

2018-2019 RESIDENCE LIFE AND HOUSING GUIDELINES & POLICIES

In addition to being responsible for compliance with all University policies, students who choose to live on campus must also abide by the following guidelines and policies.

General Information

The Residence Life Program

Much of a student's growth and development during the University experience occurs outside the classroom. The Stevenson University Residence Life and Housing staff is committed to ensuring that each student's experience in and around the residence environment supports his/her academic, personal, and social development. The staff works collaboratively to foster a safe, healthy, and educational environment in the residence halls. The team consists of the Assistant Vice President for Residence Life, two Assistant Directors, four Resident Directors (RDs), eight Senior Resident Assistants (SRAs), Resident Assistants (RAs), and Office Assistants(OAs). The Residence Life staff members are available to address any concerns or needs that may arise. Resident Assistants are on duty every evening after 7 p.m. and a Resident Director is on call 24 hours a day, seven days a week. The RA duty schedule is posted outside each RA room.

Residence Halls

The University offers two different types of living styles; suite style and apartment style. First-year students live in the suite style halls and are assigned to Western Run Hall, Patapsco Hall, or Susquehanna Hall. Sophomores are also required to live in our upperclass suite style halls and have three options to choose from: Wakefield Hall, Herring Run Hall, or Wooded Way. Juniors and Seniors have the option to live in our seven apartment style buildings: Long Green Hall, Greenspring Hall, Dulaney Hall, Belfast Hall, Shawan Hall, Worthington Hall, and Cromwell Hall.

Responsibilities

Stevenson University believes student housing provides a supplement to the educational mission of the student and the University. Living in Stevenson University's housing is a privilege that has corresponding responsibilities, the first of which is to be an active member of the residential community. Through acceptance of the privilege to reside in campus housing, the student accepts the explicit and implicit responsibilities of community living. It is also the student's responsibility to check their Stevenson University e-mail account and campus mailbox for any correspondence and updates for Stevenson University residential students. Additionally, all residents should sign up for resident alerts via the Opt-In text alerts.

Eligibility

Students must have a signed Residence Contract on file with the Office of Residence Life and

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Housing prior to occupancy of University housing. To be eligible for residency, students must carry a *minimum of 12 credit hours per semester.*

All students residing in student housing are required to be immunized against Meningococcal disease with the MCV4 vaccine (Menactra or Menveo) per Health-General Article 18-102(b) Annotated Code of Maryland and Code of Maryland Regulations (COMAR) 10.06.05 Meningococcal Vaccination Requirements for Students in Institutions of Higher Education. If the primary dose of meningitis was administered before the 16th birthday, a booster will be required before moving into residence on campus AND the meningitis vaccination must not be older than 5 years from the date of move-in.

Meningococcal meningitis is a rare but potentially fatal bacterial infection. Certain social behaviors of University students and residence hall living may put students at an increased risk for contracting the disease along with facilitating the spread of the disease. Students are also required to have a completed Student Health Form on file. In accordance with the law, the University will not permit students to move into University housing without receipt of all necessary health forms.

Behavior that endangers self or others will be grounds for immediate removal from the residential community until authorized to return by the Assistant Vice President for Residence Life and/or the Dean of Students.

What is an RA? What is an RD?

A Resident Assistant is a student who lives in the residence halls who is responsible for building community and ensuring the safety of the community. RAs facilitate intentional conversations with residents, known as Mustang Meetups to build a strong community. They also host large scale events and smaller scale community builders to make sure residents are getting to know one another. The Resident Director is a Master's level full-time professional who oversees the residence halls on campus. They supervise the RAs and serve on a on-call rotation overseeing the entire on-campus population.

What is Residential Curriculum?

Residential Curriculum is an intentional way of promoting student learning and engagement in the residence halls. The Office of Residence Life and Housing is committed to creating an environment in the residence halls where students can build relationships, learn to effectively communicate, and live cooperatively with one another. The Residence Life staff will provide strategies to encourage student learning and engagement in the residence halls through conversations, events, and activities.

What is our educational priority?

An educational priority is what unites all Residence Life staff members under a common goal. Our educational priority states that as a result of living on campus, students will become engaged community members who act with dignity, honesty, and pursue a lifelong commitment to learning

and excellence.

Strategies of Residential Curriculum

The following are ways our RAs promote learning and engagement in the Residence Halls.

Mustang Meetups

These happen twice a semester and serve as an intentional check-in by your RA to see how you are adjusting to campus life. These conversations allow your RA to get to know you better and better serve as a resource for you so that you can succeed and thrive while living on campus.

Bulletin Boards

These are changed monthly by your RA and are another way to promote learning outside the classroom. Each bulletin board will have a theme as well as a clear, educational message.

Events

These happen twice a semester and are large-scale and building wide. RAs and RDs put in time and effort to make these events successful and educational. All residents are invited and encouraged to attend.

Community Builders

These occur monthly and are small events that are facilitated by your RA. They are designed to help build and grow relationships with your neighbors in your Residence Hall.

Roommate Agreements

These occur at the beginning of every semester and are facilitated by an RA. It serves as the agreed upon policies and conduct for a given room.

Safety and Security

Security staff members are on the residential property 24 hours a day, 7 days a week. The officers work together with everyone to help assure the safety of all students, staff, and guests of the University. However, residents and their guests assume whatever risks result from the circumstances and waive any and all possible claims against the University and its agents, servants, trustees, and employees relating in any way to the security or absence thereof at the housing complex. The University is not responsible for loss or damage of personal property of the occupants. Each individual is advised to carry personal property insurance. Keep your apartment/suite door and bedroom door closed and locked - even if you are just going next door. Pay attention to your instincts. If something doesn't seem right or someone acts suspicious, report it to Security officers immediately. They are working with you to help maintain a safe atmosphere and one that is conducive to academic achievement and personal growth. Keep an eye out for trouble and proactively try to keep fellow community members safe. Be prepared to show your SUOne ID card when requested by officers or any other Stevenson University staff member. Security officers will provide an escort service if requested. Students can utilize this service by calling 443.352.4500 (x4500). Common sense, alertness, and cooperation are essential for personal safety.

Please take a moment to follow a few simple precautions to improve your personal safety and the quality of life in the Stevenson University residential facilities:

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- In all cases, be alert to your surroundings.
- Do not intervene in crimes in progress. Call Security at x 4500 or 911 to report ALL crime and suspicious activity.
- Remember, "better safe than sorry" is sound advice.
- Do not walk alone; stay on well-lit pathways and away from deserted areas.
- If you are being followed, change direction, and go to a populated location.
- Know the location of the Emergency phones and Blue Lights.
- Do not go to parties with unfamiliar groups alone. Do not leave your friend at a party. Agree in advance that you will leave together.
- If you are walking someone home, be sure to wait until they get safely inside the building.
- No matter how short or long you will be gone, **lock your door** when you are leaving. Be sure to take your keys with you.
- Let roommates know when you are going out and how long you will be gone. However, don't leave information posted on your front door or posted online via social media as you do not want everyone to know when/where you will be away from your room and/or when/where you are going.
- Do not keep excessive money or valuables in your room.
- Request identification of any unfamiliar person attempting to gain access to your room. If you are still unsure call Security at x4500 or 443-352-4500.
- The use of unauthorized side door entrances is strictly prohibited. Never open/prop the side doors open for anyone.
- If you see something, say something.

Medical Services

The University Wellness Center offers limited primary care services. Located in the Caves Sports & Wellness Center, hours of operation are Monday, Wednesday and Friday from 9 a.m. – 5 p.m. and Tuesday and Thursday from 9 a.m. – 7 p.m. The University Wellness Center does not provide medical services after hours of operations or on weekends. Residential students must arrange and pay for any needed medical services, and waive all possible claims against the University and its agents, servants, and employees relating in any way to the absence of medical services. Students should contact Security at x4500 or call 911 in the event of an emergency. The student is responsible for arranging transportation to the hospital or medical care facilities.

Faculty in the Halls

Faculty in the Halls is a program that is focused on building relationships with faculty and students outside of the classroom. In the First Year Area and Upperclass Suites, faculty members host events and programs to generate student involvement. You can see faculty members celebrating birthdays with cupcakes in the lounge, roasting marshmallows in the parking lot, hosting CPR classes, and bringing in speakers to talk about finance and study abroad opportunities.

Residence Hall Association (RHA)

This is a leadership organization offered by our office to give residential students an opportunity to create a better living environment for themselves and their peers through event-planning and networking with university officials. RHA's goal is to constantly improve the student living experience here at Stevenson University.

National Residence Hall Honorary (NRHH)

NRHH is an on-campus honor society found at many universities across the nation. It represents the top 1% of student leaders living in on-campus housing. NRHH focuses on enhancing the recognition, service, and leadership opportunities at Stevenson. It is ideal for those student leaders who want to give back to their community and recognize community members that go above and beyond to make Stevenson their home away from home.

Identification Card – SUOne Card

Each resident will be issued a photo identification card: *SUOne*. This card allows the student access to the building in which he/she lives, activates the student's meal plan and flex dollars, operates laundry machines, and operates the mechanical gate at the entrance to the housing complex. A student's ID card will also allow him/her access to any building in which he/she attends class during the designated class time. Allowing another individual to use your ID card for any reason is strictly prohibited. Students found to be violating this policy will be subject to disciplinary action. Students must show their ID card to a Stevenson University staff member or other authority when requested to do so. Students who fail to do so may be subject to disciplinary action, including termination of the Residence Contract for failure to comply with the directions of a University official. If you lose your ID card, contact SU Security to obtain a new one. Your old ID card will be deactivated. There is a \$25 fee for a new ID card that will be posted to your student account.

Parking

Parking is available for any resident with a valid Stevenson University parking permit. Cars which fail to display appropriate permits may be ticketed by Security. Guests may park in designated areas only. **The speed limit on all Stevenson University property is 15 miles per hour.** Failure to obey this speed limit, or other posted signage (e.g., stop sign, no U-turn, one-way) or general unsafe driving within the complex may result in Security issuing tickets with fines and/or disciplinary action, including loss of campus driving or residency privileges.

Resident students may park in the areas that are adjacent to the apartments and suite buildings on the Owings Mills campus. Resident students **MAY NOT** park in the following parking lots:

- Caves Wellness & Sports Center

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- Garrison Hall
- School of Business & Leadership
- Commercial property adjacent to Wooded Way Hall
- Owings Mills North Campus

Mail

Mailboxes for all residents are located on the first floor within their building and are assigned based on your room assignment. Mail will be distributed to these mailboxes by the Mail Service staff only at the posted times. A lock combination is issued for each resident for the mailbox via email by Mail Services. If you forget your combination, contact the Mail Service. Packages may be picked up from the Mailroom located at the rear of the Rockland Student Center. You will receive a notice for package pick-up in your mailbox. You must show your SUOne ID card to pick up your package.

Your address is:

Your Name (Hannah Smith)
Stevenson University
(Building #) Campus Circle (#Box) (Ex: 102 Campus Circle #314)
Owings Mills, MD 21117

Mail for residential students will not be forwarded by the Office of Residence Life to any other address. During the summer months, students should make forwarding arrangements through the U.S. Postal Service. Mail received by the University for residents during vacations or breaks will be held until their return, except during the summer. Mail and packages for students not living in housing will not be accepted and will be returned to the sender.

Laundry

For your convenience, laundry areas with washers & dryers are located on the 1st floor of each building. The cost of laundry is included in the housing fee. Please note that the dollar amount displayed by the eSuds machine is not representative of any real money and is not transferable to any other account. Washers and dryers are operated with your SUOne ID card. If the ID system is malfunctioning, laundry machines will be coin operated. *Do not leave clothes, laundry baskets, detergents, etc. unattended in the laundry areas.* Please remove your laundry as soon as the cycle ends. Neither the Office of Residence Life nor the University are responsible for loss of or damage to personal articles. Dispose of lint, empty containers, softening sheets, etc. in a trash receptacle. If a machine becomes inoperable, please report any loss of money or malfunction by submitting a ticket to the Helpdesk at <https://helpdesk.stevenson.edu/helpdesk/WebObjects/Helpdesk>.

Maintenance Requests

All requests for service should be made online at <https://helpdesk.stevenson.edu/helpdesk/WebObjects/Helpdesk> or via e-mail to the SU Helpdesk helpdesk@stevenson.edu. Requests are then relayed to the Maintenance team. Any plumbing leak

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of a serious nature, frozen water lines, lack of heat in winter, or electrical failure should be considered an emergency (notify a Residence Life staff member or Campus Security immediately). Air conditioner problems will not be considered an emergency unless the outside temperature exceeds 85 degrees. Any emergency maintenance request should be directed to Campus Security who will dispatch facilities staff.

Equipment (Smoke Detectors, Appliances, etc.)

Due to limited electrical capacity and for reasons of fire safety, residents are required to observe the following:

- All electrical appliances must carry the approval label of the Underwriters Laboratory.
- Use of multi-plug extension cords is limited to surge protector type devices only.
- Additional refrigerators (other than the one provided by Stevenson University) are prohibited.
- Halogen lamps or light bulbs are not permitted in housing.
- Each apartment/suite is equipped with working smoke detectors and fire extinguishers at the time of occupancy. *Disconnection of smoke detectors or misuse of fire extinguishers is subject to disciplinary action, including termination of housing without refund.* Furniture provided in your living unit must remain in your living unit. You are responsible for its appropriate use and condition. Furniture may not be removed from the apartment/suite. Furniture other than those provided by the University are prohibited. Personal mattresses are prohibited and the University supplied bed and bed frame must remain in the assigned bedroom. Misuse of furnishings and abuse of property will add to student repair and replacement costs. **ALL RESIDENTS ARE EXPECTED TO RESPECT UNIVERSITY PROPERTY.**
- Furniture provided in the lounges and other common areas must remain there and cannot be moved to resident's suite/apartment.
- No appliances (including washers & dryers) may be installed or stored in the apartment/suite. Do not overload your dishwasher and use only detergents made for automatic dishwashers. Do not flush paper towels, aluminum can tabs, sanitary napkins, tampons, or cotton swabs in the toilets.
- Residents are expected to exercise responsible energy consumption. Turn off lights, computers, etc., when not in use or when you are not in your room. For efficient operation, thermostats should not be set below 68 or above 72 degrees. Students may be charged for any damage to units due to misuse of heating and cooling systems. Only operate laundry machines and dishwashers when there is actually a full load to be cleaned. Any damage or costs for repairing appliances because of misuse or negligence will be billed to the smallest identifiable community.
- Painting of rooms by students is not permitted. DO NOT mark the walls, ceiling, or doors; remove screens; dismantle or remove furniture. The draping of flags, sheets, fish net, curtains, etc. on ceilings, walls, or windows is not permitted due to potential fire risk. Multiple violations of this may result in a fine. No nails or screws are to be used on walls. Due to the

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potential for excessive damage to walls, dart boards are not permitted. If you choose to put pictures or posters up on your walls, you will be responsible for any damage to the walls.

Housekeeping

It is the responsibility of each resident to take care of, clean and maintain his/her apartment/suite, including the bedrooms, bathroom(s), kitchen, and living room areas (if applicable). Community living requires that residents perform certain duties to help keep the living unit clean. Residents must provide their own cleaning supplies. If the condition of the apartment/suite is not satisfactory, residents will be asked to correct the problem in a timely manner or disciplinary action may be imposed. Additionally, students must provide their own shower curtains.

Housekeeping staff are responsible for cleaning lobbies, hallways, laundry rooms, stairwells, lounges, elevators, and all other common areas on a regular basis. In the event that an excessive amount of debris or mess is created by students, the smallest identifiable community may be charged for services above and beyond normally required cleaning. The same applies, of course, to damage. Requests for maintenance work should be submitted online at <https://helpdesk.stevenson.edu/helpdesk/WebObjects/Helpdesk> or via e-mail SU Helpdesk helpdesk@stevenson.edu.

Trash

Trash rooms are located on each floor and are emptied by Housekeeping staff daily. Please bag all trash securely and place in the trash room (not outside your apartment/suite door, breezeway, laundry room, etc.). Trash receptacles located in the trash rooms should not be removed by residents for any reason. You may be charged for the unauthorized removal of trash receptacles from the trash room. You may be fined by the Office of Residence Life staff for any trash left in the hallways or lounge. Trash rooms are locked during check in and check out periods.

Community Development

Living in the housing community can be a highlight of your University experience. This independent yet interdependent way of life helps to prepare you for community living once you graduate. It can be contentious as you work to resolve conflicts that inevitably arise, and it can be a connecting force as you share conversations and the tasks of everyday life with the people in your community. You enhance your sense of belonging when you meet a variety of people and take pride in your community. So speak up when something needs to be done. Don't just wait for someone else to do it. Report a problem so it can be repaired. Pick up trash so your whole community looks better. Treat people as you would like them to treat you.

Building Wars

Building Wars is a year-long competition between our first-year halls. Students earn points for their building they live in by attending and participating in campus events. Your Resident Assistant will

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explain the breakdown of points during your first floor meeting. The building with the most points at the end of the year gets crowned the champion so bring your friends on the floor and attend as many events as possible!

Be A Good Neighbor

- *Take the initiative* - introduce yourself, engage in conversation, ask friendly questions, and take the extra 5 minutes to catch up with neighbors in the parking lot, laundry room, or on the shuttle.
- *Offer assistance* - lend a hand with grocery bags, help jumpstart a car battery, offer to help fix a troublesome computer, or share a recipe.
- *Be Respectful* - keep your music down so the folks next door can sleep or study. Keep guests under control so they don't disrupt your neighbors. Cooperate and compromise if there is a problem. Respect others' space, opinions, and lifestyles. Think of the common good and how your words and actions impact the community as a whole.

Use of Common Area

All common areas, including but not limited to parking lots, stairwells, hallways, laundry rooms, courtyard areas, lounges, sidewalks, and lawns must be kept clear at all times of trash, refuse, bicycles, athletic equipment, riding and other toys. Any such items noticed by Residence Life staff will be considered abandoned and will be discarded. Common areas are for the use and enjoyment of all Stevenson University residents. No loitering is permitted. Any residents or guests conducting themselves in any unreasonable or offensive manner will be subject to removal from the common areas. Such behavior will be subject to disciplinary action. Riding of bicycles and other riding vehicles or equipment will not be permitted in any common areas. Alcoholic beverages may not be served or consumed in any hallway, common areas (including any outdoor areas), or parking lots. In compliance with State and Local Fire Codes, bicycles, carts, and other items are not to be left at entrances or in hallways at any time. Likewise, nothing should be stored in mechanical rooms.

Student Risk of Loss & Insurance

The University strongly recommends that all students insure the belongings that they bring to campus. It is the responsibility of each resident to secure renter's insurance for the contents of the apartment/suite in addition to liability coverage for major occurrences. Please make sure your policy is current. The University will not be responsible for loss/damage to residents' belongings. Reimbursement for damaged, destroyed or stolen personal property can be provided by insurance. The University's property insurance program does not cover student's property. Some homeowner's policies automatically cover property while a student is away at college. Otherwise, a "Renter's Policy" can be purchased specifically for the student. Please check with your family's insurance agent about obtaining appropriate coverage. A home owner's or renter's policy may also provide liability coverage for a student. Liability insurance protects someone if he or she negligently causes injury to another person or damage to another's property. Many years ago a fire on campus resulted from the negligence of

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some students. The family's home owner's/renter's policy paid for the defense and settlement of the subsequent lawsuits by other students. Unfortunately, it is not uncommon today for accidents to lead to lawsuits. Financial responsibility for damage and/or fire caused by the use of prohibited items will be incurred by the responsible student(s). Automobile Insurance: If a student brings an automobile to campus, the student should carry the liability insurance required by the applicable state law. The University also recommends that physical damage (comprehensive) coverage be purchased as well. There have been occasional situations when vehicles parked on campus have been damaged or vandalized. All of the University parking lots are "park at your own risk". Damage to vehicles parked on campus is not the responsibility of the University.

Gate Operation

Gates are located at the entrance and exit to the housing complex. Exit gates are in the closed position 24 hours a day and are automatically operated when a car approaches. Entrance gates are in the closed position between 8 p.m. to 4 a.m. Monday through Friday, and 24 hours a day on Saturday and Sunday. Residents gain access to the complex with their SUOne ID card. If you are expecting a guest after 2 a.m., please contact Security in advance. Any guest arriving after 2 a.m. without prior notification will not be admitted to the property until the resident can be contacted. If you are a resident student, you must scan your ID card at the gate to enter the complex. Failure to do so may result in disciplinary action. "Running" the gate (i.e., driving through behind another car while the gates are still up without scanning your ID) is not permitted and may be subject to ticketing and/or disciplinary action. Visitors must sign in with Security at the gatehouse. Security will record visitors' names, vehicle make, model, and license plate number, and name and address of the resident host. If the gate is not staffed, visitors must dial "000" on the keypad (located on the outside of the gatehouse) in order to gain access.

Residence Life & Housing Procedures

Move-In Procedure

Within 48 hours after occupancy of the residence, any damage or missing items must be noted on the Room Condition Report and submitted to the Office of Residence Life and Housing online via WebExpress. It is the responsibility of the student to make an initial inspection of his/her residence and notify his/her Resident Assistant (RA) in the building regarding damages. Students will be held responsible and financially accountable for unnoted damage or missing items, for example stains on carpets, dents in walls, missing or broken furniture items.

Room Condition Report (RCR)

This document explains the condition of the room that you are moving into. Our staff will do our best to identify any issue with your room prior to move-in and note it on the report. If you notice a damage upon move-in that our staff did not, please let your RA know within 48 hours of your move-in so that you are not charged for it at the end of the year.

Roommate Agreements

During the first six weeks of the fall semester, all residential students will complete roommate agreements with their roommates and/or suitemates. This agreement outlines standards and expectations agreed upon by the roommates to uphold throughout the year and can be used as a resource when conflict occurs, serving as a starting point for mediation and resolution. Roommate agreements must adhere to all Stevenson University policies.

Lock-out Procedures

Students who need assistance entering their apartment, suite, or bedroom between 8:30 a.m. –9:00 p.m. Monday – Friday and during desk hours on Saturday and Sunday may choose to come to The Office of Residence Life and Housing. The Office Assistant will verify your identity and your housing assignment before giving you a spare key to your living space. There will be no charge for this service as long as the spare key is returned within 15 minutes of signing it out. A \$150.00 charge will be posted to the student account if the spare key is not returned in time. Lost keys will result in the student being assessed for the cost of replacement keys and/or a lock core change (\$150.00). Students may NOT order replacement keys. Bent or broken keys will be replaced with no charge. Students needing assistance entering their living space after business hours must contact Security. The officer will verify your identity and your housing assignment before allowing you access to your living space. Lost keys will result in the student being assessed for the cost of replacement keys and/or a lock core change (\$150.00). Students are strongly advised to keep room doors locked at all times and keep keys on your person.

Housing Assignment and Request for Room Change

Returning Students will choose their rooms and/or roommates as outlined in the room selection

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process in the spring semester. Housing assignments for incoming students are made by the Office of Residence Life and Housing based on information provided in the first year residential profile administered through the WebXpress system. New students are typically assigned to the suites and should expect to have a roommate. The Office of Residence Life reserves the right to move students into any vacant space in the residence halls. Residents do not have the right to refuse a roommate. Students may only occupy the space assigned to them. Students found occupying both spaces in a residence hall room may be subject to disciplinary action. Students receive their keys upon checking in on move-in day.

Requests for room changes will not be considered within the first three weeks of each semester.

Residents who wish to change their housing assignments after that date must first meet with a Professional Staff Member for a mandatory roommate mediation meeting. After the mediation, the staff member will either approve or deny the move request. If spaces are available, the staff member will provide options to the resident to determine a new housing assignment.

Each semester, one week is designated as “Move Week” (more details found below). All students desiring to initiate a move should contact the office of Residence Life and Housing for details. Only those students who follow the guidelines of the process will be eligible to move.

Residents who change rooms without obtaining approval from Residence Life may be required to move back to their assigned rooms. In addition, students who change rooms without obtaining approval from Residence Life may be sanctioned a \$50 fine.

At any time during the year, residents wishing to change bedrooms within an apartment or suite, must contact the Residence Life Office for approval. This is important as each bedroom is assigned to a specific student and the initial Room Condition Report (RCR) Form indicates the bedroom that students originally chose or were assigned.

Signature Rosters

RAs will come to each resident’s room at the start of each semester to get their signature to confirm that the correct person is living in their assigned space. This helps our office identify vacancies in the event we need to do a room change or move for Move Week.

Move Week

Move Week happens towards the beginning of every semester. It is an opportunity for residents to move rooms, no questions asked. An email will be sent out announcing when Move Week is and available rooms will be available on a first-come, first-served basis. Our office will identify vacant rooms that residents could be allowed to move into as well as post those vacant rooms on our SUNow Portal site. First-year residents are limited to moving within the First-Year Area (Western Run, Patapsco, and Susquehanna). Sophomore residents are limited to moving within the Upperclass Suites

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(Herring Run, Wakefield, Wooded Way). Junior and Senior residents have the ability to move to the Upperclass suites or the Apartments (Long Green Hall, Greenspring Hall, Dulaney Hall, Belfast Hall, Shawan Hall, Worthington Hall, and Cromwell Hall.). Please note additional housing charges may incur when moving from suites to apartments or into Wooded Way.

Health & Safety Inspections

The University reserves the right of entry by authorized personnel to make inspections at any time and for any reason, including, but not limited to, health, maintenance, safety, sanitation, violation of University and Housing regulations and policies, and the possible breach of federal, state, or local laws.

The residents shall at all times maintain the interior of the apartment/suite in a clean, orderly, and sanitary condition. The resident(s) assigned to the specific apartment/suite shall be accountable for any damage, or violation(s) of the University, Residence Life, State, and/or other policies and regulations existing at the time of inspection. The University reserves the right to have apartments/suites cleaned by housekeeping staff and/or to initiate disciplinary proceedings against students who do not respond to requests to upgrade the condition of their bedrooms, suites or apartments. Any charges incurred would be billed directly to the student(s) account. Health and safety inspections occur throughout the entire academic year. The goal of these inspections is to ensure that rooms are both healthy (as not to attract bugs and rodents) and safe in order to prevent emergencies (fires, floods). Residence Life & Housing will always notify students of when health and safeties will occur; additionally, rooms will be inspected at each break.

Maintenance and cleanliness issues will be noted and policy violations will be documented. Residents will be notified of inspection issues within their living units and given time to rectify the situation. Failure to do so may result in fines and/or disciplinary action.

Withdrawals

The contract to live in Stevenson University housing is for the entire academic year.

Residents who withdraw from housing remain responsible for the full financial consideration as noted in the Residence Contract. No refund will be given for paid housing fees. Students planning to drop below 12 credits or withdrawing from the University should immediately notify the Office of Residence Life in writing using the Electronic Release From Housing Request Form on the Residence Life Portal Page. Within twenty-four hours of notification, a Residence Life staff member will inspect the residence for damage. All keys must be turned in directly to a Residence Life staff member.

Move-Out Procedure

All residences must be cleared of all personal belongings and cleaned prior to moving out. Furniture must be placed in the same location as it was originally located at the time of move-in to avoid charges. The move-out procedure is:

1. Review the Check-Out Procedures Email sent to all students in April.
2. Remove all personal belongings

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3. Clean the living unit. Put all trash in appropriate dumpsters located outside the residence halls.
4. Properly dispose of all food items.
5. Notify the Residence Life Office in writing regarding any damages to the room/suite/apartment using the Damage Responsibility Form.
6. Complete a check-out inspection and return all keys to the RA. Final inspection (and any associated billing) will be completed by a Resident Director after all students have vacated the unit.

Residence Life & Housing Timeline

- ❖ August
 - Move in
 - Update RCRs
 - Signature Rosters
- ❖ September
 - Move Week
 - 1st Round of Mustang Meetups
 - Health & Safety Inspections
- ❖ October
 - Homecoming Events
- ❖ November
 - 2nd Round of Mustang Meetups
 - RA Recruitment begins
 - Thanksgiving Break Closing
- ❖ December
 - Winter Break Closing
- ❖ January
 - Move in
 - Update RCRs
 - Signature Rosters
- ❖ February
 - Move Week
 - RA Interviews
 - RA Placement
 - 3rd Round of Mustang Meetups
- ❖ March
 - Spring Break Closing
- ❖ April
 - Housing Selection
 - 4th Round of Mustang Meetups
- ❖ May

- Closing Checkouts

Residence Life & Housing Policies

A VIOLATION OF ANY OF THESE POLICIES MAY RESULT IN IMMEDIATE TERMINATION OF THE HOUSING CONTRACT.

Please note: Residents present where policies are being violated may be subject to disciplinary action, regardless of their participation.

Alcohol

General Policy

It is the University's policy to uphold the alcohol laws of the State of Maryland. Possession and consumption of alcoholic beverages is permitted only by those who are at least 21 years of age. Alcoholic beverages are not to be furnished to, possessed, or consumed by minors. Students are expected to accept responsibility for their actions and to obey the law. Students are expected to police their own behavior. Individuals who violate the law, in addition to being subject to criminal penalties, will be subject to University disciplinary measures.

Rules Specifically Applicable to University Housing

Residents of legal drinking age may drink alcohol in their residence hall apartment or suite only if they are not in the presence of residents or guests who are under 21 years of age. Absolutely no alcohol is permitted in any shared space in a residence hall room/suite/apartment where underage students reside. Alcohol may not be served or consumed in any common areas of the University's residential facilities including, but not limited to, hallways, lounges, quad areas, and parking lots. Guests are expected to abide by the University's rules while visiting SU housing. Students may be held responsible for the conduct of their guests. The Residence Life staff will confiscate or require underage residents to dispose of alcohol they observe being brought or having been brought into the residences and to stop consumption of alcoholic beverages in all common areas. Kegs, beer balls, and other multi-liter containers are not permitted in SU residence halls. The Residence Life staff will inform students of University policy, clarify if they are violating the University's policy, and counsel them regarding the consequences of their behavior, both in terms of health and safety risks and legal consequences. Students in violation of the housing agreement or University policy will be held accountable. The Residence Life staff is to report offenders to the Assistant Vice President, Student Affairs & Conduct. The students involved will meet with the Assistant Vice President, Student Affairs & Conduct or a professional Residence Life staff member to determine appropriate sanctions if warranted. Any student failing to meet with a Residence Life staff member will be subject to termination of the housing contract for failure to comply with directions of a University official.

Education and Enforcement

The University recognizes that its primary response to alcohol violations must be through educational

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programs, as well as through intervention. The University will include programs as part of its Orientation for new students. In addition, the Residence Life staff will focus on education with regard to health and safety risks and legal jeopardy associated with alcohol consumption.

The University will not excuse acts of misconduct committed by students whose judgment is impaired due to alcohol or drug abuse. Abusive, boisterous, destructive, or disruptive conduct will not be tolerated. Students must at all times respect the rights of others and may not infringe upon those rights. Conduct in violation of this principle may result in expulsion from a function and/or disciplinary action by the University. Violations of the University's alcohol policy are considered serious.

Standard Sanctions

Violations of the University's alcohol policy are considered serious.

First time violators may be subject to:

- Formal warning
- \$100 fine* and/or discipline service
- Participation in an alcohol education program designated by the University

Second time violators may be subject to:

- \$150 fine* and/or discipline service
- Housing probation
- Parental notification (official warning letter sent to the resident with a copy mailed to the resident's parents/guardians)
- Participation in an alcohol education program or referral for treatment designated by the University

Students with subsequent alcohol violations will generally be subject to one or more of the following:

- Increased fine, referral for treatment, removal from residence, and termination of the students' Housing Contract and/or suspension and/or expulsion from the University

*Residents will be billed by Student Accounts and must make payment within 30 days of receiving the fine.

Drugs

The Stevenson University community affirms unauthorized drug use to be contrary to the goals of the University. The use, possession (including constructive possession), manufacture, distribution and solicitation of controlled dangerous substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, man-made or naturally occurring substances or inhalants used for the purpose of altering behaviors, mood, or for changing the brain or nervous system, and over-the-counter drugs/medications or prescription drugs in excess of the recommended or prescribed dosage(s) is strictly prohibited on Stevenson University property, Stevenson sponsored travel, or in connection with any program or activity sponsored or endorsed by Stevenson University.

Standard Sanctions

Violations of the University's Drug Policy are considered serious and may result in suspension, dismissal or expulsion from the University. Students who are found to be distributing drugs will be expelled from the University. Note: students who are found in possession of large quantities of drugs may also be expelled from the University as the large quantity, by itself, may be viewed as an intent to distribute.

Smoking Policy

Smoking is permitted in outside designated areas only. No smoking is permitted anywhere inside the residential facilities. All areas within 15 feet of building entrances are designated smoke-free zones. Cigarette receptacles will be placed 15 feet from building entrances. Be mindful of neighbors and put cigarette butts inside receptacles, not on the ground. Enforcement will be by self-governance of the campus community.

Burning Substances

All University-owned and operated facilities are smoke-free. Candles, cigarettes, cigars, incense, smoking paraphernalia or any other burning substances are prohibited in the housing complex for reasons of fire safety and water damage in the event of fire. Possession of prohibited items may be subject to \$25 fine and confiscation of the item.

Fire Alarms/Fire Drills

By state law, Stevenson University is required to conduct regular fire drills in all buildings. Although you will not be notified in advance, you are expected to respond and evacuate each time the alarm sounds. Fire drills are conducted bi-annually in all residential areas to test the system and evacuation plans. Fire Alarms sound unexpectedly when there is possible danger through smoke or fire detected within the residence halls. All residents and occupants of the building must evacuate during both a fire drill and fire alarm.

When fire or smoke is discovered, call 911 or Security at 443-352-4500 (x4500), or use an emergency phone in the parking lot. When a fire alarm sounds, everyone must evacuate the building immediately using the closest and safest evacuation routes. Do not use elevators. Do not stop and pick up personal belongings. Walk to safe areas as far away from the building as possible. Avoid roadways or driveways used by emergency vehicles. Notify staff or Security of anyone believed to be still in the building, particularly visitors and disabled individuals. Security will give the "all clear" signal to return to the building after all areas have been reported safe.

Failure to evacuate at the sound of the alarm or at the direction of University/Security/Emergency personnel may result in termination of the Residence Contract and/or disciplinary action. Any resident who pulls a false fire alarm or compromises other safety equipment will face immediate removal from

housing/the University and/or criminal charges. For your convenience and information, instructions for proper operation of appliances and mechanical equipment are available upon request from the Office of Residence Life.

Visitors and Guests

Residents do not have a contractual right to have guests. This is solely a privilege granted by the roommates and the University. Residents are allowed a maximum of 2 guests at any given time. Only those students who are officially assigned to the apartment/suite and who have paid housing fees may reside in that apartment/suite. The use of the apartment/suite by persons other than those officially assigned to the room places the Residence Contract of unit resident(s) in jeopardy and may result in loss of visitation privileges for the non-resident student(s) involved. Each resident pays equally for a space and is entitled to privacy as well as the right to sleep and study in his/her apartment/suite. If asked to do so by a roommate, a resident entertaining guests is expected to take the guests elsewhere, and not to inconvenience the roommate in any way. Residents must escort their guests at all times. Guests, or others who violate the law, violate the housing community rules, or disturb other residents will be excluded from the community by Security or Residence Life staff. Residents are responsible for making sure their visitors adhere to all residential regulations and guidelines. Any financial assessments resulting from damages or violations by the visitors are the responsibility of the host. Any resident who hosts individuals who have had their right to be on the premises terminated, may themselves be subject to expulsion from campus housing. Residents who violate the guest policy are subject to disciplinary action.

The following guidelines govern problems that may occur:

- Residents are held responsible for the behavior of their guests and must escort them at all times.
- Any individual who has not signed the Residence Contract is not allowed to live in housing.
- Residents must get the prior approval of all roommates in order to have any guest stay overnight.
- A guest may stay in a resident's room for no longer than one night in a seven day period. A seven day period begins on Sunday and ends on Saturday. Residents are permitted additional overnight stays for a guest only with prior approval from the building Resident Director (and approval from all roommates).
- Residents in the suites may not have more than a total of 6 people in their room at any given time including guests and residents.
- Residents in the apartments and Wooded Way may not have more than a total of 10 people in their room at any given time including guests and residents.
- Commuting students are considered guests as they do not reside on campus.

Quiet Hours

One of the most frequent kinds of disruptive conduct and/or disregard for the rights of others comes in the form of noise. Each student is expected to take responsibility for developing a community that fosters scholarship and citizenship by taking the needs of others into consideration. Although it is not possible to accommodate the needs of every student regarding sleep and study time, "quiet hours" and "courtesy hours" have been established to provide an atmosphere that is conducive to study, sleep and relaxation. "Quiet hours" refer to those times when the apartment buildings must remain especially quiet. During quiet hours, disruptive noise of any kind should be confined to the privacy of your own apartment/suite. Disruptive noise may include but is not limited to loud music/TV/video games, excessive yelling/screaming, loud knocking/pounding/stomping, and any artificial noisemakers including musical instruments.

From Sunday to Thursday, quiet hours begin at 10:00 p.m. and end at 10:00 a.m. the next day.

Friday to Sunday, quiet hours run from 1:00 a.m. to 11:00 a.m. In addition to quiet hours,

reasonable quiet must be maintained 24 hours a day. This policy is referred to as "courtesy hours."

When asked by another resident to reduce the noise level, residents are expected to do so immediately out of courtesy to their neighbors. Residents who violate the noise policy are subject to disciplinary action. During exam week, residents are expected to maintain 24 hour quiet in order to allow uninterrupted sleep and study time.

Prohibited Items and Safety Precautions

Precautions must be taken against fire. As stated earlier, candles and incense are not permitted in the housing areas. Due to the intense heat, halogen lamps and halogen bulbs are prohibited. Hanging curtains, draping tapestries on walls or along ceilings are prohibited due to risk of fire spread.

Excessive wall coverings are also prohibited. The possession, carrying, or use of explosive items (including fireworks, firecrackers, bullets, etc.), hazardous materials, or chemicals is prohibited.

Storage of any flammable material in the housing complex is prohibited. Hanging items from the ceilings in housing is prohibited. This includes but is not limited to streamers, decorative fabrics, and any item that may cover or obstruct the smoke detectors or sprinkler system.

Residents (including those licensed to have a weapon) may not bring any items categorized as a weapon into the housing complex at any time. Prohibited weapons include, but are not limited to, knives with blades greater than three inches in length, archery equipment, bayonets, rifles, guns, airsoft/bb guns, paintball guns, Tasers, mace/pepper spray, swords, and all types of martial arts weaponry.

Animals:

Fish are the only pets permitted in student residences. No other pets or animals of any kind are permitted, even as "guests" or "visitors". Students may have fish in aquarium tanks of 10 gallon or less capacity. Man-eating fish and sharks are not permitted. If someone has a pet (other than a fish),

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they will be asked to remove it immediately and are subject to disciplinary action. This also pertains to any strays that might be around the building. No animals are allowed in the buildings unless verified as service or therapy/emotional support animals and authorized by the Office of Residence Life and Housing.

Also prohibited, among other things, are the following:

- Hookahs
- Domestic or other animals, except for guide dogs or other "service animals" with proper documentation
- Fish tanks larger than 10 gallons
- Hoverboards
- Personal Space Heaters
- Personal Mattresses
- Amplifiers for musical instruments, subwoofers, or microphones; drums or drum kits
- waterbeds /hot tubs
- Bars or wooden construction of any kind
- Gas or charcoal grills
- Ping pong tables or dart boards
- Road signs, highway cones and lights, and University signs/banners may not be displayed in residence halls and will be confiscated.
- Microwaves (other than that provided by the University)
- Refrigerators (other than that provided by the University)
- Vapes

Items Specifically Prohibited in the University Suite Areas

Suite areas are not equipped with kitchens and residents living in these areas are required to contract for a meal plan. For reasons of fire and electrical safety, the following items are not permitted in the suite areas:

- Coffee makers that don't have automatic shut-off
- Microwaves (other than that provided by the University)
- Refrigerators (other than that provided by the University)
- Electric burners/skillets
- Other small cooking appliances (including but not limited to sandwich makers, waffle irons, griddles, etc.)

Unauthorized Access

Students are not permitted in areas and rooms that are locked and for which they have not been assigned a key (e.g., empty rooms, food services areas, storage, communications/mechanical rooms, etc.) and are subject to disciplinary action including but not limited to termination of the Residence Contract. Pulling open entry doors is strictly prohibited. Unauthorized students in the buildings or on residential grounds during designated break periods are subject to disciplinary action.

Sales or Solicitation

So residents may enjoy the privacy of their living community, please report any uninvited solicitors or salespeople to Security immediately. Residents may not conduct or operate any business/entrepreneurial endeavors, including, but not limited to, hosting product parties, selling or advertising products or non-university events within the residential community.

Hall Sports

Sports activities, including, but not limited to, ball sports, rollerblading, hoverboarding, and bicycle riding, are prohibited in the residence halls. Hall sports which result in damage or disruption will be considered disruptive behavior and may result in disciplinary action. "Soft" sports are permitted in the Quad areas of the residence halls including Wiffle ball, Nerf football, hacky-sack, and Frisbee.

Babysitting

Children are not allowed to stay in the residence halls and babysitting children at the Stevenson University housing community is not permitted. Residents are encouraged to make plans off premises for the entertainment of children.

Storage

The University does not store students' personal belongings. All items must be removed from the living unit at the end of the academic year. Items left in the units after a student checks out will be discarded. Residents may store their bicycles/skateboards/scooters in their rooms. However, any damage that may result from storage is the responsibility of the resident. They may not be stored in hallways, trash rooms, lounges, laundry rooms, stairwells, etc. and may not block exits. Students may not ride them inside University buildings. In addition, students may not ride these on sidewalks, stairs or railings. Students operating these in any unsafe manner will be in violation of this policy and be held accountable.

Community Boards

Bulletin boards are located in each building to provide information and education to residents. To post a notice on the residential boards, please bring your flyer to the Office of Residence Life and Housing for approval. Following approval, you can make copies and the Residence Life staff will post your notice in each building. RAs will also use the bulletin boards to post information on various topics each month. Tampering with a bulletin board is prohibited. Use of hallway walls, windows, glass doors, elevators, and restroom areas are prohibited for posting of flyers. Glass doors at the building entrances and elevator doors will only be used in emergency situations by Residence Life staff to announce notices affecting residential living (temporary power outages, water issues, etc.). Display of commercial materials is subject to approval by the Assistant Vice President for Residence Life. Parking lots are private property. Solicitation and placement of flyers on cars is strictly prohibited.

Damage

Each student is responsible for the general condition of the assigned premises, including damages,

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defacement, and general order. Occupants will be held responsible for the condition of the apartment/suite, the furnishings, and for any damages that may occur during the occupancy. No interior alterations are permitted, including use of contact paper, tub adhesives, corkboard, mirrored squares, wallpaper, and tape to secure wall hangings. No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture. Residents are responsible for any damage caused by their guests. Charges for damages or defacement will be assessed to the occupants. Continued or excessive damages in the apartment/suite will result in contract termination. Damages resulting from inappropriate behavior or the use of equipment or facilities in a manner in which they were not intended to be used will be charged to the responsible student and also may result in contract termination. If the responsible student cannot be identified, the smallest identifiable community will be charged for the damage. Charges for damages or defacement of any area in common use may be assessed equally against all residents in the area in question. Residents held responsible for damages or losses will be billed by the Student Accounts and must make payment immediately upon receipt of bill. The condition of the apartment/suite at move-out time (as inspected by the Resident Director) will determine the return of the security deposit. At check-out, your room must be left in the condition you found it at check-in; otherwise you will be assessed the additional cleaning and repair costs. All or part of the deposit may be forfeited due to damages or neglect or abuse of the apartment/suite.

Students are not permitted to perform maintenance tasks. Tampering with or altering hardware on doors, including locks, hinges or closures, will be considered a violation of this policy. Altering or tampering with the heating or electrical systems is also prohibited. Windows and screens are not to be removed from their proper positions. The display or hanging of banners, flags, and other items from the windows, balconies, etc. is prohibited. Dart boards are not permitted due to the potential for excessive wall damage. The use of adhesive, putty, glue, paste, nails, staples, and screws on walls, furniture, and doors is not permitted. No papering or painting of rooms is permitted. No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures.

No furniture or furnishings (including closet doors) are to be removed from the apartments/suites. Mattresses are to be used on the bed frames only and not on the floor. Furniture is to remain upright and not disassembled in any manner. Furniture also is not to be stacked.

Emergencies

Remain calm. Contact Security at 443-352-4500 (x4500) to request emergency assistance.

Describe the nature of the emergency so that the appropriate emergency personnel can be contacted.

Stay at the emergency scene to relay instructions to others. RAs and RDs will be contacted to respond as soon as possible while police, fire, etc. are en route.

Breaks

Student housing is reserved for the academic year only. The housing agreement does not provide housing during recess periods or times when the University is closed. Residents must vacate University housing during all corresponding University breaks including Thanksgiving, End of Fall Semester,

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Spring Break, and at the end of the spring term. At the end of the fall and spring semesters, residents are expected to vacate University housing 24 hours after their last final exam or by the scheduled closing time, whichever comes first. Check the University calendar for all closing and opening dates and times for Stevenson University housing. Please make all travel arrangements accordingly and be sure to leave/be picked up before the housing is scheduled to close.

When residence halls are closed, all residents must vacate the buildings by the time indicated. Failure to do so may result in a \$100 fine. Closing can be a busy time for everyone at the University.

In preparation for breaks and closing, students are expected to:

1. Unplug all appliances (except University-owned appliances).
2. Remove all perishables from the refrigerator and apartment.
3. Leave shades and curtains open except on the first floor.
4. Empty all trash and remove newspapers and all recycling materials.
5. Take home everything you will need over break (including pet fish) since no one may enter any hall after closing.
6. Consider taking all valuable items home.
7. Set heat to Auto at 70 degrees Fahrenheit.
8. Close and lock windows.
9. Turn off lights.
10. Lock room door.

All rooms will be checked for violations during the break. Students can avoid fines by fulfilling the above requirements. Entry into the halls during a break period will be granted to students with prior approval from Residence Life or for emergency purposes only. An emergency is defined as obtaining official documents or needed medication/medical devices prescribed by a doctor.

Accidents

While everyone works together to try to maintain a safe and comfortable living area in the residential facilities and on other campus property, accidents can occur. In the event of an accident or injury anywhere on campus property, it is the policy of the University that the incident be reported immediately to Security. The need for assistance and the type of assistance will be determined at that time.

Residence Life Sanctions

A student who violates University policy with regard to the residences may be subject to any one or more of the following sanctions, depending on the severity of the violations and/or number of violations.

1. Verbal Warning from the Assistant Vice President for Residence Life, Assistant Directors, Resident Directors, and/or Resident Assistants.

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2. Warning Letter and Meeting with professional Residence Life staff member
3. Fines
4. Community Service/Service Project
5. Type-written essay pertaining to the issue/violation
6. Educational Seminar Participation
7. Mandatory Change of Housing Assignment
8. Meeting with Vice President for Student Affairs/Dean of Students
9. Parental Notification
10. Housing Probation
11. Termination of Residence Contract and privilege to reside in University Housing
12. Termination of the right to visit the University's housing facility
13. Termination of Guest/Visitor privileges
14. Suspension from the University
15. Expulsion from the University

All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Stevenson University campus, with full protection for the rights of all.

An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the University.

If any questions remain unanswered, however, the student should feel free to contact any member of the University staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

If a student has a complaint regarding housing, they should first speak to the RA informally. If the concern is not addressed to their satisfaction, the student should use the link below to submit a formal complaint which would be reviewed by the RD. If the student remains dissatisfied with the outcome issued by the RD, the student may submit a second formal grievance using the link below. This second step will be reviewed by the AVP for Residence Life, or their designee, who will respond with a decision via email generally within ten (10) business days.

https://cm.maxient.com/reportingform.php?StevensonUniv&layout_id=1