

December 2007

Welcome to Residence Life at Suffolk University! We are eager to greet you on January 13th as you move into one of our residence halls!

I hope that you are looking forward to your new adventure. Living in the residence hall will hopefully be one of the most positive experiences that you have during your time at Suffolk. In our community, we value respect of self and others. Without respect, the community will not be successful. Our definition of a successful community is to provide a community which is safe and secure; promotes academic and intellectual achievement; supports personal growth and development; encourages responsible citizenship and community engagement; and expects respect of all and appreciation of diversity. We are looking forward to having you be an active member of the residence hall community!

We do consider information provided to us in the housing application, but please understand that spaces are quite limited in January so we don't have as much flexibility as we do over the summer. If you find that your living situation is not ideal, you may request a room change after the first week of the semester. Every attempt was made to honor building and room type requests, as well as roommate requests, where applicable.

A few important highlights (in alphabetical order):

~~FORMS: All of the forms that you need to fill out can be found on our website at www.suffolk.edu/reslife under the '2007-2008 Welcome Guide' section or as noted below.~~

Billing Information: Many of you may have received a bill in the last week or so. This bill was designed to include your housing charges. NOT EVERYONE got one. Many of you will receive a bill for the spring semester when you arrive on campus for Orientation in January. Most likely, you will need to make a payment (of up to 50%) in order to keep your room assignment. In addition, you must be registered as a FULL-TIME student in order to be a resident student. If you have questions about your housing charges, payments, etc., please contact the Office of the Bursar directly. You can reach that office via phone: 617.573.8407 or via e-mail: STDACT@suffolk.edu.

Change in Plans? If your plans have changed and you will no longer be living in the residence halls – or attending Suffolk University, it is important for us to have that information at this time. As we receive the information, we will pass it along to The Office of the Bursar/Student Accounts and they will make the necessary adjustments to your student account. Please notify us via e-mail (reslife@suffolk.edu) or by fax 617-305-2504.

Cell Phones @ Miller: Due to the nature of the construction of Miller Hall, cell phone reception can be a bit spotty. Students report that the best service seems to come from Verizon and Sprint. Students report that service for T-Mobile and Cingular can be inconsistent.

Emergency Form: All resident students must complete an emergency form. The form is on [our website](#). **Please print it, complete it and bring it with you on move-in day.** We cannot give you a key unless we have this form from you.

Health Form: If you are NEW to Suffolk, you must complete a Health History and immunization Form. You can find this on the Health Services website: www.suffolk.edu/healthservices and click on the 'Forms' link. **Please print it, complete it and bring it with you on move-in day.** You MUST complete the Health History in order to receive your room key.

License Agreement: Each resident student signs a FULL ACADEMIC YEAR license agreement. For January admits, the license agreement is for the remainder of this academic year – through May 3, 2008. The only reason that a student can be released from the agreement outright is to participate in Suffolk's Study Abroad program. All other students must petition to be released from the agreement. The Food and Housing Board reviews all petitions. Releases are rarely granted and only in extraordinary circumstances.

If there is a "LA" notation next to your name at the top of this letter, we do not have your license agreement. Please find the agreement on [our website](#). **Please read through the agreement, print the signature page, complete it and bring it with you on move-in day.** We cannot give you a key until we have this paperwork.

- Meal Plans:** The Sodexo Corporation manages all food service at Suffolk University. The meal plan is explained in detail in the Sodexo brochure and in the residence hall welcome booklet and on the Sodexo website at www.sudining.com. All resident students have been assigned to Meal Plan B, **if you wish to change your plan, please complete the MEAL PLAN CHANGE FORM on our website and return it to us by February 1st.** If you plan to stay with the assigned meal plan, no further action is needed. If you have dietary issues, I would encourage you to speak directly with our Sodexo staff. They are willing to work with all students who may have special needs. The best number to reach them at is 617-305-2511.
- Orientation:** If you are traveling from a great distance (outside of the New England, eastern NY area) and plan to attend January Orientation – including International Student Orientation, **please contact us if you need to move-in early. You MUST e-mail us (reslife@suffolk.edu) by January 2nd or 48 hours in advance of your arrival, whichever comes first. NO ONE CAN MOVE IN PRIOR TO JANUARY 3RD.** This opportunity is only granted to those students who can not ‘commute’ to and who are registered for the Orientation program. It is possible that you may be placed into a temporary room for a few days. **THERE CAN BE NO EARLY MOVE-IN AT 10 WEST STREET.**
- Property Insurance:** We recommend that you check your family’s homeowners insurance regarding coverage of your personal belongings. Suffolk University “will not be liable for loss or damage to property that I choose to bring into my residence area whether by way of fire, accident, Act of God, loss or interruption of heat, electricity, air conditioning, burglary, theft, vandalism, or for whatever reason not directly, proximately and consequentially the result of the sole and exclusive negligence or misconduct of the University”. There is a brochure in your packet about additional insurance, should you wish/need to purchase it.
- Refrigerators, Safes & Microwaves** If you are interested in having a refrigerator, microwave and/or a safe you will need to purchase it prior to your arrival. (A tip: you could have it shipped to the residence hall so you don’t have to transport it!)
- Welcome Guide:** The Welcome Guide will provide a great deal of the specific information that you need as you prepare to move into your residence hall. Please check it out on our website. Please read it thoroughly as you will likely find all the answers you need.
- Room Assignment:** **Your Room Assignment Sheet is at the end of this letter.** That assignment sheet includes your building and room assignment, you roommate’s contact information, your room phone number, etc.
- Status for 2008-2009:** Only students who are CURRENT FRESHMEN are eligible to live on-campus for the 2008-2009 academic year. If you are a transfer student, you should contact the Office of Undergraduate Admission regarding your status if you feel that you should be considered as a freshman. Anyone who transfers into the University is listed as a TRANSFER student, so our office does not recognize those students as freshmen. Please resolve this prior to February 1, 2008 if you are interested in living on-campus next year.

If you have questions once you have read through your packet, I hope that you will contact us! Due to the holidays, most offices, including ours, will be closed December 21, 2007 – January 2, 2008. **For the quickest response, I would encourage you to E-MAIL any questions that you may have during that time to: reslife@suffolk.edu.** As of January 2nd, our staffing is back to normal and we will be available by phone at 617-305-2500 (150 Tremont Street and the RLSP Center) and at 617-305-3260 (10 Somerset Street) from 9am – 5pm, Monday – Friday. Questions about 10 West Street can be directed to the offices at 150 Tremont until West Street opens!

Detailed driving directions are provided in the Welcome Guide. BE ADVISED: Student helpers are available in the FALL ONLY. Please bring your own helpers! ☺ **Move-in day is Sunday, January 13th. You may move-in between 10am and 5pm.** If you plan to arrive after Sunday, please contact my office so that we hold your space for you. Classes begin on Monday, January 14th.

Again, welcome to Residence Life! Our staff is looking forward to having you join our community for an exciting semester!

Best wishes for a happy holiday season!

Sincerely,
Maureen O. Wark, Director of Residence Life and Summer Programs