

Welcome Home

2026-2027

**GUIDE TO
CAMPUS
LIVING**

Commonwealth University-
Bloomsburg

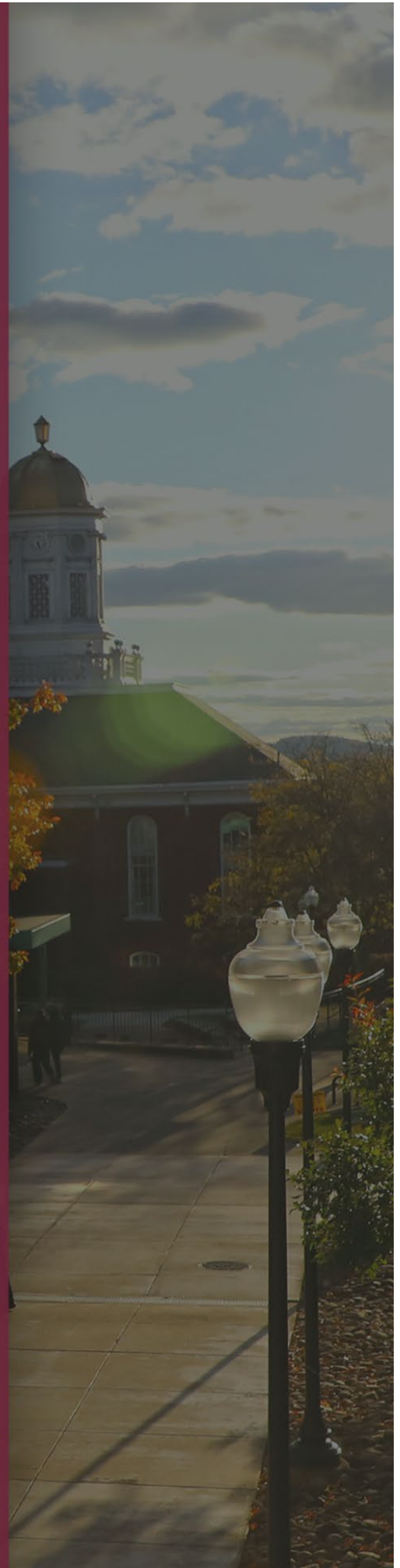


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WELCOME TO ON-CAMPUS LIVING!

Welcome first-year and returning students!

Your experience as a member of our residential community will comprise a very important part of your education while here. Your residence hall/apartment will be as much a center for learning as your classroom experience. The Housing & Residence Life staff members are here to help make your on-campus experience a successful one.

Having other students living in close proximity is a new experience for most students. The interpersonal relationships that you will develop in this community will enrich your campus experience and provide you with life-long friendships. Our campus fabric is comprised of students with various backgrounds, beliefs and values, some of which will be very different from yours. Our expectation is that you will listen and learn from others while respecting the differences in others.

Our University takes great pride in a long history of academic excellence, the Office of Housing & Residence Life shares in that pride and works hard to support the University's mission. Part of that excellence is the community standards in our Guide to Campus Living. We expect that you will abide by these standards and guidelines included in this document as well as our Student Code of Conduct. We wish you the best this year and urge you to get involved with the many opportunities that are offered on campus. The experience you will have is dependent upon you, the choices you make, and what you want to get out of your experience.

Sincerely,



Mark Turnbough

Executive Director, Office of Housing & Residence Life

ABOUT HOUSING & RESIDENCE LIFE

Mission, Goals & Values

OUR MISSION

The Office of Housing & Residence Life provides living environments that enhance student learning and development in support of the University's mission.

OUR GOALS

- Create and cultivate communities that build social connections and foster a sense of belonging.
- Provide a variety of residential facilities that are safe, clean, and well-maintained.
- Promote responsible decision-making and respect for the rights of all individuals.
- Foster engagement and learning through community-building activities and collaborative campus opportunities.
- Understand and respect the diversity of each individual's experiences, perspectives, and identities.
- Encourage students to be involved and invested in their residential, campus, and local communities.
- Support the academic and future success of all students.

CORE VALUES

The emblem you see below represents the vision for the work we do in the residence halls and apartments communities.

The words in the outer circle represent the department's core values: Education, Service, Caring, Respect, Dedication, Integrity, and Inclusion. These words and the type of effort and energy directed towards our students, encompass the type of philosophical orientation we expect from ourselves, and all the staff members associated with the Office of Housing & Residence Life.

The words in the middle circle – Our Students, Our Campus, Our History, and Our Future – reflect the areas that we aim to honor as we carry out our missions of service to others. We are here to serve our students; their success provides the basis upon which we measure all else.



Hall Staff Descriptions

Assistant Director

Assistant Director of Residence Life (AD): An AD is a full-time professional staff member who lives on campus. These staff members have earned a master's degree and supervise an area of campus including the GHDs and RAs in that area. Assistant Directors have satellite offices in the residential area they oversee. They are here to assist you whenever needed.

Graduate Hall Director

A GHD is a graduate student who is working towards their master's degree and working in the halls part time. These graduate students oversee the RAs and assist students with residential learning and living. GHDs reside in the residential community in which they are assigned.

Core Resident Assistant (Core RA)

A Core RA is an undergraduate student who has completed at least one academic year as an RA. A Core RA follows the same description as the RA (listed below). In addition, the Core RAs assume increased levels of responsibilities within their staff and residential community. Core RAs serve as a peer mentor for their staff mates. This position is designed to allow the student to take on any non-supervisory responsibilities that fit the staff's needs and aid the GHD. Some examples of these responsibilities include creating the desk schedule, holding office hours, and tracking programs.

Resident Assistant (RA)

An RA is an undergraduate student staff member who lives in the residential community in which they are assigned. An RA is a peer leader, mentor, and helper. These students are trained in mediation, conflict resolution, and safety issues. These students help to build community and get to know the individuals in their residential community.

Central Office Staff

The central office of Housing and Residence Life is located on the first-floor level of Elwell Hall. Offices housed in the area includes housing operations and fiscal matters, as well as the Director of Residence Life. Students may visit either the Housing Office or Hall Staff offices to address their concerns or receive support. The Housing and Residence Life office, including all its staff, operates under normal university hours (8 AM to 4 PM). For urgent situations outside of business hours, students can refer to the on-call staff or our University Police Department.

Employment Opportunities

Being an RA is a rewarding experience. By working on our team, our staff foster skills such as communication, teamwork, time management, role modelling, and more. RAs are leaders and mentors who help students in many ways. RAs receive comprehensive training to help them with their job. Keep an eye on the application process, which usually begins in the middle of the fall semester for the following academic year. We'd love to work with you!

Hall Staff Directory

Mark Turnbough	Executive Director	570-389-4852	mturnbou@commonwealthu.edu
Housing Central Office	Housing Central Office	570-389-4970	housingbl@commonwealthu.edu
Michele Stout	Ast. Dir. Housing Ops.	570-389-3847	mstout@commonwealthu.edu
Mary Prout	Fiscal & Housing Coord.	570-389-4083	mprou3@commonwealthu.edu
Housing Front Desk	Housing Front Desk	570-389-4088	sthouse@commonwealthu.edu
Ben Staub	AD Columbia & North	570-389-4845	bstaub2@commonwealthu.edu
Kayleigh Stouffer	AD Elwell East & West	570-389-4846	kstouffer@commonwealthu.edu
Jenna Radkins	AD JKA, MPA, MOA	570-389-4989	jradkins@commonwealthu.edu
Hannah Hench	AD Lycoming & Schuylkill	570-389-2394	hhench@commonwealthu.edu
Jason Guernsey	AD Luzerne & Soltz	570-389-4390	jguernsey@commonwealthu.edu
Kellor Schooley	Columbia Hall	570-389-4298	STCRH@commonwealthu.edu
Sammie Albright	Elwell Hall East	570-389-5158	STERHE@commonwealthu.edu
Collin Duganitz	Elwell Hall West	570-389-2791	STERHW@commonwealthu.edu
Brandon Ikeler	Luzerne Hall	570-389-4809	STLRH@commonwealthu.edu
Nicole Leniger	Lycoming Hall	570-389-3804	STLYRH@commonwealthu.edu
Kayla Dzomic	Schuylkill Hall	570-389-4325	STSRH@commonwealthu.edu
Karina Silva	Northumberland Hall	570-389-4302	STNRH@commonwealthu.edu
Nathan Shook	David Soltz Hall	570-389-4324	STDSH@commonwealthu.edu
Kaitlin Atkinson	Jessica Kozloff Apts.	570-389-2962	STJKAGHD@commonwealthu.edu
Joclynn Ramsey	Mount Olympus Apts.	570-389-2692	STMOAGHD@commonwealthu.edu
Hannah McElhaney	Montgomery Place Apts.	570-389-2692	STMPAGHD@commonwealthu.edu

Residence Life Support & Initiatives

Hall/Apartment Meetings

Hall/Apartment meetings occur during various times of the semester including Opening Weekend (typically at the end of move-in weekend for both new and returning students), leading up to hall closures (Thanksgiving, Winter Break, Spring Break, and Summer Break closings), and at the discretion of hall staff to address concerns that may arise within the residential community. Hall staff will post information regarding the date, time, and location of all hall/apartment meetings in high-traffic areas of the residential facility. Although attendance is not mandatory due to academic and personal obligations, it is highly encouraged that all residents attend due to the information presented to them. Residence Life staff contact community members who cannot attend meetings to follow up with them.

Programming

Programs are opportunities for our staff to connect with our residents and for residents to connect with their community. RAs are experts on being college students here at Bloomsburg and therefore can host events to help maximize that experience for students. Programs are socially focused and often connect students to campus resources.

Each RA hosts 4 programs each semester; the first program will be during the first two weeks of the semester to help students get acquainted!

Learning Outcomes of RA Programs

- To build strong relationships between Resident Assistants and their residents and help build social connections between students.
- To build engaged and inclusive communities within the residence halls and apartment complexes.
- To challenge and support students during their college career with a focus on life transition.
- To enhance student development with a focus on making positive and ethical choices.
- To connect students to campus resources and opportunities which fulfill students' needs.

Intentional Conversations

Intentional Conversations are primarily one-to-one conversations Resident Assistants have with each of their residents. They will help students develop meaningful relationships and allow students to receive individualized support and info regarding specific resources. These relationships will be foundational in building community across your wing/hall/apartment complex and in the larger Commonwealth University community.

Learning outcomes of Intentional Conversations

- To engage with residents through interpersonal conversations on relevant topics of interest to the residents.
- To develop a mentoring relationship and safe space for conversation with a peer leader.
- To aid residents in navigating conflicts, life decisions, and other issues.
- To aid residents in setting goals and creating plans to achieve these goals.

Important Numbers & Front Desk Hours

Campus & Community Resource Numbers

Bloomsburg Geisinger Hospital	570-387-2100
Commonwealth University – Bloomsburg, Main Number	570-389-4000
Counseling Center	570-389-4255
Information Technology Helpdesk	570-389-4357
Office of Housing & Residence Life	570-389-4970
Student Health Center	570-389-4451
University Police	570-389-2211

Residence Hall Phone Numbers

Columbia Hall Front Desk	570-389-4299
Elwell Hall Front Desk	570-389-4315
Luzerne Hall Front Desk	570-389-4305
Lycoming Hall Front Desk	570-389-4320
Northumberland Hall Front Desk	570-389-4301
Schuylkill Hall Front Desk	570-389-4327
Soltz Hall Front Desk	570-389-4456
Upper Campus Apartments, RA Front Desk	570-389-2900
JKA RA On Call (available 8pm-8am)	570-336-5337
MOA RA On Call (available 8pm-8am)	570-336-5318
MPA RA On Call (available 8pm-8am)	570-336-0062

Front Desk Hours

Lower Campus Residence Halls	
Sunday-Thursday	7:00 PM – 1:00 AM
Friday & Saturday	8:00 PM – 2:00 AM
Upper Campus Apartments: Front Desk Located in the JKA Community Building	
Monday – Sunday	9:00 AM – 12:00 AM

MOVE IN INFORMATION

Housing Assignment Information

Students can find their Housing assignment, agreement, and profile in their [MyHousing Self-Service portal](#).

Housing Assignments for the Fall 2026 will be posted on July 1st, 2026.

Move-In Schedule – Where to Find It

After housing assignments are posted via the MyHousing Self-Service portal, students/families can find the schedule for move-in.

Fall 2026 Key Move-In Dates:

- First-year student move in:
 - Tuesday, August 18th through Thursday, August 20th
- Returning student move in:
 - Friday, August 21st through Sunday, August 23rd

The move-in schedule correlates to your housing assignment unless you are involved in a campus organization or activity (i.e., athletics, learning community, student employees, etc.). The move-in schedule is posted on the Housing and Residence Life website in July. The move-in schedule corresponds to housing assignments to allow traffic control and ease of access to the residence halls. Following the move in schedule helps to manage the number of residents moving into assignments each day.

- If students need an alternative move-in date due to schedule conflicts, they should contact the Housing and Residence Life Office to gain approval and schedule an alternative date/time when staff will be available to assist your check in process.
- Call 800-287-7543 or email HousingBL@commonwealthu.edu

What to Expect on Move-In Day

On Move-in Day, you will find the residence halls and apartments by following directional signs. Click the link below to find a campus map.

<https://www.commonwealthu.edu/documents/campus-map-bloomsburg>

- Apartments: All apartments (JKA, MOA, MPA) check in at the JKA Community Building on upper campus.
- Columbia Hall: Follow Light Street Road and enter campus on Osuna Drive. Follow signs from there.
- Elwell Hall: Follow directional signs to get to 2nd Street. Elwell Residents will unload vehicles directly on 2nd Street which will be a one-way street during move-in days and times.
- Luzerne Hall: Follow directional signs to 2nd Street. Vehicles will wait in a queue on 2nd Street to turn onto Schuyler Drive, where they will unload.
- Lycoming Hall: Follow directional signs to 2nd Street. Vehicles will wait in a queue on 2nd Street to turn onto Schuyler Drive, where they will unload.
- Northumberland Hall: Follow Light Street Road and enter campus on Osuna Drive. Follow signs from there.
- Schuylkill Hall: Enter campus at Osuna Drive. Follow signs from there leading you to the base of campus to the Schuylkill Parking Lot.
- Soltz Hall: Follow directional signs to get to 2nd Street. Vehicles will wait in a queue on Second St. Soltz residents will unload car(s) at the loading dock.

Lower Campus Residence Halls: What to Expect on Move-In Day

- Follow directional signs and traffic patterns to get as close as possible to the front entrance of your assigned Residence Hall. A variety of members from the campus community will be outside helping direct you. Members include Campus Police, HOWLs, Residence Life Staff and more!
- Stay in the queue until you get closer to the front doors. If the student moving in has assistance from other friends/family/supporters, we ask that the student enter into the lobby to begin the check-in process. While the student is checking in, we ask that you unload your car quickly and have 1 person always stay with the car. Once the vehicle is unloaded, you will be directed to an alternative location for extended parking. Common locations are behind the library or the commuter lot by the hospital on Lightstreet Road.
- Bins will be provided to assist you in unloading the car(s). Once you are done using the bins, please bring them back to the lobbies for other students to continue using throughout the day.
- During the move and check-in process for first year students, various university staff (i.e. Housing and Residence Life, Orientation, Academic, Facilities, etc.) will be present within the residence halls to assist with the transition to campus housing.
 - Beyond the move-in and check-in process, please refer to the Orientation schedule for programming for first-year students.

Upper Campus Apartments: What to Expect on Move-In Day

- All traffic for the Upper Campus Apartments is directed to the JKA Community Building, pictured below.
- In the Community Building, students can expect to sign in, fill out necessary information/paperwork, and get their Student ID Cards encoded. You will be welcomed by a variety of RAs, just follow the signs to check in with the appropriate complex!
- After the student check-in process is completed, you will be free to move your car(s) to the parking closest to your apartment. Then, you can take your time unloading and settling in!
 - Bins are not provided and there is no HOWL assistance provided for first-year students moving into the Upper Campus Apartments. We recommend students/supporters bring their own dollies/hand trucks to help unload their own cars.
 - Should you run into issues during the move-in process, please contact a member of Housing and Residence Life staff and we would be happy to connect you with the appropriate resource.
 - Please note: The apartment complexes do not have elevators, including the Jessica Kozloff Apartments. We recommend you take that into account when packing your items and communicating with any friends/family/support you bring to help you move in.



Suggested Packing List & Prohibited Items

Suggested Packing List

Bedding

- Blankets (non-electric)
- Comforter/Quilt
- Mattress pad – Twin XL
- Pillows
- Sheets – Twin XL

Clothing and Outerwear

- Footwear
- Winter Coat
- Rainwear and Umbrella
- Robe (Recommended to walk to and from the shower)

Health and Wellness

- First Aid supplies (band-aids, medicine, wound care)
- Masks (paper or re-useable for if you have a cough)
- Prescribed medication, contact lenses, eye glasses, etc.
- Thermometer

Personal Hygiene

- Body Wash/Soap, Shampoo, etc.
- Hair care: appliances, bonnets, products, etc.
- Laundry bag/basket
- Laundry detergent (Liquid is preferred, as sheets and pods often do not fully dissolve)
- Shower caddy and shower shoes
- Toothbrush and paste

Household Items

- 3M Command Hooks/ Adhesive Decor Application
 - Use of or incorrect removal of any adhesive decor application resulting in damage is subject to assessment for billing purposes. Examples of these items include LED light strips, tapes including duct tape, or various adhesive strips. Students leaving damage from such items will be billed at the end of the academic year or when their Housing Agreement is terminated.
 - ♣ We recommend using command hooks on cinderblock walls and pushpins or painter's tap on other walls such as drywall.
- Bathmat and shower curtain
 - **Only necessary in the suites and apartments
- Cleaning Supplies
 - **Residents in Apartments/Soltz are responsible for cleaning their own bathrooms
- Fan



- Hangers

- Kitchenware:
 - Can opener
 - Dinner ware (plates, bowls, cups, utensils)
 - Dish soap
 - Microwave
 - ♣ **Only necessary in the apartments

- Paper Towels
- Sewing kit
- Single-serve coffee maker such as Keurig
- Vacuum and broom

Misc.

- Painter's Tape (avoids damage to walls)
- Lamp (not halogen)
- Carpet/Rug
- Small trashcan

Prohibited Items

For the safety of yourself, fellow residents, and our residential facilities, the following items are prohibited in on-campus housing.

- Alcohol and Other Drugs
- Appliances
 - Anything with an exposed heating element (hot plates, traditional coffee makers, deep fryers, toasters, most cooking appliances, etc.)
 - ♣ Exceptions are made for apartment complexes equipped with full kitchens.
 - 3-D Printers
 - High-pressure cooking appliances such as pressure cookers & rice cookers
 - Grills or fire pits regardless of fuel type (charcoal, propane)
- Household Items and Decorations
 - Bed Risers
 - Candles, incense, and wax warmers
 - Halogen lamps
 - Extension cords and multi-plug power strips without internal circuit or surge protection
 - Electric Blankets
 - Decorative alcohol containers
 - LED light strips with adhesive backing (if you are using light strips, please use approved mounting supplies listed in the previous section)
 - Natural-cut trees (i.e. holiday/Christmas trees)
 - Non-university owned appliances/furnishings including
 - ♣ Microwaves and refrigerators
 - ♣ Mattresses
 - ♣ Space heaters
 - ♣ Window AC Units (floor models 10,000 BTUs or less can be used)
- Sports, Entertainment, Leisure Items
 - Dartboards
 - Electric or gas-powered bikes, scooters, hoverboards, etc.
 - Weightlifting and work-out equipment (barbells, free-weights, etc.)
- Pets
 - Only fish in a tank 15-gallons or less are permitted
 - **Any other animal requires approval. Students can contact University Disability Services to gain information on registering animals as an Emotional Support Animal (ESA). For more information on ESAs, please continue reading in our campus policies section.
- Weapons
 - For more specific information, please continue reading in our campus policies section.

Residence Life reserves the right to confiscate any items that create a disturbance to the community. This includes any prohibited items or items on the suggested packing list.

HOUSING INFORMATION & SERVICES

Students Rights and Responsibilities

As a student, you have agreed to the following student rights & responsibilities:

- To read & study free from undue interference; unreasonable noise & other distractions
- To sleep without undue disturbance from noise, distraction, etc.
- To expect that others will respect personal belongings
- To a clean environment in which to live
- To access and utilize residence hall facilities
- To personal privacy
- To speak to staff about concerns and issues you are having
- To be free from fear or intimidation

As a student, you have agreed to the following social contract:

- To treat other residents with respect and consideration & to guarantee them their individual rights
- To understand all policies and regulations necessary for the hall/apartment community to function, and to abide by those rules (see this document & the Student Code of Conduct)
- To accept responsibility for all guests
- To respect the rights of one's roommate(s) and fellow residents hosting guests
- To be responsive to all reasonable requests of fellow students
- To be responsive to all responsive and cooperative in all interactions with Residence Hall Staff
- To accept responsibility for personal and community safety
- To recognize that public areas and their furnishings belong to everyone

Housing Agreements & Requirements

HOUSING AGREEMENTS & REQUIREMENTS

Housing agreements can be viewed by going to the Housing & Residence Life Website by clicking "About MyHousing" under ***My Housing Self-Service***.

The University may terminate the housing agreement at any time for violation of University or residence hall policies or procedures, or any other reason deemed sufficient by University officials.

Students with terminated housing agreements must vacate their housing assignment within 48 hours after being notified of the termination. If items remain in the space after this 48 hour period, the items will be removed from the space by University Staff & discarded. In some cases, the items may remain in that space and the student will be billed for usage of the space until they make the proper arrangements to empty the room as required.

Execution of the housing agreement requires that before registration, the student must have satisfied all outstanding obligations to the University from prior periods of attendance including any outstanding bills related to admission, tuition, housing, food service, or other related fees.

⚠ *Students who have their housing agreement terminated in the middle of the semester are not eligible for a refund.*

TWO-YEAR RESIDENCY REQUIREMENT

All new full-time undergraduate freshman are required to live on campus for their first four semester (not including summer and winter sessions). For any exemption to this two-year residency requirement, please go to the [Housing & Residence Life webpage](#). Students need to apply for an exemption and request will be reviewed by the Housing Office.

As part of the 2-year residency requirement, students will complete a new housing agreement for the following year and will have the opportunity to select their specific housing location during the housing selection process for returning students. Information will be sent to all on-campus residents beginning in late September or early October with the room/suite/apartment selection process occurring later in the fall or early spring semester.

New Fall freshman wishing to not live on-campus for their second academic year must submit the 2-year residency requirement exemption form no later than March 31 prior to the beginning of their second academic year. The form can be found online on the Housing & Residence Life webpage under Exception Request. You will not be exempt unless you receive an approval notice from the Office of Housing & Residence Life.

Holiday Breaks

THANKSGIVING BREAK

Apartments and Residence Halls will close on Wednesday, November 25th at 10am.

Apartments and Residence Halls will open on Sunday, November 29th at 12noon.

WINTER BREAK

Apartments and Residence Halls will close on Saturday, December 12th at 10am.

SPRING 2027 MOVE-IN DATES

Apartments and Residence Halls will open:

Friday, January 15th 12noon to 7pm

Saturday, January 16th 8am to 7pm

Sunday, January 17th 8am to 7pm

SPRING BREAK

Apartments and Residence Halls will close on Saturday, March 6th at 10am.

Apartments and Residence Halls will open on Sunday, March 14th at 12noon.

END-OF-YEAR CLOSING

Apartments and Residence Halls will close on Saturday, May 8th at 10am.

Check-Out Procedures

General Information

- Residence Life Staff will provide instructions prior to closings via Hall/Wing Meetings, via email, and via flyers. Please pay close attention to these communications
- For all breaks, please remove all items from your floor in case of flooding.
- Elwell Hall is the designated 12-month residence hall. If you need housing over the above breaks, please contact Michele Stout at mstout@commonwealthu.edu

Building Closing Instructions

- All closing instructions are posted on students' doors. Prior to leaving, students must follow all of the posted instructions and initial the paper on their door prior to leaving. By initialing that paper, you communicate that you have followed the instructions and have left for the break.
- Upper Campus Apartment Residents have an added step of returning their mailbox key at the end of the semester. Each resident will initial the paper on their door and then return their key to the JKA Community Building, picture below. Check Out envelopes are provided. By signing the envelope, you have communicated that you have returned your key and followed all closing procedures.



Residents who do not comply with the check-out process may be subject to fines and/or the student conduct process. For more information, please visit the [Housing & Residence Life website](#) or see a Housing & Residence Life staff member.

University Services

CAMPUS DINING

For more information on [University Dining Services](#) visit their website. Dining locations include:



LAUNDRY SERVICES

Laundry services are provided in each residence hall and apartment complex. Laundry is serviced and maintained by a contract company, CALECO. Use of laundry machines is included in the housing fees. No additional money is necessary. The laundry area should be kept neat. Residents should only use liquid detergent and avoid detergent pods, powders, sheets, and scent beads to ensure effectiveness of machines. Please be considerate of others waiting to do their laundry. It is highly recommended that you do not leave your laundry unattended. Please follow the instructions on *how to do laundry* in the laundry rooms; this helps machines continue to run properly.

The University is not responsible for any personal items that are left unattended or damaged.

If you experience any issues, please contact CALECO directly at 610-692-8000 or submit a service ticket at contact@caleco.net.

MAIL SERVICES

In order to receive mail in the timely manner, all mail should be addressed as followed:

LOWER CAMPUS

Jane Student
Room 123 Elwell Hall
525 East 2nd Street
Bloomsburg, PA 17815

UPPER CAMPUS

1234 JKA
525 East 2nd Street
Bloomsburg, PA 17815

Lower campus residents can pick up their letter mail and packages (USPS/UPS/FedEx) at University Mail Hub in Soltz Hall (1st Floor).

Upper Campus residents can pick up their letter mail and USPS packages at their PO Box location.

PO Boxes for MPA/MOA Residents are located in Monty's.

PO Boxes for JKA Residents are located in the JKA Community Building,

If packages are too large to fit directly into the PO Box, Residents will be given a You've Got Mail slip. That slip can be brought to the JKA Community Building where residents can sign for their package. UPS and FedEx packages are typically delivered to the lower campus Mail Hub in Soltz Hall.

For more information University Mail Services, visit their website.

The Office of Housing & Residence Life is not responsible for any deliveries made by any outside vendor which includes but is not limited to food and grocery delivery services, gift delivery franchises, or packages brought to a location other than the University mail hub. It is the student's responsibility to retrieve the item(s) directly from the vendor.

Lost Mailbox Keys: If you live on Upper Campus, you will be issued a mailbox key when you move in. Loss of a mailbox key will result in a \$5.00 charge for a new key. Each apartment student is required to obtain a key. If you do not receive one upon check-in, please see a Residence Life Staff Member.

CUSTODIAL & MAINTENANCE: WORK ORDER REQUESTS

In the Residence Halls, work should be reported to an RA, GHD, or an AD.

At the apartments, repair work can be request by calling 570-389-2900 or reporting it to your RA, GHD, or AD.

All Residence Life Staff are trained to submit work order requests into an online-system that communicates maintenance/custodial needs to our Facilities staff. We ask that students allow a minimum of 3 days for work orders to be completed, especially at the beginning of the semesters when the volume of work orders tends to increase.

Maintenance personnel are permitted to enter living areas between 8am and 11pm. In order to respond to all work order requests in a timely manner, maintenance personnel will enter rooms to fix an issue if a student is not present.

TELEVISION SERVICE

All on-campus residents have television service to their room/suite/apartment. This service provides 80+ channels to choose from. To access the television service, you must provide a coaxial cable and your TV must contain a QAM (quadrature amplitude modulation) digital tuner. For more information, visit the Housing & Residence Life website and click “Resources”.

Residents also have the ability to watch live TV, sports, and premium content on your computer, tablet, and phone anywhere on campus with the *Apogee Stream2 App*.

For 24/7 service & support, call 855-371-5065, text “MyVideo” to 84700, or chat at MyCampus Video.com.

SHUTTLE SCHEDULE

For the most up-to-date University shuttle bus and Walmart shuttle bus schedules, visit the [Parking & Transportation website](#).

STUDENT HEALTH CENTER

The Student Health Center is available for those who are sick/not feeling well. It is similar to your doctor’s office at home. They provide a self-care unit providing Tylenol, band aids, and other items.

For appointments, call 570-389-4451 or visit Student Health Center at 324 Kehr Union Building.

Fall and Spring Semester Hours: Monday through Friday, 8:00AM to 6:00PM

The Geisinger-Bloomsburg Emergency Room or Careworks Urgent Care Center are available for more urgent/emergent needs. If you need a more urgent/emergent response, please call Campus Police at 570-389-2211 or a Residence Life Staff Member.

STUDENT RECREATION CENTER

For information on the [Student Rec. Center, visit their website](#).

Upper Campus Residents also have access to a smaller fitness center located in the JKA Community Building. It is open daily from 9am until 12am (midnight).

UNIVERSITY CARD CENTER

The University Card Center, located in the Student Services Center, Room 203, issues identification cards to all university students, staff, and faculty.

Your ID Card is intended to be used as the primary source of identification on university property and to provide a more secure University community.

Your ID Card provides you with access to:

- Your room/apartment/suite
- The student Rec Center
- The Andruss Library/Printing services

- Meal plan/meal swipes
- Husky Gold declining balance funds
- Payment for dining facilities, University stores, Husky Mail Hub
- University activities and events, and more!

Regulations

- A replacement ID card due to loss, theft, or non-normal wear-and-tear will result in a \$25 replacement fee
- Your ID is non-transferable which means you cannot give it to others to use
- You must carry your ID at all times and present it to a University official upon request
- Lost or stolen cards can be suspended online at the Card Center website (see above).
- Suspended cards will only restrict access to meal plans and Husky Gold/Flex. Building and room access will remain active
 - Please contact the University Card Center or a Housing and Residence Life Staff Member immediately if your card is lost or stolen.

For additional information and support, visit the [Card Center's webpage](#) for more information or email bucardcenter@commonwealthu.edu or call 570-389-5410.

WIFI/DEVICE REGISTRATION

Beginning June 23, 2025, all personal devices connecting to the [Bloomsburg Wi-Fi](#) must be registered. More information about this process is available in the [Network Registration](#) section.

On Campus Housing Policies

ABANDONED ITEMS

Students are obligated to remove all personal property upon departure. The Office of Housing & Residence Life reserves the right, without further notice, to remove students' personal belongings that remain in a residential facilities 48 hours after the termination of the housing agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). The student will be charged for expenses incurred in the disposal of such property.

ALCOHOL POSSESSION AND CONSUMPTION

Commonwealth University – Bloomsburg is a dry campus.

Pennsylvania law states that no one under the age of 21 shall possess, sell, transport, or consume alcoholic beverages. The possession or consumption of alcohol is not permitted, regardless of age, in any residential buildings.

Students are reminded that intoxication does not excuse offensive behavior, and that disciplinary action will be taken against offenders.

Be smart, stay safe, and be ready to take responsibility for your choices.

ALCOHOL CONTAINERS

Empty alcoholic beverage containers constitute an alcoholic violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic beverage container is found, the container will be disposed of and disciplinary action may result.

ANIMALS

Only fish, in a 15-gallon tank or less, are permitted in residential facilities. Any other animal or pet, including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc., are not permitted in the residential areas.

The only exception to this rule is in the cases of service or Emotional Support Animals. According to the U.S. Department of Housing and Urban Development (HUD) and its Fair Housing Act (FHA), an Emotional Support Animal (ESA) is an animal that provides emotional support, comfort, and companionship to alleviate one or more identified symptoms or effects of a person's disability. In the residential facilities, students who require assistance or emotional support animals must contact [University Disability Services for more information to properly register your animal](#).

Students who do not adhere to the proper registration process for assistants/support animals will be documented with the Office of Student Conduct and a fine of \$250 will be applied to said students' accounts. Loss of housing is also a potential outcome for not adhering to the campus procedures regarding services/support animals.

CHILDREN/MINORS (UNDER THE AGE OF 18)

The University welcomes and encourages visits from family/supports to our campus, however residential housing is not an appropriate venue for individuals under the age of 18. Therefore, anyone under the age of 18 and not currently enrolled at the University is not allowed to spend the night in a residential facility. The only exception is a sanctioned University event/program. When visiting a residential facilities during the day, minor children must be accompanied and supervised by their parent or legal guardian at all times. No babysitting or childcare is permitted at anytime.

CLOTHING AND FOOTWEAR IN PUBLIC AREAS

For health and safety reasons, clothing and footwear should be worn in all lobbies, lounges, hallways, and public areas.

DOOR ACCESS

All residential facilities have an electronic door access system. Doors are locked at all times. Students, using their student ID Card, will have access to specific doors in their residence halls 24 hours a day. Should students lose, experience a malfunction with, or leave their ID at an off-campus location, a temporary ID can be issued directly to the student until the original is located, or the ID is replaced. Temporary IDs are only used for aforementioned reasons, not for guests or visitors to residential facilities. Students are not permitted to allow others to follow them into the residential facility. Anyone who attempts to circumnavigate safety and security of the facilities, its residents, or its furnishings will be in violation of the University policy.

The intent of this policy is to maintain maximum security in the residence halls and apartments.

- You must enter and exit the residence hall through the main entrance. The exterior doors are always locked and alarmed.
- Entry/exit through any window is prohibited.
- Residents should not allow individuals who do not have appropriate access to gain entrance into the building.
- Tampering with any residence hall door to hinder one's entry/exit is strictly prohibited and will result in a bill for any resulting damage, and/or disciplinary action.
- Students are not permitted to enter someone's room without the resident's permission.
- Students in violation of this policy may be referred to the Office of Student Conduct.

DRUGS AND CONTROLLED SUBSTANCES

Federal and state laws prohibit the possession or use of illegal drugs and the misuse of legally prescribed drugs as well as any drug paraphernalia (hookah, bowl, etc.) As a federally funded university, the use, possession, or storage of cannabis (even if prescribed by a health care professional) is prohibited. Any violation will result in disciplinary action as well as being subject to applicable federal, state, and local laws.

EMERGENCY CONTACT INFORMATION

Emergency contact information must be on file with the University. This contains contact information of the person(s) who would be able to help the student in an emergency.

EMERGENCY SITUATIONS

In the event of an emergency situation (bomb threat, active shooter, severe weather, etc.) residents will be notified and given directions by university staff/emergency personnel. Please be sure to register your contact information and personal devices for the University emergency notification system. You must follow all directions given and take responsibility for your personal safety.

GENERAL UPKEEP AND CLEANLINESS OF YOUR RESIDENTIAL FACILITY

Students are responsible for the general upkeep and cleanliness of their room, suite, or apartment. It is important that students maintain an environment that is clean and free from excessive trash which can lead to pest or bug issues. Additionally, it is important that suite/apartment kitchens or bathrooms remain sanitary. Please discuss with roommates a cleaning schedule, how dishes will be washed, and when trash will be taken out. Conversations and agreements can be documented in the provided Roommate Agreement form. Residents will be given 48 hours to rectify any health or cleanliness concerns. If the issue is not resolved, students will be subject to a conduct meeting. In the case of severe health or cleanliness concern, students will be held accountable for the cost of remediation or pest control services.

HALLWAYS

Hallways should be kept neat, clean, and clear of objects (i.e. drying racks, umbrellas, shoes, welcome mats, etc.). Our custodial staff need a clear hallway in order to clean. It is important to provide a pathway free of objects in case of evacuation. There should be no sports/horseplay in any hallway or common area.

LEDGES, ROOFS, & WINDOWS

- Windows screens may not be removed or opened.
- Screens are not safety devices and should never be leaned upon.
- Students are not permitted to hang/lean out of windows.
- For safety reasons, signs, letters, bottles, flags, lights, etc. In windows or on windowsills are prohibited.
- Throwing objects and/or substances out of the windows as well as yelling or playing music out of windows is prohibited.
- Students are not permitted on any window ledges or roofs.
- A referral to the Office of Student Conduct or loss of campus housing may result in failure to comply with any or all of the above.

LOCK-OUTS

Keep your Student ID with you at all times. It is your responsibility to ensure that you have access to your housing assignment. Should you get locked out, see an RA and they will let you in. Staff will need to verify your identity before keying in. Please understand that staff may not always be readily available to assist you with a lock out. A student who requires more than 3 lockouts will be referred to the Assistant Director for a meeting.

MANUAL OR SELF-PROPELLED BICYCLES, SCOOTERS, BOARDS, ETC.

Bicycles, scooters, e-bikes, hoverboards (both manual and self-balancing or powered), etc. are not permitted in lower campus residential facilities and may not be kept in lounges, stairwells, or halls. The University is not responsible for bicycles on the premises. Use of gasoline motors of any type, including motorcycles, mopeds, etc., are not permitted in student rooms or any residential facilities.

NOISE

It is the University's expectation that:

- The volume of music/TV/voices/gaming consoles, etc., will be kept at a reasonable level that cannot be heard outside the room with the door closed.
- When quiet hours are not in effect, the volume must not deter those students who want/need to study or sleep at any time.
- Consideration of others should be observed at all times. Do not disturb neighbors or other students.
- Use of speakers and musical instruments do not cause a disturbance.
- Those who want louder volume should consider using headphones.
- Speakers may not be placed on or played from windowsills. Speakers should be appropriate to the room's size and volume kept at a conversational level of sound.
- Running, jumping, yelling, use of athletic equipment, and any other behaviors that would disrupt the community are prohibited.

Courtesy Hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their noise level, regardless of the time, so as not to interfere with other students' sleeping or study habits. Students are expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their residential facility.

Quiet Hours are in effect from 9:00PM to 9:00AM, Sunday through Thursday. Floors and/or wings may extend those hours, but they may not be shortened. During quiet hours, residents should keep the noise level to the point where it cannot be heard in another student's living space.

24-Hour Quiet Hours are during finals week. 24-hour quiet hours are observed to facilities a studious atmosphere. Students remaining in the halls after their last final exam and alleged to be responsible for causing a disturbance may be required to leave the residential facilities immediately.

If you violate the noise policy, you may be documented with the Office of Student Conduct. Repeated violations may result in removal of items, housing reassignment, or loss of campus housing.

OCCUPANCY LIMITS

The Office of Housing & Residents Life reserves the right to limit the number of individuals in a room, suite, apartment, based upon official occupancy limits or where the noise level in a room violates either the quiet or courtesy hours policies. Each student may only host a maximum of 2 students at any time in any residential facility.

PERSONAL PROPERTY LIABILITY

The University assumed no legal responsibility for the loss of or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action taken by a third party. We recommend that you carry insurance protection for your belongings and record the serial numbers of your valuable items. Please visit <https://www.nssi.com/get-started> for more information on insurance through National Student Services, Inc.

POLICY VIOLATION

Students found in violation of residence hall policies, procedures, and guidelines of the Student Code of Conduct will be subject to adjudication through the Office of Student Conduct/Office of Housing & Residence Life. Students are responsible for knowing all policies and procedures found in this Guide to Campus Living as well as the Student Code of Conduct.

POSTING

All fliers, posters, etc. displayed in residential facilities must be approved by the Office of Housing & Residence Life. Any posters not approved will be removed. All fliers must be 8½" x 11" unless approved by the Office of Housing & Residence Life. Signage related to the promotion of alcohol or an alcohol-related event is not permitted. Signage cannot be posted on any glass surface (windows and doors). Any violation of this policy may result in revoking posting privileges.

Approval can be obtained by sending an email with an attached example of the flier to the Office Housing & Residence Life at sthhouse@commonwealthu.edu. Fliers must be dropped off in the Office of Housing & Residence Life located in Elwell Hall. Residence Life staff will hang up and remove approved fliers. Any unapproved signage will be taken down.

PROHIBITED ITEMS

It is difficult to present a comprehensive list of prohibited items. Common sense is appreciated while packing to come to campus. Please see the "Suggested Packing List/ Prohibited Items" section of this guide. Any item that causes a community, facility, or safety concern is subject to confiscation, disciplinary action, or request for removal from on-campus housing facilities.

RESIDENTIAL FACILITY ENTRY POLICY

Commonwealth University Bloomsburg is committed to the protection of students' right to privacy within the confines of their assigned residence hall rooms or campus apartments. This right to privacy is balanced by a responsibility to protect the health and safety of the University community. The University also has an obligation to protect its property,

service functions, and educational mission from damage or disruption caused by violations of university regulations or criminal law. It is within this context that the following guidelines were established:

University staff members shall generally enter a residence hall room or university apartment within the following parameters:

- Under conditions of serious threat to the safety or well-being of persons or property.
- When behavior or activity occurring in a room is disruptive to other residents and occupants of the room are no longer present or have not responded to requests to open the door.
- To perform routine maintenance, complete repairs, or conduct regular room/apartment inspections. Room inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room inspection.
- Maintenance cannot provide advance notice, but will knock and announce themselves prior to entry.
- During building emergencies such as fire drills, alarms, actual fires, tornados, electrical or plumbing malfunctions.
- When instructed to by an authorized police officer.
- With the permission of an assigned resident.
- Upon the issuance of an administrative search warrant.

Upon entering a room according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member or be in their line of sight while handling a possible violation. Police personnel may also be called when appropriate. Confiscated items not in violation of local, state, and federal laws may be returned to the owner when appropriate. University staff members will not routinely admit a third party to another person's assigned room or apartment without the consent of an occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on reasonable cause. Reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the Associate Vice President of Student Success and Campus Life or their designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose.

A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to adjudication with the student Code of Conduct.

ADMINISTRATIVE SEARCHES

Commonwealth University Bloomsburg, as a state institution of higher education, strives to achieve a balance between its right to maintain an orderly, educational environment, and the constitutional right to privacy of its students. Although the Attorney General's Office has recently ruled that, "it is not necessary that a 'search warrant' be used by Residence Life personnel in searching rooms if the object of such search is to enforce disciplinary rules," the Housing & Residence Life Staff at Commonwealth University – Bloomsburg has voluntarily adopted a balance between institutional and individual rights. Designed in accordance with the Commonwealth University - Bloomsburg Joint Statement on

Rights, Freedoms, and responsibilities of students, this policy is intended to compliment the health, safety, and maintenance inspections of those searches authorized by student invitation or consent.

When the purpose of the search is for enforcement of municipal, state, or federal laws and might result in the arrest of the person(s) involved, a civil search warrant will be obtained from the local district magistrate and served by duly-authorized law enforcement officers. The procedure listed below should be followed:

- All resident hall room searches must be approved by the Associate Vice President of Student Affairs or his/her/their designee. Campus Police or other law enforcement agencies must legally obtain a search warrant.
- The room may be searched only if there is “reasonable cause” to believe a student is using his/her/their room for purposes in violation of federal, state, and local laws, University regulations, or the health/safety/welfare of occupants or guest of the room/apartment are believed to be in jeopardy. “Reasonable cause” is defined as *facts and circumstances beyond a mere suspicion* that the room is being used for a purpose contrary to University policies & regulations and/or local, state, or federal law.
- All room searches, other than those searched by Campus or other law enforcement agencies, will be carried out by the Housing and Residence Life Staff. When a member of the Housing & Residence Life Staff feels that such “reasonable cause” exists, he/she/they will complete a search authorization form, specifying the applicant, date, facts, and circumstance constituting “reasonable cause”. This also includes materials to be seized, names of the two Housing & Residence Life staff members who will conduct the search. The form will be presented to the Associate Vice President of Student Affairs or his/her/their designee.
- If the Associate Vice President of Student Affairs or his/her/their designee feels such “reasonable cause” does exist, he/she/they will issue an administrative search warrant form (in duplicate) to be used by two authorized professional Housing & Residence Life staff members who will conduct a search. A professional staff member must be present.
- If conducting the search, the Housing & Residence Life staff members will attempt to have the occupant(s) present.
 - If present, the occupant(s) should be:
 - Informed that any materials found may be used in University judicial hearings, a court of law, or both.
 - Presented a copy of the administrative search warrant.
 - Given the reason for the search and materials to be seized.
 - If occupants are not present, the search may be conducted at a later time.

Should the search for specified materials uncover other substances indicating illegal activity or violation of campus regulations, they will be seized.

When a search is completed, the Housing & Residence Life staff member should complete a search inventory form with an explanation of the material seized and ownership specified in detail. This form and all material confiscated should be given to the Associate Vice President of Student Success & Campus Life.

SMOKING AND VAPING

In support of a safe and healthy environment for all students, faculty, and staff, the University has designated all buildings as a smoke-free environment. Smoking is not permitted in any residential facility. It is only permitted 25 feet away from the building. Students must utilize designated receptacles for disposal. Smoking includes but is not limited to the burning of any type of lighted pipes, hookahs, cigars, cigarettes, electronic devices (i.e. vapes) or any other smoking equipment/devices whether filled with tobacco or any other type of substance.

SALE AND SOLICITATION

The sale and solicitation of goods and services is prohibited in all residential facilities unless approved by the Office of Housing & Residence Life. Solicitation is defined as any activity that seeks contact with residents to collect information, sell items/services, or gain support. Solicitation applies to a wide range of activities that may include:

- Selling
- Petitioning
- Advertising
- Campaigning
- Distributing Fliers
- Product promotions
- Organizational recruitment
- Providing personal services (i.e. hair services, nails, tattoos, etc.)
- Surveying residents by telephone, mail, e-mail, or in person.

STORAGE

The Office of Residence Life does not provide storage for any student's personal belongings nor University property that is being replaced by personal property. For example, if a student brings a desk chair to campus, the University-owned desk chair cannot be placed in storage.

THEFT

Theft of unauthorized possession of personal or University property is prohibited. Students who are the victims of theft should contact Campus Police and inform a member of the Housing & Residence Life Staff.

TRAFFIC CONTROL AND ROAD SIGNS

Signs or traffic control devices including, but not limited to, stop signs, pedestrian/traffic control, street signs, etc. Are property of the federal, state, county or city governments. They are not permitted in residential facilities. Possession of such signs/devices may result in a referral to Campus Police as well as the Office of Student Conduct. These signs/devices may also be confiscated.

UNIVERSITY PROPERTY

University property in common areas are the joint responsibility of the occupants sharing the facilities. Under no circumstances should university property be moved to student's personal spaces. All residence hall facilities are furnished with a bed, dresser, drawers and wardrobe section, desk and chairs, and micro fridge (with the exception of Soltz and upper campus apartments). Students must not remove any furniture from the space and will be assessed and billed for missing furniture or fixtures at the end of the academic year or upon termination of the Housing Agreement.

VANDALISM

Vandalism is defined as any intentional behavior which causes damage, violates policy, or is reckless or negligent. Willful destruction or defacement of any personal or University Property is prohibited. When damage occurs to common space facilities, an investigation will occur and responsible individual(s) will be billed along with student conduct action.

VISITATION

The visitation guidelines for students living in the Residence Halls of Commonwealth University-Bloomsburg have been developed in an effort to balance student privileges with academic demands, the rights of occupants not hosting a guest, and health/safety measures. It should be noted that visitation is a privilege, not a right. Students violating this privilege or the rights of others may be subject to the loss of some or all visitation privileges.

A mature attitude is necessary when exercising your freedom and responsibility regarding guests in residential facilities. Visitation guidelines are in place to provide a measure of safety to residential communities. Please understand that any system is only as safe as those using it. Safety is a shared responsibility.

A guest is considered anyone that is not assigned to a specific room. Therefore, a guest can be a non-commonwealth University-Bloomsburg student, family member, Commonwealth University student, off-campus student, a student from another resident hall, or a resident of the same hall. Please understand that it is expected that hosts will escort your guests and inform visitors/escort policies when entering any on-campus residence. Failure to comply with visitation guidelines will result in disciplinary action as outlined in the Student Code of Conduct.

No one under the age of 18 years old is permitted to stay without supervision of a legal guardian, unless it is a recognized University special event, i.e. Siblings Weekend. This could include providing childcare/babysitting.

The following information outlines visitation guidelines:

- Overnight visitors, limited to 2 per resident, can visit up to (2) consecutive days. Overnight visitors cannot exceed (6) night visits in one month.
- Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and Housing & Residence Life Policies. Violations of any policy by a guest may result in disciplinary action being taken against both the host and the guest.
- Guests must enter and exit the building through the front doors.
- Guests must be specifically invited by a resident in order to be permitted into the residential facility.
- Residents should never agree to escort a person they do not know personally. This included opening the door to allow unknown visitors to enter a residential facility.
- Guests who reside in the same residence hall are not required to be escorted.
- Guests must be escorted by your host at all times when walking throughout the residential facility.
- Guests left unattended may be documented and escorted out of the building. In addition to this, their hosts may be documented for leaving their guest(s) unattended.
- Students are permitted to have visitors in their rooms only if there is no objection from their roommate(s). In case of a disagreement between roommates, the person without the guest will retain priority.

- Guests can be asked to leave if they are causing a disturbance or if a roommate does not wish them to be there. University staff will make this decision.
- Violating a roommate's right of entry into their room or hindering a roommate's ability to study and/or sleep within their room because of a guest's continual presence is considered a violation of the guest policy.
- Guests may not stay in unoccupied beds in a room/apartment without the consent of the resident whose bed is to be used.
- Guests must be registered online via the Overnight Guest Registration form at <https://www.commonwealthu.edu/forms/overnight-guest-registration>.

Please note: Block Party weekend is not a University sponsored event. However, there will be additional visitation restrictions for non-Commonwealth University – Bloomsburg students during that weekend.

WEAPONS

Weapons are prohibited in residential facilities. The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, or incapacitate. This includes, but does not limit to the possession or use of items such as any firearm, illegal knives (non-folding blade over 3" in length), club, or any other weapon (not restricted to legal definitions) that may be hazardous to the health and/or safety of residents.

This includes, but is not limited to: rifles, pistols, shotguns, pellet guns, airsoft/paintball guns, Orbeez gel blasters, BB guns, taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes, machetes, swords, spears, bowie knives, daggers or similar knives (non-folding with blades of 3" in length), double-edges blades, or switch blades. These items are not permitted in the residential facilities. Nerf-Type weapons may be stored in a residential room, but not used anywhere inside the residential facility.

Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University Housing. Campus Police has a 24-hour accessible weapon locker where weapons may be stored. If you have questions, please call Campus Police at 570-389-2211.

Residential Safety Information & Procedures

FIRE SAFETY

- Be familiar with all of the possible evacuation routes from your room/wing/suite/apartment.
- Always evacuate the building, using the closest exit, when an alarm sounds.
- Do not attempt to use the elevator during an emergency.
- State mandated fire drills are twice a semester to practice safe evacuation techniques. Each fire alarm should be considered a real incident. Remain calm and follow all evacuation procedures.
- In case of a fire alarm, please note that you may be outside for an extended period of time. Please be sure to take appropriate clothing to accommodate weather if you can do so safely.
- Failure to follow the instructions of University staff or emergency personnel will be referred to the Office of Student Conduct.

FIRE PREVENTION

- Appliances with an open heating element are not permitted in Residence Hall rooms. Follow guidelines in the “Suggested Packing List/Prohibited Items” Section of this guide.
- All electrical appliances must be kept in good working condition and are subject to inspection by University officials.
- The burning of candles and incense in Residence Halls or apartment is strictly prohibited. Wax warmers are only permitted if the sole heat source is a small incandescent light bulb.
- Smoking of any kind is prohibited inside the residence halls and apartments.

DISCOVERING A FIRE

1. Go immediately to the nearest fire alarm pull station and pull the handle down to activate the building alarm.
2. Close doors behind you as you exit.
3. Exit the building as quickly and as safely as possible via the nearest accessible fire exit. If you encounter smoke while exiting, keep as low to the floor as possible.

FIRE EVACUATION

- Feel any door for heat with the back of your hand; check for smoke.
 - If there is heat and/or smoke, place a blanket, wet if possible, at the bottom of the door and do not go out. Open the window to attract the attention of the firefighter and admit fresh air. Wrap a towel, wet if possible, around your nose and mouth, remain close to the floor, at the window, to avoid smoke inhalation.
- If it is safe to leave your room:
 - Leave lights on
 - Close windows and doors
 - Follow posted evacuation route or walk to the closest safe fire exit calmly.
 - Move away from the building and proceed with your identified meeting area.
 - Stay out of the way of firefighters and fire-fighting equipment
 - Do not re-enter the building until directed to do so by University staff

- Follow directions given by University staff and emergency personnel
- If there is an actual emergency, you may be asked to move to an alternate location. Housing & Residence Life staff will direct you where to go.

MISUSE OF EQUIPMENT

Misuse of safety equipment or procedures including tampering with fire equipment, exit lights, exit signs, handrails, and initiating false or malicious fire alarms will result in fines and/or disciplinary action, up to and including arrest.

Tampering with fire equipment also includes covering a smoke detector which is subject to disciplinary actions and a fine of at least \$100. This could include immediate termination of residence hall/apartment agreement and possible suspension.

Since the potential danger posed to a residential community by fire is so severe, any resident identified as igniting any facility, furnishing, or equipment, interfering with officials, interfering or tampering with a fire alarm system or safety equipment, i.e. covering a smoke detector or placing false alarms will be subject to immediate removal from the residence hall, and subject to fines, and/or disciplinary action, up to and including arrest.

In addition, residents should conduct themselves in a way that is safe and orderly at all times. Any behavior that is threatening to the safety of the community will be dealt with subject to fines, and/or disciplinary action, up to and including arrest.

ROOM DECORATION GUIDELINES

- Room doors cannot be blocked and must be able to open completely.
- You may not hang anything from/on the ceiling that would obstruct the operation of lights, smoke detectors, sprinklers, etc.
- You may not hang anything from pipes, conduits, or fire sprinklers.
- When hanging items on the walls, you may not screw or nail into the walls. We highly recommend painter's tape or 3M removable adhesive strips in the traditional residence halls. Thumb tacks should be used in the suites and the apartments. Do not use duct tape. In addition, large items such as TVs, shelves, etc. should not be hung from the walls. Residents will be billed for any damage to the wall(s).
- Items on the outside of your door must be in good taste; not obscene or offensive to anyone. If you think something is questionable, keep it inside your room.
- Do not hang items on your room door. Place them on the provided bulletin boards. Twinkle lights or door mats on the exterior of your room are not permitted.
- Any bulletin boards on room doors or walls (apartments) should not be removed. Residents will be responsible for the cost to replace/rehang any bulletin boards.
- Apartment residents cannot alter the outside of their apartments, which may include: installing a satellite dish, flagpole, items hanging from windows, other decorative/artistic, political signs, flag, or any item that is deemed offensive to others.

SAFETY INSPECTIONS

Each semester Housing & Residence Life staff will inspect each student room to ensure there are no safety issues, present. Students will be notified prior to the inspection.

UNIVERSITY POLICE DEPARTMENT

The University Police Department is available to all faculty, staff, students and visitors in the interest of safety. You can contact UPD by:

- Stopping by the Campus Police Department
- Using any of the blue light emergency call boxes located throughout campus
- Dialing 570-389-2211 or 570-389-5000 from your phone.

Know the Lingo! Bloomsburg Terminology

CGA	Community Government Association
Commons	The Scranton Commons, dining hall
GHD	Graduate Hall Director – every hall/apartment has one!
HOWL	Husky Orientation Workshop Leader
Husky	The Husky Lounge, dining location
JKA	Jessica Kozloff Apartments
KUB	Kehr Union Building
Late Night	A dining time from 9:30pm-12am(midnight) hosted in Husky Lounge
LC	Learning Community
MOA	Mount Olympus Apartments
MPA	Montgomery Place Apartments
RA	Resident Assistant
Rec	The Student Rec Center
Res Life	Residence Life Team
Roongo	Bloomsburg's mascot!
Quad	The academic quadrangle; big grassy location between the academic buildings
Tri-Level	3-level parking garage located just next to Elwell Hall

