THE NEW SCHOOL
HOUSING AND RESIDENTIAL EDUCATION

RESIDENCE HALL HANDBOOK 2019-2020

Housing & Residential Education ........................................................................................................................................ 2
The Residence Halls ................................................................................................................................................................. 2
Auxiliary Housing Locations ................................................................................................................................................ 3
Housing & Residential Education Staff ........................................................................................................................... 3
Residence Hall Emergency Response System .............................................................................................................................. 5
Community Development and Leadership ................................................................................................................................. 6
Living in the Residence Halls & Apartments ................................................................................................................................. 6
Housing & Maintenance Services ................................................................................................................................................ 8
Repairs & Damage Billing ........................................................................................................................................................ 11
Residence Hall Community Management ........................................................................................................................................ 14
Residence Hall Policies ............................................................................................................................................................ 14
Fire Safety Guidelines .............................................................................................................................................................. 16
Fire Alarm Evacuation Policy ................................................................................................................................................. 16
Life Safety Survival Skills ........................................................................................................................................................ 17
Prohibited Items ....................................................................................................................................................................... 17
Fire Safety Equipment ............................................................................................................................................................... 18
Billing, Cancellation and Room Assignment Policies ................................................................................................................... 18
Terms and Conditions of Occupancy ........................................................................................................................................ 18
Housing Refund and Cancellation Policies ............................................................................................................................... 19
Room Change Policies ............................................................................................................................................................ 20
Room Selection for the Next Academic Year ............................................................................................................................. 21
Summer Housing ....................................................................................................................................................................... 21

Updated: August 2018
Housing & Residential Education

The Office of Housing & Residential Education is responsible for all residences and leased housing communities, including staffing, activities, programming, and administration. Additionally, our office is responsible for managing applications, assignments, billing, and facilities management. HRE is located at 72Fifth Avenue, 3rd Floor, and is open Monday – Friday 9:00AM – 5:00PM. You can reach our office by calling 212.229.5459 or emailing universityhousing@newschool.edu.

A complete departmental directory is located on our website at www.newschool.edu/housing.

The purpose of this handbook is to inform residential students and university community members of the structure of and policies upheld by the Office of Housing and Residential Education. All residential students are responsible for reviewing and learning the information held within.

The Residence Halls

<table>
<thead>
<tr>
<th>Residence</th>
<th>Address</th>
<th>Features and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th Street Residence</td>
<td>300 West 20th Street  New York, NY 10011</td>
<td>20th Street Residence is a 200-resident suite-style residence hall located in the Chelsea district. 20th Street Residence is designated for primarily upper-class undergraduate students and graduate students. 20th Street has a professional Residence Hall Director and five RAs.</td>
</tr>
<tr>
<td>Loeb Hall</td>
<td>135 East 12th Street New York, NY 10003</td>
<td>Loeb Hall is a 272-resident, suite-style building located in the East Village. Loeb Hall is designated for first year students. Loeb has a common TV lounge, art studio, fitness center, multiple music practice rooms, and an outdoor patio for resident use. A 24/7 laundry room is also available. Loeb Hall has a full-time professional Residence Hall Director and seven Resident Advisors.</td>
</tr>
</tbody>
</table>
Kerrey Hall  
65 Fifth Avenue, New York, NY 10003  
Kerrey Hall is a 617-resident suite-style residence hall located on the corner of 14th Street and 5th Avenue, at the center of The New School campus. Kerrey Hall is designated for upperclass students. Kerrey Hall has a common TV lounge, art studio, fitness center and multiple music practice rooms, and is located atop the University Center, which houses a dining hall. A 24/7 laundry room is also available for student use. Kerrey Hall has a full-time professional Area Coordinator, two Head Residents, and 14 Resident Advisors.

Stuyvesant Park Residence  
318 East 15th Street, New York, NY 10003  
Stuyvesant Park Residence is a 647-resident suite-style residence hall located on the east side of Manhattan within walking distance of campus. Stuyvesant Park is designated for first-year-students interested in living in Special Interest Communities. Stuyvesant Park has a common TV lounge, art studio, study room, fitness center and multiple music practice rooms as well as an outdoor patio for student use. A 24/7 laundry room is also available. Stuyvesant Park has a full-time professional Area Coordinator, two Head Residents, and 14 Resident Advisors.

Auxiliary Housing Locations

92Y  
1395 Lexington Ave, New York, NY 10128  
The 92Y Residence is a traditional style residence that houses 90 upperclass and graduate students in addition to students from other Universities across New York City. Students share common floor bathrooms and a community kitchen and have access to the fitness facilities and public programs offered at 92Y. The New School Community at the 92Y Residence is led by two Resident Advisors who work closely with the residential staff there and at The New School.

The Alabama  
15 E 11th St, New York, NY 10003  
The Alabama is an apartment style residence that houses 50 upperclass and graduate students in addition to other students and young professionals across NYC. Apartments have 3 single bedrooms that share a common area, bathroom and kitchen. Students have access to private study rooms, on site laundry facility, fitness center and study lounges.

Housing & Residential Education Staff
Resident Advisors (RAs)
Resident Advisors (RAs) are students who live and work in each residence hall. They are motivated student leaders with excellent interpersonal skills and a genuine interest in helping others. Supervised by a Head Resident or Residence Hall Director, RAs serve as valuable resources and are available to answer questions regarding academic, social, or personal issues. RAs are on call overnight and on weekends in the case of emergencies. RAs are selected in the spring semester for the following summer and academic year.

Head Residents (HRs)
Head Residents (HRs) are graduate students who live and work part-time in the larger residence halls. They are supervised by the Area Coordinators in Kerrey Hall and Stuyvesant Park Residence. HRs are responsible for supervising the RAs in their respective residence halls and supporting them in their daily community building tasks and act as a resource for students. HRs are on call overnight and on weekends in the case of emergencies. HRs are selected in the spring semester for the following summer and academic year.

Residence Hall Directors (RHDs)
The Residence Hall Directors (RHDs) are full-time, live-in professional staff members who supervise RAs and manage the day-to-day operations of Loeb Hall and 13th Street Residence. Supervised by the Assistant Director for Residential Education, the RHDs work to establish and maintain a residence hall environment that is conducive to the academic and personal growth of each resident. The RHDs advise and support the RAs as they develop and initiate programs and activities in the residence hall and the Residence Hall Councils and Special Interest Collectives. RHDs respond to problems and emergencies, enforce policies and procedures that govern the building, and adjudicate low-level violations that occur in the residence hall. RHDs maintain regular office hours and serve on the on call duty rotation overnight and on weekends in case of emergencies.

Area Coordinators (ACs)
The Area Coordinators (ACs) are full-time, live-in professional staff members who supervise the HR staff and manage the day-to-day operations of Kerrey Hall and Stuyvesant Park Residence. Supervised by the Assistant Director for Residential Education, the ACs work to establish and maintain a residence hall environment that is conducive to the academic and personal growth of each resident. The ACs advise and support the RAs as they develop and initiate programs and activities in the residence hall, advise the residence Hall Councils and Special Interest Collective. ACs respond to problems and emergencies, enforce policies and procedures that govern the building and adjudicate low-level violations that occur in the residence hall. ACs maintain regular office hours and serve on the on call duty rotation overnight and on weekends in case of emergencies.

Housing Operations Coordinator
The Housing Operations Coordinator assists the Associate Director of Housing Operations and supports the management of all housing operations including communication, placement, social media, and student staff training and supervision.

Associate Director (AD) of Housing Operations
The Associate Director of Housing Operations manages all room assignments and summer housing and spearheads special projects throughout the year. They also handles all billing and cork closely with Facilities and Campus Safety in the residence halls. The AD serves on the on call duty rotation overnight and on weekends in case of emergencies.

Associate Director (AD) of Residential Education
The Associate Director for Residential Education oversees all aspects of Residential Education including student and professional staff selection, training and development, residential programming and community building initiatives. The AD for Residential Education supervises all full time professional
staff in the residence halls and serves as a liaison to other departments within Student Success. They also serve on the on call duty rotation overnight and on weekends in case of emergencies.

**Senior Director for Student and Campus Life**
The Senior Director for Student and Campus Life oversees all aspects of Housing & Residential Education, and Student Leadership and Involvement.

### Residence Hall Emergency Response System

Overnight and on the weekends, each residence hall has one or more RA on-duty to facilitate lockouts, work order requests, and assist with emergencies (see hours below).

The **RA On-Duty schedule** is posted in the Residence Hall Office, at each residence hall’s Security Desk, and throughout each residence hall. If a resident requires emergency assistance and the RA On-Duty is assisting another resident, the resident should contact the Residence Hall Security Desk.

During university recognized holidays and breaks, when university offices are closed, an RA is **on-call for emergencies 24 hours** and can be reached anytime.

In addition to the RA On-Duty in each building, the HRs, RHDs, ACs, and ADs are on-call during evening and weekend hours to assist with emergencies that may arise.

<table>
<thead>
<tr>
<th>Duty Hours*</th>
<th>Sunday through Thursday</th>
<th>5:00 PM to 8:00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Friday and Saturday</td>
<td>5:00 PM – 5:00 PM (24 hours)</td>
</tr>
</tbody>
</table>

**RA Office Hours**: Nightly from 7:00 PM – 10:00 PM (in addition to regularly scheduled daytime hours)

*The 92Y residence and The Alabama are not operated by The New School and has different protocols. Please contact those offices directly M-F, 9-5pm and the Security Desk or RA On-Duty after hours.*

<table>
<thead>
<tr>
<th>Building</th>
<th>Hall Office</th>
<th>RA On-Duty</th>
<th>Security Desk (24/7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th Street Residence</td>
<td>646.414.6050</td>
<td>718.877.2941</td>
<td>212.255.6152</td>
</tr>
<tr>
<td>The 92Y Residence</td>
<td>212-415-5660</td>
<td>646.533.7343</td>
<td>212.415.5592</td>
</tr>
<tr>
<td>Loeb Hall</td>
<td>(RHD) 646.414.6245</td>
<td>718.755.2948</td>
<td>646.414.2825</td>
</tr>
<tr>
<td>Kerrey Hall</td>
<td>(RA) 646.414.6244</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stuyvesant Park Residence</td>
<td>(AC) 212.229.5600 ext.4381 (RA/HR) 212.229.5600 ext. 2541</td>
<td>347.491.8710, 718.755.2948</td>
<td>646.314.4850</td>
</tr>
<tr>
<td>The Alabama</td>
<td>(AC) 646.414.6102</td>
<td></td>
<td>917.577.8682, 646.208.4528, 646.414.6447</td>
</tr>
<tr>
<td></td>
<td>(RA/HR) 646.414.6135</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The 92Y residence and The Alabama are not operated by The New School and has different protocols. Please contact those offices directly M-F, 9-5pm and the Security Desk or RA On-Duty after hours.*
Community Development and Leadership

The Residential Education Staff employ a number of strategies, including active programs, passive communication, community meetings, and intentional one-on-one interactions to fulfill the community development goals of the Office of Housing and Residential Education.

Our goals lie in the areas of safety, community, and scholarship and our goals with regard to these are as follows:

1. Enhance potential for academic success
2. Strengthen campus community on each floor and residence hall
   a. Build community on each floor and residence hall that meet the needs of residents of all backgrounds and cultures
   b. Provide educational opportunities that meet the needs of students in the areas of safety, community, academic success and customer service
   c. Create an open, connected and intentional environment through the utilization of strategies to cultivate community
   d. Promote involvement by members of the larger community within the residence halls including faculty, staff, student and community organizations, and additional students and professionals with knowledge in specialty areas
3. Facilitate identity development through social justice exploration & civic engagement
4. Develop leadership skills
5. Promote well-being

Special Interest Communities
In 2019-2020 we will have an Academic Wellness Community in each of our residence halls located in the village. RAs on these floors work closely with residents to plan programs and events around the theme of Academic Wellness.

More information about Special Interest Communities (SICs) can be found at www.newschool.edu/housing.

Hall Councils
All of our residence halls have Hall Councils that are elected each year and work closely with the RA staff to plan programs in the residence halls. Elections take place in early September in each hall and an annual retreat is held to welcome new members on a weekend in late-September. Being involved with Hall Council allows residents to have a direct impact on their communities and helps students to develop leadership skills.

Living in the Residence Halls

Items You Should Bring
- Bedding/Linen
  - Twin XL Sheets, pillow, pillow case, blanket(s)
  - Towels, washcloths
- Toiletry Items
  - Soap, shampoo, toothpaste, deodorant, etc.
  - Shower caddy to carry toiletry items to the bathroom
  - Shower shoes
- Things to make your room more comfortable
Posters, pictures
- Personal mementos
- Convenience Items
  - Stereo, radio, TV, DVD player,
  - Computer (with 10/100 Ethernet card), Ethernet cable
- Miscellaneous
  - Alarm clock
  - High efficiency (HE) laundry detergent, laundry bag, dryer sheets, etc.
  - UL-listed power strips (with breaker switch) for electrical items
  - Flashlight

**Hint:** Consult with roommate(s) to avoid unnecessary duplication. This will save space in your room.

**Items Not Permitted**
- Any cooking appliance that does not have an auto-shutoff or timer function
- Hotplates, toaster ovens (or any other cooking device with an open coil) and grills (ex. George Forman grills)
- Space heaters (unless received from the RA office)
- Candles or incense
- Halogen lamps
- Multi-bulb lamps with bulbs more than 40 watts each or more than 100 watts combined in all light bulbs
- Window screens
- E-cigarettes (or vapes)
- Hover boards
- Additional air conditioners
- Pets of any kind (including, but not limited to, fish, birds, or any other animals that live in cages or tanks)
- Weapons (including, but not limited to, explosives, knives, chukka sticks, decorative swords, pellet guns, or firearms)
- Waterbeds
- Hookahs
- Live trees of any kind
- Flammable or combustible materials like turpentine, paint remover, lighter fluid, gasoline, propane, natural gas, kerosene, motor oil, etc.

**Room and Roommate Assignments**

Housing information is sent to students beginning late June to mid-July. Every effort is made to place a student in their first choice building and/or room type or with a roommate who shares similar interests and living habits.

Generally, roommates are assigned to rooms based upon the behavioral attributes outlined in the housing application. Honest answers bear great impact upon the assignment process. Wherever possible, specific roommate requests will be granted if both parties have requested one another and they are of the same gender.

If time permits, each resident will receive the name and email address of their roommate before arrival. Roommates should use this opportunity to get to know one another and to discuss plans for bringing items to campus.

During housing selection for continuing students, Gender Inclusive Housing is may be an option for upperclass students and students who have lived in New School housing for more than one term (see details and requirements in housing selection materials).

The Office of Housing & Residential Education believes that honesty, mutual respect, consideration,
open communication, understanding, and compromise are the key elements of learning to live productively with a roommate. It is important to recognize that each person is unique, requiring space for privacy and freedom of expression. Roommates need not be best friends, but they must respect each other and share responsibility for their relationship and their space.

There are times that the student need for housing exceeds the beds we have in our residence halls. In some cases we have been able to acquire auxiliary beds assigned and billed through our office at The New School. HRE retains the right to add or remove auxiliary beds and will communicate all assignments as they are made.

**Roommate/Suitemate Responsibilities & Agreements**

Your enjoyment of life in a residence hall will depend in part on the thoughtful consideration and respect that you and your roommates/suitemates demonstrate for each other. If you are having difficulty with your roommate/suitemate(s), please talk to your RA, HR, RHD or AC for conflict and mediation tips and/or for help mediating a discussion.

Each roommate/suitemate possesses the following rights. Additionally, each roommate is responsible to help ensure that these rights exist for their roommates/suitemates.

- The right to read, study, and sleep in their room with as little disturbance as possible.
- The right to expect that roommate/suitemate(s) will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from the roommate/suitemate(s).
- The right to be free from physical or emotional harassment.
- The right to speak openly and be treated considerately and thoughtfully.
- The right to address problems and concerns in a mature manner.

**Roommate Conflict Mediation Procedures**

Our staff will assist individuals experiencing roommate problems. Please follow the process outlined below:

- When difficulty arises between roommates/suitemates, you should try to work out your differences by scheduling a room/suite meeting and review the roommate/suitemate agreement.
- If the problem cannot be resolved easily, an RA should be notified.
- The RA will help to facilitate a dialogue and attempt a resolution. In the event that a resolution is not possible, the RA will notify the HR, RHD, or AC.
- The HR, RHD, or AC will review the situation to decide what the next step in the mediation process will be and consider other possible solutions.
- In a roommate conflict situation where a Housing staff member feels the conflict is irreconcilable or violence is a possibility, all roommates or suitemates involved could be relocated immediately.

**Housing & Maintenance Services**

**Laundry Facilities**

Laundry facilities are provided in all residence halls. Residents have access to value-card-operated washers and dryers.

**Lock Outs**

During posted office hours, any residents who are locked out or who have lost their room key can gain access to their space by stopping by their hall office. Evenings and overnight, the RA on duty is available to unlock a room or suite.

Lockouts are tracked by building staff members. Residents will be charged $25 to their student account for each additional lockout after the first three within a semester. **Lockouts between midnight and 8:00 AM will automatically result in a $25 lockout charge.** Housing Staff will not open a door to a room in which a student does not live. Security Officers may not provide lockout service or grant access
to rooms/suites.

A student who loses their room or mailbox key is subject to a $100 lock change charge (or $25 keycard replacement fee). If a resident loses their room or mailbox key (or if a key is stolen), they should talk to a Housing staff member immediately. Keys and key cards remain the property of The New School.

**A resident may not lend nor duplicate keys or keycards to anyone.** In order to promote safety and security, each resident should keep their room/suite door locked and carry their keys or keycards and ID at all times.

**Mail**

In most cases, mail is delivered Monday - Saturday and sorted into each building's mailboxes. Instructions regarding mailbox access and package retrieval will be available at your residence hall during check-in. The New School is not responsible for lost, stolen, misdirected or damaged mail, parcels, or packages.

Mail and packages cannot be accepted before students officially move in to their room. If mail or packages are received before the student takes possession of their key, it will be returned to sender. The New School will not be held responsible for any packages that arrive before students move in.

Mail forwarding service is not provided after a resident moves to another room/suite, residence hall, or out of New School housing. Students should update all banks, magazine subscriptions, etc. when moving. Students should update their mailing address with The New School through my.newschool.edu.

**Telephones**

Each room or suite has a telephone number and each room/suite has a telephone or an inter-building intercom system. Buildings with the intercom system do have phone jacks for students who wish to connect a landline telephone. Incoming, toll-free, and 911, and intra-building telephone service and voicemail is provided free of charge through RCN. To set up voicemail, students simply need to dial 8111 from their phones. The intercom system is the only way that the front desk will announce guests and/or deliveries. To reach another room with RCN telephone service, simply dial the last five digits of the person’s phone number.

**Internet Access**

Each residence hall is equipped with wireless internet and access information is posted in each hall. For more information about system requirements, call the IT Service Center at 212.229.5300 x2828.

Wireless internet is available in the common areas of our residence halls. All wireless is subject to the same policy as outlined for university building policy. Any student who knowingly gives out their New School ID and password for guest access to the wireless internet is subject to disciplinary action as outlined in university policy.

In order to provide a secure network, the IT department requires that students have the latest system updates and anti-virus software installed on their computers. For assistance, the IT Service Center may be reached at 212.229.5300 x2828. To ensure prompt service, make sure you leave your full name, building and room/suite number, and a call back number.

**Cable TV**

Cable TV service is provided in each room. Simply connect your TV to the cable TV wall outlet. Channel lineups are viewable at www.rcn.com/cabletv or as a pdf on our housing website.

The common area lounges in each residence hall have a television with cable TV service, as well as a DVD player and gaming system(s). See the office in each residence hall for details on reserving the space.

**Security & Guest Policies**
A security officer is posted in each residence hall 24 hours a day. The security officer monitors the guest policy and assists when emergencies arise. Residents are required to show their valid New School identification card upon entry into a residence hall. Security officers are also responsible for enforcing the guest policy and for checking ID cards.

If harassment or suspicious behavior is observed in or around the residence hall(s), contact the residence hall staff or Security immediately. **Do not intervene in the situation on your own.** Security can be reached through the room/suite intercom or by calling the residence hall’s front desk.

Any attempt to argue with, intimidate or harass a Security Officer will result in disciplinary action. If students have any comments regarding security services, please direct them to the building AC or RHD.

No student is allowed to enter or leave a residence hall by any means other than the front door. Security systems and door alarms exist at the emergency exits, throughout the residence halls, and on the roofs. Emergency doors are not to be propped open.

**Security-Related Suggestions**

- Do not leave room/suite door open or unlocked, especially when no one is there.
- Do not sign strangers or other resident’s guests into the building.
- Each resident is responsible for their guests’ behavior and actions while in the residence hall.
- If someone or something appears suspicious, immediately contact the RA on duty or a Security Officer.
- Protect personal property by acquiring appropriate personal property insurance.

**Message Taking:** The residence halls, security desks and the Office of Housing & Residential Education do not provide message-taking services. However, the security desks in the residence halls will accept incoming calls in emergencies.

**Guest Policies:** All guests must be signed in and out by the host resident at the Security Desk. All guests must provide valid photo identification (IDs may not be expired). Guests of residents may not leave a passport as a form of identification. Any request to have a guest under the age of 16 must be approved by the AC or RHD in advance (See Residence Hall Policies for detail)

Residents may sign in up to three guests at a time between 8 am and 10 pm any day of the week. From 10pm-8am, all guests are considered overnight and no more than two guests will be permitted per room. Any guest signing in after 10pm must complete an After Hours Guest Registration form.

A resident may only have overnight guests for a maximum of two consecutive nights in a seven-day period or seven nights in a 30-day period. This policy also applies to guests. For additional guest policies, please refer to the Residence Hall Policies section.

**Elevators**

The passenger elevators in the residence halls are used heavily every day. Breakdowns are costly and inconvenient. Please follow these practices in order to avoid an occurrence of breakdowns:

- Do not hold the elevator by holding open the door.
- If you need to hold the elevator open, use the “OPEN DOOR” button.
- Do not push the elevator doors open after they begin to shut; use the “OPEN DOOR” button or just let them close.
- Do not overcrowd the elevator cab as posted.
- Do not smoke in the elevator cab. Smoking in the elevator will set off the fire alarm and is a violation of Residence Hall Policy.

**Disability-Related Accommodations**

Students are encouraged to read all disability-related information in the Student Handbook and online at www.newschool.edu/student-disability-services/. Students with disabilities, who require disability-related housing accommodations and have not yet made an official request, should contact the Office of Disability Services (212.229.5626 or sds@newschool.edu) for detailed information as to required
information and documentation.

Requests and supporting documentation are reviewed by Student Disability Services. All submitted documentation is kept on a confidential basis and does not become part of a student’s permanent record.

Please note – a recommendation for disability related housing requests does not always mean that an appropriate space is available at the time of the recommendation. If the recommended space is not available, the student will be moved to the top of the wait list for an appropriate accommodation.

**Insurance**

**Basic Health Insurance:** All students in the residence halls are required to carry health insurance coverage. Basic Accident Insurance is provided through Student Health Services. Questions about the services provided by Student Health Services can be made at their office, located at 80 Fifth Avenue, 3rd Floor, or by calling 212.229.1671.

**Personal Property Insurance:** While every effort is made to provide a healthy and safe environment, the Office of Housing & Residential Education assumes no responsibility for the personal property of students. This includes damage, loss, theft, fire, water damage, flooding, or personal injury. Students are strongly advised to have all of their personal property protected against theft and other loss by an appropriate individual or family insurance coverage.

**Repairs & Damage Billing**

**Repair Reporting Procedures:** Residents should report all maintenance problems to their Residence Hall Office, or to the RA on-duty. Residents should not attempt to make maintenance repairs themselves. Maintenance staff are available to attend to routine matters. Basic maintenance issues can become emergencies if not addressed in a timely manner. Emergencies are costly to rectify and result in great inconvenience to all.

**Emergency Maintenance Requests:** Residents should report maintenance emergencies to a member of the residence hall staff immediately. If residence hall staff are unavailable, residents should alert the Security Officer in the lobby of your building.

**Extermination Requests:** Sometimes residents may find that they require extermination services. While exterminators visit the residence halls at least once per month, they treat only common spaces unless work orders are submitted for individual rooms. Residents may not refuse a visit by the university’s contracted exterminator unless a medical exemption is on file at the Office of Housing & Residential Education. A room that is not properly treated may adversely affect the entire residence hall community. Students are required to move their furniture away from the walls when the exterminator visits.

**Room Condition Reports (RCRs)**

Prior to your arrival on campus, Residence Hall staff will inspect your space and ensure that it is move-in-ready and record any issues or concerns. At that time, staff will ensure all work orders have been placed. At your time of check-in to the Residence Hall, you will receive a link to an online form to complete your Room Condition Report. You will have until September 1 to complete this form. If you fail to complete the form, you will be held responsible for any damages following your checkout of the building.

**Health and Safety Inspections**

Rooms/suites should be kept clean and in good condition. Each resident is responsible for maintaining a safe and healthy living environment, which includes a clean and hazard-free room/suite. Health and Safety inspections are scheduled three times each academic year. RAs enter each room and review the spaces for a list of health and safety items and levels of cleanliness. If the suite fails a health and safety inspection, each resident in that suite will be charged $25. Rooms that fail an initial inspection will be given a probationary period to correct the failure and a re-inspection will be scheduled. If the suite fails the re-inspection, each resident will be charged an additional $25 and will be subject to
disciplinary action.

During Health and Safety inspections, prohibited items will be confiscated; the suite will automatically fail, and will be subject to disciplinary action.

Health and Safety inspections may occur more often for any space at the discretion of the residence hall staff. Staff are not required to provide notice that an inspection will occur (see Room Inspection / Room Entry).

**University Property and Common Area Damages**

Any damage to university property beyond normal wear and tear noted on the Room Condition Report (RCR) will be charged to the resident's student account. When responsibility for damages cannot be determined, the damage charge will be split equally between the roommates and/or suitemates. All residents of a floor or building may share joint responsibility for loss or damage to common areas. Disciplinary action may be taken against residents who are involved in deliberate damage.

**Furniture**

Furniture provided by the university may not be removed from rooms, suites, lounges, or common areas. Outside of academic year designated move-in days, residents are not allowed to bring in any outside furniture to their rooms. Special needs must be addressed with the RHD or AC. To have an exception considered you must be able to produce a receipt to prove that the furniture was purchased and is in new condition.

**Windows/Balconies**

Students may not place any items in their windows or on window ledges. This includes, but is not limited to, air conditioners, window screens, fans, plants, etc. Any item that has been installed by the university as a fixture of the residence hall (including, but not limited to, air conditioners, safety bars, etc.) may not be removed. Tampering with a window lock and/or any device that restricts opening will be subject to disciplinary action, which may include removal from university housing.

Students are not permitted to access any balcony in any residence hall (locked or unlocked). Tampering with a balcony lock and/or any device that restricts opening is strictly prohibited.

Any student found responsible for accessing a balcony, placing an item in a window or on a balcony, having an item fall from a window/balcony, or throwing an item from a window/balcony will be subject to disciplinary action, which may include removal from university housing.

Any student found responsible for entering or exiting a building through a window will be subject to disciplinary action, which may include removal from university housing. Fire escapes may be used during emergencies only.

**Decorations**

Students are encouraged to decorate their rooms in a way that is pleasing to them; however, painting and/or permanent alterations to rooms/suites are not permitted. Students may use painter's tape or sticky tack to hang items, and thumbtacks and hooks may be used sparingly. The use of screws, bolts, nails, glue, or other adhesive on furniture, walls, ceilings, woodwork, or doors is prohibited. Any material that leaves marks on walls or furniture is not permitted. Application of wallpaper, wall paneling, or the installation of exterior antennas or aerials are not allowed. Damages to walls or other surface areas will be assessed at checkout time and charges will be issued to cover the cost of repair.

All decorations must be non-flammable materials and may not cover or block exits, exit signs, lights, fire extinguishers, carbon monoxide detectors, or ceilings. Live trees are not allowed. Decorations may not be attached to fire safety equipment (such as sprinklers, fire alarms, emergency strobe lights, etc.). Neon signs may not be mounted in windows. Decorations are permitted on room/suite doors, but cannot restrict entry or egress.

Students should be mindful of decorations hung on their doors and windows and the impact they may
have on their community.

**Room Entry**
Housing and Maintenance staff members may enter any student space at any time to assess vacancies, complete health and safety inspections (see above), follow up on work orders, and to exterminate pests. Whenever possible, students will be notified before entry.

The Office of Housing & Residential Education believes in the right to privacy. However, if a situation warrants, Housing staff reserve the right to enter a room or suite without notice. Such entry will take place when there is a threat to the health or safety of any resident. A resident who wishes to file a complaint regarding this issue should contact the Assistant Director for Residential Education.

**Residence Hall Damage Assessment**
Below are the estimated charges for any extra cleaning or damage to university property. These charges are subject to change at any time based on expense of repairs and services rendered. Damages are usually assessed when a resident checks out. To avoid charges, report any discrepancies on your Room Condition Report and complete a Work Order so that repairs and replacements can be made.

Damages are billed at the end of the academic year regardless of when the damage occurred. Exceptions to this may be made for extreme damage or damage costs that payment to a third party vendor by The New School.

Costs may vary based on amount of damage and item(s) damaged.

<table>
<thead>
<tr>
<th>Damages: Structural</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Window</td>
<td>$200</td>
</tr>
<tr>
<td>Wall holes</td>
<td>$50 per hole</td>
</tr>
<tr>
<td>Bathroom Sink</td>
<td>$300</td>
</tr>
<tr>
<td>Telephone/Ethernet Jack</td>
<td>$80 per jack</td>
</tr>
<tr>
<td>Floor</td>
<td>$450 per room</td>
</tr>
<tr>
<td>Toilet</td>
<td>$400</td>
</tr>
<tr>
<td>Shower/Tub</td>
<td>$600</td>
</tr>
<tr>
<td>Kitchen Sink</td>
<td>$300</td>
</tr>
<tr>
<td>Kitchen Cabinets</td>
<td>$400 per cabinet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damages: Furniture</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Table</td>
<td>$250</td>
</tr>
<tr>
<td>Chair</td>
<td>$100</td>
</tr>
<tr>
<td>Bed frame</td>
<td>$200</td>
</tr>
<tr>
<td>Mattress</td>
<td>$150</td>
</tr>
<tr>
<td>Dresser/Wardrobe</td>
<td>$450</td>
</tr>
<tr>
<td>Desk, including hutch</td>
<td>$400</td>
</tr>
<tr>
<td>Ladder</td>
<td>$120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damages: Fixtures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Light fixture</td>
<td>$50 per fixture</td>
</tr>
<tr>
<td>Window blinds/curtains</td>
<td>$100 per panel</td>
</tr>
<tr>
<td>Door frame</td>
<td>$500 per door</td>
</tr>
<tr>
<td>Door Lock</td>
<td>$100 per lock</td>
</tr>
<tr>
<td>Smoke &amp; CO Detectors</td>
<td>$75 per detector</td>
</tr>
<tr>
<td>Bathroom Mirror</td>
<td>$75 per mirror</td>
</tr>
<tr>
<td>Trash Can</td>
<td>$40 per can</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damages: Appliances</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Stove</td>
<td>$550</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$800</td>
</tr>
<tr>
<td>Microwave Oven</td>
<td>$250</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Painting Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall</td>
<td>$250 per wall</td>
</tr>
<tr>
<td>Entire Bedroom</td>
<td>$500</td>
</tr>
<tr>
<td>Entire Common Area</td>
<td>$700</td>
</tr>
<tr>
<td>Bathroom</td>
<td>$400</td>
</tr>
</tbody>
</table>
Residence Hall Community Management

For any community to function smoothly, its members must follow certain standards of behavior. These standards are often defined by rules and regulations. A community depends on the cooperation, good judgment and considerate behavior of all of its residents. One's status as a resident is a privilege subject to certain expectations. Students are required to respect the rights of all residents to privacy, space, cleanliness and quiet hours for sleep, study and health.

The need to monitor student behavior arises from misconduct that adversely affects the residence hall community. In cases of violation of residence hall policies and regulations, a resident found responsible for a violation may be subject to various sanctions. Residence hall and university disciplinary procedures are not a substitute for any civil or criminal proceedings. All residents are subject to local, state and federal laws.

Residence Hall Policies

Definitions: As used in this document, and the University Code of Conduct, the term “residence hall” means any building, room, facility, or premises owned and/or operated by the university for use as a dormitory, whether by lease or by contract, to students enrolled at the university. A “resident” means any student, or other individual occupying a residence hall space and signed a residence hall contract. All residents are to abide by the following policies as well as the policies listed in the University Student Code of Conduct. Actions or behaviors inconsistent with the following residence hall policies will be subject to disciplinary actions and/or fines.

1. Substance Usage
   a. Alcohol Policies: Alcohol possession and use is prohibited in “dry” residences, which include 13th Street, Loeb Hall, Stuyvesant Park Residence, and the 92Y. In Kerry Hall and 20th Street, alcohol possession and use is prohibited by students under the age of 21. The common areas in every building must remain alcohol free at all times.

      The sale, distribution, or procurement of alcoholic beverages for anyone who is under the age of 21 and the use of false identification to procure alcohol is prohibited.

      The possession of any type of paraphernalia associated with mass consumption of alcohol included but not limited to kegs, funnels, beer bongs, and shot glasses is expressly prohibited.

      Empty alcohol bottles used for decoration, academic projects, or other purposes is prohibited.

      Drinking games (including the simulation of drinking games) or other activities involving rapid and/or excessive alcohol consumption are not allowed.

      Public intoxication by a resident of any age is a violation of the University Student Code of Conduct.

   b. Drugs/Illegal Substances: Use, possession, or distribution of narcotics or drugs or of any illegal or controlled substances, except as expressly permitted by law, on university owned or controlled property or at university-sponsored functions is prohibited. Students are prohibited from the on-campus possession or distribution of any type of paraphernalia associated with the use of drugs (i.e., scales, bongs, pipes, etc.).

      Students with prescribed medication(s) are prohibited from sharing, selling or distributing medications to anyone.
The New School does not permit the smoking of marijuana use or possession of marijuana with this intent even with official medical documentation. The use, possession, or cultivation of marijuana for medical purposes is not allowed in any New School residence hall.

2. University Property
   a. **Furniture, Appliances and Equipment:** No person may take, steal, burn, destroy, deface, or otherwise damage property that is not their own. No person shall deny another the use of any furnishings, property, or areas intended for the benefit of all resident students. Each Resident must keep all university furniture, appliances and personal possessions in the room or suite. Bringing in additional furniture after the designated move-in dates is subject to prior approval of the Residence Hall Director or Area Coordinator. No furniture or equipment shall be removed from common areas. No furniture taken off the street may be brought into the residence halls. Residents will be held financially responsible for violations outlined above.
   b. **Walls:** No person shall pin or nail items to walls. Pictures or other items should be attached to the walls by means of painters tape or sticky tack. Hooks and thumbtacks should be used sparingly.
   c. **Room Condition Reports (RCRs)**
   d. **Health and Safety Inspections**
   e. **Vandalism**

3. Community Conduct
   a. **Courtesy and Quiet Hours Policy:** All residents must observe quiet hour’s restrictions. The quiet hours restrictions are posted in each residence hall and are from 11pm – 10 am Sunday – Thursday and 1 am – 10 am Friday and Saturday. It is the residents’ responsibility to familiarize themselves with quiet hours. If a Resident cannot find the posted hours, they should contact a member of the Residential Education staff for the information. During quiet hours, noise should not take place in be heard outside your suite or bedroom door. At all times, courtesy hours are in effect and residents are required to respond to requests from other residents and staff to keep noise levels down.
   b. **Storage:** The University does not provide storage space. Each Resident must keep all possessions in their room or suite. No storage space is available in which to place trunks, suitcases, boxes, or furniture in any residence hall. Residents may not store any item, including bicycles and room furniture, in hallways, stairwells, or other building common space. Bicycles may be stored in designated bicycle storage spaces or in a student’s room.
   c. **Telephones:** Private telephones may be installed in student rooms. All charges connected with private telephones including installation, bills, and relocation connection charges are the financial responsibility of the resident. The university will not become involved in mediating disputes between students involving private telephone charges and other related issues.
   d. **Roommate conflict:** In a roommate conflict, student safety is the priority. Staff is available and should be sought out to assist in addressing the conflict in one or more of the following ways: self-empowered roommate communication, staff facilitated mediation, temporary or permanent relocation. If housing staff feel that the conflict is irreconcilable and/or violence is a possibility, all roommates or suitemates involved could be relocated immediately. Any student involved in a conflict resulting in a policy violation will immediately be referred to the Office of Student Rights and Responsibilities.

4. Safety Precautions:
   a. **Air Conditioners:** Residents shall not install air conditioners in any residence hall.
   b. **Unauthorized access:** No person shall enter or assist others in entering any area not intended for the use of residents. Residential student are prohibited from giving their room key to any other person and from facilitating unauthorized entry.
   c. **Safety of Others:** No person shall create conditions that endanger or threaten others or their property, or create a health hazard or nuisance.
   d. **Spray Paint:** Spray paint, fixatives, and other hazardous chemicals and propellants may be stored and used only in the studio spaces or designated spray room.
e. **Waterbeds**: Waterbeds are prohibited in the residence halls.
f. **Fire Safety Equipment**: Residents are prohibited from tampering with smoke detectors and sprinkler heads. This includes covering, removing or hanging items from them.

5. Guest Policy
   a. **Guest Registration**: In residence halls with front desk service, residents are required to register each guest at the front desk. Only three guests may be signed into a residence hall under their name at one time prior to 10pm. After 10pm, there are only two guests allowed in each room. Each guest must sign in and leave a photo identification card with the staff at the front desk. Parents, guardians, and other relatives are considered guests. The identification card will be returned when the guests signs out. Guests who cannot provide identification will not be allowed to enter the residence hall. A Resident who expects a guest under the age of sixteen years should contact the Residence Hall Director or Area Coordinator at least one week in advance for approval. The Resident should not assume that approval will be granted. Security staff assigned to the residence halls are responsible for enforcing the guest policies, and for checking identification cards. Any attempt to argue, intimidate, or harass a security officer or Residential Education staff person will result in disciplinary action.
   b. **Overnight Guests**: An overnight guest is any guest being checked into the residence halls between 10:00 pm and 8:00 am and is permitted only with consent of each roommate and/or suitemate. In the event of a dispute, the residence hall staff has the sole discretion in deciding if a guest can stay. The decision of the residence hall staff is binding and final. Overnight guests are required to give their ID to security staff for registration each time they enter or the building and retrieve it each time they exit. A Resident who wishes to have a guest for an extended period of time must submit an Extended Guest Request form to the Residence Hall Director or Area Coordinator at least one week in advance. The resident should not assume that approval would be granted. There will be no more than two overnight guests permitted, per room, at any time.
   c. **Resident Responsibility**: The resident host, while in the residence hall, must always accompany their guest(s). A resident host assumes responsibility for any policy infractions committed by their guest(s). Residents are prohibited from signing in an individual as a guest if they do not know them. Residents are also prohibited from signing in an individual as a guest on behalf of another Resident.
   d. **Loss of Guest Privileges**: A Resident who abuses the guest policy may have their guest privileges suspended or revoked. A Resident may also lose guest privileges if a guest becomes disruptive or neglects to follow policy and procedure. Constraints may be placed upon the number of daytime or evening guests a Resident or Residents of the same suite may have simultaneously. Guests can lose privileges and be declared persona non-grata (PNG) at any time.

6. Smoking
   As noted in the University Code of Conduct, smoking cigarettes, electronic cigarettes, cigars, etc. is prohibited in all university buildings. This includes inside all residence halls and any outdoor common spaces.

**Fire Safety Guidelines**

**Fire Alarm Evacuation Policy**
Residents and their guests must comply with all posted evacuation guidelines and/or comply with all staff instructions and building specific procedures. Fire safety drills and information sessions will be held in each residence hall at the start of each term. When instructed to do so, any resident who fails to evacuate or interferes with the orderly evacuation of a residence hall will be subject to disciplinary action. Residents will be held accountable for the actions of their guests.

- Know where all the building exits are.
- Take fire alarms seriously. Do not ignore fire alarms.
• When evacuation is called for by staff or building procedure and you hear the fire alarm / see the alarm lights flashing, you should leave your room and proceed to the nearest stairwell / exit.
• If the fire situation does not allow you to leave your room, you should follow the Life Safety Survival Skills (see below).
• Do not worry about your personal belongings.
• Yell “FIRE” when exiting.
• Do not use elevators (use the stairwells) and do not run, evacuate in an orderly manner.
• Once outside, Housing staff will direct you to an evacuation location.
• When you reach that location, you should assemble with other members of your floor. An RA will complete a head count as quickly as possible.
• You may not re-enter the building until directed to do so by a member of the Housing staff.

Life Safety Survival Skills
• If you spot a fire and the fire alarm system is not already sounding or flashing, activate the nearest fire alarm.
• Feel the top of the door with the back of your hand for heat and/or look through the peephole.
  o If not hot, open the door slowly and look into the hallway below the level of the doorknob. This prevents you from breathing in any smoke that may be present.
  o Exit your room and take your room/suite key with you. Do not waste time trying to grab valuables.
  o If smoke and heat are present, crawl low to the ground to the exit / stairwell and evacuate the building.
  o Do not use the elevators to evacuate the building. Proceed to the nearest stairwell.
  o If you encounter heavy smoke in the building, use another exit. If all exits are blocked, go back to your room and follow the steps below.
• If you do feel heat at the top of your door, feel the doorknob (if it is hot, do not open the door!)
  o Stuff wet towels and clothing under door and use duct tape to seal around the door.
  o Call 911 and give them the exact location of the building, your floor, and your room/suite, as well as the number of people in your room/suite.
  o Wave a white flag or clothing out the window to signal attention.
  o If smoke comes into your room, open windows 6 inches at the top and the bottom and breathe air from the bottom of the window. Break glass only as a last resort, as this may let in fire and smoke.
• Listen for and follow any instructions from Fire Safety personnel.

How You Can Help Prevent Fires
Report undercharged fire extinguishers and non-functioning smoke detectors to building staff immediately. Do not overload electrical outlets. Use only UL-listed power strips and appliances. Keep your room/suite, particularly the kitchen, clean and free from refuse. When cooking, you should never leave food unattended. Keep your room/suite door closed while cooking. Do not open the hallway door to let out any smoke, this can set off the entire building’s fire alarm and cause an evacuation (open a window instead). The New School is a smoke-free community. Smoking is not allowed in any room, suite, apartment, stairwells, lounges, hallways, or other common areas.

Prohibited Items
For fire safety precautions, the following items are not allowed in the residence halls:
• Open-element cooking device or equipment, including but not limited to hot plates, coils, George Foreman-type grills, and space heaters
• Any cooking appliance that doesn’t have an auto-shutoff or timer function
• Candles or incense
• Halogen lamps
• Flammable or combustible materials like turpentine, paint remover, lighter fluid, gasoline, propane, natural gas, kerosene, motor oil, etc.
• Any gasoline powered vehicle or device
If any of these items are found in the residence halls, they will be confiscated by Housing staff and returned to the student when they checkout. Additionally, students found in possession of these items will be subject to disciplinary action.

Fire Safety Equipment
Tampering with fire safety equipment endangers the safety and wellbeing of every member of the residence hall community. Anyone found tampering with fire safety equipment will be subject to immediate disciplinary actions which may include expulsions from the residence halls. Fire safety equipment includes; exit signage, fire doors, emergency lighting, fire extinguishers, pull stations, smoke/heat detectors, fire bells, alarms, horns, gongs, and emergency key boxes.

Residents may not disable, remove or otherwise tamper with room/suite smoke or carbon monoxide detectors. Any person found to have tampered with smoke / carbon monoxide detectors will face disciplinary action through the Office of Student Rights and Responsibilities. A second offense can result in removal form the residence halls. In situations where the specific individual(s) who tampered with the detector cannot be determined, all occupants of the affected room or suite will be subject to an individual fine. Subsequent violations may result in additional disciplinary action including, but not limited to, relocation or removal from the residence halls. Residents will be held accountable for the actions of any guest found to have tampered with any fire safety equipment.

Billing, Cancellation, and Room Assignment Policies

Terms and Conditions of Occupancy

Any offer for a space in a New School residence hall is considered binding only when a completed and signed housing contract is submitted by the designated date. A student agrees to the terms and conditions for residence hall occupancy upon accepting residence.

A student must be matriculated in a degree or certificate program to remain in housing. A resident may reside in the residence halls throughout the contract period. The residence halls remain open during holiday periods, semester breaks, and designated intercessions (please note that guest policies are modified during these breaks).

All students who live in New School Housing are required to have documentation of immunization for measles, mumps, and rubella, and record of the meningococcal vaccine. Students who apply for housing without documentation of receiving the above-required immunization will forfeit their housing agreement and will not be able to live on campus. For questions regarding immunization requirements on campus please visit the Student Health Services website.

Students must checkout on the designated checkout date as outlined in the Housing Contract and as designated by the Office of Housing & Residential Education. Requests for extensions must be made in advance and in writing. Such requests are handled on a case-by-case basis.

The Office of Housing & Residential Education reserves the right to cancel a housing contract if the resident fails to follow the policies or procedures of the residence hall, the Office of Housing & Residential Education, The New School Student Code of Conduct, or any other policy or procedure outlined by The New School. Any resident who fails to pay any fees or violates regulations outlined within this Handbook shall be subject to dismissal from the residence hall. Students who are dismissed are not entitled to any refund of housing payments or deposits.
Housing Refund and Cancellation Policies

Voluntary Cancellations

- Housing cancellations fees are date sensitive. The Office of Housing & Residential Education must receive your petition to cancel the Housing Contract & License Agreement by the dates indicated to receive the appropriate refund, if any. For a schedule of cancellation dates and fees, please see the room rates and fees posted each academic year.
- Petitions to cancel the Housing Contract & License Agreement must be received in writing. The Office of Housing & Residential Education reviews all petitions and notifies students in writing of decisions.
- Filing a petition to cancel the Housing Contract & License Agreement does not guarantee cancellation.
- Vacating your room does not constitute cancellation of the Housing Contract & License Agreement.
- In all cases, cancellations of the Housing Contract & License Agreement result in the forfeiture of the $350 deposit or $1,000 (new students) regardless of the date of cancellation.
- For requests submitted after the last date listed, the student will be held fiscally responsible for full academic year whether they move off campus or not.

Withdrawal, Leaves of Absence, and Academic dismissals from the University Students who withdraw, take a leave of absence, or receive an academic dismissal may be entitled to some refund of housing fees depending on the date the room is vacated and if a tuition refund is granted. In all cases, the housing deposit if forfeited. For the tuition refund schedule, please refer to the Registrar’s web page: http://www.newschool.edu/student-services/registrar-office/

December Graduates

Students planning to graduate in December will not be charged for the spring term if the housing office is properly informed of their intentions.

December graduate students must have petitioned to graduate formally with the university and must fill out the housing cancellation form at the Central Housing Office at 72 Fifth Ave, 3rd Floor. All requests must be submitted no later than December 17th to avoid cancellation fees.

Students approved to cancel housing for the spring term must vacate their residence within 24 hours of their last class/final.

Spring Study Students

Student planning to study abroad for the spring term will not be charged for the spring term if the housing office is properly informed of their intentions.

Study abroad students must fill out the housing cancellation form and submit a copy of their acceptance letter with their cancellation form at the Central Housing Office at 72 Fifth Ave, 3rd Floor. All requests must be submitted no later than December 15th to avoid cancellation fees.

Students approved to cancel housing for the spring term must vacate their residence within 24 hours of their last class/final.

Disciplinary Dismissals

A resident whose housing is terminated for disciplinary reasons will receive no refund.
Room Change Policies

A request for a room change may not necessarily result in a room change, because space is limited. Room change requests are usually not honored for reasons of convenience or preference of roommate. Should problems arise between roommates/suitmates, RAs are available to help with mediation.

Any occurrences of verbal or physical intimidation with the intention of forcing a roommate to move or creating an atmosphere of discomfort for a new resident will not be tolerated. Such behavior will result in disciplinary action.

Vacancy Management and Consolidation
Should one roommate leave any time during the academic year, the remaining roommate(s) should be prepared to receive a new roommate at any time.

The vacant space within the room should always be clear of all possessions. The Office of Housing & Residential Education has the right to move any such possessions that may be blocking a new roommate's assigned space. Residents who fail to keep a vacant space free of their possessions will be subject to disciplinary action and will be charged for any costs involved in having these items moved.

Should the occupancy rate of your room or suite fall to 50% or less at any point during the academic year, the Office of Housing & Residential Education may reassign and move the remaining residents into vacant spaces in other rooms/suites, in order to free up the room/suite for the best allocation of space.

Room Change
Beginning on the third week of the semester, a student may request a room change using an online application located on the Housing and Residential Education website. Requests are granted based on the number of students seeking room changes, preferences, and available spaces. Students are able to rank their preferences by building, room type or request a specific roommate. First-Year students may only submit preferences in first-year buildings: Stuyvesant Park Residence, Loeb Hall and 13th Street Residence. Transfer and returning students may only preference 20th Street Residence and Kerrey Hall. A room change can only occur once in the academic year.

The online applications will be reviewed on Wednesdays throughout the academic year, and processed within 1-2 days. If a student is reassigned, they will pick up keys to their new assignment on Thursday/Friday and must complete their move by Sunday at 10pm. If a student is not reassigned they must submit a new application by the following Wednesday for review.

Pull-In
Students who have a vacancy in their assignment can use the online application to “pull-in” / request a specific roommate who has mutually requested them through the online application.

Room Swap
Students may request to swap between like type rooms (single for single, shared for shared room) by completing the online application. The request will be reviewed and approved by the Housing and Residential Education staff.

Off Cycle Move
There may be times when an emergency room change may occur. These will be reviewed on a case-by-case basis by the RHD/AC and Housing Operations.

Room Change Process
If a room change/swap request is approved, the resident(s) must:

1. Pick up their approved room change/swap form to show when picking up their new key.
2. Arrange to formally be checked out of their current room and be checked into their new room.
3. Move within the period designated by the AD/RHD/AC or the student forfeits their approved room change/swap. Students approved on Thursday or Friday will have until Sunday at 10PM to complete their move and be checked out of their old room and return keys.

4. Complete the Room Condition Report (RCR) for both their old and new rooms within 48 hours of moving in and out of the spaces.

These procedures remain the same for a change within a building or for a change to a different building.

Please note that students cannot swap rooms without permission from the AD/RHD/AC. Moving into a space that is not assigned to the student, is strictly prohibited and such behavior may result in disciplinary action.

Students who are approved for a room change will be charged a daily rate for each room they occupied based on the date the move is completed. Meal Plans will also be updated to reflect a pro-rated rate for each room.

**Notification of New Roommate**

Although the Office of Housing & Residential Education is not required to give notice before the arrival of a new roommate, every effort will be made to do so. However, resident students should be aware that situations often do not allow for this type of advance notice. All vacant spaces must be cleared of possessions and ready to receive a new roommate(s) at any time.

**Room Selection for the Next Academic Year**

Each spring, the Office of Housing & Residential Education conducts Housing Selection to give returning students the opportunity to select a room for themselves or with a group of friends for the following academic year, within a variety of living arrangements to suit individual preferences and budgets. Housing Selection information and the online application is made available in early March.

During Housing Selection Nights, you (and your group, if applicable) will be able to select a specific room or suite to live in for the next academic year. You will be able to know exactly where your room or suite is located in relation to other spaces in the residence hall and have a sense of the approximate size and shape.

Please note, the Office of Housing and Residential Education still reserves the right to move your assignment at any time without notice, but we try to avoid that whenever possible.

**Summer Housing**

Each summer, several of the residence halls are available for current New School students.

**Summer Housing Terms and Conditions**

New School students do not need to be taking classes at The New School over the summer to qualify for Summer Housing, but must be doing something academic (e.g. an internship, taking classes at The New School, taking classes at another university, etc.). Proof of academic work can be requested at any time.
The minimum stay is a ten-week period unless otherwise approved by the Assistant Director for Summer Programs and Housing Services.

**Application and Fees**

Applications for Summer Housing will be available from the Office of Housing & Residential Education and at [www.newschool.edu/housing](http://www.newschool.edu/housing) in March. For more information, email summerhousing@newschool.edu.

Student Loans and payment plans are not available for summer housing. All summer housing must be paid for in full at the time of the application submission.

**Summer Housing Policies**

All students who stay over the summer are subject to all New School and Housing and Residential Education policies and terms as the academic year.

Adjustments to any of these terms (e.g. - Summer Guest Policy) will be outlined within your residence hall and/or emailed to you before the start of the summer housing period.

---

**Student Code of Conduct**

All residential students are expected to review and adhere to all policies within the Student Code of Conduct found on the Office of Student Conduct and Community Standards website at [http://http://www.newschool.edu/student-conduct](http://http://www.newschool.edu/student-conduct). This link also provides access to other University Policies including the Sexual Harassment Policy, Discrimination Policy and the Disability Anti-Discrimination Complaint Procedures for Students.

Below is an excerpt from the Student Code of Conduct that relates specifically to the residence halls.

**B. Residence Hall Specific Violations**

All violations listed in Section A. apply to students residing in residence halls as well as their guests. The following additional actions are also considered violations of the Student Code of Conduct and are subject to sanctions imposed in accordance with the Non-Academic Disciplinary Procedures of the university.

Definitions: As used in this document, the term “Residence Hall” means any building, room, facility, or premises owned and/or operated by the University for Use as a dormitory, whether by lease or by contract, to students enrolled at the university.

“Resident” means any student, whether undergraduate or graduate, occupying a space in a Residence Hall.

1. **FAILURE TO COMPLY WITH HOUSING CONTRACT & REGULATIONS**

   Failure to comply with regulations set forth in the Residence Hall Handbook, the Housing Contract, and as set forth by the Office of Housing and Residential Education. Failure to comply with official requests from university staff, including but not limited to housing and security staff, in the performance of their duties.

2. **GARBAGE AND OTHER HEALTH HAZARDS**

   Failure to keep rooms and shared common areas reasonably neat and orderly as determined
by university staff. Failure to keep such areas free of excessive trash and floor space free from debris and other hazards. The creation of an environment that presents a health and safety risk to other members of the community and/or that endangers or threatens others or their property, or creates a health hazard or nuisance.

3. GUEST POLICY VIOLATIONS
Failure to abide by the University Housing Guest Policy as set forth in the Residence Hall Handbook.

4. SAFETY PRECAUTIONS
a. Windows
No person may place objects on the outside, or inside of windowsills. No objects of any kind are to be thrown from or at the windows. Removal of screens, window locks, or window guards, is prohibited.

b. Prohibited Items
The following are NOT permitted in the Residence Hall: cooking appliances with exposed elements (open coil); hot plates; candles of any kind; incense and incense burning devices; use of roller blades/skates, skateboards, or bicycles in the hallway or on any university property; mopeds or motorcycles; live trees of any kind; changes to electrical wiring, heating, or alarm systems; and other items as deemed not appropriate by university staff.

c. Cooking
In accordance with New York State Health Codes, students may not cook in their bedrooms. In certain Residence Halls, kitchenettes are provided for this purpose. Where provided, cooking equipment must be properly maintained and cleaned.

Non-Academic Disciplinary Procedures
Adopted April 26, 2005
Updated September 2016

The University Non-Academic Disciplinary Procedures can be found on the Student Conduct and Community Standards website and are designed to facilitate fact-finding and to review incidents involving violations of the University policies governing student conduct or behavior and other non-academic policy violations where the responding party is a student, including the Sexual Misconduct & Violence Policy. It is not intended to create an adversarial court-like proceeding.

Sexual Assault Policy

Statement of Purpose
The New School is committed to creating and sustaining a university environment in which students, faculty, and staff can study and work in an atmosphere that is open, healthy, safe, and unhampered by discrimination. Consistent with this commitment and in keeping with federal and state law requirements, it is the policy of the university that sexual assault and sexual exploitation will not be tolerated. Non-consensual sexual conduct and other forms of sexual violence can be traumatizing and detrimental to a person’s learning experience and total health and has no place in our community. The New School will take any and all action needed to prevent, correct, and discipline behavior that violates this standard of conduct. Due diligence will be used to ensure the disciplinary review and any appropriate action be taken in as expeditious manner as possible. The university will make every effort to provide assistance and support to the victim of sexual assault in a thorough, consistent, and sensitive manner.
Sexual Assault is a serious problem on college campuses throughout the country. To counteract this problem, the university provides educational and preventive programs, resources for individuals dealing with sexual assault, and accessible methods of complaint resolution.

**Definition of Sexual Assault**

The university defines sexual assault as follows:

- **Non-consensual Sexual Intercourse or Sexual Contact** which includes any non-consensual oral, anal, penal, vaginal penetration, with any object, by an individual or group upon an individual or group, without consent. It also includes any intentional sexual touching (intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice), with any object, by an individual or group upon an individual or group, without consent.

- **Sexual Exploitation** which includes when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual assault offenses. Examples of sexual exploitation include, but are not limited to: Prostitution another student; Non-consensual video or audio-taping or photographing of sexual activity; Unauthorized posting or distribution of materials involving the sexual activity of another person(s); Going beyond the boundaries of consent (such as voyeurism or secretly watching others); Tampering with birth control or condoms; Knowingly transmitting a sexually transmitted infection or HIV to another student.

This definition includes conduct that may be considered criminal under the New York State Penal Code. New York State Law contains the following legal provisions defining the crimes related to sexual assault which can be viewed at the following site: [http://ypdcrime.com/penal.law/article130.htm](http://ypdcrime.com/penal.law/article130.htm)

**Definition of Consent**

The presence of consent involves explicit communications and mutual approval for the act in which the parties are/were involved. A sexual encounter is considered consensual when individuals willingly and knowingly engage in sexual activity. Consent can be revoked at any time for any reason. Consent is active, not passive: lack of resistance, physical or verbal, does not imply consent, nor does silence, in and of itself, imply consent. It must be given for every act and for every time that the act occurs, regardless of history, past behaviors, or reputation. In order to give effective consent in New York State, one must be of legal age (17).

Consent cannot be procured by use of pressure, manipulation, compelling tats, intimidating behavior, substances and/or force, nor can it be given if an individual is mentally or physically incapacitated by alcohol or other drug use, unconsciousness, mental disability, asleep, and/or involuntary physical restraint. Intoxication does not excuse behavior that violates this policy.

**Reporting Procedures**

Students are encouraged to speak to staff at the university to file a report of sexual assault. Students have the right and can expect to have incidents of sexual assault taken seriously by the university when reported, and to have those incidents investigated and properly resolved through administrative procedures.

To file a report, a New School employee, whether staff or faculty, should report the sexual assault to the Senior Vice President for Human Resources or to the Office of the General Counsel.

A student should file a report of sexual assault to any of these university offices:

- **Student Support and Crisis Management**
  72 Fifth Avenue, 4th Floor
  212.229.5900 ext. 3189 or x3710
Once a report is filed, the university official receiving the report or another appropriate official will provide the following information:

- Clear explanation of the university investigative and hearing procedures
- Where to access medical care
- Information about legal options
- Where to access support services on and off campus

There may be circumstances in which the university must take immediate action to protect the university community, prior to a formal hearing. Actions such as interim suspension and/or removal from housing may be deemed necessary by a senior university official.

After reporting sexual assault a student may request the following:

- Change of on-campus housing assignment or exploration of alternative housing
- Transfer to a different class sections when available, without academic penalty
- Determine feasibility of incompletes or leave of absence

After filing a report if a student expresses reluctance or unwillingness in proceeding, the university, in accordance with the belief that a victim of sexual assault should be given this right, may comply with this request after appropriate investigation, as long as doing so maintains the health and safety of the university community.

Removing Barriers to Reporting
The university encourages the reporting of code of conduct violations and crimes. Sometimes, victims are hesitant to report to university officials because they fear that they themselves may be accused of policy violations, such as underage drinking, at the time of the incident. To encourage reporting, the university pursues a policy of offering victims of sexual assault limited immunity from policy violations related to the incident, this also extends to students who offer help and assistance to others in need. While violations cannot be completely overlooked, the university will provide educational options (e.g. utilizing university support resources) rather than punishment, in such cases.

Confidentiality
When a report is filed, every effort will be made to protect a student’s privacy, and sharing of information will be on a need-to-know basis only. If a student seeks to make a confidential disclosure, this can be made to a medical or mental health professional, as protected by law, either on campus at Student Health Services or off campus (see resource section at end of this policy).

Investigative and Hearing Procedures
For the purposes of this Policy, the student making the complaint of sexual assault will be referred to as “the accuser” and the student alleged to have committed the assault will be referred to as “the accused.” Complaints will be investigated and processed expeditiously.

Complaints of sexual assault will be reviewed under the Non-Academic Disciplinary Procedures (hotlink) and handled as a Level II Review. Under Section III.B.3 (e) of the Non-Academic Disciplinary Procedures, if the accused accepts responsibility for the alleged violations, the accused may waive the disciplinary review by the Disciplinary Review Panel. The Senior Vice President for Student Services or his/her designee will then determine sanctions, if applicable.

1 The Assistant Vice President for Student & Campus Life is the University’s Title IX Coordinator.
If the accused does not accept responsibility or accepts responsibility but does not waive his/her right to a disciplinary review by the Disciplinary Review Panel, the Assistant Vice President for Student and Campus Life will convene the panel. Panelists are selected by recommendation by the Faculty Senate, the University Student Senate, the Provost, and the Senior Vice President for Student Services. Members of the panel will be trained prior to panel hearings on sexual assault, its impact, and other information appropriate to this type of panel hearing. The Assistant Vice President for Student and Campus Life facilitates the hearing but does not weigh in on determining responsibility or sanctions.

The Hearing
If the matter is referred to a Panel for its review, the Panel shall set to begin as soon as possible after the accused has received notice of the complaint. The accuser and the accused will have the option to appear before the panel separately. The accuser and the accused may choose not to appear before the panel and may submit a written statement to be read to the panel. At the review, the Panel hears statements from both parties, asks questions, and then makes a decision based upon whether there is a preponderance of evidence that the sexual assault occurred. Preponderance of evidence means that it is more likely than not that the facts the accuser seeks to prove are true.

The Panel’s recommendation will then be sent to the Senior Vice President for Student Services who will review the recommendation of the Panel, and decide on a sanction, if appropriate.

The accuser and accused party are each entitled to have a support person present during a panel hearing (an ally, friend, family member). A lawyer can be considered a support person and attend, but cannot ask questions or direct the hearing process.

Past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant. All such information will be presumed irrelevant. While previous conduct violations by the accused student are generally not admissible as information about the present alleged violation, the Assistant Vice President for Student and Campus Life may supply previous complaint information to the hearing panel, or may consider it him/herself if s/he is hearing the complaint.

Sanctions Statement
The university conduct process is founded on educational ideals that reflect the university’s mission. As much as possible, the university is committed to educating students to be aware of policy, to respect others, and to be accountable for their actions. The Hearing Panel attempts to look at each situation independently and consider all variables in recommending a fair and reasonable sanction in a timely manner.

- Any student found responsible for violation of The Policy on Sexual Assault will receive a sanction ranging from warning to expulsion; depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The outcome of a hearing panel is part of the educational record of the accused student, and is protected from release under the federal law, Family Educational Rights and Privacy Act (FERPA). However, the university observes the legal exceptions as follows:

- The accuser has an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.
- The university may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a university policy that is a “crime of violence,” including but not limited to sex offenses and assault. The university will release this information to the accuser in these offenses regardless of outcome.

The accuser and the accused have the right to appeal the decision of the hearing panel. This appeal must be received in writing within ten (10) working days of the hearing outcome. The appeal will be reviewed by the Senior Vice President for Student Services in consultation with the Provost and the
dean/director of the program for which the accused is enrolled. That decision will be final. In making this determination two things should be considered as grounds for an appeal: (i) clear and specific demonstration of being denied a fair review, and (ii) flagrant discrepancy between the infraction and the imposed sanctions.

**Federal Law on Sexual Assault**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

- Institutions must publish an annual report disclosing campus security policies and the years worth of selected crime statistics
- Institutions must make timely warnings to the campus community about crimes that pose an ongoing threat to students and employees
- Each institution with a police or security department must have a public crime log
- The United States Department of Education centrally collects and disseminates the crime statistics
- Campus community sexual assault victims are assured of certain basic rights.
- Institutions must notify victims of their option to report their assault to the proper law enforcement authorities

Students, faculty and staff who have questions or concerns regarding this policy or the application of this policy may contact the following university offices:

- Student Conduct and Community Standards
  Address: 79 Fifth Avenue, 5th Floor
  Phone: 212.229.5349
- The Office of the General Counsel
  80 Fifth Avenue, 8th Floor
  Phone: 212.229.5432

**Options for the Survivor of Sexual Assault**

The university strongly encourages students who believe that they have been sexually assaulted to report these incidents, and to be aware of the following options regarding medical, legal and psychological care.

**The Importance of Medical Care**

The survivor of sexual assault has the option of going to a hospital Emergency Room for medical care. This is especially important if the survivor presents within 96 hours of the assault. To preserve the evidence, it is best not to shower, wash, douche, eat or drink, if possible. Carry evidence in a clean paper bag. If the survivor presents post 96 hours of the assault, it is still recommended that they receive medical care, but they will not have available all the options discussed below. The survivor has the right to refuse all or any parts of the treatment/evidence collection. The medical care following a sexual assault includes:

- a physical exam to examine any internal or external injuries
- evidence collection (if presenting within 96 hours of the assault)
- preventive treatment for Sexually Transmitted Infections
- preventive treatment for HIV (if presenting within 36 hours)
- emergency contraception (if presenting within 72 hours)
- medical follow-up referrals and information

It is recommended that you refer the survivor to one of the hospitals listed below. These hospitals have Rape Crisis Programs and have trained Advocates available 24 hours. The Advocates will provide emotional support and information and help with the police reporting process.

- Beth Israel Hospital Emergency Department
  16th Street (between 1st and 2nd Avenues) – phone: 212.420.2840
• St. Luke’s/Roosevelt Hospital Emergency Department
  1000 Tenth Avenue (at 59th Street) – phone: 212.523.6800

Please note: Going to a hospital emergency room does not mean that the survivor has to report the crime to the police. The survivor can go to the emergency room and get medical attention/evidence collection and then take some time to think about reporting the crime to the police. The hospital emergency room is required to store the evidence for 30 days. If the student refuses medical care from a hospital ER, it is still encouraged that s/he seeks medical attention. You can refer the student to their private medical provider or our Medical Services, where s/he might feel more comfortable. Just note that the student will not have available all the options stated above, especially evidence collection.

To learn more about the evidence collection procedure, please visit:
http://www.health.state.ny.us/professionals/protocols_and_guidelines/sexual_assault/docs/protocol_appendix_q.pdf

Legal Options
In addition to the university’s student disciplinary process and those disciplinary procedures applicable to faculty and staff, the survivor has the right to pursue criminal prosecution and/or civil litigation. S/he can go to the precinct corresponding to the area where the crime occurred or call the New York Police Department Special Victims Report Line at 646.610.7273. The hotline provides the option of getting some information without having to disclose their name. With that information the survivor can then decide whether to go forward with the reporting process. The survivor should never be pressured to file a report.

It is her/his decision to report unless:
• There is suspicion or evidence of child abuse when a report to Administration for Children’s Services 800.635.1522 is mandated;
• There is an injury by a deadly weapon, when medical staff only is mandated to report the crime to the police.

Reporting a sexual assault to the police does not obligate the survivor to file criminal charges or pursue other legal action. In the case of sexual assault, however, prompt reporting and a comprehensive medical examination completed at a hospital emergency department within 96 hours of the assault will aid the legal process.

The Office of Student Support and Crisis Management working with Campus Security are available to provide support and advocacy with local police. The university is committed to providing full and prompt cooperation and assistance in notifying the proper law enforcement personnel if the survivor so chooses.

Psychological Concerns
Survivors of sexual assault can experience a wide range of emotional reactions, and the decision to report the assault and seek help is a very personal and complex one. It is encouraged that survivors seek support as soon as they are ready. As reactions can vary and may include shock, denial, anxiety, guilt, anger, and self-blame, as well as nightmares, changes in sleeping and eating patterns, flashbacks, and depression, the survivor may want to seek professional assistance either on campus at Counseling Services at 80 Fifth Avenue, 3rd Floor, or off campus at one of the local Rape Crisis Centers.

Resources for Survivors, Allies, and Advocates
The New School
Campus Security – 212.229.7001 (24 hours)
Student Counseling Services - 212.229.1671, option 1
Student Medical Services - 212.229.1671, option 2
After Hours Nurse Advice Line – 212.229.1671, option 1 (when counseling and medical services are closed)
Student Support and Crisis Management - 212.229.5900 x3189 or x3710
Student Rights & Responsibilities - 212.229.5900 x3656
Assistant Vice President for Student & Campus Life - 212.229.5900 x3659
Student Ombudsperson - 212.229.8996 x3619
Office of Human Resources - 212.229.5671

New York City
Police and for Emergency - Dial 911 (24 hours)
NYPD Special Victims Liaison Unit Report Line - 646.610.7273 (24 hours)
District Attorney’s Offices
Manhattan District Attorney’s Office - 212.335.9373
Brooklyn District Attorney’s Office - 718.250.3170
Bronx District Attorney’s Office - 718.590.2323
Queens District Attorney’s Office - 718.286.6505
Staten Island District Attorney’s Office - 718.876.6300

Hotlines – 24 Hours
Safe Horizon: Rape and Sexual Assault Hotline - 212.227.3000
Safe Horizon: New York City Domestic Violence Hotline - 800.621.4673
NYC Gay and Lesbian Anti-Violence Project - 212.714.1141
Suicide Prevention (LifeNet) - 800.543.3638
New York Asian Women’s Center - 212.732.5230

Sexual Assault Advocacy and Counseling Services
St. Luke’s-Roosevelt Crime Victims Treatment Center
411 West 114th Street
212.523.4728

Beth Israel Rape Crisis Intervention Program
317 East 17th Street
212.420.4054

Women’s Rights at Work - 888.979.7765
New York City Alliance Against Sexual Assault - 212.523.4344
New York State Victim Information and Notification Everyday – 888.VINE.4NY
New York State Crime Victim’s Board - 718.923.4325

Domestic Violence
St. Luke’s-Roosevelt Crime Victims Treatment Center
411 West 114th Street
212.523.4728

The New York City Gay & Lesbian Anti-Violence Project (AVP)
240 West 35th Street, suite 200
212.714.1184

LGBTQI Resources
The Lesbian, Gay, Bisexual, and Transgender Community Center
208 West 13th Street
212.620.7310

HIV/AIDS Testing
Hispanic AIDS Forum at The New School, Student Health Services
135 East 12th Street, 2nd floor
212.229.1671
Hours: Mondays, 4:30-6:30 PM (except university holidays)
New York City Department of Health
800.TALK.HIV or 212.447.8200 (call for information: multiple testing sites)

Local Pharmacies (the following accept coverage under the university sponsored
**Missing Student Policy**

The New School has implemented procedures to ensure that reports of missing students are properly investigated.

When students enter the university, they are asked to provide a permanent home address and phone number, as well as emergency contact information. In addition, email and telephone information is automatically entered into New School Alerts, a campus-wide emergency notification system. Each academic year, students are reminded by e-mail of the importance of updating this information. Students may update this information at any point during the academic year by logging into MyNewSchool. The individual(s) listed as the emergency contact should be someone with whom a student maintains regular contact and who is likely to know where that student is and how to contact him or her.

Any member of the University community who believes that a student is missing should immediately complete an Incident Report and submit that report to the Director of Security and the Assistant Vice President for Student and Campus Life. The Incident Report should list all pertinent information and address the questions below:

- Is the student missing from the campus, his or her family residence, or another location?
- Is there a witness to or physical evidence of abduction or other foul play?
- Was the student despondent or mentally or physically disabled when last seen?
- Was the student experiencing academic, personal, or financial problems when last seen?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any touts or warnings?
- What was the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have similar incidents been reported within the area (attempted abductions, suspicious persons)?

Upon receipt of a report that a student is missing, the university will first attempt to reach the student using the personal contact information in the institution’s student information system. If, within four (4) hours, the student has not been reached, the university will next attempt to reach the student’s emergency contact. If the student does not communicate with university personnel within twenty (20) hours after speaking with the student’s emergency contact, the university will notify both the missing student’s parents/guardians and the local authorities to indicate that the student has been missing for 24 hours.

Once located, the student’s health and well-being will be of the utmost priority. Appropriate referrals will be made to support services. Student Services and University Security will assist local law enforcement in all ways prescribed by law.

**Contact Information**

<table>
<thead>
<tr>
<th>Building</th>
<th>Address</th>
<th>Hall Office</th>
<th>RA On-Duty</th>
<th>Security Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>20th Street Residence</td>
<td>300 W. 20th St.</td>
<td>646.414.6050</td>
<td>718.877.2941</td>
<td>646-414-6051</td>
</tr>
<tr>
<td>The 92Y Residence</td>
<td>1395 Lexington</td>
<td>212.415.5660</td>
<td>646.533.7343</td>
<td>212.415.5592</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Office</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
<td>----------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>Travis Whisler</td>
<td>Senior Director for Student and Campus Life</td>
<td>212.229.5459 x3616</td>
<td><a href="mailto:travis@newschool.edu">travis@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Joyce Arias-Brown</td>
<td>Associate Director of Housing Operations</td>
<td>212.229.5459 x3615</td>
<td><a href="mailto:joyce@newschool.edu">joyce@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>David Grimes</td>
<td>Associate Director for Residential Education</td>
<td>212.229.5459 x4461</td>
<td><a href="mailto:dgrimes@newschool.edu">dgrimes@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Milton Ousland</td>
<td>Housing Operations Coordinator</td>
<td>212.229.5459 x3749</td>
<td><a href="mailto:milton@newschool.edu">milton@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Anna Engelbrecht</td>
<td>Senior Office Assistant</td>
<td>212.229.5459 x3611</td>
<td><a href="mailto:engelbra@newschool.edu">engelbra@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Derrick Hicks</td>
<td>Loeb Hall Residence Hall Director</td>
<td>646.414.6245</td>
<td><a href="mailto:hicksd@newschool.edu">hicksd@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Kyle Stuber</td>
<td>20th Street Residence Hall Director</td>
<td>646.414.6050</td>
<td><a href="mailto:stuberk@newschool.edu">stuberk@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>Chasity Wilson</td>
<td>Stuyvesant Park Area Coordinator and 92Y</td>
<td>646.414.6102</td>
<td><a href="mailto:wilsoncl@newschool.edu">wilsoncl@newschool.edu</a></td>
<td></td>
</tr>
<tr>
<td>David Howe</td>
<td>Kerrey Hall Area Coordinator</td>
<td>212.229.5600 x4381</td>
<td><a href="mailto:howed961@newschool.edu">howed961@newschool.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

For general housing questions, email universityhousing@newschool.edu
For questions about summer housing, email summerhousing@newschool.edu

<table>
<thead>
<tr>
<th>Offices</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-hour Security Desk</td>
<td>212.229.7001</td>
</tr>
<tr>
<td>Student Support and Crisis Management</td>
<td>212.229.5900 x3965</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>212.598.4796</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>212.229.1671</td>
</tr>
<tr>
<td>Disability Services</td>
<td>212.229.5626</td>
</tr>
<tr>
<td>Student Rights &amp; Responsibilities</td>
<td>212.229.5349</td>
</tr>
</tbody>
</table>