

UNIVERSITY *of*
ROCHESTER

Pre-College Programs
Residential Student Handbook

2017

Resident Rights and Responsibilities

Residents have the right to...

- Have access to written copies of University housing rules and regulations, or individual building policies that govern individual and group behavior.
- Live in a clean and secure environment.
- The respect and safety of personal property.
- Be free from unreasonable noise.
- Be free of intimidation or harassment.
- Have direct access to staff that provides assistance, guidance, and support as needed.
- Receive equitable treatment when behavior is in question.
- Express themselves freely within established guidelines.
- Enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Have access to individual and group social, educational, and developmental opportunities among their community.

Residents have the responsibility to...

- Adhere to rules and regulations.
- Monitor and be accountable for their behavior.
- Comply with reasonable requests made by staff, University officials, or fellow residents.
- Respect the rights of others, as stated above.
- Respect the diverse backgrounds and interests of those who are different from them.
- Treat others in a civil manner and manage conflict in a mature manner.
- Respect the space, presence, property, and requests of one's roommate(s).
- Report violations of rules and regulations to appropriate staff.
- Attend meetings led by program staff.
- Express themselves individually, or by association with groups.
- Contribute positively to the community by participating in educational and developmental activities.

Residents in University housing facilities possess specific individual and group rights while engaged in activities that are part of University life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents.

Derived from: Association of College and University Housing Officers - International (1987) Revised 2001

Pre-College Programs Policies

Students are expected to comply with the Code of Conduct. Violations of the Pre-College Program policies will be addressed in accordance with the Code of Conduct & Discipline and the Academic Expectations by Pre-College Programs staff. Students have the right to be heard as circumstances permit. Failure to comply with the Code of Conduct may result in dismissal from the program.

Classroom Obligations

- Attendance at all classes is mandatory. Any requests for absence (because of illness, family emergency, etc.) must be reported to a Pre-College Counselor (PCC) and the Graduate Head Counselor (GHC).
- Illegal absences will not be tolerated. Infractions of this rule will result in disciplinary action.
- Reference the Code of Conduct & Discipline and Academic Expectations in the Pre-College Programs Residential Acceptance Packet.

Curfew Hours

- Students must sign in with the PCC on duty by 10:00 pm Sunday through Thursday and 12:00 am Friday and Saturday.
- Students must be in their rooms by 12:00 am Sunday through Thursday and by 1:00 am Friday and Saturday.
- Students must remain on their floor until 7:00 am.

Leaving Campus

- Permission to leave campus must be approved by the student's parent or guardian *prior* to the start of the program. It must be arranged with program staff via the required travel arrangement form, in the Pre-College Programs Residential Acceptance Packet.
- Any student leaving campus must sign out with the PCC on duty.
- Students must be accompanied by a PCC or parent/guardian whenever they are leaving campus.
- **Cars:** Residential students are not allowed to have cars during their time at Pre-College Programs.

Visitors

- No overnight guests, including programs participants, are permitted in the residence hall other than one's roommate.
- Students must keep their doors open when anyone who does not live in the room is present. This includes other students in the program and any visitors outside the program.
- Students must check in any visitors with the PCC on duty.
- Students are responsible for their visitors.
- All visitors must abide by the same policies outlined in the Pre-College Programs Student Handbook. It is the responsibility of the Pre-College Programs student to notify their guest of these policies.
- Non-residential students must sign out and depart the residential buildings no later than 10:00 pm Sunday through Thursday and 12:00 am Friday and Saturday.
- Home or away visits are discouraged and will only be approved in emergencies. If you wish to request a home or away visit, please have a parent or guardian contact program staff. You will need to comply with the following guidelines:

Visitors (continued)

Guidelines and Instructions for Approving Home or Away Visits:

1. Submit a letter via precollege@rochester.edu to the Assistant Director of Pre-College Programs from your parent/guardian stating the purpose of your trip home/away. Include in this letter your mode of transportation, persons you will be traveling with, the time of your departure and estimated time of return, and the phone number where you can be reached.
2. Submit the letter no later than 48 hours prior to the time you're requesting to leave.
3. The Assistant Director of Pre-College Programs or designee will respond (and copy in the GHCs) within 24 hours after your submission to inform you of the decision regarding the request.
4. If the request has been approved, contact your PCC and make him/her aware of any changes in your plans. Before you leave, make sure you have signed out with the on-duty PCC.
5. If the request is denied, plan to stay on campus.

Contacting Parents

Program staff will contact parents using phone numbers provided in the following instances:

- In the case of illness or injury.
- If a student has unexcused absences from class or other mandatory events.
- If a student fails to adhere to any of the policies outlined in the Pre-College Student Handbook.
- In any other instances where disciplinary action is taken.

Emergency Contact

- In case of emergency, parents/guardians may contact their student or program staff in the following ways:
 - Graduate Head Counselor: (585) 520-9043 (Active ONLY June 26th-August 12th)
 - Pre-College Programs Office: (585) 275-3221 (Monday–Friday, 8:30 am–4:30 pm)
 - University Security: (585) 275-3333
 - Email: precollege@rochester.edu

Medical Issues

- If you need to be seen by a doctor or nurse, you should first notify a PCC and request that they get in touch with the Resident Health Counselor (RHC). The RHC will call University Health Service (UHS) and schedule an appointment.
- When using UHS, remember to identify yourself as a Pre-College student. You can receive medical attention 24 hours a day. When UHS is closed, you will be referred to a physician on call. If urgent medical attention is needed, the RHC will accompany you to Strong Memorial Hospital after contacting your parents.
- If you are in need of specific medication (Tylenol, Advil, Benadryl, etc.), the program staff cannot give it to you without the permission of your parent/guardian.
- For all related information, please reference the Medical Authorization Form in the Pre-College Programs Residential Acceptance Packet.
- You are encouraged to talk to the RHCs if you have any medical concerns so they can be aware and assist you accordingly.

Alcohol and Drugs

- Alcohol consumption or the use of tobacco products or illegal drugs is not permitted.
- Any sale, possession, or distribution of alcohol, tobacco products, or illegal drugs will result in immediate removal from the program.
- Any student who does not comply with the alcohol and drugs policy will be dealt with by the Disciplinary Committee and/or legal authorities, and parents/guardians will be notified.

Sexual Conduct

- Sexual conduct of any kind will not be tolerated and is grounds for immediate dismissal from Pre-College Programs.
- Students will be dealt with by the Disciplinary Committee and parents/guardians will be notified.

Discrimination, Harassment, and Hazing

Behavior that constitutes discrimination, harassment, retaliation, or hazing is prohibited and may result in dismissal from the program. Such behavior can only be addressed if it is made known. All students are encouraged to report violations of this policy to program staff.

- Harassment consists of any unwanted conduct that is intended to cause, or could reasonably be expected to cause, an individual or group to feel intimidated, demeaned, or abused, or to fear or have concern for their personal safety—where this conduct could reasonably be regarded as so severe, persistent, or pervasive as to disrupt the living, learning, and/or working environment of the individual or group. Sexual harassment is harassment of a sexual nature.
- Discrimination is (1) any conduct (2) that adversely affects or impacts an individual's or group's ability to function and participate as a member of the University community (3) because of their age, color, disability, ethnicity, marital status, military status, national origin, race, religion, sex, sexual orientation, veteran status, or other status protected by law, or because of their perceived or actual affiliation or association with such individuals or groups.
- Retaliation is any act intended or likely to dissuade a reasonable person from making a complaint or providing information about the discrimination or harassment.
- Hazing is prohibited. Hazing is any activity related to joining, or ongoing membership in, any organization that intentionally or recklessly creates a situation that can reasonably be expected to cause physical or psychological injury, discomfort, embarrassment, or degradation. A person's willingness to participate in the activity does not keep it from qualifying as hazing. Some examples of hazing include but are not limited to activities that cause excessive fatigue, forced consumption of any kind, or actions that interfere with the pursuit of ordinary activities. Scavenger hunts and road trips may constitute hazing, and therefore require explicit and prior approval of the appropriate director.
- Bullying, including verbal, physical, and cyberbullying is prohibited. Bullying is purposeful, aggressive, negative, repeated, and unwelcomed harassment and/or attacks on others where there is an imbalance of power. Bullying can include behaviors such as physical violence, verbal taunts, name-calling and put-downs, or threats and intimidation.
- The University is committed to preventing unlawful discrimination, harassment, bullying, hazing, and retaliation. Upon learning that any such conduct has occurred, the University will take reasonable and appropriate corrective action to mitigate its effects and prevent such conduct from reoccurring in the future.
- Students will be dealt with by the Disciplinary Committee and parents/guardians will be notified.

Fire Safety

- All fire drills must be responded to immediately by evacuating the building.
- The following items are not allowed in campus housing and are considered non-approved appliances:
 - **Cooking appliances:** George Foreman grills or similar cooking appliances; toasters, portable or toaster ovens, smokeless indoor grills, etc.; hotplates, electric skillets, crock pots, etc.; combination microwaves with broiling elements; submersion coil water heaters; BBQ grills or open flame devices (charcoal, gas or other fuel).
 - **Lighting:** Personal lighting that has an upward-facing lamp (regardless of protective cover or bulb type); personal lighting that has movable arms so that lamp can be faced upward; non-UL safety-approved electric-powered appliances; any portable heating devices (space heaters of any type); candles, lanterns, lamps or any other item that produces an open flame; any standard and “rope type” decorative string lighting (Christmas, chili pepper, etc.).
 - **Flammable substances:** Tobacco, incense, or any other item that burns or smolders when used; any flammable materials (gas, lighter fluid, charcoal, propane, solvents, etc.); any items powered by combustible fuels (such as motorcycles); any fireworks, explosives, etc.; any corrosive (or poisonous) chemicals and hazardous materials.
 - **Extension cords:** Any lightweight extension cords or multi-plug outlet adapters; heavyweight power strips or extension cords without safety circuit breakers; flexible (twisty) power strips; multiple approved power strips connected together (“chaining”); any cords extended through walls, ceilings, affixed to walls, under floor coverings, across corridors, curtains/drapes, etc.
 - **Decorations:** Anything covering ceilings (tapestries, banners, posters, nets, or other combustible materials); any decorations covering more than 20% of walls (tapestries, banners, posters, or other combustible materials); crepe paper, plastic, or Mylar decorations, ribbons, streamers, etc.; combustible materials used as door decorations covering more than 20% of doors total; runners, door mats, or other combustible floor coverings in hallways and suite corridors.

Pets

- Students are not allowed to have pets during Pre-College Programs.
- Service animals must be approved in advance by program staff and the Office for Residential Life & Housing Services.

Damages and Theft of University Property

- Students are responsible for damages to or theft of University property.
- Damages are billed to the student at full replacement cost if the item is missing or severely damaged. Reference the Pre-College Programs Residential Quad Housing Agreement form in the Pre-College Programs Residential Acceptance Packet.

Weapons

Possession, distribution, or use of items presenting an imminent or potential threat to the safety and well-being of others, including but not limited to the following, are prohibited:

- Weapons of any type (firearms, BB or pellet guns, fireworks, knives, bows and arrows, stun guns, paint ball guns, etc.).
- Combustible materials such as gasoline or propane tanks.

Opportunities for Engagement

Your experience with Pre-College Programs will be largely determined by the choices you make, the time and energy you invest, and your willingness to actively engage in classes and activities. This summer should be one you can take pride in and it should connect you to a productive and successful future. By the end of the program, you will know more about our campus, yourself, and your interests. During the program, you'll get to know more about some of the following resources:

- **Faculty, administrators, and staff:** You will have an opportunity to meet several University faculty and staff members. Some will be teaching your courses, others are administrators and staff of the Office of Admissions, and others work in offices around campus. These staff members will become familiar faces during your time here and can be resources to you in the future.
- **Pre-College staff:** Your Pre-College Counselors are all current students here at the University of Rochester. They will introduce you to our campus and expose you to some of the experiences and opportunities they have enjoyed while at Rochester. The PCCs can pass along a few helpful hints and assist you with any questions or difficulties you might have.
- **Fellow Pre-College students:** Your fellow Pre-College participants come from cities and towns across the world. They will arrive with experiences and interests that are different from your own and will introduce you to new ideas. Being open to learning and having fun with all of the students you encounter will provide you with a network of friendships and opportunities to grow!
- **Campus life:** You will learn your way around campus—the libraries, classrooms, dining halls, athletic facilities, residence halls, computer centers, the chapel, and Wilson Commons. Your PCCs will also give you a glimpse of the variety of clubs and activities they enjoy on campus. Throughout the summer, you'll have the chance to try out a variety of things that may be new to you.

Learning about these resources is an important first step in reflecting on your own interests as you transition from high school to college. We encourage you to use the experience and knowledge you gain to begin inquiring and seeking out the things that might be important to you as you start to think about college. We offer our very best wishes, and are happy you're here. Meliora!

Pre-College Programs Staff Responsibilities

Professional Staff Members

Ursula Balent: Program management and planning, leadership, and Disciplinary Committee

Sarah Giunta: Program logistics, student staff supervisor, leadership, and Disciplinary Committee

Andre McKenzie: Student life management, leadership, and Disciplinary Committee

Colleen Gilligan: Administrative support

Residential Staff Members

Graduate Head Counselors: Supervisor for PCCs, well-being and safety of participants, liaison to office

Resident Health Counselor: Health and safety of participants

Pre-College Counselors: Well-being and safety of participants, UR representatives, community development

Campus Information

These times reflect summer hours. Hours are subject to change.

UNIVERSITY SECURITY (585) 275-3333

EMERGENCIES ONLY x13
All other issues x5-3333

GOERGEN ATHLETIC CENTER (585) 275-7643

Facility and Fitness Center

Monday–Friday 6:30 am–8:00 pm
Saturday 8:00 am–12:00 pm
Sunday CLOSED

Aquatic Center

Monday–Friday 6:30 am–8:30 am; 12:00 pm–2:00 pm; 4:30 pm–6:30 pm
Saturday 9:30 am–11:30 am
Sunday CLOSED

WILSON COMMONS (585) 275-9390

Monday–Thursday 7:30 am–8:00 pm
Friday 7:30 am–8:30 pm (Closes at 5:30 pm starting July 31)
Saturday–Sunday CLOSED

LIBRARIES

Rush Rhees Library (585) 275-4471
Monday–Thursday 8:00 am–9:00 pm
Friday 8:00 am–5:00 pm
Saturday–Sunday 12:00 pm–5:00 pm

Carlson Library (585) 275-4488
Monday–Thursday 9:00 am–9:00 pm
Friday 9:00 am–5:00 pm
Saturday 12:00 pm–5:00 pm
Sunday CLOSED

OFFICE OF ADMISSIONS (585) 275-3221

Monday–Friday 8:30 am–4:30 pm

RESIDENTIAL LIFE (585) 275-3166

Monday–Friday 8:00 am–4:30 pm

TODD UNION**Post Office (585) 275-3991**

Monday–Friday 9:00 am–5:00 pm

Saturday–Sunday CLOSED

Chase Manhattan Bank (585) 275-5703

Monday–Friday 9:00 am–5:00 pm

Saturday–Sunday CLOSED

UNIVERSITY COUNSELING CENTER (585) 275-3113

Monday–Thursday 8:30 am–6:00 pm

Friday 8:30 am–5:00 pm

Saturday–Sunday CLOSED

UNIVERSITY HEALTH SERVICES (585) 275-2662

Monday 8:00 am–5:00 pm

Tuesday 9:00 am–5:00 pm

Wednesday–Friday 8:00 am–5:00 pm

Saturday–Sunday CLOSED

You may use the University Health Services for medical emergency illnesses. Please refer to the Medical Issues section of this handbook.

BARNES & NOBLE BOOKSTORE (585) 275-4012

Monday–Saturday 10:00 am–9:00 pm

Sunday 11:00 am–6:00 pm

INTERFAITH CHAPEL (585) 275-4321

Monday–Friday 8:00 am–4:00 pm

Friday Jumma Prayers 1:15 pm

Friday Shabbat Service 6:00 pm, followed by dinner

Sunday Catholic Mass 10:30 am and 7:00 pm

Sunday Christian Service 3:00 pm

Sunday Protestant Service 5:00 pm

Pre-College Handbook Signoff

The handbook will be given out to parents at move-in, and will be discussed and given to students at the first hall meeting. After the meeting, all students will sign a statement of the following:

I have read, discussed, and understood the Pre-College Programs Student Handbook. I agree to abide by all policies outlined in the handbook and understand that failure to abide by these policies may result in disciplinary action or immediate dismissal from Pre-College Programs.

Student Signature

Date

Name *(Please Print)*