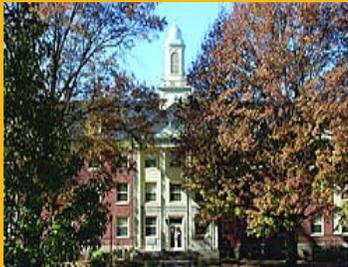




**LYCOMING  
COLLEGE**



### **Office of Residential Life**

Located on the 1st floor of  
Rich Hall

### **Mailing Address:**

Lycoming College  
Campus Box 146  
700 College Place  
Williamsport PA 17701

**Phone:** 570-321-4046

**Fax:** 570-321-4355

**Email:** [reslife@lycoming.edu](mailto:reslife@lycoming.edu)

### **Office Hours:**

Monday—Friday

8:00-12:00

1:00-4:30\*

(\*4:00pm in the summer)

**Check out our  
Webpage for more  
information.**

<http://www.lycoming.edu/residentiallife/>

# Parent/ Guardian Newsletter

## The Residential Life Office

Hello to all the parents and guardians of our Lycoming Warriors,

Typically, college students spend more than 85% of their time outside of the classroom. That is why living in a residential community such as Lycoming College takes on a significant role in the development of students.

The Residential Life Office strives to provide a living environment that encourages academic success, fosters leadership and cultivates citizenship by:

- Providing a safe and secure residential environment.
- Offering an environment which supports and recognizes resident student academic achievement.
- Hiring and developing a staff of student leaders who are committed to the education and development of their peers and themselves.
- Facilitating educational and social programming that furthers the building of community and provides life skills that are transferable to the workforce and to life in general.
- Creating an atmosphere that promotes the rights and obligations of living in a diverse community where self-responsibility and mutual respect are encouraged and expected.
- Continually defining and refining how we endeavor to meet the needs of the students we serve.

The professional staff of the Residential Life Office endeavor to ensure that our students are as comfortable as possible in their home away from home here at Lycoming. We ask that parents and guardians partner with our office and contact us if you have any questions or concerns about your student's residential experience.

Sincerely,

The professional staff members of the Residential Life Office

Sean McNalley—Director of Residential Life and Conference Services

Stephanie Golder— Administrative Assistant

Gabriella Vasquez — Residential Life Coordinator, Housing Operations, & Independent Living

A.T. Lambert— Residential Life Coordinator and FYRST Program Coordinator

Elissa Donovan— Residential Life Coordinator and Student Involvement coordinator

### **The Office of Residential Life**

is comprised of 5 full-time professional staff members (Director, Administrative Assistant, and three Residential Life Coordinators). Additionally, there are 27 paraprofessional student staff members (Resident Assistants) 4 Affinity Community Facilitators, and 1 Resident Student Mentor. To learn more about our staff and office visit the Staff section of the Residential Life webpage.

**THINK DEEPLY. ACT BOLDLY.**

## IMPORTANT DATES & INFORMATION

### LOOKING FORWARD

#### August

1st Year Check-in 8/23/19.  
Upper-class Check-in-8/24/19 & 8/25/19  
Fall Semester Begins-8/26/19.

#### October

Homecoming & Family Weekend-10/4/19-10/6/19  
Long Weekend-10/11/19-10/13/19.

#### November

Thanksgiving Break-11/26/19-12/1/19-Housing closes at 9pm on 11/26/19. Reopens at 10am on 12/1/19.

#### December

Fall Semester Housing Ends at 6pm on 12/13/19.

#### January

Spring Semester Housing Begins at 10am on 1/12/20

#### February

Special Accommodation Requests due for the 2020-21 year-2/28/20  
Enrollment Deposits and any account holds must be cleared by 2/28/20.

#### March

Housing Closes at 6pm on 3/6/20 for Spring Break  
Spring Break -3/9/20-3/13/20  
Lottery Numbers Posted-3/18/20 at 4pm

#### April

Good Friday-No Classes-4/10/20

#### May

Spring Semester Ends - 5/1/20-Campus housing closes at 6pm.  
Baccalaureate-5/8/20  
Commencement-5/9/20-Graduate housing closes at 1pm on 5/10/19.  
May Term Begins-5/11/20-No meal service, housing opens 3pm on 5/10/20.

## BREAKS

Campus Housing closes for both Thanksgiving and Winter Breaks at the dates/times listed on the calendar to the left. Students who are leaving campus for the break are expected to properly close their residence before leaving.

Unless a student is not returning after Winter Break it is not necessary for them to remove their belongings from their residence for the break. We do, however, recommend that students secure or remove valuables.

### Thanksgiving Break

Students who need to be on campus for any portion of Thanksgiving Break must register via an on-line form. Information regarding both closing a residence and registering to be on campus can be found on the main Residential Life webpage in "Thanksgiving Break Information".

**Failure to follow proper procedures will result in a minimum fine of \$15.**

### Winter Break

Students who need to be on campus for any portion of Winter Break must request permission via an on-line form.

Information regarding both closing a residence and requesting break housing can be found on the main Residential Life webpage in "Winter Break Information".

**Failure to follow proper procedures will result in a minimum fine of \$25.**



## Housing for 2019-20

Shortly after students return from Winter Break we will begin providing students with information (via e-mails, meetings, postings and on our website) about the upcoming Housing Lottery process for 2019-20 campus housing. Based on where a student wishes to live for next year there may be multiple things they need to do to obtain housing.

### What can you do to help your student with this process?

- Contact the Business Office (570) 321-4032 to:
  - Pay the Enrollment Deposit by the due date
  - Make sure the student account is paid and up to date
- Encourage your student to:
  - Pay attention to all of the information we provide
  - Have one or more roommates identified in order to participate in a selection (depends on desired housing)
  - Complete the online Housing Agreement prior to their lottery session
  - Contact us if they have any questions

**Full information will be outlined on the Lottery webpages early in the spring semester through a link in the Important Dates & Events section of our home webpage .**

# ROOM INSPECTIONS

In response to some inquiries we've received regarding room inspections, here is some basic information about what we do and why we do what we do.

Campus Residences are inspected for health and safety policy compliance monthly. These inspections are conducted to check for fire and safety hazards and to evaluate the condition/cleanliness of the residence and furnishings. Inspection periods are announced in advance and are completed whether or not an occupant is present. Areas found to be substandard are documented and some types of hazards are immediately corrected by staff. Items that pose significant hazards may be immediately confiscated (i.e., candles, prohibited appliances, weapons, etc.).

Health & Safety Violations as well as other violations of College and Residence Hall policy that may be observed during the inspection are addressed through the disciplinary process. Some of the most documented violations this fall were a result of students having the following prohibited items in their spaces: extension cords, candles or incense, and appliances with exposed heating elements.

Information about what is permitted and prohibited in campus residences can be found in the FAQ section of our webpage as well as in the Policies & Procedures section under Residence Hall Policies and Room Regulations.

If you know your student has any prohibited items on campus, please have them bring the item(s) home at break time.

We suggest that you consult the lists of permitted and prohibited items or call your daughter/son's RLC if you are unsure if an item violates our policies.

## End of Year Closing

### Resident Assistant (RA) Selection Process

The RA position is an elite leadership opportunity that gives students a chance to create community and have a positive impact on their fellow students.

We love watching RAs grow and develop their skills from the start of the position to the end of the year- skills like communication, confrontation, and listening. Being an RA can be one of the most rewarding leadership positions.

RAs are able to make a difference in the lives of their residents by being a positive role model and making students feel welcomed and valued in their individuality.

If you think your student would make a great RA, encourage them to apply!

Information about the position and the hiring process, including dates for informational sessions and resume workshops, will be sent to students and posted to our webpage prior to Winter Break.

**All RA Applications and materials will be posted on our website closer to January 2020.**

**Lycoming College Campus Housing closes for the 2019-20 Academic year:  
Friday, May 1 at 6:00pm.**

However, students are expected to leave campus within 24 hours of their last final exam and must receive permission to stay beyond closing. You should communicate with your student as the semesters draws to a close in order to make preparations to move them home.

As is the case any time a student moves out of a room they are expected to do either a "proper" check-out scheduled 24 hours prior to check out with their RA or an Express Check Out as defined on our webpages.

Failure to check out properly or damages to a residence will result in charges to the students account.

In addition to the completion of check-out paperwork residents must make sure that the following things are done:

- All College property must be present *and in its* original condition
- All personal belongings must be removed from the campus residence at the time of check-out
- All trash must be removed from the campus residence
- The residence must be reasonably clean and the floor swept/mopped
- All campus residence keys must be returned to Residential Life Staff or Safety & Security *at time of check-out*

**Full information will be outlined on the End of Year Closing webpage through a link in the Important Dates & Events section of our home webpage.**