



Residence
Life AND HOUSING

STEVENSON UNIVERSITY

2023-2024

**RESIDENCE LIFE & HOUSING
RESIDENT HANDBOOK**

Welcome

Dear Residents,

On behalf of the Residence Life & Housing staff and everyone at Stevenson University, we would like to welcome you to your new home.

Stevenson University prides itself on being a welcoming and inclusive environment that will support your academic, social, professional, and personal goals. By living on campus, you will be a part of an inclusive community that celebrates the diversity of our residents. We encourage you to get to know your neighbors, Resident Assistants, and the staff here to support you. All our professional and student staff are here to provide you with a secure environment designed to give you meaningful opportunities for engagement.

We are committed to your success and strive to provide you with exceptional programs, services, and facilities. This handbook is designed to serve as a reference tool for you while you are living on campus. Please use it to learn more about the programs, services, facilities, and health and safety policies and procedures provided by Residence Life and Housing.

Our office is located in the Ratcliffe Community Center and we encourage you to connect with our staff with questions or concerns. We are excited to provide any support or resources you may need.

Once again, welcome to your new home! We hope you have a safe, exciting, and successful academic year!

Sincerely,

Residence Life & Housing Team

Table of Contents

Goals for Our Residents.....	6
General Information	7
The Residence Life Program.....	7
Residence Halls.....	7
Responsibilities	7
SU Alert	7
Eligibility.....	8
Student Risk of Loss & Insurance	8
Stevenson University Anti-Discrimination Policy	9
Staff Directory	10
Professional Staff.....	10
What is an RA?	11
What is an RD?.....	11
Resident Engagement Plan	11
What is a Resident Engagement Plan?	11
What is Our Educational Priority?	11
Strategies of Resident Engagement Plan	11
Get Involved.....	12
Residence Hall Association (RHA).....	12
National Residence Hall Honorary (NRHH).....	12
Resident Assistant	12
Office Assistants.....	12
Community Living	13
Community Development	13
Be a Good Mustang.....	13
Tips for Living with a Roommate	13
Use of Common Area.....	14
Stevenson Dining Services	14
On-Campus Dining Options	14
Off-Campus Flex Options	15
Campus Safety.....	15

Campus Safety.....	15
Health & Counseling Services	16
Identification Card - SU ID Card	16
Parking	17
Gate Operation	17
Emergencies	17
Accidents.....	18
Residential Services.....	18
Mail	18
Laundry	18
Housekeeping	19
Trash Rooms	19
Housing Facilities	19
Maintenance Requests	19
Extermination Services.....	20
Equipment (Smoke Detectors, Appliances, Etc.)	20
Decorating/Alterations	21
Flags, Tapestries, & Curtains.....	21
Windows	21
Furniture.....	21
Construction & Repairs	22
Housing Procedures	22
Move-In Procedure & Room Condition	22
Signature Rosters.....	22
Roommate Agreements	22
Lock-Out & Lost Key Procedures.....	22
Housing Assignment & Request for Room Change	23
Health & Safety Inspections	23
Withdrawals	24
Move-Out Procedures.....	24
Full Housing Operations Timeline	25
Residence Life & Housing Policies.....	26

Alcohol.....	26
Drugs.....	28
Anti-Harassment Environment.....	29
Smoking Policy.....	29
Burning/Smoking & Substances/Devices.....	30
Fire Alarms/Fire Drills.....	30
Visitors & Guests.....	30
Quiet Hours.....	31
Prohibited Items & Safety Precautions.....	32
Holiday Decorations.....	34
Unauthorized Access.....	35
Sales or Solicitation.....	35
Hall Sports.....	35
Babysitting.....	35
Storage.....	35
Community Boards.....	35
Damage.....	36
Breaks.....	37
Residence Life Sanctions.....	38
Quick Reference Guide.....	39

Goals for Our Residents

1. **Awareness of Self:** Residents will engage in opportunities to reflect on the intersecting components of identity development through exploration of one's value systems and lived experiences. In order to do so, students will explore all aspects of identity, grow in communication and self-advocacy, practice healthy behaviors, and develop an understanding of core values and goals.
2. **Awareness of Others:** To be an inclusive and transformative member of the residential community, students must understand dimensions of one's own identity and the relation to others. Students will develop community through the creation of dialogue, practicing respect, understanding and empathy, and advocating for others.
3. **Academic Commitment:** Grounded in the understanding that learning happens both inside and outside the classroom, the goal is to look at learning through a multi-dimensional lens. This includes integration of active exploration in fields of study and interest, utilization of academic resources provided on campus, creation of one's own definition of academic commitment, and then building upon for individual career preparation.
4. **Global Awareness:** In unison with awareness of others, students will explore their impact on their community through developing their global awareness. Specifically, students will construct roles and responsibilities to their community, examine how their actions impact their local and global community, and develop their cultural competence through micro and macro community interactions.

General Information

The Residence Life Program

Much of a student's growth and development during their University experience occurs outside the classroom. The Stevenson University Residence Life & Housing staff is committed to ensuring that each student's experience in and around the residence environment supports their academic, personal, and social development. The staff works collaboratively to foster a safe, healthy, and educational environment in the residence halls.

The department team consists of the Director for Residence Life, Assistant Director for Housing Operations, Resident Directors (RD), Senior Resident Assistants (SRA), Resident Assistants (RA), and Office Assistants (OA). 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 professional staff member is on call 24 hours a day, seven days a week.

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 Herring Run Hall, Susquehanna Hall, and Wakefield Hall. Sophomores are permitted to live in our upper-class suite-style halls and have three options to choose from: Western Run Hall, Patapsco Hall, or Wooded Way. Juniors and Seniors have the eligibility to live in our 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.

SU Alert

SU Alert is Stevenson's campus emergency text and email messaging system. SU Alert is an opt-in system, so students must sign up to receive emergency alert texts and/or email messages to your preferred email address. All Stevenson students are encouraged to sign up for SU Alert. In the event of a campus emergency, major weather-related campus closing and delays, and other campus emergency situations, SU Alert texts and emails will be the first way we will communicate information to our campus community. In addition, students can sign up for the following optional messaging services:

SU News: receive texts/emails about campus new and events such as social and cultural events and activities, *Arts Alive!* events, and other campus activities of interest to students.

SU Resident News: receive important news, updates, and information specifically for SU students living in campus housing.

<https://www.stevenson.edu/about/campus-services/alert/>

Eligibility

Students must have a signed Residence License Agreement on file with the Office of Residence Life and Housing prior to occupancy of University housing. To be eligible for residence, students must carry a *minimum of 12 credit hours per semester* (unless approved by the Director of Residence Life & Housing).

All students residing in student housing are required to be immunized against Meningococcal disease with the MCv4 (Menactra or Menevo) 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 the 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 their Wellness Center patient portal and to have received two doses of MMR and Varicella. The University will not permit student to move into University housing without receipt of all necessary health requirements.

Behavior that endangers self or others can be grounds for immediate removal from the residential community until authorized to return by the Director for Residence Life, the Dean of Students, and/or the Office of Student Conduct.

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. Stevenson University partners with NSSI (National Student Services, Inc.) to offer affordable insurance policies for students. <https://www.nssi.com/get-started>

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 homeowner'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 some students. The family's homeowner'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 using 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 University parking lots are "park at your own risk". Damage to vehicles parked on campus is not the responsibility of the University.

Stevenson University Anti-Discrimination Policy

The University is committed to maintaining and strengthening an environment that upholds standards of respect, civility and human dignity in an environment fostering learning and professionalism. It is the policy of the University to maintain an educational and work environment free from all types of discrimination and harassment, an open environment that values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the University community, whether based on actual or perceived race, color, gender, sex (including pregnancy), age (except when age or sex is a bona fide qualification), disability, national origin, sexual orientation, gender identity or expression, religion, marital status, political affiliation, veteran, Vietnam era veteran status, genetic information, or any other status protected by law, are prohibited. The above includes discrimination or harassment that is based upon the legally protected status of an individual with whom an employee, applicant or student associate.

View all Student Policies at <https://www.stevenson.edu/human-resources/policies-forms/policy-manual/?tab=student-policies>

Staff Directory

Professional Staff

Jacquelyn Wonsey, Director of Residence Life and Housing

Email: jwonsey@stevenson.edu Phone: 443-352-4027 Office: Ratcliffe (RCC-A)

Bradley Donovan, Assistant Director, Housing Operations

Email: bdonovan@stevneson.edu Phone: 443-352-4059 Office: Ratcliffe (RCC-C)

Janel Heasley, Resident Director

Email: jheasley@stevenson.edu Phone: 443-352-4015 Office: Ratcliffe (RCC-G)

Zach Addams, Resident Director

Email: zaddams@stevenson.edu Phone: 443-352-4635 Office: Wakefield Hall

Tyler Izydore, Resident Director

Email: rizydore@stevenson.edu Phone: 443-352-4013 Office: Susquehanna Hall

Contact the Resident Assistant on Call:

Wooded Way (101):	443-394-9940
Western Run (102):	443-352-4090
Patapsco (104):	443-352-4091
Herring Run (105):	443-352-4095
Susquehanna (106):	443-352-4092
Wakefield (107):	443-352-4089

Long Green (108):	
Greenspring (110):	443-352-4093
Dulaney (112):	
Belfast (114):	
Shawan (116)	
Worthington (118):	443-352-4094
Cromwell (120):	

What is an RA?

A Resident Assistant is a student who lives in the residence halls who is responsible for building community and contributes to ensuring the safety of the community. RAs facilitate intentional conversations with residents, known as Mustang Meetups, to build a strong community. They also host events and community builders to make sure residents are able to connect with one another and engage in the campus community.

What is an RD?

The Resident Director is a full-time professional who oversees the residence halls. Specifically, they supervise the RAs, serve on an on-call rotation, and lead the educational plan for Residence Life. We encourage all students reach out to and connect with their building's Resident Director.

Resident Engagement Plan

What is a Resident Engagement Plan?

Our Resident Engagement Plan 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, develop personally and professionally, and live cooperatively with one another. The Residence Life staff 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 *“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 Resident Engagement Plan

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

Community Builders

These small-scale events are hosted by RAs in your building or online and occur monthly. They are designed to help build and grow relationships with your RAs, neighbors, and community in the residence halls.

Signature Events

The Office of Residence Life & Housing strives to provide a variety of programming for residential students. Residence Life & Housing will host monthly large-scale signature events which are open to all residential students.

Mustang Meetups

These happen once in the fall semester and once in the spring semester and serve as an intentional check-in with your RA to see how you are adjusting to campus life and help you in meeting your goals. 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

Bulletin Boards are used to promote learning outside of the classroom and keep residents updated about current events and information. They are updated monthly by your RA. Each bulletin board will have a theme as well as a clear educational message.

Roommate Agreements

At the beginning of each semester, roommate agreements are completed to establish the relationship and communication methods between roommates. Roommate agreements are completed by the residents, reviewed by the RAs, and approved by the RDs to ensure proper communication between roommates and suitemates are established.

Get Involved

Residence Hall Association (RHA)

RHA 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.

Resident Assistant

The Resident Assistant (RA) will build and foster a sense of community in the halls by establishing common goals and values. RAs work collaboratively with Residence Life and other staff to ensure administrative functions are completed in a timely and thorough manner. Recruitment for next year's RAs will begin in November.

Office Assistants

This position is a "front-line" position for the Office of Residence Life and is responsible for

providing good customer service. Office Assistants (OA) are expected to know, voice, model, and motivate students and guests to adhere to the policies and procedures of Stevenson University. Open positions will be posted on the University Human Resource page at <https://www.stevenson.edu/human-resources/>.

Community Living

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.

Be a Good Mustang

- *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* – care for the physical space in your community, help a friend in need, share a recipe, and if you see someone in need of help, say something.
- *Be Respectful* - keep your music down so the folks next door can sleep or study. 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.

Tips for Living with a Roommate

1. *Start the conversations as soon as possible.* The sooner you can begin the conversation the better.
2. *Discuss alarms.* Try to compare class schedules with your roommate before the semester begins to see if you can establish a working dynamic around those times.
3. *Discuss bathroom habits.* Discuss whether or not you are sharing supplies and designate shelves or areas where you'll store your toiletries. Also discuss a cleaning schedule for who is cleaning what when.

4. *Study habits matter.* Make sure to discuss your study habits so that your roommate is aware if you prefer to study in quiet or with music on. Talk with your roommate on your preferred time to study so that you can be successful while in your room.
5. *Address problems while they're little.* Addressing things that bother you while they're still little can help your roommate be aware of something they may not otherwise know.
6. *Respect your roommates' stuff.* This is one of the biggest reasons why roommates experience conflict. Be sure to get permission before using their items.

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, and other personal belongings. 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. 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.

Stevenson Dining Services

In order to meet your campus dining needs, we have designed a variety of meal plans. Meal plans can be used at the Greenspring, Owings Mills, and Owings Mills North Campuses. On the Owings Mills Campus, you can enjoy All-You-Care-To-Eat in the Rockland Marketplace as well as dine in or carryout at Pandini's. You can also use your meal plan and flex dollars in Natural Smoothie located in Ratcliffe Center. Our Owings Mills North campus includes the newly-built Cafe North dining location as well as the Cafe North Retail Wall. On the Greenspring Campus your meal plan is accepted in Mustang Corral. Be sure to keep an eye out for any dining updates throughout the year.

On-Campus Dining Options

- Natural Smoothie, Ratcliffe Center
- Pandini's
- Rockland Marketplace
- Café North
- Garrison Coffee House
- Mustang Corral, Greenspring Campus

See hours of operations and menu at <https://stevenson.sodexomyway.com/dining-near-me>

Off-Campus Flex Options

Each meal plan comes with a designated amount of Flex dollars which can be used at a variety of off campus locations. Additional Flex dollars can be added through Student Accounts or Blackboard. Your unused Flex dollars roll over year after year as long as you are a student at SU.

Participating locations include:

- CVS Stores 04030 & 10892
- Subway
- Edo Mae Sushi
- Firehouse Subs
- Nino Taco
- Peri Peri Original
- Neo Pizza
- Chatime
- Noodles and Company
- Qdoba Mexican Grill
- Dunkin' Donuts/Baskin Robins
- Terri's Café
- Tropical Smoothie
- Vito's Express

Please note, all participating off campus locations are subject to change. To learn more about Flex Dollars please visit <https://stevenson.sodexomyway.com/my-meal-plan/index>

Campus Safety

Campus Safety

Campus Safety Officers are on the residential property 24 hours a day, 7 days a week, located in the Ratcliffe Community Center, Owings Mills North and Greenspring Campus. The officers work together with everyone to help ensure the safety of all students, staff, and guests of the University. However, residents and their approved guests assume whatever risks result from the circumstances and waive all possible claims against the University and its agents, servants, trustees, and employees relating in any way to the safety or absence thereof at the housing complex. The University is not responsible for loss or damage of personal property of the occupants. Everyone 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 Campus Safety 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 SU ID Card when requested by officers or any other Stevenson University staff member. Campus Safety 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:

- In all cases, be alert to your surroundings.
- Do not intervene in crimes in progress. Call Campus Safety at x 4500 or 911 to report ALL crimes 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 are safely in 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 Campus Safety 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.

Health & Counseling Services

The University Wellness Center offers limited primary health care and counseling services. To learn more about the Wellness Center's Services, please contact the Wellness Center at 443-352-4200. For after-hours consultation for medical or mental health advice, you can contact our Fonemed Nurse on-call at 1-800-245-4691. In the event of an emergency, students should contact Campus Safety at x4500 or call 911. The student is responsible for any costs associated with transportation to the hospital or medical care facilities.

Identification Card - SU ID Card

Each resident will be issued a photo identification card: SU ID Card. This card allows the student access to the building in which they live, activates the student's meal plan and flex dollars, and operates the mechanical gate at the entrance to the housing complex. A student's ID card will also allow them access to any building in which they attend 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 License Agreement for failure to comply with the directions of a University official. If you lose your ID card, contact Campus Safety 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 Campus Safety. 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 Campus Safety 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
- Garrison Hall
- School of Business & Leadership
- Commercial property adjacent to Wooded Way Hall
- Owings Mills North Campus
- *Wooded Way Residential Parking Lot - Special Permit Required

Gate Operation

Gates are located at the entrance and exit to the housing complex. Exit gates 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 SU ID Card. If you are expecting a guest after 2 a.m., please contact Campus Safety in advance. "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 Campus Safety at the gatehouse. Campus Safety 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 "0000" on the keypad (located on the outside of the gatehouse) in order to gain access.

Emergencies

Remain calm. Contact Campus Safety 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.

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 Campus Safety. The need for assistance and the type of assistance will be determined at that time.

Residential Services

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 SU ID Card to pick up your package.

Your address is:

Your Name
Stevenson University
(Building #) Campus Circle (#Box)
Owings Mills, MD, 21117

For example:

Hannah Smith
Stevenson University
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. You can monitor machine availability and progress using the Speed Queen App. *Do not leave clothes, laundry baskets, detergents, etc. unattended in the laundry areas.* Please remove your laundry as soon as the cycle ends. Make sure to leave the washer doors open so they can fully dry. Dryers may only be run for one cycle at a time. Do not press the start button more than once. 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/>

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 to the <https://helpdesk.stevenson.edu/>

Trash Rooms

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 breaks and check in/out periods. Students are expected to utilize the provided dumpsters for removal of trash during these periods.

Housing Facilities

A full staff of maintenance and custodial employees are assigned to keep the residence halls clean and well maintained. Any maintenance problems in the residential halls should be reported to the facilities office by submitting a Help Desk ticket. After hours emergency maintenance service is available by calling Campus Safety at 443-352-4500. Maintenance work is prioritized so that emergency and urgent work will be accomplished first; consequently, the wait for minor repairs may be longer, especially in the busy months of September and April. It is important that you report problems as early in the day as possible to maximize response time.

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

Maintenance Requests

All requests for service should be made online at Helpdesk <https://helpdesk.stevenson.edu/>

Requests are then relayed to the Maintenance team. Any plumbing leak 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 Safety 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 Safety who will dispatch facilities staff.

Extermination Services

All residential areas are monitored regularly, and exterminators are on campus to handle specific requests. If your room requires service, contact the Facilities office immediately by submitting a Help Desk Ticket. Residents attempting to rectify the problem themselves or ignoring it without reporting it will cause further infestation in both their unit and the surrounding units. This could create a serious health issue. In addition, any damage caused by unreported pests will be the resident's responsibility.

It is expected that residents observe at least a minimum level of cleanliness. Non-refrigerated food should be stored in hard plastic, airtight containers. Dirty dishes and glasses, as well as used pots and pans should be washed immediately. Clothing should be kept in drawers and closets and not on the floor where pests can nest. Insects and rodents will only stay where they are being fed or housed.

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. *Violation of the Tampering with Safety Equipment policy will result in disciplinary action including but not limited to, termination of housing without refund.*
- 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, wipes (including "flushable" wipes), 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.

Decorating/Alterations

You must adhere to the following guidelines in decorating and caring for your space. You may not install equipment, make alterations, paint or make repairs. You may not change or add to the existing shape of your room. Do not mark the walls, ceiling, or doors; remove screens; dismantle or remove furniture. No nails or screws are to be used on walls. Decorations may NOT be attached to the ceiling. If you choose to put pictures or posters up on your walls, you will be responsible for any damage to the walls. Violations of this policy may result in a fine and/or other disciplinary action.

Flags, Tapestries, & Curtains

Students may use up to 75% of each wall to hang flags and tapestries. No decorations, including flags and tapestries can be hung from the ceiling. Stevenson University Staff reserve the right to determine if coverings on the wall are deemed to be excessive. In the event of excessive wall coverings, the student will be asked to remove wall coverings until an acceptable amount is reached. Failure to comply with this policy may result in disciplinary action.

Students may choose to hang curtains in their windows. Curtains are optional and are not provided by Stevenson University. Curtains may ONLY be hung using tension style curtain rods. Students may not use nails, screws, tacks, tape, or any other material that will damage the wall or frame of the window. Windows must be easily accessible by Stevenson staff. As such, students may not hang flags or tapestries on the wall if they overlap the window. Flags and tapestries may not be used as curtains. Students may not remove or damage the University provided blinds. Violations of this policy may result in disciplinary action including but not limited to loss of curtain privileges, fines, etc.

Windows

Flags and tapestries are not permitted to be hung in or from windows. Students may not display images or text from or through windows and curtains. This includes but is not limited to sticky notes, window clings, photos, LED or other lights, tape, paper, posters, etc. Violations of this policy may result in disciplinary action.

Furniture

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 a resident's suite/apartment.

Construction & Repairs

At any time, constructions and repairs may take place in or around residential units. In the event of an emergency, Stevenson University reserves the right to move students and their belongings to another location. No adjustments will be made to any resident's bill at any time based solely on the construction or repair. However, students can and will be charged for any damages they cause. Stevenson University will attempt to notify any students affected by upcoming construction or repairs.

Housing Procedures

Move-In Procedure & Room Condition

Within two weeks after occupancy of the residence, any damage or missing items must be noted on the Room Condition Report (RCR). It is the responsibility of the student to make an initial inspection of their residence and notify their 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.

Signature Rosters

At the start of each semester, RAs will confirm that each resident is living in their assigned space. This helps our office identify vacancies.

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 & Lost Key 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 Campus Safety. The officer will verify your identity and your housing assignment before allowing you access to your living space. Students are strongly advised to keep room doors locked at all times and keep keys on your person.

Housing Assignment & Request for Room Change

Returning Students will choose their rooms and/or roommates as outlined in the room selection 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 eRezlife 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 and furniture assigned to them. Students found occupying both spaces and furniture 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 be considered on a case by case basis and are strongly discouraged during 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.

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 \$150 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.

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). All inspections can occur with or without students being present in the space.

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 (unless policy violation).

Failure to do so may result in fines and/or disciplinary action.

Withdrawals

The License Agreement to live in Stevenson University housing is for the entire academic year. Residents who wish to withdraw from housing may remain responsible for the full financial consideration as noted in the Residence License Agreement. 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 or eRezlife. All keys must be turned in directly to a Residence Life staff member.

Move-Out Procedures

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.
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 Residence Life and Housing. Final inspection (and any associated billing) will be completed by a Resident Director after all students have vacated the unit.

Full Housing Operations Timeline

August 2023	
Tuesday, August 22 nd - Thursday, August 24 th	First Year & Transfer Move In
Friday, August 25 th - Saturday, August 26 th	Returning Student Move In
Monday, August 28 th	Signature rosters start – due Friday, September 8 th
September 2023	
Monday, September 4 th	Labor Day – University Closed (Halls Open)
Tuesday, September 5 th	Last day to adjust or cancel meal plan
Monday, September 11 th	Room condition report student submission due
Thursday, September 25 th	Yom Kippur – University Closed (Halls Open)
October 2023	
Monday, October 2 nd	Thanksgiving Break Stay Request Opens
October 9 th - October 10 th	Fall Break (Halls Open)
Monday, October 16 th	Winter Housing Stay Request Opens
November 2023	
Monday, November 6 th	Thanksgiving Break Requests due – status shared Monday, November 13 th
Tuesday, November 21 st	Thanksgiving Break Starts – Halls close at 6pm – Closing Inspections
November 22 nd - November 24 th	Thanksgiving Break – University Closed
Sunday, November 26 th	Residence Halls Reopen at 12PM
December 2023	
Friday, December 1 st	Winter Break Stay Requests Due – status shared Friday, December 8 th
Monday, December 4 th	Spring Semester Pull-In Requests due
Friday, December 15 th	Residence Halls close at 6PM, unless approved – Closing Inspections
January 2024	
Tuesday, January 2 nd	Residence Halls open to approved Winter Housing
Monday, January 17 th	2024-2025 Housing Selection Information Released
Sunday, January 21 st	Residence Halls reopen at 12PM – New & Returning students
Monday, January 22 nd	Signature roster starts – due Friday, February 2 nd
Monday, January 29 th	Spring Break Stay Request opens
February 2024	
Tuesday, February 6 th	Last day to adjust or cancel meal plan
	Returning Student Housing Selection Process Begins
Monday, February 26 th	Spring Break Stay Request due – status shared Monday, March 4 th
March 2024	
Friday, March 8 th	Spring Break Starts – Halls close at 6PM – Closing Inspections
Sunday, March 17 th	Spring Break Ends – Halls reopen at 12PM
Friday, March 22 nd	Summer Housing Information Available
March 29 th – March 31 st	Easter Holiday – University Closed (Halls open)
April 2024	
Friday, April 19 th	Summer Housing Request due – status shared Monday, April 29 th
Friday, April 19 th	End of Year Late Stay Requests due – status shared Monday, April 29 th
Friday, April 29 th	Housing Selection: Housing License Agreement Due
May 2024	
Saturday, May 4 th	End of Year Checkouts Begin
Saturday, May 11 th	Residence Halls close 8AM, unless approved to stay
Saturday, May 11 th	Summer Housing begins
Wednesday, May 15 th	Graduating Seniors Move Out

Residence Life & Housing Policies

The safety and well-being of students is our primary concern, and we all play a role in ensuring the well-being of all members of the Stevenson community. Residents are expected to respect the rights of others by behaving in accordance with the University Code of Conduct.

Further, residents should take responsibility for their own actions. It is important to be aware of and comply with the university, local, state, and federal laws. All residents are to cooperate with and respect Residence Life and other university staff members, as they are responsible for enforcing the policies and procedures designated to allow residents to live, study, and socialize together in a safe community.

Below provides a non-exhaustive list of guidelines to follow as a residential student. All residents are held to the terms of the Student Policy Manual in addition to these guidelines.

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

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

Alcohol

Standards of Conduct Regarding Alcohol

The health and safety of members of the Stevenson University community are the primary concerns of the University. 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 or consumed by minors.

Members of the Stevenson community and guests are expected to accept responsibility for their actions, to obey the law, and 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. These specific policies that follow apply to Stevenson University events both on and off campus.

- Except as permitted by the following paragraphs, the possession, use or distribution of alcohol by students, faculty, staff, and guests on University property or in connection with any University activity is strictly forbidden.
- All University-sponsored events where alcohol is served, either on or off campus, must be approved by the Vice President, Student Affairs; Vice President, Human Resources; or Chief of Staff in the President's office 30 days prior to the event. The Event Application Request for Service of Alcoholic Beverages will serve as a formal application for approval.
- All individuals attending the event must be of legal drinking age. Student organizations

may request an exception to this guideline if the primary purpose of the event is other than a social drinking party and the majority of the guests are of legal drinking age.

- The organization's adviser or an alternative faculty/staff member must be present for the duration of the event.
- Campus Safety must be present for the duration of the event.

Alcohol may only be served by a licensed caterer trained to serve alcohol. Caterers must provide proof of license and training certification to the University prior to the event. A list of approved caterers is included with the Event Application Request for Service of Alcoholic Beverages.

Proper proof of age must be provided to the server.

Kegs, multi-liter containers, and pitchers used for the serving of alcohol are not allowed at student-sponsored events.

At events where alcohol is served, substantial food and non-alcoholic drinks must be provided. During late night events, the service of alcohol will stop one hour prior to the ending time of the event.

Under no circumstances may an employee, including a student employee, report to work or perform work on behalf of the University while impaired by alcohol. Suspicion of impairment while on duty may result in an immediate referral for blood-alcohol testing.

It is recognized that this document cannot address, in specific fashion, all possible social situations that may occur. Where these procedures are not specific on a particular point, individual and organizational hosts are expected to conduct their social events and themselves in the spirit of social responsibility consistent with these procedures

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 Stevenson housing.

Students will 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 Stevenson 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 Residence License Agreement or University policy will be held accountable. The

Residence Life staff is to report offenders to the Office of Student Conduct. The students involved will meet with a Student Conduct representative to determine appropriate sanctions if warranted. Any student failing to meet with a Student Conduct representative upon request will be subject to termination of the Residence License Agreement for failure to comply with directions of a University official.

Standard Sanctions for Alcohol Violations

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment

Drugs

Drug-Free Workplace

Stevenson University recognizes the health, social, and emotional problems that can be caused by the use of illicit drugs and the abuse of alcohol or other legal drugs by members of the Stevenson community. This policy sets forth the University's expectations and applies to students, faculty, staff, and where relevant, guests on University property or at University-sanctioned events off campus.

This policy is also provided in accordance with the Drug-Free Workplace Act of 1988.

Standards of Conduct Regarding Unauthorized 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, dispensing, and solicitation of controlled substances, drug paraphernalia, look-alike drugs, unauthorized legal drugs, 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.

A list of controlled substances can be found on the website of the United States Drug Enforcement Administration (www.dea.gov). Regardless of whether a controlled substance has been legally approved by a state or locality, drugs that are federally controlled (including marijuana) are prohibited under this University policy.

Under no circumstances may an employee, including a student employee, report to work or perform work on behalf of the University while impaired by legal or illegal drugs. Suspicion of impairment while on duty may result in an immediate referral for drug testing.

Standard Sanctions for Unauthorized Drugs

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment.

Anti-Harassment Environment

Discriminatory harassment is strictly prohibited by this policy and by federal, state and local law. It is verbal, written, visual, physical or other conduct that demeans, humiliates, embarrasses, abuses, denigrates or shows or creates hostility towards a person based on actual or perceived race, color, gender, sex (including pregnancy), age (except when age or sex is a bona fide qualification), disability, national origin, sexual orientation, gender identity or expression, religion, marital status, political affiliation, veteran, Vietnam era veteran status, genetic information, or any other status protected by law when:

1. Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.

To constitute a hostile environment under this Policy, the harassment must be sufficiently severe, pervasive, persistent, or patently offensive that it creates an employment, admissions or educational environment would be considered intimidating, hostile or abusive by a reasonable person. In some instances, a single incident or isolated incidents may be sufficient to create a hostile environment.

Smoking Policy

Stevenson University is committed to a policy of creating a smoke-free environment in all its facilities and in providing a healthy, comfortable environment for students, faculty, staff, and guests. Smoking or vaping of any substance in any way is not permitted in any building on campus. In order to create a healthier environment:

- All areas within 15 feet of building entrances are designated smoke-free zones.
- The space between the Dawson Academic Center and the Manuszak Center buildings on the Greenspring Campus will be designated smoke-free due to the close proximity of these two buildings.
- Cigarette receptacles will be placed 15 feet from building entrances.
- Proper signage will be posted indicating "Smoke-Free Zones".
- Enforcement will be by self-governance of the campus community.

Smoking reduction and cessation education will be offered during the academic year by The Wellness Center

Burning/Smoking & Substances/Devices

All University-owned and operated facilities are smoke-free. Candles, cigarettes, e-cigarettes, vapes, cigars, incense, smoking devices, 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 is subject to confiscation of the item and may lead to more disciplinary action.

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. During these drills all apartments/suites will be inspected for compliance by Residence Life Staff, Student Conduct, Facilities, Campus Safety, etc. 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 Campus Safety 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 Campus Safety of anyone believed to be still in the building, particularly visitors and disabled individuals. Campus Safety 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 staff and/or emergency personnel may result in termination of the Residence License Agreement and/or disciplinary action. Any resident who pulls a false fire alarm or compromises other safety equipment may face immediate removal from housing/the University, other disciplinary action, and/or criminal charges.

Visitors & Guests

Residents do not have a contractual right to have guests. This is solely a privilege granted by the University and then all roommate/suitemates. The use of the apartment/suite by persons other than those officially assigned to the room, places the 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 their apartment/suite.

If asked to do so by a roommate, a resident hosting a guest(s) is expected to take the guest 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 Campus Safety 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:

- Commuting students are considered guests as they do not reside on campus.
- Students residing in university housing are not allowed to sublet their housing.
- 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 License Agreement is not allowed to live in housing.
- Once guests are permitted on campus, residents must get the prior approval of all roommates in order to have a guest, and have the guest stay overnight. One 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 are allowed a maximum of 2 guests at any given time.
- 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.
- No guests under the age of 18 are permitted to stay the night in the residence halls. All under 18 guests must leave the campus by 8:00 pm (unless permitted to stay for a university sanctioned event)

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 residence halls and 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 & Safety Precautions

Any university property not authorized to be in a student's room will be confiscated, and the students who reside in the room will face disciplinary action. This includes university and non-university signs. Prohibited items may be confiscated if found during maintenance to the room or during inspections. If any items are confiscated, notification will be left and a staff member will contact you with information on retrieval or disposal of said items. Any items not retrieved by the deadline will be donated to charity.

Due to the intense heat, halogen lamps and halogen bulbs are prohibited. Excessive wall coverings (75% or more) 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 onto campus property (including residence halls) 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/paintball guns, tasers, swords, and all types of martial arts weaponry. This policy includes any item that shoots projectiles and look-alike items including but not limited to Nerf Blasters, Gel Shooters, Laser Tag equipment, water guns, etc. (unless approved by the Office of Residence Life & Housing for a University sanctioned event).

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 3-gallon or less capacity. Man-eating fish and sharks are not permitted. If someone has a pet (other than a fish), 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 & Housing and the Office of Accessibility & Disability Services.



Prohibited Items



The following items are prohibited in all residence halls including both suites and apartments:

- Hookahs, Vapes
- Domestic or other animals, except for service animals or approved ESA's with proper documentation
- Fish tanks larger than 3-gallons
- Hoverboards, 3D printers
- Personal Space Heaters, air conditioners, air purifiers, cosmetic fridges
- Water dispensers/coolers, personal showerheads, bidets, faucet water filters
- Personal furniture including mattresses, waterbeds, hot tubs, kids' pools
- Amplifiers, subwoofers, or microphones; acoustic drum kits, drums, drum kits; DJ equipment, studio (large) speakers (unless approved by SU Band and Housing Staff)
- Bars or wooden construction of any kind
- Gas or charcoal grills, soldering or wood burning pens
- Gasoline, benzene, or other flammable liquids
- 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 and/or refrigerators (other than that provided by the University)
- Camera doorbells and/or home security cameras (Ring, Blink, Nest, Arlo, etc.)
- Halogen lamps and halogen bulbs
- Self-adhesive decorations including stick on LED lights, wall/door/window stickers
- Explosive items (fireworks, firecrackers, bullets, etc.)
- Weapons
 - Knives with blades greater than three inches
 - All types of archery or martial arts equipment
 - Bayonets, rifles, guns, tasers, swords
 - Airsoft, BB, and paintball guns
 - All other projectile shooting toys and/or look alike weapons including but not limited to Nerf Blasters, Gel Shooters, Laser Tag equipment, water guns etc. (unless for university sanctioned event)
- Candles, incense, wax warmers, live Christmas/holiday trees, candle lit menorahs or kinaras, fog/smoke machines etc.

The following are items that are specifically prohibited in suite areas:

Suite areas are not equipped with kitchens and residents living in these areas are required by contract, to have 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 (only permitted to have single serve "Keurig" style coffee makers)
- Electric burners/skillets
- Other small cooking appliances including but not limited to: sandwich makers, waffle irons, griddles, air fryers, toaster ovens, ice makers, toasters, instant pots, pressure cooker, slow cooker, rice cookers, hot pots, electric kettles, etc.

Holiday Decorations

We encourage residents to decorate for and celebrate holidays, their community, and school spirit. All policies and procedures in the Housing Guidelines apply. Listed below are additional regulations for decorating in the residence halls at Stevenson University.

- Exits signs, security cameras, fire-alarm pull stations, sprinkler heads, smoke detectors, doorways, fire extinguisher cabinets, stairwells and exits must remain uncovered and clear of obstructions. Do not drape or attach decorations to these items.
- No floor level obstructions that create tripping hazards are permitted. Carpets and rugs are the only items that are permitted to be on the floor.
- No obstructing of hallways, aisle ways, or corridors and no covering interior windows.
- Hallways cannot be completely dark. There must be enough light to see to the end of the hallway from anywhere in the hall.
- All combustible items must be flame retardant or treated with flame retarding solution.
- Halloween pre-packaged spider-webbing is permitted, but individuals must be able to pass through the hallway without walking through the cobwebs.
- Covering entire walls with paper (or any other substance) is a fire hazard and not permitted.
- Using detergent on walls, carpet, or any other surface is not permitted (it glows with a black light).
- Do not overload extension cords or outlets and do not connect multiple extension cords together.
- All electric or battery-operated lights must be attended to at all times and cannot be left on with no one present. This means holiday lights should not be used in hallways. Holiday lights must also be UL approved.
- Use of live garland, greenery, wreathes, leaves, twigs, bamboo, branches, hay, or sand is prohibited.
- Small artificial trees are only permitted in residence hall lounges, lobbies or common room areas. Live, cut trees are prohibited.
- Major decorations should be taken down immediately following the event or holiday being celebrated. All Christmas/Hanukah/Kwanzaa decorations must be removed before semester break. Any not removed will be discarded and residents may be charged accordingly.
- Decorations for in-hall trick or treating (or as part of a hall-decorating contest) at Halloween cannot be up before October 24th, and must be removed by November 1st.

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 License Agreement. 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 that residents may enjoy the privacy of their living community, please report any uninvited solicitors or salespeople to Campus Safety 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, hover boarding, 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 Whiffle ball, Nerf football, hacky-sack, and Frisbee.

Babysitting

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 Student Life & Leadership for initial approval. Then bring your approved flyer to the Office of Residence Life

and Housing for approval to be used in the residence halls. 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 and/or flyers or posters is prohibited. 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 Director of 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, 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 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 may result in termination of the License Agreement. 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 termination of the License Agreement. 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 may 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. Students are not permitted to alter or tamper with showers, sinks, toilets, etc. Requests for personal showerheads or other sink, shower, and toilet alterations will be denied. Stevenson University is not responsible for damage to personal items that need to be uninstalled and/or removed (ex. showerheads, bidets, faucet filters). 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. Painting and papering of rooms is not 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.

Breaks

Student housing is reserved for the academic year only. The Residence License 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 break, end of fall Semester, 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 \$150 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 since no one may enter any hall after closing. (including medication and all animals)
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.

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. Sanctions can include but are not limited to:

1. Verbal warning from the Director of Residence Life, Resident Directors, and/or Resident Assistants.
2. Warning letter and meeting with professional Residence Life or Student Conduct 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 Office of Student Conduct or designated staff member
9. Parental notification
10. Housing probation
11. Termination of Residence License Agreement 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

Quick Reference Guide

In case of Emergencies

Call Campus Safety at: **443-352-4500 and/or 911**

Staff Contact Information

Title	Name	Email	Office Phone	Office Location
Director, Residence Life & Housing	Jacquelyn Wonsey	jwonsey@stevenson.edu	443-352-4027	Ratcliffe
Assistant Director, Housing Operations	Bradley Donovan	bdonovan@stevneson.edu	443-352-4059	Ratcliffe
Resident Director	Janel Heasley	jheasley@stevenson.edu	443-352-4015	Ratcliffe
Resident Director	Zach Addams	zaddams@stevenson.edu	443-352-4635	Wakefield Hall
Resident Director	Tyler Izydore	rizydore@stevenson.edu	443-352-4013	Susquehanna Hall

Resident Assistant On-Call

Building	On-Call Number
Wooded Way (101):	443-394-9940
Western Run (102):	443-352-4090
Patapsco (104):	443-352-4091
Herring Run (105):	443-352-4095
Susquehanna (106):	443-352-4092
Wakefield (107):	443-352-4089

Building	On-Call Number
Long Green (108):	443-352-4093
Greenspring (110):	
Dulaney (112):	
Belfast (114):	
Shawan (116)	443-352-4094
Worthington (118):	
Cromwell (120):	

Important Links

SU Alert	https://www.stevenson.edu/about/campus-services/alert/
NSSI (renters' insurance)	https://www.nssi.com/get-started
University Policies	https://www.stevenson.edu/human-resources/policies-forms/policy-manual/?tab=student-policies
Human Resources	https://www.stevenson.edu/human-resources/
On-Campus Dining	https://stevenson.sodexomyway.com/dining-near-me
Meal Plan Info	https://stevenson.sodexomyway.com/my-meal-plan/index
SU Helpdesk	https://helpdesk.stevenson.edu/
Campus Map	https://www.stevenson.edu/about/maps-directions/
Residence Life & Housing	https://www.stevenson.edu/student-life/living-on-campus/

Residential Mailing Address

Your address is:

Your Name
Stevenson University
(Building #) Campus Circle (#Box)
Owings Mills, MD, 21117

For example:

Hannah Smith
Stevenson University
102 Campus Circle #314
Owings Mills, MD, 21117

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 reach out to their Resident Director using the contact information listed on page 10 of this document. If the student remains dissatisfied with the outcome issued by the RD, the student may submit a formal grievance using the link below. This second step will be reviewed by the Director of 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

For more information on the University complaint process or to access the anonymous reporting form, please visit the link below.

<https://www.stevenson.edu/about/consumer-information/student-complaint-resolution/>

The University reserves the right to make changes to the policies and information found in this document and/or to rescind them at any time.

Revised 08/23/2023 by the Office of Student Conduct & the Office of Residence Life and Housing