

RESIDENTIAL STUDENT HANDBOOK



2016-2017

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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 resources as necessary. The Office of Residence & Commuter Life has put this handbook together to assist you throughout the academic year. Residence hall and University policies guide the life of the community. In addition to the policies & procedures outlined in the residential student handbook, residential students must follow all policies in the [Student Handbook](#). 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 Staff

Residence Life staff includes eight Community Assistants, two Graduate Resident Coordinators, an Assistant Director for Residence and Commuter Life, and the Director of Residence & Commuter Life; Student Rights & Responsibility. The Residence Life staff is a campus resource for students that assist in developing community in the residence halls and at the university through programs and initiatives that support the development of students as fearless and faithful leaders.

Professional staff members are available during normal office hours Monday-Friday from 8:30 a.m. to 4:30pm. The staff is also available 24/7 through an emergency on-call system. Please do not hesitate to call the Community Assistant on Duty at 443-909- 9238 and ask for assistance if needed.

Professional Staff Contact Information

Assistant Director & Director offices as well as lounge & resources for students:

Residence & Commuter Life Office
022 Theresa Hall
(410) 452-3161
Residencelife@ndm.edu
Commuterlife@ndm.edu

Graduate Residence Coordinator, Doyle Hall Doyle 118 410-532-3153
Graduate Residence Coordinator, Meletia Hall Meletia 149 410-532-3173

Student Life Desks

The Student Life Desks are located in both Doyle and Meletia Hall lobbies. Desk Assistants are responsible for greeting and assisting guests when they first enter the residence halls and directing them to appropriate resources or staff as needed. In addition, they distribute student mail, guest sign-in, sign out loaner keys, etc.

Doyle Hall Desk Hours of Operation*

Sunday – Thursday: 10a.m. – 12 a.m.

Friday – Saturday: 10 a.m. – 2 a.m.

Sunday – Monday: 12 a.m.- 6am (Public Safety will staff the SL Doyle Hall Desk)

You may contact the Student Life Desk in Doyle Hall during hours of operation via phone at 410-532-5725 or by email at slicdesk@ndm.edu. * Hours are subject to change

Meletia Hall Desk Hours of Operation*

The Student Life Desk in Meletia Hall is open 24 hours a day/7 days a week to assist residents and guests. The Student Life Desk is located in the 1st floor main lobby of Meletia Hall.

You may contact the Student Life Desk in Meletia Hall during the hours of operation via phone at 410-532-6090 or via email at slicdesk@ndm.edu

*Hours are subject to change.

Community Standards

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.
- Clean kitchen facilities after each use such as wiping counters, cleaning dishes, etc.
- 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.
- 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 they deserve.

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 and encouragement 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.



Common Areas

Each resident is responsible for keeping his or her room in reasonably neat and clean conditions at all times, as well as maintaining his or her 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.

Damages

It is important to accurately complete the Room Condition Report (RCR) which is given to you the day you move-in as part of the check-in process. When a student moves out of their room, Residence & Commuter 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.

Appealing Room Damages

To appeal a room damage charge, students must contact the Office of Residence & Commuter Life within 7 days of the date you were notified of damage charged. The 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 may be subject to disciplinary action. Witnesses are also encouraged to bring information about damages to the attention of a Residence & Commuter 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.

Residence Hall Association

Residence Hall Association is an organization that enhances the residence hall communities through the planning events, acting as the governing body in the residence halls, and advocating for residential student needs. Officers are elected by their peers for a one-year (two-semester) term. In addition, each building elects two representatives. Meetings are held weekly (*Time & Location TBA*) and all residents are invited to attend.

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 requesting a residency exemption must contact the Director of Residence & Commuter Life for approval.

Room Changes

No room changes will take place during the first and last two weeks of each semester. There is a one week period during each semester where students can participate in an open room change for any reason. After the one week open room change period, room changes are approved only on a space availability basis and are up to the discretion of Residence & Commuter Life staff. Students interested in participating in the open room change process should setup a meeting with the Graduate Residence Coordinator of their building and complete the Room Change Request Form located on the [Residence Life website](#). Submitting a request does not guarantee a room assignment change. Moving to another space without authorization may result in disciplinary action.

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 will complete a roommate agreement facilitated by Residence & Commuter Life staff. 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 CA or another member of the Residence & Commuter Life.

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 CA. Your CA 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.

Basic Rights 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

Housing Operations

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, double, and triple rooms as well as rooms for students with medical needs. Rates for different room types will vary.

Room Type	Semester Rate	Year Rate
Single	\$6,803	\$13,606
Double	\$5,723	\$11,446
Triple	\$4,645	\$9,290
Doyle Single	\$6,623	\$13,246
ELI (Per Term)	\$2,862	

Medical Accommodations

A limited number of rooms are available to accommodate students with certain types of medical needs. Students must provide written documentation from a licensed medical provider justifying the need for special accommodations. Medical rooms are assigned in consultation with Disability Support Services. Students requesting medical accommodations must meet all published deadlines in order to have their accommodation guaranteed.

Room & Board Agreements

Students wishing to live in on-campus student housing need to complete the Housing & Board Agreement located on the Residence Life website. 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 Hall Procedures

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.

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. A member of the Student Life Duty team must give authorization. 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.

Hall Closings

The residence halls will close at 12pm on December 22, 2016 and will re-open on January 2, 2017 at 9am in accordance to the university schedule. Only students enrolled in Winterim classes are eligible to reside in the residence halls for free during winterim. All other students interested in residing on campus for Winterim will need to pay a housing fee. During this time, the university is closed and services will not be available on campus. Students should make appropriate accommodations to be away from campus during this time. Any questions regarding the hall closing should be directed to the Office of Residence and Commuter Life prior to December 15, 2016



Move-In

Each semester, the Office of Residence & Commuter Life publishes procedures for move-in. This information is typically sent electronically via email to students and posted on the Residence & Commuter Life website. It is important that you follow the dates and times listed. All students must check in by the first day of classes unless prior arrangements have been made with the Office of Residence & Commuter Life. If you do not check in by this date, you may forfeit your room assignment.

***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
- Residence Life Housing Application

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

Check-Out

At the end of each semester, the Office of Residence & Commuter Life distributes the dates and procedures for checking out of your residence hall room. To avoid an improper check out fee, residents should attend the community closing meetings 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, following the provided check-out instructions, signing check-out paperwork, and returning keys to a Residence & Commuter Life staff member.

Emergency & Missing Person Contact Information

Students are required to provide emergency contact and missing person contact information on their Housing Application prior to move-in. Students should notify residencelife@ndm.edu during the year if they would like to change or update their contact information.

Health & Safety Inspections

During each semester, Residence & Commuter Life staff 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, prohibited items, and/or University and residence hall policies will be referred for disciplinary action.

Heat/Temperature Guidelines

Because of the age of the heating system, it is often a challenge to regulate room temperatures. Facilities staff 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 CA or the CA on duty.

Incident Reports

Incidents requiring the intervention or attention of the Residence & Commuter Life staff are documented via an incident report form. Such incidents may include emergency situations, theft, or violations of University or residence hall policies. Incident Reports can be submitted by any member of the university community. Incident Reports are sent to the Director of Student Rights & Responsibilities, Vice President of Student Life, and the Director of Public Safety

Room Consolidation

In order to best use our available space, room consolidations may take place at any time during the year. Students who do not have a roommate in a double or triple may need to take part in room consolidation. Students involved in this process will be contacted directly through their university email. Students will have the opportunity to determine whether they would like to move to another space with a random roommate or pull in another student into the vacancy in their room.

Room Condition Report

The Office of Residence & Commuter Life uses Room Condition Reports (RCR) to accurately assess the condition of the students’ room before you move-in. It is important to accurately complete the Room Condition Report (RCR) which is given to you the day you move-in as part of the check-in process. The condition of the room indicated on the Room Condition Report will be utilized to determine any possible damages or missing items at the end of the year which may result in charges to the resident’s student account.

Room Selection

Returning students wishing to live in the residence halls must participate in the room selection process conducted by the Office of Residence & Commuter Life during the spring semester. To participate in the room selection process, students are responsible for completing their Housing application. The due date will be announced at the start of spring semester. Those students who complete the necessary paperwork by the assigned date will be given priority in room selection over those who complete paperwork late. Assignments are made according to class/lottery number and on a space available basis.

Lockouts

The University ID card is used to access the living areas and building in which residents live. The Office of Residence & Commuter Life 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 Graduate Residence Coordinator 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 Office of Residence & Commuter Life immediately upon check-out.

Students who are locked out of their room or need to access their space while a replacement key is being made for their room should contact the Doyle Hall Student Life Desk to sign-out a loaner key. The key must be returned to the Doyle Hall Student Life Desk within 30 minutes of signing out the key. Failure to do so may result in the student being charged a lock-out fee.

Students should see the IT Help Desk for replacement of all swipe cards. Residence Life staff will not distribute guest cards unless there is a prior agreement or the ID card is lost during a time where the IT Help Desk is not open.

Students incur a charge for requiring the services of Residence Life staff to provide an admittance into their room when locked out and the desk is not open. Listed below are the list of lock out charges based upon the number of requests a student makes. The charges apply to the full academic year and to both lockouts where keys and/or a swipe card are loaned and lock outs where Residence Life/Public Safety officers provide an admit. If any student reaches a fifth lockout, they will receive a letter requesting a non-disciplinary meeting with the Director of Residence & Commuter Life to discuss their lock outs.

First Lock-out	No Charge
Second Lock-out	\$5.00
Third Lock-out	\$10.00
Fourth Lock-out	\$25.00
Fifth and All Additional Lockouts	\$40.00

If a student's key has been lost or stolen, please notify a Residence & Commuter Life staff member as the key core may need to be replaced.

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 CA when repairs are needed in your room or residence hall. Your CA will complete a work order online. Facilities staff will then complete the request as soon as possible. Due to the large number of requests at the start of each semester, work orders may take longer than usual. Please let your CA know if the work order 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 CA on duty or call Public Safety to report the issue. Public Safety & professional staff on duty will respond.

When doing work in Doyle and Meletia Halls, maintenance staff will do the following:

1. Lock the door and/or post a sign on the doors when working in community bathrooms,
2. Refrain from working in a student's room if the work area is unclean and/or if students are inappropriately dressed,
3. Leave a work completed slip in the student's room(s) for finished work,
4. Perform work as needed in emergencies.

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 shared with students on the Residence Life website during the summer. Micro-fridges may be rented for the academic year. To order a rental fridge or to report maintenance problem with a rental unit, go to www.MyFridgeRental.com.

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 student's 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.

- 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**)

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.

Residence Hall Policies

Advertisements

Anyone wishing to have advertisements posted in the residence halls must have them approved by the Student Life Desk in Doyle Hall A Student Life Desk Assistant will place a "Please Remove By" date stamp on the flyer. Students are able to post information regarding clubs and organizations that are appropriate and in line with the university mission on the cork boards outside of their rooms without Student Life Desk approval. Non-residents will not be granted access in the residence halls to post materials and should work with the Residence & Commuter Life Office, Theresa 022 in regards to distribution. Residence & Commuter Life Staff reserve the right to remove postings that may be deemed offensive or disrupt the community at any time.

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, beyond the outdoor chairs provided, is to be used on the balconies.

Bed Adjustments

Non-University issued lofts 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 lofted/unlofted/height adjustments are encouraged to complete the Preferred Bed Adjustment Form online prior to August 12, 2016. 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 Office of Residence and Commuter Life, 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 or on the bike racks outside the building. 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.

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 pending approval, will be charged the following fees:

*All students will be subject to the \$200 non-refundable housing exit fee. Any additional room and board fees will be refunded as follows:

*100% refund if canceled by up to one week before the first day of classes for the semester.

*75% refund if canceled during the first week of the semester

*50% refund if canceled during the second week of the semester

*25% refund if canceled during the third week of the semester

Students may request a cancellation of their Housing & Board Agreement by submitting a through the Cancellation Form located online, including documentation to support their request, via email to the Director of Residence & Commuter Life or dropped off to the Office of Residence & Commuter Life in Theresa 022. Students will receive notification of approval/denial after the application is processed by the Director of Residence & Commuter Life. Submitting a cancellation request 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 student's responsibility to notify the Business Office, Financial Aid Office, and Academic Affairs Office regarding the change of status

Furnishings

Rooms in the residence halls are equipped with a twin bed and mattress, desk, desk chair, dresser, and closet/wardrobe for each resident in the room. 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 & Commuter 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.

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. Student are permitted to hang holiday lights but may only use 1 string plugged directly into outlet. All 13 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. Decorations are not permitted to be affixed to the ceilings in rooms or hallways.

Laundry

Laundry facilities are located in both residence halls. The laundry facility is located on the third floor 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 email residencelife@ndm.edu and appropriate staff will be contacted to have the repairs made in a timely fashion.

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 Office of Residence and Commuter Life as soon as possible. A student who loses a key will be billed for a replacement key and/or lock core change.

Key charges:

Core charge \$100.00 Lost key charge \$50

On-Campus Housing Policies (Adapted from Michigan State University)

1.0 Individual Responsibilities and Community Rights

- 1.1 No person shall cause or otherwise contribute to unreasonable noise in residence halls or areas immediately surrounding residence halls. (Unreasonable noise is that which interferes with, or has the potential for interfering with, the legitimate rights of others.)
- 1.2 No person shall interfere with attempts of others to study.
- 1.3 No person shall interfere with attempts of others to sleep during reasonable and/or posted consideration hours.
- 1.4 No person shall interfere with the free access of another to and from his/her own room, suite, apartment, work area or office in a residence hall.
- 1.5 No person shall play any athletic games in a common area of a residence hall without proper authorization.
- 1.6 No person shall interfere with the safe or clean environment of others.
- 1.7 No person shall fail to make an effort to discourage another person from violating a regulation and/or to report a violation of which one has knowledge.

2.0 Safety of the Individual and Community

- 2.1 No person shall create, or help to create, a safety hazard.
- 2.2 No person shall throw or drop anything out of a residence hall window.
- 2.3 No person shall possess or use firecrackers, fireworks, firearms or other dangerous weapons or explosives.
- 2.4 No person shall possess or use in a residence hall, without proper authorization, any chemical or other dangerous substance, compound or container of such substances, which may injure, molest, or cause damage.
- 2.5 No person shall set a fire in residence halls or areas immediately associated with residence halls.
- 2.6 No person shall falsely report a fire, or interfere in any way with emergency services or procedures, or fail to conform to established safety regulations.
- 2.7 No person shall tamper with fire equipment, or use such equipment for purposes other than the prevention or control of fire. (Fire equipment shall include, but not be limited to, thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses and any other fire-fighting devices).

3.0 Harassment and Intimidation

3.1 No person shall harass or abuse any other person. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive or persistent or severe that a reasonable person with the same characteristics of the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

3.2 No person shall exhibit behavior that harms or threatens to harm another person or another person's property.

3.3 No person shall abuse, threaten, harass, or exhibit behavior that intimidates any complainant, respondent, counsel, witness, or judiciary member prior to, during, and after a judicial hearing.

4.0 Personal and Community Property

4.1 No person shall tamper with or borrow without permission the personal property of others.

4.2 No person shall, without proper authorization, remove any property from its assigned place in a residence hall.

4.3 No person shall damage, deface, or destroy any property.

5.0 Alcohol

5.1 No person should possess alcohol in the residence hall unless he/she is 21 years of age or older.

5.2 No person shall possess or consume alcohol in public areas of the campus, including but not limited to hallways, lounges, bathrooms, kitchens, and common areas.

5.3 No person shall transport alcoholic containers unless they are concealed and unopened.

5.4 No person shall possess alcoholic beverage containers larger than three liters.

5.5 No person shall possess kegs in the residence halls.

6.0 Identification of Individuals

6.1 No person shall permit others to use his or her Notre Dame of Maryland University ID card, including a meal card or room key, for the purpose of improperly gaining access to a residence hall, a dining room, an RHA or hall sponsored event or hall equipment.

6.2 No person shall use the Notre Dame of Maryland University ID card of another, including a meal card or room key, for the purpose of improperly gaining access to a residence hall, a residence hall dining room or an RHA or hall sponsored event or use of hall equipment.

6.3 No person shall refuse to provide his or her name and show appropriate identification to a staff member performing his or her duty, upon request.



7.0 Food Service

7.1 No person shall initiate or otherwise engage in throwing food, utensils, or other objects in any residence hall dining room or housing facility.

7.2 No person shall, without authorization, remove any food or utensils from a residence hall dining room.

7.3 No person shall enter a residence hall dining room without proper authorization.

8.0 Visitation

8.1 No person shall permit a non-resident visitor to remain in or use the facilities of a residence hall, including one's residence hall room, for more than three continuous days during any given week.

8.2 No person shall fail to take responsibility for his or her visitor.

8.3 No person shall interfere with the entertaining of a visitor by another, unless the visitor is infringing upon his or her rights.

General Residence Hall Visitation Rules

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 his or 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.

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 his/her visitor out at closing time. Please be aware of the hours of operation of each building's front desk. The desk assistant 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.

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 all times during their visit.
- 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.
- For both residence halls, visitors who are Notre Dame Students from another residence hall or commuter students must sign in at the front desk and show University ID.
- Guests under the age of eighteen (18) must have permissions from the Graduate Residence Coordinator for the community 24 hours in advance and must have a signed letter from their parent or legal guardian granting them permission to visit.


Guest Room Residents may have visitors stay overnight in guest housing (located in Doyle Hall), not to exceed three nights per week, under the following terms:

- An email requesting the use of the guest room space must be submitted via email to residencelife@ndm.edu at least 48 hours in advance. There is a \$25 per night fee associated with using the room that needs to be paid prior to checking into the room.
- Male visitors are not allowed on the residential floors of Meletia Hall after visitation hours have ended.
- Guests are responsible for abiding by all the policies listed in the Student Code of Conduct and Residential Student Handbook.

Doyle Hall Visitation

Policy During the academic year, Doyle Hall residents have the privilege of open visitation. Residents and guests are expected to follow the guidelines provided below.

- All visitors must enter/exit through the main entrance of Doyle Hall.
- Guests are required to leave a photo ID at the SLIC Desk while signed in.
- Residents are responsible for their visitors at all times. Guests are required to be with their host at all times.
- Lavatory facilities for the opposite gender must be utilized by visitors, where appropriate.
- Residents may have not more than two (2) guests at one time.
- Overnight guests must be registered with the Office of Residence and Commuter Life via the Doyle SLIC Desk
- Cohabitation is not permitted. o Cohabitation will be deemed to have occurred when a person not assigned to a specific space uses that room as if s/he lived there.
- Examples:

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- o Accessing an assigned space while the assigned residents are not home
 - o Keeping clothing or personal items in another's assigned space
 - o Regularly sleeping in or using the restroom facilities in a space to which one is not assigned

- Residents who allow unapproved residents or guests to occupy their room may face action of the Student Code of Conduct.
- Residence Life reserved the right to remove a registered or unregistered guest from its facilities at any time and to restrict future guests for any resident.

Meletia Hall Visitation

Policy Below are the guidelines for visitation in Meletia Hall during the 2016-2017 Academic Year.

- Visitation Hours
 - Sunday-Thursday: 12pm-12am
 - Friday-Saturday: 12pm-2am
- 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.
 - Male visitors are not allowed to sleep in a resident's room and guests must leave the residential area at the end of visitation hours.
- Overnight Visitation
 - If the resident has a roommate, the resident's roommate must also agree to host the female visitor.
 - Overnight female visitors are not allowed to spend the night more than 3 days in a 7 day period.



General Residence Hall Rules

Pets

Students registered with the Office of Disability Support Services may have service animals reside with them for documented needs. This includes providing veterinarian verification that the animal has all veterinary recommended vaccinations to maintain the animal's health and prevent contagious disease and the designation of an alternative caregiver for the animal if the owner becomes ill or unavailable. Please contact the Office of Disability Support Services and Residence & Commuter Life for additional information prior to bringing the animal to campus.

Permitted service animals in the residence halls should be kept clean, groomed, and supervised. The owner is responsible for the cleaning up of any waste created by the animal and for costs related to damages created by the animal.

Animals Permitted


- Fish (non-carnivorous)
 - Approved Service and Emotional Support Animals (required documentation and certification of disability with the Office of Disability Services) General Guidelines and Restrictions
 - Only small, non-carnivorous fish, 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 fish may be kept.
 - Aquarium gravel 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 trashcan.
 - All fish and aquarium material 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. The Residence Life professional staff will decide appropriate actions to ensure the health and safety of the fish, up to and including removal of the fish without the owner's knowledge.
 - Students in violation of the pet 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 \$50.00 for each day a pet is kept in the room.

Prohibited Conduct & Items

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 devices, 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.
- Water fights, ball playing, bike riding, rollerblading, or similar activities that 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 commons areas.
- Sleeping in public areas of the residence halls or overnight in another resident's room at any time without Residence & Commuter Life permission.
- Public showing of commercially produced, pre-recorded videocassettes 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.

The following items are prohibited in the residence halls due to possible fire hazards:

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- Drug-related paraphernalia (e.g. bong, pipe, hookah)
 - Beer pong tables, funnels and tubing, common source containers (e.g kegs), and other alcohol paraphernalia
 - Firearms, fireworks, explosives, weapons
 - Hot plates
 - Halogen lamps, black lights, and Octopus/Spider lamps
 - Electric blankets
 - Wireless printers and personal routers
 - Hover boards
 - Toaster ovens
 - Microwaves unless as part of a rented micro-fridge unit through the school sponsored vendor
 - Grills
 - Space heaters
 - Cinder blocks
 - Electrical appliances with an exposed heating element (e.g. slow cookers, toasters, rice cookers, hot plates)
 - Incense, candles, oil-lamps- lit or unlit
 - Wall mounted televisions
 - Refrigerators greater than 118 volts, 60 Hz, and do not draw more than 1.5 amps or 180 watts
 - Dangerous chemicals
 - Non-University supplied lofts (including bed risers)
 - Portable air conditioners

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:

- o Sunday-Thursday: 9 p.m. to 9 a.m.
- o 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 CAs 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.

Smoking

The residence halls are smoke free. **Residents and/or guests may not smoke in the residence halls or on any 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 Office of Residence & Commuter Life for approval. Any solicitation by non-students should be reported to Public Safety immediately by calling 410-435- 0100.


Wall Decorations

Students may use Blue Painters tape or 3M strips 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 & Commuter Life staff if deemed necessary, and may result in disciplinary action.

EMERGENCY PREPAREDNESS & SAFETY



Residents are responsible for reading, understanding, and adhering to safety policies in order to insure safety on the Notre Dame of Maryland University 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. 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. Failure to evacuate a building during a fire alarm will result in fines and/or disciplinary action.

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.

Theft Prevention

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. Consider leaving family heirlooms or other valuable items at home. 4. Keep money and valuables in a secure place. Do not keep excessive amounts of cash in your room! 5. 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. 6. Be alert to the presence of strangers in non-public areas of living units; report their presence to the CA, Residence Life staff and/or Public Safety. This also applies to solicitors.