

2021 - 2022 EDITION

# WELCOME HOME

GUIDE TO CAMPUS LIVING AT BLOOMSBURG UNIVERSITY



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## IMPORTANT NUMBERS

Emergency	911 or 570-389-2211
Bloomsburg University Police (BUPD)	570-389-2211
Bloomsburg University Main Number	570-389-4000
Office of Residence Life	570-389-4970
Bloomsburg Geisinger Hospital	570-387-2100
Student Health Center	570-389-4451
Residential Computing (ResComp)	570-389-2872
Woman's Resource Center	570-389-5283
LGBTQA Resource Center	570-389-2818
Counseling and Human Development	570-389-4255
Columbia Hall Front Desk	570-389-4299
Elwell Hall Front Desk	570-389-4315
Luzerne Hall Front Desk	570-389-4305
Lycoming Hall Front Desk	570-389-4320
Montour Hall Front Desk	570-389-4330
Northumberland Hall Front Desk	570-389-4301
Schuykill Hall Front Desk	570-389-4327
Soltz Hall Front Desk	570-389-4456
Upper Campus Apartments CA Desk	570-389-2900

### RESIDENCE HALL FRONT DESK HOURS

- Sunday - Thursday 7:00 PM - 1:00 AM
- Friday & Saturday 8:00 PM - 2:00 AM

### UPPER CAMPUS APARTMENTS DESK HOURS

- Monday - Sunday 10:00 AM - 9:00 PM



## WELCOME TO ON-CAMPUS HOUSING

Welcome BU On-Campus Student,

We're excited to have you join the Residence Life Community and look forward to enhancing your academic and personal goals with comfortable and enjoyable housing. Your new home is ready for you and is filled with great opportunities to meet and learn about others around you. The success and satisfaction of your living environment is all about what you make it and is a great way to start building life-long friendships.

The primary goal of on-campus living is to maintain a safe and academically supportable environment where you can enhance your out-of-classroom learning and experiences. You will learn to compromise, negotiate, and appreciate others who are both similar and not-so-similar to you. The one thing you have in common with those around you is you are all BU students with a goal in mind to graduate and have a lot of fun along the way. How much and how well you compromise, negotiate, and appreciate will be a factor in how much fun you have and the development of these skills will assist you throughout your life and will probably help you get that first job!

You have entered into a community that is glad you are a part of it. As a community member you have rights and responsibilities. It is necessary to have a fair amount of rules with so many college students living in close proximity. They may be different from what you are expecting, but are designed for and are reasonable for community living. You have a responsibility to know them, adhere to them, and be mindful of those above, below, and next to you. The adage of you get what you give holds true meaning on our campus. Similarly, caring for your room and building is not only good for you during your time on campus, it also helps reduce your costs.

The person(s) who is/are closest to you is your roommate(s). Establishing open communication and building a foundation of mutual respect goes a long way toward enabling you to expend energy on productive things like having fun, studying, and enjoying all that the campus and surrounding town has to offer; not doing this produces unnecessary distractions that impact the goals you set.



We in the Office of Residence Life realize that the experience of living on-campus may be trying at times, so Community Assistants ("CAs") are available to help you work through situations.

Bloomsburg takes great pride in its long history of academic excellence and the Office of Residence Life shares in that pride and works hard to support the mission of the University. We cannot do it without you, and how positive your experience on campus will be is contingent on you remembering and taking steps to achieve your goal of graduation.

Good luck this year! I urge you to get involved with the many social, educational, and recreational opportunities that will be offered to you both by our hall staff and many others here at BU. If you have any questions please do not hesitate to ask a staff person.

Sincerely,

James McCormack  
Associate Vice President of Student Development & Campus Life

## RESIDENCE LIFE MISSION AND GOALS

The Office of Residence Life is established to provide an educationally-based residential community which seeks to provide students with personal, shared, and academic experiences; unified by purpose and founded on mutual respect. This community cultivates involvement, enhances critical thinking, develops conflict resolution skills, furthers understanding and appreciation of differences, fosters a sense of identity, and promotes personal and civic responsibility.

We are resolute in our commitment to the following goals:

- To cultivate healthy, meaningful relationships with others
- To provide out of classroom learning opportunities that enhance life-long learning, student development, student success, and further their holistic education
- To enhance student self-authorship by challenging existing thoughts, ideas, and behaviors while promoting positive decision-making and self-discovery of their role within the greater community
- To encourage students to have involvement, investment, and influence in their residential community
- To enrich student engagement within the University and the local community
- To support and enhance the academic mission within our daily practices
- To understand and appreciate the diversity of each student's experiences and identities
- To advocate for each individual to be comfortable in expressing their uniqueness and identity
- To provide residential facilities that are safe, clean, and well-maintained

## RESIDENCE LIFE CORE VALUES

The emblem you see to the right represents the vision for the work that we do in the residence halls and apartment communities.

The words in the outer circle represent the department's core values: Education, Service, Caring, Respect, Dedication, Integrity, and Inclusion. These words, and the type of effort and energy directed towards our students, encompass the type of philosophical orientation we expect from ourselves and all staff members associated with the Office of Residence Life.

The words in the middle circle - Our Students, Our Campus, Our History, and Our Future - reflects the areas that we aim to honor as we carry out our mission of service to others. We are here to serve our students; their success provides the basis upon which we measure all else.



## STUDENT RIGHTS AND RESPONSIBILITIES

### AS A RESIDENT YOU HAVE AGREED TO THE FOLLOWING STUDENT RIGHTS AND RESPONSIBILITIES:

- To read and study free from undue interference; unreasonable noise and other distractions
- To sleep without undue disturbance from noise, distraction, etc.
- To expect that others will respect personal belongings
- To a clean environment in which to live
- To access and utilize residence hall facilities
- To personal privacy
- To speak to staff about concerns and issues you are having
- To be free from fear of intimidation

### AS A RESIDENT YOU HAVE AGREED TO THE FOLLOWING SOCIAL CONTRACT:

- To treat other residents with respect and consideration, and to guarantee them their individual rights
- To understand all policies and regulations necessary for the hall/apartment community to function, and to abide by those rules (See this document and the Code of Conduct)
- To accept responsibility for all guests
- To respect the rights of one's roommate(s) and fellow residents when hosting guests
- To be responsive to all reasonable requests of fellow students
- To be responsive and cooperative in all interactions with Residence Hall Staff
- To accept responsibility for personal and community safety
- To recognize that public areas and their furnishings belong to everyone

## COVID-19 INFORMATION

I understand that our BU community will only remain open if I will do my part to limit the spread of COVID-19. I commit to contributing to our campus community in a way that will promote my health and safety and that of those around me. I will abide by federal, state, local and BU public health guidance and protocols. I recognize that guidance and protocols will likely change, sometimes abruptly, and I agree to keep myself informed and follow any new guidance and protocols.



For additional on-campus housing information and campus life news and events, visit us at

**[reslife.bloomu.edu](https://reslife.bloomu.edu)**

or scan the QR code below



**DON'T JUST GO  
TO COLLEGE,  
*Make it your home!***



## RESIDENCE LIFE STAFF

### ASSISTANT DIRECTOR OF RESIDENTIAL EDUCATION AND COMMUNITY LIVING (AD)

An AD is a full-time professional staff member who lives on campus. These staff members have master’s degrees and supervise an area of campus including the GHDs and CAs in that area. They are here to assist you whenever needed.

#### HOW TO CONTACT AN ASSISTANT DIRECTOR:

Upper Campus Apartments	Jen Turnbough	570-389-4820	jturnbou@bloomu.edu
Elwell Hall	Kayleigh Warg Stouffer	570-389-4846	kstouffer@bloomu.edu
Columbia Hall / Northumberland Hall	Ben Staub	570-389-4845	bstaub2@bloomu.edu
Lycoming Hall / Montour Hall / Schuylkill Hall	Jenna Radkins	570-389-4989	-
Luzerne Hall / Soltz Hall	TBD	570-389-4390	-

### GRADUATE HALL DIRECTOR (GHD)

A GHD is a student who is working on their master’s degree, and working in the halls part time. These students oversee the CAs, and assist students with residential learning and living.

#### HOW TO CONTACT A GRADUATE HALL DIRECTOR:

Columbia Hall	Athena Bell	570-389-4298
Elwell Hall, East	Sydney Reigel	570-389-5158
Elwell Hall, West	Nicola Scicchitano	570-389-2791
Luzerne Hall	Sherri Boyles	570-389-4809
Lycoming Hall	RuthAnn Green	570-389-3804
Montour Hall	Dan Tate	570-389-4328
Northumberland Hall	Briahna Heintzelman	570-389-4302
Schuylkill Hall	Dan Tate	570-389-4328
David Soltz Hall	Daniela Goncalves	570-389-4324
Jessica Kozloff Apartments	Emily Henderson	570-389-2962
Montgomery Place Apartments	Jeri Fries	570-389-2692
Mount Olympus Apartments	Jeri Fries	570-389-2962



## EMPLOYMENT OPPORTUNITIES

A Community Assistant (CA) can be a rewarding experience. Leadership skills such as communication, teambuilding, time management, and role modeling are different traits that are CAs have picked up from working on our team. CAs are leaders and mentors who can help in many ways. CAs receive comprehensive training to help them with their job. We would love to have you on our team! Please look for our applications to come out in the fall semester.

For more information please visit [reslife.bloomu.edu](http://reslife.bloomu.edu) and click ‘Student Employment’.



**THE OFFICE OF RESIDENCE LIFE**

Residence Life Community Assistants and Graduate Hall Directors

# ON-CAMPUS HOUSING POLICIES AND PROCEDURES

## HOUSING AGREEMENT

Housing agreements can be viewed by going to [reslife.bloomu.edu](https://reslife.bloomu.edu) and clicking 'MyHousing'.

**Termination:** The University may terminate the housing agreement at any time for violation of university or residence hall regulations, policies and procedures, or any other reason deemed sufficient by university officials.

Students whose agreements are terminated must vacate their rooms within 48 hours (or other time specified) after being notified of the termination. Execution of the agreement requires that before registration, the student must have satisfied all outstanding obligations to the university from prior periods of attendance including basic admissions, housing, and food service fees.

**Students who have their residence hall or apartment agreement terminated in the middle of the semester are not eligible for a housing refund.**

**Abandoned Items:** The University reserves the right, without further notice, to remove personal belongings of, or used by, student(s) that remain in a residence hall room or campus apartment or elsewhere in the area 48 hours after the termination of the agreement for any reason (withdrawal, academic dismissal, housing revocation, etc).

The University may dispose of any property 15 days after the student(s) vacates campus housing. The student(s) will be charged for expenses incurred in the disposal of such property.

## ALCOHOL, SMOKING AND DRUGS

- Bloomsburg University is a dry campus.
  - › Alcohol is not permitted, regardless of age. Be smart, stay safe, and be ready to take responsibility for your choices.
- Smoking of any kind is prohibited in all residence halls and apartments.
  - › This includes all forms of e-cigarettes, vaporizers, and vape pens
  - › When smoking outside, you must be at least 25 feet away from a building entrance and/or windows.
- Tobacco chewing in public areas is prohibited.
- Drugs are illegal and not permitted.
  - › Students found in possession of illegal drugs are subject to loss of housing; see *Student Code of Conduct* for more information
    - » As a federally-funded university, the use, possession, or storage of marijuana (even if prescribed by a health care professional) is prohibited.

## ANIMALS

- Only fish, in a 15 gallon tank or smaller, are permitted in on-campus housing.
- Any other animal or pet, including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc. are not permitted in the residence halls and apartments.
- Your housing may be revoked if you are found to have violated this policy.
- Students who live in our residence halls and apartments that require assistance animals may contact University Disability Services at 570-389-4491 or [bloomu.edu/offices-directory/disability-services](https://bloomu.edu/offices-directory/disability-services) for more information.

## EMERGENCY SITUATIONS

In the event of an emergency situation (bomb threat, active shooter, severe weather, etc) residents will be notified and given directions by University staff/emergency personnel. Please be sure to register for the university emergency notification system. You must follow all directions given and take responsibility for your personal safety. If you have any questions or concerns, please contact BUPD at 570-389-2211 or speak to a Residence Life staff member.

## PHYSICAL DISTANCING

Physical distancing is encouraged at all times. This includes, but is not limited to, in student rooms, lounge spaces, bathrooms, laundry rooms, and lobby areas. Students must comply with all posted signs in lounges and common areas to support and follow physical distancing guidelines.

## QUIET HOURS

Quiet study hours are in effect from 9:00 PM to 9:00 AM, Sunday through Thursday. Floors and/or wings may extend these hours, but they may not be shortened. Consideration of others should also be observed Friday and Saturday, particularly during the morning hours.

- 24-hour quiet hours are in effect during finals week. These hours supersede the 9:00 PM to 9:00 AM regular quiet study hours.
- Courtesy is expected at all times. It is your responsibility to confront others who are in violation of the Quiet Hours Policy. Staff is available to assist if needed.

It is the University's expectation that:

- The volume of music/TVs/voices/gaming consoles, etc. will be kept at a level that cannot be heard outside the room with the door closed.
- When quiet hours are not in effect, the volume must not deter those students who want/need to study or sleep at any time.
- Consideration of others should be observed at all times. Do not disturb neighbors or other students.
- Use of speakers and musical instruments do not cause a disturbance.
- Those who want louder volume should use headphones.
- Speakers may not be placed on or played from windowsills. Speakers should also be appropriate to room size and volume kept at a conversational level of sound.
- Running, jumping, yelling, use of athletic equipment, and any other behaviors that would disrupt the community are prohibited.

If you are approached about excessive volume, please respond by eliminating and/or lowering the volume level coming from your residence. If you violate the Quiet Hours policy, you may be charged with a violation of the *Student Code of Conduct*. Repeated violations of the Quiet Hour policy may result in removal of items (i.e. speakers, musical instruments, etc.), a housing reassignment, or the loss of campus housing.

## ROOM AND APARTMENT DECORATION TIPS

As you decorate your room/apartment, we want to ensure that the residential facility is not damaged. At the end of the year, you could be held responsible for any damages to your room/apartment. Please follow the following policies:

- Room/apartment doors cannot be blocked and must be able to open completely.
- You may not hang anything from/on the ceiling, lights, smoke detectors, sprinklers, etc.
- When hanging items on the walls, you may not use tacks or nails. We highly recommend painter's tape or 3M Command strips. These are the best items to use when hanging stuff on the walls without causing damage. Duct tape almost always causes damage.
  - › In Soltz Hall and the apartments, students may only use push pins to hang any items on the wall with the following parameters:
    - » The push pin may not penetrate anything that uses electricity
    - » Nothing may interfere with the fire safety system
    - » In Soltz Hall, 3M Command strips are prohibited
- Items on the outside of your door must be in good taste; not obscene or offensive to anyone. If you think something is questionable, keep it inside your room.
- Do not hang items on your room door. Place them on the provided bulletin boards.
- Twinkle lights or door mats on the exterior of your room are not permitted as they can cause a safety/tripping hazard.
- Apartment residents cannot alter the outside of their apartments, which may include: satellite dish, flagpole, items hanging from windows, other decorative/artistic items, political signs, flags, or items that are deemed offensive to others.

## WEAPONS POLICY (This policy also prohibits the possession of firearms for individuals who are licensed to carry such items.)

The unauthorized possession, transfer or use of firearms, weapons, or other dangerous objects or substances on University owned or controlled property is prohibited. This policy includes but is not limited to the following:

- Firearms & ammunition
- BB/pellet guns
- Air guns
- Tasers/stun guns
- Swords/sabers/daggers
- Hunting knives
- Switchblades
- "Billy Clubs"
- Bows & arrows
- Flammable chemicals/fuels
- Explosives
- Fireworks
- Martial arts weapons

The brandishing of any object or item used in a threatening or violent manner, such as a butane lighter, lit tobacco product, baseball bat, razorblade, or other blunt instrument/object that inflicts, or is intended to inflict, bodily harm or cause property damage is a violation of this policy.

This policy shall not prohibit persons from possessing, storing, or using weapons at approved locations for the purpose of meeting the requirements of a recognized educational program and/or student group sponsored by the University. Personal firearms and hunting equipment may be stored at the Bloomsburg University Police Department.



# COMMUNITY LIVING STANDARDS

The Office of Residence Life strives to provide students with safe, clean, and comfortable communities. Residents are responsible for assisting Residence Life in maintaining high-quality facilities. Residents' responsibilities for the facilities are outlined below:

## BATHROOMS

Cleanliness of the bathrooms is everyone's responsibility. Show respect for yourself and other residents by proper disposal of feminine products, shaving and haircut by-products, and all other waste, as well as flushing the toilet after use. You are required to clean and maintain your apartment/suite's bathroom(s), provide toilet paper, and a shower curtain.

## BICYCLES / MOPEDS / SCOOTERS

Bicycles must be stored in designated areas (bike racks). They may not be kept in lounges, stairwells, or halls. Mopeds/scooters/motorized vehicles must be parked outside.

## BULLETIN BOARDS

Room door bulletin boards are not to be written on or defaced in any way. Occupants of the room will be charged a replacement fee if damage occurs. All public bulletin board signage must be approved through the Office of Residence Life.

## CLEANLINESS

Cleanliness of the building interior is important to the health of all. The University custodial staff is scheduled to clean the common areas (lounges, halls) as well as bathrooms (excluding apartments and suites), and students are responsible for cleaning their own spaces and for not allowing trash to accumulate. Custodians are responsible to maintain reasonable sanitary conditions but are not responsible for excessive disregard for general cleanliness including the removal of personal trash.

## CLOTHING AND FOOTWEAR IN PUBLIC AREAS

For health and safety reasons, clothing and footwear should be worn in all lobbies, lounges, and public areas.

## ENTERING AND EXITING RESIDENCE HALLS

The intent of this policy is to maintain maximum security in the residence halls and apartments.

- You must enter and exit the residence hall through the main entrance. The exterior-side doors are always alarmed and locked.
- Entry/exit through any window is prohibited.
- Residents should not allow "tailgaters" into the building.
  - › Tailgaters are individuals who do not use an ID to gain entry into the building and try to enter behind a resident that does.
- Tampering with any residence hall door to hinder one's entry/exit is strictly prohibited and will result in a bill for any resulting damage, and/or disciplinary action.
- Students are not to enter someone's room without the resident's permission.
- Students in violation of this policy may be referred to the Dean of Students office.

## FURNITURE

Beds cannot be taken apart, elevated (with risers or cinderblocks), altered in any way, or moved from one room to another. Mattresses cannot be kept on the floor. Water beds, non-university beds, lofts, and bunks are prohibited. For university beds that are lofted/bunked, bed rails will be installed to ensure safety for residents. All university furniture must remain in the room/apartment/suite. Common area furniture may not be moved to individual rooms/apartments/suites.

## HALL AND APARTMENT MEETINGS

Wing meetings, hall meetings, and apartment meetings are periodically conducted throughout every semester. Resident students are strongly encouraged to attend so that they are aware of important information, community concerns, and any other items.



## HALLWAYS

Hallways should be kept neat, clean, and clear of objects (e.g. drying racks, umbrellas, shoes, bicycles, designated receptacles.) Running, jumping, yelling, use of athletic equipment, and any other behaviors that would disrupt the community are prohibited.

## KEYS

Your BUID will serve as the key to your room/apartment/suite. If you live on upper campus, you will be issued a mailbox key when you move in. Loss of a mailbox key will result in a \$5.00 charge for a new key. Each apartment student is required to obtain a key. If you do not receive one upon check-in please see a Res Life staff member.

## LAUNDRY FACILITIES

Laundry facilities are provided in each residence hall and apartment complex and are serviced and maintained by a contracted company, CALECO. Our laundry system is cashless. All students pay for laundry with Husky Gold, accessed by their BUID. The laundry area should be kept neat. Please be considerate of others waiting to do their laundry. It is highly recommended that you do not leave your laundry unattended. The university is not responsible for any personal items that are left unattended. If you experience any issues, please contact CALECO at 800-662-7444 or [service@caleco.net](mailto:service@caleco.net).

## LOCK OUTS

Keep your BUID with you at all times. It is your responsibility to ensure that you have access to your room/apartment. Should you get locked out, see a Community Assistant and they will let you in. Staff will need to verify your identity before keying in. Please understand that staff may or may not be readily available to assist you with a lock out. A student who acquires more than 3 will be referred to the Graduate Hall Director/Assistant Director.

## MAIL SERVICES

In order to receive mail in a timely manner, all mail should be addressed as follows:

### Lower Campus

John Doe  
Room 123 Elwell Hall  
525 East Second Street  
Bloomsburg, PA 17815

### Upper Campus

John Doe  
1234 JKA  
525 East Second Street  
Bloomsburg, PA 17815

Note: In these addresses line "Room 123 Elwell Hall" and "1234 JKA" are representations of campus addresses. Use the room/mailbox number of your living assignment. Do not write the word "Box" in your on-campus mailing address.

Lower campus residents can pick up their mail and packages (USPS/UPS/FedEx) at University Mail Services in Soltz Hall.

Upper campus residents can pick up their mail and USPS packages at their assigned mailbox location. UPS and FedEx packages can be picked up at the University Mail Services in Soltz Hall.

For more information on University Mail Services visit [intranet.bloomu.edu/mail](http://intranet.bloomu.edu/mail)

## PHONES

House phones for making calls are available in each hallway in the residence halls and each laundry room in the apartments. If you are calling a number not associated with the University, a calling card will be needed. Students may not accept collect calls.

## REPAIRS AND MAINTENANCE

In the residence halls, repair work should be reported to a CA, GHD or AD. At the apartments, repair work can be requested by calling 570-389-2900, or reporting it to your CA, GHD, or AD. Students can also enter a work order themselves by going to [reslife.bloomu.edu](http://reslife.bloomu.edu) clicking 'Forms & Policies' and completing the *Got Repairs?* form.

Maintenance personnel may be in the living areas between 8:00 AM and 11:00 PM. In order to respond to all repair work in a timely manner, maintenance personnel will enter rooms to fix an issue if a student is not present. In most cases, students are not notified.



## SALES & SOLICITATION

The sale and solicitation of goods and services is prohibited in all residential facilities unless approved by the Office of Residence Life. For more information, refer to the Fundraising Policy in the *Code of Conduct* or see a Residence Life staff member.

## SCREENS, WINDOWS AND SIGNS

Window screens are not to be removed or opened. Screens are not safety devices and they should never be leaned upon. Students are not permitted to hang or lean out of windows.

For safety reasons, signs, bottles, flags, lights, etc. in windows or on window sills are prohibited. Throwing objects and/or substances out of windows as well as yelling or playing music out of windows is prohibited. Judicial sanctioning or loss of campus housing may result for failure to comply with any of the above.

## TELEVISION SERVICE

All on-campus residents have television service to their room/suite/apartment. This service provides 80+ channels to choose from. To access the television service you must provide a coaxial cable and your TV must contain a QAM (quadrature amplitude modulation) digital tuner. Since 2006, most major television manufacturers have installed QAM digital tuners in their products. For more information, visit [reslife.bloomu.edu](http://reslife.bloomu.edu) and click 'Resources'.

For 24/7 service & support call 855-371-5065, text "MyVideo" to 84700, or chat at [MyCampusVideo.com](http://MyCampusVideo.com).

## UNIVERSITY PROPERTY

Damage or theft of university property occurring in common areas are the joint responsibility of the occupants sharing the facilities. Damage or theft in lounges, study rooms, bathrooms, etc., located in the living area will be billed to students living in that area. Any damage to residence hall rooms, suites, or apartments will be assessed on an individual basis and students will be billed accordingly.

## PERSONAL PROPERTY LIABILITY

The university assumes no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of third persons. We recommend that you carry insurance protection for your belongings and record the serial numbers of your large items.

Please visit [nssi.com/get-started](http://nssi.com/get-started) for more information on National Student Services, Inc.

## POLICY VIOLATIONS

Policies of the *Student Code of Conduct* can be found at: [bloomu.edu/offices-directory/dean-students](http://bloomu.edu/offices-directory/dean-students)

Any violations of the *Student Code of Conduct* or residence hall policies or procedures may result in judicial action. Students are responsible for knowing all policies and procedures found in this *Guide to Campus Living* as well as the *Student Code of Conduct*.



## WHAT TO BRING

- Masks
- Thermometer
- 3M Command hooks **[not permitted in Soltz Hall or apartments]**
- Bath mat **[Soltz Hall and apartments only]**
- Bedding
- Blankets (not electric)
- Cleaning supplies
- Dinnerware (i.e. plates, bowls, cups)
- Dishwasher detergent **[Kozloff Apartments only]**
- Fan
- Hair dryer
- Hangers
- Lamp (not halogen)
- Laundry bag
- Laundry detergent
- Mattress pad
- Medical supplies (i.e. band-aids, medicine)
- Painters tape (so not to damage walls)
- Paper towels
- Personal care items (i.e. soap, toothbrush)
- Pillows
- Rainwear/umbrella
- Robe to walk to/from the shower
- School supplies
- Sewing kit
- Shower caddy
- Shower curtain **[Soltz Hall and apartments only]**
- Shower shoes
- Single-serve coffee maker (i.e. Keurig)
- Small appliances (i.e. microwave, toaster) **[Apartments only]**
- Stapler
- Stationery
- Storage bins
- Surge protectors
- Toilet paper **[Soltz Hall and apartments only]**
- Towels
- Utensils/glasses/can opener
- Vacuum cleaner

## WHAT NOT TO BRING

- For the safety of yourself, fellow residents, and our residential facilities, the following items are prohibited in our on-campus residential facilities:
- 3-D printers
- Alcohol and drugs
- Appliances with exposed heating elements (i.e. hot plates, traditional coffee makers, toasters, deep fryers) **[permitted in apartments]**
- Bed risers
- Candles and incense
- Cooking appliances that use high pressure steam (i.e. pressure cookers, Instant Pot)
- Halogen lamps
- Extension cords and multi-plug power strips without an internal circuit or surge protector
- Electric blankets
- Dartboards
- Decorative alcohol containers
- Outdoor grills **[permitted at apartments - see note below]**
- Natural cut trees (i.e. Christmas trees)
- Non-university owned mattresses
- Non-university owned microwaves
  - › A MicroFridge is provided in each residence hall room and a microwave is provided in each Soltz Hall suite.
  - › Students living in apartment complexes may have a microwave for use in the kitchen
- Non-university owned personal space heaters
- Non-university owned refrigerators
  - › A MicroFridge is provided in each residence hall room and a refrigerator is provided in each Soltz Hall suite
  - › Students living in apartment complexes may have a personal refrigerator or MicroFridge if they so choose
- Pets (other than fish in a tank 15-gallons or less)
- Self-balancing scooters
- Weightlifting equipment (i.e. barbells, free weights, pull-up bars, large equipment)
- Weapons
- Window air conditioners
  - › Floor model AC units 10,000 BTUs or less may be used
- Any item that could damage property/facilities, cause personal injury, or prohibit safety equipment from properly functioning

### NOTES

- Charcoal grills may be used in all apartment complexes as long as they are not within 50 feet of any building. After using, douse coals with water and allow them to cool completely before placing coals in a dumpster.
- Clothing irons are prohibited from in-room use but may be used in laundry rooms and bathrooms.
- Cooking appliances may only be used in the kitchen.

## VISITATION POLICY

Due to the COVID-19 pandemic, the visitation policy may be amended to ensure the safety of our on-campus community. Please refer to [bloomu.edu/visitation-policy](https://bloomu.edu/visitation-policy) or a Residence Life staff member for the current visitation policy.

## ADMINISTRATIVE SEARCHES

Bloomsburg University, as a state institution of higher education, strives to achieve a balance between its right to maintain an orderly, educational environment, and the constitutional right to privacy of its students. Although the Attorney General's Office has recently ruled that, "it is not necessary that a 'search warrant' be used by Residence Life personnel in searching rooms if the object of such search is to enforce university disciplinary rules," the Residence Life staff at Bloomsburg University has voluntarily adopted a balance between institutional and individual rights.

**Designed in accordance with the Bloomsburg University Joint Statement on Rights, Freedoms, and Responsibilities of Students, this policy is intended to complement the health, safety, and maintenance inspections and those searches authorized by student invitation or consent.**

When the purpose of the search is for enforcement of municipal, state, or federal laws and might result in the arrest of the person(s) involved, a civil search warrant will be obtained from the local district magistrate and served by duly-authorized law enforcement officers. The procedure listed below should be followed:

### ADMINISTRATIVE SEARCHES:

- All residence hall room searches must be approved by the Associate Vice President of Student Development & Campus Life or his/her designee. BU Police or other law enforcement agencies must legally obtain a search warrant.
- The room may be searched only if there is "reasonable cause" to believe a student is using his/her room for purposes in violation of federal, state, and local laws or university regulations and/or the health, safety and welfare of occupants or guest of the room/apartment are believed to be in jeopardy. "Reasonable cause" is defined as, "facts and circumstances beyond a mere suspicion" that the room is being used for a purpose contrary to university policies and regulations and/or local, state, or federal law.
- All room searches, other than those searched by BU Police Department or other law enforcement agencies, will be carried out by the Residence Life staff. When a member of the Residence Life staff feels that such "reasonable cause" exists, he/she will complete a search authorization form, specifying the applicant, date, facts, and circumstances constituting "reasonable cause," materials to be seized, and names of two Residence Life staff members who will conduct the search. This form will be presented to the Associate Vice President of Student Development & Campus Life or his/her designee.
- If the Associate Vice President of Student Development & Campus Life or his/her designee feels such "reasonable cause" does exist, he/she will issue an administrative search warrant form (in duplicate) to be used by two authorized professional Residence Life staff members who will conduct the search. A professional staff member must be present.
- In conducting the search, the Residence Life staff members will attempt to have the occupant(s) present.
  - › If present, the occupant(s) should be:
    - » Informed that any materials found may be used in University judicial hearings, a court of law, or both.
    - » Presented a copy of the administrative search warrant.
    - » Given the reason for the search and materials to be seized.
    - » If the occupants are not present, the search may be conducted at a later time.
- Should a search for specified materials uncover other substances indicating illegal activity or violation of campus regulations, they will be seized.
- When a search is completed, the Residence Life staff member should complete a search inventory form with an explanation of the material seized and ownership specified in detail. This form and all material confiscated should be given to the Associate Vice President of Student Development & Campus Life.



## FIRE SAFETY

- Students are required to attend a fire safety program during New Student Orientation.
- Be familiar with all of the possible evacuation routes from your room/wing/suite/apartment.
- Always evacuate the building when an alarm sounds. Do not use the elevator.
- State mandated fire drills are conducted regularly to practice safe evacuation techniques.
- Each alarm should be considered serious. Remain calm and follow all evacuation procedures.
- In case of an alarm, please note that you may be outside for an extended period of time. Please be sure to take appropriate clothing to accommodate weather if you can do so safely.
- Failure to follow the instructions of University Staff or Emergency Personnel will be referred to the Dean of Students Office.

### FIRE PREVENTION

- Appliances with an open heating element are not permitted in residence hall rooms.
  - › Follow guidelines under the "What not to Bring" section on page 9.
- All electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- The burning of candles and incense in residence halls or apartments is strictly prohibited.
- Smoking of any kind is prohibited in the residence halls and apartments.

### DISCOVERING A FIRE

- Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.
- Leave your room, close the door.
- Leave the building as quickly and as safely as possible via the nearest posted escape route. If you encounter smoke while exiting, keep as low to the floor as possible.

### FIRE EVACUATION

Feel door for heat; check for smoke. If there is heat and/or smoke, place a wet blanket at the bottom of the door and do not go out. Open or break the window to attract attention of firefighters and admit fresh air. Wrap a wet towel around your nose and mouth, and remain close to the floor to avoid smoke inhalation.

#### **If it is safe to leave your room:**

- Leave lights on
- Close windows and door
- Follow posted evacuation route or walk to the safest exit calmly
- Move away from the building and do not congregate with other students
- Stay out of the way of firefighters and fire-fighting equipment
- Do not re-enter the building until directed to do so by University staff
- Follow directions given by University staff and emergency personnel

If there is an actual emergency, you may be asked to move to an alternate location. Residence Life staff will direct you where to go.

### MISUSE OF EQUIPMENT

Misuse of safety equipment or procedures including tampering with fire equipment, exit lights, exit signs, hand rails, and initiating fire alarms will result in arrest, fines and/or disciplinary action. This could include immediate termination of residence hall/apartment agreement and possible suspension.

Since the potential danger posed to a residential community by fire is so severe, any resident identified as igniting any facility, furnishings, or equipment, interfering with fire officials, interfering or tampering with a fire alarm system or safety equipment, i.e. covering a smoke detector or placing false alarms will be subject to immediate removal from the residence hall, and subject to arrest, fines, and/or disciplinary action.

In addition, residents should conduct themselves in a way that is safe and orderly. Any behavior that is threatening to the safety of the community, will be dealt with subject to arrest, fines, and/or disciplinary action.

## GENERAL SAFETY TIPS

- Always keep your door shut while you are not in your room or apartment. Lock your windows.
- Do not allow "tailgaters" to follow you into the building.
  - › Tailgaters are non-residents who do not have ID access to the building.
- Keep valuables in a safe and secure location.
- Never leave your ID, purse, or wallet unattended.
- Familiarize yourself with the campus and neighborhood with respect to routes between your residence and class/activities schedule. Know where emergency phones (blue light emergency call boxes) are located.
- Always be alert and aware of your surroundings.
- Avoid walking alone at night. Walk in groups when possible.
  - › If you must walk alone, use well-lighted paths and sidewalks and take the most direct route. Inform someone of your destination and your expected arrival and return time.
- Trust your instincts. You are your best protection.
- For your safety, removing window blocks is strictly prohibited.

## SAFETY INSPECTIONS

Each semester Residence Life staff will inspect each student room to ensure there are no safety issues present.

## SAFETY ESCORT SERVICE

The University Police Department provides a walking safety escort service for all faculty, staff, students and visitors in the interest of safety.

This service is available nightly from 10:00 PM to 1:00 AM to persons on campus going to another on-campus location.

You may request this service by:

- Stopping by the BUPD Station
- Using any of the blue light emergency call boxes located throughout campus
- Dialing 2211 or 5000 from any house phone
- Calling 570-389-2211 or 570-389-5000 from your personal mobile phone

## SHUTTLE SCHEDULE

For the most up-to-date University shuttle bus and Walmart shuttle bus schedules visit:

[bloomu.edu/about/maps-directions-and-parking](http://bloomu.edu/about/maps-directions-and-parking)



## CAMPUS DINING

For more information on University Dining Services visit their website at [bloomu.edu/student-life/dining-services](http://bloomu.edu/student-life/dining-services)

### Campus Dining Locations

- Scranton Commons Dining Hall
- Bento Sushi ★ NEW FOR 2021!
- Chick-fil-A
- Husky Lounge
- Java City
- Monty's Deli
- P.O.D. Express
- Qdoba
- Roongo's Café
- Starbucks (Andruss Library & Scranton Commons)
- Subway
- The Lunchbox (Outside Centennial Hall)
  - › Seasonal/weather permitting
- The Cart (Outside Student Services Center)
  - › Seasonal/weather permitting



## STUDENT HEALTH CENTER

The Student Health Center is available for those who are sick or not feeling well. It is similar to your doctor's office at home. They provide a Self-Care Unit providing Tylenol, band aids and other items.

For appointments call 570-389-4451 or visit the Student Health Center at 324 Kehr Union Building.

Fall and Spring semester Hours:  
Monday through Friday, 8:00 AM - 6:00 PM

The Geisinger-Bloomsburg ER or CareWorks Urgent Care Center are available for emergencies. If you need emergency personnel, please call BUPD at 570-389-2211, 911, or contact a Residence Life Staff member.

## STUDENT RECREATION CENTER

Fall and spring semester hours:

- Monday through Thursday
  - › 6:00 AM - 12:00 AM (midnight)
- Friday
  - › 6:00 AM - 10:00 PM
- Saturday & Sunday
  - › 10:00 AM - 10:00 PM

Kozloff Apartment residents also have access to the complexes' community building fitness center. Open daily, 9:00 AM to midnight.

Visit [bloomu.edu/offices-directory/student-recreation-center](https://bloomu.edu/offices-directory/student-recreation-center)



## KEHR UNION BUILDING (KUB)

As the social hub of campus, the KUB features a ballroom, Multicultural Center, computer lab, Husky Lounge, games room, Welcome Desk and several meeting rooms. It's also home to the Community Government Association (CGA), Student Activities, Office of Student Affairs, as well as the Student Health Center.

### Building hours

Monday through Friday

- 7:00 AM - 12:00 AM (midnight)

Saturday and Sunday

- 10:00 AM - 12:00 AM (midnight)

### Contacts

Welcome Desk  
570-389-5212

Reservations Desk  
570-389-5212

## BLOOMSBURG UNIVERSITY ID CARD

The University Card Center, located on the first floor of Elwell Hall next to Residence Life, issues identification cards to all University students, staff and faculty. Your ID card is intended to be used as the primary source of identification on University property and to provide a more secure University community.

Your BUID provides you with access to...

- Husky Gold declining balance funds
  - › Used for dining facilities, laundry, University Store, Husky Mail Hub
  - › Visit [bloomu.edu/offices-directory/university-card-center](https://bloomu.edu/offices-directory/university-card-center) for additional locations and information.
- Your room/suite/apartment front door and bedroom door
- Meal plan usage
- Laundry services via Husky Gold
- The Student Rec Center
- Andruss Library and its services
- University activities and events



### Regulations

- A replacement BUID due to loss, theft or non-normal wear-and-tear will result in a \$25 replacement fee
- Your BUID is non-transferable which means you can not give it to others to use.
- You must carry your BUID at all times and present it to a BU official upon request.
- Lost or stolen cards can be suspended online at [cardcenter.bloomu.edu](https://cardcenter.bloomu.edu)
  - › Suspended cards will only restrict access to meal plans and stored value accounts. Building and room access will remain active.
  - › Please contact the University Card Center or a Residence Life staff member immediately if your card is lost or stolen.

The University Card Center is located on the first floor of Elwell Hall. For information and support call 570-389-5410, email [bucardcenter@bloomu.edu](mailto:bucardcenter@bloomu.edu), or visit [bloomu.edu/offices-directory/university-card-center](https://bloomu.edu/offices-directory/university-card-center)



# CLOSINGS AND CHECK-OUT PROCEDURES

## HOLIDAY CLOSING INFORMATION

### Thanksgiving Break

- Apartments and residence halls close on Tuesday, November 23 at 12:00 PM (noon)
- Apartments and residence halls open on Sunday, November 28 at 12:00 PM (noon)
- Classes begin on Monday, November 29

### Winter Break

- Apartments and residence halls close on Saturday, December 11 at 12:00 PM (noon)
- Information regarding opening the apartments and residence halls in the spring semester will be communicated via email and the Residence Life website when those details have been determined.
- Classes begin on Monday, January 24

### Spring Break

- Apartments and residence halls close on Saturday, March 12 at 12:00 PM (noon)
- Apartments and residence halls open on Sunday, March 20 at 12:00 PM (noon)
- Classes begin on Monday, March 11

### End-of-Year Closing

- Apartments and residence halls close on Saturday, May 14 at 12:00 PM (noon)

For all breaks, please remove all items from the floor in case of flooding and follow all check-out procedures that will be given to you via email and through your CA. Elwell Hall is the designated 12-month residence hall. If you need housing over breaks, please contact Michele Stout at [mstout@bloomu.edu](mailto:mstout@bloomu.edu).

## CHECK-OUT PROCEDURES

### Express Check-Out

- Express Check-Out is a specialized version of the residence hall/apartment check-out procedure designed to streamline your departure. With Express Check-Out, you do not need to check out with a staff member.
  - › **Apartment Express Check-Out** is an envelope where you simply read all of the information on the envelope, completely fill out the envelope, place your mailbox key in the envelope, seal it, and return it to the front desk upon your departure. Detailed information will be available towards the end of each semester.
  - › **Residence Hall Express Check-Out** is completed by signing out on the appropriate paper that will be hung on your room door. Detailed information will be available towards the end of each semester.

Residents who do not comply with the check-out procedures may be subject to fines and/or judicial sanctioning.

For more information, please visit [reslife.bloomu.edu](http://reslife.bloomu.edu) or see a Residence Life staff member.

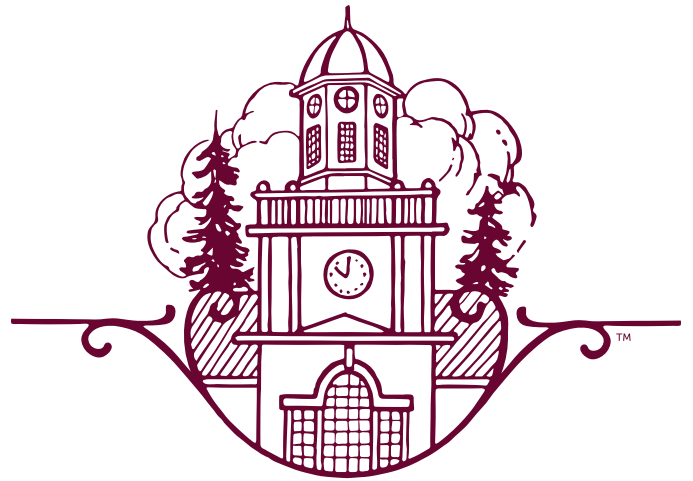


**OUR  
STUDENTS  
OUR  
CAMPUS  
OUR  
HISTORY  
OUR  
FUTURE**





## BU TERMINOLOGY

BUPD	Bloomsburg University Police Department
CGA	Community Government Association
CLE	Center for Leadership and Engagement
Commons	The Scranton Commons dining hall
DAWN	Drug and Alcohol Wellness Network
HOWL	Husky Orientation & Welcome Leaders
Husky, The	The Husky Lounge dining facility
JKA	Jessica Kozloff Apartments
KUB	Kehr Union Building
LC	Learning Community
MOA	Mount Olympus Apartments
MPA	Montgomery Place Apartments
Rec, The	Student Recreation Center
ResComp	Residential Computing
ResLife	The Office of Residence Life
Roongo	The Bloomsburg University Mascot
Tri-level	Three-level parking garage near Elwell Hall
Quad, The	The Academic Quadrangle

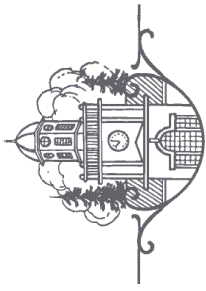


## CONTACT RESIDENCE LIFE

First Floor, Elwell Hall  
400 East Second Street  
Bloomsburg, PA 17815

-  [reslife.bloomu.edu](http://reslife.bloomu.edu)
-  [buhouse@bloomu.edu](mailto:buhouse@bloomu.edu)
-  800-287-7543
-  @BloomU\_ResLife

Fall and spring semester hours:  
Monday through Friday, 8:00 AM - 4:30 PM



# Bloomsburg University Parking

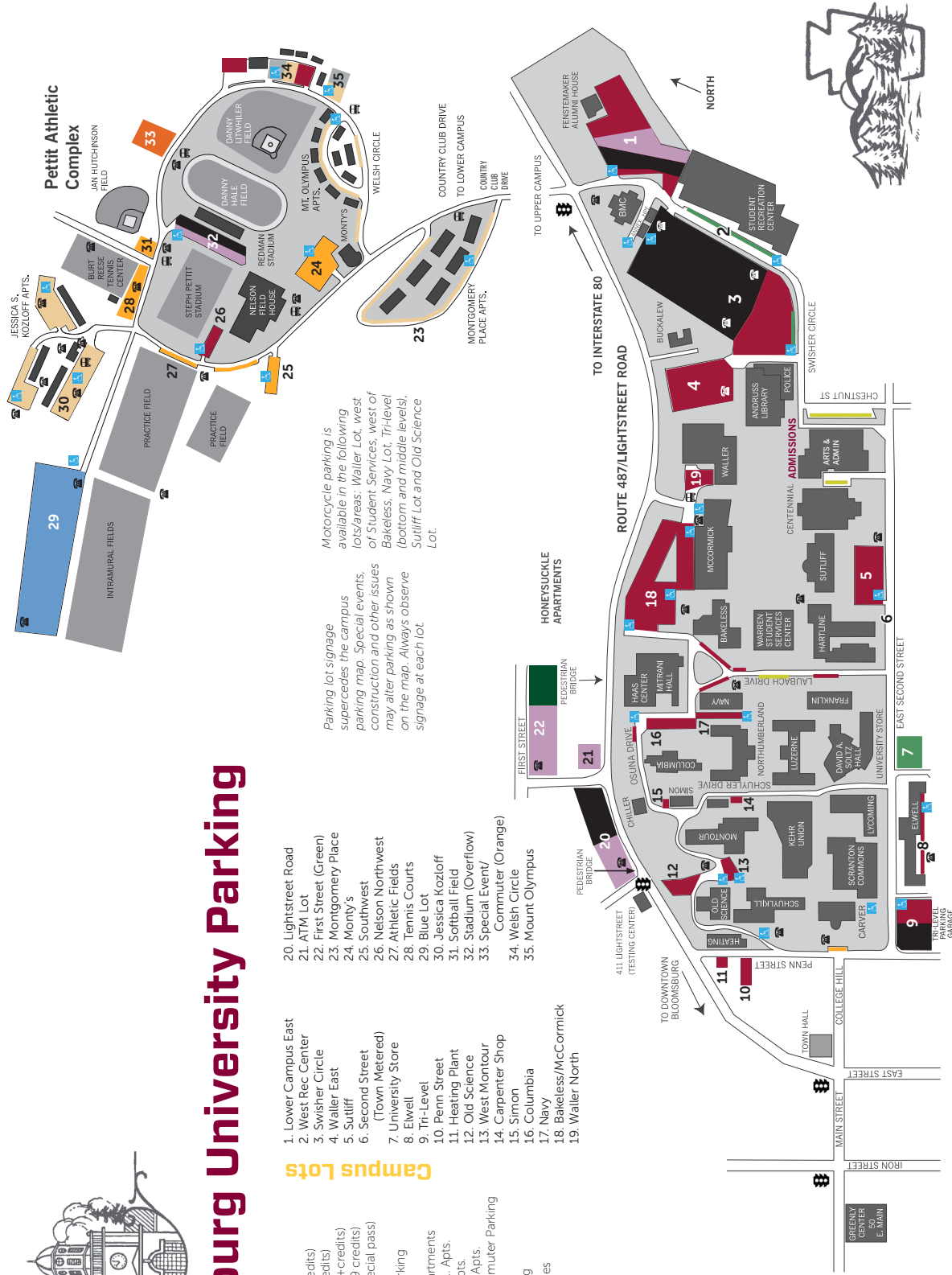
## Campus Lots

- Faculty-Staff
- Commuter (60+ credits)
- Commuter (<59 credits)
- Dorm Resident (60+ credits)
- Dorm Resident (<59 credits)
- Dorm Resident (Special Pass)
- Visitor Parking
- Reserved Visitor Parking
- Metered Parking
- Upper Campus Apartments
- Montgomery Pl. Apts.
- Mt. Olympus Apts.
- Jessica Kozloff Apts.
- Special Event/Commuter Parking
- Handicapped Parking
- Emergency Call Boxes
- Shuttle Bus Stops
- Traffic Signal

1. Lower Campus East
2. West Rec Center
3. Swisher Circle
4. Waller East
5. Sutliff
6. Second Street (Town Metered)
7. University Store
8. Elwell
9. Tri-Level
10. Penn Street
11. Heating Plant
12. Old Science
13. West Montour
14. Carpenter Shop
15. Simon
16. Columbia
17. Navy
18. Bakeless/McCormick
19. Waller North

Parking lot signage supercedes the campus parking map. Special events, construction and other issues may alter parking as shown on the map. Always observe signage at each lot.

Motorcycle parking is available in the following lots/areas: Waller Lot, west of Student Services, west of Bakeless, Navy Lot, Trilevel (bottom and middle levels), Sutliff Lot and Old Science Lot.





Bloomsburg University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, disability, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies.

For information regarding civil rights or grievance procedures and for inquiries concerning the application of Title IX and its implementing regulation, contact:

Title IX Coordinator  
Bloomsburg University of Pennsylvania  
Warren Student Services Center  
400 East Second Street, Bloomsburg, PA 17815  
Phone: 570-389-4529 | Email: [titleixcoord@bloomu.edu](mailto:titleixcoord@bloomu.edu)

Additionally, inquiries concerning Title IX and its implementing regulation can be made to:

U.S. Department of Education  
Office of Civil Rights, Region III  
The Wanamaker Building  
100 Penn Square East, Suite 505  
Philadelphia, PA 19107  
Phone: 215-656-6010 | Fax: 215-656-6020