 Resident Student Policies and Procedures

Introduction

Standards of Community Living

Our Lady of the Lake University is a community of persons from diverse cultural, racial, and ethnic backgrounds. Each person is a unique individual, drawn from the broad spectrum of society. We must each strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. As we engage in our daily activities and interactions, we must possess a genuine desire to learn from others. In addition, we must give others the respect and tolerance which we, ourselves, desire.

The principle of free exchange and inquiry is fundamental to the educational process. The Office of Residence Life is committed to the principles of free expression. We believe individuals have the right to hold, defend, and express their ideas and opinions. In order to sustain these principles we must at times tolerate the expressions of views that we may find offensive. However, while each of us has the right to our personal beliefs, these beliefs in no way give us the right to denigrate another on the basis of his or her age, physical abilities, national origin, sexual orientation, race, gender, or religious affiliation.

While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation, and humiliation of our residents and staff. It is our belief that one’s actions demonstrate one’s commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take the initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry and hate will be given no home within our University housing community. Our community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against our members. Thus, we cannot accept ignorance, false humor, anger, alcohol abuse, or substance abuse as an excuse, reason, or rationale for such behavior. We strive to develop and support a learning environment free from all expressions of bigotry so each of us can genuinely enjoy opportunities to live, work, and learn.

All of us who work and live in the University housing community have chosen to be here. Thus, we must commit ourselves to these principles which are the basis for our purpose, value, and worth.

Statement of Mission

The mission of University housing is to provide affordable housing for students in a responsible environment that promotes personal growth, academic achievement, community responsibility, and respect for individual differences. As a part of the University community, housing support is available for a number of University
activities and programs, including University-sponsored conferences, short courses, and extension programs.

Statement of Purpose
The purpose for having single-, double-, and triple-occupancy residence halls, in addition to providing places to sleep, study, and eat, is to provide educational support services to the University by creating and maintaining a learning environment and to provide an opportunity, through guided group living, for the educational, cultural, recreational, and social improvement of the individual resident. The purpose for offering residence hall meal plans is to offer a food service program with variety and quality and to promote efficiency and economy consistent with the appropriate quality of product and service.

Residence Life Staff
The Residence Life Office provides opportunities for student development through peer groups, living units, experiences with professional and paraprofessional staff, and opportunities for interaction between students and environmental characteristics. In addition to other residents, individuals providing assistance in the halls are the following:

Director of Residence Life
Responsible for the complete operation of the residence hall system. Supervises professional and paraprofessional staff, monitors the Residence Life Office budget, and supervises the maintenance of the residence halls. Responsible for the general welfare of all resident students.

Assistant Director of Residence Life
Assist the Director of Residence Life in developing and maintaining an on-campus living environment in which the maximum educational, social, and cultural opportunities may be realized. Responsible for developing opportunities for students to become involved in residence hall programming and leadership development programs. Responsible for coordinating all maintenance needs in the residence halls.

Residence Life Coordinator
Assist the Assistant Director of Residence Life in facilitating student and student staff members in their total development. Responsible for assisting in supervision of the Resident Assistant staff, assisting in the development and implementation of student development programming, providing administrative support for residence hall operations, and assuming primary responsibility for a complex-wide assignment.

Resident Assistants (R.A.’s)
Assigned to each floor in each hall in order to assist residents. Selected on the basis of leadership experience, the ability to successfully interact with people, and the desire to help students. Act as liaisons between residents and the University for the mutual benefit of each. Receive training in administrative duties, programming, and peer counseling. Direct students through the proper channels to address their questions, requests, and concerns. Assist the Residence Life Coordinators and the Office of Residence Life develop an effective method of enforcement of residence hall and University regulations.

Residence Halls
Ayres Hall
This co-ed residence hall accommodates eighty (74) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. A connecting hallway leads to the companion residence facility, Pacelli Hall. Facilities shared by both halls include a television lounge, an outdoor patio, and an outdoor swimming pool. Ayres Hall is named in honor of Mother Angelique Ayres, C.D.P., co-founder of Our Lady of the Lake College and Superior General of the Congregation of Divine Providence from 1943 to 1955.

Centennial Hall
This co-ed residence hall accommodates ninety-two (89) residents in single- and triple-occupancy rooms, all with private baths. This hall has central air conditioning and heat. Facilities include a study lounge, a television lounge, a snack bar lounge, and an outdoor patio. Centennial Hall is named in honor of the centennial of the University’s founding in 1895.

Flores Hall
This co-ed residence hall accommodates one hundred ninety-seven (194) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. Facilities include lounge areas, laundry rooms, and an outdoor patio. Flores Hall is named in honor of Archbishop Patrick F. Flores, first Mexican-American archbishop of the Roman Catholic Church.

Pacelli Hall
This all-female, predominantly freshman residence hall accommodates one hundred twenty-eight (118) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. A connecting hallway leads to the companion residence facility, Ayres Hall. Facilities shared by both halls include a television lounge, an outdoor patio, and an outdoor swimming pool. Pacelli Hall is named in honor of Pope Pius XII (Eugenio Pacelli), the pontiff who beatified Fr. John Martin Moye, founder of the Congregation of Divine Providence.
Providence Hall
This co-ed upperclassman residence hall accommodates eighty-two (82) residents in single-occupancy rooms with either private or connecting baths. Facilities include lounges and laundry rooms. Providence Hall is named in honor of the University’s founding and sponsoring religious order, the Congregation of Divine Providence.

St. Ann’s Hall
This co-ed residence hall accommodates thirty-four (34) residents in double-occupancy rooms with connecting baths. This hall has central air conditioning and heat. Facilities include a television lounge and a laundry room. St. Ann’s Hall is named in honor of St. Ann, mother of Mary and patroness of the Congregation of Divine Providence.

Procedures for Housing Application and Termination

Housing Availability
Residence halls are available for occupancy during fall and spring semesters, as well as both Summer sessions.

Housing Deposit
The housing deposit serves as a combination reservation/damage/room clearance deposit. The housing deposit is made only once and remains in effect for the duration of the student’s residence on campus.
- The housing deposit reserves the room until the date the housing agreement becomes effective.
- The housing deposit covers any intentional or careless damage that may occur during the period of occupancy. If damage exceeds the deposit, the student will be billed the additional amount.
- The housing deposit will be forfeited if the student terminates occupancy and does not officially check out of the room. The housing deposit will be refunded if the cancellation is made in writing to the Director of Residence Life prior to the announced deadline dates. If residence hall space is not available, refund of the housing deposit will be made automatically.

Housing Agreements
Room agreements are issued on an annual basis. In the event of a student’s withdrawal from the University, housing fees are refunded according to the tuition refund schedule. Housing fees are payable according to the established payment schedule for all University charges. The payment period is for two (2) full semesters, or the remaining portion thereof. The occupancy period begins at 12noon on the day the residence halls open, as indicated in the current University Bulletin, and ends at 12noon the day following the end of final exams or graduation.

Termination of Housing Agreements
The University reserves all rights in connection with termination of occupancy. The housing agreement will be cancelled when a student withdraws from the University
during the course of or at the end of any semester. Prepaid housing fees will not be refunded.

- If termination occurs as a result of University disciplinary action, any refund will follow the established University refund policy.
- If the student intends to leave the University at the end of the fall semester and not return for the spring semester, the student must notify the Director of Residence Life in writing prior to the end of the fall semester. Otherwise, a fee will be assessed for non-notification of termination of housing agreement and deducted from the housing deposit.

Insurance and Immunization Policy

- All students who live in the residence halls are strongly encouraged to secure coverage by an accident and hospitalization insurance plan.
- All students who live in the residence halls are also encouraged to have a completed University Health Information form on file in the Health Services Office prior to moving into the residence halls. The University Health Information form details immunization requirements for all resident students.
- Effective January 1, 2010, the meningitis vaccination is required of all students residing in on-campus housing throughout the state of Texas. The vaccination must be administered at least 10 days prior to one moving into the residence hall. [NOTE: Exemptions may be obtained by providing an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. **A conscientious exemption form from the Texas Department of State Health Services must be used. See https://webds.dshs.state.tx.us/immco/affidavit.shtm for more information.]

Board Plan Policy

Board plans are available during fall and spring semesters, as well as Summer I and Summer II sessions. All resident students must board at the University dining hall, except during summer sessions. Board plans may not be transferred to another individual. Refunds on board plans are prorated from the Monday of the week following withdrawal. The amount of refund will be determined by a combination of the following:

- The number of weeks that have elapsed in the semester.
- The amount of unused board.

Room Assignments

The University will make every effort to place students in the rooms with the roommates of their choice. However, current residence hall occupancy, date of receipt of application, receipt of housing deposit, and simultaneous roommate requests all affect the room assignment process. For these reasons, the University cannot guarantee roommate requests and reserves the right to assign any applicant to any available space. Students who wish to make a request for a specific roommate must make application for residence hall living at the same time. Assignment of housing space does not imply admission to the University. If the applicant is not accepted for admission to the University, the housing deposit will be refunded in full.
Room assignments for students new to the residence halls are made on a first-come, first-served basis. The date the Residence Life Office receives a student’s completed application along with a housing deposit is the date the student is eligible for assignment.

Room Selection
Room selection takes place every spring semester and is reserved for those students who are living on campus at the time. Resident students who are graduating, transferring, or not planning to live on campus for the next academic year must complete a “Residence Hall Cancellation Form” with the Residence Life Office. Resident students who plan to live on campus for the next academic year (and the summer) must complete the room selection process. Resident students who fail to participate in this process, or students who complete the process and cancel afterwards, will automatically forfeit their housing deposits. The Residence Life Office will post the dates and times a minimum of two (2) weeks prior to the room selection process.

Room Changes
Room changes occur during a specified period after the first full week of classes each semester and are made only with the authorization of the Residence Life Office. Room-change fees for each student requesting a room change apply and are payable at the time of request. If the room change is approved and housing rates vary between rooms, students will be responsible for paying the higher housing rate for the entire semester. If the room change is not approved, the room-change fee will be refunded in full.

Consolidation
Consolidation refers to the process of requiring resident students who are single occupants in double- or triple-occupancy rooms to move together in one (1) double- or triple-occupancy room. Students may remain as single occupants in double- and triple-occupancy rooms without being charged single-occupancy room rates only in those instances where the roommate has moved out and the possibility of consolidation does not exist. However, if the opportunity to consolidate becomes possible, students will be required to move together. Students may be allowed to pay a higher rate to maintain rooms as single-occupancy rooms, as long as a waiting list for residence hall space does not exist. Consolidation is necessary in order for resident students to avoid the additional expenses for separate rooms due to circumstances beyond their control. Consolidation also allows empty rooms to be used as guest rooms and as rooms for Weekend College students.

Procedures for Housing Occupancy and Vacancy
Check-In Procedures
When checking into the residence halls, resident students will perform the following:
Fill out a “Residence Hall Information Card.”
Receive a “Room Inventory Form” (check list of all items in the room and the condition of each item). When checking out, residents will be charged for any damages not noted on this form.
Receive a room key.
Receive residence hall regulations. (This handbook contains rules and regulations for residence hall living. Residents are advised to read the handbook and are responsible for the information in it.)

Check-Out Procedures
When checking out of the residence halls, resident students will perform the following:
- Resident students must check-out no later than 24 hours after their last final.
- Follow special residence hall procedures (e.g. specific times, dates, procedures).
- Remove all personal belongings.
- Have the room inspected for cleanliness and damages (as listed on the “Room Inventory Form”) by the resident’s R.A. This initial inspection will be followed by an inspection from the Assistant Director of Residence Life and Physical Plant staff member, if applicable, who will determine final damages and charges.
- Return the room key to the R.A.

Charges
- Cleanliness Fee  Resident students may be charged to cover the cost of extra custodial service required to remove personal belongings or to clean rooms left in unsatisfactory condition.
- Improper Check-Out Fee $35.00  Resident students leaving the residence halls without following the check-out procedures will be charged an improper check-out fee. Reasons for charge include:
  - failure to sign up for a check-out time
  - not cleaning room and bathroom before leaving
  - cleaning room into hallway
  - loading hallway with belongings
  - failure to meet appointment
  - not ready to check-out at appointment time (not being present at time of appointment or room not being completely vacated)
  - failure to move out within 24 hours after last exam
  - leaving without going through check-out procedures
- Late Check-Out Fee  If resident students are not present in their rooms at the designated times of check-out and have not made alternate arrangements with the Residence Life Office, a late check-out fee will be charged. Residence Life staff members will clear the room of all belongings. The resident student will be charged an improper check-out fee, forfeit the housing deposit, and be charged for labor of the Residence Life staff members.
• Loss of Key/Failure to Return Key  Resident students not returning a room key will be assessed a $60.00 key core replacement charge.

Procedures for Room Entry and Search

Resident Student Right to Privacy

_A resident student’s room is his/her home while living in University housing. Resident students have the right to privacy in their own rooms. However, in cases of emergency, to make routine maintenance inspections, to maintain minimum health and safety standards, and to enforce regulations, the University reserves the right to enter residence hall rooms._ Before entering, staff members will knock and identify themselves. If staff members remove any articles, a written receipt will be left in the room. No staff member will enter a residence hall room without prior permission from the Director of Residence Life.

General Guidelines for Room Entry and Search

Except under extreme emergency circumstances, premises occupied by students will not be entered and searched unless appropriate authority has been obtained. The following guidelines apply:

• Reasonable suspicion must exist that occupants of a specific room have in their possession articles, or are in the process of committing acts, that are in violation of local, state, and federal laws or University rules and regulations.
• Authorization for room entry and search must be obtained from the Director of Residence Life. Such investigation is restricted to those individuals specifically designated by the forenamed.
• Unless unfeasible, the University will make every effort to have one (1) or all of the inhabitants present during the search and to inform the inhabitants as to the reason for such search.
• Articles representing illegal possession or violation of civil law or University rules and regulations may be confiscated and withheld until necessary disciplinary action and safety measures have been completed.

Guidelines for Entry by Other Students

Students may enter the residence hall rooms of other students only at the invitation of or with written permission of residents of such rooms.

Guidelines for Entry by Residence Life Staff Members

Residence Life staff members may enter residence hall rooms under the following circumstances:

• To investigate which individuals are occupying the room.
• To replace damaged or obsolete University property and remove from the room, without the owners’ permission, any objects or materials which constitute a safety or sanitation hazard or which are the property of the University and are being illegally held in the room.
• To eliminate disruptive noise from electrical sound equipment which may violate an individual’s right to sleep, study, read, or otherwise occupy the room.
• To determine, with reasonable cause, if a violation of residence hall or other University rules and regulations is occurring in the room.
• To conduct monthly safety checks.
• With permission from the Director of Residence Life.

Guidelines for Entry and Search by University Police

University Police Officers may enter residence hall rooms and conduct searches within the boundaries of the law.

• A University Police Officer or other University official may enter a room when there is clear or apparent emergency such as fire, serious illness, or injury, or where danger threatens persons or property.

• A University Police Officer or other University official may enter a room under one (1) or more of the following circumstances:

  1. With a warrant for arrest or search.
  2. With permission of the resident.
  3. When in pursuit of an individual observed committing a crime, or if the officer has reasonable grounds to believe the occupant committed a crime.
  4. When the officer has probable cause for belief that a crime is being committed.

• A University Police Officer or other University official may search a room under one (1) or more of the following circumstances:

  1. With a search warrant.
  2. With permission of the resident.
  3. With permission from the Director of Residence Life.
  4. When the room is the area incidental to an arrest.
  5. When the officer has probable cause for belief that a crime is being committed.

Guidelines for Admission of Other Law Enforcement Officers by Residence Life Staff Members

Residence Life staff members will open residence hall rooms to admit law enforcement officers only when a search warrant applying to a particular room has been obtained. Off-campus law enforcement officers must be accompanied by a University Police Officer when entering the residence halls.

Facilities and Services for Resident Students

Access for Students with Disabilities

Residence hall rooms accessible to students with disabilities are available in Centennial and Flores Halls. Students requiring such accommodations must contact the Residence Life Office and indicate the need for such accommodations on their housing applications.

Cable Television Service

Residence hall rooms are equipped with basic standard cable television service. Resident students may access this service by simply providing a cable-ready television. Tampering with or otherwise defrauding cable television wiring and devices will result in disciplinary sanction and/or civil prosecution.
Elevators
Elevators are available in Flores and Providence Halls. Priority for usage should be given to persons with disabilities or severe mobility impairments. Individuals who vandalize the elevators will be subject to disciplinary action. Operating failures should be reported immediately to a Residence Life staff member.

Food Service
All resident students must board at the University dining hall except during summer sessions. Board plans of various monetary amounts are available. Resident students’ University ID cards also serve as their meal cards. Meal cards are accepted at all campus dining facilities.

- Resident students wishing to change board plans must submit a “Board Waiver Request Form” to the Student Life Office. Board plans may be increased at any point in the semester in $25.00 increments. Board plans may be decreased, however, only during one hundred percent (100%) refund periods. Board plans are active from the day the residence halls open through the last day of the semester.
- Board plan waivers will only be made for serious medical and/or personal reasons. Resident students must make waiver requests within the first week of the semester to the Student Life Office.
- At the end of the semester, the Food Services Office cannot issue refunds for unused balances, nor may students transfer their balances to other individuals.
- Resident students are the sole authorized users of their respective board plans and may not lend their meal cards to other individuals. Resident students may purchase meals for others, but must be present to do so.
- If resident students misplace meal cards, the loss should be reported both to the Residence Life Office and the Food Services Office. The Food Service Office will deactivate the misplaced meal card.
- The meal card’s magnetic strip makes it sensitive to electronic equipment. Meal cards should be kept away from radios, televisions, computers, refrigerators, other appliances, and magnetic-snapped handbags to avoid damaging the magnetic strip. Dry cleaning and washing of meal cards may also damage the magnetic strip.

Inter-Residence Hall Association
The Inter-Residence Hall Association (I.R.H.A.) is a Chartered Student Organization of the Residence Life Office. Resident students elect floor representatives who provide feedback to the Residence Life Office on issues that directly affect resident students. The Association’s members are responsible for ensuring that those issues important to resident students are being adequately addressed. Meeting dates and times are posted throughout the residence halls. This organization will be activated based on need.

Internet Access
Residence hall rooms are equipped with one (1), two (2), or three (3) data lines (depending upon planned capacity) allowing resident students with personal computers to access the University’s computer network from their rooms. Refer to
the “Statement on Acceptable Use of University Computing Resources” and the “Student Code of Conduct” for regulations and sanctions of computer usage.

Laundry Facilities
Only resident students are permitted to use the University’s laundry facilities. Tampering with or otherwise defrauding washers, dryers and automated vending systems will result in disciplinary sanction, civil prosecution, or both. ASI Services should be notified when washers and dryers malfunction. Reimbursements are requested through ASI Services, as well. They can be contacted at 1-800-762-3452. Currently, washers and dryers are complimentary for resident students.

Washers and dryers are located in the following locations
- Ayres Hall: lower level
- Centennial Hall: second floor
- Flores Hall: first, second and third floors
- Pacelli Hall: lower level
- Providence Hall: second, third and fourth floors
- St. Ann’s Hall: second floor

Lobbies and Lounges
Residence hall lobbies and lounges are for residents and their guests. Resident students should not leave guests unattended in lobbies. Visitors not using lobbies and lounges for their intended purposes will be required to leave. Visiting hours apply (see Visitation) to residents and guests using lobbies and lounges. Each hall has a lobby or lounge that can be utilized by residence hall students only for 24-hour visitation. Individuals wanting to use the lobbies and lounges for large group gatherings (e.g. meetings, activities) must make reservations with the Residence Life Office a minimum of one week before the activity or event.

Mailboxes
Campus mailboxes for resident students are located in Providence and St. Ann’s Halls. At the end of each semester, resident students should leave forwarding addresses at the University Post Office.

Repairs to Residence Hall Rooms
- Housekeeping. Housekeepers are responsible for light maintenance and keeping public areas of the residence halls clean. Resident students can help keep surroundings attractive by not abusing the facilities and by cleaning personal spaces. Resident students are responsible for the regular cleaning of bathrooms. Housekeepers enter all residence hall rooms to stock toilet paper and to spray bathrooms for mold and mildew. They also vacuum carpeted rooms.
- Maintenance. To report a maintenance problem, residents must submit a work order to their Resident Assistant. Emergency maintenance situations requiring immediate attention, such as power outages, broken water pipes, or clogged/overflowing toilets, should be reported to the Residence Life Office immediately at 431-3941. If the Residence Life Office is closed, please report
the problem to your Resident Assistant or Campus Police at 433-0911 immediately. The Physical Plant Office will only accept work orders submitted by Residence Life staff members.

- **Insects.** Exterminators make rounds on a routine basis. Resident students should report excessive insect problems to their R.A.’s. A housekeeper will accompany exterminators when individual room extermination is requested.

**Swimming Pool**

Resident students may use the Pacelli-Ayres pool from 9:00 a.m. to dusk, seven (7) days a week while classes are in session. Alcoholic beverages are prohibited in and around the pool area and patio. Swimming alone and horseplay are prohibited. Pool access is limited to resident students and one (1) adult guest per resident student only. Minors are prohibited. The pool is not staffed with a lifeguard.

**Swimming Pool Events.** Individuals wanting to host a pool gathering must contact the Office of Residence Life for permission to reserve the swimming pool. Groups of fifteen (15) or more will require at least one certified lifeguard to be available throughout the event.

**Telephone Service**

Residence hall rooms are pre-assigned telephone numbers for local calling; however, residents are expected to furnish their own telephone. Each resident is responsible for selecting a method of long distance service (i.e. calling card or phone card). Collect calls may not be accepted in the residence halls. Resident students will be held responsible for charges assessed by the Residence Life Office, including a $25.00 administrative fee, if a violation occurs. Tampering with or otherwise defrauding telephone wiring, devices, and services will result in disciplinary sanction and/or civil prosecution. Telephone numbers will be assigned to each room by the Office of Residence Life and may not be changed. Any abuse to the telephone instrument, jack, or wiring, other than normal wear and tear, will result in restitution for the cost of replacement or removal of service. Inappropriate behavior or use of derogatory or abusive language while using the telephone may be documented and judicial charges may be filed against the responsible individual. Anyone wishing to restrict their phone number must submit a written request to the Residence Life Office.

**Trash and Recycling**

All resident students are expected to keep their environments free of trash and litter. Each residence hall has designated trash disposal area. At no time should trash be left in hallways, common areas, stairwells, or on patios. The Residence Life Office strongly encourages all residents to participate in recycling efforts.

**Vending Machines**

Vending machines are located throughout the residence halls. Money lost in vending machines should be reported to the Development Office. This office reimburses money lost in vending machines. Tampering with or otherwise defrauding coin-operated vending machines will result in disciplinary sanction and/or civil prosecution.
Suggested Items for Residence Hall Living

The following is a list of items resident students often find necessary and convenient for residence hall living: linens (sheets) for a long twin bed, pillowcases, pillows, blankets, bedspreads or comforters, towels, and toiletries. The Residence Life Office suggests resident students bring an alarm clock, a telephone, an iron, and an ironing board, as well as academic materials such as school supplies, a dictionary, a thesaurus, an almanac, and a Bible. Resident students may bring radios, televisions, DVD players, electric shavers, floor fans, electric clocks, personal computers, and stereos. Small electrical items, such as hot air popcorn poppers, microwaves (1200 watts of less), coffee makers, and small refrigerators (3.5 cubic ft.), are permitted in the residence halls. Appliances such as hot plates, crock pots, space heaters, and George Foreman grills, are prohibited in the residence halls. The Residence Life Office encourages resident students to contact roommate(s) to plan for necessary and convenient items.

Regulations and Requirements for Resident Students

In addition to obeying all local, state, and federal laws, resident students must obey all University policies, procedures, rules, and regulations. Residence Life staff members are not authorized to grant exceptions to these regulations. As University employees, Residence Life staff members may not ignore violations of University regulations. Resident students will be asked to make suggestions for policy changes directly affecting the residence halls. Resident students are expected to be knowledgeable of the contents of this handbook and any other notices and publications of policy. The University reserves the right to change and/or delete any policy and will notify students of any changes thereof. In situations not covered by specific regulations, resident students should use common sense to ensure their conduct at all times reflects conduct expected of mature, responsible individuals with high ethical standards in accordance with the mission and values of the University.

Abandoned Items

Any personal property left in the residence halls at the end of a resident’s housing agreement or at the end of the spring semester will be considered abandoned. Residence Life staff members will dispose of such property at their discretion.

Alcohol Possession and Consumption

The Residence Life Office is extremely concerned about the manner in which alcohol use may affect the behavior and academic performance of resident students. Research indicates that college-age students are more likely to abuse alcohol than any other age group in the United States. Such abuse often results in alcohol poisoning, addiction, and death. Alcohol use is frequently associated with inappropriate and sometimes illegal behavior and has been shown to impair judgment in many situations with often unfortunate consequences. The Residence Life Office is especially concerned with behaviors that violate or interfere with the rights of others and the dignity of self. Regarding the consumption of alcohol by students of legal drinking age, local, state, and federal laws must be observed at all times. Of primary importance to the University community are the following regulations:
Alcoholic beverages are prohibited to persons younger than twenty-one (21) years of age.

Persons twenty-one (21) years of age and older are prohibited from providing alcoholic beverages to minors.

Intoxication, disorderliness, and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.

Students engaging in self-destructive behavior, that which impedes a student’s ability to enjoy the privileges of education and to fulfill one’s obligations as an educated member of society, should seek assistance from applicable resources. It is the entire University community’s responsibility to respond to such behavior.

The following guidelines apply to possession and consumption of alcohol in the residence halls:

- Alcoholic beverages are permitted in Providence Hall. Resident students of this hall aged twenty-one (21) or over are permitted to possess and to responsibly consume alcohol in their residence hall rooms, provided all individuals present are aged twenty-one (21) or older.

- Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, and St. Ann’s Halls. Residents of these halls, even if aged twenty-one (21) or older, are prohibited from possessing and/or consuming alcohol in their rooms.

- Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) inside and outside the residence halls except at those events approved by the Campus Activities Office and the Residence Life Office.

- Kegs and party balls, alcohol/liquor bottles, and beer cans with or without alcohol, are prohibited in the residence halls. This includes empty kegs or party balls brought on campus for storage purposes or to be used as furniture or decoration.

- Refer to the “Policy on Alcohol Distribution” for additional information.

Appliances

Electrical appliances which are (1) UL listed, (2) equipped with thermostatic controls, and (3) rated at 1200 watts or less are permitted in the residence halls. It is necessary to limit the wattage and usage of certain appliances in student rooms because of the potential fire hazard, as the residence halls’ circuits are limited to 15 amperes. Whenever the total amperage on one circuit exceeds that figure, the fuse or circuit breaker is likely to turn off. Continuous overloading creates excessive heat in the wiring, causing its insulation to deteriorate and increasing the possibility of fire. Resident students should coordinate appliance use with neighboring residents to avoid power interruptions. All electrical appliances and equipment should be unplugged before leaving your room for any vacation period.
• **Restricted Appliances**
  University fire safety and sanitation regulations prohibit the use of some types of appliances in student rooms even though they may be commonly found at home. Among the items not allowed for either storage or use are: open coil heaters, immersion coils for heating liquids, pottery warmers, deep-fat and French fryers, rotisseries, electric grills, ovens, hot plates, stoves, any type of exposed burner, large power tools, camping stoves, and charcoal grills. It is impossible to list all electrical appliances that are hazardous for use in the residence hall. As a general guideline, any appliance is prohibited if it is rated over 1200 watts or if it has an exposed heating element. Under all circumstances the user should exercise reasonable precautions. Appliances should be used in a manner prescribed by the manufacturer. Damage or injury resulting from the use of any appliance or equipment in the residence halls is the responsibility of the user. Students are prohibited from adding a personal microwave or refrigerator in rooms where a microfridge is already provided by the Office of Residence Life.

• **Refrigerators**
  Refrigerators in student rooms must be no larger than 3.5 cubic feet, have amperage rating of 3 amps per hour or less, and be in safe electrical condition. For proper ventilation and sanitation, refrigerators should be placed on a stand. Refrigerators may not remain plugged-in and operating during vacation and campus break periods.

• **Extension Cords/Power Strips**
  Extension cords should be used sparingly and never overload cords or extended cords with another extension cord. Always use extension cords in accordance with the manufacturer’s instructions. UL listed, type “S” or “SJ” cords are the minimum size permitted. Extension cords, including telephone wires, may not be tacked down, placed under rugs, or used in places where pedestrian traffic can cause damage. Only authorized employees of the university or their agents may make any modifications of or additions to the existing wiring of a building. Power strips must be UL approved, rated no higher than 15 amps, and equipped with a built-in current breaker.

• **Halogen Light Bulbs and Lamps**
  Halogen light bulbs and lamps are not permitted in any on-campus residence.

Bicycles, Motorcycles, Skateboards, and In-line Skates
For fire and safety reasons, bicycles may not be stored in hallways, stairwells, common areas, fire exits, hall entrances or other places in on-campus living unit, with the exception of bedrooms. Bicycles should be adequately secured to prevent theft.
Bicycles must never be ridden inside the residence hall, should be kept free of doorways and windows, and in no way interferes with or damages room fixtures or furnishings. Any bicycle found improperly stored will be moved to a proper storage area at owner’s expense. The riding of bicycles, skateboards, and in-line skates is prohibited in the residence halls and all other University buildings. Motorized vehicles are prohibited inside the residence halls.

*Candles, Fireworks, and Open Flames*
Candles, fireworks, incense, open flames, and appliances with open heating elements are prohibited.

*Confiscation/Removal*
Residence Life personnel will ask students to remove dangerous and/or prohibited items from their rooms or common area. Should the resident fail to respond to this request, Residence Life staff will be asked to confiscate, store and/or dispose of the item. During fire alarms and safety inspections, university officials may confiscate prohibited appliances or other prohibited/illegal items (see search). Residents will be given a receipt for any item taken in this manner. Following a disciplinary hearing, students may claim their confiscated items provided they are immediately removed from the residence hall.

*Damages*
Resident students are responsible for all damages to their rooms and the furniture assigned therein caused by their behavior or by the behavior of their guests. Each member of the residence hall or floor will be held responsible for damages to common areas, unless the responsible party is identified. For routine repairs, resident students should inform their RA of specific problems requiring attention. Minor problems should be corrected and repaired before escalation into major ones. Excessive humidity, leaks, and other problems should be reported promptly. If conditions worsen because of failure to report the problem, resident students may be charged room damage fees.

*Decorations*
Resident students may hang pictures, posters, and other decorations by means that do not leave permanent marks, holes, or other damages to walls, doors, ceilings, floors, and other fixable surfaces. Tacks, nails, screws, masking tape, double-sided tape, glue, and other permanent adhesives are prohibited on walls, doors, ceilings, floors, and other fixable surfaces. Due to the building’s age, rooms in Providence Hall have very sensitive walls. Adhesive putty may not be applicable for these walls. Resident students will be charged for any damages. Alcohol containers, open or closed, and drug paraphernalia are considered inappropriate room decorations. If these types of items are found in residence hall rooms, Residence Life staff members will confiscate and dispose.
Dress Code
Although the University does not have a dress code, resident students and their guests are required to wear shoes inside buildings and in general lounge areas. Resident students should always wear shirts outside their rooms.

Drug Possession, Ingestion, or Inhalation
The possession, consumption, sale, or transfer of illegal drugs, other controlled substances, and drug-related paraphernalia are intolerable. The Residence Life Office is especially concerned with behaviors that violate or interfere with the rights of others and the dignity of self. Of primary importance to the University community are the following regulations:
- Possession, consumption, sale, and transfer of illegal drugs, other controlled substances, and drug-related paraphernalia are prohibited.
- Disorderliness and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence is unacceptable and subject to disciplinary action.
- Students engaging in self-destructive behavior, that which impedes a student’s ability to enjoy the privileges of education and to fulfill one’s obligations as an educated member of society, should seek assistance from applicable resources. It is the entire University community’s responsibility to respond to such behavior.

Emergencies
Refer to the “Emergency Procedures for Students” section for information. The “Emergency Procedures for Students” section can be found online at http://unet.ollusa.edu or in the OLLU Student Handbook.

Furniture
Furniture provided in the residence halls for use in private rooms and general lounge areas may not be removed, borrowed, or exchanged from one room to another. Lounge furniture is not to be moved from its original arrangement without permission of Residence Life staff members. When moving furniture for any reason, the furniture should be carefully lifted and moved. Shoving or pushing heavy items can scrape floors. Furniture should be taken care of by avoiding propping feet on or climbing on furniture. Residence Life staff members reserve the right to require that any student-owned furniture be removed from the residence halls.

Fire Safety
It is a criminal offense to falsely sound an alarm. Students apprehended sounding a false fire alarm or tampering with firefighting/fire alert equipment, or failing to evacuate immediately when an alarm is activated, are subject to a minimum fine of $200, dismissal from the residence halls or university, and/or prosecution from civil authorities. Residence hall students have ready access to fire extinguishers in
hallways. All residents should familiarize themselves with the proper use of fire extinguishers.

- **Evacuation**
  All fire alarms should be considered as an actual “real” fire, and the building must be evacuated immediately. Individuals are responsible for evacuating themselves from the building and should leave by the nearest and/or safest exit. Students should familiarize themselves with emergency exits. As the situation permits, building staff will assist in the evacuation process and locking room doors as they leave. In case of fire, pull the nearest fire alarm and/or call 433-0911 (University Police). If possible, be prepared to direct emergency personnel to the suspected cause. At no time should you put your safety in jeopardy.

*The following procedures should be followed:*
- Close and lock your room door. Bring room keys with you.
- Leave the building in an orderly manner, through the safest and most immediate exit.
- Do not use elevators.
- Wear or carry clothing suitable for the weather and carry a towel for protection against smoke.
- Take a flashlight, if one is available.
- Remain outside and at least fifty (50) feet away from the building until the signal to return is given.
- A damage assessment may be levied against students for a fire occurring within an on-campus living area. If a false alarm is pulled and no one is identified as perpetrating the alarm, the residents of the hall will be held accountable.

**Grills**
Grills of any type and/or size may not be stored or used within any area of the buildings, and they may not be used within 50 feet of the building. Propane tanks and grills may not be stored inside any room. Charcoal lighter fluid is a combustible material and should not be stored in student rooms. Resident students wanting to grill outside any residence hall will need to submit a request to the Office of Residence Life.

**Holiday and Semester Break Occupancy**
- Food service will be reduced during university holidays (e.g. Mid Semester Break, Thanksgiving, Spring Break, Easter) based on the number of resident students on campus. Notices will be posted at least one week before each holiday. The university does not provide interim housing during semester break periods (i.e. Christmas Break and break between Spring and Summer Sessions). For alternative off-campus housing options contact the Residence Life Office.
ID Cards (Electronic Access and Meal Plan)
All University students must obtain and carry with them a current University ID card as proof of their right to use University facilities and attend University events. ID cards must be produced upon request by any University official, including RA staff. ID cards are non-transferable. Students allowing others to use their ID cards are subject to disciplinary sanction. ID cards for resident students serve as their meal cards in addition to serving as electronic access cards to the residence halls. Front doors to the residence halls are locked at 10:00 p.m. and interior doors are locked 24 hours. ID cards are issued at the ITS HELP DESK located in St. Martin Hall – Annex Room D. Lost or stolen cards should be replaced as soon as possible and you should be aware that there is a fee assessed to replace lost, damaged, or stolen ID cards.

Indoor Athletic Activities
The playing of athletic games is prohibited in the residence halls because of the potential for personal injury and property damage that often occurs as a result of such activity. Prohibited activities include, but are not limited to, baseball, basketball, football, Frisbee, hockey, soccer, volleyball, shaving cream fights, water fights, and indecent exposure or behavior.

Keys
Resident students receive one (1) key to their residence hall rooms. Room keys will not be issued to any friend, relative, or other individual. Residents should carry their room keys with them at all times to avoid being locked out. Resident students may not duplicate room keys or alter locks. Room keys must be returned to the Residence Life Office upon termination of occupancy.

- Lock-outs. If resident students lock themselves out of their room or residence hall, the R.A. on duty will unlock the door and/or building and the resident student will be charged $30.00 per lockout. Additionally, on the fourth time, resident students must schedule an appointment with the Director of Residence Life. R.A.’s will unlock only the room or residence hall for that resident who is locked out. Money collected from lock-out fees will be placed in the Residence Life Office’s budget for programming activities in the residence halls.
- Lost Keys. If resident students lose their room keys, the Residence Life Office will re-core their door locks, at the resident’s expense, and issue new keys for the room. This precaution is for the resident’s safety and the security of the resident’s possessions. The fee for a lost key is $60.00.

Parking
All motor vehicles parked on University property must be registered with the University Police Department and have a valid parking decal. Parking for resident students is located north of the University Wellness and Activities Center (U.W.A.C.) and east of Centennial and Flores Halls.
Parties and other Group Gatherings
Group gatherings, social functions, and parties are permitted in residence hall rooms with Residence Life staff member approval, as long as events are of a size and number not to exceed ten (10) persons who can be contained wholly in the particular room (including noise). All events in the residence halls must end by midnight.

Pets
Due to health and safety concerns, pets are prohibited in the residence halls, with the exception of small fish in a container no larger than 10 gallons.

Posting
Announcements may be posted on bulletin boards only with the approval of the Residence Life Office. Refer to the “Policy on Posting” for additional information.

Quiet Hours and Consideration Hours
Resident students have the primary responsibility for the enforcement of Quiet and Consideration Hours. If resident students feel uncomfortable with a confrontation or if the offending noise is coming from another wing or floor, resident students may ask Residence Life staff members to remedy the situation. When requests are reasonable, most students will be cooperative.

- **Quiet Hours.** The establishment of Quiet Hours provides resident students with an atmosphere conducive for studying. During Quiet Hours, resident students are encouraged to keep room doors closed. Any conversations or amplified sound (e.g. radio, television) should not be audible in hallways or other rooms. Quiet hours are from 9:00 p.m. to 8:00 a.m. each day, but may be made more restrictive by each residence hall depending on the needs of that hall.

- **Consideration Hours.** Consideration Hours are in effect at all times. Resident students should be considerate of roommates, suitemates, and hallmates. All noise should be kept within the confines of individual residence hall rooms. At the request of another resident or staff member, resident students are expected to cooperate by lowering the volume of conversations and amplified sound. Excessive noise is always unacceptable.

- **Dead Week/Finals Week Quiet Hours.** During dead week and finals week, Quiet Hours are observed 23 hours a day. Study breaks, usually an hour in length, occur at designated times during these weeks.

Roofs, Ledges, Balconies, and Fire Escapes
In the interest of public safety, resident students and their guests are prohibited from engaging in the following activities:

- Removing screens from windows.
- Climbing onto ledges and roofs.
- Climbing from one room to another via ledges and roofs.
- Hanging out of windows.
- Covering windows with aluminum foil or other dense material.
- Pushing others towards or out of open windows.
• Hanging signs, posters, or other materials from roofs, ledges, balconies, and fire escapes.
• Blocking stairwells and fire escapes.

Room Inspections
R.A.’s conduct monthly safety checks of residence hall rooms in order to accomplish the following:
• To connect with those residents they do not see on a regular basis.
• To test smoke detectors.
• To report maintenance issues.
• To confiscate illegal items (e.g. hot plates, alcohol).
• To verify that all furniture and/or furnishings in the room at check-in are still in the room.
• To verify that no furniture and/or furnishings from common areas are in the room.

R.A.’s will post notices forty-eight (48) hours in advance of monthly safety checks. If residents are not present at their respective scheduled times, R.A.’s will contact other Residence Life staff members in order to enter the room and complete the safety check. R.A.’s will leave notification of room entry if residents are not present.

Security
Resident students are responsible for protecting personal items from theft and vandalism and for ensuring the residence halls are as secure as possible. The Residence Life Office recommends the following:
• Resident students should identify personal property by engraving with an identification number or affixing name tags.
• Resident students should maintain an inventory of personal property information and keep the list in a secure place. The list should contain model numbers, serial numbers, and brief physical descriptions of all personal property.
• All doors, including bathroom doors, and windows should be locked at all times.
• Residence hall entry doors must not be propped open for any reason.
• Resident students should purchase personal property insurance, as the university is not liable for theft and/or damage of personal belongings.

Smoking
Smoking is prohibited inside all University buildings, including all residence halls and individual residence hall rooms.

Solicitation
To protect residents from unwanted disturbances, the University prohibits door-to-door solicitation in the residence halls. Students and organizations wanting special consideration should contact the Office of Student Leadership and Development.
Visitation

Resident students are permitted to invite non-resident guests to their residence halls and rooms, in compliance with the following visitation policy. Resident students are responsible for their guests’ behavior and safety while in the residence halls. All guests must be escorted by the resident student from the main entrance of the residence hall to any other area of the hall and from any area back to the main entrance. Guests must leave the residence halls at the end of the visitation period. Maximum visitation limits in any residence hall are 10:00 a.m. to midnight, Sunday through Thursday, and 10:00 a.m. to 2:00 a.m., Friday through Saturday. Resident students and/or guests visiting any other resident(s), regardless of gender, are required to abide by the established visitation limits.

- **Day Guests.** Guests must be escorted by a resident student at all times.
- **Minors.** Because the residence halls are designed as adult living communities, the Residence Life Office discourages the presence of infants, small children, or adolescents. Resident students are prohibited from babysitting in the residence halls. Children must be accompanied by a resident student at all times and must adhere to the rules and regulations of the residence halls. Children aged fifteen (15) years and younger are prohibited from staying overnight in the residence halls. Resident students must request written permission from the Residence Life Office for overnight teenaged guests over the age of sixteen (16).
- **Overnight Guests.** Resident students wishing to have overnight guests must notify their R.A. a minimum of twenty-four (24) hours in advance to receive an overnight guest pass. Overnight guests of the opposite gender are prohibited. Overnight guests have a maximum three (3) night limit within a one (1) week time period. Any special circumstances warranting modifications require a written request for approval to the Director of Residence Life/Student Judicial Affairs a minimum of one (1) week in advance. Periods in which overnight guest passes will not be issued are the last two (2) weeks of each semester and mid-term examination week.
- **Parents and Other Adult Family Members.** Parents and other adult family members are encouraged to visit campus, however, the Residence Life Office does not recommend overnight lodging. Resident students should contact the Residence Life Office for special circumstances warranting such overnight visits. Upon availability of guest rooms, a lodging fee applies.

Weapons

A “weapon” is defined as any object that by use, design, or definition may be utilized to inflict harm or injury upon another individual or animal. Examples of weapons include, but are not limited to, handguns, pistols, rifles, axes, knives with blades in excess of five (5) inches, mace, throwing stars, and nightsticks or batons. Possession, use, sale, or transfer of weapons, whether licensed or not, are prohibited on University premises and violators thereof will be subject to disciplinary action. Such weapons, if confiscated, immediately become the property of the University.