

Guide to Living on Campus 2013-2014



TABLE OF CONTENTS

OFFICE OF RESIDENCE LIFE STAFF DIRECTORY	5
FACULTY IN RESIDENCE	7
RESIDENCE LIFE OVERVIEW	8
MISSION STATEMENT	8
RESIDENCE LIFE GOALS	8
STATEMENT OF DIVERSITY	9
RESIDENCE HALL ASSOCIATION (RHA)	10
GET INVOLVED!	10
COMMUNITY COUNCILS	11
OMEGA ZETA EPSILON: NATIONAL RESIDENCE HALL HONORARY	11
RESIDENCE LIFE STAFF	12
DESK RECEPTIONISTS	12
ACADEMIC MENTORS	12
RESIDENT ASSISTANTS.....	12
SUMMER STAFF.....	13
SUMMER HOUSING	13
VOLUNTEER OPPORTUNITIES.....	13
HALL RAISERS	13
JUDICIAL BOARD	13
THAT D-WORD!.....	14
EVERY RESIDENT AT SALEM STATE IS ENTITLED TO:.....	14
ROOMMATE AND APARTMENT AGREEMENTS	15
COMMUNITY AGREEMENTS.....	15
FIRST YEAR EXPERIENCE (FYE) PROGRAM	15
SUBSTANCE-FREE HOUSING/21+ HOUSING	16
GENDER NEUTRAL HOUSING.....	16
TRANSFER COMMUNITY.....	16
SCHOLARS IN RESIDENCE	16
THE JUDICIAL SYSTEM.....	17
UNIVERSITY AND OFFICE OF RESIDENCE LIFE POLICY.....	18
ALCOHOL.....	18
APPLIANCES AND ELECTRONICS	19
CANDLES AND INCENSE	20
DRUGS.....	20
ENTERING YOUR ROOM.....	21
FIRE SAFETY	21
SMOKING	21
FIRE EQUIPMENT	22
FURNITURE	22
GUESTS AND VISITATION	22
BAG INSPECTION	23
KEYS AND SWIPE CARDS	23
NOISE: COURTESY AND QUIET HOURS.....	23
DISRUPTIVE BEHAVIOR.....	24
WEAPONS	24

PETS.....	24
SERVICE ANIMALS AND ASSISTANCE ANIMALS WITHIN RESIDENCE HALLS	24
SOLICITATION.....	25
TRESPASSING IN CONSTRUCTION ZONES	25
COMMUNITY BEHAVIOR	25
TRASH AND RECYCLING	25
THE MAINTAINERS	25
DAMAGES AND REPAIRS.....	26
ROOM OR APARTMENT CONDITION REPORT	26
REPAIR REQUESTS.....	26
COMMON AREA DAMAGE POLICY.....	26
COST TO REPAIR DAMAGES.....	27
SAFETY AND SECURITY.....	27
FIRE SAFETY.....	28
HOUSING PROCESSES	29
LENGTH OF HOUSING.....	29
THE RESIDENCE LICENSE AGREEMENT.....	29
ROOM CHANGE INFORMATION	29
ROOM VACANCIES	30
HOUSING DEPOSIT INFORMATION	30
HOUSING LOTTERY.....	30
ROOM SELECTION PROCESS.....	31
RESIDENTS LEAVING HOUSING	31
DE-TRIPLING AND ROOM REFUNDS	32
THE WAIT LIST	32
THE PHILOSOPHY AND POLICY OF DE-TRIPLING	32
MAIL.....	34
COMPUTER AND INTERNET ACCESS	35
CABLE SERVICE	35
VACATIONS AND CLOSINGS	35
HEALTH AND SAFETY INSPECTIONS.....	36
VENDING AND LAUNDRY MACHINE REFUNDS	36
DELIVERIES.....	36
LOCKED OUT?.....	36
SNOW CANCELLATIONS	38
RESIDENCE LIFE STATEMENT ON AFFIRMATIVE ACTION	38
UNIVERSITY STATEMENT ON AFFIRMATIVE ACTION	39
POLICY AGAINST SEXUAL HARASSMENT	39
POLICY AGAINST SEX DISCRIMINATION	39
POLICY AGAINST RACISM	39
POLICY ON AFFIRMATIVE ACTION AND NON-DISCRIMINATION FOR DISABLED PERSONS.....	39
IMPORTANT CONTACT NUMBERS	41

Dear Resident Student,

On behalf of the Residence Life staff, I would like to extend a warm welcome to you as a new or returning member of our residential community! Named School of the Year in June 2006, by the National Association of College and University Residence Halls, Inc., Salem State affords you numerous opportunities to enjoy a complete and fulfilling university experience when you live in one of our residence facilities. We encourage you to take full advantage of this experience.

All of our residential areas are communities where learning and development occur through a combination of academic initiatives, resident governance and programming. Living with other students—some just like you, and others quite different— will provide you many opportunities to learn new ways of thinking and interacting.

A true collegiate experience involves more than just going to classes, and receiving a diploma. Attending a concert, participating in intramural sports, holding a position within student government or the Residence Hall Association, and volunteering for a service learning project are but a few of the opportunities that can make your university career more exciting and worthwhile.

A part of any residential experience includes learning about those who live with you, participating in programs and activities, and exploring who you are as an individual, and as a member of the university community. The Residence Life staff understands the importance of helping you in your development, and plans activities designed to meet your varied needs.

Recently, through the efforts of our nationally recognized Residence Hall Association (RHA), Salem State was awarded the **2007 Commitment to Diversity Award** by the North East Affiliate of College and University Residence Halls. We are extremely proud of this honor, and hope that you will take every opportunity to learn and grow from being a part of our diverse community.

The information in this guide will assist you in making your residential experience a positive one.

It includes information about the Residence Life staff, suggestions for living with roommates, Residence Hall Association information, important policies and procedures, and housing. Please read it carefully, **as you are expected to be familiar with and understand its contents**. The Residence Life staff is happy to answer any questions you have.

Once again, welcome!!! We wish you a successful, happy and productive year!

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Provide academic connections to residents at Central Campus, and coordinate educational and social program initiatives

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RESIDENCE LIFE OVERVIEW

MISSION STATEMENT

The mission of Residence Life is to provide a safe, secure and comfortable living learning environment that supports the academic mission of the university. We foster the personal and social development of each resident through intentional interactions. In collaboration with campus partners, we promote an experience that focuses on leadership, diversity, sustainability, and citizenship.

RESIDENCE LIFE GOALS

- Provide residents with safe, clean, well-maintained, and comfortable housing at the best value
- Maintain technology standards within the department to meet the needs of residents
- Provide educational and developmental opportunities for residents
- Utilize student development theory to educate students, and assess policies, procedures and areas within Residence Life to ensure efficiency, effectiveness and innovation
- Demonstrate a commitment to diversity in all department initiatives, policies and services
- Provide quality opportunities and resources for staff development and training
- Improve and encourage collaboration between Residence Life and campus departments for the benefit of our residents
- Partner with the Massachusetts State College Building Authority (MSCBA) to advocate for the improvement of Residence Life through capital improvement projects, preventive maintenance and construction

Residence Life staff members utilize four focal points in the development of departmental initiatives, programs and services:

COMMUNITY

Community is the cornerstone of the residential experience at Salem State. We believe in fostering diverse and inclusive communities where residents are valued for their uniqueness. Our residential areas provide opportunities for active involvement and leadership on a variety of levels, and are arenas for developing meaningful social relationships. This involvement allows residents to learn and demonstrate respect for one another in their living environments. Residence Life is focused on maintaining safe, secure and well-maintained residential areas where residents and staff take pride in their community.

LEARNING

Much of the university residential experience involves learning outside the classroom. We believe in developing both structured and unstructured learning opportunities for residents in an environment that recognizes different learning styles. Through a variety of academic, life skill, experiential, and developmental programs, our staff provides opportunities for residents to gain a new understanding of issues affecting them. Through various processes and procedures, residents learn how to take on responsibility, gain self-sufficiency and develop the skills necessary to operate in larger communities outside the university.

AWARENESS

College is an opportunity for students to explore who they are, and what they believe and value, as well as how those values impact their vocational and avocational aspirations. The spiritual, cultural, emotional, sexual, and general identity development of our residents is supported through formal and informal initiatives. Residence Life's goal is to have residents—upon their graduation—depart with a better understanding of who they are, and how they relate to a global community.

EMPOWERMENT

An important aspect of the collegiate experience is taking knowledge, and turning it into action. We encourage students to take responsibility for promoting awareness, questioning decisions and processes appropriately and advocating for change. Through involvement in service learning opportunities and leadership roles, students can demonstrate responsibility and respect for one another, the campus and the surrounding environment.

STATEMENT OF DIVERSITY

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

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

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

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

RESIDENCE HALL ASSOCIATION (RHA)

Salem State's Residence Hall Association (RHA) is an organization of students living in its residence halls. RHA serves as a forum to improve communication between students, staff, faculty, and administration, coordinates campus-wide programming efforts and develops comprehensive leadership development opportunities for residence hall students. As the representative organization for students residing on campus, RHA tackles issues related to the safety, security and well-being of resident students, and is the umbrella organization for each residence hall's community council and National Residence Hall Honorary (NRHH).

Our Residence Hall Association is affiliated with the National Association of College and University Residence Halls, Inc. (NACURH). NACURH is the largest student-run organization in the nation, comprised of RHA groups from campuses all around the country. Salem State's RHA sends representatives to regional and national conferences throughout the year, and is an active member of the NACURH organization. These conferences bring together resident student representatives from all over the country, providing a great forum for exchanging ideas, attending educational programming sessions, showing school pride, and having fun! **For more information on NACURH, please go to www.nacurh.org.**

Every resident student is a member of RHA, and is encouraged to attend the RHA weekly meetings to voice concerns, bring up issues or ask questions. RHA meets every Wednesday night at 5 pm in Atlantic Hall's seminar room. **For more information, visit the RHA website (http://www.salemstate.edu/student_life/9518.php) or visit Salem State RHA on Facebook.** You may also email RHA at rha@salemstate.edu.

In addition to numerous regional awards, Salem State's RHA has achieved national recognition over the last several years as a model of organizational development (1999 Building Block RHA Award, and 2006 NRHH Building Block Award), for exceptional program design and implementation (2000 Program of the Year runner-up for our Yellow Ribbon Project), and for outstanding leadership training (2002 student award for leadership training). More recently, our RHA was named National School of the Year in June 2006, by NACURH, beating out schools such as the University of Florida and the University of Texas. In March 2007, it coordinated efforts to help win NEACURH's Commitment to Diversity Award.

Some of RHA's major events include:

- First Day Carnival
- National Day of Service
- Leadership Training Conferences
- Haunted Happenings
- City of Salem Halloween Parade
- Snowdown

GET INVOLVED!

Find out what the excitement is all about! Become an active part of the Residence Hall Association at Salem State University!

Your college experience is what you make it, so make it great! There are so many opportunities for you to get involved, meet new people, gain valuable leadership skills, and make a difference in your community. Residence Life provides you with some of these opportunities right at your doorstep! Take advantage of them and get involved—we guarantee you an amazing experience!

COMMUNITY COUNCILS

Looking for a great leadership role? Want to help plan events and activities for your community? Interested in meeting some new people? If so, then Community Council is probably for you! As the programming and governmental organization for the residence halls, Community Council makes a huge difference in the quality of life for all students at Salem State. Each year, students in each residence hall elect an executive board to represent them, develop activities and programs for the community and address policy concerns with the administration.

Each Community Council sends representatives to the weekly Residence Hall Association meetings, where they may voice student concerns, and where they also obtain valuable information to bring back to the residence halls. Consider getting involved with your residence hall's Community Council, and make your—and your fellow students'—voices heard!

INTERESTED IN RUNNING FOR A POSITION?

If you're interested in running for a position within your Community Council, posters, flyers and announcements will be made in each respective residence hall/complex during the first few weeks of each semester!

Run for one of the following positions on your residence hall's Community Council: president, vice president, secretary, treasurer, RHA representative, public relations officer, or floor/entryway representative

OMEGA ZETA EPSILON: NATIONAL RESIDENCE HALL HONORARY

RHA also includes Omega Zeta Epsilon, Salem State's chapter of the National Residence Hall Honorary. Omega Zeta Epsilon recognizes the top one percent of residence hall student leaders nationwide, and coordinates community service projects and campus recognition activities. Resident students can apply for membership each semester. For more info, email NRHH at nrhh@salemstate.edu.

RESIDENCE LIFE STAFF

In addition to the many opportunities available through the Residence Hall Association, the Student Government Association and over 70 campus clubs and organizations, residential students may also join the Residence Life team, and help us make a difference in new and exciting ways. Some of the positions include resident assistants, academic mentors, desk receptionists, mail assistants & office assistants. Working with the staff is a great way to meet new people, develop your résumé and earn money at the same time!

DESK RECEPTIONISTS

Desk receptionists (DRs) manage the 24-hour front desks of the Peabody, Bowditch, Marsh and Atlantic residence halls and a limited desk in Bates Complex. They are also responsible for ensuring security, answering questions and concerns that residents may have, supporting the resident assistant staff, signing guests and vendors in and out of the buildings, making announcements, and coordinating the delivery of messages and deliveries to students.

ACADEMIC MENTORS

Academic mentors (AMs) are undergraduate students who excel academically, and assist students in the First Year Experience Program at Peabody and Bowditch Halls make the transition to college, and learn the skills necessary to succeed in the classroom. These students are also located in Marsh hall to help continue the academic development outside the classroom for our sophomore students. AMs coordinate academic success programs, help students connect with faculty, advisors and campus support services, answer academic questions, and facilitate study groups.

RESIDENT ASSISTANTS

Resident assistants (RAs) are upper-class undergraduate students specially trained to help develop community, provide resources and referrals and assist with conflict resolution and crisis management in the residence halls. Resident assistants serve as leaders within the community, developing programs and activities, and managing many of the residence hall administrative functions.

We encourage you to approach your RA with any concerns or questions you may have. We also encourage you to suggest ideas for programs and activities in your residence hall. Salem State's resident assistants are a highly skilled, enthusiastic and knowledgeable group of leaders who are more than willing to help residential students find their way to class, mediate a roommate conflict or spend a of couple hours in the lounge making cookies.

Employers identify leadership skills as among the top five skills they look for in job candidates. Becoming a resident assistant is an excellent way to develop your potential while making a difference in the residential community! Employers are consistently impressed with candidates who have served as RAs during their undergraduate experience. For more information about finding YOUR potential, speak with your hall's resident assistant or resident director.

SUMMER STAFF

Becoming a summer staff member is yet another way to gain valuable skills and experiences. These positions allow you to stay on campus for the summer, and work while taking classes. Summer staff assist in managing the 24-hour desks , coordinate check-in and check-out for summer conference groups, answer general questions, distribute linens, and respond to emergencies. They also assist with managing the staff office, organize mail, coordinate programs for summer residents, and respond to emergencies.

SUMMER HOUSING

Taking classes at Salem State this summer? Doing an internship in the area? Can't find an affordable place to stay? Why not spend the summer on campus, where you'll have access to free cable, internet and local phone service, while enjoying easy campus access? All rooms furnished with standard university furniture.

Summer housing applications will be available on the Office of Residence Life website. Space is limited, so stop by the Residence Life or Financial Services offices early to pick up your summer housing application!

VOLUNTEER OPPORTUNITIES

HALL RAISERS

Hall raisers are student volunteers who move back into the residence halls prior to new student move-in to assist with check-in and first day/Welcome Week activities. Becoming a hall raiser is a great opportunity to become more familiar with residence life, meet incoming students and help new students and their families become acclimated to Salem State! Hall raisers may move in early free of charge, and receive complimentary meals and t-shirts as thanks for their help.

JUDICIAL BOARD

Student J-Board members complete specialized training on conducting hearings and interpreting the Student Conduct Code to prepare them to hear cases of alleged student misconduct. Students wishing to apply for membership on the Judicial Board must be in good academic and judicial standing with the university. For more information, contact Cassie Kao, Coordinator Student Conduct and Mediation Programs at ckao@salemstate.edu or by calling 978.542.6401.

In addition to living with a roommate, your college experience will include living in a much larger residential community. Each such community has established guidelines to encourage respect for the people with whom you live, and for the space you all share.

Your residential area is a place where you can:

- Study and sleep comfortably
- Live free from violence, harassment and disrespect

- Learn how to live in a community with other students
- Increase your personal growth and development

The most important word to remember on campus is RESPECT. Give everyone the same level of respect you wish to receive yourself. Treat property with respect as well. Learn to distinguish acceptable behavior from unacceptable behavior. Invite friends to come and visit, but make sure they treat your home and the people who share it with you with the same respect you do.

Residents are expected to be positive, contributing members of their residential areas, and should not engage in behavior that disrupts or disturbs their community. This is your home for at least the next year: take pride in it, have fun in it and make good friends and lasting memories. Participate in floor meetings and programs, voice your concerns and take the initiative to address individuals who are contributing negatively to your community.

THAT D-WORD!

So, why do we call them residence halls instead of dorms? At Salem State, we believe that the residential communities are more than just “places to sleep” (the definition of dormitory).

Residence halls are places where community develops, friendships begin and social and educational activities bring people together. It may seem like a small distinction at first, but when you think about it, your residence hall is where you will live for the next year, and where you will make the memories that will last a lifetime. So don't just sleep here; get involved, meet some people and enjoy the experience! The next time you hear someone say they live in a dorm, remind them of all the benefits of living in the residence halls, and encourage them to refer to it as a residence hall!!

Depending on where you live, you will have one, two, or three roommates. You may also share an apartment with five other students. Living with other people—whether strangers or best friends—can be both an opportunity and a challenge. For many, college may be the first time they have ever had to share a room. It can take some time and energy to adjust, but if you follow the guidelines below, you should adjust smoothly.

EVERY RESIDENT AT SALEM STATE IS ENTITLED TO:

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

ROOMMATE AND APARTMENT AGREEMENTS

In order to avoid conflict, it is extremely important that you and your roommate(s) or apartment-mates work with your RA to complete a roommate or apartment agreement. These agreements are an opportunity to talk about how you will share your space and belongings, and how you will deal with issues when they come up. It is important to understand that even after agreeing on certain things, disagreements can and will occur. We encourage you to talk things over with your roommate(s) before tensions escalate. There will be times when compromise is necessary and good communication is the key to resolution. Your resident assistant and resident director will be happy to help you with advice.

Please note that because of space availability, it is often challenging—and sometimes impossible—to grant room changes. Therefore, Residence Life fully expects residents to work together to remedy a roommate conflict before a room change request is made.

COMMUNITY AGREEMENTS

After completing roommate and apartment-mate agreements, all resident students participate in the community agreement process.

After classes begin, your RA will provide you with materials to help you begin thinking about what it means to live as a part of a floor/entryway community. What sort of expectations do you have of your neighbors? How will you keep your floor/entryway clean and damage free? How will you address issues such as noise and cleanliness? This is a great opportunity for you and your fellow students to begin setting the tone for your community, and establishing a set of guidelines for everyone to follow.

Watch for more details regarding the time and location of your community agreement meeting at the end of September!

Residence Life offers a number of options for students interested in a unique on-campus living experience. If you are interested in any of the housing choices outlined below, please contact either your resident director or Daymyen Layne, the assistant director of residence life, housing operations, at 978.542.6416.

FIRST YEAR EXPERIENCE (FYE) PROGRAM

The First Year Experience program on North Campus combines with an expanded “First Day” program at the beginning of the fall semester to help students adjust to the Salem State community. Throughout the year, it offers an expanded array of programs and activities, and places an emphasis on academic success through increased staffing, the addition of academic mentors in Peabody and Bowditch and opportunities to connect with students, faculty, and staff at various levels of the university.

SUBSTANCE-FREE HOUSING/21+ HOUSING

All residential areas on campus are substance free, with the exception of Bates Complex. Salem State's alcohol policy, outlined later in the guide, is strictly enforced across campus. All residential areas, including apartments and common areas are smoke free.

GENDER NEUTRAL HOUSING

Students who identify as transgender, or who are in the process of exploring and discovering their gender identity, may select the gender neutral housing option, which allows them to live in an area of each apartment not designated for a single gender.

TRANSFER COMMUNITY

Salem State University is home to the transfer community, and offers special programs and initiatives that help transfer students become acclimated to the Salem community all across campus.

SCHOLARS IN RESIDENCE

Students who have a cumulative grade-point average of 3.3 or higher—or who are members of the Commonwealth Honors Program with a cumulative grade-point average of 3.0 or higher—are eligible to participate in the Scholars-in-Residence (SIR) Program located at Central Campus. The SIR community fosters and supports academic excellence provides participants with an opportunity to take part in academic programming and lets students develop a sense of community among academically advanced students that extends beyond the classroom.

The coordinator of the honors program selects the scholars in residence, and works closely with the resident assistant to plan programs, and deal with issues related to housing.

The following outlines Residence Life policies by which students are expected to abide while living in the residence halls.

As a resident, you are also expected to abide by the Student Conduct Code you were given when you checked into your residence hall. Failure to abide by any of these policies will result in a judicial referral. Based on the severity of the situation, residents will either meet with the area's resident director, another member of the Residence Life professional staff or the assistant dean of Student Life. You are responsible for any behavior that occurs within your room, and should talk with your roommate about staying in compliance with both Residence Life and university policies.

THE JUDICIAL SYSTEM

All resident students should review and be familiar with the Student Conduct Code. Please direct any questions regarding policies outlined in this guide—or the Student Conduct Code—to a resident assistant, assistant resident director, resident director, Office of Residence Life or Student Life.

PLEASE NOTE:

Filing a complaint with University Police does not automatically ensure that judicial action will be taken. You may choose one of several options should you find yourself in a situation where you wish to file a judicial or criminal complaint against another member or non-member of the campus community. These four options are as follows:

UNIVERSITY JUDICIAL CHARGES

Students may choose to proceed with an on-campus complaint against another student through the university judicial system. Resident students may file a complaint with a Residence Life staff member or with the assistant director of Student Life. Staff will investigate the complaint and, if appropriate, the university will levy charges against the one incurring the infraction on behalf of the complaint, and process the complaint through the university judicial system. If the incident goes to a hearing, the student bringing charges must appear and testify. **Complaints filed through the university judicial system are not forwarded automatically to University Police.**

CRIMINAL CHARGES

Students may file a criminal complaint against a student or non-student with University Police (located on Central Campus). If, following an investigation, University Police feel the complaint is justified, they will help the student bring the matter to the district court. The accused individual will either be arrested or summoned to court to address the charges. The student filing charges may be called to testify if the matter goes to trial. Filing a complaint does not guarantee that criminal charges will be pursued.

Please be advised that in many circumstances, University Police may not share information with Judicial Affairs because of privacy laws. If a student wishes to use the information provided to University Police as part of the university's judicial process, they may request a copy of the report and hand deliver it to the assistant director of Student Life.

NOTE: Students may also pursue civil charges through an attorney.

PROTECTIVE ORDER/RESTRAINING ORDER

If a student believes him or herself intimidated, threatened or harassed by a student or non-student, they can seek a **protective order** from the district court with the assistance of University Police or through a representative of Help for Abused Women and Children (HAWC). A **restraining order** (a 209-A) is a court-issued order that notifies the individual accused of harassment, threats or intimidation to stay away from their accuser. The order also informs the accused that criminal charges will be filed if the restraining order is violated. Because several criteria must be met to receive a restraining order, and because each case is different and must be examined on its individual merits and facts, students considering obtaining one should speak to a University Police officer before proceeding. Students may also seek assistance through their attorneys.

NON ACTION/OTHER OPTIONS

Students who choose not to file an official complaint against someone do, however, have other options. They should document the incident by reporting it to University Police, the residence hall staff or the assistant director of Student Life as soon as possible after it occurs. Although a student may later change their mind about filing a complaint, having complete and accurate documentation is still important. The university may also be able to resolve the situation through mediation (a discussion between individuals, mediated by a third party), or by meeting with a student for a counseling or education intervention.

A student's rights under local, state and federal law are neither abridged nor extended by their status as a student at Salem State. However, as members of the academic community, students are expected to fulfill the behavioral responsibilities that accompany their membership, and that are necessitated by the university's pursuit of its stated goals. **Students are expected to conduct themselves consistent with the educational purposes of the institution, and not interfere with the functions of the university as it seeks to fulfill its purpose. Individual and group behavior that prevents members of the community, including students, faculty and administrators, from carrying out their respective educational tasks and duties is unacceptable.**

UNIVERSITY AND OFFICE OF RESIDENCE LIFE POLICY

ALCOHOL

Per state law and university policy, students who are under 21 are not allowed to possess, consume or be in the presence of alcohol at any time, in any of the residence halls.

Bowditch, Peabody, Atlantic, and Marsh Halls are all dry buildings. This means that regardless of age, residents are not allowed to have any alcohol or alcohol containers (either decorative or containing alcohol) or paraphernalia (bottles, cans, funnels, keg taps, and so on) in these areas. Staff members reserve the right to prevent residents and guests from entering any of the aforementioned buildings if they appear intoxicated, and may contact University Police for an assessment if they are concerned about a student or guest's safety.

Residents in Bates Complex who are 21 or older must comply with state law and university /Residence Life policies regarding the consumption of alcohol. If everyone in the apartment is 21 years of age or older they are permitted to have alcohol in their area/apartment. Residents are not permitted to serve alcohol to minors, and will face judicial and/or legal action. Students under the age of 21 are not permitted to be in the presence of alcohol. If a student under the age of 21 enters a space where alcohol would normally be permitted, that space then becomes a "dry" space and all parties present would face judicial action.

PLEASE BE AWARE OF THE FOLLOWING:

- The consumption and/or possession of alcoholic beverages are prohibited in campus buildings, grounds, and parking lots except under licensed conditions. In the Bates Complex, reasonable amounts of alcohol are allowed in designated apartments for individuals who are 21 years or older. However, large quantities of alcohol are not allowed which includes, but is not limited to, kegs, party balls, multiple packs of beer, bottles of wine and/or liquor.
- Alcoholic beverages may be brought into and consumed only in apartments in Bates by legal age residents. The door must be closed and everyone in the apartment must be 21 or over. Fire safety laws require that no more than 20 people, including the host(s) and the residents of an apartment, may be present in the space at one time.

- Open containers (cans, bottles, cups, and so on) of alcohol are forbidden in public and common areas, including hallways, stairwells, parking lots, courtyards, and sidewalk areas around the building.
- Students who appear drunk in public, or who disturb the peace anywhere while intoxicated, violate state law and University policy, and are subject to judicial and legal action. Residence Life staff may contact University Police for an assessment of any students who appear to be intoxicated.
- Commercial deliveries of alcoholic beverages to campus are not allowed, and the offering of alcoholic beverages as prizes is forbidden.
- Students found in violation of the alcohol policy through the report of a sexual assault, or a psychological or medical emergency, will not be automatically subject to the minimum sanction. Such sensitive situations will be handled on a case-by-case basis.

Residents who have questions, or who are concerned about their own alcohol use or that of others, may speak confidentially with an RA or RD/ARD, or a member of Counseling and Health Services at extension 6413. Residents are also encouraged to contact Karen Hruska, Alcohol and Drug Education, Prevention and Training (ADEPT) coordinator, at extension 6418.

MINIMUM SANCTIONS FOR ALCOHOL VIOLATIONS BY RESIDENT STUDENTS

FIRST OFFENSE Residential review
 Referral to ADEPT program
 Complete an educational program or project
 Parental notification for students under the legal drinking age

SECOND OFFENSE Suspension from the residential areas for one year
 Disciplinary probation
 Referral to ADEPT program
 Parental notification for students under the legal drinking age

THIRD OFFENSE Suspension from the university

APPLIANCES AND ELECTRONICS

Because many appliances are considered fire hazards, and the use of too many appliances at one time may overload a building's electrical capacity, the following appliances are not permitted in any of the residence halls:

Electrical extension cords
 Halogen lamps
 Deep fryers

Air conditioners
 Hot plate's
 Televisions larger than 40"

Hot pots without auto on/off switches
 Water coolers
 "Medusa lamps" (with multiple plastic shades)

The following items are not permitted in Peabody, Bowditch, or Marsh Halls, but are allowed in Bates and Atlantic Hall as long as they remain in the kitchen area:

Toaster ovens and toasters

Sandwich maker's

Waffle irons and griddles

Coffee makers and irons with automatic shut-off switches are allowed in all residential areas.

Microwaves are allowed on campus if the microwave is under 700 watts/10 amps. If a refrigerator is in the room, it must also be plugged into the amperage overload protector with the microwave. Ask your RA or RD how to purchase the protector.

Individual refrigerators must have a capacity of less than four cubic feet. **Micro-fridge units** may be rented by calling 1-800-637-7567. At the end of the year, all residents are responsible for cleaning the units, and returning them per posted information. Residents may be billed for failing to return a unit, or for not following the proper cleaning and return procedures.

Stereo speakers should be of a reasonable size; sub-woofers and amplifiers are strongly discouraged. If a resident does use these items, they may be asked to lower the volume if it disturbs other residents, or the noise level is deemed inappropriate.

CANDLES AND INCENSE

Candles and incense are strictly prohibited from the residence halls, as they pose a significant fire risk. Residents are not allowed to possess any candles, including those of a decorative nature. This also includes candles that have not been burned. **Possession of candles and incense on campus could result in suspension from the residence halls (held in abeyance) or loss of housing!**

Residents found in violation will be directed to correct the violation and remove the item immediately. Residence Life will hold illegal items for residents for a maximum of two (2) weeks, and then dispose of them if residents do not remove them from the building. Repeat violations will result in administrative or judicial action.

DRUGS

State criminal laws on the possession, distribution and illicit use of prescription drugs and drug paraphernalia are in effect on Salem State property. This includes the Horace Mann elementary school on North Campus, the preschool on South Campus and one adjacent to Central Campus. Students violating state law, and university regulations, face serious judicial and legal action. **No one may possess, use, sell, distribute, or manufacture illegal drugs or drug paraphernalia on university property.** This policy also applies to any legal drugs for which the possessor does not have a legal prescription.

ATTENTION ALL RESIDENTS

Per Chapter 94C, Section 32J (controlled substances violation in, on or near school property) of the General Laws of Massachusetts:

Any individual who engages in the unlawful manufacture, distribution, dispensing, or possession of a controlled substance (drugs) . . . while in, on or within **one thousand feet of the real property comprising a public or private accredited preschool, accredited Head-start facility, elementary, vocational, or secondary school, whether or not in session, or within one hundred feet of a public park or playground** shall be punished by a term of imprisonment in the state prison for not less than two-and-one-half nor more than fifteen years, or by imprisonment in a jail or house of correction for

not less than two, nor more than two-and-one-half years. No sentence imposed under the provisions of this section shall be for less than a mandatory minimum term of imprisonment of two years.

A fine of not less than one thousand nor more than ten thousand dollars may be imposed, but not in lieu of the mandatory minimum two-year term of imprisonment as established herein.

Lack of knowledge of school boundaries shall not be a defense for any person who violates the provisions of this section. See www.state.ma.us/legis/laws/mgl/gl-94C-toc.htm for further details

ENTERING YOUR ROOM

The university respects residents' privacy. It is also responsible, however, for providing safe and secure facilities at a reasonable cost. Therefore, Residence Life staff members reserve the right to enter resident rooms at any time **in a health or safety emergency**. Staff may also enter rooms to conduct health and safety inspections. For any non-emergency entry, staff will notify residents 24 hours in advance of their intent to enter a room or apartment by posting signs on floors or in entryways.

If the university has reason to believe a student is violating regulations, it can authorize a room search. The university, University Police and Salem Police officers may seek a search warrant at any time if there is probable cause that a crime has been committed.

FIRE SAFETY

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

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without auto shut-off, hot pots and hotplates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- Popcorn poppers, toasters and toaster ovens and similar heating devices outside of the kitchen areas at Bates and Atlantic residence halls
- Stairwell- and exit doors propped open
- Bicycles in hallways, lounges or blocking the doorways of rooms, apartments, and stairwells

- Tapestries and similar hangings covering a door or significant portion of the wall or any lights and lamps, or hung from the ceiling
- Electrical devices and appliances such as: halogen lamps, lanterns, and sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents
- Motorcycles, mopeds and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of doorways, or one's ability to move
- Disconnected or altered smoke detectors

SMOKING

Salem State University is tobacco-free. The health and safety of students, employees and visitors is a top priority for Salem State University. To promote a safe and healthful work environment, Salem State has adopted new standards to encourage smokers to reduce or eliminate their use of tobacco, and to protect non-smokers from exposure to tobacco smoke. **There is no smoking allowed on University property. (Including electronic cigarettes)**

FIRE EQUIPMENT

Anyone who tampers with fire equipment, smoke detectors or the sprinkler system, or who sets a fire, sets off fire alarms or fireworks or makes bomb threats will be suspended from the residential areas **immediately**, pending the outcome of a hearing. They may face both legal and judicial action by the university, including loss of housing.

FURNITURE

The only furniture allowed in a room or apartment is the furniture provided by the university. Altering furniture (such as removing closet doors or bed frame legs), stacking furniture, placing a mattress directly on the floor, moving furniture off the floor, or blocking entrances is strictly prohibited. In addition, lounge furniture **may not** be removed from the lounges or common areas, as these items are intended for everyone's use. A \$50 removal fine will be levied on **all** occupants of a room each time a piece of lounge furniture is found in the room or apartment. Room furniture may **never** be removed. Should a roommate move out, his or her university-issued furniture must remain in the room. Students will be charged for any furniture that is lost, missing, damaged, or needs to be reassembled.

The following items are considered furniture, and are **prohibited** from rooms and apartments:

Hard plastic shelves and drawers
Inflatable and bean bag chairs
Bookshelves

Trunks
Waterbeds

Concrete blocks and bricks
Futons and couches

GUESTS AND VISITATION

Students are responsible for the behavior of their guests while they are on campus. If a guest violates state law or university policy, the host student may be subject to civil, criminal or judicial action. Students should never sign someone they don't know into a building. A person is considered a guest if they do not live in the host's room. Only those guests who do not live in a host's building must be signed in.

THE GUEST POLICY IS AS FOLLOWS:

- Each resident may have no more than two guests at one time
- Guests must be signed in at the front desk upon entering the building. The only exceptions are family members visiting for less than 10 to 15 minutes. **In these situations, they must still be accompanied by the resident, and must sign the Family Log.** At Bates Complex, where there is no front desk, students are responsible for keeping track of their guests.
- Guests under the age of 16, without an ID, must present a letter from a parent or guardian that indicates they are allowed to visit.

- Guests must provide a valid picture ID (license, state ID card or school ID). This will be held at the front desk until the guest leaves the hall. **Paper or temporary non-picture IDs are not valid forms of identification.**
- Residents must escort their guest **at all times**.
- If a guest wishes to use the bed or room of another resident, they must get permission from the resident in advance. **If the resident's roommate objects to having a guest in his or her room or apartment, the guest may not stay.**

In all residential areas, guests are only allowed to stay overnight for a total of:

- Four (4) nights a month
- No more than two consecutive nights on two occasions

Failure to follow the guest policy may result in a student's loss of guest privileges, and the guest being banned from the area. Residence Life reserves the right to limit the number of people in a room or apartment for reasons of safety and behavior.

BAG INSPECTION

Residence Life staff reserve the right to inspect all bags and containers brought into the residence halls. Residents are expected to comply with staff requests to open bags, suitcases and boxes. Students who fail to comply will not be allowed to enter the building.

KEYS AND SWIPE CARDS

The keys and swipe cards issued to each resident are the responsibility of that student. Students should not share their keys or swipe cards, give them to another individual or duplicate them. Lost keys and swipe cards should be reported to a resident director immediately.

NOISE: COURTESY AND QUIET HOURS

Students are expected to abide by prescribed quiet hours in the residential areas, and should ensure that no sounds from their rooms or apartments can be heard by students in other areas. Quiet hours are:

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

Please note that during final exam periods, quiet hours are in effect 24 hours.

Courtesy hours are in effect 24 hours a day. Residents are expected to comply with other student or staff requests to lower noise levels when requested **at any point during the day**. Residents should use good judgment, and be considerate of neighbors, including the people living above and below them. **The city of Salem noise ordinance** is in effect daily from 11 pm – 7 am, and applies to music heard both in and outside of buildings. University Police officers must enforce the ordinance, and may fine students up to \$200 for violations. This includes equipment that amplifies music, and musical instruments.

DISRUPTIVE BEHAVIOR

Students may not engage in behavior that disturbs or disrupts life in the residential areas, including hall sports, rollerblading, riding bikes or carts, bouncing or throwing balls in the building, or otherwise participating in water fights or other activities that produce excessive or unnecessary noise, or could harm an individual or the physical aspects of the building(s).

WEAPONS

Students may not possess weapons in the residence halls, and are prohibited from using toy guns or weapons.

PETS

Pets are not permitted within the residence halls, with the only exception is for fish that are kept in an aquarium (not larger than 10 gallons). Service and Assistance animals are permitted with proper documentation.

SERVICE ANIMALS AND ASSISTANCE ANIMALS WITHIN RESIDENCE HALLS

I. Service Animals

A “service animal” is limited to including dogs and in limited circumstances miniature horses, that are individually trained to perform tasks to assist individuals with disabilities. To bring a “service animal” with you into housing please contact the Office of Disability Services to ensure the proper accommodations can be prepared.

II. Assistance Animals

An “assistance animal” could be any type of animal that assists, supports or provides service to individuals with disabilities. A student who is requesting to bring an “assistance animal” into University housing, needs to provide the following information to the Office of Disability Services and the following criteria need to be met and will be verified:

- 1) The student has a (documented) disability;
- 2) The student requires the assistance animal as a reasonable accommodation to afford equal opportunity to use and enjoy university housing; and
- 3) The student requesting the assistance animal must demonstrate a nexus between his/her disability and the function provided by the animal.

Students with “assistance animals will be responsible for the care and handling of the animal, and any damages the animal may cause. The University may request the removal of the “assistance animal” from housing if:

- 1) The student does not demonstrate responsibility for the care and handling of the animal; or
- 2) The assistance animal is a direct threat to others; or
- 3) The assistance animal causes substantial physical damages to the property of others; or
- 4) The assistance animal poses an undue financial and administrative burden; or
- 5) The presence of the assistance animal fundamentally alters the nature of the services, programs, or activities provided by the school.

SOLICITATION

Individuals must have permission from both the director of the Campus Center and the resident director of an individual residential area to sell or solicit outside or inside a building. Students who see an individual selling something, or soliciting within or outside the residential areas should contact a resident director, assistant resident director, resident assistant or front desk staff member immediately. Individuals soliciting within a residential area will be asked to leave, or will be escorted off campus by University Police. Anyone wishing to post materials in a residence hall must obtain permission from the individual resident director or have their materials distributed through the Residence Life office.

TRESPASSING IN CONSTRUCTION ZONES

Students are prohibited from entering any construction zone in or around the residence halls, and tampering with equipment or signage in construction areas, as both are dangerous and jeopardize both student safety, and the safety of others.

COMMUNITY BEHAVIOR

Students are expected to demonstrate respect for one another, as well as the community in which they live. Students and their guests are expected to respect the privacy of individuals in the Bowditch, Peabody, and Marsh Hall community bathrooms, as well as in the apartments in Atlantic Hall and Bates Complex. Students may be asked to remove offensive images, materials or language from doors, windows and other public areas. Those who violate the privacy of other members of the community may be subject to the immediate termination of their housing license. Students will also be held responsible for their guests' actions.

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

TRASH AND RECYCLING

Residents of Peabody and Bowditch halls may put small bags of trash in the trash chutes. Cardboard, newspaper, hangers, glass, boxes, and large items should be taken to the dumpster. Excessive trash left in hallways, lounges or stairwells will result in charges to those on your floor or in your entryway. Bates residents must bring trash to the dumpsters. Residents in Marsh and Atlantic Halls must put trash in bins within designated trash rooms. **All rooms/apartments are provided recycling bins to utilize in collecting recyclable materials, and should empty these bins into the larger bins located on each floor or in each entryway. Putting garbage in recycling bins could result in damage charges to your community.**

THE MAINTAINERS

Each residential area on campus is staffed by a group of dedicated and committed maintainers. These individuals spend significant amounts of time cleaning the common areas (stairwells, lounges, bathrooms, etc.), and ensuring that the buildings are comfortable places for residents to live in. Get to know the maintainers in your area, and assist them by

properly disposing of your trash, picking up after yourself, and encouraging your fellow community members to respect the residence halls.

DAMAGES AND REPAIRS

All outstanding bills, including those for damages*, must be taken care of before you will be allowed to pay your housing deposit, participate in room selection or register for classes.

*Damage bills are sent out twice a year, and must be paid to the bursar within thirty days.

ROOM OR APARTMENT CONDITION REPORT

When you check into your residential area, you will be issued a room/apartment condition report prepared by a Residence Life staff member. This document is an official record of the condition of your room or apartment when you moved in, and will be used when you check out to determine assessments to you or your room-mates for damages or missing items. You have one week from the time you check in to review your report, and verify that all items in your room or apartment are as indicated on the report. If you feel there are corrections or adjustments needed, bring your pink copy with you, and speak with an RA or your A/RD. Please make certain that any subsequent corrections are noted on the original room/apartment condition report. **Failure to properly double check your room/apartment condition report and file corrections within one week of check-in may mean that you will be charged for damages at the end of the year even if you did not cause them.**

REPAIR REQUESTS

Facilities currently use a work order system called school dude. When something in your room or apartment needs repair please go to www.myschoolbuilding.com. The first time you use the system you will need to add the organization account number 650642204. Once an account has been set up you can then place a work order. If it's an emergency please report it to your RD/ARD or front desk staff. By making this request, you give Residence Life staff **permission to enter your room or apartment to make repairs**, even if you aren't present.

- Residence Life is not responsible for repairing or addressing concerns with the following areas, please contact these service providers directly.
- Cable: For concerns with Comcast cable, call 1.888.815.0050
- Phone, voicemail or internet/wireless service: Call extension 2036

COMMON AREA DAMAGE POLICY

A \$50 damage deposit is assessed to every resident student's account at the beginning of the academic year. Any damages that occur in common areas of the residential facilities (hallways, lounges, bathrooms, stairwells, and so on) during the course of the year will be reviewed and— subject to a determination by the resident director—charged to the residents of that particular area. Residents may come forward to take responsibility for common area damages, or report

what they have witnessed. If, after an investigation by your RD, an individual is found responsible, that individual—and not the community—will cover the entire cost of repair. If there is not sufficient evidence linking an individual to the damage, however, the entire community will share the cost of repairs. At the end of the year, residents who have incurred damages will be charged for any costs over and above their \$50 deposit. The accounts of those who have caused no damage will be credited for any amount not used.

Common area damages are not applicable.

To appeal a room or **apartment damage charge**, residents must submit a letter of appeal to Daymyen Layne, assistant director of residence life, housing operations, by the deadline specified in the damage description letter.

COST TO REPAIR DAMAGES

To view a summary of typical costs associated with repairing or cleaning the residential areas, or replacing lost keys, please go to http://www.salemstate.edu/student_life/265.php, and click on “policies.”

This list is updated on a regular basis, as costs are subject to change based on individual service providers, time of repair (extra charges for after hours) and the exact nature of the problem. For specific charges, look for common area damage posters in your area, or see your resident director.

SAFETY AND SECURITY

Residence Life is committed to ensuring the safety and well-being of all resident students, and employs twenty-four-hour front desks, locked entryway doors and alarm systems to maintain that security. Residence Life also asks that students take responsibility for their own and others' safety and security within university living spaces. Below are just a few tips to help you:

- Keep your doors locked at all times, even when you are inside your room or apartment. **Never** leave your door unlocked when your room or apartment is unoccupied, even if you leave for only a short period of time.
- Carry your keys, swipe card, and ID with you at all times.
- **Never** prop open entryway, stairwell or fire exit doors, or exit through emergency doors, as both allow non-residents to slip into the building after you leave.
- Ask University Police to engrave valuable items such as stereos, televisions, VCRs, and DVD players for you. The service is free, and might help you identify stolen items in the future.
- Never attempt to free yourself or someone else from a malfunctioning elevator. If you are in an elevator that suddenly stops, stay calm and press the emergency button. Should you find someone stuck in the elevator, contact the front desk immediately. Talk calmly with the person in the elevator until a staff member arrives. It is extremely important to follow elevator guidelines for the maximum number of occupants, as posted by the staff.
- Keep valuables and money out of sight, even in your room. Take important belongings home with you over breaks.
- Immediately report any unescorted guests and suspicious people or activities to the Residence Life staff or to University Police.
- Do not sign people you do not know into the building. At the Bates Complex, do not buzz people into the entryway unless they are coming to see you.

PROTECTING YOUR PROPERTY

The university is not responsible for damage to or theft of your personal belongings, so you may wish to protect your valuables through your family's homeowners insurance, policy, or by purchasing renter's insurance.

You may also protect your property with university -recommended theft and fire insurance from HF&C by contacting them through www.haylor.com/student, or by calling their toll-free number (888-535-0456).

FIRE SAFETY

The risk of fire in a residential area is a reality. **Candles, incense, and unattended items on a stove have caused fires at Salem State in the past.** Fortunately, no one was injured. We need only look to fires in a residence hall at Seton Hall University, in which three students died, and at the University of Texas, in which one student died, to remind us that we need to pay attention to fire regulations. Not only do fires impact residents' personal safety, they also destroy belongings. The university does not bear responsibility for possessions destroyed for **any reason**. Residents are therefore encouraged to obtain personal property insurance, either through their family's homeowner's insurance, a rental insurance provider or through HF&C Insurance (see contact information above).

Salem State holds fire drills periodically throughout the year. As soon as you hear the alarm, take your keys, close and lock your door and evacuate via the stairwells. For safety reasons, **NEVER** take an elevator in a fire situation. Do not hide in your room; in the event of an actual fire you could become trapped.

TREAT ALL FIRE ALARMS AS REAL!

As soon as the fire department declares the building is clear, Residence Life staff and University Police officers will check each room to make sure that everyone has left the building. If you do not evacuate the building, or if you fail to cooperate with Residence Life, University Police and fire personnel, you may face judicial action, including suspension from the residential areas.

Because of the risk of fire, Residence Life has strict regulations about what is and what is not allowed on campus. Violation of these regulations will result in judicial action up to, and including, the loss of housing. **Please review the policies section of this guide for more information on allowable and non-allowable items.**

IF YOU SPOT A FIRE:

- Pull the nearest fire alarm
- Inform a resident assistant, resident director or the desk receptionist of the location of the fire
- Exit the building immediately

TO KEEP SAFE IN A FIRE:

- If your door is hot, don't open it. Turn your light on so you can be seen, and open a window to signal for help and get fresh air. Do not jump out of your window.
- If you are able to leave your room safely, wrap a wet towel around your head, shut the window, leave the light on, and close and lock the door behind you.
- If you are not in your room, do not try to go back to your room.
- Always use the stairs. **Never** use an elevator.
- If the hallway is filled with smoke, crawl along the floor to the nearest exit. Use the stairs, and close the exit door from the outside.
- Go to the designated meeting place outside the building. Stay there until you receive further instructions from Residence Life or University Police staff.
- In the event of inclement weather, you will be allowed to wait in the lobby of a nearby residence hall until it is safe to go back into the building.

NOTE: False alarms pulled by residents or guests will result in the loss of guest privileges for the entire community.

HOUSING PROCESSES

LENGTH OF HOUSING

Resident students are guaranteed a room on campus for three years, **as long as they complete the process for housing deposits and room selection correctly**. Students who leave campus housing at any point during the two years (to study abroad, for a leave of absence, a withdrawal from school, and so on), forfeit the housing guarantee upon their return. Students wishing to have campus housing when they return are encouraged to put themselves on the housing waiting list in the bursar's office. Residents receiving housing through the lottery process are allowed to live on campus a maximum of 10 (ten) semesters.

NOTE: Students who move into campus housing mid-year (after February 1) are not guaranteed three years of housing.

NOTE: Students who are studying abroad may participate in the housing process, and in the housing lottery.

THE RESIDENCE LICENSE AGREEMENT

Students are required to read and sign the Residence Life License Agreement as a condition for living on campus. The agreement, which is a binding contract in effect the entire year, contains important information regarding residential students' rights and responsibilities. Students should review it carefully before signing. Students who leave campus housing mid-year are not entitled to a refund, for instance, and will be charged for both fall and spring semester housing.

ROOM CHANGE INFORMATION

During the first two weeks of school (until September 18, 2013), Residence Life imposes a room **freeze**. During this time, no room changes will be processed. After two weeks, students wishing a room change should contact their resident assistant and resident director to discuss their situations. Room changes are granted on a space-available basis, and with the participation and agreement of all students involved. If cleared to move, students must check out of their current

space, return their keys and move into their new room within **48 hours**. Failure to return keys in a timely manner may result in a lock change at students' expense. **Students moving between Peabody or Bowditch and Atlantic, Marsh or Bates are responsible for notifying Chartwells of their change in meal plan.**

Students, who change rooms without the permission of the resident director, and without completing all required paperwork, are in violation of the Residence Life License Agreement and will be directed to return to their original, assigned room immediately. Unapproved room changes may result in judicial action, and the student's license agreement may be canceled, resulting in immediate loss of housing without a refund.

ROOM VACANCIES

Residents with a room vacancy are expected to keep half of the room open and available for another resident to move in. Residence Life will make every effort to provide residents with advance notice of a new roommate. There may, however, be times when it is necessary to move someone into the space immediately. It is expected that drawers, closets and the bed will be empty, and readily available to a new roommate.

HOUSING DEPOSIT INFORMATION

To be eligible to participate in the 2014-2015 room selection process, residents must pay a \$225 housing deposit no earlier than Saturday, January 1, 2014, and **no later** than Saturday, March 1, 2014, at 5 pm.

Payment may be made to the bursar's office in the Administration Building. Housing deposits may also be made on-line. Mailed deposits should be addressed to: Bursar's Office, 352 Lafayette Street, Salem, MA 01970, and must be postmarked no later than Saturday, **March 1, 2014**. Please remember to include your name and ID number on the check.

NOTE: Both of these deadlines are strictly enforced. There will be no exceptions under any circumstances.

We strongly encourage you to pay your deposit early, as this allows you time to resolve any problems that may arise. Students with outstanding balances must clear their accounts before paying their housing deposit. If you are certain your fall 2013 bill is paid in full, you may submit your deposit by mail.

NOTE: There are no extensions for students who wait until the last minute to pay their deposits, only to discover they have a balance they cannot pay immediately.

Paying your housing deposit early lets you avoid most problems. Upon making payment, you will be given a receipt, which must be shown when you sign up for a room during room selection in April. If you mailed your deposit, please go to the bursar's office to pick up your receipt prior to room selection.

HOUSING LOTTERY

On-campus housing for incoming resident students is guaranteed for two years only. Students wishing to remain on campus beyond two years must pay the \$225 housing deposit, which allows them to participate in a housing lottery for available space. Within the first two weeks of March 2014, participating students will be notified if housing is available for them for the 2014-2015 academic year. Those not receiving housing may contact the bursar's office to have their housing

deposit credited to their account. Alternatively, they may ask that their name be transferred to the housing wait list. Students will not be automatically added to the wait list.

As the result of a 1999 Student Government Association recommendation, students with mobility issues are exempt from the housing lottery. Residents granted housing through the lottery process are limited to a maximum of ten semesters on campus, provided they remain enrolled as full-time students. Each resident student, therefore, may only participate in the lottery process for a maximum of three years.

ROOM SELECTION PROCESS

Room selection for 2014-2015 will be held on **Tuesday, April 1, and Wednesday, April 2**. Room selection is only available to those who have paid the \$225 housing deposit, paid their bill in full, have been approved for housing through the lottery process, and who have received an invitation to participate. Residents must bring their IDs and housing deposit receipts (available at the bursar's office). Students wishing to take advantage of the gender neutral housing option must speak with Daymyen Layne, Assistant Director of Residence Life, Housing Operations **prior to April 1**.

Students unable to participate in room selection for any reason should obtain a proxy form and a blank license agreement from their resident director, and have a friend or roommate attend room selection in their places.

Please note: If a friend or roommate goes through the room selection process on your behalf, you will be locked into the room he or she selects for you. Residence Life staff cannot make changes after a room has been chosen. Specific information about the process will be distributed midway through spring semester to eligible students. Please check your mailbox on a regular basis, as all materials will be distributed through the campus mail system. Failure to check your mailbox is not an acceptable excuse for being unaware of room selection dates.

RESIDENTS LEAVING HOUSING

Residents who decide to leave the residential areas must follow the proper steps to check out. The license agreement is a contract for one (1) academic year, and may not be terminated by a student without the written consent of the director of Residence Life. The director will only consider requests for release in cases of economic hardship, as determined by Financial Aid.

To request termination of residential housing:

- Submit a completed request for cancellation form to Residence Life
- If approved, sign the room/apartment condition report with your resident assistant, and turn in your keys
- Contact Chartwells for the status of your food service account

No room refunds will be made to students leaving residence halls without first being released from the license agreement. Space will be held for students who choose to leave, and who turn in their keys, but that space may be in another room of a similar type. Upon notification from individual students, those graduating in December and those not registered for spring semester classes will be released from the spring semester portion of the agreement.

Students withdrawing from the university, taking a leave of absence, studying abroad, student teaching at a distance from the university, and academically or administratively dismissed, will be allowed to cancel their agreement, but must follow the appropriate process. There is no guarantee of space on re-admit for students dismissed for academic or administrative reasons.

Students dismissed from a residence hall for disciplinary reasons are not eligible for a refund. Students who leave campus housing for any reason are not guaranteed housing when they return, and must go through the wait list process. The only exception is for students studying abroad on university -sponsored programs, who may participate in the housing selection process for the upcoming year if their housing deposits are paid by the specified deadline. These students will be entered into the housing lottery; if offered housing, they will select a room through proxy during the room selection dates.

DE-TRIPLING AND ROOM REFUNDS

Any student withdrawing from Salem State during the academic year is entitled to a pro-rated refund on room fees already paid upon submission of a completed request for cancellation form. This must be submitted to Residence Life prior **to the date of withdrawal**, and must be approved.

Student belongings left behind in a room or building will be discarded after Residence Life has made a reasonable effort to contact the student. Residence Life does not store student belongings.

THE WAIT LIST

The bursar's office keeps a housing wait list each semester. Those wishing to be put on the waiting list must first pay \$225 to the bursar. The wait list for spring semester housing begins October 1 of the previous semester. The wait list for fall semester begins February 11 of the previous semester. Students may roll their \$225 over to a new list, or request a refund (provided they have no outstanding balance on their university account). Financial Services will mix up the wait list randomly to determine an order.

YOUR RIGHTS TO YOUR SPACE

The university does not normally use your room or apartment during the academic year. During vacation periods, however, when residence halls are closed, the university reserves the right to use your space for any reason it considers appropriate. Therefore, please remove any valuables, and follow all closing procedures before you leave for a break. Residence Life will make every effort to notify you in advance of anything that would require use of your space. Bear in mind, however, that emergency situations sometimes arise, and notification may not be possible. **If the department has an emergency need, the university reserves the right to consolidate students temporarily.**

THE PHILOSOPHY AND POLICY OF DE-TRIPLING

Most rooms house several students. Students may live in double-, triple-, or quad rooms: the majority of new residents are placed in triples or quad rooms (known as extended housing). The Residence Life license agreement allows the

university to place an additional occupant in doubles or triples on a temporary basis, so long as such an increase conforms to prevailing occupancy and health requirements.

- Per the Massachusetts State College Building Authority (MSCBA), if the university increases the normal occupancy of a room for thirty days, the university will refund each student residing in the room 20 percent of his or her room payment.
- Residence Life will make every attempt to offer students the opportunity to de-triple within their preferred environment (all-female floor, all-male floor, co-ed floor) or residence hall. Space may be limited due to occupancy.
- If, within the 30-day period, the university is able to offer students in the room an opportunity to fill vacancies elsewhere, it is no longer obligated to provide a refund to the students, whether or not the student chooses to move.
- Quad rooms are considered normal occupancy once three people remain in the room.
- Triple rooms are considered normal occupancy once two people remain.
- Residents who choose to remain in extended housing receive no reduction in room rental if Residence Life staff offered them space elsewhere.

NOTE: Failure to check your mailbox, your voicemail, SSU email, or the front desk message board on a regular basis is not an acceptable reason for not returning messages regarding the breakdown of your triple or quad room.

If, after attempts to contact you regarding your space, your resident director does not hear back from you, s/he will go to the next person on the list and you will forfeit your right to the 20-percent refund.

GENERAL INFORMATION

STUDENTS WILL BE “DE-TRIPLED” IN THE FOLLOWING ORDER OR PRIORITY:

- First: Students in “double as triples” who share data or telephone services, and furniture
- Second: Students in triple rooms with limited space
- Third: Students in quads

Note: All residents are expected to check their mail, and empty their mail boxes on a regular basis.

Salem State will deliver important information to you via your mailbox. If you choose not to check your mailbox regularly, you are still responsible for being aware of any information that has been sent to you.

THE DE-TRIPLING PROCESS

By the end of the first week of each semester, the resident director sends each student living in extended housing a letter informing them of the de-tripling process, and an invitation to attend a de-tripling informational meeting. The resident director also sends a letter to students with an available space in their room. This letter informs them that their room must be prepared to receive a new roommate, and ensures that:

- A. Students are prepared for a new roommate, and
- B. Have been properly notified that a room change may occur.

By the end of the semester's second week, the resident director will hold an informational meeting for all students in extended housing to explain the priority of de-tripling, outline the process and answer any questions. Room numbers of students within extended housing are randomly drawn to determine the order in which the de-tripling process will occur. Once the DATs are moved, then room numbers will be drawn for Triples and then Quads. Depending on space availability, students will be first offered the opportunity to de-triple within their preferred living environment (example: students living on a co-ed floor will first be offered the opportunity to de-triple within a co-ed floor environment). If space is not available, students will be offered a space within another living environment (example: students living on a co-ed floor will be offered an available space located on a single-sex floor). Residence Life reserves the right to confirm the student's initial housing request concerning single sex or co-ed living environments.

A room de-tripling and refund letter will be provided to residents of each room being administratively broken down, and must be signed by each resident. A copy is kept on file. The letter will indicate that the available space is being offered as an administrative option for relocation. The room's residents have 48 hours to decide who from the over capacity room will move into the offered space. If no one from the room accepts the offer of a room change within the 48 hours, residents forfeit the move and the 20-percent refund. Their room also moves to the bottom of the priority list for de-tripling.

MAIL

Students receive a mailbox and either the combination or a key upon moving onto campus. Mail is delivered Monday through Friday, and is delivered to your numbered mailbox, not your room. If you receive a package, priority mail, or oversized mail, you will receive a notification slip with further instructions in your mailbox.

When providing your mailing address to family and friends, it should read as follows:

Your Name

**Hall Name and Box # (i.e. Bowditch
225) 1 Loring Avenue
Salem, MA 01970**

WHAT HAPPENS IF I MOVE?

If you move from one space on campus to another, or move from a residence hall to an off-campus location, you must complete a change-of-address card (available at the Salem Post Office). This ensures that your mail is forwarded to your new residence. The Post Office is located at 2 Margin Street in Salem. You should also notify the mailroom in your residence hall, and provide it with your new address.

All express-, priority- and first-class mail (cards and letters) will be forwarded to the address you provide. If you have not left a forwarding address, mail will be marked "return to sender," and given back to the post office. Periodicals, including

magazines and newspapers, will not be forwarded. If you fail to change your address with the publisher, your periodicals will be discarded.

Salem State will cease forwarding mail one year after a resident has moved out of the residence halls. At that point, his or her mail will be marked "return to sender," and sent back to the post office.

COMPUTER AND INTERNET ACCESS

Computers should be plugged into the blue jack in your room. To log on to Navigator for wireless access, visit <http://navigator.salemstate.edu>, and follow the instructions to get connected. **For help with computer issues, contact the IT Help Line at x 2036.**

CABLE SERVICE

Standard cable is provided in each residential room. You may choose to order premium channels on your own through Comcast (1.888.815.0050). Comcast will bill you directly for these channels. If you plan to order premium channels, plan to talk with your roommate(s) about how you will share the bill. **Please report problems with your cable service directly to Comcast at the number above.**

VACATIONS AND CLOSINGS

Residential areas open the day before classes begin, and are closed for all major university recesses (Thanksgiving, Winter Break and Spring Break). The only residential area that remains open during breaks is the Bates Complex. In order to stay there, you must either currently live there, or have written permission from a Bates resident and his or her apartment mates to stay in their space. You must also obtain permission to stay in the Bates Complex from the resident director by the advertised deadline. **You will be charged weekly for any stay on campus while the university is closed.**

While living on campus during a recess period, you are expected to abide by all university and residence life policies, including that for guests. There is limited staff available during this time. If you are unable to find a staff member during the recess, please contact University Police for assistance. **All residents staying at Bates over a recess are required to turn in their pass key by a designated time at the end of the break.** Failure to do so will result in an automatic fee charge to the student's account. (See your letter of approval to stay for more details, and for instructions about how to turn in your key.)

IMPORTANT!

- When you leave for breaks, you must unplug all electrical items, (with the exception of refrigerators on North Campus during Thanksgiving and Spring breaks).
- Bates and Atlantic residents may keep their kitchen refrigerators plugged in at all times. Staff will do room checks to ensure that everything else is unplugged.

Residence Life staff will conduct inspections of each room during break, but are not responsible for food that spoils while you are gone.

At official check outs at the end of the semester or year, residents must turn in all keys and sign the appropriate paperwork or face additional charges. **Residents must officially check out of residence facilities within 24 hours of their last final.**

HEALTH AND SAFETY INSPECTIONS

Residence Life staff will inspect your room or apartment occasionally each semester, and when closing the residence halls for vacation breaks. Notice of inspections will be posted 24 hours in advance. If you are unable to be present for an inspection, staff will enter your room/apartment and do a walk-through to check for anything that endangers the health, safety or well-being of other residents. If a staff member finds a violation, you will be instructed to give the item to your RD, or remove it, by a certain date. Failure to comply with the request may lead to judicial action.

Illegal items will be held in the RD/ARD office a maximum of than two weeks, after which—if not claimed—they will be discarded.

NOTE: In the course of inspections, staff will log damage or items in need of attention. Maintenance staff will fix or repair those items at a later time.

VENDING AND LAUNDRY MACHINE REFUNDS

If a snack or beverage machine is not working properly, please contact the Bates area office or the front desks at Bowditch, Peabody, Marsh, or Atlantic residence halls and staff will have someone repair it. Owners of the various machines are responsible for providing refunds from their machines only. Contact information for vendors is on each machine. You may also obtain a refund through Facilities. Malfunctioning laundry machines should be reported to the front desks at Bowditch, Peabody, Atlantic, or Marsh halls or to the RA on duty in Bates. If you prefer, you may contact the laundry machine contractor directly at 1-800-MAC-GRAY.

DELIVERIES

Deliveries of food, flowers and so on are made to the front desks at Bowditch, Peabody, Atlantic, and Marsh halls. At Bates, deliveries are made directly to individual entryways. Deliveries cannot be made to room or apartment doors, so plan to meet all delivery persons either at the entryway door, or in the lobby of the building. Federal Express packages are generally delivered to the campus mail room. Because of mail room hours, this may cause a delivery delay, as mail is not delivered to residential areas on Saturdays or Sundays.

LOCKED OUT?

If you accidentally lock yourself out of your room or apartment, it is your responsibility to find a resident assistant for assistance.

NOTE: Resident directors, assistant resident directors and resident assistants are not required to open your door if you lock yourself out. Opening you door is a courtesy provided by the staff.

The resident director may request a meeting with students who lock themselves out frequently. Together, you can discuss ways to remember your keys. If your RD believes you have lost your keys or ID card and not reported the loss, he or she may arrange to have the lock changed.

IF YOU ARE LOCKED OUT:

Try to find your roommate for assistance before asking an RA to help. If you're unable to find one of your roommates, seek out the assistance of an RA. Front desk staff will not page or call a resident to assist with a lockout unless the resident is not appropriately dressed (has just gotten out of the shower, for instance).

Please be courteous. Staff members are much more likely to assist with a lockout if you ask nicely:

- Say please and thank you
- Do not ask too often
- Make your request at a reasonable hour of the day or night
- Be patient. If a staff member is busy, he or she may refuse or delay your request.
- Be responsible about carrying your keys with you. Repeat violators may face further action as deemed appropriate by the Residence Life staff.
- Be realistic. Residence Life staff members will not let you into another student's room because you forgot something inside, or want to borrow something.

STORAGE

None of the residential areas provide room for student storage. All of your belongings must be kept in your room or apartment. Belongings left behind in a room or building will be discarded after Residence Life has made a reasonable effort to contact the owners. Residence Life does not store student belongings for any period of time.

If you have brought a bicycle to campus, you must either keep it in your room, or outside, attached to one of the bicycle racks. Bikes may not be kept in hallways, lounges or stairwells.

If you bring your bike inside, you must remove the front tire first.

FRONT DESKS

Front desks, located in the lobbies of Atlantic, Marsh, Bowditch and Peabody Halls, have many functions, chief among them providing security for residents. Each desk is staffed on a twenty-four basis for your convenience and safety. Desk receptionists assist resident assistants with the following: signing guests and vendors in and out of the building; answering questions; paging residents; making announcements; and lending hall equipment such as pool cues or ping pong paddles to students.

For your safety, and the security of the entire building, desk receptionists reserve the right to check all bags and packages brought into the halls.

You will find the front desk to be an excellent resource. There, you'll find menus for local restaurants, and a lost-and-found bin. The front desk also makes it possible for you to send and receive messages without leaving the building. Front desk staff may not give out personal information, so you should make certain your guests or family members know your room extension, or have some other way to contact you.

All residents are expected to treat front desk staff with courtesy and respect in the performance of their duties.

COMMUNICATION WITH PARENTS OR FAMILY

Students' parents or family members often contact Residence Life staff to discuss issues with their sons or daughters, or to seek information about the student. Residence Life cannot comply unless the student has signed a waiver form allowing staff to speak with their parents or a family member about issues pertaining to them.

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. These records include grades, judicial sanctions, financial records, and other personal information. Residence Life offers students the option of releasing their information to approved persons (such as parents or guardians) for the purpose of discussing issues or incidents of conflict, behavior, crises, and so on that occur in the residential areas. Students wishing to complete a waiver form should contact their resident director.

SNOW CANCELLATIONS

Notice of university closings due to snow can be found at the following radio and television stations, as well as on the Salem State website (salemstate.edu):

WMWM (91.7 FM)

WRKO (680 AM)

WESX (1230 AM)

WFNX (101.7 FM)

WHDH (850 AM)

WNSH (1570 AM)

WEEI (590 AM)

WBZ (1030 AM)

Channels 4, 5, 6, and 7

Signs will be posted at each residential area, and announcements will be made at Peabody, Bowditch, Atlantic, and Marsh halls when the university is closed, or classes have been cancelled because of snow.

Residents with cars will be notified where to move their cars so plows can get in and clear the parking lots. Failure to move a car will result in the vehicle being towed at the resident's expense.

RESIDENCE LIFE STATEMENT ON AFFIRMATIVE ACTION

Residence Life supports and upholds Salem State's policies on affirmative action (see below), and will not tolerate discrimination. If you believe a policy has been violated, please speak with your resident assistant or resident director, or stop by the Residence Life office to speak with an administrator.

UNIVERSITY STATEMENT ON AFFIRMATIVE ACTION

Salem State is committed to a policy of non-discrimination and affirmative action in its educational programs, activities and employment practices. It is the policy of the university not to discriminate based on race, color, national origin, religion, sex, sexual orientation, age, marital status, veteran status, or disability. Salem State, in its affirmative action, equal opportunity and diversity initiatives, has established specific policies prohibiting some of the more common forms of discrimination; these are summarized in the following paragraphs. All forms of unlawful discrimination should be addressed by following the university's discrimination complaint procedures. For confidential discussion of a problem, please contact Human Resources & Equal Opportunity.

POLICY AGAINST SEXUAL HARASSMENT

Salem State prohibits any member of the university community to sexually harass another employee or student. The university's sexual harassment policy contains a definition of sexual harassment, examples of behavior that constitute sexual harassment, a discussion of consensual relationships, and measures being taken by Salem State to confront the

POLICY AGAINST SEX DISCRIMINATION

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

POLICY AGAINST RACISM

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

POLICY ON AFFIRMATIVE ACTION AND NON-DISCRIMINATION FOR DISABLED PERSONS

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

The full text of these policies is available from Human Resources & Equal Opportunity.

IMPORTANT CONTACT NUMBERS

If you have questions or need assistance, please contact us:

Residence Life
71A Loring Avenue
First floor Atlantic Hall (Central Campus)

Office hours: Monday-Friday 8:30 am-5 pm

Telephone: 978.542.6416

Fax: 978.542.6356

Web site: saalemstate.edu/reslife

Academic Departments

Accounting/Finance	6608
Art	6222
Biology	6236
Chemistry & Physics	7633
Communications	6450
Computer Science	6256
Criminal Justice	6360
Economics	6625
Education	6266
English	6270
Foreign Language	6258
Geography	6225
Geological Sciences	6282
History	6286
Interdisciplinary Studies	6133
Management	6608
Marketing	6608
Mathematics	6288
Music	6296
Nursing	6624
Occupational Therapy	6693
OM/MIS	6608
Philosophy	6396
Political Science	6362
Psychology	6354
Social Work	6629
Sociology	6362
Sport & Movement Science	6587
Theatre & Speech Comm.	6290

Other useful numbers

Admissions	6200
Bookstore	978-741-3808
Bursar (Financial Services)	6118
Campus Center and activities	6440
University Police	
	6111
▪ Non-Emergency	6511
Career Services	6406
Chartwells Food Service	6444
Counseling and Health Services	6410
Financial Aid	6112
Financial Services/Bursar	6118
Information Technology Help Line	2036
Learning Center	6215
Library	
	6806
▪ Circulation desk	6230
Mail Service	6520
Student Life	6401
Student Records and Registrar	6300
Switchboard	6000
Student Life Help Line	6980
Wellness Center	6551

Office of Residence Life

Residence Life	6416
Bates (office)	4440
Bowditch front desk	6426
Atlantic front desk	8403
Peabody front desk	6415
Marsh front desk	4499