RESIDENCE LIFE HANDBOOK

2012-2013

AVAILABLE ON THE WEB AT:

www.ndm.edu

TABLE OF CONTENTS

Welcome 3
Residence Life Staff 3
Doyle Hall front desk information 3
Meletia Hall front desk information 3

Community Behavioral Standards 4
Incident Reports 4
Disciplinary Sanctions 4
Compliance with Residence Life Staff 4

Residence Hall Living 4
Expectations of Residents 4
Roommates 5
Access to Rooms 5

Residence Hall Policies and Procedures 6
Babysitting 6
Balconies 6
Bed Risers/Bunking Beds 6
Bicycles 6
Building Access and Keys 6
Cancellations & Refunds 6
Change of Status 7
Check in 7
Check out 7
Damages 7
Appealing Room Damages 7
Common Area Damage 7
Emergency Information 7
Furnishings 8
Hall Closings 8
Hall Council 8
Heat/Temperature Guidelines 8
Holiday Decorations 9
Kitchen Facilities 9
Laundry 9
Lounge and Common Area Use 9
Mail 9
Maintenance 9
Micro-fridges 10
Parties 10
Pets 10
Posting and Bulletin Boards 10
Prohibited Conduct 10
Quiet and Courtesy Hours 11
Residency Requirement 11
Room Changes/Move Week 11
Residential Area Cleaning 12
Smoking 12
Solicitation 12
Telephones 12
Phone mail 13
Visitation 13
General Guidelines 13
Expectations for guests 13
Male Visitors 13
Overnight Guests 14
Wall Decorations 16
Window, Door and Whiteboard Displays 16

Room Selection/Residence Agreements 16
Room Types and Rates 16
Buy-outs/Consolidations 16
Rooms for Students with Medical Needs 17
Residence Agreements/Housing Contract 17
Room Condition Reports 19
Room Selection 20

Safety in the Residence Halls 20
Fire Drills 20
Fire Emergency Evacuation 20
Fire Safety 20
Smoke Detector 20
Health and Safety Inspections 21
Lock-outs 21
Lost Keys 21
Obscene or Harassing Phone Calls 21
Possessions 21
Sexual Assault 21

Residence Life Code of Conduct 22
Alcohol Policy 22
Controlled or Illegal Drugs 23
Disorderly Behavior and/or Gatherings 23

Cable Line-Up at NDMU 24

Alphabetical Index 25

WELCOME

Welcome to residential living at Notre Dame of Maryland University. In the residence halls students make friends, study, learn, relax, and have fun. Residence Life professional and student staff members work to build community in the residence halls, provide informal advising to students, and refer students to appropriate University administrators and faculty as necessary. The Residence Life Office has put this handbook together to assist you throughout the academic year. Residence hall and University policies guide the life of the community. Staff members in our office are ready to assist you. Please feel free to call on us as needed. Best wishes for a great year!

RESIDENCE LIFE PROFESSIONAL AND STUDENT STAFF

The Residence Life professional staff includes two Residence Hall Directors. These staff members assist in housing students, facilitate an appropriate living atmosphere in the residence halls, supervise the Resident Assistants (RAs), handle resident disciplinary situations, counsel students, provide educational and social programs, respond to emergency crises and refer students to other departments as necessary.

Residence hall student staff includes Resident Assistants (RAs) and front desk student assistants. RAs are students who are peer mentors and administer the day-to-day operations of the residence hall. Resident Assistants work with the Residence Life Office to help students develop and maintain an environment that promotes academic, personal, spiritual and social growth in the residence hall. The RAs are the first point of contact in the residence halls. It is an expectation that RAs and students will work together to develop a living/learning community, which will significantly enhance their quality of life in the residence halls and at the University. Student Assistants staff the front desk of each residence hall to assist with the visitation policy and general residence hall issues that may arise.

Residence Life Offices are located on the first floor of Doyle Hall. You may contact staff members during the following times:

- Monday - Friday, Office hours are from 8:30 a.m. to 4:30 p.m.
- After regular business hours, residents may contact their RA by calling the Student Life Information Center (SLIC) Desk at (410) 532-5725.
- Schedules of which RAs are on-duty are posted on the resident assistant's doors or bulletin boards on each floor. A copy of the schedule can also be found in each hall's lobby. In the event of an emergency, always dial ext. 6666 to contact Public Safety.

Professional Staff Members

Administrative Assistant	Doyle 118	410-532-5733
Residence Director, Doyle Hall	Doyle 122A	410-532-3173
Residence Director, Meletia Hall	Doyle 122B	410-532-3174

Doyle Resident Assistants

Doyle 313	410-532-1291
Doyle 334	410-532-1559
Doyle 414	410-532-1350

Meletia Resident Assistants

Meletia 120	410-532-1356
Meletia 212	410-532-1140
Meletia 339	410-532-1569

Student Life Information Center (SLIC)

The Student Life Information Center (SLIC) is located in the lobby of Doyle Hall. Student workers are responsible for greeting and assisting guests when they first enter Doyle Hall and directing them to appropriate staff members as needed. In addition they distribute student mail, sign guests in, sign out loaner keys, etc.

You may contact the SLIC desk at 410-532-5725 during the following operating hours*:
Sunday – Thursday: 9 a.m. – 12 a.m.
Friday – Saturday: 9 a.m. – 2 a.m.
Sunday - Monday from midnight to 6am, Public Safety will staff the SLIC desk.
**Hours are subject to change.*

Meletia Hall Front Desk

The Meletia Hall front desk is located in the lobby of Meletia Hall. Student workers are responsible for greeting and assisting guests when they first enter Meletia Hall and directing them to appropriate staff members as needed. In addition they sign in guests.

You may contact the Meletia Hall front desk at 410-532-6090 during the following operating hours*:
Sunday – Thursday: 9 p.m. – 12 a.m.
Friday – Saturday: 9 p.m. – 2 a.m.
**Hours are subject to change.*

COMMUNITY BEHAVIORAL STANDARDS

Notre Dame of Maryland University expects responsible behavior, accountability, and respect for the rights of all members of the University community. With this in mind, there will be times when disciplinary action needs to be taken.

INCIDENT REPORTS

Incidents requiring the intervention or attention of the Residence Life staff are reported to the Residence Life Office via an incident report form. Such incidents may include emergency situations, theft, or violations of University or residence hall policies. Incident reports are forwarded to Residence Directors, Public Safety, the Dean of Students, and depending on the nature of the incident, additional appropriate staff.

DISCIPLINARY SANCTIONS

With the goal of accountability of residents for their behavior, sanctions may take different forms. The severity of the sanction should reflect the nature of the offense and any previous incidents involving the resident. Most incidents will be handled by a Residence Director. Incidents of a more serious nature will be handled by the Honor Board, Dean of Students, or the appropriate University representative. A student with an alleged violation will be notified to attend a disciplinary hearing to discuss the violation, her rights in the hearing process, and possible sanctions. After this meeting or a hearing with the Honor Board, a disciplinary sanction will be issued if the individual is found responsible for the violation.

STUDENT COMPLIANCE WITH RESIDENCE LIFE STAFF

All students are expected to respond to reasonable requests from staff members, including requests from Resident Assistants. Any form of non-compliance, including but not limited to, verbal abuse of staff members, will not be tolerated and will result in disciplinary action.

RESIDENCE HALL LIVING

Your residence hall room will be the center of your living/learning environment while at Notre Dame of Maryland University. Consistent with the University's honor code, resident and community rights/responsibilities have been established for residence hall living at the University.

EXPECTATIONS

Residents are expected to do the following:

- Clean own room and its furnishings. Clean private bathroom facilities on regular basis.
- Empty full and/or foul-smelling wastebaskets and sweep/empty dirt into appropriate receptacles outside of your residence hall room; participate in recycling efforts by placing materials in appropriate receptacles.
- Upon vacating room overnight or longer: close and lock windows and screens, unplug appliances, turn off lights and lock door.
- Avoid excessive use of hot water and excessive steaming in bathrooms.
- Clean kitchen facilities after each use.
- Contain all noise inside your room during quiet and courtesy hours.
- Wear appropriate dress when leaving your room to go out into the hallways.
- Take personal belongings that were brought/used in common areas with you when you vacate the area/room.
- Express your understanding of your individual rights to fellow residents in a calm and diplomatic manner.
- Treat fellow residents, Residence Life staff, as well as all other Notre Dame University community members with respect, consideration, and cooperation.
- Exercise an individual commitment to personal and community security.
- Make every effort to understand and comply with ALL University and Residence Life policies and regulations.
- Refrain from damaging any area within the residence hall, including individual rooms and public areas.
- Consistent with our Catholic tradition, give every resident the personal dignity she deserves.

As a resident student, you can expect the following from your experience while living on campus:

- The ability to study and learn in your living environment.
- Opportunities for and encouragement of participation in activities designed for personal growth and awareness.
- Responsible behavior, accountability and respect for the rights of all members of the University community.
- Respect for personal privacy within the limits of residence hall living and respect for your personal belongings.
- Assistance and support from the Residence Life staff.

ROOMMATES

You and your roommate will be spending quite a bit of time together during the course of the year. Honesty, consideration, mutual respect, discussion, compromise, and understanding are important when learning to live with your roommate(s). At the beginning of the academic year, roommates are given the opportunity to complete a roommate agreement. This gives roommates an opportunity to discuss the parameters for such things as music, guests, telephone usage, sharing personal items, etc. You may experience initial difficulties in adjusting to a new roommate or to residence hall life. If you do, we strongly encourage you to speak with your RA or another member of the Residence Life staff.

GETTING STARTED

1. Communicate: discuss personal habits, pet peeves, sleeping schedules, musical tastes, needs, wants, and expectations.
2. Set ground rules: How are you going to use the room (share or divide space)? Who will empty the trash? Who can borrow what and when? When will you study in the room? What is the best way to accommodate overnight guests? Make arrangements and follow through on what was agreed upon.
3. Talk with your roommate: Have an initial discussion on how to arrange the room decorations, etc. What else do you need for your room?
4. If a difficulty arises between you and your roommate, first try to work it out between the two of you. Next, consult with your RA. Your RA has been trained to mediate certain situations and will help facilitate a meaningful discussion. The goal of the discussion will be to bring about some type of resolution to the issue(s) at hand.

HELPFUL HINTS

1. Voice concerns that you have as they arise.
2. Listen to and understand your roommate's concerns.
3. Plan in advance for overnight guests.
4. Be understanding and flexible of alternative lifestyles and cultures.
5. Be respectful of your roommate's personal items and if you borrow or break something, replace it.
6. Don't ignore an issue and pretend nothing is wrong. Talk about it.
7. Make every effort to keep your living space clean, comfortable and pleasant for you and your roommate.
8. The more livable your space is, the happier you and your roommate will be.
9. Cooperate and compromise when it comes to cleaning, guests, and other issues.
10. Remember: treat others the way you want to be treated.

BASIC EXPECTATIONS OF ROOMMATES

- The right to read, study, etc. without the interference of unreasonable distractions i.e.: noise and/or guests.
- The right to sleep without excessive noise interruptions from roommates or roommate's guests.
- The right to live in a clutter free and reasonably clean room.
- The right to personal space and privacy.
- The opportunity to have respectable guests over.
- The right to ask disreputable guests to leave.
- The right to expect equal use of "room shared" appliances.
- The right to live in an environment free of fear, harm (physical or emotional), intimidation, peer pressure, and ridicule regarding personal opinions.
- The right to live in a secure environment.
- The right to be respected.

ACCESS TO ROOMS

The University respects your right to privacy and is committed to protecting that right, as well as ensuring the safety and security of all residents. There will be times when it is necessary for University officials to enter resident rooms, in which they reserve the right to do so. Every effort will be made for one of the residents to be there at the time of entry.

If a resident is unavailable or someone in the room does not respond to a knock on the door, the door will be opened with the master key.

In the case of an extreme emergency, or if there is suspicion of illegal activity, it may be necessary to have the room searched. Authorization must be given by a member of the Residence Life professional staff or the Vice President of Student Development or her designee. In order to authorize a room search, there must be reasonable suspicion that occupants of a specific room are:

- In possession of either illegal substances or paraphernalia.
- Committing acts in violation with University policies, state or federal law. Articles within the room that are in violation of University policies, state or federal law will be confiscated and not returned until the proper investigation has taken place.

RESIDENCE HALL POLICIES AND PROCEDURES

BABYSITTING POLICY

The Residence Life Office reserves the right to limit the amount of babysitting in the residence halls. This is done to ensure the ability of resident students to study in the residence halls. Our preference is for babysitting to take place at the home of the parent(s) or guardian(s). Residents should use discretion when bringing children to the campus. Please inform the RA on the floor or the RA on duty if there will be a child in your care. The child must be supervised at all times.

BALCONIES

The balconies in Meletia are considered common areas and are therefore subject to the University alcohol policy. Smoking is prohibited anywhere within 30 feet of the building and therefore **smoking on the balcony is a violation of policy**. No University furniture is to be used on the balconies.

BED RISERS/BUNKING BEDS

Non-University issued lofts/bed risers are not permitted in any residence hall room. **Beds in Doyle Hall are not permitted to be bunked due to ceiling fans in the rooms**. Residents in Meletia wishing to have their beds bunked or un-bunked are encouraged to sign up at the Meletia Hall front desk by the end of the third week of school**.** Beds may only be bunked/un-bunked during the set time frame at the beginning of the fall semester. Requests made after the posted deadline must be submitted to the Residence Life Office, and may not be granted. **Students who attempt to bunk/un-bunk the bed on their own may be subject to fines and/or disciplinary action.**

BICYCLES

Students must store bicycles in their rooms, bike racks outside the building, or in the storage room located in the basement of Doyle Hall. Due to security concerns as well as fire codes, bicycles may not be stored in the hallways, lounges, kitchens, laundry rooms or any other public residence hall area.

BUILDING ACCESS AND KEYS

The University ID card is used to access the living areas and building in which residents live. The Residence Life Office issues room keys to all residents. Students are prohibited from duplicating keys and/or swipe cards supplied by the University. Breaking this rule will result in disciplinary action. Residents must use their keys responsibly to ensure the security of the building, their property, and personal property of all roommates. Residents are not permitted to lend their keys or swipe cards to others. Please report any lost keys to your building's Residence Director immediately. There is a fee associated with replacement of a key as well as changing the core on your door lock. Upon vacating your room, you must return your room key to the Residence Life Office IMMEDIATELY.

CANCELLATIONS & REFUNDS

Your housing agreement is in effect for the entire academic year and may only be cancelled with no penalty for reasons stated in the agreement. Residents who sign up for rooms, but wish to cancel, will be charged the following fees:

***All students will be subject to the $200 non-refundable housing deposit and a $50 administrative fee**

Any additional room and board fees will be refunded as follows:
***100% refund if canceled by <u>August 27, 2012</u>, or <u>January 24, 2013</u> or up to two days before the first day of classes for the semester.**
***75% refund if canceled during the first two weeks of the semester**
***50% refund if canceled during the first three weeks of the semester**

***25% refund if canceled during the first four weeks of the semester**

CHANGE OF STATUS

Students may request a change of status from commuter to resident or resident to commuter by completing a change of status form available from the Residence Life Office. Students will receive notification of approval/denial after the application is processed by the Residence Director. Submitting an application to change from resident to commuter does not guarantee the request will be approved if a student is breaking their housing contract during the school year or has not met the requirements for commuter status. It is the students' responsibility to notify the Business Office, Financial Aid Office, and Academic Affairs Office regarding the change of status.

CHECK IN

Each semester the Residence Life Office publishes procedures for check in. Normally these will be mailed to your home. It is important that you follow the dates and times listed. If you arrive at a time other than that which is specified, a key will not be available to you. All students must check in by the first day of classes. If you do not check in by this date, you may lose your room and your housing deposit. Students must clear any outstanding balances with the Business Office before being allowed to check in.

***Required documentation for all new/transferring students who are planning to live on campus in the Residence Halls**:

- **Proof of Medical Insurance** *by signing a health insurance waiver or applying for the University's Health Insurance Plan*
- **Immunization Record** *including proof of meningococcal vaccination or signed waiver*
- **Health History Form**
- **Housing Application**
- **Residence Life Housing Agreement**

All of the above forms must be filled out prior to check in.

CHECK OUT

At the end of each semester the Residence Life Office distributes the dates and procedures for checking out of your residence hall room. To avoid an improper check out fee, residents should attend the building closing meeting and carefully follow all posted check out directions. Proper check-out means the resident is responsible for cleaning the room, removing all personal items from the room, scheduling a time with an RA to review the Room Condition Report (this step is waived if a resident chooses to use the express check out option), signing check-out paperwork, and returning keys to an RA or a Residence Life professional staff member.

DAMAGES

It is important to accurately complete and return your Room Condition Report (RCR) to your RA at the start of the year. When a student moves out of her room, Residence Life staff will inspect the condition of the room and all its items to compare it to the condition originally described on the RCR. Residents are responsible for everything inside their room, and any damage beyond normal wear and tear will be billed to the resident. Charges for damages are based on repair or replacement costs to restore the area or item that was damaged or stolen.

APPEALING ROOM DAMAGES

To appeal a bill, students must contact the Residence Life Office within 15 days of the date it was submitted. Amount listed on the room condition report is subject to change. Students are responsible for the amount charged.

COMMON AREA DAMAGES

Each student has a responsibility for common areas that are shared by all residents such as but not limited to lounges, hallways, stairwells, elevators, and community rooms. In the event of any damage to a common area, all residents living in that area may be charged unless the person(s) responsible can be determined. The fairest way to make restitution for damages that minimizes the disruption of the community is to bill only those responsible. Residents are responsible for the actions of their guests. In addition to paying for repairs, the identified resident will be subject to disciplinary action. Witnesses are also encouraged to bring information about damages to the attention of a Residence Life staff member. If the person who caused the damage is not identified, the cost will be divided among the residents of that floor or building. Students are responsible for the amount charged and there is no option to appeal common area damage bills.

EMERGENCY INFORMATION

An emergency information card must be completed and/or updated at check in. Students must report any changes in insurance, phone numbers, addresses, etc. within 48 hours of the change.

FURNISHINGS

Rooms in the residence halls are equipped with twin beds and mattresses, desks, desk chairs, dressers, closet space, and window shades. Students may bring their own study lamps, fans, wastebaskets and bookshelves. Any furniture brought in by occupants must be removed at the end of the academic year (during check-out time). There will be a charge for removing personal items such as, but not limited to furniture, rugs, refrigerators, etc. left in the rooms or hallways. Residents may arrange furniture within their rooms in any reasonable and safe manner, providing that all furniture is returned to its original location when vacating the premises. Furniture may not be moved from one room to another in the residence halls. Extra furniture resulting from a vacancy in a room may not be moved into the hallways or storage. Furnishings provided for lounges, study rooms and recreation areas may not be moved into students' rooms. Residence Life staff are authorized to have furniture/furnishings returned to its proper location. Possession of University property will result in fines and/or disciplinary actions.

HALL CLOSINGS

The residence halls will close according to the schedule posted online and in the residence halls for the following periods:

- Thanksgiving
- Winter Break
- Spring Break
- Easter Break

During these closings, RAs along with the Residence Directors will conduct Health and Safety inspections to ensure that all rooms are up to health and safety codes. Any student rooms found in violation of health and safety codes and/or University and residence hall policies will incur fines and/or disciplinary action.

Although the University does not normally provide housing during vacation breaks, the Residence Life Office realizes that sometimes circumstances make it necessary for students to stay on campus during break periods. Students who are granted permission to stay during breaks are those who:

- Live in a foreign country
- Attend class at another institution which is not closed for break periods at the same time
- Participate in intercollegiate sports

Students must complete a housing extension application to obtain housing during breaks. This application must be submitted by the posted deadlines before hall's close. Any student may fill out a housing extension form however; this does not mean that the student is guaranteed housing. These breaks are not included in the regular room rate charges, therefore any students that stay over breaks for other reasons than those listed above, will be charged a daily fee. **Meal plans do not include the break periods. Any student remaining on campus during the breaks will be responsible for purchasing their meals.**

HALL COUNCIL

Hall Council is an organization that enhances the residence hall community through the planning of events and activities. Officers are elected by their peers for a 1-year (2-semester) term. In addition, each floor is expected to elect two floor representatives to Hall Council. Floor representatives take the complaints, compliments, suggestions, etc. of their fellow residents to the meetings for discussion. Meetings are held weekly and all residents are invited to attend.

HEAT/TEMPERATURE GUIDELINES

Because of the age of the heating system, it is often a challenge to regulate room temperatures. Facilities management and Residence Life determine the date that heat will be turned on in the residence halls.

Tips for the heating system in Doyle: The heating unit is located under the window. This unit contains a fan, which is controlled by an off switch at the top of the unit to circulate air in your room. In addition, there is a thermostat that regulates the air temperature.

To judge if your heater is working or if you have a heat problem, please check the following:

- Is the fan on?
- Is the window open (even a crack)? If so, the temperature of your room will not be controlled properly.
- Is the heater blocked by furniture or other items? If so, it could be preventing air from circulating in and out of the unit?

Tips for the heating system in Meletia: The heating unit is located under the window. The heating unit must be left on "Auto" at all times. If after going through the check list you still do not have heat, inform your RA or the RA on duty.

HOLIDAY DECORATIONS

Holiday decorations are allowed, however having excessive decorations i.e.: any decorations that may interfere with the daily cleaning of the halls are not permitted. You may have artificial trees with mini-lights in the residence halls, but real trees as well as real wreaths/garlands are not permitted due to the potential fire hazard they pose. All light fixtures used to decorate must be approved. When decorating, no tape, tacks, or nails should be placed on or around doors and door frames.

KITCHEN FACILITIES

Kitchen facilities are available in both residence halls. The kitchens are located on the third and fourth floors of Doyle Hall, and the first and second floors of Meletia Hall. **Alcoholic beverages are not allowed to be stored in communal kitchen refrigerators.** Students are responsible for cleaning up after themselves, which includes:

- cleaning used dishes and returning them to their proper places (do not leave them in the sink)
- wiping down counter tops and stove tops
- cleaning the microwave and oven
- keeping the refrigerator free of clutter and expired food

LAUNDRY

Laundry facilities are located in both residence halls. The laundry facilities are located on the second and third floors of Doyle Hall and the first floor of Meletia Hall. Please have common courtesy when utilizing laundry facilities. Do not leave your personal belongings in the washer or dryer for extended periods of time which may prevent other students from utilizing the facilities. The cost of laundry is incorporated into your room & board fees. No cash or debit cards are needed to operate the machines. If a laundry machine is not working properly, please call 800-927-9274 (available 24-hours per day) and a technician will be dispatched within 24-hours.

LOUNGE AND COMMON AREA USE

Lounge and common areas are to be used to socialize, meet, and study. These areas are available to all residents and therefore personal items are not allowed to be kept in the areas when the owner is not there. Students may reserve floor lounges or meeting rooms by contacting the Residence Life Office at extension 5733. You must request the space at least one week prior to your requested time of use. Do not advertise for an event if you have not received approval.

While housekeeping does clean these rooms, it is also the responsibility of its users to clean up after themselves and dispose of trash in designated containers, in order to help maintain a desirable living environment. Furniture may not be moved into residents' rooms. If furniture is moved within the room it must be returned to its original location. Students using these areas are still responsible for maintaining guest and quiet hour policies. If any of these policies are broken or there is a persistent misuse and/or abuse of the area, Residence Life staff members reserve the right to close off these areas and/or assess community fines for cleaning, repairs, or restitution.

MAIL

Each resident student is assigned a locked mailbox located in the Doyle Hall lobby. English Language Institute (ELI) students have mailboxes in Feely International Center. A mailbox combination is assigned at check-in. Mail is delivered daily (Monday-Friday) except on federal holidays. All mail should be addressed with your name and box number.

MAINTENANCE

Please inform your RA when repairs are needed in your room or residence hall. Your RA will complete a work order online. Facilities management will then complete the request as soon as possible. Due to the large number of requests at the start of each semester, work requests may take longer than usual. Please let your RA know if the work is not completed to your satisfaction so that our professional staff can follow up on the issue. In the event of an emergency (over-flowing toilet, etc.) during non-office hours you should contact the RA on duty or call communication center at "0" to report the issue. The facilities management person on call will then be contacted to handle the situation.
When doing work in Doyle and Meletia Halls, maintenance staff will do the following:

1. Call the student's room(s) to give notice that they are on their way,

2. Lock the door and/or post a sign on the doors when working in community bathrooms,

3. Refrain from working in a student's room if the work area is unclean and/or if students are inappropriately dressed,

4. Leave a work completed slip in the student's room(s) for finished work,

5. Perform work as needed in emergencies.

All maintenance employees are accompanied by a female staff member.

MICRO-FRIDGES

Residents are not permitted to have individual microwaves in their rooms. Residents may use the microwaves located in the communal kitchens of their building or rent a micro-fridge unit from the University authorized vendor. Information regarding micro-fridge rentals, a mini-fridge/microwave combination unit, is mailed to residents during the summer. Micro-fridges may be rented for $199.20 for the academic year. To order a rental fridge or to report a maintenance problem with a rental unit go to www.MyFridgeRental.com. You can also find their order form and flyer on our website www.ndm.edu.

PARTIES

Students may host parties in the common areas of residence halls. Students must adhere to the following rules and procedures in order to have a party approved:

- Parties may only be held on Fridays and Saturdays during visitation hours
- Student(s) must provide their Residence Director with a guest list
- Student(s) must have written permission from their Residence Director at least one week prior to the event
- Student(s) must have signs advertising the party approved by Residence Life
- Student(s) can post approved signs by the common areas where the party will be located 24 hours before the event
- Student(s) must have a sign in sheet
- Student(s) must escort all visitors through the halls at all times
- Student(s) must sign out all visitors on time
- Student(s) must clean up area thoroughly at the end of the party
- Student(s) must follow the capacity guidelines

PETS

I. ANIMALS PERMITTED

- Fish (non-carnivorous)
- Frogs (non-poisonous)
- Hermit crabs
- Turtles
- Service Animals (required documentation and certification of disability with the office of Disability Services)

II. GENERAL GUIDELINES AND RESTRICTIONS

- Only small animals which are normally kept in an aquarium are permitted in the residence halls.
- One aquarium (10 gallon maximum capacity) per resident will be allowed, in which up to two approved animals other than fish may be kept.
- Aquarium gravel and pet nesting/bedding materials are not to be washed down sinks, shower drains or toilets. Gravel, etc. must be placed in sealed plastic containers or bags and placed in an outdoor trash can.
- Pet waste matter must be disposed of in a manner that is sanitary and complies with established sanitation, health and safety guidelines for residence halls.
- All pets must be removed from the building whenever the building is closed and/or whenever the owner is absent for more than 4 days. Staff will check rooms during all holiday/school breaks and violations will be documented with the Residence Hall Director (RHD). The RHD will decide appropriate actions to insure the health and safety of the animal, up to and including removal of the animal without the owner's knowledge.
- Owners with pets in violation of the policy will be notified in writing and given 24 hours to find an off-campus home for the pet. When Residence Life staff has determined that a pet needs to be removed from the residence halls, it will be the pet owner's responsibility to facilitate the removal and incur all costs associated with the removal. Pet owners found to be in violation of the pet policy are subject to disciplinary action and will be charged a minimum of $10.00 for each day a pet is kept in the room.

Residents are strongly discouraged from interacting with stray animals that may be on campus.

POSTING AND BULLETIN BOARDS

Posting signs on bulletin boards is a good way to inform others about campus happenings. Postings must be approved by the Student Activities Office prior to hanging on these boards. Postings can only be placed on bulletin boards that are not designated for a specific organization. Postings must be removed after the event has passed. No postings are permitted on residence hall exterior doors. Any postings that do not meet criteria will be removed. Tampering with or purposely tearing down bulletin boards and other approved postings is considered an act of vandalism. Students found responsible for such actions will be subject to fines and/or disciplinary action.

PROHIBITED CONDUCT

The following activities and actions are prohibited in residence halls and will result in disciplinary action:

- Tampering with fire extinguishers, fire alarm systems or safety equipment. This includes deactivating smoke detectors.
- Burning candles, sterno, kerosene, candle-lit potpourri burners, incense, or any other open flame item.
- Draping or placing objects over light fixtures, smoke detectors, fire sprinkler systems, and/or heating/AC units.
- Lending room keys and/or swipe cards to others.
- Water fights, ball playing, bike riding, rollerblading, or similar activities which may cause harm to persons or property.
- Storage of bicycles, suitcases, or similar items in stairwells or hallways.
- Throwing of any items into or out of windows.
- Altering, tampering with, dismantling any door/window closure including installing personal locks or chains on doors or windows, removing window screens, or propping open any exterior doors.
- Painting, wallpapering, or similarly decorating individual rooms or common areas.
- Repairing any damages or removing or replacing light bulbs in ceiling fixtures without approval of University staff.
- Applying any articles directly to walls, closets, doors, furnishings or from the ceiling by tape, adhesive material, screws, hooks, tacks, nails, or any other way that causes damage. The approved 3M product for hanging posters is available in the campus bookstore. When you vacate the room, any remaining adhesive on the wall needs to be completely removed from the walls when you check out.
- Removing, disassembling or altering any furniture in a room.
- Using furniture for any reason other than its intended use in resident rooms and/or common areas.
- Sleeping in public areas of the residence halls or overnight in another resident's room at any time without Residence Life permission.
- Public showing of commercially-produced, pre-recorded video cassettes and/or disks not covered by a University viewing license in public areas (purchased or rented DVD, blue-ray, etc. are included).
- Installation of a waterbed or non-University bed in your residence hall room as well as using bed raisers/loft systems.
- Hosting overnight guests (male or female) without prior approval from the Residence Life Office.

QUIET AND COURTESY HOURS

Residence hall communities provide an environment that is conducive to studying and sleeping. In order to maintain acceptable noise levels, students are expected to be respectful of others and demonstrate suitable noise levels at all times. If you are trying to study or sleep you may ask people to be quiet. If you are asked to turn down your music or to quiet down, you are expected to comply.

Courtesy Hours are in effect at all times. Quiet Hours are as follows:

- Sunday-Thursday: 9 p.m. to 9 a.m.
- Friday-Saturday: 12 midnight to 9 a.m.

During Quiet Hours, students should be especially respectful of others in the residence hall. All noise should be contained inside a student's room (i.e. stereo/TV) with the door closed. Noise in the hallways, stairwells, and lounges should be kept to a bare minimum. Exceptions may be permitted for RAs hosting late-night programs in the lounges. Students violating quiet hours may be given a warning or be documented for the violation. Violations will lead to disciplinary action.

During final examinations, quiet hours are in effect at all times starting the day before final exams and ending the last day of exams. Violators will not receive any warnings and will be documented and subjected to disciplinary action.

RESIDENCY REQUIREMENT

The University requires all full-time undergraduate students to live on campus until they complete 60 credit hours (junior status) unless they satisfy one of the following exceptions: (1) living with parents or legal guardians in Baltimore City or any other location which is not more than 30 miles away from the University; (2) over 21 years of age; (3) married or have dependent children and/or (4) are a military veteran. Students are required to fill out the Residency Requirement Exemption form to verify their exception to the residency requirement, and if living with a parent or legal guardian within 30 miles of the University, the Certificate of Living with Parents/Legal Guardians form will be required from both the student and the parent/legal guardian confirming the living arrangements and confirming that any change in those living arrangements will be immediately reported to the Residence Life Office.

ROOM CHANGES/MOVE WEEK

No room changes will take place during the first three weeks of each semester. After this "room freeze" is over, you can request a room change by setting up an appointment with the Residence Director. "Move" week will occur during the 4th week of each semester for residents whose room change request has been approved to relocate.

Any room change requests after move week should be directed to your RA. Submitting a request does not guarantee a room assignment change. Moving to another space without authorization may result in disciplinary action.

PROCESS AFTER MOVE WEEK FOR REQUESTING A ROOM CHANGE:

1. You and your roommate will need to set up a date and time for mediation with your RA
2. Your RA will meet with you and your roommate and will complete a discussion summary sheet at the conclusion of the mediation
3. You and your roommate will sign the discussion summary and will be given a follow-up date of at least two weeks
4. In the days surrounding the follow-up date, you will contact your RA and make her aware of any improvement or deterioration since the first mediation
5. If at that time you both still agree a room change is necessary, your request will be forwarded to your respective Residence Director for further action

ROOM, RESTROOM, HALLWAY, AND LOUNGE CLEANING

Each resident is responsible for keeping her rooms in reasonably neat and clean conditions at all times, as well as maintain their room according to safety standards set by the University. Housekeeping services are provided for common areas of the residence halls only. Communal bathrooms and common areas are cleaned on a daily basis. No personal belongings are to be left in hallways or common areas. Students are responsible for putting trash in designated containers in order to help maintain a desirable living environment.

SMOKING

Both residence halls are **smoke free**. ***Residents and/or guests may not smoke in the residence halls or on balconies.*** When smoking outside, you must be at least 30 feet away from the building. Cigarettes should be disposed of in an appropriate manner, and under no circumstances should they be thrown on the ground in front of or around residence halls or campus buildings. Residents found in violation of these policies will be subject to fines and/or disciplinary action.

SOLICITATION

For security and privacy reasons solicitation is prohibited in the residence halls. Solicitation includes door-to-door sales, sales-oriented programs, hosted sales parties, or literature left near or under room doors. Some exceptions may be made to this policy, which could include solicitations sponsored by recognized organizations. Please speak with the Residence Director for approval. Any solicitation by non-students should be reported to Public Safety immediately by calling extension 6666.

TELEPHONES

Each resident student has been provided a personal phone mailbox. For residence hall rooms that house one resident, unanswered calls will go directly to that students mailbox. For residence hall rooms that house two or more students, busy or unanswered calls will forward to a greeting that will provide the caller with the option to leave a message for either of the students listed in that greeting.

SETTING UP PHONE MAIL IN A ONE PERSON ASSIGNED ROOM

1) Dial **5122**, (on campus) or **410-532-5122** (off campus or from cell phone).
2) At the first prompt press the # key if setting up from the room extension. From any other phone enter your room extension then **#**.
3) At the password prompt enter **111#**. You'll be instructed to change the password to one that is between 4-24 digits in length. Next will be instructions to record greetings.
4) Once setup is completed, you would access and check for messages in your mailbox by following steps 1-3. (Substituting new password for **111**)

PHONE MAIL SETUP FOR TWO OR MORE ASSIGNED ROOMS

There is a 2-part process to set up phone mail for a two or more person assigned room.

1) A main greeting will need to be recorded.

a) Dial **5122**, (on campus) **410-532-5122** (off campus or from cell phone).
b) At the first prompt press the # key if setting up from the room extension. From any other phone enter your room extension then **#**.
c) At the password prompt enter **1111#**. (**NOT 111#!!)**
d) Enter **1** to change the greeting. There should not yet be one.
Record a greeting. This message should include you and your roommate's names in a statement like, "press **1** for 'Donna' press **2** for 'Shannon' and so on.

2) Next you and your roommate(s) may each set up of your personal mailboxes. It is best to have set up the main greeting first.
   a) Dial **5122**, (on campus) **410-532-5122** (off campus or from cell phone).
   b) Enter personal mailbox number followed by the **#** key. Your personal mailbox number is the last three numbers of your room's extension preceded by either a 7, 8 or in the case of a 3rd roommate 2. That determination is made by which roommate is which option in the above main greeting. Student option **1** uses **7**, option **2** uses **8** and if an option **3** is used then **2**. **Example: Room Extension 1234 – Students use 7234, 8234 and if needed 2234.**
   c) At the password prompt enter **111#**. You'll be instructed to change the password to one that is between 4-24 digits in length. Next will be instructions to record greetings.
   d) Once setup is completed, you would access and check for messages in your mailbox by following steps a-c. (Substituting new password for **111**)

NOTE: Should you have any questions or difficulties in setting up phone mail even after using the above procedures please don't hesitate to contact Robert Austin at 410-532-5757 or raustin@ndm.edu. If you need to leave a message please include a brief description and convenient time and number at which you may be reached.

ACCESSING PHONEMAIL

To access the Phone mail system from a campus phone, dial **5122**. If you are calling from off campus, call **(410) 532-5122**. Dial your mailbox number and press **#**. Then enter your password followed by **#**. The system will give you the following options.

1) To record, press **1** (This is **NOT** to be used to record a greeting).
2) To listen, press **3**.
3) To change Answering options, press **8** (This **IS** used to create a greeting).
4) To change Mailbox options, press **9** (This may be used to change password).

If you do **not** have messages, it will **not** give you the option 3 to listen.

NOTE: To prevent unauthorized access, if an incorrect password is entered the Phone Mail system will protect and lock your mailbox after 9 attempts. To have your mailbox reset, call Robert Austin at ext. 5757.

VISITATION

Visitation hours allow friends and family members the opportunity to spend time with residents. Visitation is a privilege, not a right. A resident's right to live in reasonable privacy takes precedence over her roommate's privilege to entertain visitors. In addition, the purpose of these guidelines is to balance the need to provide a safe and secure residential community with the responsibility of residents for the behavior(s) of guest(s). Guests who violate policies will not be permitted back on campus. Further, residents will be subject to disciplinary action based on their guest's actions. Residents are to remain with their guests at all times.

GENERAL GUIDELINES

A guest is defined as any individual who is not a resident of the room or building in which he/she is present. In addition to non-Notre Dame Students, this includes Notre Dame Students who live off campus and Notre Dame residents who wish to enter a room or building to which they are not assigned.

The University reserves the right to remove a guest from the residence halls at any time when the guest's behavior is considered contrary to the goals and objectives of the University, as judged by a Residence Life staff member. It is the resident's responsibility to sign her visitor out at closing time. Please be aware of the hours of operation of each building's front desk. The desk worker on duty will call residents whose guest(s) have not signed out by the end of the visitation hours. IDs not picked up by closing time will not be available until the next time the desk is open.

No visitors are permitted during final examination period. Students may have visitors if they are completing course assignments. Visitors may also come to the residence halls to assist students with moving out at the winter break or the end of the year.

EXPECTATIONS FOR GUESTS

- Guests are expected to abide by all University policies.
- Guests must be hosted by a current resident of the building.
- All guests must be signed into the residence hall by a resident assigned to that building. By signing in a guest that resident becomes responsible for the behaviors of her guest. Signing in guests also helps to ensure that all visitors can be accounted for if there is an emergency.
- **All guests must be accompanied by their host at <u>all</u> times during their visit.**
- Visitors are not allowed during final examinations, except for students studying in common areas during regular visitation hours. All visitors must be signed in and out as normal.
- All visitors must have a government-issued picture ID, a driver's license, or state-issued identification card to sign in with. **School IDs are not acceptable if you are not a Notre Dame student**. Children under the age of sixteen do not need to leave identification, but must be properly signed in. For both halls, female visitors who are Notre Dame Students from another residence hall or commuter students must sign in at the front desk and show University ID.

MALE VISITORS

Male visitors may be in common areas of Doyle and Meletia Halls 24 hours a day, seven days a week. Common areas include the Main Lobby, Doyle Formal, and Gator Alley in Doyle Hall and the Main Lobby, the Chapel, and the Parlor in Meletia Hall (all located on the first floor of Meletia). Male visitors are only permitted in residential areas during visitation hours and must be properly signed in.

<u>Male visitors are not allowed to sleep in a resident's room, and guests must leave the residential areas when official visitation hours are over. There will be *no* exceptions. A guest room is available for a fee.</u>

Students are not permitted as guests in the male housing wing. During final examination periods, visitors are permitted during visitation hours only if they are helping a student(s) move out.

NOTRE DAME STUDENTS AS VISITORS

Female residents of Doyle and Meletia Halls are able to visit both halls beyond guest visitation hours however they must be signed in properly. Notre Dame non-resident students may only stay beyond visitation hours for the purposes of University sponsored campus activities or academic requirements. Notre Dame students as guests must follow the guest guidelines.

VISITATION HOURS

Visitation hours are as follow:

Sunday-Thursday: 12 p.m. to 12 a.m.
Friday-Saturday: 12 p.m. to 2 a.m.

OVERNIGHT GUESTS

Meletia residents, as upper-class students, may have female overnight visitation privileges each weekend, except for transfer students who have not participated in honors convocation. These students must follow the same visitation rules as the first-year students. Students may host overnight guests a maximum of three nights per week, not to exceed two consecutive nights. Also, a guest's stay on campus cannot exceed three nights per week (not to exceed two consecutive nights). In other words, a guest may not be signed in for two nights hosted by one student and then signed in for two additional nights as a guest of a second student.

Guests may only visit overnight under the following terms:

- An overnight guest request form must be obtained from and submitted to your Residence Director at least 48 hours in advance.
- If there is a roommate(s), the resident's roommate(s) agrees to host the female visitor.
- Female visitors may not sleep in common areas.
- **There is no guarantee that permission for guests will be granted.** Residents who do not receive approval may not have an overnight guest. It is the responsibility of the resident to check back at the SLIC desk to see if their request has been approved.

Residents may have male visitors stay overnight in <u>guest housing</u> (located in the male wing of Doyle Hall), not to exceed three nights per week (and not to exceed two consecutive nights), under the following terms:

- An overnight guest request form must be obtained from and submitted to your Residence Director at least 48 hours in advance.
- Male visitors are not allowed on the residential floors of the building after visitation hours have ended.

- Male visitors will be assigned a guest room on the male wing of Doyle Hall and will be charged a fee.
- Male visitors must use the bathrooms on the male wing of Doyle Hall or a bathroom in a common area such as the lobby. Male guests may not use any communal bathroom on residential floors for any reason.
- Male visitors may not sleep in common areas.

First-year students, transfer students, and non-convocational students will have limited visitation hours and days until after Honors Convocation/Family-Reunion Weekend. Prior to Honors Convocation/Family-Reunion Weekend, first-year students may have visitors during the following hours:
Before Hours Convocation:
12pm-8pm Monday-Sunday

After Honors Convocation:
Sunday-Thursday: 12 p.m. to 12 a.m.
Friday-Saturday: 12 p.m. to 2 a.m.

Doyle Hall students may have overnight visitors on the designated weekends under the following terms:

- An overnight guest request form must be obtained from and submitted to your Residence Hall Director at least 48 hours in advance.
- If there is a roommate(s), the resident's roommate(s) agrees to host the female visitor.
- Visitors may not sleep in common areas.
- **There is no guarantee that permission for guests will be granted.** Residents who do not receive approval may not have an overnight guest. It is the responsibility of the resident to check back at the SLIC desk to see if their request has been approved

OVERNIGHT VISITATION FALL SCHEDULE:
Saturday, September 22
Friday, October 5 and Saturday, October 6
Friday, October 19 and Saturday, October 20
Friday, November 2 and Saturday, November 3
Friday, November 16 and Saturday, November 17
Friday, November 30 and Saturday, December 1

OVERNIGHT VISITATION SPRING SCHEDULE:
Friday, February 1 and Saturday, February 2
Friday, February 15 and Saturday, February 16
Friday, March 1 and Saturday, March 2
Friday, March 15 and Saturday, March 16
Friday, April 5and Saturday, April 6
Friday, April 19 and Saturday, April 20
Friday, May 3 and Saturday, May 4

SIGN IN AND OUT PROCEDURES FOR DOYLE HALL
Residents must meet visitor(s) at the SLIC desk and sign guest(s) in. The guest must leave the appropriate form of photo identification at the SLIC desk. At the end of the visit, please escort your visitor(s) to the SLIC desk and sign out. It is the resident's responsibility to properly sign in and out any guest(s), including females. Failure to follow this procedure is a violation of the Honor Code and the resident will be subject to disciplinary action.

SIGN IN AND OUT PROCEDURES FOR MELETIA HALL
Meletia Hall front desk is staffed by student workers between the hours of 9pm and midnight, Sunday through Thursday and 9pm to 2am, Friday and Saturday. If a resident has a visitor before 9pm they must meet the visitor(s) and sign them in by printing their name(s) in the guest book at the lobby desk. At 9pm, the resident and visitor(s) must return to the front desk to leave appropriate photo identification with the student worker. If the resident has a guest(s) beginning at 9pm or later, the resident and guest(s) must sign in and leave appropriate photo identification with the student worker at the front desk. At the end of the visit, please escort your visitor(s) to the front desk and sign out.

All other doors besides the front entrance and SE entrance of Meletia will be locked beginning at 9pm to ensure safety of the building. During these hours, visitors must enter and exit through these doors. It is the

resident's responsibility to properly sign in and out any guest(s), including females. Failure to follow this procedure is a violation of the Honor Code and the resident will be subject to disciplinary action.

SOCIAL NORMS STATEMENT
As an institution of higher education holding and abiding by Catholic tradition, the Notre Dame of Maryland University is committed to the vision of human sexuality consistent with the teachings of the Church. Because a genuine and complete expression of love through sex requires a commitment of a total living and sharing of two persons in marriage, these teachings call students, whatever their sexual orientation, to chastity. **This sets the expectation that those who are unmarried will refrain from sexual union.** In our contemporary society it is a call that has little societal reinforcement, but is a clear call of the Gospel in respect to sexual morals. Students are expected to exhibit appropriate behavior throughout the campus community and, in particular, within the residence halls. **While the University recognizes the role of conscience in human decision making and respects the right to privacy, sexual behaviors will be addressed.**

WALL DECORATIONS
Students may use Scotch brand Clear Removable Mounting Squares to hang items on walls (available in the bookstore). Please do not use the following, which can damage the walls: duct tape, nails, thumbtacks or permanent adhesives. The use of these materials will result in damage charges at the end of the year. Residents are not permitted to affix anything on their doors.

WINDOW, DOOR, AND WHITEBOARD DISPLAYS
Signs, containers, trademarks, and other overt displays in windows or on doors or white boards that advertise or represent products (such as alcoholic beverages) or behaviors not compatible with University policies are strictly prohibited. Messages on white boards that use crude or inappropriate language will be erased by Residence Life staff if deemed necessary, and may result in disciplinary action.
Window restrictions:

- Using the windows as means into or out of rooms/residence halls.
- Removing screens.
- Inappropriate window displays.
- Leaving windows open during overnight/holiday breaks.

ROOM SELECTION AND RESIDENCE AGREEMENTS

ROOM TYPES AND RATES
The Office of Residence Life at Notre Dame of Maryland University offers a variety of room types to meet the varied needs of our students. Options include a limited number of single rooms, double rooms, suites, as well as rooms for students with medical needs. There is an additional cost for single rooms, double rooms bought for use as a single, rooms with private baths, and rooms with balcony access.

BUYOUTS AND CONSOLIDATION
In order to best use our available space, room consolidations will take place each semester. At the beginning of each semester, all students in rooms without roommates will either have the choice to buyout their room or be moved together within each residence hall. Students who buyout their rooms will be charged an additional fee to cover single room expenses and will not be placed with a roommate. If a student chooses not to buyout her room she will either be placed with a roommate or be asked to move into another room with a roommate.

During the consolidation process, residents will be given a list of other students needing roommates which will enable them to choose their new room and/or roommate. Room changes must be arranged with the Residence Director. If a student does not choose a room or roommate, the Residence Director will choose for the student. Students moving into new rooms must go through the proper check-out and check-in process with their RA. You will be given at least 48 hours notice prior to being required to move.

The option to buyout a room is based on the need to house incoming students each semester. Only if there is enough space will students have the ability to buyout double occupancy rooms as singles. The ability to buyout a room as a single will not continue into the next academic year.

ROOMS FOR STUDENTS WITH MEDICAL NEEDS

A limited number of rooms are available to accommodate students with certain types of medical needs. Students must provide written documentation from a licensed physician justifying the need for special accommodations. Medical rooms are assigned in consultation with the Director of Counseling and Disability Support Services, Student Health Center, and Student Life staff.

RESIDENCE AGREEMENTS (HOUSING CONTRACT)

Upon paying your $200 non-refundable housing deposit, you will also need to complete a Resident Housing Agreement. Your signature on this document indicates that you will live in the housing assigned by the University and agree to the conditions listed on the agreement. A signed housing agreement is an agreement binding for a full academic year (fall and spring semesters).

RESIDENCE LIFE HOUSING AND BOARD AGREEMENT 2012-2013

I. **Occupancy Terms**

1. This Agreement is for degree-seeking full time undergraduate and graduate students and applies to the entire academic year, or from the time this Agreement is placed into effect through the end of the spring semester. For ELI students, this Agreement is in effect for the sessions enrolled. Except for ELI students, room and board fees do not cover the rental of any student room or board during vacation periods, and the rooms must be vacated during vacation periods (Christmas, semester breaks, Thanksgiving, Spring Break and Easter), winter sessions and/or summer sessions.

2. This Agreement is for space in the residence halls and not for a particular room type or size.

3. Only those individuals enrolled as full time students (12 credit hours per semester for undergraduate students and 9 credit hours for graduate students) attending Notre Dame of Maryland University ("the University") are eligible to enter into this Agreement. The Vice President of Student Development will have the sole discretion to approve any exceptions.

4. The University requires all full-time undergraduate students to live on campus until they complete 60 credit hours (junior status) unless they satisfy one of the following exceptions: (1) living with parents or legal guardians in Baltimore City or any other location which is not more than 30 miles away from the University; (2) over 21 years of age; (3) married or have dependent children and/or (4) are a military veteran. Students are required to provide formal documentation acceptable to the University to verify their exception to the residency requirement, and if living with a parent or legal guardian, an affidavit will be required from both the student and the parent/legal guardian confirming the living arrangements and confirming that any change in those living arrangements will be immediately reported to the Residence Life Office.

5. Room and board will be billed on a semester basis for degree-seeking students and per session for ELI students.

II. **Start of Occupancy**

A student may occupy her/his assigned room on the appointed move-in date and time each semester until the halls officially close. Failure to properly check into the residence hall by the designated time on the move-in date or a later date or time previously arranged with a Residence Hall Director which is before classes start each semester may result in the assignment of the room to another student.

1. Proper check-in consists of contacting a Residence Life staff member in the assigned hall during the check-in period and receiving a room key and all check-in materials and publications.

2. If Residence Life is notified of an anticipated delay in arrival, every effort will be made to hold the original assignment.

3. If occupancy begins after the semester has started, the student will be assessed room and board on a prorated amount based on the number of weeks remaining in the period between the signing of the Agreement and the conclusion of the semester.

4. Failure of the student to properly check-in may result in termination of this Agreement without any refund or nullification of charges as determined in the sole and absolute discretion of the Vice President of Student Development.

III. **Condition of Occupancy**

1. The University will provide a room furnished with a bed, mattress, desk, desk chair, dresser, closet space, telephone hook-up, and computer and cable hook-up. All room furniture must stay in the room.

2. The University provides, and the student agrees to maintain and respect, common areas, such as lounges, kitchens, laundry facilities, etc.

3. Once the student occupies the room, the student agrees to pay all charges for the space for the duration of the Agreement without reduction or refund, unless the termination of this Agreement has been approved by the Vice President of Student Development as discussed below.

4. The University reserves the right to make room changes prior to and during occupancy for the good of the student or the residence community. The University reserves the right to assign additional space in a room to another student as the space becomes available. Students in double rooms who are without a roommate may be required to move in order to consolidate room usage.

5. The University reserves the right to assign three students to a double room for a temporary period of time, usually not to exceed four weeks.

6. The resident agrees to satisfy and comply with all academic and behavioral expectations and rules as outlined in the University's Honor Code, Residence Life Handbook and Student Handbook.

7. The resident is financially responsible for all damage to the room caused by the resident or by the resident's guests. All damage occurring in the common area of the floor or the building will be shared equally by the residents of that floor or building when the individual(s) causing the damage cannot be determined or held accountable.

8. The University assumes **no** responsibility for the loss, destruction, damage or theft of a student's personal property at any time, including those times when the student is attending or absent from the University. Residents are strongly encouraged to obtain personal property insurance for personal possessions.

9. University officials (Campus Public Safety, Maintenance, Housekeeping, and Residence Life representatives) reserve the right to enter an assigned room without prior notice. The University, when able, will give reasonable notice to an occupant before entering, except in the case of an emergency. The student's right to privacy is an important consideration. Before entering a room for the purpose of health and safety inspections, an attempt will be made to notify the resident.

10. The resident assumes responsibility for the condition of the room at check-in. Pre-existing conditions should be noted on the Room Condition Report at the time of check-in. All students are to complete the Room Condition Report. If a Room Condition Report is not completed, the resident forfeits the right to contest any damages that may be found.

11. Residents shall not duplicate any residence hall room key(s). The resident will notify a Resident Life representative if she/he has lost a key, and the resident will be responsible for paying University a charge of $150 for replacement of the key and lock core. Unauthorized use of keys will result in referral to the Honor Board.

12. All housing, furniture and/or equipment furnished under this Agreement is to be used for residential and student purposes only. The use of said housing, furniture and/or equipment for any type of soliciting, canvassing, advertising or the operation of a business or enterprise, whether for profit or personal gain, and including but not limited to web based and/or e-mail commerce businesses, is strictly prohibited.

IV. **End of Occupancy**

1. Proper check-out consists of contacting a Residence Life staff member in the assigned hall during the check-out period and turning in a room key and all check-out materials and publications.

2. Failure of the student to properly check-out may result in fees/charges as determined by the Residence Hall Director.

3. Any resident who does not move out by the published residence hall closing date will incur charges for the amount of time they remain in their room. This includes the week leading up to graduation.

V. **Approved Agreement Cancellations of Student and Related Fees**

1. This Residence Life Housing and Board Agreement is a legally binding agreement for the full term of the Agreement. Any request to cancel this Agreement must be made and submitted in writing to the Residence Life Office with all documentation required to verify the stated reason for the request.

2. Agreement cancellations are not automatic, and all requests are subject to review and approval by the Residence Life Office which will make all decisions regarding approval or denial in writing. If cancellation approval is given, it will only be where there is a (1) change in status with the University (i.e. graduation at end of fall semester, change to part-time status, transfer, withdrawal, suspension, studying abroad) or (2) change in marital or dependent status (i.e. marriage, birth or adoption of dependent children). A student must receive written approval of her/his requested cancellation before moving out of the Residence Hall.

3. Room and board charges under this Agreement are due to the University on those dates outlined by the New Student Packet/University Business Office. If a student's request for cancellation of this Agreement for the fall semester is made and approved before the fall semester move in date, any room and board fees paid for that semester will be refunded <u>less</u> a $250 ($200 non-refundable portion of deposit and a $50 administrative fee for processing the approved request). Likewise, if a student's request for cancellation of this Agreement for the spring semester is made and approved before the spring semester move in date, any room and board fees paid for that semester will be refunded <u>less</u> a $250 administrative fee ($200 non-refundable portion of deposit and a $50 administrative fee for processing the approved request). If a student has moved into her/his room and the student's eligibility to live off-campus changes and is approved, the student is responsible for her/his pro-rata share of the room and board based on how much of the semester remains after the approval and authorized moving out of the room, <u>plus</u> a $50 administrative fee for processing the approved request.

VI. **Termination of the Agreement by the University**

1. Upon reasonable notice and good cause, the University reserves the right to terminate the Agreement. Any termination by the University will be made by the Vice President of Student Development. Good cause means any conduct which disrupts the orderly administration and/or function of the University; nonpayment of the charges accruing during the Agreement; mental or physical health jeopardizing the safety and well being of the student or the campus community (the University may require the student to be examined by a University-approved physician or consult with a University-approved counselor); or student suspended, dismissed or expelled from the University or from the residence halls for disciplinary reasons.

2. Should the University terminate this Agreement, the student will be required to vacate the room within 72 hours after the receipt of notice from the University, or sooner if so directed.

3. The University will not refund room and board fees to the student terminated from housing.

ROOM CONDITION REPORTS

The Residence Life Office uses Room Condition Reports (RCR) to accurately assess the condition of the students' room before you move in. Prior to check-in, your RA will visit your room to review, sign and date this form. It is the student's responsibility to look over the form and confirm that all the information on the RCR is correct, which includes denoting the number of items in the room and the condition of the items. If any corrections need to be made, it

is the student's responsibility to address them with their RA. This also includes corrections that need to be made during the academic year as well.

ROOM SELECTION

Returning resident students wishing to live in the residence halls must participate in the room selection process conducted by the Residence Life Office.

To participate in the room selection process, you must pay a $200 housing deposit at the Registrar Office through ND Express. The due date will be announced in the spring. Those students who pay by the due date will be given priority in room selection over those who pay late. Room selection will take place in April, on a date announced in advance by the Residence Life Office. Assignments are made according to class/lottery number and on a space available basis.

SAFETY IN THE RESIDENCE HALLS

Residents are responsible for reading, understanding, and adhering to safety policies in order to insure safety on the University of Notre Dame campus. Residents who abuse or violate these policies will be subject to fines and/or disciplinary action.

FIRE DRILLS

Periodic fire drills are conducted in the residence halls. Every student must participate in these drills. Drills are conducted without notice. If a fire alarm sounds, everyone must exit. No one may re-enter the building until permission is given by a member of the Residence Life staff. Failure to evacuate a building during a fire alarm will result in fines and/or disciplinary action.

FIRE/EMERGENCY EVACUATION

In the event of an actual fire, contact the Public Safety Office immediately. When evacuating, do not use the elevators. If you are on the first floor, exit the building via the nearest door. If you are above the first floor, use the nearest staircase to exit the building. Use another staircase if your first choice is blocked. Do not open the door if it is hot to the touch. Look for another exit. If you are unable to exit, call the emergency number x6666. If possible, when exiting the building, wear shoes or slippers, wrap yourself in a robe or blanket, and close windows and doors. Be sure to take your key, but do not lock your door. Walk to the nearest exit.

It is critical that you calmly stand away from the building while Public Safety checks the building. The designated area for Doyle residents are Doyle circle lawn (across the street from the building). The designated area for Meletia residents are the pond circle between Meletia and Gibbons Halls. Disabled persons who require assistance with evacuation should make prior arrangements with their RA. Failure to evacuate a building during a fire alarm will result in fines and/or disciplinary action.

FIRE SAFETY

The cooperation of everyone is needed in order to avoid fire hazards. Please follow these rules to prevent fire damage and bodily harm. The following items are prohibited in the residence halls, due to possible fire hazards:

- hot plates
- halogen lamps
- electric blankets
- toaster ovens
- microwaves
- grills
- space heaters
- candles (lit or unlit)
- incense
- firearms
- explosives
- dangerous chemicals
- rice cookers
- coffee pots

SMOKE DETECTOR

A battery-operated smoke detector has been installed in each room. These smoke detectors are designed to detect excessive amounts of smoke. If they are activated, the air in the room will have to be cleared before the buzzer will stop. Each detector is on its own individual system. Thus, if your detector sounds, be sure to activate the pull station in the hallway. Smoke detector batteries are checked regularly by the facility maintenance staff. Please do not remove batteries from smoke detectors. Doing so puts you and your hall mates in potential danger should a fire occur. Tampering or misusing smoke detectors, fire alarms, or any other fire safety equipment will result in fines and/or disciplinary action.

HEALTH AND SAFETY INSPECTIONS

The Residence Life staff will conduct inspections of all rooms during University breaks (Thanksgiving, winter, spring, and Easter break). The purpose of the inspection is to prevent any safety-related hazards to the residence hall community as well as to determine closing violations, damages, work orders, etc. In the days leading up to closing, your RA will post a health and safety inspection checklist on your door. Please be sure to follow the checklist and sign and post outside your room before leaving to avoid closing violations that may result in fines. Should there be any damages, you will be billed accordingly. Appeals for room damages should be made in writing to the Residence Director of your building within two weeks of the charge's posting. It is important to remember that those who take part in the Express Checkout at the end of the academic year waive their right to appeal for room damages and/or closing violations.

LOCKOUTS

If you are locked out of your residence hall room, you may check out a temporary spare key from the SLIC Desk. If the SLIC Desk is not open you may contact the RA on duty, the Residence Life Office, or Public Safety. Be sure to have your University ID with you as proof of identification. **Spare keys will be loaned out for one hour.** After that time, if you have not found your keys, you must purchase a new key for which you will be billed accordingly. There is a $10.00 lock-out fee if the loaner key is not returned within one hour.

LOST KEYS

Lost, stolen or misplaced keys jeopardize the security of all who reside in the hall. Therefore, it is imperative that you report missing keys to the Residence Life Office as soon as possible. A student who loses a key will be billed for a replacement key and lock core change.

Key charges:

Core charge	$100.00	***Lost key charge***	$50.00

OBSCENE OR HARASSING PHONE CALLS

If you are receiving a harassing or obscene phone call, report it immediately to the Residence Life Office and Public Safety.

POSSESSIONS

To guard against theft of your property, as well as that of your friends and roommates, the University recommends the following safeguards:

1. Keep your room locked when you and your roommate are not there.
2. Record serial numbers or similar identifying numbers and/or makes of televisions, watches and/or other expensive jewelry, stereos, computers, etc.
3. Contact Public Safety for an engraver to identify your belongings.
4. Consider leaving family heirlooms or other valuable items at home.
5. Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room!
6. Record the numbers of all credit cards and checking accounts. Also, keep addresses of the companies and banks so that you can notify them if your cards are lost or stolen.
7. Be alert to the presence of strangers in non-public areas of living units; report their presence to the RA, Residence Director and/or Public Safety. This also applies to solicitors.

SEXUAL ASSAULT

If you or someone you know becomes a victim of sexual assault, you are encouraged to contact the Residence Life Office, Counseling Center, Public Safety and/or your RA. Providing assistance and support, as well as maintaining the confidentiality of the student, are most important. The Residence Life Office believes that victims have the right to control any future decisions which they may face as a result of sexual assault. All students are encouraged to learn how to protect themselves and to attend programs offered on safety issues.

RESIDENCE LIFE CODE OF CONDUCT

ALCOHOL POLICY

Students 21 years of age or older may consume and possess alcohol in their residence hall rooms. Alcohol may not be possessed or consumed in public areas of the campus, including but not limited to hallways, lounges, bathrooms, kitchens, and common areas. When transporting alcoholic containers, they must be concealed and unopened. For those of legal drinking age, containers of alcoholic beverages larger than three liters, including kegs, are not permitted in the residence halls.

RESPONSES TO INAPPROPRIATE BEHAVIOR OF INDIVIDUALS: ALCOHOL ABUSE

Sanctions of the Notre Dame of Maryland University Substance Abuse Policy will be determined by the severity of the violations and their impact on the community for first, second, and third violations. Students who violate the University of Notre Dame Substance Abuse Policy by abusing alcohol may be subject, but are not limited, to the following sanctions:

LEVEL I

This represents a first violation of the alcohol policy where the student is cooperative with staff and aggravating circumstances are not present.

Possible sanctions include, but are not limited to, an alcohol-related health assessment, participation in an alcohol education program, community service, and other appropriate disciplinary sanctions, including, but not limited to, probation, visitation restriction, etc.

LEVEL 2

A repeat violation OR

A first violation where aggravating circumstances are present or the student involved is uncooperative, or is harassing or verbally abusive to staff or other students.

Required alcohol-related assessment, mandatory attendance at an alcohol education ***notification of parents or legal guardians of Women's University students (if underage)***, community service, and other disciplinary sanctions as deemed appropriate, including, but not limited to, restitution, fines, probation, suspension, etc.

LEVEL 3

Repeated violations of the alcohol policy and/or other residence hall policies while visibly under the influence of alcohol OR

An initial violation of the alcohol policy where physical harassment, violence, or a pattern of other serious violations has occurred.

Required attendance at the six-session alcohol education program at Loyola University Maryland or other community-based alcohol education program, ***notification of parents or legal guardians of Women's University students,*** community service, and other disciplinary sanctions as may be deemed appropriate, including, but not limited to restrictions, probation, suspension or expulsion.

RESPONSES TO INAPPROPRIATE BEHAVIOR OF INDIVIDUALS: ALCOHOL ABUSE AND PROVIDING ALCOHOL TO MINORS

Students who violate the Notre Dame of Maryland University Substance Abuse Policy by providing alcohol to minors are subject to the following sanctions:

LEVEL I

This represents a first time violation.

Disciplinary probation for up to 6 months and up to 25 hours of supervised community service in an alcohol education activity, ***and notification of parents or legal guardians of Women's University students.***

LEVEL 2

This represents a second offense.

Suspension of a minimum of one semester and up to 50 hours of supervised community service in an alcohol education activity (to be completed prior to reinstatement at the University), possible notification of legal authorities, ***and notification of parents or legal guardians of Women's University students.***

LEVEL 3
This represents a third offense.

Dismissal, notification of legal authorities, ***and notification of parents or legal guardians of Women's University students.***

CONTROLLED OR ILLEGAL DRUGS

A student who has violated the Substance Abuse Policy through the illegal possession, use, sale, manufacture, dispensation, or distribution of any drug, narcotic or controlled substance, whether on or off campus, is subject to immediate suspension or expulsion.

DISORDERLY BEHAVIOR AND/OR GATHERINGS

A group of students engaging in behavior which is disruptive or disrespectful to the lives of individuals or of the University community will be considered a disorderly gathering. Indications of a disorderly gathering include but are not limited to excessive noise, destruction of or damage to property, overcrowding, the presence of individuals who are intoxicated or under the influence, and the presence of alcohol or drugs. Any student present at a disorderly gathering may be charged with this offense and may be subject to disciplinary sanctions.

NOTRE DAME OF MARYLAND UNIVERSITY CABLE LINE-UP

2	Versus
3	Golf Channel
4	MASN
5	ESPN2
6	ESPN
7	Comcast Sportsnet
8	The Comcast Network
9	USA
10	ABC Family
11	WFDC-14 Univision DC
12	WMAR (ABC)
13	QVC
14	WNUB (CW Baltimore)
15	WBFF (FOX Baltimore)
16	CSPAN
17	Sports Overflow
18	Home Shopping Network
20	ION
21	WBAL (NBC)
22	WMPT (PBS Annapolis)
23	WJZ (CBS)
24	WUTB (MyNet Baltimore)
25	Government Access
26	WETA (PBS)
27	American Movie Classics
28	Turner Classic Movies
29	Bravo
30	TNT
31	TBS
32	FX
33	SCI-FI
34	Spike
35	A&E
36	Lifetime
37	History Channel
38	Discovery Channel
39	The Learning Channel
40	Animal Planet
41	Discovery Health
42	Cartoon Network
43	Disney Channel
44	Nickelodeon
45	TV Land
46	HGTV
47	Food Network
48	Style
49	VH1
50	Jewelry TV
51	MTV
52	CMT
53	Travel
54	Hallmark Channel
55	TruTV
56	CNN
57	Headline News
58	CNBC
59	MSNBC
60	Weather Channel
61	Fox News
62	G4 Tech TV
63	E! Entertainment
64	Comedy Central
65	BET
66	TV One
69	EWTN
70	TBN
71	TV Guide
75	Public Access Channel
76	Public Access Channel
77	Educational Access Channel
78	WGN
79	CATV Reserved Channel
81	WCND Radio Station
82	CND Campus TV Station
83	CND Campus Media Kitchen
84	CND Knott Hall
85	CND LeClerc Hall
86	CND Meletia Hall
87	CND Gibbons Hall
88	CND Fourier Hall
89	LNDL Education Channel 1
90	LNDL Education Channel 2
91	LNDL Education Channel 3
92	LN

ALPHABETICAL INDEX

A
Access to Rooms 5
Alcohol Policy 21
Alphabetical Index 25
Appealing Room Damages 7

B
Babysitting 6
Balconies 6
Bed Risers/Bunking Beds 6
Bicycles 6
Building Access and Keys 6
Buy-outs/Consolidations 16

C
Cable Line-Up at ND 24
Cancellations & Refunds 6
Change of Status 7
Check in 7
Check out 7
Common Area Damage 7
Community Behavioral Standards 4
Compliance with Staff 4
Controlled or Illegal Drugs 22

D
Damages 7
Disciplinary Sanctions 4
Disorderly Behavior and/or Gatherings 23
Doyle Hall front desk information 3

E
Emergency Information 7
Expectations for guests 14
Expectations of Residents 4

F
Fire Drills 20
Fire Emergency Evacuation 20
Fire Safety 20
Furnishings 8

G
General Guidelines 13

H
Hall Closings 8
Hall Council 8
Health and Safety Inspections 20
Heat/Temperature Guidelines 8
Holiday Decorations 9

I
Incident Reports 4

K
Kitchen Facilities 9

L
Laundry 9
Lock-outs 21
Lost Keys 21
Lounge and Common Area Use 9

M
Mail 9
Maintenance 9
Male Visitors 14
Meletia Hall front desk information 3
Micro-fridges 10

O
Obscene or Harassing Phone Calls 21
Overnight Guests 14

P
Parties 10
Pets 10
Phone mail 13
Possessions 21
Posting and Bulletin Boards 10
Prohibited Conduct 11

Q
Quiet and Courtesy Hours 11

R
Residence Agreements/Housing Contract 17
Residence Hall Living 4
Residence Halls Policies and Procedures 6
Residence Life Code of Conduct 21
Residence Life Professional/Student Staff 3
Residency Requirement 11
Residential Area Cleaning 12
Room Changes/Move Week 12
Room Condition Reports 19
Room Selection/Residence Agreements 16
Room Selection 20
Room Types and Rates 16
Roommates 5
Rooms for Students with Medical Needs 17

S
Safety in the Residence Halls 19
Sexual Assault 21
Smoke Detector 20
Smoking 12
Solicitation 12

T
Telephones 12

V
Visitation 13

W
Wall Decorations 16
Welcome 3
Window, Door and Whiteboard Displays 16

THIS PAGE IS INTENTIONALLY BLANK