Urban Education Program Summer Bridge 2015
Student Residence Hall Rules & Regulations
Program Guidelines

- Attendance of all classes, tutorial sessions, advising meetings and evening seminars is MANDATORY. **Students are expected to be at all meals: breakfast, lunch, and dinner.**

- No alcoholic beverages or illegal substances of any kind will be allowed during the program. This rule also applies to those of legal drinking age. As well as, all University rules, guidelines, and policies.

- Westfield State University has policies in place for the following: Physical altercations/Fighting, Bullying, Harassment, and Tampering with fire equipment with not be tolerated and will lead to serious consequences such as commuting for two days or termination from the program.

- Westfield State University is a smoke free campus (no smoking or chewing tobacco).

- No destruction of property will be tolerated, on or off campus. This includes excessive trash and individuals not picking after themselves: classrooms, residence hall, kitchen, common areas, lounges, and bathrooms. Students will be billed accordingly for damages.

- No co-habitation will be tolerated during the Summer Bridge Program. All students will have roommates and there are no single rooms. In addition, there are no room changes unless otherwise informed by the Residential Hall Staff.

- The program is not responsible for any lost or stolen items, or damage to personal property and will not incur any cost for them. It is strongly recommended that if students choose to keep items of monetary or sentimental value in their rooms, their doors should remain locked at all times. This will prevent crimes of opportunity.

- Students are responsible for their room keys and will be required to replace them if lost. YOUR ID is your key for the building which cost $35 to replace and room keys replacement cost $125. If a key becomes lost, IMMEDIATE notification is required to the Urban Education Summer Staff.

- After dinner students MUST sign out any time they exit the building, and sign in any time they enter the building. **NO student can return to their room in-between classes under any circumstances.**

- All students must be in the Urban Education Program area of the residence hall by 11:00 p.m. each evening. All food delivery orders must arrive to the residence hall no later than 10:00pm. All food deliveries arriving after 11pm will be turned away.

- All students must be out of the Main Lobby and other common areas including floor lounges and kitchens by 11:30pm. Students must in in THEIR own ROOM by 11:30PM.
No one is to go “out of bounds”. Out of bounds includes anywhere off campus (Westerns Ave and Stanley Park) and the following locations on campus: Commuter Lot (with the exception of move-in, arrival on Sundays and departure on Thursdays), New Hall, Apartments, Courtney Hall, Lammers Hall or behind the outside of the building. Woodward Center and Horace Mann Center area also out of bounds. Any student caught out of bounds will be written up and repeated write ups will lead to dismissal from the program.

It is important that you follow the program schedule and it is your responsibility to be aware of the times and days that locations are open. You are not allowed in the areas without staff supervision and for your safety please do not wonder in areas outside of the set days and times.

Courtesy Hours are always in effect. The level of noise created by stereos, televisions and social interaction (knocking, talking, etc.) is expected be kept to a strict minimum at all times. Running and yelling will not be tolerated within the residence hall, in addition, BASKETBALL BOUNCING, PLAYING FOOTBALL, or ANY FORM OF HORSEPLAY IN THE BUILDING.

Visiting Hours are Sunday through Wednesday evening from 7:00pm-10:30pm.

✓ Visitors must present a valid identification (i.e., state issued license or identification with a photo and date of birth) for admission into the building.
✓ If under 18 the guest must have a letter (including contact phone number) from a parent or legal guardian giving permission to visit Westfield State University. THIS POLICY INCLUDES ALL FAMILY MEMBERS.
✓ Visitors are NOT allowed to stay overnight at any time during the Summer Bridge Program. Students that receive visitors must sign all visitors in and out of the Residence hall.
✓ Students may not sign in a visitor for another student. This violation will result in a write-up for both students.
✓ Guests must adhere to the same rules and regulations as the students whom they are visiting.
✓ All summer program visitors must be escorted out of the residence hall by their host by 10:30pm.
✓ All program students must be signed-in the building by 11:00pm.
✓ All students are responsible for their visitor(s) and must accompany them at all times. Summer Bridge Program students may sign in up to two (2) guests at a time.

Leaving campus is not permitted, however, emergencies do arise. If a student needs to leave the Westfield State University campus, a written request to the Urban Education Program Administrators is required. Please include reason for leaving, destination and time of return.

Students must return to the residence hall between 7:00pm – 10:00pm on Sunday evenings and sign in. Students will not be allowed entry before or after this time frame. Students must sign out of the Residence hall by 5:00pm each Thursday afternoon.

Students are required to have a Peer Counselor check their room before they will be allowed to leave on Thursday. Room Checks include: Windows locked, shades drawn half-way, everything unplugged (except refrigerators), and trash bins emptied.

My signature indicates that I understand and accept the terms, rules, and regulations of the Urban Education Summer Bridge Program and Westfield State University

PRINT NAME: ________________________________________ DATE: _________________

SIGNATURE: ________________________________________