

# **DUTCHESS**

## **COMMUNITY COLLEGE**

### **Office of Residence Life and Housing Live and Learn at DCC**

## **Answers to Frequently Asked Residence Life Questions**

#### **What is the style of the Residence Hall at DCC?**

Dutchess Community College has one Residence Hall, Conklin Hall, which opened in fall 2012. The building accommodates 476 students and features beautiful suite-style living in units designed for between two and six people. Most students are placed in six-person suites. For each student there is an extra-long twin bed, mattress, desk and chair, dresser and closet. The Residence Hall is equipped with free wireless Internet & basic cable television service. There is one cable TV connection in each bedroom and living room. Dutchess Community College is not only a dry campus, but is also a smoke free campus as well. Students who do not intend to comply with our strict no-alcohol-on-campus policy are advised to pursue other living arrangements.

#### **Is the Residence Hall co-ed?**

The majority of our suites are single gender. There are a small number of suites available as gender inclusive. Gender inclusive suites provide the opportunity for students, no matter their gender, to share a suite. Students must elect to live in these suites.

#### **How do I apply for housing?**

In order to apply for Dutchess Community College on-campus housing, you must be either a new student who has submitted a College Admissions Application or a continuing (returning) student. In order to complete the application, you will need to use your DCC username and password to log into myDCC, where you will find the housing application by clicking on the "Residence Hall" tab. Space in the Residence Hall is limited; you are urged to apply as soon as the process opens in March for the fall semester and October for the spring semester.

If you are a new student, you will need to stay on track with taking placement exams and registering for classes in order to maintain your housing assignment. Continuing students need to register for classes as soon as possible.

#### **Who is eligible to apply for housing?**

To be eligible to live in the Residence Hall, you will need to be enrolled full time (at least 12 credits per semester) in an A.A., A.S. or A.A.S. degree program, and have at least 24 credits left to completion. Students who live outside Dutchess or Putnam County must have a final high school average of at least 70 (or a GED score of at least 2400) in order to be eligible to live in the Residence Hall. If you do not live in Dutchess or Putnam, and you do not meet this standard, please do not apply for housing, as you will lose your \$50 application processing fee. We suggest you either commute to DCC -- or enroll at your local community college for a semester -- do well, and then apply to live on our campus.

Students who have attended another college and are transferring to DCC with a GPA of below 2.0 will be considered for housing on an individual basis.

#### **Is there a deposit?**

A nonrefundable housing application processing fee of \$50, plus a \$300 security deposit are required when you submit your housing application. Please see introduction to online housing application for more information.

### **How much does housing cost?**

The housing fee per semester ranges from \$3,685-\$3,900 per semester for a double room to \$4,345 for a single occupancy room. [Note: single rooms are reserved for Resident Assistants and returning residents.] Students who are placed in triple rooms will be billed \$3,345. All students living in the Residence Hall must choose a meal plan.

### **Is the Residence Hall open during school breaks?**

The Residence Hall will be closed over the Thanksgiving, winter, spring and summer breaks. Students may leave their belongings in their rooms during Thanksgiving, winter and spring breaks, but will be asked to vacate the premises by 6 p.m. the day before the break begins. In the case of winter break, students must vacate the premises within 24 hours of their last final exam or 6 p.m. the day the hall closes whichever occurs first. The Residence Hall will reopen at 12 p.m. the Sunday/Monday before classes resume and dinner will be served that evening.

### **How do the meal plans work? What are the dining hours?**

There are two locations where students may use their meal plans. Drumlin Market is the main dining hall on campus which is open from 7:30 a.m.-7:00 p.m. Monday-Friday.

#### Meal Hours:

#### **Monday-Friday**

Breakfast: 7:30 a.m. – 10:00 a.m.

Lunch: 10:30 a.m – 2:30 p.m.

Dinner: 4:30 p.m. – 7:00 p.m.

#### **Saturday and Sunday**

Brunch: 10:30 a.m. – 1:30 p.m.

Dinner: 5:00 p.m. – 7:00 p.m.

The Atrium Café, located in Conklin Hall offers specialty sandwiches, select grill items and Simply-To-Go options along with snacks and beverages. The Atrium Café is open Sunday through Thursday evenings from 7:30 p.m. – 10:30 p.m. *Please note hours are subject to change.*

### **Are housing and meals covered by financial aid?**

Every situation is different. Any and all financial aid opportunities will be explored to assist with residential housing costs. FAFSA and TAP applications should be filed early (by March 1) with the appropriate agencies. Call Financial Aid at (845) 431-8030 for more information. Please be aware that the financial aid package typically includes parent and student loans that must be repaid. Even in the best-case scenario, there is a gap of at least \$4000 between available grant money and tuition/housing/meals. The government expects this to be covered by savings and or loans.

### **Is Health Insurance required to live in the Residence Halls?**

Yes it is. Please submit a copy of your health insurance information along with requested documentation to the Health Office on or before June 2, 2017.

### **When will I be notified about housing?**

Fall housing acceptance notifications will be made via the student's myDCC email account ON A ROLLING BASIS beginning April 24. If you do not receive a housing assignment by July 15, your deposit will entitle you to be moved to a waiting list, and you will be notified if a room becomes available. If you do not wish to remain on the waiting list for housing and would like a refund of your \$300 deposit, submit a request in writing to: [studenthousing@sunydutchess.edu](mailto:studenthousing@sunydutchess.edu).

### **How are room assignments made?**

Room assignments are selected by the student through the Room Selection Process in MyHousing. Eligible students are able to go online in MyHousing and request a roommate and/or select a room. To be eligible students must meet the admissions requirement for housing, make a deposit and maintain their requirement deadlines for the Health Office, Student Accounts, Financial Aid and Health Insurance Verification.

### **When does the Residence Hall open?**

The Residence Halls opening dates for the fall 2016 semester are as follows:

**Friday, August 25:** New residential students move in with orientation starting that evening and continuing through the weekend. Orientation is mandatory for all new students.

**Sunday, August 27:** All returning students move in.

**Please note:** Classes begin Monday, August 28, 2017.

### **What is Orientation?**

Orientation is a comprehensive opportunity designed specifically for the first-time freshman or transfer student providing information to ease the transition into college life and introduce the college's goals, mission, policies, admission requirements, and programs of study. As a new housing student you will be required to complete Orientation Part I online prior to move-in day in August. You will receive information regarding all of Orientation in early July. Orientation Part II is incorporated during your move-in weekend in August.

### **What do I need to bring?**

Please see our [Things to Bring](#) and [Prohibited Items](#) lists for detailed information on what to bring, and what is not allowed in the Residence Hall.

### **Why do you triple people into rooms?**

If we only admitted the exact number of people that could fit in the Residence Halls without tripling, many students placed in tripled rooms would not have the opportunity to attend the College.

### **How are people selected to live in a tripled room?**

Residents of tripled rooms are selected according to their dates of application completion and housing confirmation.

### **What is the cost of living in a triple room?**

The triple room is priced at \$3,345.

### **How do I go about changing my dining plan?**

You can change your meal plan by signing in to your MyHousing account or stopping in at the Bookstore. Please note, you can only increase your meal plan, you cannot reduce it.

**What do I need to do if I am not returning for the spring semester?**

Although the Housing License Agreement is for the full academic year, we do offer Spring License Waivers to students. The Spring License Waiver must be completed and handed in to the Office of Residence Life by October 31, 2017 to avoid charges.

As with any contract, you are legally bound to this agreement and are expected to honor this housing agreement. Residential Life realizes that there are some extenuating circumstances in which a student may need to break the housing contract, for these special cases we do have a housing release application that can be filled out and submitted to the Office of Residential Life and Housing for consideration. Please note that we review each release request on a case by case basis and will approve or deny the request based on the release application and supporting documentation submitted.

**Is there an Ethernet port provided within the suite/room?**

There are no provisions for landlines in the suites or individual rooms. As for Ethernet outlets, the entire hall is wireless and there are no Ethernet jacks. External wireless routers are not permitted. Students who do not have wireless capable computers/laptops will need to purchase a wireless card to gain access.

**Is there a computer lab in the hall for me to print documents?**

There are no computer labs located within the Residence Hall. There are labs throughout campus, specifically in CBI (Center for Business and Industry) and the Library, which have computer labs and access to a printer.

**Is there a fee to use the fitness room in Conklin Hall?**

The fitness center is open to all residents of Conklin Hall. The cost of maintaining the fitness center is included in the Activity Fee.

**What laundry services are provided?**

There is a laundry room in the lower level of the residence hall with front loading washers and dryers. Residence Life staff nor members of the campus community may provide individual laundry service for residents. All residents are responsible for their own laundry.

**Where can I dispose of my garbage and recyclables?**

Students are required to remove their personal garbage to the outside dumpster provided on the East end of the building. There is a lit path from the first floor entrance to the dumpster.

**Are our rooms and suites cleaned?**

DCC Maintenance staff does not clean student rooms or suites. All residents are expected to clean their rooms and common areas in their suites, including the bathrooms. The Residence Life Staff does not provide cleaning products, but vacuums, brooms and dust pans are available for borrowing during the hours the Front Desk is staffed by Student Assistants.

**How do students travel to the surrounding area?**

The Loop bus is free for DCC students. Stop by the Security Office in SSB-112 with your DCC Student ID to get your sticker. Once you have your sticker you can ride any LOOP bus free of charge.

**What are the security features of the Residence Hall?**

There are two main entrances in to Residence Hall which both lead to the front desk located on the first floor of the building. There are cameras located throughout the building except in students' suites and

rooms. All visitors must sign in at the front desk and overnight guests must leave a photo ID at the front desk during their stay. We also have Security on duty 24 hours/day.

## **Roommate and Suitemate Questions**

### **How do I obtain my future roommates and/or suitemate's contact information?**

When you make your housing selection, you will have the email addresses of your roommate and suitemates available on your MyHousing account.

### **What if I want to change roommates within my suite?**

Any changes within the suite must be discussed with and approved by the Assistant Director of Residence Life. Failure to make these changes with the Assistant Director will result in inappropriate mailing addresses and damage billing errors. Your room assignment is tied to many services and their efficiency depends on the accuracy of that information.

### **I am not sure if I am going to get along with my roommate, can I apply for a room change?**

Room change requests are not accepted until after the fourth week of classes. Students are encouraged to work together with their roommate/suitemates in order to develop a mutually respectful relationship and maintain a positive living environment. Staff is trained in conflict resolution and will act as mediators when roommate/suitemate conflicts warrant such measures. Room Change Request forms may be submitted to the Assistant Director after the first four weeks of class. The Assistant Director will grant or deny requests at his discretion and based upon the availability of space within the hall. This process will begin with a Room Change Request Form, and is usually followed up with an individual appointment with the Assistant Director.

### **What do I need to do if I am granted a room change?**

If you are granted a room change you will be given a time frame in which you must complete your move. First you must completely move out of the current space you occupy. You will then fill out the appropriate paperwork, return your keys, and be issued a receipt (copy of your Suite and Room Condition Report). Do not lose this piece of paper! You will then be issued keys to your new assignment. If you are moving to another room you will need to show the copy of your receipt which indicates that your keys were returned in order to check into your new room. You cannot occupy two spaces at once; therefore keys will not be issued until you have completely checked out of your current space.

## **Room Questions**

### **I need something repaired in my room - what do I do?**

You must log on to your myHousing and submit a Work Order Request. On the Work Order form you will need to provide information such as a contact number and days / times that you are available to provide access to maintenance personnel if the repair is located in your bedroom. You will also be asked to describe the nature of the problem and its location. All Work Orders are prioritized by severity of the request. **If you have an emergency situation (overflowing toilet, for example), please inform your RA or the Office of Residence Life and Housing immediately.**

### **Who has access to my room and suite?**

Only students living in the same suite will have access to that suite. Within each suite students will only have access to their specific room. College officials with access to students' suites/rooms are the Office of Residence Life, Physical Plant and Security.

### **I suspect that I may have bed bugs what should I do now?**

You've probably heard about bed bugs, as they've been making the news. Fortunately, we haven't had a big problem with them in the Residence Hall, but the College has procedures in place to remedy a bed bug situation if one should arise. Don't panic!

Follow these steps if you suspect you have bed bugs:

- Immediately notify a Residential Life Staff member (this may include your Resident Assistant, Director, or Assistant Director). There is a Professional Staff member on duty 24 hours a day.
- Treat the bites as you would any insect bite. The itching of bed bug bites may last longer than other insect bites (up to two weeks though usually no more than seven days) and as with other bug bites, the severity and duration varies from person to person.
- To relieve itching use an antihistamine (such as Benadryl) or apply a topical steroid cream (available over the counter).
- If concerned about a secondary bacterial infection (spreading redness, pain in addition to itching or fever) seek medical care.
  - o Health Center appointments can be made by calling (845) 431-8076 during regular Health Center Hours.

### **What type of appliances / furnishings can I possess?**

For snack preparation, the following appliances, UL approved only, are permitted:

- Single-serve coffee makers such as a Keurig
- Mini-fridge (one fridge - up to 2 cu. ft. - permitted per bedroom; the suite is equipped with an 18 cu. ft. refrigerator)

### **What items are prohibited in the Residence Halls?**

To see the most up to date list of prohibited items please visit our Housing tab and look for the [Things to Bring](#) and [Prohibited Items](#) lists.

### **Can I alter the physical space in my room/suite?**

No, you may not alter the physical state of the room from its original condition upon your check-in. This includes painting, building or installing lofts and bars/poles, sandboxes, inflatable pools or any other alteration that negates the purpose of the living environment.

### **What is an SRCR?**

SRCR is the acronym for Suite and Room Condition Report. It is a form utilized by the Director and Assistant Director to assess the condition of your living space prior to your check-in date and then again used to assess the condition upon your checkout. Change in condition of the room that is not attributed to normal wear and tear is considered damage and will result in a damage bill. Upon check-in you will have the opportunity to inspect your room and note any damages and/or concerns prior to moving your belongings in to the room. You will submit the SRCR on the day you move in and you will have 24 hours to come to the Office of Residence Life and Housing to make any corrections.

### **Should I have Renter's Insurance?**

Renter's Insurance is a great idea. You may want to check to see if your parent's or guardian's homeowner policy has a rider that covers your belongings while you are away. If not, renter's insurance is not expensive and the peace of mind you will have in the event that your property is damaged, lost or stolen is well worth the price.

### **I am 21 years of age - may I possess alcohol?**

**No.** Dutchess Community College is a dry campus, meaning alcohol is not permitted anywhere on campus, even if you are of legal drinking age. Additionally, students may not possess empty alcohol containers or use them for decorative purposes. Please look for alternate living arrangements if you do not expect to comply with this policy.

### **Is smoking allowed in the Residence Hall?**

Smoking is not allowed in the Residence Hall. As of May 31, 2016 the entire DCC campus will be tobacco free. No smoking, vaping or E-cigs are allowed.

### **Can I have guests in my room?**

Absolutely. Please see the [Housing Handbook for specifics on the visitation policy](#). It is important that you understand that you will be held accountable for the actions of guests who violate College policy during their visit.

### **What is the proper way for people to address mail to me?**

If you are planning to have mail delivered here please have it sent to the address listed below:

STUDENT NAME  
53 Pendell Road  
Conklin Hall – Mailbox Number  
Poughkeepsie, NY 12601

Please keep in mind that during winter and summer breaks it is your responsibility to update your address with your local providers to ensure all mail is delivered to the appropriate address. The College does not forward mail during these time periods.

## **CAMPUS SECURITY**

### **How do I go about getting a parking permit? How much does it cost? When does it expire?**

Parking permits are available at the Security Office, which is located in Orcutt Student Services on the first floor. The permits are available 24 hours a day, seven days a week. There is no cost for obtaining a parking permit and the permits do not expire. However, when a student gets a new car, he or she must remove the old permit and get a new permit at the Security Office.

### **Where do I get my student ID? How much does it cost?**

Student IDs are available at the Security Office, which is located in Orcutt Student Services on the first floor. IDs can be obtained from 8:00 a.m. to 4:00 p.m., Monday through Friday. There is no charge to obtain a student ID. If an ID is lost and the student is a resident, there will be a \$25 dollar charge that is payable at Student Accounts located in Orcutt Student Services on the second floor.

### **What is Security responsible for on campus?**

Security is responsible for safety and security for all Dutchess Community College students, faculty and staff.

## **CAMPUS RESOURCES**

### **BOOKSTORE**

#### **Can I order books online?**

Yes! Online orders can be placed on our website, [www.dccbookstore.com](http://www.dccbookstore.com).

#### **When will books be available for pick up?**

Orders are usually processed and sent out or are ready for pick up within two working days.

#### **What forms of payment can I use to purchase items at the bookstore?**

Students can purchase items from the Bookstore with cash, credit cards – MasterCard, Visa, Amex and Discover – and their Falcon One Card. Checks are **not** accepted.

### **HEALTH OFFICE**

#### **When is the Health Office open?**

The Health Office is open Monday through Friday 8:30 a.m. - 4:30 p.m. There is a physician available twice a week who assists with a variety of health concerns and provides medical care. The physician is available by appointment. For further information, please contact the Health Office at (845) 431-8075..

#### **What free health services are provided?**

All services are free with exception of physicals and outside lab/X-ray services.

### **COUNSELING AND CAREER SERVICES**

#### **What jobs are available on/off campus?**

Both work-study and student aide positions are available on campus. This office also provides assistance searching for off-campus employment. For more information contact (845) 431-8040 or stop by Orcutt Student Services 301.

#### **What does Career Services provide?**

This office provides a full range of career planning services, including individual career planning sessions, career assessments, assistance identifying potential careers, resume assistance, and interview preparation.

#### **What Transfer Services are provided?**

There are transfer workshops, individual transfer advising sessions, and host transfer panels. There are also two major transfer fairs hosted – one in the fall and one in the spring.

#### **What services are provided through Counseling?**

The Counseling Office offers limited personal and psychological counseling and may provide referral information. Counseling sessions are kept strictly confidential. They also provide consultation, programming, and crisis counseling. To access these services or to find out more information please contact (845) 431-8040 or stop by their office in SSC 301.

#### **Can I set up a personal counseling session? How far in advance would I need to schedule?**

Yes, it is easy to schedule a personal counseling session. You can call the office at (845) 431-8040 or stop by SSC 301 to schedule an appointment. They make every effort to schedule appointments as quickly as possible.

### **ATHLETICS**

#### **What sports teams are there?**

Fall: Women's Volleyball, Men's Soccer, Co-Ed Cross Country

Winter: Men's Basketball, Women's Basketball

Spring: Men's Baseball, Women's Softball

#### **What does Falcon Hall offer?**

Falcon Hall is the HPEAD building (Health, Physical Education, Athletics, and Dance) that is overseen by Dr. Holly Molella (x 8466). The HPEAD operates a fitness center for students to exercise. Fitness Center hours vary day to day and are posted in Falcon Hall. The HPEAD has open gym twice a week where students are allowed to participate in recreational activities of their choosing. All athletic schedules will be posted in Falcon Hall and students are welcome to attend events in support of DCC athletic teams.

### **STUDENT ACTIVITIES**

#### **What types of activities are provided during the day/evening?**

**Activity Hours** (Tuesdays & Thursdays: 12:30-2:00, Fridays: 12:00-1:00)

On Tuesday, Thursday and Friday, time has been set aside to allow students to pursue activities outside of class work. Typically, these times (Tuesdays and Thursdays from 12:30 to 2:00 and Fridays from 12:00 to 1:00) are used by the clubs and organizations on campus to hold meetings. Plus, since classes are not held at these times, it's a good idea to keep an eye out for unexpected events like a band playing in the cafeteria or a free massage sponsored by the Programming Board.

**Lyceum Lectures** (Several times a semester, usually in the Dutchess Hall Theatre)

Each year, the Student Activities Office, in cooperation with various academic departments, strives to assemble a stimulating lecture series for our College Community. Comprised of prominent speakers, renowned artists and other dynamic guests, the Lyceum programs are well worth your time. Refer to your Activities Informer for specific dates and times. For information, call (845) 431-8050.

### **What clubs and organizations are on campus?**

Student Activities and the Student Government Association host a Club Fair at the beginning of every semester. There are more than 30 clubs on campus and the Club Fair is the best way to learn about all of them. Each club will have lots of information pertaining to their function and, of course, the place and time they meet.

### **Can I start a club?**

Yes! Just make an appointment with the Director of Student Activities (Dutchess Hall Room 201) to discuss the idea and pick up the necessary forms. Hold interest meetings to find at least 10 other students who share your special interest. Develop a constitution. Find a full-time faculty/staff member to serve as advisor to your club. Develop a tentative list of club activities. Return completed forms to the Student Activities Office. Make an appointment to present your constitution to the by-laws committee; the constitution will go before the full Student Senate for approval.

## **HELP DESK QUESTIONS**

### **How do I get my smartphone or tablet on the WiFi network?**

The secure WiFi network requests your myDCC username and password.

1. Open your phone's WiFi settings.
2. Select "dcc-secure" as the WiFi network name.
3. Some phones may ask for you to trust the dcc-secure network, if so select yes to trust.
4. Your phone should ask for username, and password; enter your myDCC username and password information.
5. Your device should automatically connect when you are on campus.

### **How do I get my laptop or desktop computer on the WiFi network?**

To access WiFi you will need your myDCC username and password.

1. Open you system's wireless network control panel or software
2. Select "dcc-secure" from the list of available WiFi networks.
3. Click yes to any questions about trusting "dcc-secure"
4. If asked, select "WPA/WPA2 Enterprise, PEAP & MSCHAP V2"

5. Enter your myDCC username and password (any “domain boxes” should be left blank).
6. Your computer should automatically connect to the DCC network when you are on campus.

### **How do I connect my game console?**

Conklin Hall's network was designed with WiFi as the primary method to connect device to network resources. The building's network security system should identify known game console models and automatically allow them access to the Public Internet and other game consoles within Conklin Hall (no access to DCC servers and websites will be allowed). It is highly recommended that you obtain a WiFi adaptor for your specific console.

There is one Ethernet jack available in each suite's common area. This single jack can be used for a game console or other network device. When directly connected a game console should be automatically detected and given access to the public Internet and other consoles in Conklin Hall. If a “home router” is connected to this jack the system will not detect the presence of the console. DCC policies do not allow the use of home routers in the Conklin Hall suites. DCC policy does allow for the use of inexpensive approved “Ethernet Switches”.