



WELCOME TO POPE HALL 2011-2012

Welcome

Welcome to Pope Hall!

I am your Resident Director (RD) Rich Landry. I welcome you to your home away from home for the next academic year. I look forward to having you stay here. I along with my RA staff have been working hard at preparing for your stay.

I am a graduate from BSU and am glad to be back at the campus. I even lived in Pope back in the day before it looked anything like it does today! This is the second year of Pope since the renovations and the maintainer staff has worked hard to make sure it has been kept up.

I want to point out that my office is located in the lobby next to the elevator. I encour-

age you all to not be shy and introduce yourself! You will see me walking around the building and at programs within the building.

The RA staff also have an office here in the lobby and I also encourage you to introduce yourself to the nine RAs in the building. They live throughout the building and they are excited to put on programs for you all and to also help assist you throughout this academic year.

All we ask of you is that you be a responsible member of the community and open to new experiences. If you have any questions, please ask! It's okay not to know everything and not have all the answers! Again, welcome to Pope!



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IMPORTANT CONTACT INFORMATION

Rich Landry, RD
Rich.landry@bridgew.edu
508-531-1796

Residence Life & Housing
reslife@bridgew.edu
508-531-1277

University Police
508-531-1212

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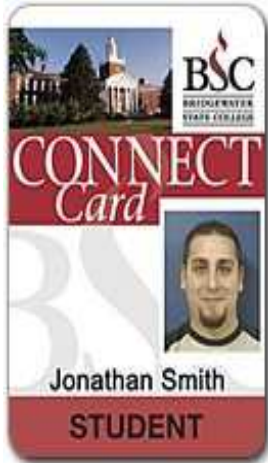
NEW TOBACCO FREE POLICY

Bridgewater State University prohibits smoking and tobacco use on all University property. University property includes, but is not limited to, University owned and leased buildings and facilities; University owned and leased vehicles; parking lots, building entrances, and common areas. The University will fully implement this policy and all applicable laws, regulations, and local ordinances.

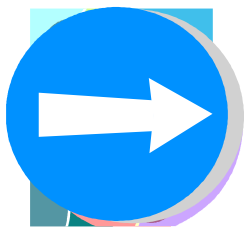
Bridgewater State University reserves the right to initiate disciplinary procedures, up to and including termination for employees or expulsion for students, against any individual found to be in continuous violation of this policy.

The Tobacco-Free Policy is intended to eliminate exposure to second-hand smoke, provide an environment supportive of tobacco-free lifestyles, eliminate the risk of accidental fire, eliminate the health risks associated with expectoration from smokeless tobacco, and eliminate the environmental impact of cigarette litter. It applies to all faculty, staff, students, visitors, customers, vendors, consultants, contractors and their employees.





“Students are responsible for knowing the answers to these Frequently Asked Questions”



IMPORTANT INFORMATION REGARDING POPE HALL

I have no key?

As you will learn, Pope Hall does not have keys for resident rooms. Instead, each resident's connect card is coded for their own room and bathroom. It is very important that you have your connect card on you at all times and to immediately report it missing. If your connect card goes missing or breaks you will need to go to the Connect Card Office located in the basement of Hunt Hall and obtain a new one. As a reminder, there is an additional charge from that Office to replace a missing card.

WHAT DO I DO IF MY CONNECT CARD IS LOST OR STOLEN?

Report it to the Connect Card Office or University Police. You will be held responsible for any use of your card until it is reported missing. A temp. card are available are available from BSU Police for nighttime use until you can obtain a new card.

You can also freeze your card at the following site:

www.bridgew.edu/PSCC

WHAT SHOULD I DO ONCE I GET A NEW CONNECT CARD?

Every resident of Pope who gets a new card MUST have it recoded at the Pope RA office or at the Residence Life and Housing Office.

Outside of business hours, you will need to wait for the RA on duty to have your card coded. Until your card is coded it will not let you into your room or bathroom.

Once your card is coded, you should return any temp. cards you may have been given.

FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF I GET DOCUMENTED FOR VIOLATING A POLICY?

An accused student receives written notification and a copy of the report. Students must respond by the given date to schedule a judicial conference. These conferences are with an university official and they are a chance for the student to discuss their interpretation of the events. The college official and the student will attempt to establish an agreement regarding the incident. For more information regarding the judicial process, please refer to the Student Handbook or the Office of Student Conduct's website.

HOW DO I REPORT A MAINTENANCE PROBLEM IN MY ROOM?

If it is a routine maintenance (i.e. burned out light bulb, shade won't operate, broken furniture, etc) residents can fill out a work order online. If

it is an emergency, during business hours (Mon-Fri from 8am-5pm) residents can call RLH at x1277. If it is not during normal business hours, residents can contact a RA in the building or University Police at x.1212.

WHAT ARE FLEX POINTS, WHERE CAN I USE THEM AND HOW DO I GET THEM?

Flex points represent money you place on your Connect Card to be used in the dining facilities, vending machines, the bookstore, laundry machines, Starbucks and at Dunkin Donuts. They are refundable if you do not use them. You can purchase flex points at the Office of Student Accounts. You can also pick up the form at the Connect Card Office, fill it out and put it in the drop box at the Office of Student Accounts. Flex points can also be added to your card with the automated cash to card machines on campus. These machines are located

in the Campus Center on the main floor next to the ATM and in the East Campus Commons next to the ATM.

WHERE CAN I PARK MY CAR?

Please observe the parking regulations that are outlined in this guide. They are in effect at all times, year-round, and are strictly enforced. Although the university tries not to implement changes in the middle of the academic year, sometimes it is unavoidable. Please refer to our website <http://www.bridgew.edu/PSCC/> for updated info through the year.

It is noted that the parking a lot across from Pope Hall (the Art Lot) is a faculty/staff lot and parking in any of the reserved spots after 4pm or weekends will still result in your vehicle or guest's vehicle getting a ticket and towed at owner's expense.

DAMAGE BILLING QUESTIONS

WHY DO I HAVE TO PAY FOR DAMAGES THAT I DIDN'T CAUSE?

When no specific individuals can be found responsible, the only way to recover the cost of repairing or cleaning up the damage is to equally distribute the cost among the residents of the specific area.

HOW DO I KNOW IF THERE IS COMMUNITY DAMAGE IN THE RESIDENCE HALL?

Each month, I will send an email summarizing all the community damage in Pope.

These notices will list what happened, the cost for the damage and who will be billed if the individuals responsible are not found. If you know who is responsible you need to report it.

WHY AM I CHARGED FOR CLEANING? ISN'T THAT THE MAINTAINER'S JOB?

Students are billed for cleaning when it is additional cleaning that is not part of the maintainer's normal daily routine. This includes cleaning items such as bodily fluids in public areas. The charge for

cleanup of bodily fluids (such as urine, blood, feces, vomit or saliva) also reflects the additional supplies needed to sanitize the area thoroughly and protect the maintainer from any infectious substances that could be present in the bodily fluids.

PLEASE VISIT THE RESIDENCE LIFE AND HOUSING WEBSITE TO LEARN MORE ABOUT COMMUNITY DAMAGE BILLING.



PLEASE HELP KEEP POPE HALL CLEAN!

ROOMMATE TROUBLES?

A roommate agreement can help you and your roommates develop common goals and guidelines for your room.

It covers important issues such as guests, noise, sharing food, clothes, and other items. Your RA can assist you and your roommates in developing a roommate contract that will work best for you and your room.



Remember, a roommate agreement will only be successful if you and your roommates adhere to the guidelines set forth in it. It is important to revisit the contract occasionally to make sure it is still working for your room.

Also, there is a two week room freeze in September in which no room changes are made. Once that time is up, then requests can be made.

“If a guest does not have the appropriate form of ID, they will not be allowed into the building.”

FRONT DESK SECURITY

Every time that you enter the building during the evening, starting at 7pm, a Student Security Officer (SSO) will inspect your bag, coat, purse, groceries, or packages.

Please be respectful and cooperative. It is their job to ensure your safety and the community's safety. If you do not want something on your possession searched, you will

not be able to bring it into the building.

It is important to remember that members of Residence Life and Housing do have the right to check one's belongings. If found with prohibited items, one will be documented and will then go through the student conduct process. Also if one is caught with alcohol or drugs, Univer-

sity Police will be contacted and one risks being arrested.

Also, after 7pm you will need to sign in any guest who does not live within the building. If a guest does not have the appropriate form of ID they will not be allowed into the building.



Appropriate forms of ID:

- Drivers License
- Passport
- BSU Connect Card
- State ID card
- Liquor ID card
- Military ID card

**IMPORTANT
INFORMATION**

FIRE ALARMS

In case the fire alarm sounds in the building, ALL residents must exit the building via the closest emergency exit. Pope Hall's meeting place is the grassy area between Pope Hall and the Science Building. ALL students should report to that area as to be out of the way of emergency vehicles

COURTESY HOURS

Are 24 hours every day!

QUIET HOURS

Sundays—Thursdays:

9pm to 8am

Fridays—Saturdays:

12am to 11am

RA DUTY HOURS

Every night starting at 7pm, an RA is on duty in the RA office until midnight every night.

After midnight, an RA is on duty until 7am from their room.

The name of the RA on duty is posted on the bulletin board in the lobby and window in the atrium

Staff (from top left)

Jill Lewis—252

Kim Champagne—452

Samantha Allen—143

Sarah Fabianski—G10

Chris Muchata—110

Kory Saxer—G71

Tom Gordon—352

Erin O'Brien—310

Doug Breault—210

MEET THE POPE RA STAFF!!

