Join the OHRL Student Conduct Board:
Promote Community Amongst Peers

We are proud to announce a new opportunity for community citizenship: the Student Conduct Board. The Student Conduct Board is a panel of residents who adjudicate disciplinary cases, hear evidence and make decisions that impact the residential community.

This is an excellent opportunity for residents to get involved, gain unique skills and experience and have a voice in the community. While an ideal opportunity for political science and pre-law students, any and every major is encouraged to apply!

Returning residents who are interested in joining the Student Conduct Board for the Fall 2004 are encouraged to contact Jennifer Gray, Assistant Director of Housing & Residential Life at jgray@pace.edu or at 212-346-1295.

Chisom Ananaba
Khurram Bajwa
Nichola Bernard
Justine Michelle Bitetti
Elizabeth Blanchard
Justin Bonita
Igor Botan
Kelli Bragdon
Sarah Brown
Diana Chaudry
Lauren Clancy
Lidia Czernisz
Gretchen Goode
Stephanie Gardner
Nakiyah Hayling
Gene Hsu
Anupama Jain
Melissa Kemp
Robert Khodadadian
Ka On Lee
Daniel Mace
Katherine Magro
Puja Malhotra
Anthony Marion
Jill Mayrose
Allon Moore
Micheal Namakis
Karen Orchowski
Sejal Patel
Monica Pelka
Richard Rauch
Jessica Ritchie
Nicole Scarpulla
Tony Shan
Maureen Shaw
Pamila Singh
Susan Smith
Jonanne Tamayo
Matthew Tarantola
George Theoharis
John Theoharis
J’ada Thomas
Paul Turzio
Jonathan Ulman
Susy Vaca
Jimmy Vasquez
Andrea Veiga

Get your application now!
Summer Housing applications are due to the OHRL by May 3, 2004
Closing Times
All residence halls close on May 17th at 6 p.m. Graduating Seniors who register with the Office of Housing & Residential Life will move out by 6:00 p.m. on Tuesday, May 25, 2004. Fulton floors 13, 14 & 15 check out with George Theoharis. Fulton floors 10, 11 & 12 check out with Nakiah Hayling. Fulton floors 7, 8 & 9 check out with Tony Shan. Fulton floors 4, 5, & 6 check out with Stephanie Gardner.

Check-Out Procedures
Students leaving an assigned space for any reason must complete the check-out procedure. Any portion of the check-out procedure not completed will result in an improper check-out fine of $50. This procedure includes:
1. Attend final floor meeting.
2. Make an appointment with current BA at least 24 hours before your intended departure.
3. Defrost & clean refrigerator, and remove garbage & food.
4. Clean ovens, cooking areas, kitchen, and dishwasher.
5. Clean bathroom and remove shower curtain.
6. Return room and apartment furniture back to original design.
7. Vacuum or sweep room.
8. Remove all of your belongings. The BA will be taking your ID, so it is imperative that your belongings are out of the room. Any items left behind will be considered abandoned and will be discarded.
9. Turn convectors/AC off, and shut & lock windows.
10. Have BA verify the condition of your room against the original RCR you signed at check-in.
11. Return your access card to your BA. Keep your Pace One Card!
12. Sign and retain your copy of the check-out Room Condition Report from your BA.
13. Shut and lock door.

Check-out appointment sheets
These are how you get a check-out time with your BA! You need to sign up for a time at least 24 hours before you intend to leave. Your BA will have sheets by his/her door for each day starting May 10th. You pick one time slot and then your BA will meet you at your room at that time! Remember, you need to move out within 24 hours of your last final, so make the arrangements now with your friends and family!

Room Condition Report (RCR)
Your Room Condition Report is very important! The RCR offers the resident and BA the opportunity to thoroughly inspect the room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room’s condition and may result in the issuance of a damage charge. The process of properly completing the inventory form will proactively assist the resident and the staff in determining whether any charges for damage should be the responsibility of an individual or shared by the roommates. When you check out with your BA, you both will verify the condition of the room, and document all damage. If there is damage to your room, you may be billed. This is why signing up to check out is so important! It’s the last chance you have to avoid being billed for things you may not have been responsible for!

Billing & Fees
Once you check out of your room with an BA, he/she will tell you if there will be any billing for your room/apartment. After your BA submits your RCR and your RHC determines this price, your University account will be billed. This is why it’s very important to check out with your BA! If your common areas (i.e., lounges or lobbies) have damage, you may be billed also. This kind of damage is considered to be Community damage, a cost that is shared among all the members of the community.

Roommates’ Role at Check-out
Your roommate cannot check out for you, nor can your roommate take on your responsibilities. Even if you are the first to leave, you must clean and attend to your space in the room and apartment. If no one takes responsibility
Floor Meetings
Not only is your closing floor meeting mandatory, but it’s how you get all the information first hand, get your questions answered, see your floor mates for one of the last times, and hey, why not avoid check-out fines?

Mailbox Key
Housing & Residential Life is not responsible for your mailbox key. Please return your mailbox key to Auxiliary Services, pick up your mail, and leave a forwarding address! Auxiliary Services will be open Mondays-Thursdays 9am-6pm and Fridays 9am-5pm. The replacement fee for your mailbox key is $100.00.

Garbage
In order to avoid odors, pests and fire hazards caused by over-stuffed or clogged trash chutes, Fulton trash chutes will close on May 10th. All trash must be placed in the trash compactor rooms, and ready for pick-up by 8:00am each morning. It’s very important that you bag your trash well and tie it to avoid city pests! Your RA will have a broom and trash bags available so ask for them if you need them! Bulk trash (i.e., carpets, non-Pace furniture, crates, boxes, cinder blocks, books, space savers or anything that cannot be bagged) should be stacked neatly outside of the trash chutes in a fashion that won’t block the trash compactor room for other people.

Storage?
This one is easy…we have no storage of any kind! Students are responsible for taking all of their belongings with him/her. ANY ITEMS LEFT BEHIND WILL BE CONSIDERED ABANDONED AND WILL BE DISCARD ED.

Parking
If your family and friends are looking for places to park, there are quite a few parking garages in the immediate area. Loading areas are the same areas as they were at Opening back in September. If your friend or family member is loading, make sure to have one person stay with the car to keep it safe and sound! As loading areas are scarce, make sure to limit your loading time to 10 minutes! Remember that Fulton Street closes every Monday-Friday from 11:00am-2:00pm!

Commencement
Graduating seniors must be registered with the OHRL in order to stay in the residence halls past May 17, 2004. Graduating seniors must check out no later than 6:00pm on May 25, 2004. Students who volunteer to work commencement and are not staying for Summer I may not stay in housing after closing. Students who stay in the residence hall may be re-assigned between May 17-25 in order to accommodate emergencies, intersession, etc… Although this is a very last resort, it may occur on rare occasions.

Guest Policy
As we are closed, no guests are permitted after 6pm on May 17th. No overnight guests are permitted after May 16th. No exceptions will be made other than for family and those helping you move out at the time you move out.

24-hour Quiet Hours
24 hour quiet hours begin on May 6th at 9:00am and extend through hall closing.

Extensions
Students who wish to request an extension must do so in writing to his/her RHC by no later than May 7, 2004. The RHC will review the request and may grant an extension. We will not grant exceptions past the closing date. A charge per day will be incurred by the resident who is granted an extension. We will try to help students the best way we can, but that does not always mean we can grant an extension. Students who need help moving should utilize these last few weekends to get the big things out of the way so when we close you can check out on time!
Preparation for Your Trip Abroad...

Some tips to help you keep your head about you!

- Learn about the countries that you plan to visit. Before departing, take the time to do some research about the people and their culture, and any problems that the country is experiencing that may affect your travel plans. The Department of State publishes Background Notes on about 170 countries. These brief, factual pamphlets contain information on each country’s culture, history, geography, economy, government, and current political situation.
- Read the Consular Information Sheet. These provide up-to-date travel information on any country in the world that you plan to visit. They cover topics such as entry regulations, the crime and security situation, drug penalties, road conditions, and the location of the U.S. embassy, consulates, and consular agencies.
- Check for Travel Warnings and Public Announcements. Public Announcements provide fast-breaking information about relatively short-term conditions that may pose risks to the security of travelers.
- Find out what information and resources Pace offers. Many student advisors can provide you with information about studying or working abroad. They may also be able to provide you with information on any travel benefits for students (e.g. how to save money on transportation and accommodations, and other resources.)
- Leave copies of your itinerary, passport data page and visas with family or friends at home, so that you can be contacted in case of an emergency. Keep your host program informed of your whereabouts.
- Make sure you have insurance that will cover your emergency medical needs (including medical evacuation) while you are overseas.
- Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, while in a foreign country, you are subject to its laws! Be safe! Do not leave your luggage unattended in public areas and never accept packages from strangers. Avoid using illicit drugs or drinking excessive amounts of alcoholic beverages, and associating with people who do. Do not wear conspicuous clothing and expensive jewelry and do not carry excessive amounts of cash or unnecessary credit cards.
- Deal only with authorized agents when you exchange money to avoid violating local laws.

This information was adapted from the following: http://travel.state.gov/student_tips_brochure.html

Have a great summer!