

2022-2023

Residence Life Handbook

Welcome to the
University of Pittsburgh at Bradford.

It is our priority to make your time in University housing one of many positive and rewarding experiences during your enrollment at UPB.



This Handbook contains information for students who have signed a Housing Contract and will live in UPB's residence halls. University of Pittsburgh at Bradford students are also responsible for abiding by the *Student Code of Conduct*.



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Residence Life & Housing Office

211 Frame-Westerberg Commons

814-362-7630

upbhouse@pitt.edu

Pitt-Bradford's Residence Halls

Freshman Hall

Livingston Alexander House (**LA**)

Kendall Garden Apartments

Willa **Cather** House

F. Scott **Fitzgerald** House

Original Garden Apartments

James **Baldwin** House

William **Faulkner** House

McKean Townhouse Apartments

T. S. **Eliot** House

Ernest **Hemingway** House

Herman **Melville** House

Gertrude **Stein** House

Suite-Style Housing

Sarah B. **Dorn** House

Howard L. Fesenmyer House (**Fez**)

Reed-Coit House

Lester and Barbara **Rice** House



Our halls' full names honor famous authors and influential people in the University's history—the portions in blue text above are how you'll most often hear them referenced in informal conversation.



Residence Life & Housing Team

UPB staff below are in place to assist each student as they discover their voice.

Resident Advisors (RAs)

RAs are students, just like you, available to assist you and serve as a resource for information related to events, programming, behavioral expectations, crisis response, and academic and social support. RAs also work with residents to help create a comfortable living-learning environment for all. Students should become acquainted with their RA upon move-in, and reach out to them with questions and concerns.

Section Leaders (SLs)

Section Leaders are returning student staff members with at least one year of RA experience. They serve in a leadership role for the other RAs who live within their designated section of campus.

Resident Directors (RDs)

Resident Directors are full-time, live-in professional staff members who oversee the management and supervision of the on-campus residence halls. Under leadership by the Associate Dean of Student Affairs/Director of Housing, RDs are responsible for all phases of the residence life program and provide direct supervision for RAs and SLs.

Associate Dean of Student Affairs/Director of Housing

The Associate Dean of Student Affairs/Director of Housing oversees all operations related to campus housing and residence life, and guides the efforts of RDs, SLs, and RAs. The Associate Dean/Director provides direct supervision of the RDs and Residence Life and Housing Office staff.

Office Staff

Support for the Residence Life & Housing team is provided by a full-time Administrative Assistant along with student office workers.



Community Living

Living in on-campus housing provides opportunities for residents to engage with others from diverse backgrounds and varying lifestyles. While this new experience can be rewarding, some residents do experience challenges.

Keep these tips in mind to help minimize, manage and resolve challenges:

Complete your Roommate Living Agreement (RLA) —

- > This helps to facilitate discussion about expectations for living together.
- > Your RA will contact you to arrange for completion of this agreement.
- > This is best completed during the first weeks of the semester.

Establish ground rules that everyone can live by —

- > Decide who will clean, when, and how often.
- > Define conditions needed for sleep and study times.
- > Discuss use of personal and community property.
- > Talk about when/where guests will be welcome and how often.

Communicate —

- > Good communication is the key factor in any successful relationship.
- > Listen, and be patient with yourself and others.
- > Talk about concerns with your roommate directly and immediately.
- > Show consideration and respect for others.

Have an open mind —

- > Always make an effort to understand, to share, and to accept.
- > Having a sense of humor helps keep things in perspective.
- > Don't sweat the small things (and don't let them grow out of control).
- > Be flexible—there is more than one way to approach every situation.

You don't need to be best friends to successfully share a living space.

However, in situations where residents are having difficulty resolving conflicts, they should inform their RA. If needed, the RA will review and discuss the Roommate Living Agreement with the roommates, review further available options, and/or refer the situation to a Resident Director for assistance.

Policies & Procedures

The rights of students as members of the University community are set forth in the *Student Code of Conduct*. The *Code's* purpose is to delineate standards of conduct in consonance with the educational goals of the University. Students should become familiar with the *Code*, published on Pitt-Bradford's website.

The relationship between the University and its students is non-custodial in nature, and no 'special relationship' is established as a result of an individual's student status.

The University of Pittsburgh at Bradford considers it a privilege and not a right to reside in University housing. Full-time students are eligible for University housing. Freshmen and sophomores whose permanent homes are not in commutable distance (as defined by the University) are required to live on campus unless residing in the local area with members of their family. Although juniors and seniors are encouraged to remain on campus, they have the option to move off campus. Note: The University guarantees on-campus housing for up to eight (8) fall or spring terms. Housing for a ninth term (fifth year students/beyond) is not guaranteed, and will be assigned only on a "space-available basis."

There are a number of additional rules and regulations which apply to students/guests. This list is not exhaustive, but these rules are important to assist in safeguarding members of the Pitt-Bradford community and/or protecting University property. All students should become familiar with these rules, and with the terms and conditions of their housing contract.

ALCOHOL POLICY

- SECTION 1:** In accordance with the laws of the Commonwealth of Pennsylvania, persons under the age of 21 are prohibited from possessing or consuming alcohol. Violators of any section of this policy will be subject to University judicial sanctions and criminal prosecution in accordance with Pennsylvania law.
- SECTION 2:** Resident students age 21 and older may possess the following alcohol for their personal consumption, and may not exceed the following limits (all other forms of alcohol are prohibited):
- Twelve 12-oz cans or bottles of beer;
 - or** Six 12-oz bottles of wine coolers/malt beverages (Mike's Hard Lemonade, Smirnoff Ice, etc.);
 - or** One 750 ml (0.75 liter) bottle of distilled spirits;
 - or** One 750 ml (0.75 liter) bottle of wine.
- In suite/apartment-style housing, alcohol may be possessed/consumed in the common area only if all individuals present are 21 years of age or older. Regardless of resident's age, alcohol is prohibited in exclusively first-year residences.
- SECTION 3:** Alcohol containers will be confiscated if their possession constitutes violation of University policy. These items become University property and will not be returned. Alcohol containers cannot be used as decoration or any other purpose in housing. Kegs, bulk containers, pumpers, taps, etc. are not permitted.
- SECTION 4:** Drinking games, beer funnels, and beer/water pong tables are not permitted. Any device/game used to promote mass consumption of alcohol will be confiscated and will not be returned. If University furniture or doors are used for drinking games the University will charge a minimum damage fee of \$50.
- SECTION 5:** Commuters and campus visitors may not possess or consume alcohol on campus regardless of their age. Non-residents (age 21 or older) in possession of alcohol in unopened containers will be asked to leave campus. Open containers will be confiscated by Campus Police or other authorized University officials.
- SECTION 6:** Student organizations are not permitted to purchase or provide/furnish alcohol in any manner at any event, even if just to members of the organization.
- SECTION 7:** Bars are prohibited on campus.

MEDICAL AMNESTY



The University's primary concern is for the health, safety, and well-being of its students. All students are expected to seek immediate assistance for themselves or others in situations where someone may be experiencing an emergency due to alcohol or drug use. In situations where emergency assistance is requested, Medical Amnesty as outlined in the Student Code of Conduct may apply.

ANIMALS ON CAMPUS/EMOTIONAL SUPPORT ANIMALS/PET POLICY

No animals (other than service animals) are permitted in campus buildings. Emotional support animals (ESAs) are not service animals, and must be approved in advance by Disability Resources and Services. If approved, an ESA is permitted only in the apartment of the student who owns it. Any student housing an animal which may be allergy-producing (especially a dog/cat) may be assessed the cost (minimum \$100) of a full apartment cleaning and any other damages caused by the animal/ESA.

Students are permitted to keep aquarium fish (tank capacity 20 gallons or less). No other pets may be kept in housing, even if kept in aquariums (this includes but is not limited to snakes, lizards, turtles, frogs, hamsters, mice, etc.). If pets other than fish are observed in housing, the owner will be required to immediately remove the pet(s) from housing. Students are responsible for removing their fish from campus when housing is closed-- i.e., Thanksgiving, Winter Recess, Spring Recess.

CONFISCATION POLICY

Stolen property/contraband/prohibited items found in a student's possession (usually, but not always, during housing inspections), will be removed by University personnel immediately. When a student possesses drug paraphernalia or alcohol in violation of University policy/Commonwealth law, the item(s) will be confiscated and become property of the University. The student/students involved will be subject to University disciplinary action and/or criminal prosecution.

DRUGS AND OTHER CONTROLLED SUBSTANCES POLICY

Possession, distribution, sale or use of controlled substances or drug paraphernalia (as defined in Pennsylvania Title 35, Health & Safety Act) is prohibited. Students found to be selling these substances may be required to vacate University housing, and are also subject to permanent disciplinary dismissal from the University. Students must keep prescriptive medication in original containers with the student's name on them in a secure place in their bedroom (not bathrooms).

DRUG-FREE WORKPLACE/DRUG FREE SCHOOLS POLICY

The University of Pittsburgh at Bradford prohibits unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on University property or as part of any University activity. Faculty, staff, and students must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol.

Violation of this policy will result in disciplinary action, including, but not limited to, reprimand, probation, suspension, dismissal and/or completion of a health/law enforcement agency approved drug abuse assistance or rehabilitation program.

Any University employee paid from federally funded grants or contracts, or any student participating in any federally funded or Guaranteed Student Loan Program, must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in University activities.

Drug and alcohol counseling and treatment programs are available in the Bradford area. Please check with the Office of Student Affairs, Counseling Services, or Health Services for additional information.

ELIGIBILITY FOR LIVING ON CAMPUS/RESERVATION FEE

Students must be enrolled on a full-time basis to live on campus during fall or spring terms. In addition, a student must attain the age of 17 during the first year of study to qualify for on-campus housing. Students 24 years of age or older will be able to live on campus pending availability, but will not be assigned to live with traditional-aged freshmen.

A \$125 housing reservation fee is required prior to registering for campus housing for Fall term. Housing reservation fees for returning students are refundable prior to June 30; students must submit refund requests in writing to the Associate Dean of Student Affairs/Director of Housing.

COVID-19 HEALTH & SAFETY GUIDELINES



All members of the campus community must follow Pitt's current Health & Safety guidance (found at <https://www.coronavirus.pitt.edu/>). This includes, but is not limited to: wearing a face covering properly (over both mouth & nose) when required; and following mandated testing, quarantine, and isolation protocols. Do your part to help keep the campus healthy & safe!

ENTERING APARTMENTS

The University reserves the right for authorized representatives to enter premises for housekeeping, damage inspections, the establishment of order, repairs/maintenance, to determine occupancy/vacancies, and in emergency situations to ensure safety/well-being of University community members and good condition of University property. Apartments/rooms may also be entered when there is probable cause to believe violation of University policy has taken/is taking place.

OPEN CONTAINER POLICY

It is a violation of University policy to have open containers of alcohol outdoors on campus or in academic buildings unless given permission by the University President for established events. Persons in violation of this policy will be subject to disciplinary/criminal action. Furthermore, minors will be subject to citation for underage possession.

OPEN FLAME AND INCENSE POLICY

Due to the danger of creating a fire hazard, it is a violation of University policy to use/store candles, oil lamps, incense, incense burners, hookahs, or any other "open flame" device in the residence halls. If found in residence hall rooms/apartments, these devices will be confiscated immediately and disposed of by University personnel.

PERSONAL PROPERTY LIABILITY

The University is not responsible/has no liability for damage to/loss of students' personal property; or for interruption/failure of utilities to campus housing. Students are urged to lock residence hall doors/windows at all times. It is also recommended that students whose property is not covered by their parents' insurance policy purchase their own coverage.

QUIET HOURS/COURTESY HOURS

Quiet Hours are from 11pm to 8am Sunday through Thursday, and from Midnight to 9am Friday and Saturday. During finals, Quiet Hours are 24 hours a day/7 days per week. Students violating this policy may be subject to removal from housing.

In addition to Quiet Hours, 24-hour Courtesy Hours are in effect at all times to protect every student's right to reasonably quiet living/study space. All requests for quiet should be respected at any time out of consideration for widely varying class, study, and sleep schedules.

As a first step to addressing excessive noise, residents should ask the person(people) involved to decrease the noise level. If the noise level remains too loud, the resident should then contact an RA for assistance with resolving the issue.

ROOM ASSIGNMENTS/REASSIGNMENTS/ROOM CHANGES

Residence Life and Housing has the sole right to make residence hall room assignments and reassignments. A student may be reassigned to another room/apartment at any time at the discretion of the Director of Housing. Administrative reassignments may be authorized when a student's hygiene, health or behavior may adversely affect other students in the residence. When possible, a student will be given 24 hours' notice before an administrative room change occurs. If a resident unreasonably refuses to accept a roommate or hinders the assignment of/occupancy by a roommate, the University may, at its discretion, require the resident to be responsible for the total rental charge for the room.

Room changes are subject to approval by the Residence Life and Housing Office. Students may not move to another room without obtaining the Director of Housing's permission in advance. In most cases involving roommate conflict, residents will participate in a mediation process. If mediation does not resolve the conflict, Residence Life and Housing reserves the right to change housing assignments as necessary. Students concerned about roommate conflicts should first attempt to resolve issues informally with the guidance/assistance of their RA.

Personal Safety



While we are concerned for your safety, and we provide information, facility enhancements, and staff to assist in creating a safe environment for our residents, the ultimate responsibility for your own personal safety rests with you. Dangerous behavior or poor choices can place your personal safety at risk.

ROOMMATE/SUITEMATE LIVING AGREEMENTS

Once a student enters into a room/suitemate living agreement, the student is required to follow the agreement's terms.

SMOKING/VAPING POLICY

Smoking/vaping is prohibited in all residence halls and University buildings, and prohibited outdoors at entrances to buildings designated with "Non-Smoking Area" plaques. Smoking/vaping is permitted and receptacles are available at other outdoor entrances. Students are expected to dispose of cigarette butts properly, and may be held responsible for butts/matches/etc. around their apartment/building entrance. E-cigarettes and hookahs are also prohibited in housing.

SPORTS AND GAME PLAYING

Throwing/tossing objects or the playing of "hall sports" inside residence halls is prohibited. This includes all interior spaces—hallways, rooms, suites, stairwells, and lobbies. Skateboards, stunts, bikes, and in-line skating are only permitted outside of buildings in designated areas. Wearing/using wheeled sports equipment in any residence hall is prohibited. Cleats must be removed before entering residence halls.

VISITATION AMONG ON-CAMPUS STUDENTS*

Visitation among on-campus students is permitted in housing. It is the responsibility of all members of a given room, suite, or apartment to mutually agree to visitation times. However, under no circumstances should any student, regardless of gender, use an apartment other than the one to which that student is officially assigned as a living facility.

GUEST POLICY*

Resident students may have no more than three (3) visitors/guests in their living quarters at the same time between the hours of 7am to 1am.

Non-students under age 18 are not permitted to visit the residence halls, unless they are members of a resident student's immediate family or if prior permission has been granted by the Housing Office.

LATE NIGHT/OVERNIGHT GUESTS*

Visitors (non-residents) who enter and/or stay in residence halls between the hours of 1am and 7am must obtain a guest pass and complete a COVID attestation form at Campus Police prior to their visit.

Residents hosting late night/overnight guests should obtain consent from their room/suite/apartment mates.

An overnight guest may stay no longer than 3 consecutive nights/6 total nights in a calendar month. Residents may not host an overnight guest for more than 3 consecutive nights/6 total nights in a calendar month.

Residents are permitted no more than one (1) late night/overnight guest at a time.

A resident who hosts a guest is responsible for their guest's conduct and any damages caused by the guest.

Students who have been suspended/dismissed from living in residence halls are not permitted guest passes.

Guests may not possess/consume alcohol regardless of age.

Guests are prohibited from bringing pets to campus.

***NOTE: THE UNIVERSITY MAY ELECT TO RESTRICT NON-RESIDENT GUEST ACCESS AND/OR VISITATION AMONG ON-CAMPUS RESIDENT STUDENTS AT ANY TIME AND UNDER ANY CIRCUMSTANCES.**



Personal Safety

To help protect yourself, please take advantage of the services and programs we offer. Please do not circumvent procedures/mechanisms in place to enhance your safety and the safety of facilities.

Safety & Security

CAMPUS POLICE

Your safety is the highest priority for our Campus Police Department. Our campus police officers are fully trained law enforcement officials and patrol our well-lit campus 24 hours a day. If you need to contact the Campus Police department:
Call 814-368-3211 from any non-campus phone. For non-emergency calls, please use 814-362-7500.
Call 10333 from any campus phone.

EMERGENCY CONTACT

The University encourages students to provide the name(s) and contact information for individuals who should be notified for them in case of an emergency. Residents can add/update emergency contact information through the Student Information System using PeopleSoft Self Services. This allows the University to best respond to students' needs.

EMERGENCY NOTIFICATION SERVICE (ENS)

The Emergency Notification Service provides University students and employees with critical information in the event of emergencies—using voice, text, and email channels. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, Pitt's ENS will be activated without delay. The exception to this is when activation will, in the professional judgment of responsible authorities, compromise efforts to assist victims, or to contain, respond to, or otherwise mitigate the emergency. To subscribe, visit the Pitt-Bradford Web site at www.upb.pitt.edu/currentstudents and click on the Emergency Notification Service link.

EMERGENCY TELEPHONES

Emergency telephones, identifiable by a blue light, are located throughout campus. The emergency button on these phones activates a strobe and notifies Campus Police of the user's location, allowing emergency personnel to respond.

KEYS AND DOOR ACCESS

All room keys (including Panther Card IDs) are University property and cannot be exchanged, transferred, duplicated, loaned, defaced, borrowed, or sold. Students will be assessed \$50 per lock change if they lose a key or ID or fail to return their key to Residence Life and Housing or Campus Police within 24 hours of their designated check-out time. Students are not permitted to compromise the security of residence halls or other university facilities through actions such as propping doors, tampering with locking mechanisms, or other methods. Abuse of any campus security system will result in University/criminal sanctions, as well as fines.

RESIDENT ADVISORS ON-DUTY/RESIDENT DIRECTOR ON-CALL

Scheduled Resident Advisors are on-duty and a Resident Director is on-call each evening/overnight Monday through Friday, and on a 24-hour basis on weekends. When on-duty, RAs maintain visibility through the halls—making rounds, providing information to residents, and documenting behavior/responding to concerns. On-call RDs supervise on-duty RAs, respond to emergencies, and conduct follow-up as needed.

RESIDENT STUDENT CRIMINAL DISCLOSURE REQUIREMENT

Students living on campus must disclose to the Director of Student Care and Conduct any felony convictions for sexual offenses or drug distribution, sale, or manufacture. Students with such convictions or pending felonies may not reside in University housing without first obtaining permission from the Vice President/Dean of Students. Students with any such convictions must agree to assist in conducting a background check and adhere to housing conditions placed on them. Based upon nature/circumstances of convictions, a student may be prevented from residing in University housing.



Safety First—It's Up to You!

- > Carry your Panther Card (and key, if applicable) with you at all times.
- > Avoid leaving valuables out in the open and unattended.
- > Never lend your Panther Card/keys to anyone. Lost or stolen ID? Report it ASAP!

Firearms and Weapons

FIREARMS AND WEAPONS

Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited.

Included in the definition of firearms and weapons: ammunition, bows and arrows, pellet/bb guns, paint ball guns, Tasers, knives (not including kitchen cutlery), sling shots, num-chuks and any item described as being an “offensive weapon” under the Pennsylvania Crimes Code.

Possession of a firearm or weapon in University residence halls or firing a firearm/weapon or igniting dangerous explosives on campus will result in the following:

1. Charges will be filed through the University Student Conduct System.
2. Criminal charges will be filed through Campus Police with the local District Judge (magistrate).
3. An interim suspension of student status, pending a hearing, may be invoked.

PRIVILEGE OF FIREARM/WEAPON STORAGE*

Due to the popularity of hunting in the Bradford area, club activities, and other lawful purposes, arrangements have been made with Campus Police for secure storage of firearms/weapons in the Campus Police Office. A student desiring this service can make appropriate arrangements by contacting Campus Police.

- *Note:** The storage of firearms/weapons with Campus Police is a service and privilege. Failure to return these items to Campus Police immediately upon return to campus will result in revocation of this privilege and disciplinary action through the Student Conduct System.

In addition, game animals killed while hunting may not be brought to campus and dressed/processed. All cleaning and dressing of game must be done off campus.

PROCEDURE FOR FIREARM/WEAPON STORAGE

1. Student must provide a state police background clearance form;
2. Student agrees that the weapon will be removed from campus immediately upon check-out and returned promptly upon student’s return to campus;
3. At all times on campus the weapon shall remain unloaded and locked with an appropriate locking device. Ammunition shall be transported in a separate container;
4. A receipt shall be given to student;
5. A student will otherwise comply with all state and federal weapons laws;
6. Record of the storage will be destroyed when the student is no longer enrolled at the University.



Safety Reminders—Around Campus

- > Carry your Panther Card (and key, if applicable) with you at all times.
- > Stay alert at all times and travel with a friend or friends, especially after dark.
- > Report suspicious persons or activity to Campus Police (10333 or 814-368-3211).

Fire Safety

FIRE

Fires of any type are strictly prohibited on the Pitt-Bradford campus for safety reasons. There are barbecue grills installed near most residence halls for students to use on a first-come, first-served basis. Students may only build barbecue fires in these grills. Storage of charcoal and lighter fluid is prohibited inside the residence halls.

FIRE ALARMS & SPRINKLER SYSTEMS

Each residence hall is equipped with a central fire alarm system. In addition, many campus buildings have sprinklers in each room. Abuse of fire safety equipment, setting off a false alarm, covering smoke detectors and/or sprinkler heads, or intentionally activating a sprinkler system will result in University and criminal sanctions, as well as fines. If a fire alarm sounds, everyone present at that time must evacuate from the building immediately and remain outside until safety personnel permit them to return to the building.

FIRE DRILL PROCEDURES

Approximately twice per term Residence Life and Housing staff, in conjunction with Campus Police, will conduct fire drills in the residence halls. All residents, along with other individuals present, are required to immediately evacuate their building and assemble in designated areas during a fire drill. Students and their guests will not be permitted to re-enter the buildings until the drill is complete.

FIRE EXTINGUISHERS & FIRE EQUIPMENT

Fire extinguishers are placed in each apartment for students' protection. These extinguishers may be used only in case of a fire. If extinguishers have been discharged for other reasons, or tampered with in any way, residents will be billed \$100 for recharging, and may be subject to additional fines and disciplinary action. All rooms have working smoke detectors. If they are tampered with, removed, or are rendered inoperable due to covering of any kind, the minimum fine is \$100.

FIRE SAFETY PROCEDURES

For your safety and that of others, please follow these general fire safety procedures:

- > Familiarize yourself with the emergency exit routes which are marked by exit signs.
- > Determine where the fire alarm pull stations are located in your building.
- > Memorize the building layout and exit route from your floor in case you need to find your way in the dark.

FIREWORKS

The University forbids the use of firecrackers and fireworks of any kind on campus. Possession and/or use of any such materials will result in disciplinary action.



Safety Reminders—In Your Residence Hall

- > Keep doors locked. Never prop open security doors or disable locks in any way.
- > Keep windows locked—especially when you are not present.
- > Only open windows designed to be opened/do not remove screens.
- > Do not allow unescorted individuals to enter or remain in the residence halls.



Room Condition & Maintenance

ROOM/APARTMENT HEALTH & SAFETY INSPECTIONS

Announced apartment inspections will be conducted by University staff at least two times per term. Unannounced inspections may also occur at any time as deemed necessary to ensure that University room condition/safety/health standards are being followed. Students are expected to clean their apartments, remove garbage and maintain furniture in its proper location. Students will be billed for missing furniture, damaged property, and/or cleaning charges.

Prohibited items (candles, toaster ovens, alcohol over the limit or alcohol where residents are underage, drinking game items, etc.) will be confiscated and, in most cases, discarded. Students may retrieve confiscated appliances from the Housing Office to return to their permanent home when departing campus for the next weekend or scheduled recess. Appliances not claimed within one full week after a term has ended will be donated/discarded.

APARTMENT LIGHTING

The University provides each apartment with replacement light bulbs. Students may use colored light bulbs on personal lighting fixtures, but University lighting fixtures in the living room and hallways of each apartment must be equipped with standard 13 watt fluorescent light bulbs. If emergency evacuation of campus housing is necessary, it is important for public safety personnel to have adequate lighting. Due to risk of accidental fire, halogen lamps and light fixtures are prohibited in the residence halls. Due to damage to walls and furniture, adhesive-mounted light strips are prohibited.

CHECKING OUT OF APARTMENTS

Students must check out of their apartments within 24 hours after their last final exam unless they have been granted an exception, in writing, by the Director of Housing.

Students vacating their apartments permanently at the end of the Fall Term and all resident students at the end of the Spring Term must complete the following before leaving campus:

1. Make sure that the room/apartment is in good physical condition and clean.
2. Arrange with the Resident Advisor a mutually agreeable time for a preliminary apartment inspection.
At this time, you should bring any damages to the attention of your RA.
After all rooms/apartments have been vacated, University staff will conduct final inspections.
Any damages found at this time will be assessed to the residents of the room/apartment in which damages are found.
Cleaning charges of \$125 minimum will be billed to resident students who depart from campus leaving a room/apartment in a state of disorder/uncleanliness.
3. After checkout all room keys are to be returned to the Residence Life and Housing Office. Failure to return a room key within 24 hours of checkout results in a \$50 per key replacement fee.
4. Personal property left in residence halls after checkout becomes University property.
Residents will be billed for removal of personal property and or garbage remaining in rooms/apartments.
5. Students who do not check out by the published campus housing closing time may be fined, unless prior approval has been given by the Director of Housing.



CONDITION OF APARTMENTS—CLEANLINESS

Each student is responsible for the cleanliness and condition of their room, apartment and adjacent/surrounding areas. These areas must be kept in reasonable order at all times. If an RA has spoken to residents of a room/apartment about an excessive mess and/or garbage in or around their apartment, the students of that room/apartment must take the responsibility to clean the area. If this is not done, the residents may be billed for cleaning costs.

DAMAGES

Residents are responsible for all damage in their living/study area and will be liable for payment to the University. Residents may also be subject to charges for damage from unauthorized use/alterations of rooms, equipment, and common areas.

Residents may not:

- Alter any part of University housing accommodations/buildings, including installing locks or any type of security system or device.
- Mark, paint, drill into, or in any way impair, deface, or damage any wall, ceiling, door, frame, partition, floor, wood or metalwork, wiring, fixture, plumbing, or equipment in University housing accommodations/buildings.
- Attach foil, plastic, contact paper, or other material to sprinkler systems, smoke detectors, exit signs, windows, cabinets, or appliances.
- Tamper with fire systems and/or devices including, but not limited to, pull stations, fire extinguishers, smoke detectors, and sprinkler systems.
- Install draperies, shades, blinds, or other materials visible from a building's exterior, or remove/alter provided window treatments.

University property should be respected at all times. Any damages beyond normal wear are the responsibility of the residents of a given room/apartment. As it is a privilege, not a right, to reside in campus housing, students who, on the basis of campus records, participate in or are responsible for excessive or malicious damage to University property may be required to vacate campus housing.

Students are not permitted to repair or replace University property; attempted repairs may cause additional damage and increase charges.

FURNITURE

University furniture in each room/apartment has been inventoried and may not be moved to another room/apartment except by authorized University employees. Furniture in rooms/suites/apartments may not block corridors or exits. Furniture that presents a safety/fire hazard, as determined by the Director of Housing, will be removed at the expense of residents.

Couches, sofas, recliners, waterbeds, lofts, double beds, non-University owned mattresses, and homemade furniture are not permitted in apartments. Dismantling or removal of University furniture is prohibited. Costs for any damages resulting from taking furniture apart will be billed to the student.

HALL CLOSINGS DURING RECESS

Campus residence halls will be closed during Thanksgiving, Winter, and Spring Recess. All students will be required to vacate University housing during these times. Due to reasons of safety and security, any person found in University housing during any recess periods without prior approval will be subject to University disciplinary action and/or criminal prosecution.



HOLIDAY DECORATIONS

Only artificial holiday trees/decorations are permitted in residence halls. Natural trees, pine boughs, etc. are not permitted.

UL approved decorative lights with low watt mini-bulbs are the only artificial lighting allowed.

Use care not to overload electrical outlets.

LOFT POLICY

For safety reasons, lofts are not permitted in the residence halls. Also, it is against University policy to elevate a bed on top of other furnishings of any type. Any loft and/or unsafe furniture placement will be removed by Facilities staff at the student's expense.

MAINTENANCE REQUESTS

Residents with routine maintenance needs in their room/apartment should contact their RA.

For emergency maintenance (i.e. a broken pipe or hot water tank leaking severely) during nights or weekends, contact Campus Police.

SUPPLIES

The University supplies resident students with bathroom trash cans, garbage bags, toilet paper, a plunger, light bulbs, and a vacuum cleaner. These supplies may be obtained from your RA at pre-designated times. Check with your RA for details.

TELEVISION CABLE

Television cable connection is provided in each bedroom and living room area of each apartment. Students are not permitted to splice into the cable or connect a splitter to run a cable to any other room in the apartments. If residents splice cable illegally, the cable service in that apartment can be disconnected.

WINDOWS

Windows must be opened and closed properly at all times. Metal safety clips have been installed on all suite building windows. The University is not responsible for damage to personal items that are a result of window openings/closings.

WINDOW/DOOR DISPLAYS

Students may display posters/other items in their rooms that do not violate University harassment/nondiscrimination guidelines.



Campus Amenities

AUTOMATIC TELLER MACHINE (ATM)

Two ATMs are located on campus. One, provided by Northwest, is in the Frame-Westerberg Commons adjacent to the KOA Dining Room; it is available for use only when the building is open. The second ATM, sponsored by PNC Bank, is located in the Campus Laundry Building adjacent to Campus Police; it is available for use 24 hours a day.

Bank/debit cards from Northwest and PNC Bank are not assessed fees when used at the respective ATM for each bank. Fees are assessed, however, when other bank cards are used at these machines. Please check with Northwest, PNC Bank, and the bank that issues your card regarding details about fees.

LAUNDRY

The primary Student Laundry is located in the same building as Campus Police; a second Student Laundry is located in the same building as Ceramic Arts. These facilities are open to Pitt-Bradford resident students on a 24-hr basis while the university is in session. A student’s Campus ID Card gives them access to the facility to do their laundry. A vending area, card value center, and restrooms are located in each facility.

Washers and dryers are available for use at no additional per-load fee. To see which washers or dryers are available at any given time, please see Laundry View at www.upb.pitt.edu/Laundry.aspx.

MAIL

Each resident student is assigned a mailbox in the Mail Center, located on the first floor of the Frame-Westerberg Commons. In addition, stamps may be purchased and letters and packages may be mailed here. Packages may be sent either by U.S. Mail or United Parcel Service. The mail center also provides FAX services. Persons must pay to both send and receive FAX documents.

RECYCLING

The University of Pittsburgh at Bradford is committed to promoting recycling and the wise use of natural resources, and to fostering an ethic of waste reduction among students, faculty, and staff.

Students residing in University housing are expected to actively participate in and support these efforts. Resident students are supplied with a green recycling bin in their respective apartments, and in Livingston Alexander House bedrooms, as well as a large plastic bag liner.

The bin should be used to recycle the following items:

Cardboard & clean boxboard (shoe/cereal boxes)
Magazines, newspapers, glossy inserts
Glass bottles & jars

Office paper, junk mail, envelopes
Aluminum & tin cans
Plastic bottles #1 to #7

Non-recyclables include:

Unmarked plastic (laundry baskets/toys)
Aerosol cans (paint/hairspray/cleaner cans)

Windows/light bulbs
Foam packaging

Pyrex/ceramics (dishes/plates/mugs)
Recyclables containing food waste

Students are required to keep the recycling bins inside their room/apartment, except when taking them to the grey recycling shelter located next to each garbage dumpster to empty them. It is the responsibility of room/apartment occupants to keep their bin clean. Replacement costs of lost/damaged bins will be the responsibility of room/apartment occupants.

Students are responsible for disposing of their recycling and garbage at the proper locations.

Failure to adhere to campus recycling procedures can result in disciplinary action.

Permitted Appliances

The following appliances are permitted and/or provided* in all UPB residence halls:

Microwaves (800 watts or smaller) *provided—one per apartment, suite, or LA room

Refrigerators (3.1 cubic feet or smaller) *provided—one per apartment, suite, or LA room

Coffee Makers without burners

Blenders

Crockpots/Slow Cookers (not pressurized)

TVs, DVD players, and Radios

Computers

Irons (with auto shutoff)

Non-commercial Hairdryers/Styling Tools

Electric Razors

Electric Toothbrushes

Microwave ovens should be kept clean/properly maintained.

Refrigerators must be kept clean.

Appliances used or stored in on-campus housing must be permitted/approved and in good working order.

Prohibited Items

The following items are prohibited in on-campus housing.

This is not an all-inclusive list. Unsure if an item is permitted?

Contact Residential Life and Housing (814-362-7630) before bringing the item to campus.

- X Standard extension cords (power strips with surge protectors are acceptable)
- X Refrigerators over 3.1 cubic feet
- X All appliances, except: coffee makers without burners (Keurig, etc.), crockpots/slow cookers, and blenders
- X Couches, recliners, futons and any homemade or upholstered furniture
- X Space heaters (electric or liquid fueled), air conditioners, and electric blankets
- X Exterior radio/TV aerials
- X Controlled substances
- X Gas, charcoal, lighter fluid or indoor grills
- X Halogen lamps/halogen light fixtures and adhesive-mounted light strips
- X Pets (except for aquarium fish)
- X Waterbeds, loft beds, and non-University mattresses
- X Candles or other open flame devices
- X Incense and incense burners
- X Hookahs and e-cigarettes/vapes
- X Darts and dart boards
- X Fireworks and firecrackers of any kind
- X Hoverboards
- X Paintball guns
- X Weapons and ammunition
- X Live-cut holiday decorations such as trees

Please note:



- Residents will be charged for damage to rooms, equipment, and common areas caused by prohibited items.
- Possession of prohibited items in campus housing will result in a minimum fine of \$25 per item.
- Repeat offenses will result in increased fines and additional disciplinary action.



Panther Services

Panther Services supports the success of Pitt Bradford’s students, faculty and staff by providing and managing:

Event Services	for all your event and conference needs
Dining Services	residential dining and campus catering
The Panther Shop	for all your textbook and Pitt apparel needs
Panther ID Card Center	for all your Panther ID Card needs
Transportation Services	Area Transportation Authority (ATA) buses and shuttle to/from Bradford Regional Airport
Mail Center	located in the Commons
Vending Services	snack and beverage vending across the campus
Laundry Services	free laundry machine access for resident students
Marilyn Horne Hall	management of MHH and other real estate activities

For more information visit: www.upb.pitt.edu/administrative-offices/panther-services and/or the Panther Services office on the first floor of the Commons across from the Panther Shop.

Panther (ID) Cards

Students are required to have in their possession at all times their University ID Card (Panther Card). This card is used to borrow library books, use equipment in the Commons and Sports Center, enter the University dining room, and gain admission to certain athletic events and Student Activities programs. In addition, University personnel and Campus Police officers may require a student on occasion to show his/her ID card for purposes of identification.

ID pictures are taken and cards made by the Panther Services staff, located on the Commons first floor. ID cards are validated electronically on the magnetic stripe for full-time/part-time status and commuter/resident status. Resident students’ board plans are validated electronically on this card. One ID card is issued at no charge to each student. This card is to be kept by the student for the entire time they are enrolled at the University of Pittsburgh at Bradford, even if the student’s course of study is interrupted. A new ID card is issued at no cost only when the expiration date has passed.

Replacement ID Cards

A lost, stolen, or mutilated card is subject to a \$25 replacement fee. Any student who cannot locate his/her ID must go to Panther Services during business hours to obtain a replacement; the \$25 replacement fee must be paid at that time.

SHOP Account

A SHOP account is a debit account available to resident and commuter students. It may be used in the KOA Dining Room, the Commons Café/Qdoba Mexican Eats, the Panther Shop, in on-campus vending machines, and at the Marilyn Horne Café.

A SHOP account is simply the student’s University ID card, used much like an ATM card with a declining balance.

To add funds to your SHOP account, there are two stations for cash deposits—one is located in the Student Laundry adjacent to Campus Police and the other is in the Commons across from the KOA Dining Room. Check, cash, or credit card deposits can also be made to SHOP accounts in Enrollment Services.



Dining Services

MEAL PLANS

All resident students are required to purchase a meal plan.

Freshmen students must choose from among a designated selection of meal plan options.

Commuter meal plans are also available.

Several plans are available, offering varied numbers of block meals to be used throughout the term, along with the option to include FLEX dollars if desired. Block meals and FLEX dollars are on a per term basis—meals not consumed and FLEX dollars not used in a given term (semester) will be forfeited.

FLEX DOLLARS

The FLEX Program allows a student to spend their allotted FLEX dollars in the:

- KOA Dining Room
- Commons Café/Qdoba Mexican Eats
- Hanley Library Café
- Marilyn Horne Café
- Panther Shop
- on-campus vending machines for food items only

MEALS ON THE RUN

If a student on the board plan is unable to make it to a meal because of class, athletics, or job responsibilities they are able to sign up in Panther Services for the Meals-on-the-Run program. Meals-on-the-Run allows a student to pick up their meal before or after their scheduled commitment.

SICK TRAY REQUESTS

Resident students unable to come to the dining room due to illness or injury that causes immobility may have a friend pick up a meal for them by completing a “Sick Tray Request Form.” These forms are available from Health Services or evenings/weekends from the RAs. They should then be submitted to the Director of Dining Services.

SPECIAL DIETARY REQUIREMENTS

Students with special dietary requirements should have their physician verify the requirements in writing. A copy of the physician’s letter should be given to the Director of Dining Services, who will meet the requirements of the special diet if reasonable/feasible.

SUGGESTIONS OR COMMENTS?

Students who have suggestions or comments about any aspect of dining services should see either the Director of Dining Services or the Dining Services Committee of the Student Government Association.

Visit metzupb.com for current information on locations, menus, meal plans, and more.

Parking & Transportation

TRANSPORTATION

During the fall and spring terms, Pitt-Bradford students, faculty, and staff may use ATA buses at no charge by showing their Panther Card. The ATA buses connect campus to downtown Bradford, Bradford Regional Medical Center, and retail locations among other destinations.

Also, with at least 48 hours notice Monday – Friday (call 1-866-282-4968), students may receive ATA transportation to or from the Bradford bus station or the Bradford Regional Airport 7 days a week with exception of holidays.

During Thanksgiving, Winter, and Spring Recess, Pitt-Bradford partners with Pitt-Oakland in providing transportation home via bus (for a modest fee) to destinations such as Pittsburgh, Philadelphia, Allentown/Bethlehem, Harrisburg, New York, Washington D.C., etc. Details are made available during the fall term.

MOTOR VEHICLE POLICIES

The University considers it a privilege, not a right, to have an automobile or motorcycle on campus. Students who fail to follow policies for motor vehicle usage and parking may be subject to their vehicle(s) being banned from campus.

1. Campus speed limit is 15 miles per hour. Members of the University community are urged to keep within the limit and to exercise extreme caution on campus due to the frequent pedestrian traffic.
2. Motorized vehicles are not permitted on sidewalks or lawns; banning of the vehicle from campus could result.
3. Snowmobiles are prohibited on campus, unless prior approval is given by the Director of Campus Police.
4. Under no circumstances may any motorized vehicle (moped, motorcycle, etc.) be kept inside an apartment or under a stairwell in campus housing. Fumes and gasoline from these vehicles can create a safety and fire hazard; consequently, any and all motorized vehicles must be kept in designated University parking areas.

PARKING

All students who have motorized vehicles on campus are required to register their vehicle and obtain a parking permit.

1. Parking is permitted only in designated parking lots and spaces.
2. Faculty, staff, and students are not permitted to park in any “Visitor Only” parking lots.
3. See the Campus Parking map for additional lot details and descriptions.
4. Temporary “guest” parking permits, valid for up to 7 consecutive days, may be obtained at Campus Police.
5. In an effort to provide clear access for emergency vehicles and provide parking areas clear of ice and snow, the following procedure will be followed during winter and at any time an “emergency situation” (such as flooding) arises which requires removal of vehicles from a parking area:

When Maintenance has cleared a lot/lots, they will request Campus Police alert members of the campus community to temporarily move their vehicles from uncleared to cleared areas so that snow removal may be accomplished in uncleared areas. When an area has been cleared, vehicles may return.*

***Note:** Campus Police reserves the right to have a vehicle towed (at the owner’s expense) if the vehicle’s owner does not cooperate by moving their vehicle when requested.

If you plan to leave campus without your vehicle, please consider leaving keys with your roommate, your RA, or another trusted individual in order to allow for the moving of your vehicle in the event of an emergency situation or necessary snow/ice removal.





Important Phone Numbers/Contacts

EMERGENCY NUMBERS (police, fire, medical)

From a University phone:

CAMPUS POLICE 10333

If no answer 814-368-3211

COUNTY DISPATCH 911

From a non-University phone:

CAMPUS POLICE 814-368-3211

COUNTY DISPATCH 911

**All Numbers are
814 Area Code**

**From University phones,
dial the last five digits.**

MAIN SWITCHBOARD	362-7500	FACULTY/STAFF DIRECTORY	upb.pitt.edu/directory
Academic Affairs, Vice President & Dean	362-7510	Human Resources	362-0763
Behavioral & Social Sciences Division	362-7620	Institutional Advancement	362-5091
Biological & Health Sciences Division	362-7640	Mail Center	362-7530
Communication & the Arts Division	362-7590	Mathematics Center	362-5120
Management & Education Division	362-7561	Panther Shop	362-7540
Nursing Department	362-7640	Panther Services	362-0990
Physical & Computational Sciences Division	362-7560	Commons Information Desk	362-7652
Academic Advising Center (AAC)	362-7533	Dining, Vending, Laundry & Transportation	362-0990
Academic Coaching & Tutoring Center	362-7533	Conference, Event & Meeting Services	362-5053
Admissions	362-7555	ID Center	362-5143
Alumni Relations	362-5091	Wick Chapel	362-0989
Athletics	362-7520	President's Office	362-7501
Fitness Center	362-5023	Student Affairs, Vice President & Dean	362-7651
Intramurals, Recreation, and Club Sports	362-7526	Associate Dean	362-7650
CALC (Swarts Hall 106)	362-7558	Career Services	362-5059
Communications & Marketing	362-5275	Counseling Services	362-5272
CTM (Computing, Telecommunication & Media)	362-7660	Disability Resources & Services	362-7609
Dining Services	362-5054	Health Services	362-5272
Enrollment Services/Registrar's Office	362-7602	Residence Life & Housing	362-7630
Student Records	362-7602	Student Care & Conduct	362-5057
Facilities Management	362-7670	Student Engagement	362-7593
Financial Aid	362-7550	TRIO Student Support Services	362-7548
Hanley Library	362-7610	Writing Center	362-0253

Disclaimer*

This Handbook is not a contract and is subject to change without notice. The purpose of this Handbook is to provide a reference and share expectations for residing in University housing. This Handbook should be read in conjunction with the *Student Code of Conduct* and *Student Handbook, Resources and Policies*. Violations of expectations in this Handbook or the Housing & Dining Services Contract are considered violations of the Code.

The University of Pittsburgh, as an educational institution, values equality of opportunity, diversity and inclusion. For complete details on the University's Nondiscrimination Policy, please refer to Policy 07-01-03.

*Except where exempt by federal or state laws.