

# **SUNY Maritime College Standard Operating Procedures**

## **Student Check In**

### 1.0 Purpose

The purpose of this procedure is to establish guidelines for the student check in day during the commencement of indoctrination period or civilian student orientation as it directly relates to the Office of Residence Life.

### 2.0 Persons Affected

All students are affected by this policy. The Office of Residential Life is most affected by this policy as is the Physical Plant, which is responsible for preparedness and maintenance of residence halls and keys.

### 3.0 Policy

This policy is to ensure that all residence halls are ready on time for student check in and that the procedure goes smoothly.

### 4.0 Definitions

Deficiency Report – report which details deficiencies in residence hall rooms

Housing Policy – policy which outlines details for living in residence halls and on campus

Housing License Agreement – agreement which all students must sign upon moving into a residence hall

Clearance Card – card which shows proof of payment of student account; supplied by the Office of Student Accounts

Key Code Master Sheet – Master Sheet with all residence hall room keys and corresponding key codes

Room Condition Report (RCR) – form that every student fills out detailing condition of residence hall room upon check in and just before check out

### 5.0 Responsibilities

The Office of Residence Life shall ensure compliance to these procedures.

The Physical Plant shall ensure that work orders are followed up on and that the residence halls adhere to the Minimum Living Standards.

The Office of Student Accounts will submit clearance cards and provide proof of payment on all student accounts.

#### 5.1 Student Responsibilities

It is the student's responsibility to pay their SUNY Maritime College bill on time, report unsafe living or other conditions on campus to the proper authorities, fill out a room condition report with their Platoon Commander at the time of check in and check out, and lock their residence hall room door upon check out.

## 6.0 Procedures

### 6.1 Residence Hall Preparedness

Beginning the first week of August, all residence halls must begin being readied for fall semester. Each dormitory room must be inspected for the following:

- 2 beds
- 2 desks
- 2 bureaus
- 2 chairs
- 2 functioning closets (with rods, but not necessarily doors)
- 2 floor lamps
- 2 towel racks
- 2 coat hooks
- functioning overhead light fixture
- functioning cable connection
- functioning electrical outlets
- functioning telephone outlet
- two functioning internet hubs

The Director of Residence Halls fills out a dormitory deficiency report for each room and submits such report to the Office of the Physical Plant and the Office of Computer Services where applicable. The Director of the Physical Plant and the Director of Computer Services (where applicable) repairs all deficiencies within ten days.

Upon reparation, the Director of Residence Halls conducts a second inspection of all residence halls and creates a second deficiency report of any remaining deficiencies. The process repeats itself.

A final inspection is conducted and once all deficiencies are repaired, all residence hall rooms are locked and ready for student check in. At all times thereafter, residence halls should remain locked to ensure that the rooms remain in tact.

## 6.2 Housing Policy

The college seeks to provide a living environment which facilitates the accomplishment of students' academic, career and social goals with an emphasis on providing an optimum learning environment. Requirements for on-campus residence are as follows:

- the student must be a full time, matriculated undergraduate or graduate student at SUNY Maritime College

In order to obtain on-campus housing, the student must complete a Housing License Agreement.

## 6.3 Dormitory Room Assignments

The college assigns dormitory room assignments according to three categories, regimental, Civilian and graduate students, and two sub-categories, gender and class standing.

Regimental dormitory room assignments are assigned by the office of the Commandant of Cadets, Civilian and graduate dormitory room assignments are assigned by the Director of Residence Halls.

The office of the Commandant of Cadets provides a roommate request form to all returning students during Cruise so they may select the next semester's roommate.

All dormitory room assignments for regimental students are turned over to the Director of Residence Halls no later than August 1<sup>st</sup>.

All students maintain the same dormitory room assignment and roommate for the fall and spring semester. Roommate changes are made by petition to the office of the Commandant of Cadets for regimental students, or the Office of Residence Life for non regimental students. Every effort is made to insure that students are matched up with roommates of their choosing.

#### 6.4 Dormitory Room Key Distribution

Dormitory keys are issued only upon receipt of a clearance card from the Office of Student Accounts. This clearance card indicates that the student's account is settled in full.

Once the card is issued, the dormitory room number and key code are written on the card to insure that the student in question receives the correct key. This process also insures that the correct key is returned at the end of the school year.

#### 6.5 Student Check In

Upon residence hall room assignment completion, each student is divided into one of two categories: express check in or regular check in.

##### *Express Check In*

If a student falls under the category of express check in, the Office of Student Accounts and the Office of Admissions have cleared the student of all check in steps, including, application, uniform, medical form, and account paid in full. In this case, a dormitory key with a receipt and dormitory room assignment is set aside in an envelope where the student can pick up such envelope at a specially designated "express check-in spot".

##### *Regular Check In*

If a student falls under the category of regular check in, the student has not been cleared in advance through the Office of Student Accounts and the Office of Admissions. The student must therefore clear his or her account and present a clearance card from the Office of Student Accounts before a dormitory key can be issued. Residence Hall keys for regular check in, however, will be prepared in advance, in any case, so that check in runs smoother for these students as well.

## 6.6 Lost or Stolen Dormitory Keys

In the event that a student loses a dormitory key, the following process is enacted to replace the key:

1. The student pays the Office of Student Accounts a \$50 materials fee to replace the lock core and both roommates' keys
2. The Director of Residence Halls submits a work order to the Office of the Physical Plant to switch out the lock core within 24 hours
3. The Director of the Physical Plant leaves the two new dormitory keys with the Director of Residence Life, who promptly changes the key codes on the key code master sheet and both clearance forms for each student in the dormitory room
4. The Director of the Physical Plant switches out the lock core on the dormitory room and leaves a note on the dormitory door explaining that the new keys are in the Office of Residence Life, where the students may pick them up, or with a Resident Director if after hours.

## 6.7 Room Condition Reports and Deficiencies

Upon checking into a dormitory room, the student is escorted by the Platoon Commander (regiment) or the Resident Assistant (Civillian and Graduate). The students receive a Room Condition Report or RCR which is completed with the Platoon Commander or RA. It is signed by both and returned to the Director of Residence Halls within one week of check-in.

Upon receipt of all RCRs, the Director of Residence Halls compiles the RCRs and submits a Deficiency report to the Director of the Physical Plant who, during the 1<sup>st</sup> month of school, prioritizes the deficiencies and corrects all deficiencies.

For ongoing deficiencies, students visit the Office of Residence Life and a work order form is submitted on the web site provided. The Physical Plant must correct the above stated deficiencies within the time stated on the attached repair timeline.\*

\*See 6.8 on Housing SOP

## 7.0 Related Forms and Exhibits

Deficiency Report  
Housing Policy  
Housing License Agreement  
Clearance Card  
Key Code Master Sheet  
Repair Timeline

Room Condition Report (RCR)  
Work Order Form