

# EASTMAN STUDENT LIVING CENTER **HANDBOOK**

2025-2026



[esm.rochester.edu/studentaffairs/reslife/](http://esm.rochester.edu/studentaffairs/reslife/)

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## **Welcome to the Eastman Student Living Center!**

Embrace your home away from home at the Eastman Student Living Center!

Develop practical skills and lifelong friendships in a community of musicians.

Eastman's Residential Life program provides opportunities for students to live and learn in Downtown Rochester.

The Student Living Center (SLC) was built in 1991 and provides housing for 350 students from the Eastman School of Music. The building consists of the fourteen-story Cominsky Tower and a four-story quadrangle surrounding a landscaped inner courtyard. The Eastman Student Living Center provides convenient housing as a majority of students live on campus and it is in close proximity to practice rooms, rehearsal spaces, restaurants, and museums. All of which makes it a great place to live. All members of the Eastman Community are welcome to use the first floor of the SLC for socializing, relaxing, and dining. Floors two through fourteen and the basement are restricted to residents.

Living on campus provides many opportunities to enhance the college experience. The Office for Residential Life supports this experience by providing an inclusive, safe, supportive, educational, and engaging environment. As a staff, we work to nurture the personal and professional growth of all of our residents through programs and services that support the development of the whole student.

We encourage you to read these policies carefully. These materials are designed to help you prepare for arriving at Eastman. If you have any questions, please visit us at the Office for Residential Life in the Student Living Center, 100 Gibbs Street, Suite 103; call 585-274-1106; check out our website [esm.rochester.edu/reslife](http://esm.rochester.edu/reslife); or email us at [reslife@esm.rochester.edu](mailto:reslife@esm.rochester.edu).

### **Land Acknowledgement**

We acknowledge with respect the Seneca Nation, known as the "Great Hill People" and "Keepers of the Western Door" of the Haudenosaunee Confederacy. We take this opportunity to thank the people on whose ancestral lands the University of Rochester currently resides in Rochester, New York.

# Staff Directory

Office of Student Affairs  
100 Gibbs Street, Suite 103  
Rochester, NY 14605  
Phone: 585-274-1106

<b>Rachel Taylor (She/They)</b> Student Affairs Office Coordinator rtaylor@esm.rochester.edu	<b>Dr. Robert E. Bones (He/Him)</b> Assistant Dean of Student Affairs rbones@esm.rochester.edu
<b>Joseph Broadus (He/Him)</b> Front Desk- Mail and Package Room jbroadus@esm.rochester.edu	<b>Cassy Lopez (She/Her)</b> Area Coordinator for Residential Life reslife@esm.rochester.edu
<b>Chaquasia Turner (She/Her), Shamiah DiFrancesco (She/Her) and Luenza Boone (She/Her)</b> Front Desk - Overnight & Weekends	<b>Daniel Muhammad (He/Him) M.S.</b> Assistant Director for Student Activities and Engagement dmuhammad@esm.rochester.edu
<b>Brooke D'Aprile (She/Her)</b> Administrative Coordinator bdaprile@esm.rochester.edu	<b>Office for Student Activities and Engagement</b> studentactivities@esm.rochester.edu
<b>Office of Student Affairs Hours</b> Open Mondays through Fridays, 8:30am - 5:00pm (excluding weekends and University Holidays)	<b>Office for Residential Life</b> reslife@esm.rochester.edu

## Student Living Center Front Desk Hours

Open 24/7 from the Fall semester's Move-In Day (Mid-August) until Winter Break Closing  
(Mid-December) and Spring Semester's Move-In Day (January) until the Day after  
Commencement (Late May).  
8:30am - 5:00pm = Day Shift  
5:00pm - 12:00am = Evening Shift  
12:00am - 8:30am = Overnight Shift

# Resident Advisors

Resident Advisors (RAs) are an integral part of the residential experience. They are located throughout the building to provide assistance and encourage community living. They are here to answer questions, plan fun events, advise students, and establish a healthy and enjoyable community. RAs complete rigorous training and are great people to get to know!

One RA is 'On Call' every day from 8pm - 8am to provide assistance and can be reached at 585-764-5707. If using the courtesy phone in an SLC Lounge, please dial 9, wait for the dial tone, then dial 764-5707.

## Resident Advisors for 2024-2025

First Name	Last Name	Supervises Halls	Room	
Jack	Leslie	A House	301	A
Sofia	Martinez	B House	304	B
Jenny	Williams	C House	301	C
Ashton	Rapp	D House	311	D
Christine	Kelly	E and F House	301	E
Viviane	Kim	Floors 2 and 3 of the Tower	301	T
Lydia	McConkie	Floors 4 and 5 of the Tower	401	T
Aiden	Hughes	Floors 6 and 7 of the Tower	701	T
Gaurav	Sarangi	Floors 8 and 9 of the Tower	901	T
Samantha	Webster	Floors 10 and 11 of the Tower	1101	T
Izaiah	Gonzales	Floors 12, 13, and 14 of the Tower	1301	T

# Helpful Offices & Resources

## CARE Referrals

When a student, parent, faculty, or staff member has a concern about an individual student, or if you are in distress yourself, please fill out a CARE referral at [www.rochester.edu/care](http://www.rochester.edu/care). CARE referrals are sent to the appropriate staff member for review. If you are concerned that there is an immediate possibility of harm, call Public Safety.

## Department of Public Safety

The University of Rochester's Department of Public Safety is committed to ensuring the safety and wellbeing of everyone in the University community. Explore our website to learn more about our mission, our services, and how we maintain safety on our campuses.

Emergency services: Call (585) 275-3333

## Dining Center

The Dining Center (DC) is a marketplace located on the first floor of the SLC. They accept cash, credit, and student meal plans. SLC Residents are required to have a meal plan. The Dining Center website is <https://dining.rochester.edu/locations/eastman-dining-center/>

## Facilities

If you would like to submit a work order request for a facilities or maintenance issue in your room and/or any common area of the SLC, you can call the Facilities Customer Service Hotline 24/7 at 585-273-4567. However, you should contact the Pest Control Unit at 585-275-3241 if you see any pests in the building as they are better equipped for these issues. Please inform your RA when you have made a report for tracking purposes.

## Non-Academic Accommodations

Requests for reasonable accommodations on the basis of a disability for University-owned housing and dining services are evaluated on a case by case basis. For more information, please see the University's Non- Academic Accommodation Services page: <http://rochester.edu/disability/guidelines-for-accommodation-requests-housing-dining.html> . Submit your request for a housing and/or dining accommodation by completing the Accommodation Request Form: <http://rochester.edu/disability/housing-dining-form.html>

## Office for Residential Life

The Office for Residential life can help you with Work Orders, Lost Keys/ID Cards, Room Changes, Pest Control, Mail/Packages, Program and Event Planning Information, Check-In and Checkout Procedures, and Policy Questions.

## Office for Student Activities and Engagement

The Office for Student Activities and Engagement can help you with Civic Engagement and Volunteer Opportunities, Club and Organization Information, Leadership Opportunities, Program and Event Planning Information, Wellness Initiatives, and New Student Orientation Information.

# **Helpful Offices & Resources**

## **University Counseling Center (UCC)**

UCC operates a counseling center location in the SLC room 107 that is available by appointment only. Appointments can be scheduled by calling 585-275-3113.

## **University Health Services (UHS)**

UHS operates a medical office in SLC 106, with hours M-F from 9:00 am – 4:30 pm beginning August 18, 2025. Appointments can be made by calling 585-275-2662.

# **ResLife Policies and Procedures**

## **Guidelines for Residential Living**

In addition to the terms and conditions listed on your housing contract, this document is intended to help you understand the policies and procedures as a resident of the Student Living Center. You will be held accountable for the information in this handbook. Our goal in having these policies and procedures is to maintain a safe, productive, and communal atmosphere in the SLC. If you have questions, please feel free to contact your Resident Advisor (RA) or the Office for Residential Life.

## **Alcohol and Other Drugs**

Underage drinking is a violation of State and Federal law and University policy. The legal drinking age to consume alcoholic beverages in New York is 21. The possession, use, and distribution of illegal drugs, and the misuse or distribution of other controlled substances is prohibited. Paraphernalia related to illegal drugs (state and federal) and binge drinking paraphernalia is prohibited. This includes funnels, drinking game paraphernalia, kegs, pipes, bongs, smoking devices, grinders, and other materials that promote illegal behaviors. Residents of legal drinking age may consume alcohol in the privacy of their room with peers who are also of age when the door is closed. Drinking or having open containers outside of your room is never allowed under any circumstances.

## **Bike Storage**

There is a bike room available in the basement of the Student Living Center. There is limited space available, so please contact the Office for Residential Life to find out more information about registration and fees.

Registration must be submitted for each academic year. Bikes that remain in storage but are not registered will be disposed of after 30 days.

## **Borrowing Equipment**

The SLC Front Desk provides a number of items (ex. vacuum cleaners, movies, games) for you to borrow. You are required to sign out the equipment with your student ID. This service is available from 8:30am - 11:30pm daily. Please return items promptly and report any damage or malfunctions to the attendant.

## **Break Housing**

The Student Living Center remains open during Fall and Spring Breaks, however the SLC closes during Winter and Summer Breaks. Residents are not permitted to stay in the building during either of these breaks and will not be given permission to stay between closing and opening based on travel plans. Limited exceptions may be made for academic obligations on a case-by-case basis. Please plan accordingly based on the dates listed on the Residential Life website.

## **Bullying and Expectations for Online Behavior**

Teasing, pranking, playing tricks on others – these behaviors can cause harm. Such acts violate the spirit and our values. In your interactions with others, be straightforward, honest, and supportive. Additionally, in all your online interactions, we expect you to behave with appropriate decorum and maturity, to treat others with dignity and respect, and to avoid language and behavior that could be construed as denigrating, bullying, shaming, and the like.

## **Cameras, Imaging, and Digital Devices**

Use of cameras, imaging, and digital devices is prohibited where privacy is expected, such as showers, locker rooms, and restrooms. Violations will not be tolerated and is grounds for immediate dismissal from a Eastman Summer program upon review by the Assistant Dean of Student Affairs or delegate. Parents will be notified of any such behavior.

## **Check-Out**

At the end of the academic year, the Office for Residential Life publishes check-out procedures. In order to avoid unnecessary charges, it is important that you follow all procedures. If you leave the SLC during a semester, then contact the Office for Residential Life for information about how to properly check-out. Residents who fail to follow the proper check-out procedures will not be able to appeal damage charges, and may be fined for an improper check-out or lock change.

## **Ciminelli Formal Lounge**

Ciminelli Formal Lounge, located on the first floor of the SLC, can be used for recitals, special events, self-serve recording, and some academic courses. Hours of operation are 8:30am - 11:00pm daily. It can be reserved through the Concert Office

<https://www.esm.rochester.edu/concerts/>.

## **Common Areas**

The SLC offers many common areas for you to use such as the Game Room, TV Lounge, Study Lounge, and floor lounges. These spaces can be used for small events, socializing, studying, relaxing, or just enjoying the views of the city and the lake from the upper stories. In order to keep these areas open, it is important that the areas are respected (e.g. kept clean, free of vandalism). If you move furniture in these areas, you are expected to put the furniture back according to the furniture maps posted in these locations. Do not move common room furniture out of the intended space. Do not leave any personal items in bathrooms, lounges, or hallways.

## **Conduct Process**

A member of the Office of Student Affairs will meet with students to address and resolve issues of student conduct. You can download a PDF version of the Standards of Student Conduct online or request a hard copy in person by visiting the Office for Residential Life, located in Suite 103 of the Student Living Center. Eastman follows the same disciplinary process and policies as the University of Rochester. Regardless of the specific process used in individual cases, all students who participate in the disciplinary process are treated with fairness, respect, and honesty. The Standards for Student Conduct can be found here: <https://www.rochester.edu/college/cscm/conduct.html>

In an effort to help offset the costs associated with administering programs and services associated with the disciplinary system, all students responsible for violating a policy will be charged a fee of \$50. This fee will be placed on the student's term bill.

## **Cooking Facilities**

In addition to the microwaves that can be found in most floor lounges, there is also a kitchen provided to all residents in the basement of the SLC. The kitchen is open daily from 8:30am - 11:00pm. In order to keep the kitchen open, residents are responsible for adhering to the following guidelines:

- Only SLC residents may use this kitchen. Non-residents are prohibited.
- Even if the door is unlocked, residents are only permitted to use this kitchen from 8:30am - 11:00pm.
- For health and safety reasons, we must keep this kitchen clean. Any items (e.g. food, pans, plates, etc.) that are left in the kitchen will be thrown away.
- Do not leave the stove or oven unattended when in use; you must remain in the kitchen.
- Make sure the stove and oven are off before you leave the kitchen.
- Residents who violate any kitchen policies are subject to student conduct charges.
- You are responsible for providing your own cooking supplies (e.g. pots, plates, spoons).

Please note that New York State fire code restricts cooking in rooms.

## **Courtesy Phones**

Phones have been installed in several locations, including in several floor lounges. Please respect them and use them to make local calls and calls to University extensions (for example, Facilities at 3-4567). Dial 9 before the number in order to contact outside lines (for example, 9-1-585-xxx-xxxx).

## **Damage Billing**

When a resident moves out, the room will be assessed for any damages beyond normal wear and tear. If Residential Life Staff find any such damages, a fee will be charged to the students' term bill at the end of the semester with the cost to repair or clean the issue. Damages will be split between the residents of a room. If there is building damage, the costs will be split between the residents of the building or the surrounding area. A summary of damage(s) charged will be emailed to the affected residents. This statement is not a bill but will itemize the damages and associated fees. It will also outline the appeals process if you feel that your bill is unjust.

Common fees assessed at the end of the semester include but is not limited to; paint chips and tears, items left behind after move out, improper checkout, lost key(s), failure to remove all Command type hooks or other adhesives from space, additional cleaning.

## **Guests**

Guests are only permitted in the residential areas (i.e. the basement and upper floors) of the SLC when accompanied by a current SLC Resident. Guests include friends who do not currently attend the Eastman School of Music, as well as Eastman students who reside off-campus. Once your guest arrives, they must sign in at the SLC Front Desk. You are responsible for your guest at all times, and your roommate(s) must consent to a guest being in your room. Overnight guests are restricted to four nights a month. Residents who violate the guest policy may have their guest privileges suspended and charged for the additional room rent. All overnight guests must be registered via the overnight guest registration form on our website and must show proof of registration if asked by university staff.

## **Housing Availability**

First-Years, sophomores, and juniors are guaranteed housing and required to reside in the SLC all three years. If you are interested in living in the Student Living Center in the fall and meet eligibility, please contact [reslife@esm.rochester.edu](mailto:reslife@esm.rochester.edu) by June 1st.

## **Pets**

The only pets permitted in the SLC are fish. Fish must be kept in an aquarium that is 5 gallons or smaller.

## **Posting Policy - Advertising**

Advertising in the SLC is strictly limited to Community Advertising Boards. Posting is not allowed on doors, windows, bathroom mirrors, floors or rugs, in elevators or in stairwells. Advertising may not be slid under student room doors. If you would like something posted you must submit your flyer to the front desk. Once approved, CAB will post the flyer to the bulletin boards located on the first floor. Any flyer not submitted to the front desk will be removed. Promotional literature posted on any surface other than bulletin boards will be removed by the Residential Life or ESW staff. Commercial advertising is not permitted in any residence hall building; such advertisements will be removed by staff.

## **Posting Policy - Decorations**

You are permitted to post items to the walls of your room as decoration. Please use only painters tape or 3M brand command products. Both items are available in the Office of Residential Life upon request. Any damage to the walls will be charged to your student account at the end of the year.

## **Practicing**

Practicing is not permitted in the SLC (this includes voice and guitar). Residents are permitted to use keyboards as long as they are used with headphones. Instead of physical practice, we encourage residents to consider a systematic mental practice or visualization exercise. The Annex practice rooms should be a reasonable solution to accommodate your practice preferences.

## **Room Changes**

Room changes are never guaranteed and require prior approval from the Office for Residential Life. Please do not wait to seek help, as there is a waiting period before room changes are considered. If you have concerns about your room, please speak with your RA. If concerns continue, the Office for Residential Life will work with you to find an appropriate solution. Room change requests will be considered after October 1st.

## **Room Condition**

You are responsible for cleaning your own room. At the beginning and end of the academic year, your RA will work with you to properly complete a Room Condition Form. Your room and furnishings must be left in the same condition at the end of the year as upon your arrival. If you damage or lose SLC property, you will usually be charged the full replacement costs, unless there is evidence of previous significant wear and tear to justify prorated charges. Labor charges may be assessed at regular or overtime rates depending on the repair. These same procedures apply to residents who switch rooms during the academic year. Common area damage or theft of SLC property that no one claims responsibility for is charged equally to all members of the involved living area.

## **Room Decorations**

You must observe fire safety policy for the protection of yourself and your fellow residents. The full fire safety policy can be found online at [safety.rochester.edu/fire/ResLifeGuidelines.html](http://safety.rochester.edu/fire/ResLifeGuidelines.html). You may not permanently alter your room in any way. Use of painter's tape or 3M command products are recommended as they are less likely to damage the paint. Remember that the room must remain in good condition for future residents.

## **Room Entry**

It is the University's intention to assure all reasonable privacy in student rooms. When appropriate, reasonable advance notification will be provided before entering a student room. However, University officials (including but not limited to Public Safety, NY State Fire Marshall, Residential Life Staff, and the Environmental Service Workers) reserve the right to enter your room without notice for verification of occupancy and other Residential Life administrative functions; for performance of housekeeping or maintenance functions; for health and safety inspections; to protect life, limb, or property; to assure compliance with Housing Contract conditions as well as State, Federal, and University regulations.

## **Room Furnishings**

Residential rooms are provided with desks, desk chairs, chests of drawers, lofted beds, wardrobes, wall lights, wastebasket, and window shades. Under no circumstances may any furniture be removed from student rooms. Personal mattresses are not permitted unless approved by the Disability Service Office.

## **Solicitation**

The Office for Residential Life does not permit the selling of goods or services in the SLC for causes it does not directly sponsor. No solicitation by students or by outside companies is allowed in the SLC and specifically your room.

## **SLC Closings**

Room and board aren't covered for winter break, early arrivals, or late departures. You will not be permitted to be in your room during these times as the SLC is closed. Please take note of the important dates listed below, and arrange your travel plans accordingly. Exceptions to these dates will not be made based on travel plans, only academic reasons will be considered.

- The Student Living Center will be closed for winter break from Thursday, December 18, 2025 @ 12:00pm through Saturday, January 17, 2026 @ 9:00am.
- The Student Living Center will close for all remaining students for the summer, on Sunday, May 17, 2026 @ 12:00pm.

# Community Wellness

## Guidelines for Health, Safety and Wellness

We care about the health, safety and wellness of all of our students. Physical and emotional wellness are the foundation to a happy and healthy time here at the Eastman School of Music. Below you'll find a comprehensive guide to all of the health and safety amenities and guidelines for living in the Eastman Student Living Center. If you have any questions about or concerns please contact our office.

### Fire Alarms

You are required to evacuate the building immediately whenever you hear the fire alarm. Use the stairs and proceed to the closest exit. Never use elevators when evacuating the building during a fire alarm, as they are designed to shut down during an emergency. Carefully cross the street to the Parking Lot F along Gibbs and Grove Streets. Stand away from the building and give enough room for the Fire Department to park in front of the SLC. Remain outside until given the All-Clear by Public Safety and/or the Residential Life Staff. If you see smoke and do not hear an alarm, please pull the fire alarm, safely evacuate the building to stand across the street, and then call Public Safety to explain the situation.

### Fire Equipment

Every room has a smoke detector and sprinklers. Pull stations are located throughout the building. Tampering with any of this equipment endangers all residents. Do not cover the smoke detectors, hang anything from the sprinklers, or in any way hinder these devices from working. Penalties for tampering with or pulling a false alarm may include disciplinary action and/or criminal charges. This includes failure to evacuate during an alarm. Fines for tampering with fire equipment start at \$500.

### Identification Cards (IDs)

Lost or broken ID issues are handled by the SLC Front Desk. It is important that you notify the SLC Front Desk staff and/or Public Safety as soon as possible. If your ID is broken, you will not be charged for a replacement. If you lose your ID, you will be responsible for paying for the replacement. If a student is in transition and would like to update their information with the university to no longer reflect their dead name, the Burgett Intercultural Center offers support.  
<https://www.rochester.edu/college/bic/lgbtq/preferred-name-instructions.html>

### Illness or injury

In the event that you become ill or injured and need help, please notify your RA. If it is an emergency, please call Public Safety. The University Health Service (UHS) has an office on the first floor of the SLC. UHS also provides a Physical Therapy office in the basement of the Student Living Center. To schedule an appointment with UHS call 585-275-2662.

## **Keys**

Lost or broken key issues are handled by the SLC Front Desk. It is important that you notify the Office for Residential Life and/or Public Safety as soon as possible. If your key is broken, you will not be charged for a replacement. If you lose your key, you will be responsible for paying for the replacement.

## **Laundry**

The Laundry Room is located in the basement of the SLC. Laundry costs are covered within the annual room rate. Students who do not live in the SLC who are found using the Laundry Room are subject to disciplinary action and fines. Residents are responsible for providing their own laundry supplies (e.g. detergent, dryer sheets). Please make sure to remove all items from the Laundry Room as soon as you are done using the machines. The Office for Residential Life is not responsible for lost or damaged items. Report issues such as broken or malfunctioning machines by calling the maintenance hotline number listed in the laundry room and ask the Front Desk to place an Out of Order sign on the machine.

## **Personal Safety**

Always lock your room door and carry your ID card with you. Do not prop doors open; as it endangers everyone who lives in the SLC. Note the Blue Light Emergency Phones throughout campus which give you direct access to UR Public Safety. If you are ever the victim or witness of a crime, call Public Safety immediately to make a report.

## **Personal Property Insurance (Renters Insurance)**

Students' personal property brought to the University is not covered for damage or loss by the University's insurance. We strongly suggest you review your parents' homeowner's insurance to determine what is covered by that policy or can be covered with a rider to that policy. Specifically review the information about theft of property because many policies only cover damage, not loss.

We recommend you review the college student property insurance options from National Student Services, Inc. and obtain coverage in case your property is damaged or lost. Start by getting a personal property insurance quote.

## **Physical Therapy**

There is a physical therapy office that is operated by University Health Services in room B-06 of the SLC. A temporary card to access the basement for non-residents is available for check out at the SLC Front Desk. Appointments can be made by calling 585-275-2662.

## **Recycling**

In order to promote sustainability, there are recycling bins located throughout the building, including most lounge spaces. Recyclable materials include flattened cardboard, paper, beverage cartons, metal, glass, and all types of plastic (#1-7). There are also recycling programs for less common items; specific directions can be found on the UR Recycling Website: <https://www.rochester.edu/sustainability/recycling/>

## **Roommate/Community Issues**

If you are having issues with your roommate and/or hallmate(s) and you are unable to resolve them on your own, the next step is to speak with your RA. Your RA can provide you with guidance about how to properly address your concerns. Mediation services are available through the Office of Residential Life and can be helpful in the event of a dispute. Please contact your RA if you wish to engage in a mediation.

## **Smoking/Vaping**

The University of Rochester, including the Eastman School of Music, is a smoke and tobacco free campus. Smoking is not permitted anywhere in the SLC, the SLC courtyard, or within 30 feet of the main entrance to the building. Students found smoking are subject to disciplinary action and fines. Vapes and electronic cigarettes are also not permitted anywhere in the aforementioned areas.

## **Sports/Activities**

Since the courtyard is surrounded by glass windows, sports that could break the windows (e.g. baseball, basketball, football, golf, lacrosse, soccer, softball, tennis, volleyball) are not permitted. Residents are welcome to play with sporting equipment such as whiffle balls, badminton, and Frisbees. Neither sports nor rough-housing are permitted inside the SLC.

## **Quiet Hours and Courtesy Hours**

Quiet Hours in the SLC are: Sunday – Thursday, 11:00pm – 8:00am; Friday and Saturday, 1:00am – 9:00am. During quiet hours, noise in the residential floors should be contained in individual rooms with the door closed. If noise can be heard in the hallway or by neighbors, it is too loud. There is also an expectation that noise volume will be reasonable during all hours to be courteous to fellow residents. Please note: a resident's right to study takes priority over excessive audible sound.

## **Telephones**

University telephones are no longer installed in resident rooms due to increased use of mobile phones. Room phones can be installed upon request by calling University IT at 585-274-1160. University telephones that can call University and local numbers are available for use in common areas, including floor lounges.

## **Trash**

All residents are responsible for removing their own garbage from their rooms. A trash closet and recycling bins are located on each floor for garbage disposal. Be responsible and take care of your own garbage. Please take large items to the loading dock behind the Dining Center for disposal.

## **Vandalism**

In the event of a vandalism event in community building areas (e.g. hallways, stairwells, lounges, elevators, etc.), replacement and repair costs for damage may be divided by the residents of the building or within a designated area if the responsible party cannot be identified. Notify your RA or the Office for Residential Life if you witness any incidents.

# **Transportation**

This section is dedicated to all transportation needs and options currently available for residential students.

## **Shuttles**

The shuttle buses are open to anyone who holds a University of Rochester (Eastman included) ID card. The Red Line goes directly between Eastman and the River Campus during weekdays, and the Orange Line connects the two campuses in the evening and weekends. There are other lines that make various stops throughout Rochester from the River Campus. Full bus schedules and destinations can be found at the SLC Front Desk or online at

<http://www.rochester.edu/parking/shuttles/>

## **UofR Safe Ride Expands Service Locations and Hours**

Safe and reliable late-night transportation between University properties and residence halls is available to all students, including graduates and undergraduates, through the University's newly expanded UofR Safe Ride program. Download the TripShot app to request your ride and enter "UofR Safe Ride" as the service name when setting it up. Get picked up within minutes, depending on demand, from 11 p.m. to 5 a.m. during the academic year. Vans make stops on River Campus, at the Medical Center, Eastman School of Music, and residence halls. See the full list of stops and steps for requesting a ride on the Transportation website. UofR Safe Ride is provided by the Students' Association Government in collaboration with the Department of Public Safety and Transportation and Logistics.

## **Parking**

The East End Parking Garage is located right next to the Eastman East Wing. There is a discount available to students. Students can visit [MY Parking Online](#) and purchase student permits for the East End Garage. [University of Rochester - Parking Portal \(t2hosted.com\)](#)

## **Bikes**

There is a bike room available in the basement of the Student Living Center. There is limited space available, so please contact the Office for Residential Life to find our more information about registration and fees.

# **Amenities**

This section is dedicated to information regarding the special features that are included with living in the Student Living Center. We encourage all of our residential students to take advantage of everything the SLC has to offer during their time living with us!

## **Front Desk**

The SLC Front Desk is located at the main entrance of the Student Living Center. When entering the building, all students, faculty, and staff must show their IDs to Office Assistants working at the SLC Front Desk every time. Guests are required to provide identification and sign in at this location. The SLC Front Desk also lends items such as games, movies, cleaning equipment, and keys to communal facilities within the SLC to residents between 8:30 am and 11:00 pm on weekdays. The Front Desk can be reached by phone at 585-274-1251.

## **Furniture**

Each room is furnished with a desk, desk chair, chest of drawers, bed with Twin XL mattress, wardrobe, window shades, and wastebasket. Under no circumstances may any furniture be removed from student rooms. Lounge furniture may also not be moved from lounges to student rooms. Moving furniture may result in fines and possible student conduct charges. We encourage students to bring their own lights, rugs, decorations, and any items that they feel that they need. Large furniture items are prohibited. A full list of items that are suggested and prohibited can be found here: <https://www.esm.rochester.edu/reslife/room-information/>

## **Game Room**

The SLC Game Room is located in the basement and the key can be borrowed from the SLC Front Desk. It is available on a first come, first served basis. Enjoy a game of pool, ping pong, air hockey, foosball, or play cards on one of the poker tables with friends. Use this room for studying or social events. Speak with your RA or the SLC Front Desk for more information. Open between 8:30 AM- 11:00 PM nightly.

## **Lost and Found**

All lost and found items should be handed over to a Public Safety Officer. Lost University keys and IDs may be turned in to the SLC Front Desk. Valuable items such as wallets, phones, electronics, etc. should also go to DPS.

## **Media Lab**

The computer lab is located in the SLC, Suite 103J for all members of the Eastman community. Hours are posted outside the lab. Residents are able to access the Lab between 7 AM and 11 PM daily. Information about equipment, software, and services can be found on their website: <https://www.esm.rochester.edu/esmtmp/ed-tech/labs/#medialab>

## **Public Restrooms**

Public restrooms are available to all Eastman community members and guests on the first floor of the SLC. These are located near the Mail Room. Both are restrooms handicap accessible. Menstrual products and all gender restrooms are available on the first floor.

## **Reed Room**

There is a Reed Room located in the basement of the SLC for the reed-making convenience of our double reed players. Residents need to register for a key to this room through the Office of Student Affairs. This room cannot be used as a practice space. Open daily between 8:30 PM and 11:00 PM.

## **Storage**

If you are interested in storing items in the SLC, you must register and pay a storage fee. During scheduled move-in, move-out, and break times, storage hours will be posted. If you want to access your items at other times, you must set up an appointment with your RA at least 24 hours in advance. Residents who fail to give at least 24 hours' notice may not be able to access their items. Bike storage is also available through the Office for Residential Life.

## **TV and Study Lounges**

The TV Lounge and Study Lounge are located in the basement of the SLC and are open 24/7. Availability is on a first come, first served basis. Residential Life and Student Activities may reserve the TV Lounge for programs and events. Cable TV can be accessed via this link <https://tech.rochester.edu/tutorials/stream2-web-browser-access/>, and following the listed instructions.

## **Work Orders**

Work Orders can be made with Facilities by either calling their 24-hour hotline at 585-273-4567 or online at <https://ceres.ur.rochester.edu/fss/fweb.home>, then click "Routine Work Request". The SLC is in their system as the building "402 EASTMAN COMMONS STUDENT LIVING CTR". Make sure you select the proper floor and room, and provide a full description of the issue.

# Mail and Packages

**The Mail Room**, which is located on the first floor of the SLC, and remember to keep your combination to yourself.

**The Package Room**, which is also on the first floor of the SLC, is open Monday – Saturday. Hours may vary from semester to semester due to staff availability.

When you have mail sent to the SLC, please make sure to use your complete address. You should include your mailbox number, not your room number.

**{Your Name}**  
**Student Living Center**  
**100 Gibbs Street {Your Box #}**  
**Rochester, NY 14605**

## **How will I know if I have mail?**

Letters will be placed in your CPU mailbox; you will not be notified when this occurs. Please check your mailbox on a regular basis. Packages will be placed in the package room and you receive a “Package Notification” in your student email. You must pick up your packages during the posted hours. You will need to show your student ID. Perishable packages (e.g. flowers, cakes) are kept at the SLC Front Desk and are not recommended for delivery to the SLC. If you receive one of these packages, you will be notified by a staff member. Please ensure that you are checking your email regularly so that you are notified in a timely manner.

## **Can I buy postage materials in the SLC?**

The SLC Front Desk does not sell stamps, boxes, or any other mailing supplies. Stamped envelopes and/or packages with prepaid labels can be mailed from the Information Window in the Main Hall. Stamps and package tape can be purchased at the bookstore.

## **What if forgot my mailbox combination?**

If you forget your mailbox combination, please come to the SLC Front Desk. It is important that you change your mailing address if you will be away from the SLC for long periods of time (e.g. summer break, a Leave of Absence) and when you permanently move out of the SLC. At the end of the academic year, the Office for Residential Life will record your summer mailing/new permanent address on your express check out form. Please note that the Office for Residential Life does not forward mail during summer break or during winter break as the office does not accept mail during this time. Any items that arrive will be returned to sender.

Any questions regarding mail, packages, or deliveries to the building, can be answered at our front desk or the package room.

# The School Song

"The Genesee" Words by T. T. Swinburne '92  
Old melody arranged by Herve D. Wilkins, '66

Full many fair and famous streams  
Beneath the sun there be,  
Yet more to us than any seems  
Our own dear Genesee.  
We love her banks and stately falls,  
For to our minds they bring  
Our dear old alma mater's halls  
Where sweetest memories cling.

No castled crags along her way  
Romantic splendors cast;  
No fabled or historic lay  
Recalls the golden past.  
But more than battlemented walls,  
Or legends they may bear,  
Are alma mater's vine-clad halls  
And memories lingering there.

As flows the river gathering force,  
Along her steadfast way,  
May we along life's devious course  
Grow stronger day by day.  
And may our hearts, where'er we roam,  
Forever loyal be  
To our beloved college home  
Beside the Genesee.

\* Traditionally only the first and third verses are sung at University functions.

As a community, the University of Rochester is defined by a deep commitment to **Meliora** – ever better. Embedded in that ideal are the values we share: **equity, leadership, integrity, openness, respect, and accountability**.

Together, we will set the highest standards for how we treat each other to ensure our community is welcoming to all and is a place where all can thrive.

## Our Vision

The University of Rochester will continue to frame and solve the greatest challenges of the future. We are a community in which all who work, teach, create, and provide care are welcome and respected, and where all can pursue and achieve their highest objectives for themselves, their community, and the world.

Steeped in Rochester's rich history of social justice and entrepreneurial spirit, we will always be an inclusive, equitable, sustainable, and responsive organization at every level.

## Our Values

We will hold ourselves accountable to these values in the design of our programs, the development and delivery of our services, the evaluation of performance, and the ways in which we interact as a community.

**MELIORA** – We strive to be ever better, for everyone.

**EQUITY** – We commit to diversity, inclusion, and access.

**LEADERSHIP** – We take initiative and share responsibility for exemplifying excellence.

**INTEGRITY** – We conduct ourselves with honesty, dedication, and fairness.

**OPENNESS** – We embrace freedom of ideas, inquiry, and expression.

**RESPECT** – We value our differences, our environment, and our individual and collective contributions.

**ACCOUNTABILITY** – We are responsible for making our community ever better, through our actions, our words, and our dealings with others.

**& Vision  
Values**

UNIVERSITY OF  
ROCHESTER

**MELIORA**



UNIVERSITY of ROCHESTER

[ROCHESTER.EDU/VALUES](http://ROCHESTER.EDU/VALUES)

# Important Phone Numbers

\*more information on these offices and their services inside!

## Public Safety

Regular Number (24 hours): 585-275-3333

Emergency Number (24 hours): x13

## RA On-Call

On Call Phone (8pm-8am): 585-764-5707

## Facilities

Customer Service (24 hours): 585-273-4567

## Pest Control

Customer Service (M-F 8:30am-5:00pm): 585-275-3241

## University Health Services

Eastman Office (M-F 9:30am-4:30pm): 585-274-1230

River Campus Office: 585-275-2662

## University Counseling Center (UCC)

Office Number: 585-275-3113

## RESTORE Sexual Misconduct Hotline

Confidential hotline (24 Hours): 585-546-2777

## Laundry Services

Customer Service (24 hours): 1-800-527-2219

## Office of Student Affairs

Office Hours: M-F 8:30am-5:00pm

Office Number: 585-274-1106

## Eastman SLC Front Desk

Office Hours: M-F 8:30am-5:00pm

Office number: 585-274-1251

## University ID Office (Staff and Faculty)

Office number: 585-275-3975

## Bursar's Office

Office Number: 585- 275-3931

## Eastman Community Music School ID Office (ECMS Programs, Community Students, Faculty, and Staff)

Office Number: 585-274-1400



[esm.rochester.edu/studentaffairs/reslife/](http://esm.rochester.edu/studentaffairs/reslife/)