockville Centre, NY 11571-9000

I. PARKING

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

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

J. STUDENT PERSONAL COUNSELING CENTER

The Student Personal Counseling Center (SPCC) located in Public Square 030 is a confidential and free counseling service available to all Molloy College students. The SPCC utilizes the Solution-Focused Brief Therapy (SFBT) model. Unlike traditional therapy, SFBT is short-term and focused on helping students to resolve or effectively manage a specific issue or challenge, intense support, or some other mental health expertise not offered through SPCC, will be referred to an appropriate off-campus provider.

In the event of an urgent transport to a medical facility that results in admission to an inpatient facility (inpatient facility refers to hospitals, residential treatments or other facilities that provide 24 hour/daycare), the student must provide evidence to the Vice President for Student Affairs, or designee, that the student is “otherwise qualified” with or without accommodations to participate in essential functions of the College programs and activities, such as but not limited to intercollegiate sports, class attendance, club organization activities, and living on campus.
K. TUTORING

The Molloy College Academic Enrichment program (AcE), located in Casey Room 013, 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.

L. WRITING CENTER

Molloy Writing Center, located in Casey Room 016, 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.

M. DISABILITY SUPPORT SERVICES/SUCCESS

Through Expanded Education Program (DSS/STEEP), Molloy College strives to provide access to an equal educational experience for qualified students with documented disabilities, while ensuring that the integrity of all college standards and requirements is maintained. In support of the College’s commitment to transformative education, DSS/STEEP aspires to educate the Molloy Community so as to increase awareness, knowledge, and integration of those with disabilities.

If you are someone who would like to discuss your eligibility, please contact dss@molloy.edu or contact
Cari Rose-Tomo, Coordinator at 516-323-3315
### Hospitals/Urgent Care Center

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Operating Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>City MD</td>
<td>585 Merrick Rd., Lynbrook, NY 11563</td>
<td>516-764-2273</td>
<td>Mon-Fri: 9am-9pm; Sat-Sun: 9am-7pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Go Health Urgent Care</td>
<td>243 Merrick Rd., Rockville Centre, NY 11570</td>
<td>516-537-9063</td>
<td>Mon-Thurs: 8am-8pm; Fri: 8am-6pm Sat-Sun: 8am-4pm</td>
</tr>
</tbody>
</table>

### Pharmacies

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVS Pharmacy</td>
<td>1829 Grand Avenue, Baldwin, NY 11510</td>
<td>516-378-7645</td>
</tr>
<tr>
<td>Rite Aid</td>
<td>168 North Village Avenue, Rockville Centre, NY 11570</td>
<td>516-766-6560</td>
</tr>
</tbody>
</table>

### Taxi Companies

<table>
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<tr>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxi Latino</td>
<td>516-498-2222</td>
</tr>
<tr>
<td>All Island Taxi</td>
<td>516-536-3333</td>
</tr>
</tbody>
</table>

### Hotels

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</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>516-678-1300</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>125 Merrick Road, Rockville Centre, NY 11570</td>
<td>516-599-1700</td>
</tr>
<tr>
<td>Holiday Inn Express, Lynbrook</td>
<td>1 Sunrise Highway, Lynbrook, NY 11563</td>
<td>516-596-3000</td>
</tr>
<tr>
<td>Ramada Inn &amp; Suites of Rockville Centre</td>
<td>1000 Sunrise Highway, Rockville Centre, NY 11570</td>
<td>516-206-3727</td>
</tr>
<tr>
<td>Banking</td>
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<td></td>
</tr>
<tr>
<td>Jovia Financial Credit Union</td>
<td>Chase</td>
<td></td>
</tr>
<tr>
<td>566 Merrick Road</td>
<td>10 N. Village Avenue</td>
<td></td>
</tr>
<tr>
<td>Rockville Centre, NY 11570</td>
<td>Rockville Centre, NY 11570</td>
<td></td>
</tr>
<tr>
<td>Bethpage Federal Credit Union</td>
<td>Lynbrook, NY 11563</td>
<td></td>
</tr>
<tr>
<td>613 Sunrise Highway</td>
<td>Lynbrook, NY 11563</td>
<td></td>
</tr>
</tbody>
</table>
Important Phone Numbers

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

**Emergencies, Please Call**
Public Safety 516-323-3500

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

**Other Important Phone Numbers**
Tutoring Services 516-323-3451
TRIO Program 516-323-4021
Athletics 516-323-3608
Bursar 516-323-4100
Campus Life 516-323-3458
Campus Ministries 516-323-3224
Career Center 516-323-3482
Disability Support Services 516-323-3316
Financial Aid 516-323-4200
Fitness Center 516-323-3608
International Education 516-323-3950
Student Health Services 516-323-3467
Information Technology Helpdesk 516-323-4800
Library 516-323-3910
Mailroom 516-332-3059
Media Services 516-323-4808
Molloy Student Government 516-323-3464
Recreational Activities/Intramurals 516-323-3460
Registrar 516-323-4300
Student Solution Center 516-323-4400
Student Personal Counseling Center 516-323-3484
Writing Center 516-323-3293
XII. PACKING 101

HELPFUL TIPS

- One MicroFridge is allowed per room. This microwave and refrigerator unit MUST be rented through the MicroFridge company.

- Every residence hall and academic building has wireless internet access.

- Don’t bring everything you own!

- Connect with your roommate(s) before arriving at Molloy so you can coordinate what you are bringing.

- When packing, don’t make your bags and boxes too heavy.

- Label your belongings with your name, building, and room number.

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)
- Five Head Floor Lamp
- Irons without automatic shut off
- Cinder blocks, bricks or other items used to loft beds.

WHAT’S IN MY ROOM?

In each room, each student gets:
- Bed frame with a mattress
- Desk
- Desk chair
- 4 dresser drawers
- Wardrobe with 2 drawers
- One cable TV Outlet
- Ethernet Port

* 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.

@livingatmolloy 🌐📸#livingatmolloy

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