



Greek Life Commons Live in Week Registration Policy – February 2013

Purpose Statement:

The Live In Week registration process is designed to assist chapters at Rensselaer Polytechnic who have a long standing tradition of having new members and live-out members stay in the chapter houses for a week dedicated towards building the bonds of brotherhood or sisterhood. This registration policy allows for the Institute to be supportive of the Greek Life Commons while also providing the opportunity for increased communication, safety, and commitment of fraternal values and that of Rensselaer.

Policy:

1. Recognized Members of the Greek Life Commons may register a Live In Week experience, no later than two weeks (14 calendar days) prior to the start of the experience (Form found in Appendix A). Registration is due to the Office of the Greek Life Commons (Commons Building) by 5pm on the business day prior to the two week date, or sooner.
2. Active Members or New Members/Pledges/Associates of Greek Letter Organizations who live in a RPI owned and operated Residence Hall or apartment must complete the Live-In week notification form (Appendix B) and submit the form to their Residence Assistant, Resident Director, Assistant Dean or to the Office of Residence Life no later than 1 calendar week prior to the start of the Live In week.
3. Chapter Live In Registration forms must be approved and signed by a recognized Advisor of the organization.
4. All activities, practices, ceremonies, traditions must be in align with the values of the organization, Rensselaer Polytechnic Institute, and the State of New York & Connecticut.
5. Live In weeks are defined as any period of time from Sunday – Saturday where members or new members that are required to live in RPI Housing are expected/encouraged to move into the Greek chapter house to participate in activities related to the new member education/intake process.
6. This policy understand that some activities associated with the live-in week may occur on campus, to which all related details will be defined with appropriate understanding for verified and appropriate private ceremonies of the organization (Appendix A).
7. Members of the Greek Life Commons who do not register their Live In weeks, or are late may be subject to disciplinary action from the Dean of Student's Office or the Greek Judicial Board and can expect a precautionary review of activities for hazing prevention to be coordinated between the Greek Life Commons, Dean of Students Office, and the alumni and staff of that organization's National/International office.



Related RPI Policies & Resources

1. **RPI Live On Campus Policy concerning 1st & 2nd year students:**
Institute policy requires that all single, first-year and second-year students are required to live on campus and participate in a meal plan. Single, upper-class (third, fourth, fifth year, and beyond) and graduate students may choose to live either on or off campus, join a dining plan, or cook for themselves.
2. **Office of Residence Life: Condition of Employment for Resident Directors and Resident Assistants:**
Resident Directors/Resident Assistants may not be involved in extracurricular activities to the extent that these interfere with effective and responsible job performance. Participation in activities requiring extensive time commitments must be discussed with and approved by an Assistant Dean.
3. **RPI's Hazing Prevention information can be found on page 24 of the Student Conduct Handbook:**
<http://www.rpi.edu/dept/doso/2010-2012RPIStudentHandbook.pdf>
4. RPI Student Health Center Contact Information:
3200 Academy Hall
Phone: (518) 276-6287
<http://studenthealth.rpi.edu/setup.do>
5. Office of the Greek Life Commons
6. 1st Floor, Commons Dining Hall
Phone: (518) 276-6284
[http://reslife.rpi.edu/update.do?catcenterkey=54&setappvar=currentCat\(54\)](http://reslife.rpi.edu/update.do?catcenterkey=54&setappvar=currentCat(54))
7. Office of Residence Life
1st Floor, Commons Dining Hall
Phone: (518) 276-6284
[http://reslife.rpi.edu/setup.do?setappvar=currentCat\(home\)](http://reslife.rpi.edu/setup.do?setappvar=currentCat(home))
8. RPI Department of Public Safety
Emergency: (518) 276- 6611 (24 Hour)
Non-Emergency: (518) 276-6656
http://www.rpi.edu/dept/public_safety/
9. Dean of Students Office
4th Floor Academy Hall, Suite 4600
Ph: (518) 276-6266
<http://doso.rpi.edu/setup.do>

Resources for Hazing Prevention:

1. Hazing Prevention.Org
 - a. <http://hazingprevention.org/home>



Appendix A: Greek Life Commons Live-In Registration Form:
(Due 14 calendar days to the Greek Life Commons office, or earlier on the Friday before if the 14 day mark occurs on a weekend.)

Organization Name: _____

Dates of Live In Week: ____/____/____ to ____/____/____

Address of Chapter House: _____, City: _____, Zip: _____

List of New Members/Actives involved who currently live in RPI Housing:

	Name (Print)	RIN #	Building	Room #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

(You May print and complete additional pages of this section of the form)



Rensselaer

STUDENT LIVING & LEARNING
GREEK LIFE COMMONS

Appendix A: Continued

List a copy of the schedule for the Live In Week, involving content, location, & times for all related in-house or on campus activities and expectations of participants (members and new members/pledges/associates).

May be attached to this form or listed below:



Appendix A Continued:

Please list the following contact information as well as provide signatures of the following who attest that the information contained within this form and the activities/expectations of the chapter's live in week do not in any way conflict with the policies, values, or other regulations of your National/International organization, local chapter by-laws, or that of Rensselaer Polytechnic Institute.

Chapter President: (Print)

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: ____/____/____

New Member/Pledge/Associate Educator: (Print)

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: ____/____/____

Chapter Advisor: (Print)

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: ____/____/____



Appendix B: Residence Life Staff Awareness Form:

This form is being submitted to make the staff of Residence Life aware that I will be participating in an registered Live In week experience as part of the new member/pledge/associate process for my Greek Organization. The event is registered with the office of the Greek Life Commons, containing specifics of the experience as approved by my organization’s advisor and chapter officers.

During the Live In week I can be reached at the following for non-emergency or emergency instances:

Student Name: (Print)

Name: _____ Email: _____ Phone: _____

Building: _____ Room # _____

Signature: _____ Date: ____/____/____

During this time you may also contact my chapter’s President or new member/pledge educator who will be able to reach me in case of an emergency.

Chapter President: (Print)

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: ____/____/____

Chapter New Member/Pledge Educator: (Print)

Name: _____ Email: _____ Phone: _____

Signature: _____ Date: ____/____/____

Otherwise, you may contact Meredith Bielaska, the Associate Dean of the Greek Life Commons who has further contact information for my organization: (518)-276-6284 or bielam3@rpi.edu