

Student Housing Handbook

2023



PTC PITTSBURGH
TECHNICAL COLLEGE
A HIGHER STANDARD

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Last Revision Date: April 18, 2023

I. HOUSING INFORMATION

The Pittsburgh Technical College (PTC) campus and student residence halls are located at:

Pittsburgh Technical College

1111 McKee Road

Oakdale, PA 15071

www.ptcollege.edu

Phone: 1-800-784-9675, or 412-809-5100

FAX: 412-809-5121

Campus Security and Public Safety

Contact at 412-809-5300

- Emergency Alert: www.ptcollege.edu/alerts (online registration)
- All incoming calls are recorded for safety and security purposes)
- Campus Security and Public Safety officials are available to escort you on campus from the parking lot to your building, if needed.

Maintenance Request

Student Portal > Resident Life > Maintenance Helpdesk (submit request)

RESIDENT COORDINATORS	HOUSING STAFF
Keystone Hall Harleigh List, Resident Coordinator Apartment #101 Phone: 412-709-0464 Email: list.harleigh@ptcollege.edu	Senior Director of Resident Life, Reporting, Judicial Affairs Gloria Ritchie 412-809-5126 Ritchie.gloria@ptcollege.edu
Independence Hall Jaclyn Smith, Senior Resident Coordinator Apartment #101 Phone: 412-334-9822 Smith.Jaclyn@ptcollege.edu	Associate Director-Resident Life Shane McGarvey 412-809-5210 McGarvey.Shane@ptcollege.edu
Steel Hall Marlena "Leine" Engen, Resident Coordinator Apartment #101 Phone: 412-439-4653 Engen.marlena@ptcollege.edu	

II. ON CAMPUS FIRE SAFETY PROCEDURES

Evacuation Route Designations – On-Campus

To promote a timely evacuation the following routes should be taken to ensure an effective exit flow:

Students in the following apartments should proceed down the main stairwell (STAIRS-1) and use the main entryway unless this exit is obstructed:

- 101, 102, 107 & 108
- 201, 202, 207 & 208
- 301, 302, 307 & 308
- 401, 402, 407 & 408

Once you have exited the building, proceed to the Rally Point.

Students in the following apartments should exit down the rear stairwell (STAIRS-2) and use the side entryway unless this exit is obstructed:

- 103, 104, 105 & 106
- 203, 204, 205 & 206
- 303, 304, 305 & 306
- 403, 404, 405 & 406

Once you have exited the building through the side entryway, proceed to the Rally Point.

Fire Code Occupancy Limits

In order to ensure student safety in the case of fire, and in compliance with fire code, occupancies in rooms and lounges should not exceed the number of students assigned to the apartment.

Fire Safety Equipment & Procedures

Each on-campus residence hall is equipped with smoke detectors and all residence halls have fire alarm systems and sprinkler systems. There are also fire extinguishers available throughout each building.

If a student detects a fire, they should use the following procedures:

- Activate the nearest fire alarm.
- Evacuate the building.
- Inform the staff member on duty or Campus Security and Public Safety about the nature and the location of the fire. If you cannot locate the staff member on duty, any staff member will assume responsibility.

- Treat a fire alarm as though a serious condition exists. You may have no indication which is a real alarm, and which is a drill. Failure to leave the building for any reason when a fire alarm goes off may result in disciplinary action.

Every Resident must abide by the following procedures when a fire alarm sounds.

- Before you leave your room:
- Turn on the overhead lights
- Close your windows
- Put on weather appropriate attire, including shoes
- Carry a large towel for head and face protection against flames and smoke
- Close and lock your door as you leave.

Evacuated students must leave the building and should stand at least fifty feet away.

Students should not return to the building until instructed to do so by Resident Life, Campus Security and Public Safety, or PTC administration.

Fire Safety Policy

To ensure safety in PTC Student Housing, residents and their guests are not permitted to:

- Fire Doors must remain closed at all times
- Tamper with any fire safety equipment
- Hang any items on or block sprinkler heads
- Intentionally or recklessly cause a fire that damages or could potentially damage PTC, personal property, or which causes injury.
- The failure to evacuate a PTC controlled building during a fire alarm.
- Tamper with or improperly engage a fire alarm or fire detection/control equipment while on PTC property.
- Intentionally report a fire or explosive device.
- Candles, candle warmers, and incense are not permitted in PTC Student Housing.
- No deep fryers are permitted.
- Spray paint is not to be kept in the apartment.
- Smoking (including e-cigarettes & vape pens) is not permitted.

Note: Any false fire alarms causing local municipal fire/EMS/police to be notified and/or respond to the resident halls, will result in a fine to the responsible person(s). Fines imposed to PTC by the municipality will be assessed to the responsible person(s).

Anyone responsible for Fire Safety violations is subject to immediate dismissal from PTC Student Housing and/or Pittsburgh Technical College.

Student & Staff Safety Procedures

For the PTC campus community to remain safe and secure during emergency events, please abide by the following procedure:

- If you see, smell, or hear anything that could create cause for serious concern, pull the building alarm to begin evacuation procedures.
- Once you have reported the issue, leave the building immediately. Find a PTC staff member and inform them of the nature of the situation; they will take control of the situation at this point.
- Once evacuation procedures have begun, residents are to exit the building in a calm and orderly fashion. You should always treat every fire alarm as though a fire exists.
- When a fire alarm sounds, a student's failure to leave the building (for any reason) may result in disciplinary action.
- After exiting the building, proceed to the rally point in the rear of the parking lot.
- At this point, ensure that all residents of the housing unit are present and noted as such. If someone is missing and you do not know where they are and cannot contact them, inform the Resident Assistant or Resident Coordinator as soon as they exit the building.
- Do not re-enter the building once evacuation procedures have begun.
- Once given the all-clear, residents may return to the building.

If there are any questions or concerns regarding the Evacuation Plan, Evacuation Routes, or the above Safety Procedure; please contact Campus Security and Public Safety at 412-809-5300 (All incoming calls are recorded for safety and security purposes)

III. HEALTH AND WELLNESS RESOURCES

Crisis Resources

Resolve - Everyone experiences moments of crisis in life. You might be struggling with depression or substance abuse. Or maybe you're overwhelmed by problems at work, feeling lonely, or having a conflict with a loved one. Whether your problem is large or small, talking with someone can help. Most of all, don't wait for a problem to get out of control. **resolve is a 24-hour, 365-day crisis service** that is sponsored by both Allegheny County and UPMC Western Psychiatric Hospital. Call anytime to speak with a trained clinician **at 1-888-7-YOU-CAN (796-8226)**. The mobile crisis teams can travel anywhere within Allegheny County to respond to a crisis. They provide face-to-face support and will work to arrange further care and stabilization, if needed.

National Suicide & Crisis Line - If you or someone you know is struggling or in crisis, help is available. Call or text [988](tel:988) or chat [988lifeline.org](https://www.988lifeline.org)

Health Center

PTC is committed to ensuring the Health & Wellness of all students. Students can address both physical and mental health needs at the Health & Wellness Center located in Suite #103 in Keystone Hall.

PTC Student Health Center provides care and treatment for injuries and short-term illnesses. Illnesses common to college students include colds, sinus infections, stomach viruses, urinary tract infections, pink eye, rashes, and sprains. Students may be referred back to their primary care doctor or to a specialist as needed.

PTC Student Health Center can:

- Address minor health issues and injuries when they arise.
- Provide quick relief from common illnesses such as a sinus infection or a sore throat.
- Coordinate care with your primary care provider, as needed.
- Provide referrals to community resources.
- Access wellness services to help you stay healthy.

PTC Student Health Center can also:

- Test for - Strep A, Mono, UTIs, and other infections, Glucose finger prick, Pregnancy
- Provide referrals for STD testing
- Connect students to virtual doctor appointments for acute illnesses/injuries such as rash, musculoskeletal pain/injuries, Cerumen impaction/irrigation (ear wax), NERF dart eye injuries

Center Information:

Physical Health and Wellness	Mental Health and Wellness
<p>Hours On Campus: Monday - Thursday, 10am - 2 pm Telehealth: Monday - Friday, 8am - 5pm</p> <p>To access telehealth services, download the AnyWhereCare app. Sign up at anywherecare.upmc.com for more information.</p> <p>Contact For Emergency Care, Call 911 Phone: 412.809.5340 Email: MyHealthPTC@upmc.edu</p> <p>Location: Health & Wellness Center, Keystone Hall #103</p>	<p>Hours Dr. Svilar: Monday-Friday, 8:30am - 4pm</p> <p>Contact</p> <ul style="list-style-type: none"> • For Crisis Care, Call Re:Solve at (888) 796-8226 • Phone: 412.809.534 • Email: Svilar.Stephanie@ptcollege.edu <p>Location: Dr. Svilar: Health & Wellness Center, Keystone Hall #103</p>

Hospitals and Clinics

- Heritage Valley Hospital: 412-777-6161
- St. Clair Hospital: 412-942-4000
- Sewickley Valley Hospital: 412-741-6600
- Heritage Valley Robinson Township: 412-749-6920
- Med Express: 412-787-3508
- CVS Minute Clinic: 412-788-39965
- UPMC Urgent Care: 412-788-1002

JED Campus

PTC is proud to be designated as a JED Campus. The JED Foundation is a nonprofit that protects emotional health and prevents suicide for our nation's teens and young adults by giving them the skills and support they need to thrive today and tomorrow. Because PTC is a JED Campus, our students have access to all the JED Foundation supports including the Mental Health Resource Center. Students can find ways to manage feelings like anxiety and sadness, learn how to navigate emotional challenges like break-ups or other difficult transitions, get information on mental health conditions like depression, discover tools for self-care, and get help for themselves or a loved one. <http://jedfoundation.org/mental-health-resource-center/>

Other Resources

A more exhaustive list of various resources related to mental health and personal development can be found in the Virtual Student Union in Bright Space under the "Health & Wellness Center" and the "Student Development" pages. More counseling resources and crisis hotlines can be found in Appendix B. A few local resources to note follow.

Pathway to Care and Recovery - Services are offered at no cost to Allegheny County families, loved ones, and individuals aged fourteen and up with challenges or needs related to alcohol or drugs. Call **412-325-7550** to get connected.

Pittsburgh Action Against Rape -Those who have experienced sexual assault, sexual violence, sexual abuse, rape, or sexual exploitation can get help by calling **1-866-363-7273**.

Women's Center and Shelter of Greater Pittsburgh – Those who are seeking safety, a supportive community, or hope can call 24/7 at **412-687-8005**.

United Way - This is a comprehensive source of information about local resources and services. Calls are confidential and can be anonymous. Call **211 or 888-553-5778** for help.

PHYSICAL AND MENTAL HEALTH POLICIES

Protocols for Supporting At Risk Students

PTC has three distinct yet related protocols for supporting at-risk students. The purpose of these protocols is to protect the health and well-being of all students by having procedures in place to identify, assess the risk of, intervene in, and respond to behaviors of concern. Additionally, the protocols provide education and guidance to faculty, staff, students, and other members of the college community. The three protocols are the Distressed Student Protocol, the Evaluation or Hospitalization for Medical or Mental Health Protocol, and the Suicide Protocol.

The list of protocols is in the [Student Handbook](#), Appendix C.

In the case of an emergency, including an active suicide attempt or stated plans or intentions to commit suicide, please dial 911 or contact Campus Security immediately at 412-809-5300.

Student Counseling

College is exciting, but it requires students to learn how to adapt to various situations and stressors. Counseling services are confidential and can be accessed on campus or online. Some of the most common concerns that students face include:

Anxiety	Motivation
Depression	Self-Esteem
Difficulty with Family	Self-Advocacy
Conflict with Roommates/Friends	Relationship Issues
Addiction	Time Management
Study Skills	

PTC's Counseling services provides problem-solving techniques and intervention strategies to cope with any issue. Counseling is also an effective way to establish your own daily emotional awareness.

IV. IMMUNIZATIONS AND MENINGITIS POLICY

This policy requires the immunization against meningitis as a condition of residing in college-sponsored housing at Pittsburgh Technical College in compliance with the "College and University Student Vaccination Act" of June 28, 2002 (P.L. 492, No. 83).

All students applying to live in College housing will be required to provide PTC with documentation of immunization or a signed waiver that states that the student has been educated regarding the risks of meningitis, the availability of the vaccine, and the benefits of the

vaccine. Proof of immunization should include the month, day, and year that the immunizations were administered prior to moving into College housing.

Acceptable types of proof include:

- a physician signed or stamped form which shows the month, day, and year the vaccination dose was administered
- an official immunization record generated from a state or local health authority
- Students who fail to provide proof of immunization for meningitis or a signed waiver will not receive housing assignments and will not be permitted to move into college housing.

College students are at increased risk for meningococcal disease, a potentially fatal bacterial infection commonly referred to as meningitis. In fact, first-year students living in College or University-owned housing are found to have a six-fold increased risk for the disease. The American College Health Association recommends that college students, particularly first-year students living in student housing, learn more about meningitis and vaccination. At least 70% of all cases of meningococcal disease in college students are vaccine preventable.

PTC recommends that every student who enrolls at PTC, including those who do not reside in student housing, receive the meningitis vaccination.

Meningococcal Meningitis

What is meningococcal meningitis? Meningitis is rare. But when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column as well as severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death.

How is it spread? Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing, or sharing items like utensils, cigarettes, and drinking glasses.

What are the symptoms? Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy, and confusion.

Who is at risk? Certain college students, particularly first-year students who live in residence halls, have been found to have an increased risk for meningococcal meningitis. Other undergraduates should also consider vaccination to reduce their risk for the disease.

Can meningitis be prevented? Yes. A safe and effective vaccine is available to protect against four of the five most common strains of the disease. The vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and

infrequent, consisting primarily of redness and pain at the injection site, and rarely, a fever. As with any vaccine, vaccination against meningitis may not protect 100% of all susceptible individuals. It does not protect against viral meningitis.

In addition to the meningitis vaccination, PTC suggests that all enrolling students receive immunizations against the following diseases:

Measles, Mumps, Rubella Vaccine (MMR)

Measles is a highly contagious virus that can be spread by coming into contact with an infected person or the infected person's saliva through coughing and sneezing. It can cause serious illnesses such as pneumonia and encephalitis (inflammation of the brain). Two doses can provide lifelong protection. The vaccine can be administered alone, or as part of the combination Measles, Mumps and Rubella shot.

Rubella is caused by a virus that is spread by contact with infected people or their articles that they have used. Rubella is especially dangerous for the fetus during the first three months of pregnancy. The pregnant woman may miscarry, or the baby may be born with birth defects. The vaccine can be administered alone, or as part of the combination Measles, Mumps and Rubella shot.

Mump is mainly a disease of young children, but approximately 15% of reported cases have occurred in teen and adults. Mumps can cause deafness, encephalitis, meningitis, and rarely, sterility. The vaccine is administered as part of the combination Measles, Mumps and Rubella shot.

Two doses of the MMR vaccine are needed. The first dose must be given after the first birthday and the second dose given at least one month later, or a blood test verifying immunity.

Hepatitis B Vaccine:

Hepatitis B is a serious liver disease caused by a virus. The virus can be spread by coming into contact with the blood or other bodily fluids of an infected person. Hepatitis B can cause inflammation of the liver, which can lead to serious illness, cancer, or liver failure. Immunity is achieved by receiving a series of three injections over a six-month period.

Tetanus-Diphtheria-Pertussis Vaccine (Td or Tdap)

Pertussis has become more prevalent in the U.S. over the last 20 years, especially among adolescents and adults. Pertussis can be spread easily which makes the infection difficult to control once it is established. The use of antibiotics does not significantly alter the course of the infection once you acquire a cough related to Pertussis. One-time use of Tdap is recommended for adults between the ages of 19 and 64.

One dose of Td (Tetanus-Diphtheria Vaccine) or Tdap (Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis Vaccine) within the last ten years.

Three doses of the TD or TDap are needed. The first two doses are given one month apart and the third dose 4-6 months after the first, or a blood test verifying immunity.

Varicella Vaccine

Chickenpox (varicella) is a viral infection that causes an itchy rash with small, fluid-filled blisters. Chickenpox is highly contagious to people who have not had the disease or been vaccinated against it. Before routine chickenpox vaccination, virtually all people had been infected by the time they reached adulthood, sometimes with serious complications. Today, the number of cases and hospitalizations is down dramatically.

For most people, chickenpox is a mild disease. Still, it is better to get vaccinated. The chickenpox vaccine is a safe, effective way to prevent chickenpox and its possible complications.

Two doses of chicken pox vaccine given at least one month apart, or a blood test verifying immunity, or a history of disease.

COVID-19 Vaccine

Students living in college-sponsored housing are strongly recommended to be fully vaccinated against COVID-19 two weeks prior to the start of "move-in" each quarter. Individuals who are experiencing any sign or symptoms of illness should be seen by Student Health before attending classes.

Exemptions

Students may be exempted from the immunization requirements if there is a medical contradiction or if religious/moral/ethical belief prohibits immunizations. Students who choose not to receive a meningitis vaccination must sign a waiver prior to staying in on- or off-campus student housing. The waiver is located on the Medical Information form on the student's dashboard, or on the 3rd Floor of the Academic Building in the Resident Life/Student Services area.

Please note: Students in health professional programs may have additional immunization requirements. Please check with your program.

Failure to comply with the meningitis vaccination requirement will prevent a student from obtaining an assigned apartment key.

Medical Information form on the dashboard

PTC recommends that all students complete the Medical Information form located on the student's dashboard. This information is essential for the College to have in the event of a student's medical emergency. Completing this form improves PTC's ability to offer emergency services to a student (i.e., using an epi-pen in response to a food allergy, providing valuable information to EMS, etc.).

V. MOVING IN

Housing Deposit

A Housing Deposit of \$350 is required to hold your housing reservation. This deposit is not refundable and will be retained as a maintenance and upkeep fee. The deposit is refundable in full if the College is notified 30 days prior to the class start.

Housing Information

Emergency/After Hours: 412-809-5300 (All incoming calls are recorded for safety and security purposes)

Your new mailing address is:

"Your Name"
1111 McKee Road
PTC Box # _____
Oakdale, PA 15071

Your mail must be addressed exactly as shown or your mail will be returned to sender.

Maintenance Requests

Student Portal > PTC Helpdesks > Helpdesk. The direct link is <https://ptcollege.mojohelpdesk.com>

Parking Registration

All vehicles on campus are required to have a parking tag.

- The parking tag must be visible either hanging from the rearview mirror or on the dashboard.
- Students should register their vehicles online through the student portal > Parking Permit Registration.
- All tags are picked up at the reception desk, level 3.
- Vehicles without a valid parking tag may be ticketed or towed at the owner's expense.

You must register online before you can pick up your parking tag at the reception desk when you move in.

- Please note that only on-Campus residents are permitted to park in the lots near the Resident Hall buildings.
- All on-campus resident parking tags require an additional sticker that permits you to park in the Resident Hall parking lot near the building.
- All guests and visitors should park in the main upper main lot.

Be sure to read and follow the Parking Regulations in this handbook.

- Prompt removal of all packaging materials and debris used in moving is your responsibility.
- The cost of removal and disposition will be charged against your security deposit.

PTC will charge a \$250.00 fee for the removal of each appliance left in the apartment (TV's, computers, refrigerators, etc.)

- The Wi-Fi/internet modem is the property of PTC.
- You will be charged \$50.00 for each equipment item removed from the apartment.

Moving into Housing

Living space is reserved, and assignments are made based on the date you pay your Housing Deposit.

Housing Deposit must be paid, and all Housing forms must be submitted on the PTC Dashboard to be eligible for PTC Student Housing.

You will be notified of your Housing assignment approximately two weeks before the start date.

Check your PTC student email for your move in date and time. Apartment keys and your Student I.D. can be picked up on your designated move-in day in student housing. Your Housing Deposit must be paid, and all your Housing forms completed before you will be given the keys to move in.

Student housing includes Internet/Wi-Fi and Utilities.

- Please do not attempt to transfer, turn off/on, or make any changes to these services.
- Upgrades and changes to these services are not permitted.
- Do not move equipment.
- Report any utility issues or missing equipment problems to the Resident Life Department.
- Please report any maintenance or damage issues immediately.

VI. MOVING OUT

For a smooth move-out, please do the following:

Move Out Inspection Procedure:

- Students must schedule an appointment with a Resident Coordinator to inspect your apartment/room before leaving.
- Students must be present during the inspection and return all PTC issued keys, ID's, and parking pass to avoid any additional charges.

PERSONAL PROPERTY: Please be aware that PTC cannot be responsible for the safekeeping to value of any items or personal property, including furniture and electronic equipment, left in your apartment after you have moved out. Items uncovered during inspection, cleaning, and repair of your unit will be removed and discarded; any associated expenses will be charged to your student account, and/or billed to you.

APPLIANCE REMOVAL: You will be charged \$250.00 each piece for removal of any appliances left in the apartment (TV, computer, mini fridge, etc.)

TRASH REMOVAL: Please be sure to dispose of trash before you leave the apartment. There will be a charge of \$25.00 per bag for trash removal.

Move Out Rules

- If you graduate, go on an internship, withdraw, take a leave of absence, or are dismissed, you must leave your Housing unit within 24 hours.
- Stop by the Resident Life Department to complete exit information and receive move-out instructions and your key return envelope.
- Schedule an inspection with your RC and be present to check your apartment for damage.
- Clean the apartment, especially the kitchen and bathroom. This includes all appliances and equipment. DO NOT turn off the refrigerator but DO empty it of all contents.
- Do not remove or relocate the internet modem; it is PTC property. You will be charged \$50.00 for each piece of equipment removed from the apartment.
- Move all personal items out of the apartment.
- Lock all windows and doors as you leave for the final time.
- Return all keys to the Resident Life Department by 5:00 pm on your move-out date. Key Drop Boxes are located in the lobby of your resident hall. You will be charged \$25.00 for keys not returned when you move out.
- Change your mailing address: Forward your mail to your home address for two weeks only. After that, your mail will be "returned to sender." It is your responsibility to change your address promptly and notify people/businesses of the change to your address.

VII. PARKING:

PTC students must register their vehicles to receive a tag for parking on campus. The tag must be hung from your mirror when parked in the lot. Vehicles without a valid parking tag will be ticketed and/or towed at the owner's expense.

- To Register sign onto the Student Portal.
- Login (using your PTC network credentials), and then select "Parking Permit" from the menu on left
- Enter all vehicle identification information
- Click "Update"
- When "Permit Number & Status" are completed on the website, your parking permit is ready for pickup
- Your online registration must be completed BEFORE you can pick up your Parking Tag on level 2 in the Public Safety Office.

Guest Parking

- Guests of on-campus residence halls are only permitted to park in the upper school parking lot. Violators may be subject to ticketing or towing.

Parking Fines

- Parking Fines: \$25.00 and up, but not to exceed \$300.00
- Fire/Danger or Illegal Parking in Handicapped Zone: Up to \$300.00
- Pay fines within five days of receipt.
- Parking Fines exceeding \$10.00 that are paid within five days of receipt will receive a \$10.00 discount.

There is no parking in the visitor's parking lot at any time.

Unauthorized vehicles will be tagged, fined, and/or towed at the owner's expense.

By receiving a parking tag and parking on-campus, the recipient of the tag agrees to allow any Resident Life staff member or Campus Security and Public Safety to gain access to the vehicle during reasonable hours (day or night) to determine if there is, or has been, a violation of any school policy or Local, State, or Federal law occurred in the vehicle.

Based upon the seriousness of the offense, PTC has the right to revoke any Parking Tag.

Campus Security and Public Safety are available to escort you on campus from the parking lot to your building if needed: 412-809-5300.

Student Parking at Campus Resident Halls:

All on-campus Housing student tags require an additional sticker on their tag, which allows you to park in the Residence Hall parking lot near the buildings. Vehicles without a valid Parking Tag with on-campus Sticker will be ticketed and/or towed at the owner's expense.

VIII. ROOMMATES

Honesty, consideration, respect, and compromise are the keys to living with your roommates. The following will be helpful as you establish your living arrangements.

Your Rights as A Roommate

- The right to read and study free from interference in your room.
- The right to sleep at a reasonable hour without disturbance from noise, guests, and roommates.
- The right to a clean living-environment.
- The right to expect that your roommates will respect your personal belongings.
- The right to free access to your apartment without pressure from your roommates.
- The right to personal privacy among roommates.
- The right to be free from fear of physical and/or emotional harm.

If you remember to communicate and respect each other, most problems are easily solved. Having roommates is one of the greatest experiences of living at PTC Student Housing.

Living with Others: A Challenge

While growing up, most of us lived with people very much like us – our families. Living in PTC Student Housing is very different from living with your immediate family. You may not know your roommates very well. You may come from different parts of the country, or even different parts of the world. Your roommates may have different cultures, religions, habits, lifestyles, and customs. While these new experiences may initially seem strange or intimidating to you, they may also offer unique opportunities for greater understanding of others, more effective ways of communicating, and new avenues for personal growth. Living with roommates provides practical preparation for today's worldwide workforce as technology allows for interaction with people with diverse lifestyles, customs, and ways of communicating.

Not getting along with your roommates. Try this:

Talk to your roommates: If you do not tell your roommates that they are doing something that bothers you, how will they know to stop? It may be hard to approach your roommates but talking will move the problem toward a resolution. If you remain silent, your roommate will likely read your annoyance at a behavior as animosity toward them, further complicating the problem.

Mediation: Mediation is a process where all parties involved in a dispute agree to meet with a third party who listens to all sides of the dispute and attempts to help the parties reach an

agreement among themselves. To arrange mediation, contact a member of the Resident Life Department.

Changing Apartments

The Associate Director of Resident Life, and Financial Aid must approve ALL apartment or room changes PRIOR to moving. Unauthorized apartment/room changes will not be tolerated.

As a general rule, there will be no apartment changes during the first two weeks of a new class. Students may get Apartment Change Request Forms from the Resident Life Department. Unauthorized changes will not be tolerated. When a student requests an apartment change, it must be submitted to the Resident Life Department. After reviewing the available spaces, a Resident Life staff member will make the apartment assignment. PTC reserves the right to cancel or deny a housing agreement to a student or change the assignment of a student, if the student engages in any of the following behaviors:

- Disregards the rights of other residents
- Jeopardizes the safety and/or well-being of other residents
- Disrupts the residential environment
- Violates any school policy

The Resident Life Department makes all apartment assignments and reserves the right to make apartment changes as it deems necessary, including consolidating students as vacancies occur.

Housing Commitment

At PTC, our mission is to promote an atmosphere conducive to growth and learning. Specific obligations must be met by you, your roommates, and the personnel of PTC. You are expected to observe all policies of PTC including Resident Life Rules and Regulations, Institutional Policies, Student Code of Student Conduct, Administrative and Disciplinary Procedures, and Title IX regulations as stated in this handbook. Violations of the policies detailed in the following pages may subject you to discipline.

You must read and understand the Housing regulations, policies, and procedures contained in this handbook as they apply to you while you are a student at the school and resident in PTC Student Housing.

Conduct by you or your guests in the Housing Unit, the building or on the grounds, which is in violation of School policies, the Housing regulations, or which is otherwise unlawful, dangerous, or unduly disturbing to other tenants is a violation of your Student Housing agreement for which the School may in such cases subject you to discipline, including fines, probation, or termination of your residency in PTC Student Housing, or dismissal from the School. The procedures in this handbook will be followed.

Use of Your Housing Unit

The Housing Unit and common areas shall be used for residential purposes only and shall be occupied only by residents under a Student Housing Agreement. The Housing unit shall be used so as to comply with all state, county, and municipal laws, and ordinances. You shall not use the Housing Unit or permit it to be used for any disorderly or unlawful purpose or in any manner so as to interfere with the other residents or building occupants quiet enjoyment of their Housing Unit. You may not conduct, or allow others to conduct, business out of your housing unit.

VIOLATIONS: See the [Code of Student Conduct](#)

Since you share control and access to the Housing Unit, you will be held jointly responsible with your roommates for rule and policy violations, unless it can be determined who is responsible. Therefore, you should report to the Resident Life Department any violations which occur or are occurring in the Housing Unit. You may not engage in disorderly, unethical, unlawful, unsafe, violent, or immoral conduct in the housing unit. You may not engage in any behavior in the housing unit, the building, or the grounds that indicate your inability to adjust to group living.

Violations may result in fines, probation, removal of guest privileges, changes in housing assignment, and/or dismissal from PTC student housing and/or school.

IX. REQUIRED INSURANCE

Insurance - Liability

You are responsible for all damage caused by you and/or your guests to the housing unit, the building, and all personal property in the housing unit, the building, or elsewhere on campus. You are responsible to carry insurance to protect your property from loss and/or damage. You waive any right to make claims against the college for personal injury sustained by you or loss and/or damage to any of your property, caused by any act or reason.

Insurance – Personal Property

It is the responsibility of each student resident to obtain insurance for the protection of their personal property.

We suggest you contact your insurance agent to discuss a Tenant and Homeowner Policy, which we understand may be a comprehensive policy protecting you against personal liability which causes harm to others and/or their property and which may protect you from loss and/or damage to your personal property caused by fire, accident, and other types of hazard.

Student residents may be covered under their parent's Homeowner's Insurance Policy for this type of loss. You should contact your insurance agent for confirmation of this type of coverage.

- PTC has partnered with NSSI to offer our students affordable student insurance:
- NSSI College Student Personal Property Insurance
- 1-800-256-6774
- www.nssi.com

X. HOUSING FINES AND DAMAGES

General Housing Fines:

Residents are required to pay all fines and charges issued by the Housing Staff within 30 days of receiving them. The following fines and charges apply:

- Lock-Out Charge: \$10.00 & Up
- Trash Removal: \$25.00/bag
- Alcohol Fine: \$50.00 & Up
- Quiet Hours/Candles/Incense/Trash on Porch/Patio: \$20.00 & Up
- Pets (other than fish): \$50.00
- Unauthorized person living in Housing Unit: \$100.00
- Smoking (see Smoking Section)
- Key Replacement: \$25.00

Additional fines may be applied. In all other cases, the amount of any fine assessed shall not exceed \$500.00. Disciplinary action may be appealed to an Appeals Board.

Damage to Housing Unit or Common Areas

You shall be responsible for and pay the cost of repair of any damage, beyond normal wear and tear, no matter who caused the damage.

The following shall be considered damage to the Housing Unit or building for which you are responsible: Damaged or missing furniture, breakage of windows, screens, mirrors, fixtures, glass enclosures, appliances, and garbage disposal; clogging of disposal and plumbing fixtures, excessive wall holes caused by hanging pictures, plants, etc., burned torn or stained areas in carpeting or resilient flooring; application of self-adhesive mirrors, cork wall covering, or paint to walls or ceilings; missing or burned out light bulbs, failure to return all keys, and all other physical damage beyond ordinary and reasonable wear and tear. No additional large furniture is permitted in the Housing Unit.

All students of an apartment/building will be billed equally for the cost of repairs to their apartment or common areas. In the event a student is solely responsible for damage and acknowledges the responsibility, he or she will be billed individually for the damage.

Damage by Fire or Casualty

If the Housing Unit is made uninhabitable by fire or other casualty, the Student Housing Agreement shall be terminated.

XI. PROHIBITED ITEMS AND ACTIONS

Alcohol

Alcohol is NOT permitted on any PTC Student Housing property. This includes the use of, being under the influence, possession, sale or distribution of alcoholic beverages or paraphernalia. Any individual on PTC property who is visibly intoxicated will be reported to the proper authorities. Students are not permitted to decorate apartments with alcohol cans, bottles, bottle caps, party balls, kegs, or any other type of alcoholic containers.

Cameras

Use of security /video surveillance cameras in the apartment is prohibited without consent of all parties living in the apartment. Notification must be placed throughout the apartment indicating cameras in use. You must notify the Senior Director of Resident Life and Campus Security for approval.

Disturbances & Noise

- Residents shall not make or permit disturbing noises or other disturbing acts in the apartment nor permit the same by family, guests, servants, employees, agents, visitors, nor permit anything by such persons that will interfere with the rights, comforts, or convenience of other residents.
- All apartment doors must be closed at all times.
- Recreational items such as pool tables, ping-pong tables, and other miscellaneous recreational equipment are not permitted in the apartments.
- Residents shall not play, operate, or permit to be played or operated any musical instrument, stereo, television, or other electronic device in the apartment or on adjoining property that disturbs others. If there is a continued problem with loud noises coming from the housing unit, the owner of the equipment will be asked to remove it permanently. Continued violation of this policy will result in immediate eviction from the apartment.
- No amplified instruments or amplifiers kept within the apartment.
- No stereo speakers are permitted on the balcony or terrace.
- No babysitting is permitted in your Housing Unit.
- You may not conduct or allow others to conduct business out of your Housing Unit.
- Remember, your holiday may be your neighbor's workday. Respect the needs and rights of those around you, and they will do the same. If other residents disturb you because of noise, please inform the Resident Coordinator immediately.

Gambling

Gambling is strictly prohibited by the laws of the State of Pennsylvania.

Hazing

Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report those acts may also violate this policy. Hazing is strictly prohibited.

Illegal Substances

The consumption, possession, common possession, purchase, sale or distribution of illegal drugs or other controlled substances, and associated drug paraphernalia, which is not legally prescribed to the individual involved, is strictly prohibited. This includes all products derived from hemp, including medical marijuana and CBD, due to Federal laws such as the Federal Safe and Drug Free Schools and Communities Act, and the Drug-Free Workplace Act. Suspected violators will be reported to the Resident Life Department.

Students may also be subject to criminal prosecution for violation of drug laws. Any student found responsible for participating in the sale or distribution of marijuana, or other drugs, may be dismissed from PTC for a first violation. Students will be held accountable for the conduct of their guests.

Smoking

PTC Student Housing is 100% non-smoking. Smoking areas are designated as follows:

- On-Campus: Designated areas and the smoking shelter outside Level 2.
- Designated areas near student housing and the Energy Technology Center

Violators will be subject to judicial sanctions, fines and/or cleaning charges. Resident students are accountable for the behavior of their guests. In other words, if you or your guest smokes inside of a PTC apartment building, you will be considered to be in violation and subject to the below charges, fines, and sanctions:

You will be charged \$100.00 fine and required to complete Judicial Educator Modules. You will also be charged for any cleaning/painting costs incurred as a result of smoking in your apartment and any fines associated with setting off the smoke detector causing a false alarm and building evacuation. Multiple violations may result in your dismissal from PTC Student Housing.

Smoking and the use of other tobacco products, including chewing tobacco and vapor/electronic cigarettes (vape pens), are not permitted inside any PTC facility or PTC Student Housing location.

Soliciting

Soliciting is strictly forbidden. You must notify the Housing Office if a solicitor appears, and appropriate action will be taken.

Tattoo Equipment

Tattoo equipment is not permitted in PTC Student Housing.

Weapons

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, swords, or knives with a blade longer than two inches, including the storage of any item that falls within the category of a weapon in a vehicle parked on any PTC property are strictly prohibited. Anyone found possessing any type of weapon or hazardous material may be immediately dismissed from PTC Student Housing and/or Pittsburgh Technical College.

XII. GENERAL HOUSING RULES

Access

The Resident Life staff or building personnel will have access to your apartment at any time to check for cleanliness, damages or a violation of any school policy, housing regulation, or local, state, or federal law. PTC personnel or appropriate apartment management may enter your apartment at reasonable hours to make any necessary repairs, or at any time to make emergency repairs.

Apartment Usage

The apartment shall be used for residential purposes only and shall be occupied only by residents under a Student Housing Agreement. The apartment shall be used so as to comply with all State, County, and Municipal laws, and ordinances. You shall not use the apartment or permit it to be used for any disorderly or unlawful purposes or in any manner so as to interfere with other residents or building occupants' quiet enjoyment of their apartment. See also: Disturbances and Noise

Apartment Assignments

The Resident Life Department makes all apartment assignments and reserves the right to make apartment changes as it deems necessary, including consolidating students as vacancies occur. Unauthorized moves will not be tolerated.

Breaks

Students are required to vacate the apartments over the Summer and Winter Breaks only. You can leave your possessions in the apartment during this time; however, you must follow the instructions as to how to store your possessions so that we have access to the apartment for cleaning and maintenance.

If you are unable to vacate your apartment, you must give written notice to the Resident Life Department (Senior Director of Resident Life or designee) 2 weeks prior to the break for permission to remain in Student Housing during the Summer and Winter breaks. Students who work will need to submit a letter from their employer with their work schedule. All other non-work-related requests will be approved on a case-by-case basis. Students who are approved to stay are not permitted to have guests.

Student Academic Calendar: ptcollege.edu > [about-pittsburgh-technical-college](#) > [academic-calendar/](#)

Direct link: [Academic Calendar - Pittsburgh Technical College \(ptcollege.edu\)](http://ptcollege.edu/academic-calendar/)

Common Areas

You may not remove any furniture from the common areas for personal use. All common areas, including but not limited to parking lots, stairwells, courtyards, and clubroom areas must be kept clear at all times of any trash, refuse, and any other obstructions. All items left unattended in the common areas may be removed and disposed of by PTC without notification to the owner. Common areas are for the use and enjoyment of all residents at the community.

Any resident, occupant and/or guest conducting themselves in an unreasonable and/or offensive manner shall be subject to removal from the common areas and such conduct shall further constitute a breach of the Housing Agreement.

Contacts with Family

You agree that the Resident Life Department may contact your parents or guardians with reference to anything that occurs in or around the apartment or any violation of school policy.

Dismissal - Leave of Absence - Withdraw

If you withdraw from PTC/Student Housing, are dismissed from PTC/Student Housing, or take a Leave of Absence, you must leave your apartment within 24 hours, and your financial obligations will be the following:

- You will pay your housing charges to the end of the current quarter
- You will be charged a termination fee of \$750.00.

NOTE: Other specific termination fees may apply and are noted in your housing agreement.

Extermination Services

Contact your Resident Coordinator if your apartment needs extermination services.

Failure to Vacate

In the event your residency is terminated for any reason, and you remain in the Housing Unit, the School shall have the right to physically remove you and your possessions from the Housing Unit and take any other such steps whatsoever which are appropriate to regain possession of the Housing Unit.

Garbage & Trash

Areas are designated for garbage and trash disposal. A large container is provided by the complex. After using, be sure to replace its lid. Do not place refuse on the ground around the container. You will be charged for trash removal, trash left in apartment, or trash not disposed of properly. A charge of \$25.00 per bag will be assessed. A \$250.00 charge for appliances left behind for disposal (TV, computer, mini fridge, etc.).

Guests

With the consent of others sharing your Housing Unit, you may entertain occasional guests, not to exceed two per resident at any time; and not to exceed three guests per Housing Unit at any time. Occasional overnight guests are permitted only in On Campus Housing with consent of all others sharing your Housing Unit for no more than two consecutive nights.

- Guests must be 18 years of age or older
- Guests must have a valid form of ID in their possession
- You are responsible and liable for the conduct of your family and guests while they are on PTC property
- You must accompany your guests at all times
- Your guests are not permitted in your housing unit unless you are present
- You are responsible to ensure that your guests follow all rules and regulations set forth by PTC
- Do not give your guests your ID card or keys to your housing unit

- Students issued a Trespass Notice are not permitted on any PTC Housing facility
- You are not permitted to babysit in your housing unit
- Unauthorized person(s) living in your housing unit will be evicted and you will be charged \$100.00.
- Guests are not permitted to visit and stay in your apartment over Breaks
- Guests are not permitted to bring pets into your apartment.
- Resident students who violate this policy will be subject to conduct sanction up to and including dismissal from PTC Student Housing.
- Guests are not permitted in any other housing location (interim facilities) if applicable.

ID Card

You must have your PTC ID Card with you at all times. ID card replacement is available at the Campus Store for a charge of \$10.00.

Inspections

MOVE-IN: Upon moving in, please inspect your apartment for damages. Report any damages or maintenance requests to the Resident Life Department. An apartment condition/inspection form will be emailed to you by resident life for you to complete and submit.

APARTMENT CHANGE: Students must schedule an appointment with the Associate Director of Resident Life to request a room or apartment change. Instructions will be given based upon each request. Students are not permitted to move without approval.

MOVE-OUT: Students must schedule an appointment with a Resident Coordinator to inspect their room/apartment prior to leaving. Students must be present during the inspection and return all PTC issued keys, ID's, and parking passes to avoid additional charges.

A representative from PTC may inspect your apartment at any time to determine housekeeping habits and damages to your apartment. Costs to repair any damage to the apartment will be charged to your student account.

Please note that all residents are equally responsible for damage (unless the responsible person is determined).

Lockouts

In the event that you are locked out of your apartment, call Campus Security and Public Safety : 412-809-5300 (All incoming calls are recorded for safety and security purposes). Excessive requests will be assessed a \$10.00 charge for this service.

Mail

You can receive mail at your apartment address. Mail must be addressed properly. You cannot use the school's address for your personal mail.

You will be assigned a Box # which to receive mail while you reside in PTC On-Campus Student Housing. You must use the PTC Box # as your mailing address. Items not addressed properly will be returned to sender. Mailboxes are located on level 6 in the main academic building.

Maintenance Calls

To provide both routine and emergency maintenance service, the College and the owner retain passkeys to all Student Housing Units. A service request will be answered in a reasonable time. In case of routine maintenance, the college endeavors to give prior notice of entry. The College shall have the right of access to the Housing Unit by use of key for such purposes without being liable to prosecution or damages.

Maintenance – Service Requests

Student Portal > PTC Helpdesks > Helpdesk. The direct link is <https://ptcollege.mojohelpdesk.com>

Move Requests

All apartment/room changes MUST be approved by the Associate Director of Resident Life (or designee) and Financial Aid prior to moving. Unauthorized moves will not be tolerated. No Waivers

Failure of the School to insist upon strict compliance with the Student Housing Agreement or these housing Regulations shall not constitute a waiver of any violation.

No Waivers

Failure of the School to insist upon strict compliance with the Student Housing Agreement or these housing Regulations shall not constitute a waiver of any violation

Notices

Any notice required between you and the College shall be in writing and shall be deemed to be given if delivered personally or mailed by registered or certified mail (a) if to you, to the Housing Unit or PTC student email; (b) if to the College, to the Resident Life Department, 1111 McKee Road, Oakdale, PA 15071.

Property of Others

You are not permitted to use anyone else's property without their prior permission. You may not misuse, steal, abuse, or destroy School property or the property of another student or guest.

Quiet Hours

In order to be courteous to your roommates and other complex residents, the following Quiet/Courtesy Hours are to be observed: 10:00 pm – 9:00 am daily

Recreational Areas

You must abide by the "Rules and Regulations" established for use. Any such facilities or areas shall be used wholly at your own risk.

Search & Seizure

PTC reserves the right to conduct warrantless searches and inspections of any student's room/apartment or seizure of any prohibited private property that is located in the apartments, buildings, or outside areas. Resident Life Staff members and Public Safety personnel may conduct searches in order to protect and secure the rights, privileges, and property of students, roommates, neighbors, and the apartment complex. Searches and seizures will not be conducted unless there is reasonable cause for doing so. Property seized will be held until the end of the quarter and returned if property is not illegal.

Van Transportation

The following are Rules of Conduct for students on the PTC Shuttle Van:

- Remain seated while van is in motion
- Listen to driver at all times
- Use proper language and keep voices at a low level
- No physical or verbal altercations
- Keep all body parts inside the van
- No smoking or flammable materials (includes e-cigs and vape)
- Keep objects from becoming airborne
- No eating or drinking in the van
- Display good manners & consideration to fellow students and drivers
- Keep aisle clear
- Drivers have orders to report all violations to the Resident Life Department. Misconduct will result in loss of van privileges.

Walkways – Entrances - Lawns

Sidewalks, driveways, walkways, public lawns, entrances, hallways, stairs, and other public areas shall not be obstructed or used for any purpose other than ingress and egress to and from your Housing Unit. Leaving bicycles, motorbikes, or other items of private property in any of the common areas is prohibited. Any such property so left, may be impounded. The hanging or placing of clothes or laundry on or about the building, including windowsills, doors, fire safety equipment, etc. is strictly prohibited.

Wheeled Devices and Drones

Skateboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted to be ridden/used inside PTC buildings, residence halls, or on athletic courts. Additionally, skateboards and other wheeled items may not be ridden on railings, curbs, benches, or any such

fixtures that may be damaged by these activities, and individuals may be liable for damage to PTC property caused by these activities. Hover boards and drones are prohibited on the PTC campus and at PTC controlled housing properties.

XIII. HOUSING UNIT RULES

Appliances – Furniture – Fixtures

Apartments are equipped with refrigerator, stove/oven, microwave, dishwasher, and garbage disposal, as well as standard bathroom fixtures. No major appliances of any kind may be installed within the apartment, building, or any storage area without the school's consent.

- Dishwashers should not be overloaded. Use only detergents made for automatic dishwashers.
- Deep fryers containing cooking oil are not permitted.
- Cooking appliances of any kind (toasters, toaster ovens, microwaves, coffee makers, etc.) are not permitted in bedrooms.
- Students are permitted to have their own mini refrigerator, which may not exceed 4.3 cubic feet.
- Only toilet paper should be flushed in toilets.
- Notify management of all difficulties with the proper use of your appliances.
- Always run cold water into the garbage disposal when it is in operation and limit usage to the disposal of soft food items. Items such as bones, coffee grounds, seeds, corn husks & cobs, etc. should be bagged and put in the garbage receptacle. If the disposal stops working, let it rest with the power off for approximately 30 minutes, then press the re-set button located on the side or base of the disposal motor. This should start the disposal.
- A removal fee of \$250 each will be charged for any appliances left in apartment (TV, computer, mini fridge, etc.).
- Misuse or abuse of appliances, furniture, and/or fixtures by you or guests is your responsibility to repair. There is a charge for misuse of any electrical appliances in the apartments.

Candles & Incense

Candles, candle warmers, and incense are fire hazards and are NOT PERMITTED in the apartment at any time, even for display purposes. Students can be fined for candle and incense possession.

Carpet

You are responsible for the cost of damages and/or cleaning/shampooing the carpets in the Housing Unit. Damage to carpet outside of normal wear and tear will be charged to you.

Changes in The Housing Unit

You may not remodel, structurally change, paint, or remove furniture and/or fixtures from the Housing Unit.

Cleaning/Housekeeping

Your apartment is your home, and it is necessary to properly care for your home during your stay. Here are simple guidelines to follow:

- Keep bathroom, kitchen, and appliances clean
- Use cutting boards NOT countertops
- Vacuum carpeting weekly and clean spills immediately
- Clean bathroom and kitchen floors weekly
- Run garbage disposal daily
- Dispose of trash daily
- Store all food securely wrapped in proper containers

The Housing Unit must be kept in clean and orderly condition. Prior to vacating the Housing Unit, you must clean the entire Housing Unit, including the range, refrigerator, bathroom, kitchen, closets, cabinets, floors, and remove all debris and rubbish. If the Housing Unit is not cleaned when vacated, you must pay for all expense of cleaning, in accordance with a schedule of charges. There is a \$25.00 per bag charge for trash removal. There is a \$250.00 per piece charge for disposal of any appliances left behind (TV, computer, mini fridge, etc.).

The hanging or placing of clothes or laundry on or about the building, including windowsills, doors, fire safety equipment, etc. is strictly prohibited.

You will be charged for any cleaning or damage you are found responsible for. Please keep your apartment clean and report any damage or maintenance issues immediately.

PTC reserves the right to employ an outside cleaning service if housekeeping standards are not met. Students are given 24-hour notice to rectify apartment conditions before a cleaning service is employed. If a cleaning service is called, students are responsible for all charges.

Decorations - Alterations

You must obtain permission from PTC Resident Life before making alterations of any kind to your apartment.

It is permissible for you to hang pictures, mirrors, or similar decorations on walls in the apartment, but picture hangers should be used.

- No adhesive back mirrors are to be attached to the walls/doors.
- You must only utilize the outlets already provided in your apartment. No additional wiring is permitted

- No wallpaper may be put on the walls.
- No waterbeds in the apartment.
- No signs, exterior lights, or markings may be displayed in windows or on apartment doors.
- No awnings or other projections attached to the outside walls of the building of which the apartment is part.
- Lighting Fixtures – Use the correct light bulb wattage for each outlet. Colored bulbs, black lights, or halogen lights are not permitted in your apartment.
- Candles, candle warmers, and incense are not permitted in your apartment.
- You are not permitted to decorate with any alcohol containers.
- You are not permitted to remove window screens or windows. You will be charged for any broken window or screen that needs to be fixed or replaced.

Furniture

Furniture in apartment must remain in apartment. Do not remove any furniture.

Additional large and/or upholstered furniture is not permitted in PTC Student housing. Waterbeds, pool tables, ping pong tables and space heaters are also not permitted in PTC Student Housing. Please check with the Resident Life Department before bringing additional furniture into the apartment.

Internet – Wi-Fi

PTC provides Internet service through Apogee. CHANGES OR UPGRADES ARE NOT PERMITTED TO YOUR INTERNET SERVICE. You are not permitted to add any additional services

DO NOT remove the internet modem; it is the property of PTC. A \$50.00 charge will be assessed for any modems removed from your apartment. Do not relocate modems from room to room.

Wi-Fi is provided and students can bring an ethernet cable to hardwire their computer/consoles using the ethernet jacks provided in each room.

To report problems: Contact your RC for information or Apogee at 833-495-0984

Keys - Door Locks

Upon moving in, you will receive one or more keys depending on your housing assignment.

Student ID: To access your building On-Campus and Apartment

Room Key: To access your bedroom On-Campus.

- You are not permitted to share or let anyone else use your keys or ID card for access.
- You are not permitted to use anyone else's keys or ID card for access.
- You are not permitted to make duplicates of these keys.

- Any lost keys or IDs should be reported to Resident Life. Remember to always lock your apartment door.
- You are strictly prohibited from changing or in any way altering locks installed on the doors of the Housing Unit. Resident Life Staff and Apartment Managers must have all keys to apartments in order to perform routine work orders and to handle emergency situations.
- Any friend, family member, or vendor who requires access to your apartment during business hours will be admitted only with written permission from the resident.
- You will be charged \$25.00 for lost keys and/or keys not returned when you vacate the apartment. In the event you shall require services for opening the Housing Unit, you will be assessed a charge of \$10.00 for each occurrence.

Lighting

Halogen lights are not permitted in PTC Student Housing.

Peep Holes

The front door of each apartment is equipped with a peep hole. As a safety precaution, you are encouraged to utilize this before opening the exterior door.

Pets

Residents are permitted a small (5 gallon or less) fish tank containing fish only. You are not permitted to have spiders, snakes, lizards, cats, dogs, birds, or other pets in your Housing Unit. Guests are not permitted to bring pets into the apartment.

Students in violation of this policy will be charged a fine and are responsible for any damages incurred by the animal.

Plumbing

Toilets, basins, etc., may not be used for any other purpose other than for which they were designed, nor shall any sweepings, rubbish, rags, or any other improper articles be thrown into same. The electrical system shall not be overloaded. Any damage resulting from misuse of these facilities shall be corrected at your expense.

Service/Assistance Animals

For more information view Appendix A of this document.

Signs

You may not display any signs, exterior lights, or marking on the Housing Unit. No awning or other projections shall be attached to the outside walls of the building of which Housing Unit is a part.

Spray Paint

Spray paint, or any chemical paint remover is not permitted to be used or stored in any PTC Student Housing apartment.

Storage

No items are to be stored in hallway areas. These represent a violation of the Township fire code. Residents will be charged for the removal of such items and must claim them within 30 days if they are so removed. Gasoline, propane, and other flammables are prohibited.

Utilities

Gas, electric, water, sewage, and basic internet are included in your Housing costs. Do NOT transfer any utilities into your name or make any changes in service.

Utility Outages

Contact Campus Security and Public Safety at 412-809-5300 (all incoming calls are recorded for safety and security purposes)

Walls

No nails, screws, or adhesive hangers, except standard picture hooks, may be placed in walls, woodwork, or any part of the Housing Unit. No holes are to be made in the ceilings. No adhesive backed mirrors may be attached to walls/doors. You are not permitted to wallpaper or paint walls, doors, or woodwork.

Window Coverings - Drapes

Window coverings are provided with your apartment. No additional window coverings are permitted.

XIV. OTHER RESOURCES

Student Right to Know (Consumer Information)

This section of the PTC website contains information, such as the Code of Student Conduct and Student Handbook (Student Manuals), Title IX Resources, and others that are important for all current and prospective students to review and understand.

- [**Mission and Vision**](#)
- [**Nondiscrimination Policy**](#)
- [**PTC Catalog**](#)
- [**Student Manuals**](#)
- [**Books and Supplies**](#)
- [**Student Grievance Policy and Procedures**](#)

- [Student Privacy](#)
- [Campus Safety, Security, and Title IX Resources](#)
- [Diversity and Inclusion](#)
- [Voter Registration Information](#)
- [Academic and Financial Aid Information](#)
- [Career Assistance Data](#)
- [Information Security](#)

APPENDIX A - SERVICE & ASSISTANCE ANIMAL POLICY

A. DEFINITIONS

1. Handler

A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

2. Service Animal

Any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of "service animal" under the Americans with Disabilities Act (ADA) regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual's disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

3. Assistance Animal

An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy PTC Student Housing. An assistance animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as "service animals" under the Americans with Disabilities Act. Assistance animals that are not service animals under the ADA may still be permitted, in certain circumstances, in College Housing pursuant to the Fair Housing Act.

B. SERVICE ANIMAL POLICY

In compliance with applicable law, PTC generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities, and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. (For policies regarding assistance animals – including emotional support animals - that do not meet the definition of a "service animal," please see the Policies for Assistance Animals within this document.)

PTC may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. PTC will make those determinations on a case-by-case basis.

1. Inquiries Regarding Service Animals

In general, PTC will not ask about the nature or extent of a person's disability but may make two inquiries to determine whether an animal qualifies as a service animal. PTC may ask:

- If the animal is required because of a disability and.
- What work or task the animal has been trained to perform.

PTC cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, PTC may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Specific questions related to the use of service animals on the PTC campus can be directed to the

- Senior Director of Resident Life, Gloria Ritchie, at ritchie.gloria@ptcollege.edu, 412-809-5126, or
- Dean of Counseling & Student Development, Svilar.stephanie@ptcollege.edu, 412-809-5341.

2. Responsibilities of Handlers

Students who wish to bring a service animal to campus are strongly encouraged to notify Senior Director of Resident Life, Gloria Ritchie, at ritchie.gloria@ptcollege.edu, 412-809-5126, especially if other academic accommodations are required.

Students who plan to live in on-campus housing must inform the Senior Director of Resident Life, Gloria Ritchie, at ritchie.gloria@ptcollege.edu, 412-809-5126 if they plan to have a service animal with them in student housing. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting student's specific requests for housing. Staff and faculty with service animals are strongly encouraged to contact the Human Resources Department.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

3. Service Animal Control Requirements

- The animal should be on a leash when not providing a needed service to the partner.
- The animal should respond to voice or hand commands at all times and be in full control by the handler.
- To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
- Identification – It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.

4. Animal Etiquette

To the extent possible, the handler should ensure that the animal does not:

- Sniff people, restaurant tables or the personal belongings of others.
- Display any behaviors or noises that are disruptive to others unless part of the service being provided the handler.
- Block an aisle or passageway for fire egress.

5. Pet Food Storage

- All pet food must be stored in an air-tight container
- Food dish should not be left out all day. Feed your pet then pick up the food dish.

6. Waste Cleanup

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
- Properly dispose of waste and/or litter in appropriate containers.
- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.

7. Waste Disposal

- Please place and dispose of animal waste in plastic bags and dispose of properly. Do NOT bring animal waste into the buildings.

8. Veterinary Records

- It is your responsibility to provide your animal with an annual well-visit and current vaccinations.
- You are required to provide your Resident Coordinator any updated information of your animal's well-visit, including information such as shot records, flea/tick treatment, etc.

9. Care of Animal

- Animals are not to be left in apartment when you are away for break, vacation, etc.
- You are responsible for the care of your animal. You are not permitted to give others access to your apartment to care for your animal.
- All dogs and cats must wear a flea collar
For pet safety a break-a-way type collar is recommended
- All dogs and cats must be spayed/neutered

10. Removal of Service Animals

Service Animals may be ordered removed for the following reasons:

- Out of Control Animal: A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any PTC facility until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.
- Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.
- Direct Threat: A handler may be directed to remove an animal that PTC determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

Where a service animal is removed pursuant to this policy, PTC will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

11. Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. PTC will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. PTC will consider both students' needs. Re-housing would be an alternative.

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12. Emergency Response

In the event of an emergency, the Emergency Response Team (ERT) that responds is trained to recognize service animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler or animal may be confused from the stressful situation. The ERT should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. The ERT should make every effort to keep the animal with its handler. However, the ERT's first effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

13. Service Dogs in Training

A dog being trained has the same rights as a fully trained dog when accompanied by a trainer and identified as such in any place of public accommodation. Handlers of service dogs in training must also adhere to the requirements for service animals and are subject to the removal policies as outlined in this policy.

14. Public Etiquette towards Service Animals

It is okay to ask someone if she/he would like assistance if there seems to be confusion, however, faculty, staff, students, visitors, and members of the general public should avoid the following:

- Petting a service animal, as it may distract them from the task at hand.
- Feeding a service animal.
- Deliberately startling a service animal.
- Separating or attempting to separate a handler from his/her service animal.

15. Appeals and Grievances

- Any person dissatisfied by a decision concerning a service animal or assistance animal may appeal through the PTC appeals process.

16. Contact and Notice

Specific questions or notice related to the use of service or assistance animals on the PTC campus can be directed to the

- Senior Director of Resident Life, Gloria Ritchie, at ritchie.gloria@ptcollege.edu, 412-809-5126, or
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C. ASSISTANCE ANIMAL POLICY

1. General Definition of ESA

Emotional Support Animal (ESA) means any animal that provides comfort or alleviates one or more symptoms or effects of a disabling condition for a person with a qualified disability. An Emotional Support Animal is not a pet. An ESA is a companion animal that provides therapeutic benefit to an individual with a mental or psychiatric disability. The person seeking to bring an ESA onto campus must have a verifiable disability, not simply a desire for companionship. An ESA can serve as a “reasonable accommodation” under the Fair Housing Amendments Act of 1988 (FHA or FHAct) in those housing communities that have a “no pet” policy. The ESA is not required to have any specialized training or certifications.

2. Inquiries Regarding Assistance Animals in Residence Halls

a) Qualifications and Process

With advance approval, a student with a disability may have an ESA in their residence hall as an accommodation.

The ESA must stay within the confines of the residence hall and grounds immediately surrounding the hall.

Only animals that do not pose a direct threat to the health and safety of others, would not cause substantial physical damage to college property or the property of others, or do not fundamentally alter housing operations will be considered.

Though a request may be made to the Dean of Counseling & Student Development or the Senior Director of Resident Life at any time, students seeking to bring an ESA on campus should submit all materials (forms and documentation) at least 3 weeks prior to the start of each quarter.

The Housing Accommodation Committee will consider requests from newly enrolled students and requests made by current students relating to a newly discovered need on a case-by-case basis throughout the semester.

The request must include documentation from a licensed mental health professional (i.e., psychologist, psychiatrist, social worker) or otherwise qualified medical or disability professional who is providing on-going treatment for the disability and must include a completed Emotional Support Animal Request for Information Form, which asks for the following:

- Evidence of a disability necessitating the prescribing of the emotional support animal.
- Symptoms for which treatment is needed.
- Length of time the prescribing individual has been working with the student regarding their mental health impairment; Note: owners must provide annual documentation of ongoing treatment for their disability by a licensed professional in order to continue having the animal in the residence hall.
- Evidence of the connection between the diagnosis/symptoms and the use of the support animal.
- Evidence that the student will not be able to use and enjoy the residence hall or to participate in the services or programs if the emotional support animal is not allowed.

Prior to approval, the student must provide:

- A physical description of the animal including height, and weight
- Confirmation that the animal is housebroken or confined such that housebreaking is not necessary (e.g., fish, hamster).
- Also include any equipment that will be needed for the care of the animal. This includes a Veterinarian Verification Form.

The request will be reviewed by the Housing Accommodation Committee, which is composed of representative from Student Affairs, Resident Life and Counseling. The committee meets to review requests prior to each quarter during the Academic Year. The student will be notified of a decision on their request within (14) days after the Housing Accommodation Committee has

met to discuss their application. Appeals should be submitted to the Vice President of Student Affairs within (7) days of the official notification of the decision.

3. Responsibilities of the Handler

Owners granted the accommodation of an emotional support animal in their residence Hall unit shall be subject to the following rules. The owner must:

a) Assistance Animal Control Requirements

Keep the Animal in the Residence Hall Unit. An ESA must be contained within the owner's privately assigned living accommodations except to the extent the individual is taking the animal out for natural relief.

When the animal is outside the private individuals living accommodation it must be in an animal carrier or controlled by a leash or harness.

- The animal should respond to voice or hand commands at all times and be in full control by the handler.
- To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
- ESAs are not allowed in any College facilities other than the housing to which the resident is assigned.

b) Animal Etiquette

Keep the Animal Under Control

The ESA must be properly housed and restrained or otherwise under the dominion of the and control of the owner at all times.

No owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.

- The animal must not display any behaviors or noises that are disruptive to others.
- The animal must not block an aisle or passageway for fire egress.

c) Pet Food Storage

All pet food must be stored in an air-tight container

- Food dish should not be left out all day. Feed your pet then pick up the food dish.

4. Abide by Laws and Policies.

The owner must abide by current city, county, and state ordinance, laws, and/or regulations pertaining to licensing, vaccination and other requirements for animals. It is the owners responsibility to know and understand these laws, ordinances, and regulations.

The College has the right to require documentation of compliance with such ordinances, laws and/or regulations which may include a vaccination certificate and license.

Additionally, the owner must abide by all equally applicable residential policies, such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

NOTE: PTC requires up-to-date Veterinary Records, and annual well-visit documentation.

5. Care of Animal

Pets are to be well-cared for by their student owners. The owner must ensure the animal is kept in a clean, healthy, positive environment. The needs of a pet must be met, including scheduled feeding and play times to ensure proper nutrition and well-being. Any evidence of mistreatment, abuse, neglect or leaving the animal unattended for unreasonably long periods of time may result in immediate removal of the animal and/or discipline for the responsible individual pursuant to the college Code of Student Conduct and/or any housing-related sanctions. College personnel shall not be required to provide care or food for any animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

Animals are not to be left in apartment when you are away for break, vacation, etc. ESA's may not be left overnight in College housing to be cared for by any individual other than the owner.

If the owner is to be absent from his/her residence overnight or longer, the animal must accompany the owner.

The owner is responsible for ensuring the animal is contained, as appropriate, when the owner is not present during the day or evening while attending classes or other activities.

You alone are responsible for the care of your animal. You are not permitted to give others access to your apartment to care for your animal.

- All dogs and cats must wear a flea collar

- For pet safety a break-a-way type collar is recommended
- All dogs and cats must be spayed/neutered

6. Waste Cleanup and Disposal

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.

Properly dispose of waste and/or litter in appropriate containers.

- Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.
- Please place and dispose of animal waste in plastic bags and dispose of properly. Do NOT bring animal waste into the buildings

7. Damages

Owners are responsible for any property damage caused by their ESA. The owner is required to dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the College. An individual with a disability may be charged for any damage caused by his or her ESA beyond the reasonable wear and tear. The owner's living accommodations may also be inspected for fleas, ticks, or other pests, detected through inspection. The owner will be responsible for the expense of any pest treatment above and beyond standard pest management in the residence halls. The College shall have the right to bill the owner's student account for unmet obligations under this provision.

8. Removal of Assistance Animals

The college reserves the right to ask the student to remove the animal from campus if:

- The animal poses a direct threat to the health or safety of others or causes substantial damage to the property of others, including college Property.
- The animal's presence results in a fundamental alteration of a college program.
- The owner does not comply with the Owner's Responsibilities as set forth above.
- The animal or its presence creates an unmanageable disturbance or interference with the college community.

Violation of this policy will be referred to the Vice President for Student Affairs & Strategic Enrollment Management.

9. Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. PTC will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. PTC will consider both students' needs. Re-housing would be an alternative.

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