



Office of Residence Life
2012-2013 Information Booklet

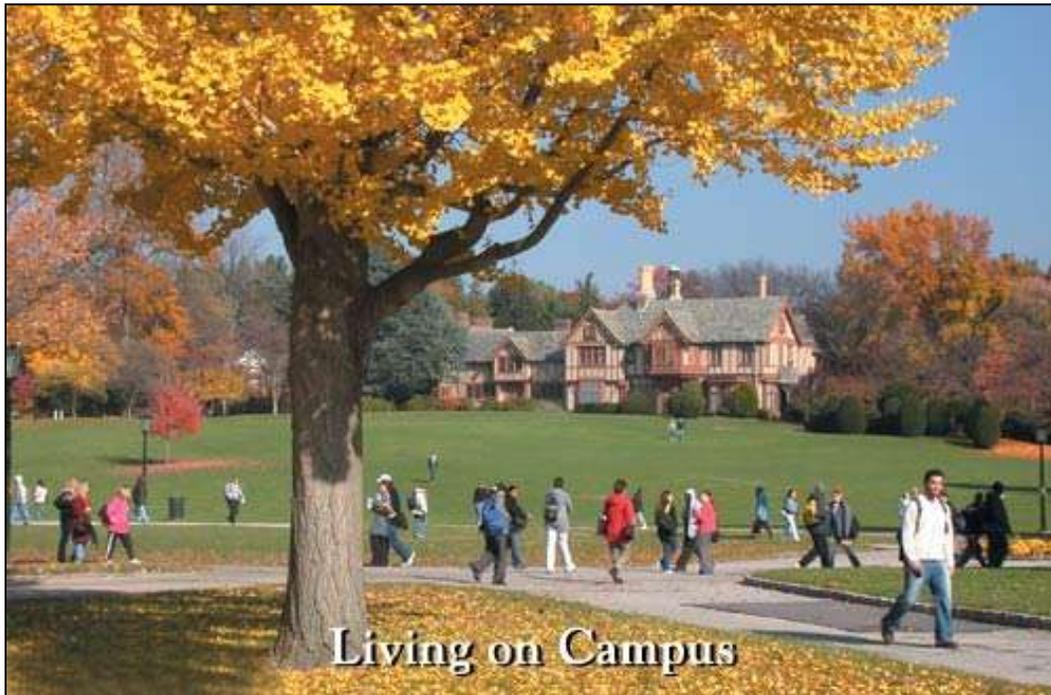


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Office of Residence Life Mission Statement

The Office of Residence Life seeks to provide a safe, healthy, and comfortable living and learning environment in which students are able to mature, both socially and academically, while creating an inclusive community, embracing a diversity of ideas, backgrounds, cultures, perspectives, and needs. The Office of Residence Life strives to enhance student development by providing appropriate services, encouraging participation, ensuring student rights, and promoting student responsibilities.



Office of Residence Life Vision Statement

Our vision is to proactively maintain a safe, healthy, comfortable and inclusive living and learning environment. This will be done by implementing living and learning communities, effective programming, continuous assessment and constant collaboration. In addition, we will strengthen policies and procedures, improve our facilities and increase sustainability to meet the needs of our student population.

The Office of Residence Life

Post Hall

LIU Post – Office of Residence Life

720 Northern Blvd

Brookville, NY 11548

Phone: (516) 299-2326

Fax: (516) 299-2012

Email: Post-ResidenceLife@liu.edu



Office Hours

Monday – Friday

9am – 5pm

On – Call staff availability – 365 days a year, 24 hours a day, 7 days a week

Office of Residence Life – Professional Staff

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Director

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Office Manager

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Residence Life Staff Job Descriptions

The role of a Residence Life staff member is to assist the residents. The staff is trained to help residents who may need general campus information and support with problems or issues they may be facing. It is the responsibility of the staff to ensure a safe and healthy living and learning environment.

Resident Assistant

A Resident Assistant's (RA) job is to foster community development and encourage an appreciation of diversity through the implementation of cultural, educational, social, and community service activities. RA's also have the role of interpreting and enforcing university policy in the residence halls. RA's live in the same wing or floor as their residents.

Senior Resident Assistant

Senior Resident Assistants (SRA) assist students with maximizing their academic experience. SRA's live in the residence halls and assist students by serving as an academic resource and also hold the role of interpreting and enforcing university policy in the residence halls.

Residence Hall Director

A Residence Hall Director's (RHD) job is to develop the community through supervision of the S/RA staff. Residence Hall Directors are full time, live-in professionals who hold office hours in their building office between 9am-5pm (M-F). They act as the liaison between the campus as a whole and the residence halls. Residence Hall Directors serve as judicial officers and crisis response administrators.

What is in a Room?

Each residence hall room will be furnished with a desk, chair, bed w/ mattress, wardrobe/closet and dresser for each student as well as a set of window drapes. The room comes with cable TV service, including more than 60 channels. Your phone line will have free voice mail, and the room will feature two free connections to the University's computer network, so you can surf the web at lightning speed.

Things to Bring

Before you decide what to bring for your room, you should contact your roommate and discuss what each other would like to bring to school. You will be mailed their name and address, so you can contact them to find out which items each roommate will bring. You may also contact them by emailing them to their LIU email address, which in most cases is FirstName.LastName@My.Liu.edu. Please be advised that due to privacy issues, you will not be given your roommate's phone number.

PERSONAL/BATHROOM ESSENTIALS

- Hair dryer, comb, brushes
- Shampoo & Body Wash
- Shower basket
- Deodorant, shaving kit, flip flops for the shower

DESK SUPPLIES

- Pens, pencils, highlighter, sharpeners, erasers, scotch tape, paper clips, stapler, notebooks paper, white out, calendar, dictionary and thesaurus
- Computer or Laptop
- Message board and dry erase board
- Fun tack to hang up posters

FOR THE ROOM

- Plastic hangers
- Alarm clock (with battery back-up)
- Bed linen (extra long sheets)
- Pillows and blankets
- Laundry basket (bag), detergent
- Power supply source (with surge protector)
- A throw rug
- Desk lamp, clip on for bed
- Posters/pictures for the wall
- Waste paper basket
- Under bed storage
- Stuffed animals
- Telephone
- Television and stereo
- Refrigerator
- Cold remedies, band aids, vitamins, etc.

Prohibited Items

- Portable heaters, heating blankets, candles, or incense
- Halogen lights and lamps
- Hot pots, microwaves, hot plates, toasters, electric frying pans, sandwich grills, waffle irons, “George Foreman” grills, coffee pots, and the like
- High voltage refrigerators (maximum allowable wattage is 3.2 (cubic feet)
- Extension cords or multi-receptacle outlets
- Flammable and combustible liquids; propane, gasoline, paint thinner, charcoal, and lighter fluid
- Live pine
- Christmas or decorative lights
- Pets
- Air conditioners

* Please refer to the Student Handbook for additional information regarding prohibited items.

(<http://www.liu.edu/CWPost/StudentLife/ResLife/Forms-and-Policies.aspx>).

*Any items on the prohibited items list found within a residence hall room will be removed at the discretion of a Residence Life Professional Staff Member.

Residence Halls

LIU Post has 8 residence halls with different styles of living and different personalities to accommodate each student. All residence halls are smoke free.

Brookville Hall, Riggs Hall, Kings Hall, Queens Hall & Post Hall

These are traditional residence halls, meaning they consist of long hallways or corridors with rooms on each side and one large common bathroom for each wing or hallway.

Suffolk Hall

This is a traditional-style residence hall that houses the intensified study program, meaning this hall honors quiet hours 24 hours each day.

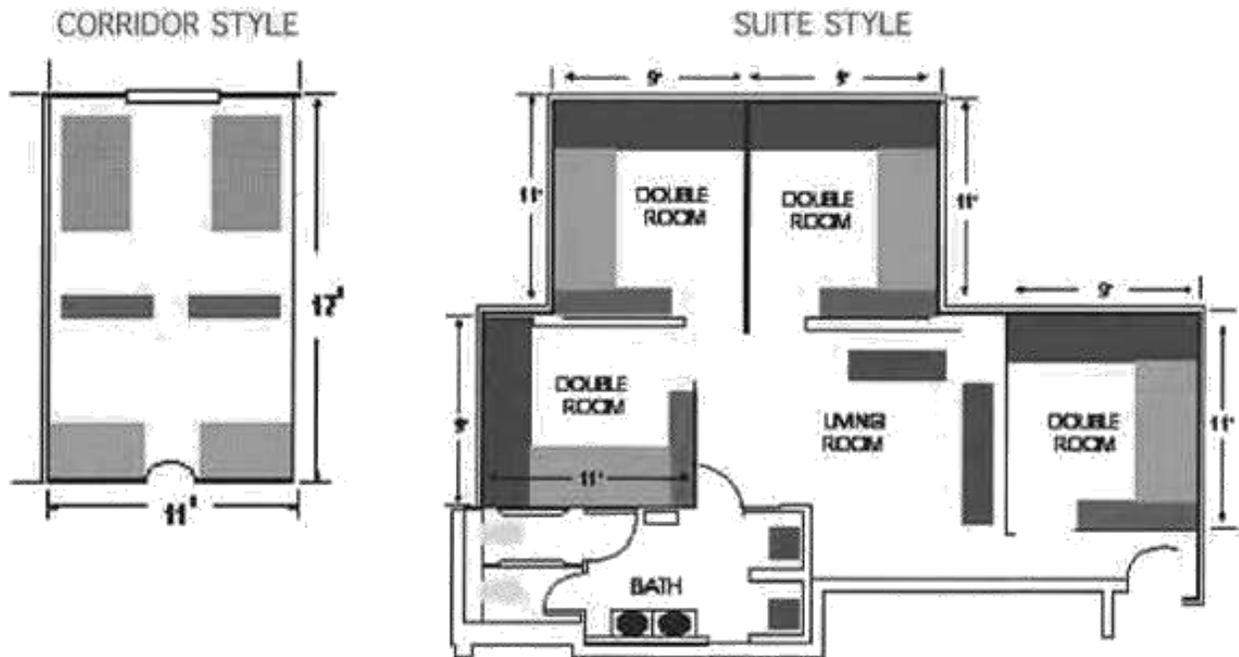
Nassau Hall

This is a traditional-style residence hall that offers 9 month housing. All students who wish to live on campus during the winter intersession must choose to live in Nassau Hall.

South Residence Complex

This complex offers the option of living in a suite-style arrangement instead of traditional-style accommodations.

Residence Hall Floor Plans



Traditional Style

These halls have rooms right next to and across from one another. Residents of a hallway share a large common bathroom.

Suite Style

This complex includes three to four bedrooms around a common living area and a semi-private bathroom. Each suite and each bedroom door has a locking entry door.

* Residents of the suites share a common room that they are able to furnish and decorate according to LIU Post fire safety regulations (See Student Handbook). Each suite of residents are required to develop a cleaning schedule for the suite bathroom and are responsible to bring the appropriate cleaning supplies. Finally, all suites are provided bathroom tissue. This can be found in the Residence Hall Director's office.

Internet, Telephone & Television Service

In conjunction with Campus Televideo and our own Campus IT and Telephone Services Departments, Residence Life provides internet, telephone and television service to each room (approximately 65 channels).

How Does It Work?

All services are active in your room and can be accessed by plugging your telephone and television into the communications outlet on the wall. The outlet also has communication services capability for connection to the Academic Computing Network. For more network information, please call Information Technology at (516)299-2281.

What You Will Need

- Television set and coaxial cable
- Telephone with cord
- Ethernet cord



Laundry

There is a laundry room located in each Residence Hall, equipped with high-efficiency front load washers and dryers. These machines are operated with a Smart Card, which can be purchased for \$5.00. You may purchase or add additional money on your Laundry Card at the Winnick Center (8:30am-8:00pm), Hillwood Center (9am-11pm), or Office of Residence Life in lower level of Post Hall (9:00am-5pm Mon-Fri) for a price of \$5.00 (\$3.00 of which will be loaded to your smart card for laundry use).

LIU Card Information

The LIUCARD is a multi-purpose card that can be used for several different purposes throughout the campus. The following describes where the card can be used and how funds on deposit can be utilized. Using the LIUCARD to purchase food saves sales tax on all purchases.

LIU Card Q&A



WHO IS ENTITLED TO AN LIUCARD?

The LIUCARD is both the campus I.D. card and a meal debit card. Everyone on campus—resident students, commuters, faculty, staff, and administration—carry the LIUCARD. To obtain an LIUCARD, visit Public Safety. If you have any questions call (516)299-2214.

WHAT IF I LOSE MY LIUCARD?

Go to the Bursar's Office and pay the \$10 non-refundable fee to replace the lost card. Then, go to Public Safety to request a replacement card. (It is extremely important that your lost card is reported immediately so that no one has access to your meals or dining dollars).

WHEN I RUN OUT OF MONEY ON MY ACCOUNT, CAN I ADD MONEY TO MY BALANCE?

Yes. The Bursar's Office accepts deposits by cash, check, Visa, MasterCard, or Discover, Monday through Thursday, 9am to 8pm and Friday 9am to 5pm. Also, money can be added at the ADM in Hillwood Commons.

WHAT HAPPENS TO THE MONEY I HAVE LEFT IN MY ACCOUNT AT THE END OF THE YEAR?

LIUCARD deposits are non-refundable and are forfeited at the end of the **academic year**. Meal plan dining dollars are also forfeited at the end of **each academic year**.

WHERE CAN I OBTAIN MY LIUCARD?

As long as you are enrolled in school for the current semester, an LIUCARD can be obtained from Public Safety.

HOW DO I KNOW THE BALANCE ON MY CARD?

Your balance shows on the register and receipt each time the card is used in any of the campus dining locations and at the ADM.

WHAT IF I CAN'T GET INTO MY RESIDENCE HALL, BUT MY MEAL PLAN WORKS?

Go to the Office of Residence Life located in Post Hall and make sure that you have access to the residence hall.

WHAT IF I CAN ENTER MY RESIDENCE HALL, BUT I CAN'T ACCESS MY DINING DOLLARS?

Make sure that your Bursar Account is clear and in good standing. Students who have not cleared their bill will not have access to their dining dollars. If you have Bursar clearance, then check with the Office of Residence Life to make sure your dining dollars are added to your meal plan. If the Res Life Office finds that your meal plan privileges are in order, then go to Public Safety to have your LIUCARD re-encoded.

WHO DO I CALL IF I HAVE QUESTIONS ABOUT MY LIUCARD?

The Bursar's Office (516)299-2323 can help with information regarding LIUCARD deposits.

The Office of Residence Life (516)299-2326 can answer any questions regarding meal plan accounts and residence hall access.

LOCATIONS THAT UTILIZE THE LIUCARD

- Residence Halls– required for entrance

- Library– required to check out books
- Academic Computing Center– required for entrance
- Bank (Nassau Educators Federal Credit Union)- required for transactions
- All on campus dining locations
- Access to campus after 10:30pm when gates close
- Pratt Recreation Center– required for use of facilities

Where to Eat on Campus

How Does The Pioneer Living Plan Work?

Pioneer Meal plans are geared specifically to make your life simpler! A magnetic stripe on the back of your student ID card works with our computer system to identify you as a meal plan member. Our meal plans are easy, economical and designed to best meet the needs of your busy campus lifestyle.

Where Can I Eat on Campus?

When you get hungry, there are a variety of places located on campus for all students to eat. **The Winnick Student Center** serves an all you care to eat menu of a variety of cuisines for breakfast, lunch and dinner. **Hillwood Commons** features a cafeteria, a deli, Italian eatery, Subway, Sushi bar, and Starbuck’s Coffee. During breaks between classes, you can stop in the **P.O.D** located in the lower level of Pell Hall, or the **snack bar** in Humanities Hall. At night, you can visit a convenience store called the **The Little Shop at Winnick** located in the Winnick Student Center.



May I Cancel or Change My Pioneer Meal Plan?

All resident students are required to purchase a Meal Plan and do not have an option to cancel their plan. All students with fewer than 30 completed credits must choose Pioneer Living Plan One. Those students with 30 or more credits may choose any Pioneer Living Meal Plan. You can change your Meal Plan at the office of Residence Life through the 1st week of school.

What Do I Do If My Pioneer Living Plan Dollars Run Low?

Each time you purchase a snack or a full meal, you may ask the cashier to tell you how many meals and/or dining dollars you have remaining. If your dollars run low, you can add Dining dollars to your account using cash, check, money order or credit card. Simply go to the Bursar's office, located in Kumble Hall, to make your payment. In addition, you can add dining dollars to your account using the ADM machine in Hillwood Commons.

Meal Plan - Pioneer Living Plans for Fall 2012 – Spring 2013

LIU Post offers 4 Pioneer Living Plans. All resident students are required to purchase a university meal plan. Resident students with less than 30 credits are required to select Pioneer Living Plan 1. Resident students with 30 or more credits can select any of the 4 University's Pioneer Living Plans. Upon clearance of a student account bill, an automatic deposit of dining dollars will occur from whichever meal plan the student chooses for the 2012-2013 academic year. The living plan choices are as follows:

PIONEER LIVING PLAN 1 (UNLIMITED/\$125 DD)

<u>Traditional Double</u>	<u>Suite Style Double</u>
\$6120 per Semester	\$6120 per semester

PIONEER LIVING PLAN 2 (14 MEALS/\$300 DD)

<u>Traditional Double</u>	<u>Suite Style Double</u>
\$5900 per semester	\$5900 per Semester

PIONEER LIVING PLAN 3 (10 MEALS/\$375 DD)

<u>Traditional Double</u>	<u>Suite Style Double</u>
\$5720 per Semester	\$5720 per Semester

PIONEER LIVING PLAN 4 (7 MEALS/ \$275 DD)

<u>Traditional Double</u>	<u>Suite Style Double</u>
\$5470 per Semester	\$5470 per Semester

The Pioneer Dollars May Be Used In The Following Locations:

- P.O.D
- Humanities Café
- Hillwood Commons (Subway, Starbucks, Food Court)
- Bookmark Café
- Winnick Express
- Little Shop at Winnick

On-Campus Mailroom

Students who are residing on campus during the fall, spring, and summer semesters utilize the mailroom. The mailboxes are located in the lower level of Kings Hall. The package containing your room assignment will also include your mailing address. Your mailing address is as follows:

Your Name

Kings Hall Box #

720 Northern Blvd.

Greenvale, NY 11548

If you decide that you are not coming back to reside on campus, you must change your address. It is the postmaster's policy not to forward mail. So, if you have credit card bills and magazine subscriptions, inform them that you will be moving and give them your new address. If you do not inform them, the campus will not take responsibility for what happens to the mail. Please be advised the address correction forms are available at the Greenvale Post Office. All that is necessary on your part is for you to contact anyone who sends you mail, especially creditors and magazine subscriptions, to inform them of your impending move. Tell them you want this effective **IMMEDIATELY**. It may take up to 3-6 weeks for this information to be accepted by their systems.

