

Campus Resources

Office of the Dean of Students 203.932.7432

University of New Haven Police Department 203.932.7014

Office of Residential Life 203.932.7076

Local Police

In Case of Emergency

West Haven Police 203.937.3900

New Haven Police 203.946.6333

East Haven Police 203.468.3820

North Haven Police 203.239.5321

Hamden Police 203.230.4000

Orange Police 203.891.2130

Milford Police 203.878.6551

Local Hospitals

In Case of Emergency 911

Yale New Haven Hospital 20 York Street

New Haven, CT 06510 203.688.4242

Yale New Haven Hospital, St. Raphael's Campus

1450 Chapel Street New Haven, CT 06511 203.789.3000

Milford Hospital

300 Seaside Avenue Milford, CT 06460 203.876.4000

Stony Creek Urgent Care

236 Boston Post Road Orange, CT 06477 203.815.1054

Milford Walk-in Center

831 Boston Post Road Milford, CT 06460 203.876.4101

Off-Campus Living

By choosing to live off campus, you automatically assume several new responsibilities. This living situation is different from living in a residence hall and will provide you with a new and exciting experience. Your responsibility to be a good neighbor is critical in maintaining a positive relationship with the University of New Haven and greater West Haven community. You play a vital role in continuing our long-running, positive relationship with the neighborhoods that surround our campus!

The Student Handbook reminds all students that they are responsible for their behavior on University premises, at University-sponsored events, and off campus. As a student at the University, you are responsible for reading and knowing the policies outlined in the Student Handbook.

As a student living off campus, remember that you will now live in a diverse, professional community with families, children, and older people. We encourage you to get to know your neighbors! They can be helpful in sharing neighborhood policies and other helpful hints.

If you have visitors, please remind them to act in accordance with both University and city ordinances. Ultimately, you are responsible for their behavior, and having a conversation up front will help to alleviate potential problems.

If you have questions or need help, you should always feel free to contact the Dean of Students Office or the University of New Haven Police Department. Your success and safety are our priorities!

Visit this page for useful links and safety information:

www.newhaven.edu/about/departments/public-safety/index.php

Be a Great Host

When hosting an event, you are responsible for both yourself and your guests' well-being and behavior. The following information is helpful if you plan to host guests at your residence:

- Talk to your neighbors when you are planning an event. Be sure they have a phone number to reach you during the event just in case an issue arises.
- Limit the number of guests in attendance (100 people or more in a single-family house is not reasonable).
- Do not serve alcohol to anyone under the age of 21.
- Charging admission or asking for donations at a party is prohibited — as is the unauthorized sale of liquor.
- Make sure food, water, and non-alcoholic beverages are available to your guests all night.
- Be prepared to take car keys away from any guests who have been drinking. The host of the event is liable for injuries caused by a guest who drinks and drives.
- Monitor the parking around your house and do not block neighbors' driveways. Make sure all emergency, fire, and medical vehicles can easily drive down the street.
- Make sure guests are using indoor bathroom facilities.
- Keep the noise at an appropriate level when inside and outside.
- · Keep your quests off any neighbor's property.
- If you have concerns about a guest's well-being or things get out of hand, don't hesitate to call the local police (see phone numbers on page 1) or 911 if it is an emergency!
- Be respectful and clean up after your event. Make sure there is no trash or debris outside of your house or on public sidewalks.
- Avoid events on weeknights this can be disturbing to neighbors who need to get up early for school/work.



Off-Campus Safety

Take time to read the following tips to prevent crime(s)! Intruders can strike any neighborhood at any time. They often seek houses that are poorly maintained, hidden by fencing or landscaping, and are out of sight of neighbors. The following will help minimize your chances of becoming a victim:

Trust your instincts.

 If you think there is something wrong, there is probably something wrong. Always contact 911 in case of an emergency.

Keep your doors locked at all times regardless of whether you are awake or sleeping. Do not prop open doors or leave doors wide open.

- Also, check the windows to make sure they are properly closed before leaving the house.
- If you return home and notice something questionable (e.g., slit screen, broken window), do not go inside.
 Call 911 immediately.

Turn on your outdoor lights at night.

· Contact your landlord if lights need to be replaced or repaired.

Do not allow strangers into your house. Always find out who is at the door before opening it.

 Don't be afraid to ask for identification of any utility employee or law enforcement officer. Beware of solicitors!

Avoid risky behavior.

Remember that alcohol impairs your judgment. Think before you
drink and consider the risks before you act. The decisions you make
now can have a significant impact on your safety in the future.

Be aware of your rights in social and sexual situations.

 The University enforces an affirmative consent policy. Unwanted physical contact is a crime and should be reported immediately to the University of New Haven Police Department or a member of the Dean of Students Office.

Protect your property.

- Get renter's insurance! Check with a parent/guardian about adding a rider on their homeowner's policy or contact an insurance company for renter's insurance quotes.
- Record serial numbers of all valuable items.
- Keep wallets, purses, and jewelry out of sight and locked away.
- Do not keep large sums of cash in your house or on your person.
- Keep track of credit cards and important documentation and report any losses immediately.

Be alert to what is happening around you.

- Be aware of your surroundings, and walk confidently and with determination. Criminals tend to prey on those who appear weak, distracted, or unable to fight back. Avoid shortcuts in isolated areas, and walk in groups at night.
- If you are being followed by someone in a car, turn around and walk in the other direction and find the nearest safe place.

Commuter Student Resources

The Center for Student Engagement, Leadership & Orientation (CSELO) provides programming and leadership opportunities to support commuter student success at the University of New Haven. Commuter students are encouraged to join one of CSELO's 145 recognized student organizations and 17 Greek Organizations. Benefits of being a commuter student include: membership on the Commuter Advisory Board, commuter lockers (located in Bartels Hall), Commuter Appreciation Month, and access to various study/ lounge spaces, which include:

· Bartels Student Activity Center

- Fireplace Lounge
- Maxcy Hall Porches
- Library

New this academic year, commuter students have the option to sign up for a meal plan through Dining Services which can be used at various campus locations:

Charger Premium \$1,450/semester
 Charger Standard \$1,150/semester
 Charger Basic \$625/semester
 Charger Value \$135/semester

For more information, please visit the commuter resource page:

www.newhaven.edu/student-life/commuter-resources/index.php

Finding a Roommate

Finding a roommate may be a great way to better afford living off campus. If you are planning to seek a roommate, here are a few things you should consider when discussing the living arrangements:

- · Study habits
- · Social habits and lifestyle (pets, smoking, drinking, parties, etc.)
- Privacy
- · Sharing common space and personal items
- · Sharing household chores/cleaning agreement
- Sharing financial responsibilities (rent, utilities, items you both use, etc.)
- Short and long-term guests
- · Ability to communicate openly and honestly with each other
- Pet peeves and preferences
- · Any strong preferences or personal dislikes
- Habits
- Determining everyone's share of the monthly rent (who will write the check)

Once you are confident you have found someone with whom you can get along and are ready to sign a lease, make sure you both understand and are in agreement over the rights and obligations under the terms of the lease.

Parking On & Off Campus

All commuter students can apply for a parking permit through the Parking Registration System. Commuting students can park in any commuter lot.

A commuter parking permit can be obtained by applying online at: **unhparking.newhaven.edu**

Your parking situation will vary depending on your living arrangements. Being aware of your surroundings is important for your safety and the safety of your vehicle and possessions.

- Park in well-lit areas and near other vehicles avoid parking in isolation.
- Have your keys ready when you approach your vehicle.
- Always inspect your vehicle before entering it.
 - » As you approach from a distance, remember to look underneath it.
- Keep your vehicle in good running condition with plenty of gas.
- · Lock all doors while you are driving.
- Protect yourself from break-ins:
 - » Remove all valuable items from inside of your vehicle and/or place them in the trunk.
 - » Lock all of your doors and close all windows when exiting.
 - » Remove any spare change from the vehicle.

To see commuter parking locations, visit:

www.newhaven.edu/map

Public Transportation & Shuttle Service

The Transportation Department at the University of New Haven offers a variety of transportation services to its students. Shuttle and Courtesy Van services run during the fall and spring semesters and transport to a variety of locations.

Students without a vehicle may purchase a ChargerGo Pass (CT Transit Bus pass), which offers unlimited trips on public transportation for \$40/semester. If you have no form of transportation to and from campus, you may be eligible for this program. Stop by the University of New Haven Police Department to obtain a ChargerGo Pass.

The University has also partnered with Transloc Corp to make it easier to track the shuttle services. Download the Transloc app at:

shuttle.newhaven.edu/info/mobile

For more information about University transportation and shuttle services, visit:

mycharger.newhaven.edu/web/mycharger/on-campus-services



Fire Safety

Fire safety is one of the most important responsibilities that you assume by living off campus. Make sure that you are aware of all West Haven or town fire safety regulations and that your landlord is in compliance with all regulations. Here are some helpful tips for fire prevention:

Be sure all smoke detectors are in proper working condition.

- Install new smoke detector batteries at the beginning of each semester.
- Know the sound of your smoke detector—test it once a month!

Never ignore a fire alarm!

Evacuate immediately, even if no smoke is present.

Have an escape plan for your house.

- Know where all fire exits are located and have 2 escape routes for each room of the house.
- Have a pre-determined meeting place outside.

Do not overload electrical outlets.

• Use a power strip if you plug in multiple appliances to one outlet.

Extinguish all candles and incense when unattended.

Do not leave food unattended on the stove or microwave.

Turn off all burners when you are finished cooking.

Extinguish all smoking materials thoroughly.

Use a non-tipping ashtray when smoking.

Clean up immediately after a gathering and perform a safety walk- through of your residence to ensure:

- Open flames and cigarettes are completely extinguished.
- Trash is removed to the exterior and away from the house/exits.
- · All exits are accessible and free of clutter.
- Smoke/CO detectors are in place and operational.

Keep flammable items at least 3 feet away from water heaters, furnaces, and other flame sources.

Clean the lint filter in your dryer before and after every use.

Open fires are not permitted in many city limits.

• Check with your landlord on the policies for grills, fire pits, and other outdoor fires.

Cooking & Kitchen Fires

Cooking fires are the leading cause of household fires. To prevent fires in your kitchen, **watch what you heat** and never cook when tired or impaired. Once you leave the residence hall, there is no limit on the types of appliances that you can have in your home (e.g., convection oven, deep fryer). The mixture of alcohol and late-night cooking can quickly turn into a disastrous situation.

Kitchen fires are spread easily by additional items stored on or around the stove top, like pot holders, wooden spoons, pizza boxes, and paper towels. A fire extinguisher should be installed or stored in your kitchen at all times.

Grease fires are especially dangerous and common in kitchen settings. The most important thing to remember is **YOU CANNOT USE WATER ON A GREASE FIRE!** You can use a lid or baking soda to cover the fire or use your fire extinguisher. Grease fires burn extremely hot, so do not attempt to remove the pot/pan.

If a fire occurs in your residence, call 911! It is better to have an expert check out the situation and be sure that any fire is property extinguished. Never remove the batteries from a smoke alarm, especially those alarms near the kitchen. Almost two-thirds of reported home fire deaths are the result of non-working smoke alarms.

(NFPA.org, 2013)

(The Center for Campus Fire Safety, 2013)

Carbon Monoxide

Carbon Monoxide (CO), often called the "invisible killer," is a gas that you cannot see, taste, or smell. CO is created by fuel-burning appliances (e.g., kerosene, gasoline, propane, wood). CO poisoning can happen due to faulty appliances, improper ventilation, or cars running in the garage.

Symptoms of CO poisoning include headache, fatigue, shortness of breath, nausea, and dizziness.

CO exposure can be fatal! Install a CO detector to protect yourself from fumes!

(US Fire Administration & FEMA, 2013)

Since the 2000 academic year, 86% of the national campus-related fire fatalities have occurred in off-campus housing where approximately two-thirds of college students live.

Five Common Fire Factors:

- Lack of automatic fire sprinklers
- · Missing or disabled smoke alarms
- Careless disposal of smoking materials
- Impaired judgment from alcohol consumption
- Upholstered furniture fires on decks and porches

(US Fire Administration & FEMA, 2013)

2 out of 5 home fires start in the kitchen! (NFPA.org, 2013)

In Case a Fire Strikes

It is important that you take the proper precautions to make sure your residence is ready in case of a fire. Taking fire safety seriously is vital, and your knowledge could save your life. If you have roommates, make sure to talk about a fire safety plan together. The more you discuss and feel comfortable with your action steps, the easier they will be to remember in case of an emergency. Here are some discussion points:

If you hear an alarm - EVACUATE!

- Do not delay! Leave as soon as possible.
- Close all doors behind you.
- Call 911 and say that you need to "report a fire," give your name and address, and stay on the phone until the dispatcher hangs up.

Don't take time to gather valuables.

Feel all doors before opening. If it feels hot, do not open it. If you see smoke seeping in, do not open it.

If you wake to a smoke-filled room, do not breathe deeply.

- · Find a way to cover your mouth and nose.
- · Take short, quick breaths through your nose.
- Drop to the ground (the air is better) and try to crawl to safety.

If you become trapped, do not panic!

- · Try to seal off the door with a wet towel or cloth.
- Open a window for air and signal or call for help.
- · Wait for help to arrive.

(Firefacts.org & Syracuse University, 2013)

If you would like more information about fire extinguisher training or fire safety tips, please contact the University of New Haven Police at 203.932.7014.

For more information, visit the College Student's Guide to Fire Safety and Education:

www.firescience.org/resources/fire-science-andsafety-education

Finding a New Home

Beginning the process to search for off-campus housing may seem difficult. The following information will assist you in making the transition easier. Below are steps that you should consider following throughout your search process:

Decide on Your Budget

 Speak with Financial Aid and the Bursar's Office to determine how moving off campus may affect your student account. Do not forget to factor in general expenses - water, heat, electric, food, garbage, cable/data, gas to get to and from campus, etc.

Choose Roommates

 Deciding who and how many people you will live with will affect your budget. Having roommates can make your rent cheaper.
 Remember when choosing roommates that you want to find roommates who are responsible, since you will be signing a lease together.

The Search

 Find the right apartment for you! When searching for apartments compare your options and keep in mind what is important to you (i.e., distance, utilities, amenities, parking, etc.). Always visit the apartment.

Selecting a Rental Unit

 Once you have decided on a space, make arrangements with the realtor or landlord to sign a lease. Please see the lease section of this publication for further information about your rights and responsibilities.

Moving In

Remember to discuss your move-in date with your landlord.
 If you selected an unfurnished apartment, you will need to purchase furniture for your new apartment.

Keep in mind that the University assumes no responsibility for the condition of the home/apartment rentals or the safety and well-being of the student while he or she resides off campus. We strongly urge you to review and inspect the potential property prior to any commitment or exchange of funds.

Things to Consider Before Renting

Before you sign a lease, you should ask yourself the following questions:

- · What can you afford to pay in rent per month?
 - » No more than 30% of your take-home monthly income
- Are you looking for utilities to be included in your rent payment?
- How long do you plan to rent?
- How far away is the property from school? Work? Grocery? Laundry?
- Is there a place to park?
- Is the property close to public transportation?

- How many bedrooms do you need?
- Is there a security deposit or application fee?
- Are pets allowed?
- Is there a cleaning fee (is that fee refundable)?
- How is maintenance handled? Is someone on call 24/7?

Don't be afraid to ask the landlord any questions. Don't rush into renting the first place you see. Take your time and find the home that is right for you!

(Worcester State University Renting Tips, 2013)

Renting a Property

As a renter, you will most likely be signing a written lease. A lease is a contract between the landlord (owner of property) and the tenant (renter of property). The lease will have detailed information regarding the property, length of rental, amount of rent due, utility payments, and the tenants' rights and responsibilities. It is very important that the tenant check over the entire rental property for unsafe or unhealthy conditions before signing a lease. In the state of Connecticut, each signing party has responsibilities in the lease.

RENTER RESPONSIBILITIES

- Pay the rent on time. For your own records, you should always pay by check, or if you do pay with cash, make sure to get a receipt.
- · Keep the property and surrounding area in good, clean condition.
- · Keep noise to a level that will not disturb the neighbors.
- Repair any damage to the property that was the fault of you or your guest.
- · Let the landlord know immediately if the apartment needs repairs.
- Give the landlord permission to enter the property at an agreed upon time for repairs.
- Let the landlord know if you will not be in the property for a long period of time so they can keep an eye on things.
- · Notify your landlord before making any changes to the property.

LANDLORD RESPONSIBILITIES

- · Provide a clean property when the tenant moves in.
- Clean any common areas (hallway, entryway, etc.).
- · Keep entryways and hallways well lit.
- Keep plumbing and heating systems working with both hot and cold water.
- · Provide good locks on doors to the property.
- · Provide safe fire exits from the building.
- Have 2 electrical outlets in each room.
- Have a viewing device (peephole) on doors that open to a hallway.
- Provide extermination service if the apartment is infested with pests or rodents.
- Make sure smoke detectors are in working order.
- By law, the temperature must stay above 65 degrees in the winter.
- Return your security deposit within 30 days if you are giving it back.
- · Cannot enter property without advance notice.
- It is illegal for your landlord to lock you out of your property.

In addition, the landlord must abide by all state and local housing, health, and fire codes! Both the landlord and the tenant should inspect the property together and should agree on the conditions when the tenant moves in.

(State of CT Judicial Branch Superior Court, 2013)

Security Deposit

"The security deposit consists of any money which the landlord holds on behalf of the tenant to protect himself from unpaid rent or damage to the apartment. State laws, which vary by state, govern security deposits. The tenant may not defeat the purpose of the deposit by using it as the last month's rent. All security deposits are refundable. The landlord should inform the tenant in advance about the conditions under which he or she will refund your deposit.

The landlord can't automatically take the deposit because the tenant breaches the lease. The landlord can only take compensation for his damages. A tenant should always get a receipt for the deposit, although it can be written into the lease."

You will need to budget for this—it may be anywhere from one to two times your monthly rent!

(https://definitions.uslegal.com/l/leases-security-deposit)

Tips on a Lease

A lease outlines the responsibilities of the owner and renter. It outlines the rules you both agree to live by. Once signed, it is a binding and legal document. It will describe what you as the tenant can and cannot do and what your landlord can and cannot do.

Keep in mind: If one person in your apartment does not contribute their share of the rent, you, as the roommate, are then responsible. All tenants on the lease are equally responsible.

Always remember to read your lease carefully and NEVER sign a lease with blank spaces!

Your lease should include the amount of rent and when it is due, beginning and end dates of the lease, if pets are allowed, who is responsible for paying the utilities, how much the security deposit is, who is responsible for outside upkeep including snow removal, and who is responsible for repairs and maintenance.

Connecticut Fair Housing Center

Fair Housing is the sale/rental of housing free of discriminatory practices or policies. Housing discrimination is illegal in Connecticut. Specifically, it is against the law to deny anyone housing because of their race, color, national origin, immigration status, sex, religion, children or family status, disability (mental or physical), ancestry, marital status, age (except minors), sexual orientation, gender identity or expression, and legal source of income (refusing to accept Section 8, for example).

Call the Connecticut Fair Housing Center at 866-247-4400 or email info@ctfairhousing.org if you think you have been the victim of housing discrimination.

www.ctfairhousing.org

Consequences for Common Violations

There are several laws in place, and the City of West Haven also has its own ordinances and regulations to follow. You should know the following:

- Occupancy requirements state that no more than 4 unrelated individuals may live in an apartment, unit, or single-family residence in West Haven.
- Noise should be kept to a reasonable level in a residential area at any time of day. Police Officers have the authority to request the noise be lowered and to give citations.
- Littering/dumping is prohibited on any streets, sidewalks, or public place. Use proper waste receptacles for garbage. Always maintain a clean property and throw away any trash or debris from your yard. Fine - \$219
- Outdoor fires and the burning of brush and rubbish are prohibited within the local city limits.
- Possession of marijuana starts out as a violation of law depending on the amount in a person's possession.
- Fire pits are allowed, but must be covered with a tight screen to catch sparks. Be aware of where the smoke is blowing, as it may be a nuisance to your neighbors and others in the area. Complaints of smoke will result in being asked to extinguish the fire.
- Alcohol and open containers are not permitted on any public sidewalks or in common areas. Also, serving alcohol to minors is against the law.
- Parking too close to or obstructing the following will result in an infraction and parking ticket. The fine amounts vary, so be aware of where you and your guests park:
 - » No parking within 10 feet of a fire hydrant
 - » No parking within 25 feet of an intersection, crosswalk, or stop sign
 - » No parking to obstruct a private driveway or alleyway
- Public urination is considered a crime and can be enforced in several ways.

Watch the news and pay attention to parking updates due to weather and snow emergencies.

Utilities

Your utilities will vary depending on your residence and landlord. The utilities you should think about are water, sewage, garbage, electric, gas, oil, heating, cable, internet, and phone. Some landlords include utilities and others do not. It is important that you ask your landlord about what is included before you sign a lease.

Utility costs can vary significantly. Living in an apartment versus a house can make a huge difference in cost.

In most cases, you will be responsible for setting up your utilities. Contact the utility companies at least 2 weeks before your move-in date.

Do not forget to budget your utilities into your monthly costs. If you have roommates, you can share these costs with each other.

You may be able to ask other tenants or the landlord what the approximate costs of utilities are for the building or house. It may be helpful in planning your budget.

Electric | United Illuminating 800-722-5584 | www.uinet.com

Gas | Southern CT Gas Co. 800-659-8299 | www.soconngas.com



Jump Off Campus is an off-campus housing resource. The Office of Residence Life offers assistance to students searching for roommates through Jump off Campus.

unewhaven.jumpoffcampus.com

Average Cost of Apartment Rental

Location	Studio	1 Bedroom	2 Bedroom	3 Bedroom
West Haven (06516)	\$695	\$875	\$1,095	\$1,200
East Haven (06512)	\$800	\$1,026	\$1,204	\$1,456
New Haven (06511)	\$1,135	\$1,857	\$1,711	\$1,799
Orange (06477)	\$1,466	\$1,806	\$2,116	\$2,620
Milford (06460)	\$774	\$1,345	\$1,645	n/a
Hamden (06517)	\$956	\$1,225	\$1,552	\$1,817

Charger Compact

Developed by a committee of students, faculty, and staff, the Charger Compact is the University of New Haven's statement of community values. As a University community, there are values and expectations that we all share that provide the framework for how we interact as individual members of the community and speak to who we are and what we stand for as a community.

As a member of the University Community...

Excellence: I will strive for academic excellence.

 Striving for academic excellence means developing ways to motivate myself to reach my full academic potential, taking full advantage of University resources, and seeking experiential education opportunities to maximize my learning.

Responsibility: I will assume responsibility for my words, actions, and inactions.

Assuming responsibility for my words, actions, and inactions means
considering consequences before acting, resolving issues in a non-violent
manner, holding myself and others accountable for choices made, and
reflecting on my mistakes.

Respect: I will respect the dignity, rights, and property of all persons.

 Respecting the dignity, rights, and property of all persons means ensuring that my actions reflect an appreciation for the uniqueness of all community members as well as a respect for individual and community property.

Understanding: I will strive to appreciate, respect, and learn from others whose experiences and opinions are different from mine.

 Striving to appreciate, respect, and learn from others whose experiences and opinions are different from mine means actively seeking opportunities to exchange ideas and personal histories with others.

Integrity: I will conduct my academic and personal life with integrity.

 Conducting my academic and personal life with integrity means authentically representing myself through my words and actions.

Service: I will strive to contribute positively to the campus, local, and global communities.

 Striving to contribute positively to the campus, local, and global communities means committing to being a proactive contributor whose community engagement reflects the goal of creating a better present and future for all.

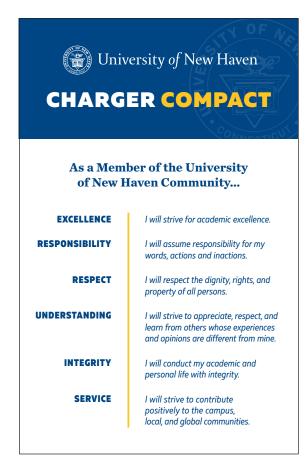
Code of Conduct

The Student Code of Conduct is part of the Student Handbook, which outlines the policies that all students must follow while attending the University.

The Code of Conduct applies to conduct on University premises, at University-sponsored events, and off campus in the local community. Each student at the University is responsible for maintaining appropriate conduct from the time of applying for admission through graduation and the awarding of a degree.

Any unlawful acts (civil or criminal) committed on or off campus are also inconsistent with the University's standards for behavior. Those acts may be subject to the University hearing process, like any other Code of Conduct violation. Prosecution of a student by federal, state, or local authorities will not prevent disciplinary action being taken by University officials.

As an off-campus resident at the University of New Haven, you are still responsible for knowing and upholding the Policies and Student Code of Conduct outlined in the Student Handbook.



Please read the Student Handbook and familiarize yourself with the policies and procedures:

www.newhaven.edu/studenthandbook

Final Tips of the Trade

- Be the kind of neighbor you would want to have next door.
- Talk to your neighbors in a civilized and respectful tone should conflict arise.
- Clean up around the property you live in.
 Take pride in your home.
- Get involved in at least one positive neighborhood activity.
- Learn from differences and value diversity.
 Every member of your community is valuable and contributes to the neighborhood.
- Be responsible pet owners if you own pets.