

Commuter Handbook



2014-2015

Dear Off-Campus and Commuter Student:

Welcome to SUNY Cobleskill! I hope your off-campus accommodations will provide you with an environment that is conducive to living and learning.

We realize off-campus and commuter students may have needs that are different from on-campus students and it is our goal to assist you in the addressing of your needs and/or concerns.

You have an excellent resource in Mr. Mike Wacksman, Assistant Director of Student Life Center. He is available to assist you with your various needs; be it through career counseling services, personal counseling, individual or group meetings and/or special programming.

If you need assistance, please come to the Student Life Center in Bouck Hall and make an appointment to see Mike or you can call 255-5300.

Please let us know how we can help. I also encourage you to participate in the Tiger's Den Association. The group serves as a leadership group so your needs can be met. Good luck and I wish you much success during this academic year.

Sincerely,

A handwritten signature in blue ink that reads "Steven M. Ackerknecht". The signature is fluid and cursive, with a large, stylized initial 'S'.

*Steven M. Ackerknecht
Vice President for Student Affairs*

GENERAL INFORMATION

The Tiger's Den Association

If you are interested in joining a club, the Tiger's Den Association is the club for you. This club is open to all students, but it is primarily made up of commuter students. They address concerns that are of interest to commuter students, but they also host a variety of events that are designed to create a sense of community on campus. Stop by the Tiger's Den or the Student Life Center for information on their meetings.

Student Lounges

There are lounges located in Bouck Hall, Hodder Hall Express Café and Warner Hall Express Café. These are places to go if you want to relax between classes. Food is available in Hodder and Warner and Twisted Whisker's is right down the hall from the Tiger's Den in Bouck Hall. The Tiger's Den in Bouck Hall has a refrigerator, microwave, and network access.

Campus Mailroom

If you would like to have mail delivered to the mailroom in Bouck Hall, you must first register for a mailbox and sign out a mailbox key.

Commuter Lockers

Lockers are available in Bouck, Hodder and Warner Hall. In order to obtain a locker, follow the instructions that are posted by the lockers.

Maintenance

The first step to take in resolving any maintenance problem is to discuss it with your landlord. Hopefully, he/she will see that the problem is taken care of promptly. If there is a minor problem, such as a leaky faucet, the tenants may save some time and trouble by making the repair themselves. If the maintenance problem is not resolved within a reasonable amount of time, further action will be necessary. Methods for securing maintenance repairs sometimes create touchy legal situations, so be sure to carefully consider what the outcome will be.

If a discussion with the landlord does not produce the necessary results, send him/her a letter listing the exact complaint and stating what action will be taken. Be sure to keep a copy of this letter for your records. It is advisable to send the letter by certified mail, with return receipt requested. This will serve as evidence that the landlord has received the letter if the case goes to court.

When Leaving An Apartment

1. Leave the apartment in good condition.
2. If a security deposit was paid, make sure you leave a forwarding address within four (4) days of moving out.

Eviction

Eviction is a serious legal problem. If this situation occurs, the best thing to do is consult a lawyer.

Commuter Parking Lot

The commuter parking lot is Parking Lot "C" located off of Route 7. Parking permits can be obtained at the University Police Office in Johnson Hall.

Bulletin Board

Bulletin boards are located near the sidewalk between the commuter parking lot and Route 7. There are also boards in Bouck Hall, academic buildings and dining halls.

Cobleskill Campus Child Care Center

This facility is located across the road from the college. It provides day care for infants through pre-school and an after school program for school-age children Monday through Friday, 7 am to 6 pm. Their telephone number is (518) 255-5854.

Lost & Found

If you lose keys, glasses or other items on campus, your first stop should be the University Police Office at Johnson Hall. The University Police Office is designated as the campus lost and found office.

Voice Mail

This enables you to access off-campus telephone service from on campus and to have the ability to leave or receive voice mail messages from faculty, staff or other students. To set up voicemail, go to the ITS Office in Warner Hall, Room 010.

If a discussion with the landlord does not produce the necessary results, send him/her a letter listing the exact complaint and stating what action will be taken. Be sure to keep a copy of this letter for your records. It is advisable to send the letter by certified mail, with return receipt requested. This will serve as evidence that the landlord has received the letter if the case goes to court.

Commuter Student Meal Plans

Cobleskill Auxiliary Services (CAS) offers meal plans for Commuter students. Commuters may also add CobyCash or Downtown Dollars to their accounts at any time throughout the semester. Visit the CobyCard Office in Knapp Hall for more information.

Off-Campus Housing

The Residential Life Office in Knapp Hall publishes a list of off-campus housing. The list may be obtained in the RLO or on their website. The RLO also collects the addresses of all off-campus students. You should let this office know what your local contact information is.

Battery Booster Pack

The University Police now have a Battery Booster Pack available for use by faculty, staff and students. The Booster Pack replaces the need for jumper cables when a vehicle won't start. The Pack is self-contained and eliminates the need for a second vehicle to jump-start a car with a dead battery.

If you need the Battery Booster Pack, go to University Police or call ext. 5317. They will ask for your ID card and give you the Battery Booster Pack with instructions on how to use. Return the Battery Booster Pack and your ID card will be returned.

Commuter Webpage

Visit the Commuter Student website on the college's website for information regarding commuter services.

Remember

1. Get everything you want in the lease in writing.
2. Get and keep all rental receipts.
3. Keep all communications received from the landlord.
4. Keep a copy of all communications sent to the landlord.

Security Deposits

Security deposits are usually equal to one month's rent and are required by most landlords before a tenant can move in. The deposit protects the landlord if the tenant damages the apartment or moves out without giving proper notice. You should always get a receipt for any deposit paid.

Once You Are in Your Apartment

1. Make sure to carefully fill out the inspection sheet, listing **ALL** damages. If one is not provided, request one.
2. Make sure everything is in working condition.
3. When making out checks for payment, write the following on the back of check: This payment is \$ _____ rent for month of _____ to Landlord's name. Make sure to get receipt for **every** payment.
4. Try to establish open communication lines with your landlord. Mutual cooperation will eliminate potential problems. Lack of cooperation from a landlord can lead to consideration of available legal alternatives.

A Valid Written Lease Should Include

1. The name and signature of the landlord or leasing agent.
2. The name and signature of the tenants.
3. The amount of rent to be paid.
4. A description of the premises to be rented.
5. The beginning and ending date of the agreement.

Added Clauses

1. Any specific provisions that are wanted in the lease.
2. Correct information concerning the security deposit.
3. Who is responsible for the maintenance and repairs on premises?
4. What to do in case of emergency repairs.

Be Careful of Certain Clauses

"Joint and Several Liability" - Unless the lease says that each person is only liable for his/her share of the rent, one person can be made to pay his or her roommate's share of the rent, if that person moves out before the end of the lease.

Make sure that all roommates fully understand their responsibility under the rental agreement that assumes "Joint and Several Liability." A good precaution is to see that each roommate signs the rental agreement.

Student Life Center

Home of:

Student Government Association
Council for Student Activities
Center for Community Engagement

Oversight for:

Social and Cultural Events, Coby Late Night,
Leadership Development, Clubs and Organizations,
Community Service, Commuter Student Services,
Ropes Challenge Course, and more!

We Can Help You With:

Campus Involvement, Information about Events,
Publicity for Events and much more!

ext. 53000
www.cobleskill.edu/studentlife

Student Leaders:

Student Government Officers:
Matthew Gregory, Michaela Aney,
Abbie Teeter, Clara Richardson and Nicole Avery
Council for Student Activities Event Leaders:
Megan Harris, Jennifer Payano, Scott Hoke, Alisha Fregoe,
Taylor O'Rourke, Jessica Colvin, Lauren DeVoe, Holly Ramsey

Staff:

Jeff Foote, Director
Mike Wacksman, Assistant Director
Brian Kaiser, Director of Community Engagement
Susan Brodie, Secretary



THE STUDENTS' VOICE

open to everyone

Officers:

Matthew Gregory, President
Michaela Aney, Vice-President
Abbie Teeter, Treasurer
Clara Richardson, Secretary
Nicole Avery, Public Relations

Contact:

Student Life Center, Bouck Hall
Phone #: 518-255-5302
studentgovernment@cobleskill.edu

**Meetings are every Tuesday at 12:30 pm
in the Student Leadership Chamber in Bouck Hall**

leadership • stewardship • vision

GET INVOLVED!

HAVE FUN!



For more information on how to get involved, visit the Student Life Center in Bouck Hall.

**Text CobyCSA to
71441
for event information**

11. Is there adequate plumbing, heating, and protection from rodents and insects?
12. How much decorating is permitted?
13. Does the lease contain damage clauses?
14. What appliances and furnishings are provided?

What to Know Before Signing a Lease

1. Make sure you read the lease very carefully before you sign. Also, make sure it is dated and you have a copy.
2. Make sure you know the total contract sum for the rental property. This should be printed on the lease.
3. Check for damage clauses, benefits, rights, and responsibilities. Be sure you understand ALL clauses.
4. If the landlord agrees to make any repairs, discuss a deadline for repairs to be completed. Make sure it is in writing and you have a copy of it.
5. Make sure the name, address, and phone number of the owner is on the Lease.
6. If there is not a formal contract, make sure to get all agreements in writing.
7. Check the lease and see if you need to make rental payments during periods of college breaks.

GUIDELINES AND HELPFUL HINTS BETWEEN TENANT AND LANDLORD

While looking for a house, an apartment, or a room, it is sometimes difficult to know what you should find out from your future landlord. We have developed some basic guidelines to assist you during your search.

Guidelines

1. Who is the owner?
2. What company or person manages the apartment?
3. What is the length of the lease?
4. What is the total monthly rent?
5. Which utilities, if any, are included with the rent?
6. What is the average monthly cost of the utilities?
7. How much is the security deposit?
8. How many other people will live in the house or apartment?
9. What is the physical condition of the interior and its contents?
10. How adequate has the maintenance been in the past?

SUNY COBLESKILL WEATHER EMERGENCY PLAN

The State University of New York at Cobleskill is a residential community and must stay open at all times. Only the Governor has the authority to close the campus. However, there are occasions when a weather emergency will create the need for:

Cancellation of classes

Early dismissal or delayed start of classes

In all cases, employees and students must use their best judgment in determining their own safety when traveling to and from the campus. Leave accruals must be charged unless the governor officially closes the campus.

The official decision and notification to declare a weather emergency will be made by the president or his designee in consultation with the Director of Facilities Management. Normally, Steven Ackerknecht, Vice President for Student Affairs will be the designee.

The Vice President for Student Affairs will place an appropriate weather-related message on campus e-mail, campus voice mail system and campus Weather Emergency Hotline 255-6000 whenever possible.

The weather emergency announcement will be broadcast over the following channels which are associated with the "School Closing Network."

The weather emergency announcement will be broadcast over:

Capital News 9

WNYT	TV (13)
WRGB	TV (6)
WTEN	TV (10)
WXXA	TV (8)
WRVE	The River
WGY	810 AM
WYJB	B95.5
WFLY	92

Faculty members are responsible for notifying their students by the voice mail system regarding any additional changes in class schedules caused by the weather.

Students should ask each class faculty member how they will notify students about the cancellation of a class - (voice mail, e-mail). Students can telephone the division offices to ask information about a class cancellation, but faculty does not always notify the Division Office of a class cancellation.

Weather Emergency Housing for Commuters

Your good judgment is needed regarding safe travel to or from campus for class obligations. If you find the weather gets significantly worse while on campus making it impossible for you to safely return home, a place on campus will be made available to you.

Commuting students needing a place to stay due to bad weather should telephone the Residential Life Office in Knapp Hall at 518-255-5215 between 8:00am and 4:00pm. Telephone University Police at 518-255-5317 for the telephone number of the Residential Life professional staff member on duty after 7:00pm.