



SYRACUSE UNIVERSITY

DIVISION OF STUDENT AFFAIRS

Office of Residence Life

May 2016

Dear Summer College Student,

On behalf of the Office of Residence Life, I would like to welcome you to Syracuse University! We are anxiously planning for your arrival and are looking forward to meeting you. Our staff in Residence Life will work with you to have a meaningful Summer College experience, one in which we expect you to find yourself challenged academically, while learning more about how to succeed in college. It is our hope that through your classes and your experiences in Shaw Hall, you will build connections with each other, learn more about Syracuse University and the Central New York area, gain a better understanding of college life, and, of course, enjoy your time with us.

The staff of Shaw Hall are eager to help you transition into your Summer College experience. Your residence directors and assistant residence directors are full-time employees and are excited to meet you. I am confident that you will find them to be resources for you during your stay with us. All five have offices in Shaw Hall.

The Office of Residence Life is very excited each of you will be joining us for the Summer College program of 2016. Shaw Hall will be your home away from home during your time at Syracuse University. Your Resident Advisors (RA) staff consists of 16 motivated, energetic, and responsible Syracuse University undergraduate students. There will be 3 - 4 Resident Advisors living on each floor with you. These students will answer your questions, organize social events, chaperone weekend trips, and enforce curfew as well as other University and Office of Resident Life policies. Please call upon these students when needed as they will be an integral part of your living experience this summer.

Don't worry about what you are going to do in your down time because we have tons of plans in store for you. Some of the events already in the works are movies on the quad, a trip to Darien Lake Amusement Park, Niagara Falls, a visit to Harriet Tubman House and the Women's Rights National Historical Park, local excursions around the Syracuse area, and other activities right down the hall from you.

We look forward to meeting each of you. The first move-in is scheduled for Sunday, July 3th from 9 a.m. – 2 p.m. Upon your move-in you will get your official room number as well as your mailing address, mailbox number, SUID card, and more. **Please bring some sort of photo ID with you when you arrive to check-in.** If you do not have photo ID, please bring your program acceptance letter. We are currently in the process of matching each of you up with roommate(s). You will be notified via email of these pairings before you arrive to check-in. Every Summer College participant will have at least one roommate. In the event all doubles are filled, students will then be placed in singles.

111 Waverly Ave., Suite 200 / Syracuse, New York 13224-2320
315-443-3637 / Fax: 315-443-2633 / <http://orl.syr.edu>

As someone new to our community, there are some important items of which we wish to make you aware. Please be sure to review the following information.

General Safety Information

Whenever you leave your room, always carry your room key, SUID, and lock your door, even if you are just going to use the restroom. The best method of ensuring your safety is by taking preventative steps to reducing chances for theft and other harmful acts. If you ever lose your key or SUID, please contact a member of the Office of Residence Life immediately or stop by the main desk. Please note that there are charges for replacing SUIDs and changing the lock core in your door. However, your safety requires us to change your locks whenever you lose a key or do not return a spare key within 24 hours (if you borrowed one after being locked out). Depending upon the nature of the situation, please know that the cost for changing your locks could be as little as \$40 or over \$200 for emergency changes. We can work with the Summer College office to bill your parents/guardians. Please know that because your safety is important to us, we will always request that your locks be changed prior to receiving payment.

Whenever you walk on campus, please walk in groups, especially at night. Walking with others reduces your chance of becoming a victim of crime. Contrary to popular belief, walking alone while talking on a cell phone does not make you less susceptible to becoming a victim of a crime. Walking and talking on a cell phone makes you less aware of your surroundings and more susceptible to becoming the victim of a crime.

Construction Safety

You will probably notice that Syracuse University will have construction sites throughout campus. For most colleges and universities, the summer months are the primary time when such work can be completed. For your safety, please observe all posted signs near any and all construction sites.

Emergency Services

In an event that you have a medical emergency or are in need of emergency personnel, please dial 711 from any campus phone. You will be connected with the Department of Public Safety (DPS). Certain cell phone providers also permit you to contact the emergency line for DPS by dialing #SU (#78). You can also call 315.443.2224.

In the event that you need to be transported to a hospital, the City of Syracuse is served by four facilities. Crouse Hospital and SUNY Upstate Medical University (University Hospital) are both located within 1 mile of Shaw Hall. St. Joseph's Hospital is located on the north side of Syracuse, while Community General Hospital is located in the western portion of Syracuse.

In addition, for routine care, the Syracuse University Health Center, located at 111 Waverly Avenue, is prepared to assist you between the hours of 8 a.m. – 4:30 p.m., Monday – Friday. If you injure yourself while at Summer College and need transportation to a class or to a doctor's appointment, Health Services' Medical Transport Service will provide assistance to you, 8 a.m.- 4:30 p.m., Monday – Friday. You can contact them by dialing 315.443.4566.

Fire Evacuation Procedures

In the event of a fire alarm, you must vacate Shaw Hall immediately, via the nearest exit. You may not use the elevators during a fire alarm. Upon exiting the building, the resident advisor staff will direct you to a safe location until you are permitted to reenter the building. You will not be permitted back into the residence hall until a University staff member informs you that it is safe to enter the building, even if you no longer hear the alarm.

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Campus Blue Lights

The Syracuse University campus is equipped with over 100 blue lights, easily identifiable by the blue beacon which hangs over the blue light station. These blue lights are only for use if you are in distress. By pressing the button on the call box, you will be immediately connected with the Department of Public Safety.

Residential Security Aides

Shaw Hall is staffed 24 hours per day, 7 days a week by Residential Security Aides (RSAs) at the front entrance. Employed by the Department of Public Safety, these staff members are easily identifiable with their red shirts. The RSAs will check your SUID each time you enter Shaw Hall to verify that you are a resident of the building. The security dot placed on your SUID by Residence Life staff identifies you as a resident of Shaw Hall. Without that security dot, you will be treated like a visitor and will need to sign into the building.

Meals and Dining

The location where you will eat the majority of your meals on campus is the Ernie Davis Dining Center. Ernie Davis Hall is located up the street from Shaw. The Dining Center Entrance is on the corner of University Place and Comstock Avenue.

Resident Advisors On-call

Each night, there will be several resident advisors on-call from 8 p.m. – 8 a.m. Some of these RAs will be doing rounds throughout the building, another will be at the main desk, and others will be assisting with curfew check-in. If you need to contact an RA during the day, please go to their room or call them at the number posted. However, please know RAs may also be taking a class or engaged in another activity during some days of the week. At night, you can contact the RA on-call by calling their on-call cell phone which will be posted at the main desk.

Curfew

As a Summer College resident, you are expected to abide by a building curfew which requires you to be in Shaw Hall by the curfew time. Sunday through Thursday, curfew is at 11 p.m., while on Friday and Saturday, curfew is at 12 midnight. You must come down to the main desk in Shaw PRIOR to curfew time to sign in each night. If you are going to remain in the building for the entire evening, you should feel free to sign in as early as 9 p.m. However, please note that if you sign in even one minute late, you have violated curfew. You should be aware that Summer College policy clearly states that if you are more than one hour late for curfew, you must call your parents upon your return to the building in the presence of a Sr. Staff member within the Office of Residence Life to explain the reason you were late for curfew. Any violations of curfew, from one minute late to over one hour late, will result in such actions including but not limited to having your curfew shortened, meeting with a residence director or assistant residence director within the Office of Residence Life, notifying your parents, and notifying the director of Summer College. Repeated violations of curfew may result in removal from the residence hall for the remainder of the program.

Leaving Campus

As a Summer College student, you are provided with substantial freedom during the day and evening hours and the weekend to explore campus and the surrounding area. If you would like to leave the campus, such as go beyond the Marshall Street area, visit a mall, go shopping, see a movie, etc., you may do so by taking a city bus or taxi at your own expense. However, you must sign-out at the main desk

by leaving the following information: your name, destination, contact cell number where we may reach you, and an intended time of arrival back in Shaw Hall. If you do not arrive back by the intended time, we will follow the same procedure as if you were late for evening curfew.

Main Desk Services

The main desk for Shaw Hall is located in the main lobby. Your main desk provides several services, including mail and package distribution (please note that no packages may be sent from the main desk; only USPS mail may be sent), spare keys in case you are locked out (fee for service after first free lockout), equipment loan (e.g., vacuums, games, ping pong equipment, etc.), refunds for lost money in vending and laundry machines, and general information. In addition, you will need to sign in nightly at the main desk for curfew check-in (explained above). The main desk will be open 8 a.m. – 12 midnight every day.

As a reminder, the correct mailing address for you while at Summer College is detailed below. Please note that the words “Syracuse University” should **NOT** appear in your mailing address. Use of “Syracuse University” in your mailing address will delay shipment or possibly result in items being returned to sender.

Name
Summer College Program
Shaw Mailbox Box # ____
201 Euclid Avenue
Syracuse, NY 13210

If you receive a package, you will receive a slip in your mailbox indicating the type of package we have received for you and instructions for claiming it. Please be aware that you are only permitted to pick-up packages from 4 p.m. – 10 p.m. daily.

Please be aware that the main desk does not provide change. A change machine is located in the complex, with other vending machines.

Again, welcome to Syracuse University! I wish you the best of luck this summer. Best wishes for a successful Summer College experience!

Sincerely,



George Athanas
Assistant Director of Residence Life