

2024 - 2025

WELCOME HOME

GUIDE TO CAMPUS LIVING AT COMMONWEALTH UNIVERSITY - BLOOMSBURG



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WELCOME TO ON-CAMPUS LIVING!

Welcome first-year and returning students!

Your experience as a member of our residential community will comprise a very important part of your education while here. Your residence hall/apartment will be as much a center for learning as your classroom experience. The Housing & Residence Life staff members are here to help make your on-campus experience a successful one.

Having other students living in close proximity is a new experience for most students. The interpersonal relationships that you will develop in this community will enrich your campus experience and provide you with life-long friendships. Our campus fabric is comprised of students with various backgrounds, beliefs and values, some of which will be very different from yours. Our expectation is that you will listen and learn from others while respecting the differences in others.

Our University takes great pride in a long history of academic excellence, the Office of Housing & Residence Life shares in that pride and works hard to support the University's mission. Part of that excellence is the community standards in our Guide to Campus Living. We expect that you will abide by these standards and guidelines included in this document as well as our Student Code of Conduct.

We wish you the best this year and urge you to get involved with the many opportunities that are offered on campus. The experience you will have is dependent upon you, the choices you make, and what you want to get out of your experience.

Sincerely,



Mark Turnbough
Director, Office of Housing & Residence Life

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



OFFICE OF HOUSING & RESIDENCE LIFE

OUR MISSION

The Office of Housing & Residence Life provides living environments that enhance student learning and development in support of the University's mission.

OUR GOALS

- Create and cultivate communities that build social connections and foster a sense of belonging.
- Provide a variety of residential facilities that are safe, clean, and well-maintained.
- Promote responsible decision-making and respect for the rights of all individuals.
- Foster engagement and learning through community-building activities and collaborative campus opportunities.
- Understand and respect the diversity of each individual's experiences, perspectives, and identities.
- Encourage students to be involved and invested in their residential, campus, and local communities.
- Support the academic and future success of all students.

OFFICE OF HOUSING & RESIDENCE LIFE CORE VALUES

The emblem you see below 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 Housing & 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.



OFFICE OF HOUSING & RESIDENCE LIFE STAFF

ASSISTANT DIRECTOR

An Assistant Director or AD is a full-time professional staff member who lives on campus and has the responsibility for administrative matters associated with operating a residential facility. ADs are available to help students with personal, social and academic concerns, and help maintain and promote a safe residential community. They are here to assist in your success at the university.

GRADUATE HALL DIRECTOR

A Graduate Hall Director or GHD is a student attending graduate school and working in the halls part time. These students oversee the Resident Assistants and assist students in their transition to college, and connect students to campus resources.

RESIDENT ASSISTANT

Resident Assistants or RAs are undergraduate students who are assigned to a specific community and work with the support from the GHD and AD to plan events and provide support to residents. RAs are responsible for helping students to maintain a safe, comfortable, and friendly atmosphere that supports academic excellence. Please feel free to consult your RA about any concerns or problems.

EMPLOYMENT OPPORTUNITIES

Being a Resident Assistant (RA) can be a rewarding experience. Leadership skills such as communication, team-building, time management, and role modeling are different traits that RAs have learned from working on our team. RAs are leaders and mentors who can help in many ways. RAs receive comprehensive training to help them with their job. We would love to have you on our team! Please watch for additional information.

OFFICE DIRECTORY

Mark Turnbough	Director	mturnbou@commonwealthu.edu	570-389-4852
Michele Stout	Asst Dir - Housing Operations	mstout@commonwealthu.edu	570-389-3847
Mary Prout	Fiscal & Housing Coordinator	mprou3@commonwealthu.edu	570-389-4083
Ben Staub	Asst Dir - Columbia & Northumberland Halls	bstaub2@commonwealthu.edu	570-389-4845
Kayleigh Stouffer	Asst Dir - Elwell Hall	kstouffer@commonwealthu.edu	570-389-4846
Jenna Radkins	Asst Dir - Apartment Communities	jradkins@commonwealthu.edu	570-389-4989
Jason Guernsey	Asst Dir - Luzerne & Soltz Halls	jguernsey@commonwealthu.edu	570-389-4390
Hannah Hench	Asst Dir - Lycoming & Schuylkill Halls	hhench@commonwealthu.edu	570-389-2394
Gabriella Iadeluca	GHD - Columbia Hall	-	570-389-4298
Trevor Luzi	GHD - David Soltz Hall	-	570-389-4324
Nana Yaw Bawuah	GHD - Elwell Hall- East	-	570-389-5158
Dale Fera Jr.	GHD - Elwell Hall West	-	570-389-2791
Meredith Norris	GHD - Jessica Kozloff Apartments	-	570-389-2962
Ariane Rouffignac	GHD - Luzerne Hall	-	570-389-4809
Jonathan Whitesall	GHD - Lycoming Hall	-	570-389-3804
Logan Blecker	GHD - Montgomery Place Apartments	-	570-389-2962
Makaylia Ray	GHD - Mount Olympus Apartments	-	570-389-2962
Cassandra McNab	GHD - Northumberland Hall	-	570-389-4302
Samantha Caba	GHD - Schuylkill Hall	-	570-389-4325

IMPORTANT NUMBERS & DESK HOURS

IMPORTANT NUMBERS

DIRECTORY

Emergency	911 or 570-389-2211
Campus Police	570-389-2211
Commonwealth University - Bloomsburg Main Number	570-389-4000
Office of Housing & Residence Life	570-389-4970
Bloomsburg Geisinger Hospital	570-387-2100
Student Health Center	570-389-4451
Residential Computing (ResComp)	570-389-2872
Women'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
Northumberland Hall Front Desk	570-389-4301
Schuylkill Hall Front Desk	570-389-4327
Soltz Hall Front Desk	570-389-4456
Upper Campus Apartments RA Desk	570-389-2900

DESK HOURS

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	9:00 AM - 12:00 AM (midnight)
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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



WHAT TO BRING

- Masks
- Thermometer
- 3M Command hooks
 - › *Not permitted in suites or apartments, instead use push pins or painter's tape in these buildings*
 - › *Elwell suites – there are some cinder block walls, which are the only walls permitted to have 3M Command hooks*
- Bath mat
 - › *Suites and apartments only*
- Bedding
- Blankets (not electric)
- Cleaning supplies
- Dinnerware (i.e. plates, bowls, cups)
- Fan
- Hair dryer
- Hangers
- Lamp (not halogen)
- Laundry bag
- Laundry detergent (liquid is preferred. Sheets and pods often do not fully dissolve)
- 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
 - › *Suites and apartments only*
- Shower shoes
- Single-serve coffee maker (i.e. Keurig)
- Small appliances (i.e. microwave, toaster)
 - › *Apartments only*
- Storage bins
- Surge protectors
- Toilet paper
 - › *Suites 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
- LED light strips with adhesive backings
 - › *Adhesive will damage university property*
 - › *If you are using light strips, please use approved mounting supplies (painters tape, command strips/push pins in Soltz and apartments)*
- Outdoor grills
 - › *Permitted at apartments - see note below*
- Natural cut trees (i.e. Christmas trees)
- Non-university owned mattresses
- Non-university owned microwaves and refrigerators
 - › *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 bring a microwave for use in the kitchen*
- Non-university owned personal space heaters
- Pets (other than fish in a tank 15-gallons or less)
- Electric or gas-powered bikes, scooters, hoverboards, etc.
- 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.

ON-CAMPUS HOUSING POLICIES

ABANDONED ITEMS

Students are obligated to remove all personal property upon departure. The Office of Housing & Residence Life reserves the right, without further notice, to remove students' personal belongings that remain in a residential facility 48 hours after the termination of the housing agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). The student will be charged for expenses incurred in the disposal of such property.

ALCOHOL POSSESSION AND CONSUMPTION

- Commonwealth University - Bloomsburg is a dry campus.
- Pennsylvania law states that no one under the age of 21 shall possess, sell, transport, or consume alcoholic beverages.
- The possession or consumption of alcohol is not permitted, regardless of age, in any residential buildings.
- Students are reminded that intoxication does not excuse offensive behavior and that disciplinary action will be taken against offenders.
- Be smart, stay safe, and be ready to take responsibility for your choices.

ALCOHOL CONTAINERS

Empty alcoholic beverage containers constitute an alcohol violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic beverage container is found, the container will be disposed of and disciplinary action may result.

ANIMALS

- Only fish, in a 15-gallon tank or less, are permitted in residential facilities.
- Any other animal or pet, including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc. are not permitted in residential areas.
- Your housing may be revoked if you are found to have violated this policy.
- Students who live in our residential facilities that require assistance animals may contact University Disability Services for more information.

BICYCLES

Bicycles and e-bikes are not permitted in residential facilities and may not be kept in lounges, stairwells, or halls. Bicycle racks are provided outside, but you must provide your own lock and chain. The University is not responsible for bicycles left on the premises.

CHILDREN/MINORS (UNDER THE AGE OF 18)

The University welcomes and encourages family visits to our campus, however residential housing is not an appropriate venue for individuals under the age of 18. Therefore, anyone under the age of 18 and not currently enrolled at the University are not allowed to spend the night in a residential facility unless it is a sanctioned University event/program. When visiting a residential facility during the day, minor children must be accompanied and supervised by their parent or legal guardian at all times. No babysitting or child care is permitted at any time.

CLOTHING AND FOOTWEAR IN PUBLIC AREAS

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

PUBLIC HEALTH CRISIS

In the event of a public health crisis, our priority will be to keep our residential community healthy. Should an event occur, students may be asked to follow guidelines set forth by the CDC, PA Department of Health, and the PA Department of Education. Students will receive information via their student email should an event arise. Please make sure your current vaccination record is on file at the Student Health Center.



DELIVERIES BY OUTSIDE VENDORS

The Office of Housing & Residence Life is not responsible for any deliveries made by any outside vendor. It is the student's responsibility to set up a time with the vendor for delivery.

DOOR ACCESS

All residential facilities have an electronic door access system. Doors are locked at all times. Students, using their student ID card, will have access to specific doors in their residence hall 24 hours a day. Students are not permitted to allow others to follow them into the residential facility. Anyone who attempts to circumnavigate safety and security of the facility, its residents, or its furnishings will be in violation of University policy.

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 individuals who do not have appropriate access to gain entrance into a building.
- 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 permitted to enter someone's room without the resident's permission.
- Students in violation of this policy may be referred to the Office of Student Conduct.

DRUGS AND CONTROLLED SUBSTANCES

Federal and state laws prohibit the possession or use of illegal drugs and the misuse of legally prescribed drugs as well as any drug paraphernalia (hookah, bowl, etc). As a federally-funded university, the use, possession, or storage of cannabis (even if prescribed by a health care professional) is prohibited. Any violation will result in disciplinary action as well as being subject to applicable federal, state, and local laws.

EMERGENCY CONTACT INFORMATION

Emergency contact information must be on file with the University. This contains contact information for the persons who would be able to help in an emergency.

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.

GENERAL UPKEEP AND CLEANLINESS OF YOUR RESIDENTIAL FACILITY

Students are responsible for the general upkeep and cleanliness of their room, suite, or apartment. It is important that students maintain an environment that is clean and free from excessive trash which can lead to pest or bug control issues. Additionally, it is important that suite/apartment kitchens or bathrooms remain sanitary. Please discuss with roommates a cleaning schedule, how dishes will be washed, and when trash will be taken out. Conversations and agreements can be documented in the provided Roommate Agreement form. Residents will be given 48 hours to rectify any health or cleanliness concerns. If the issue is not resolved, students will be subject to a student conduct meeting. In the case of severe health or cleanliness concern, students will be held accountable for the cost of remediation or pest control services.

HALLWAYS

Hallways should be kept neat, clean, and clear of objects (i.e. drying racks, umbrellas, shoes, welcome mats, etc.). Our custodial staff need a clear hallway in order to clean, and it is important to provide a pathway free of objects in case of evacuation. There should be no sports/horseplay in any hallway or common area.

LEDGES, ROOFS, AND WINDOWS

- Window screens may not be removed or opened.
- Screens are not safety devices and should never be leaned upon.
- Students are not permitted to hang or lean out of windows.
- For safety reasons, signs, letters, 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.
- Students are not permitted on any window ledges or roofs.
- A referral to the Office of Student Conduct or loss of campus housing may result for failure to comply with any of the above.

LOCK-OUTS

Keep your University ID with you at all times. It is your responsibility to ensure that you have access to your housing assignment. Should you get locked out, see a Resident Assistant and they will let you in. Staff will need to verify your identity before keying in. Please understand that staff may not always be readily available to assist you with a lock out. A student who requires more than 3 lockouts will be referred to the Assistant Director for a meeting.

NOISE

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 consider using 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.

Courtesy Hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their noise level, regardless of the time, so as not to interfere with other students' sleeping or study habits. Students are expected to respect the requests of others for quiet, and share in the responsibility for developing and maintaining a positive atmosphere in their residential facility.

Quiet 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. During quiet hours, residents should keep the noise level to the point where it cannot be heard in another student's living space.

24-Hour Quiet Hours are during finals week. 24-hour quiet hours are observed to facilitate a studious atmosphere. Students remaining in the halls after their last final exam and alleged to be responsible for causing a disturbance may be required to leave the residential facilities immediately.

If you violate the noise policy, you may be charged with a violation of the Student Code of Conduct, and repeated violations may result in removal of items, a housing reassignment, or loss of campus housing.

OCCUPANCY LIMITS

The Office of Housing & Residence Life reserves the right to limit the number of individuals in a room, suite, apartment based upon official occupancy limits or where the noise level in a room violates either the quiet hours or courtesy hours policy. Each student may only host a maximum of 2 students at any one time in any residential facility.

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 a third party. We recommend that you carry insurance protection for your belongings and record the serial numbers of your valuable items. This is typically covered through homeowners insurance.

Please visit nssi.com/get-started for more information on insurance through National Student Services, Inc.

POLICY VIOLATION

Students found in violation of residence hall policies, procedures, and guidelines or the Student Code of Conduct will be subject to adjudication through the Office of Student Conduct/Office of Housing & Residence Life. Students are responsible for knowing all policies and procedures found in this Guide to Campus Living as well as the Student Code of Conduct.

POSTING

All fliers, posters, etc. displayed in residential facilities must be approved by the Office of Housing & Residence Life. Any poster not approved, will be removed. All fliers must be 8½" x 11" unless approved by the Office of Housing & Residence Life. Signage related to the promotion of alcohol or an alcohol-related event are not permitted. Signage cannot be posted on any glass surface (windows and doors). Any violation of this policy may result in revoking posting privileges.

Approval can be obtained by sending an email with an attached example of the flier to the Office Housing & Residence Life at sthouse@commonwealthu.edu. Fliers must be dropped off in the Office of Housing & Residence Life located in Elwell Hall. Residence Life staff will hang up and remove approved fliers. Any unapproved signage will be taken down.

PROHIBITED ITEMS

It is difficult to present a comprehensive list of prohibited items. Commons sense is appreciated while packing to come to campus. Please see the "What Not to Bring" list on page 6 of this guide.

RESIDENTIAL FACILITY ENTRY POLICY

Commonwealth University - Bloomsburg is committed to the protection of students' right to privacy within the confines of their assigned residence hall rooms or campus apartments. This right to privacy is balanced by a responsibility to protect the health and safety of the University community. The University also has an obligation to protect its property, service functions, and educational mission from damage or disruption caused by violations of University regulations or criminal law. It is within this context that the following guidelines were established:

University staff members shall generally enter a residence hall room or university apartment within the following parameters:

- Under conditions of serious threat to the safety or well-being of persons or property.
- When behavior or activity occurring in a room is disruptive to other residents, and occupants of the room are not present or have not responded to requests to open the door.
- To perform routine maintenance, complete repairs, or to conduct regular room/apartment inspections. Room inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room inspection. Maintenance cannot provide advance notice, but will knock and announce themselves prior to entry.
- During building emergencies such as fire alarms or actual fires, tornadoes or electrical or plumbing malfunctions.
- When instructed to by an authorized police officer.
- With the permission of an assigned resident.
- Upon the issuance of an administrative search warrant.

Upon entering a room according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member or be in their line of sight while handling a possible violation. Police personnel may also be called when appropriate. Confiscated items (e.g., prohibited cooking appliances, candles, etc.) not in violation of local, state, and federal laws may be returned to the owner when appropriate. University staff members will not routinely admit a third party to another person's assigned room or apartment without the consent of an occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on reasonable cause. Reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the Associate Vice President of Student Success and Campus Life or their designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose. A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to adjudication within the University judicial system.

ADMINISTRATIVE SEARCHES

Commonwealth University - Bloomsburg, 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 Housing & Residence Life staff at Commonwealth University - Bloomsburg has voluntarily adopted a balance between institutional and individual rights.

Designed in accordance with the Commonwealth University - Bloomsburg 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:

- All residence hall room searches must be approved by the Associate Vice President of Student Success & Campus Life or his/her designee. Campus 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 Campus Police Department or other law enforcement agencies, will be carried out by the Housing & Residence Life staff. When a member of the Housing & 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 Housing & Residence Life staff members who will conduct the search. This form will be presented to the Associate Vice President of Student Success & Campus Life or his/her designee.
- If the Associate Vice President of Student Success & 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 Housing & Residence Life staff members who will conduct the search. A professional staff member must be present.
- In conducting the search, the Housing & 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 Housing & 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 Success & Campus Life.

SELF-PROPELLED PERSONAL TRANSPORTATION

Self-balancing scooters, hoverboards, etc. are not permitted in any residential facilities. This includes electric-powered bikes and other modes of transportation. Use of gasoline motors of any type, including motorcycles, mopeds, etc. are not permitted in student rooms or any residential facility.

SMOKING AND VAPING

In support of a safe and healthy environment for all students, faculty, and staff, the University has designated all buildings as a smoke-free environment. Smoking is not permitted in any residential facility, and is only permitted 25 feet away from the building. Students must utilize designated receptacles for disposal.

Smoking includes, but is not limited to the burning of any type of lighted, pipe, hookahs, cigar, cigarette, electronic device (i.e. vapes) or any other smoking equipment/devices whether filled with tobacco or any other type of substance.

SALES AND SOLICITATION

The sale and solicitation of goods and services is prohibited in all residential facilities unless approved by the Office of Housing & Residence Life. Solicitation is defined as any activity that seeks to contact with residents to collect information, sell items or provide a personal service, or gain support.

Solicitation applies to a wide range of activities that may include:

- Selling
- Petitioning
- Advertising
- Campaigning
- Distributing fliers
- Product promotions
- Organizational recruitment
- Providing personal services (i.e. hair cutting, nails, tattoo)
- Surveying residents by telephone, mail, e-mail, or in person

STORAGE

The Office of Housing & Residence Life does not provide storage for any student's personal belongings nor University property that is being replaced by personal property. For example, if a student brings a desk chair to campus, the University owned desk chair cannot be placed in storage.

THEFT

Theft or unauthorized possession of personal or University property is prohibited. Students who are the victims of theft should contact Campus Police and inform a member of the Housing & Residence Life staff.

TRAFFIC CONTROL/ROAD SIGNS

Signs or traffic control devices, including but not limited to stop signs, pedestrian/traffic control, and street signs, which are the property of federal, state, county or city governments are not permitted in the residential facilities. Possession of such signs/devices may result in referral to Campus Police, as well as the Office of Student Conduct. These signs/devices may also be confiscated.

UNIVERSITY PROPERTY

University property in common areas are the joint responsibility of the occupants sharing the facilities. Under no circumstances should university property be moved to student's personal spaces.

VANDALISM

Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy, or is reckless or negligent. Willful destruction or defacement of any personal or University property is prohibited. When damages occur to common space facilities, an investigation will occur and responsible individual(s) will be billed along with student conduct action.

VISITATION

The visitation guidelines for students living in Commonwealth University - Bloomsburg's residence halls, suites, and apartments have been developed in an effort to balance student privileges with academic demands, the rights of occupants not hosting a guest, and health and safety. It should be noted that visitation is a privilege, not a right. Students violating this privilege or the rights of others may be subject to the loss of some or all visitation privileges up to the loss of campus housing.

A mature attitude is necessary when exercising your freedom and responsibility regarding guests in the residential facilities. Visitation guidelines are in place to provide a measure of safety for the residential communities. Please understand that any system is only as safe as those whom are using it, allow it to be. Safety is a shared responsibility. Your cooperation in escorting your guests and informing visitors of our visitation/escort policies when entering any on-campus residence is expected. Failure to comply with visitation guidelines will result in disciplinary action as outlined in the Student Code of Conduct. A guest is considered anyone that is not assigned to a specific room. Therefore, a guest can be a non-Commonwealth University - Bloomsburg student, family member, Commonwealth University - Bloomsburg student, off-campus student, a resident of another hall or a resident of the same hall.

(continued on next page)

No one under the age of 18 years old are permitted to stay without supervision of a legal guardian, unless it is a recognized university special event, i.e. Siblings Weekend. This would include providing childcare/babysitting.

The following information outlines visitation guidelines:

- Overnight visitors, limited to two per resident, can visit up to two (2) consecutive days, not to exceed six (6) nights in one month.
- Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and Housing & Residence Life policies. Violation of any policy by a guest may result in disciplinary action being taken against both the host and guest.
- Guests must be specifically invited by a resident in order to be permitted into the residential facility.
- Guests must enter and exit the building through the front doors.
- Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residential facility. Guests who reside in the same residence hall are not required to be escorted.
- Guests must be escorted by your host at all times when walking throughout the residential facility.
- Guests left unattended or found to be unescorted may be documented and escorted out of the building. In addition to this, their hosts may be documented for leaving guests unattended.
- Students are permitted to have visitors in their rooms only if there is no objection from their roommate(s). In case of a disagreement between roommates, the person without the guest will retain priority.
- Guests can be asked to leave if they are causing a disturbance or if a roommate does not wish them to be there. University staff will make this decision.
- Violating a roommate's right of entry into their room or hindering a roommate's ability to study and/or sleep within their room because of a guest's continual presence, is considered a violation of this rule.
- Guests may not stay in unoccupied beds in a room without the consent of the resident whose bed is to be used.
- Must be registered online via the Overnight Guest Registration form at <https://www.commonwealthu.edu/forms/overnight-guest-registration>.



Please note, there will be additional visitation restrictions for non-Commonwealth University - Bloomsburg students during Block Party weekend.

WEAPONS

Weapons are prohibited in the residential facilities. The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, or incapacitate, including, but not limited to the possession or use of items such as any firearm, illegal knives (non- folding with blades over 3" in length), club, or any other weapon (not restricted to legal definitions) that may be hazardous to the health or safety of residents.

This includes, but is not limited to: rifles, pistols, shotguns, pellet guns, airsoft/paintball guns, Orbeez gel blasters, BB guns, taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes, machetes, swords, spears, bowie knives, daggers or similar knives (non-folding with blades over 3" in length), double-edged blades, or switchblades. These items are not permitted in the residential facilities. Nerf-type weapons may be stored in a residential facility room, but may not be used anywhere inside of a residential facility.

Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University housing. Campus Police has a 24-hour accessible weapon locker where weapons may be stored. If you have any questions, please call Campus Police at 570-389-2211.

RESIDENTIAL SAFETY INFORMATION AND PROCEDURES

FIRE SAFETY

- Be familiar with all of the possible evacuation routes from your room/wing/suite/apartment.
- Always evacuate the building, using the closest exit, when an alarm sounds.
- Do not attempt to use the elevator during an emergency.
- State mandated fire drills are twice a semester to practice safe evacuation techniques. Each fire alarm should be considered a real incident. Remain calm and follow all evacuation procedures.
- In case of a fire 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 Office of Student Conduct.

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 6 of this guide.
- 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

1. Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.
2. Close doors behind you as you exit.
3. Exit the building as quickly and as safely as possible via the nearest accessible fire exit. If you encounter smoke while exiting, keep as low to the floor as possible.

FIRE EVACUATION

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

If it is safe to leave your room:

1. Leave lights on
2. Close windows and door
3. Follow posted evacuation route or walk to the closest safe fire exit calmly
4. Move away from the building and proceed to your identified meeting area
5. Stay out of the way of firefighters and fire-fighting equipment
6. Do not re-enter the building until directed to do so by University staff
7. 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. Housing & 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 false or malicious fire alarms will result in fines and/or disciplinary action, up to and including arrest. 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 fines, and/or disciplinary action, up to and including arrest.

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

ROOM DECORATION TIPS:

- Room doors cannot be blocked and must be able to open completely.
- You may not hang anything from/on the ceiling that would cover or obstruct the operation of lights, smoke detectors, sprinklers, etc.
- You may not hang anything from pipes, conduit, or fire sprinklers.
- When hanging items on the walls, you may not tack or nail into the walls. We highly recommend painter's tape or 3M removable adhesive strips in the traditional residence halls. Thumb tacks should be used in Soltz/Suites and the apartments. Do not use duct tape. Residents will be billed for any damage to the wall(s).
- 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.
- 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 any item that is deemed offensive to others.

Remember – you must restore your room to move-in condition when you leave at the conclusion of the semester. Students may receive a bill for damaged walls, furniture and/or rooms that require excessive cleaning.

SAFETY INSPECTIONS

Each semester Housing & Residence Life staff will inspect each student room to ensure there are no safety issues present. Students will be notified prior to the inspection.

SAFETY ESCORT SERVICE

The Campus Police Department provides a walking safety escort 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 Campus Police Department
- Using any of the blue light emergency call boxes located throughout campus
- Dialing 570-389-2211 or 570-389-5000 from your phone.



HOUSING AGREEMENTS & REQUIREMENTS

HOUSING AGREEMENTS

Housing agreements can be viewed by going to [Housing & Residence Life Website](#) and clicking 'About MyHousing' under **My Housing Self-Service**.

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

Students whose agreements are terminated must vacate their housing assignment within 48 hours 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 any outstanding bills related to admission, tuition, housing, food service, or other related fees.

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

TWO-YEAR RESIDENCY REQUIREMENT

All new full-time undergraduate freshmen are required to live on campus for their first four semesters (not including summer and winter sessions) unless they turn 21 years of age before the first day of classes for the fall semester or are commuting from the home of their parent(s) or legal guardian(s) within a 30-mile radius of campus.

As part of the 2-year residency requirement, students will complete a new housing agreement for the following year and will have the opportunity to select their specific housing location during the housing selection for returning students process. Information will be sent to all on-campus residents beginning in late September or early October with the room/suite/apartment selection process occurring later in the fall or early spring semester.

Students under obligation of the 2-year residency requirement who do not complete this process and select housing or do not have an approved exemption will automatically be matched with roommates and assigned housing by the Office of Housing & Residence Life.

New Fall freshmen wishing to not live on-campus for their second academic year must submit the 2-year residency requirement exemption form no later than March 31 prior to the beginning of their second academic year. The form can be found online on the Housing & Residence Life webpage under Exemption Request. You will not be exempt unless you receive an approval notice from the Office of Housing & Residence Life.



RESIDENTIAL AND UNIVERSITY SERVICES

LAUNDRY FACILITIES

Laundry facilities are provided in each residence hall and apartment complex and are serviced and maintained by a contracted company, CALECO. Use of laundry machines is included in the housing fees. There is no additional money needed. 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 610-692-8000 or service@caleco.net.

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 (1st floor).

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 [their website](#)

LOST MAILBOX KEYS

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.

REPAIRS AND MAINTENANCE

- In the residence halls, repair work should be reported to a RA, GHD or AD.
- At the apartments, repair work can be requested by calling 570-389-2900, or reporting it to your RA, GHD, or AD.

Students can also enter a work order themselves by going to [the Housing & Residence Life website](#), 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.

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. For more information, visit [the Housing & Residence Life website](#) and click 'Resources'.

Residents also have the ability to watch live TV, sports and premium content on your computer, tablet and phone anywhere on campus with the *Apogee Stream2* app.

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

SHUTTLE SCHEDULE

For the most up-to-date University shuttle bus and Walmart shuttle bus schedules visit: [Parking & Transportation Website](#)

CAMPUS DINING

For more information on University Dining Services visit: [Dining at Bloomsburg Website](#)

Campus Dining Locations:

- Scranton Commons Dining Hall
- Bento Sushi
- Chick-fil-A
- Dunkin'
- Husky Lounge
- Monty's
- Qdoba
- Roongo's Café
- Starbucks
- Subway



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 - 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 Campus Police at 570-389-2211, 911, or contact a Residence Life staff member.

STUDENT RECREATION CENTER

For information about the Student Recreation Center, visit [their website](#).

Fall and spring semester hours:

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

Jessica Kozloff Apartment residents also have access to the complexes' community building fitness center. Open daily during the semesters, 9:00 AM - 12:00 AM (midnight).

KEHR UNION BUILDING (KUB)

As the social hub of campus, the KUB features a ballroom, Multicultural Center, LGBTQA Resource Center, Women's Resource 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, as well as the Student Health Center.

For information about the Kehr Union Building visit [their website](#) or call 570-389-5212.

Fall and spring semester hours:

- Monday - Friday, 7:00 AM - 12:00 AM (midnight)
- Saturday & Sunday, 10:00 AM - 12:00 AM (midnight)

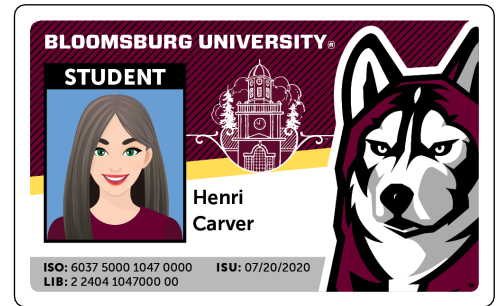
UNIVERSITY CARD CENTER / ID CARDS

The University Card Center, located in Student Services Center Room 203 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 identification card provides you with access to:

- Husky Gold declining balance funds
- Used as payment for dining facilities, University Store, Husky Mail Hub
 - › Visit [the Card Center website](#) for additional locations and information
- Your room/suite/apartment front door and bedroom door
- Meal plan usage
- The Student Rec Center
- Andruss Library and its services
- University activities and events
- and more...



Regulations:

- A replacement ID card due to loss, theft or non-normal wear-and-tear will result in a \$25 replacement fee
- Your ID is non-transferable which means you cannot give it to others to use
- You must carry your ID at all times and present it to a University official upon request
- Lost or stolen cards can be suspended online at [the Card Center website](#)
- 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 Housing & Residence Life staff member immediately if your card is lost or stolen

For additional information and support visit [the Card Center website](#), email bucardcenter@commonwealthu.edu or call 570-389-5410.



CLOSINGS AND CHECK-OUT PROCEDURES

HOLIDAY CLOSING INFORMATION

THANKSGIVING BREAK

- Apartments and residence halls close on Tuesday, November 26, 2024 at 10:00 AM
- Apartments and residence halls open on Sunday, December 1, 2024 at 12:00 PM (noon)

WINTER BREAK

- Apartments and residence halls close on Friday, December 13, 2024 at 10:00 AM
- Spring 2025 move-in dates
 - › Residence halls and apartment communities will open on:
 - » Friday, January 24, 2025 from 12:00 PM (noon) to 8:00 PM
 - » Saturday, January 25, 2025 from 9:00 AM to 8:00 PM
 - » Sunday, January 26, 2025 from 9:00 AM to 8:00 PM

SPRING BREAK

- Apartments and residence halls close on Saturday, March 15, 2025 at 10:00 AM
- Apartments and residence halls open on Sunday, March 23, 2025 at 12:00 PM (noon)

END-OF-YEAR CLOSING

- Apartments and residence halls close on Friday, May 16, 2025 at 10:00 AM

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 RA.

Elwell Hall is the designated 12-month residence hall. If you need housing over breaks, please contact Michele Stout at mstout@commonwealthu.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 the conduct process. For more information, please visit the [Housing & Residence Life Website](#) or see a Housing & Residence Life staff member.

BLOOMSBURG TERMINOLOGY

KNOW THE LINGO!

CGA	Community Government Association	Rec, The	Student Recreation Center
Commons	The Scranton Commons dining hall	RA	Resident Assistant
GHD	Graduate Hall Director	ResComp	Residential Computing
HOWL	Husky Orientation & Welcome Leaders	ResLife	The Office of Housing & Residence Life
Husky, The	The Husky Lounge dining facility	Roongo	The Bloomsburg Huskies Mascot
JKA	Jessica Kozloff Apartments	Tri-level	Three-level parking garage near Elwell Hall
KUB	Kehr Union Building	Quad, The	The Academic Quadrangle
LC	Learning Community		
MOA	Mount Olympus Apartments		
MPA	Montgomery Place Apartments		



CONTACT US

OFFICE OF HOUSING & RESIDENCE LIFE

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

🔗 [Housing & Residence Life](#)

✉️ buhouse@commonwealthu.edu

☎️ 800-287-7543

🐦 @BloomU_ResLife

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

*OUR
STUDENTS
OUR
CAMPUS
OUR
HISTORY
OUR
FUTURE*



COMMONWEALTH UNIVERSITY - BLOOMSBURG®
OFFICE OF HOUSING & RESIDENCE LIFE





Commonwealth University - Bloomsburg 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
Commonwealth University - Bloomsburg
400 East Second Street, Bloomsburg, PA 17815
Phone: 570-389-4529 | Email: titleixcoord@commonwealthu.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