Residence Life Handbook

Approved by the President's Council August 13, 2015
Welcome

The residence life team is pleased to welcome you to the University of Mary residence life community. Whether you are a new or returning member of our community, we are eager to help you get involved in the programs and community life in your hall as well as in the activities on campus.

As a member of our community, you will be a part of an on-campus community made up of students with different backgrounds and life experiences. You will be living among students from different faith traditions and you will get to know students who have grown up on farms, ranches, in small towns and in large cities. Your roommate may be from a different state or a different country. You will have opportunities to become friends with athletes, musicians, student senators, resident assistants, students in theater and perhaps some students who write for the school newspaper. Some will be decided about their career goals and others will be deciding.

In his Rule, Saint Benedict teaches (RB 72: 1-8) there is a *good zeal* within a community when each member of the community tries to be the first to show respect to the other. To create and maintain a spirit of good zeal within each residence hall community, we invite you to strive to be the first to show respect for the others who are members of your community. Please join us in being a part of the effort to make sure each student in your hall is welcomed. You can begin by introducing yourself and by inviting others to join you at meal time in the dining center. We also encourage you to make a commitment to get to know the name of each student who lives in your residence hall.

Another way to contribute to the effort to create good zeal within your residence hall is by participating in the programming in your hall. Throughout the year, your residence life team will be offering a variety of programs and activities designed to help you:

- Meet and get to know the other students who live in your hall as well as activities to help you meet students living in other residence halls
- Learn how to get involved in student activities and campus leadership programs
- Learn the many student services available to help you succeed
- Practice the university’s Benedictine values and grow in faith and virtue
- Learn about campus safety policies and procedures
- Have fun

In addition to providing in-hall activities, the residence life staff that live in your hall are there to answer your questions and to respond to any concerns that you might have. We are all eager to help you have a great residence life experience.
Contents

About the University of Mary Residence Life Handbook ........................................... 2
About the University of Mary Residence Life Program ........................................... 2
  Single Sex Residence Halls ................................................................. 2
  The Expectation of Chastity .............................................................. 2
  The Expectation of Decency .............................................................. 2
  The Expectation of Temperance .......................................................... 2
  Respect for Persons ........................................................................... 2
The Residence Life Agreement ................................................................. 3
  Early Termination of the Residence Life Agreement ................................. 3
Non Discrimination Statement .................................................................... 3
  Purpose ............................................................................................... 3
  Statement of the Policy ........................................................................ 3
  Additional Information ......................................................................... 3
Accommodations for Students with Disabilities .............................................. 3
The Residence Life Staff .............................................................................. 3
Eligibility for the Residence Life Program ...................................................... 4
  General Eligibility Requirements .......................................................... 4
  Summer Eligibility .............................................................................. 4
  Criminal History .................................................................................. 5
Application for the Residence Life Program .................................................... 5
  New Students ..................................................................................... 5
  Currently Enrolled Students ................................................................ 6
  Residence Life Deposit ........................................................................ 6
Placement in the Residence Life Program ....................................................... 6
Occupyance of a Student Residence ............................................................. 6
  Policy on Vacancies in Student Residences ............................................. 6
  The Consolidation Process ................................................................... 6
  Requests to Change Rooms or Roommate/Suitemate Assignments ........... 7
Dates the Residence Halls Are Open ............................................................ 7
  The Christmas Break: ......................................................................... 7
  Vacating the Student’s On-Campus Residence: ....................................... 8
Checking Into and Checking Out of Student Residences .................................. 8
  Procedures for Checking Into Student Residences ................................... 8
  Procedures for Checking Out of Student Residences .............................. 8
  Vacating Student Residences in the Event of Graduation, Withdrawal, Suspension or Expulsion .................................................... 8
Unauthorized Occupancy ............................................................................. 9
Open House Hours ................................................................................... 9
Overnight Guests ....................................................................................... 9
The University’s Process to Resolve Roommate Conflicts ............................... 10
Policy on Entry into Student Residences ...................................................... 10
  Search of Student Residences ................................................................ 11
  Scheduled Inspections .......................................................................... 11
  Maintenance Concerns ......................................................................... 11
Medical Emergencies and Student Illnesses .................................................... 11
Responsible for Damages to University Property ............................................ 12
Meal Plan Requirements in the Residence Halls ............................................. 12
  Meal Service during Holidays ............................................................... 12
Maintenance in Residence Facilities ........................................................... 12
Safety and Security ................................................................................... 13
Quiet Hours and Noise ............................................................................ 13
Insurance/Responsibility for Loss ................................................................ 13
Laundry Facilities ...................................................................................... 13
Sports Equipment ..................................................................................... 13
Animals and Pets ..................................................................................... 14
Commercial Activity ............................................................................... 14
Conduct Sanctions for Groups of Residents ................................................. 14
Key and Lockout Policy ............................................................................ 14
Storage of Personal Property ...................................................................... 14
About the University of Mary Residence Life Handbook

The University of Mary Residence Life Handbook serves as the university’s official source of information about residence life policies and procedures you will need to know as a member of the University of Mary Residence Life Community. Your understanding and cooperation with these policies and procedures is critical to your success as a residential student. Some key points to keep in mind:

1. All students who participate in the university’s residence life program (including those at the Rome Campus), as well as any student who visits or who is otherwise present in any university residence life facility is responsible to be familiar with and comply with the policies and procedures described in the Residence Life Handbook. Failure to comply with the university’s policies may result in student conduct action and/or penalties – so please take time to review the policies and procedures for which you will be responsible. If you have questions please contact your residence director or the director of residence life for clarification.

2. The Residence Life Handbook functions as a companion publication to the University of Mary Student Handbook. The Student Handbook also contains important information about policies that apply to all students including those who are participating in the Residence Life Program. In particular, the Student Handbook includes the university’s Community Standards for Students and it contains important information about the student conduct process that applies when Community Standards and policies are violated. The Student Handbook may be found on-line at my.umary.edu.

3. The official copy of the Residence Life Handbook is the electronic copy published on-line and accessible from my.umary.edu. Students who need a copy of the Residence Life Handbook in an alternative format should contact the Student Development Office located in the Benedictine Center for Servant Leadership.

4. The university reserves the right to revise the Residence Life Handbook at any time, as it deems necessary. Students are responsible for new and revised policies on the date the change becomes effective. When changes are made, students will be advised via their university email accounts and by notices posted on bulletin boards and on my.umary.edu.

About the University of Mary Residence Life Program

Fundamental to the mission of the University of Mary is the right and responsibility to uphold Catholic teaching in the administration of programs and services. In this regard, it is a high priority for the university to create and maintain a culture and learning environment within the residence halls that is consistent with the Church’s teachings. For this reason the university’s residence life program has been designed to be a co-curricular student learning program. The program is structured to help students learn by participating in a residence life community where the programming and policies are designed to encourage students to practice Christian virtues and the university’s Benedictine values. Policies of particular importance with regard to creating a residence life culture consistent with the university’s religious convictions include:

Single Sex Residence Halls
Consistent with Church teaching and the university’s religious convictions, the university shall maintain separate residential facilities for men and women, and students shall be placed in residence halls according to the student’s anatomical sex. Information about what residence facilities have been designated for men and for women is available from the university’s website and upon request from the Student Development Office. The university is committed to identifying appropriate placements for students with special circumstances. For assistance in this regard, students should contact the director of residence life.

The Expectation of Chastity
Consistent with Church teaching and the university’s religious convictions, all students are expected to practice the virtue of chastity according to their current status in life. Students who violate this policy are subject to student conduct action.

The Expectation of Decency
In popular culture today, lewd, offensive and obscene language and images are common and pornography is easily accessible from any electronic device. The Church teaches that this harmful. Therefore, to uphold Church teaching and to care for the spiritual well-being of our students, the university has established a policy that expects students to practice decency. Under this policy obscene, lewd and offensive language, materials, and images (electronic and otherwise) is expressly prohibited.

The Expectation of Temperance
The Church teaches that the abuse of alcohol and drugs is harmful to self, to families and to the larger community. Therefore, all students are expected to practice moderation and temperance though compliance with the university’s alcohol policy (Community Standard 8 in the Student Handbook) as well as its policy regarding illegal drugs (Community Standard 9 in the Student Handbook).

Respect for Persons
The Benedictine value of Respect for Persons is based on Scripture and Church teaching that every person is created by God in God’s own image and gifted by God with great dignity and worth. Further, each person is dearly loved by
God and is therefore deserving of our respect. Therefore, all University of Mary students are expected to treat one another and all persons with respect. Students who violate this policy are subject to student conduct action.

**The Residence Life Agreement**

When you are offered placement in the university’s Residence Life Program, you will be required to sign a legally binding Residence Life Agreement with the university before occupying your student residence. By signing the agreement, you agree to abide by the terms and conditions of the agreement and you agree to comply with the university's Community Standards for Students as well as the university’s residence life policies and procedures.

You should be aware that the Residence Life Agreement creates a privilege for you to use the university's on-campus residence facilities subject to the conditions of the agreement and according to university regulations. It is a license to participate in the Residence Life Program and is not a lease for housing between a landlord and a tenant.

**Early Termination of the Residence Life Agreement**

The university expects you to fulfill the terms and conditions of the Residence Life Agreement you sign. There is a fee to terminate your agreement before the expiration date. It is your responsibility to make sure you are eligible to terminate your agreement before you sign a lease or an agreement for off-campus housing (if you fail to do so you may be responsible for substantial fees to get out of the lease you sign for off-campus housing). Please contact the Student Development Office prior to entering into any agreement for off-campus housing.

**Non Discrimination Statement**

**Purpose**

As a Benedictine learning community, the University of Mary strives to welcome all with hospitality and respect in recognition of each person’s God-given dignity. Consistent with such philosophy and in accordance with all applicable laws, the university has adopted the following non-discrimination statement for use by all departments and programs. The official University of Mary non-discrimination statement shall be used, unaltered as it appears below and in its entirety. It shall have precedence over any previous non-discrimination statement.

**Statement of the Policy**

The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination. The university will not tolerate any unlawful discrimination, and any such conduct is prohibited. The university also prohibits any form of discipline or retaliation for reporting incidents of discrimination. University employees commit to uphold and respect the Christian, Catholic and Benedictine identity of the university.

**Additional Information**

This prohibition of discrimination includes, but is not limited to the planning and administration of its admissions policies, educational programs, scholarships, loans, and other financial aid, athletic and other school-administered programs, services, and activities, or in employment. This Policy is intended to be consistent with federal and state laws, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the North Dakota Human Rights Act and Title IX of the Education Amendments of 1972, which requires that the University not discriminate on the basis of sex in its educations programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policy.

**Title IX Coordinator**

Room 211
Benedictine Center for Servant Leadership
7500 University Drive
Bismarck, ND 58504
(701) 355-8144
titleix@umary.edu

**Accommodations for Students with Disabilities**

The University of Mary is committed to providing equal access to its residence life program for all students regardless of the student’s status with regard to disability. Consistent with the requirements under the Americans with Disabilities Act and related statutes, the university makes reasonable accommodations to its facilities and policies. Students who are in need of accommodations are responsible to contact the Student Accessibility Services Office. Student Accessibility Services is located on the lower level of Welder Library and you may contact by phone at 701-355-8264. To ensure that accommodations are in place by the date they are needed, you should submit your request at least 60 days in advance of the date you will need the accommodations.

**The Residence Life Staff**

The university employs a variety of staff to welcome and to assist students who participate in the residence life program. Together they make up the residence life team consisting of:

**Resident Assistants (RAs)** – are student leaders employed by the university who live in the residence halls among the students they serve. RAs respond to student questions and
concerns and they help plan activities and programs for the residents in their hall. They also assist with enforcement of policies by documenting policy violations for referral to the professional members of the residence life and student life departments.

Resident Directors (RDs) – are professional-level staff residing in the residence halls. The RDs provide leadership for the residence life program within the residence hall and are responsible for the overall supervision of their hall and RAs. Under the supervision of the director of residence life, RDs have authority to establish policies specific to the circumstances in their hall, provided no such policy conflicts with the university’s established policies. RDs work together as a team to provide supervision of all residence halls according to a duty and on-call schedule. RDs are responsible to ensure that university policies are enforced in their hall.

Director of Residence Life – is responsible for providing leadership for the university’s residence life program. S/He provides supervision for all student residence facilities, the RDs, and the RA program. S/He manages the sign-up process for student housing, makes room and roommate assignments, and supervises the check-in and check-out process.

Director of Student Life – provides leadership for the Student Life Department that consists of Residence Life, Student Activities, Student Recreation and Wellness, Student Conduct and the Student Volunteer Program. The director of student life provides leadership to ensure that all programs and services function together to provide a positive student life experience for University of Mary students.

Student Development Office – works closely with the residence life staff to process residence life applications for on-campus housing, room and roommate assignments, meal plans, and housing deposits and all charges associated with the residence halls. Staff are available during office hours to answer questions and schedule appointments for you with members of the residence life staff.

Eligibility for the Residence Life Program

The university reserves the right to limit placement in its residence life program to those students who meet its eligibility requirements. The university also reserves the right to review your status with regard to its eligibility requirements at any time. If you fail to maintain your eligibility while a resident the university has the right to take appropriate action which may include the imposition of conditions to continue residence, reassignment to another residence facility where you are eligible, suspension or dismissal from the residence life program.

General Eligibility Requirements

To be eligible for placement into the University of Mary Residence Life Program during the academic year, you must:

1. Be a full-time student enrolled in a traditional undergraduate or graduate program at the main campus. For the purposes of this policy, full-time status is a minimum of 12 semester credits for undergraduate students and 9 semester credits for graduate students. Any student who drops below full-time status during the course of a semester must receive the permission of the director of residence life to be eligible to continue to live on campus for the remainder of the semester.

2. Be current with your student account at the university both at the time of application and at the time of placement.

3. Have submitted an application for financial aid (FAFSA)

4. Be at a student conduct Level 3 or below (students with a student conduct level at Level 4 must have permission from the vice president for student development to participate in the Residence Life Program – contact the Student Development Office for information about the process to request such permission).

Summer Eligibility

To be eligible for placement in the Residence Life Program during the summer term you must:

1. Meet one of the following criteria:
   a) You must be enrolled in at least one course at the university during the summer term. The course may be a traditional course taught on campus or it may be an on-line course.
   b) You must be a student who was enrolled full-time during the spring semester in a traditional undergraduate or graduate program and you must be pre-registered for a traditional undergraduate or graduate program in the fall.
   c) You must be employed by the university during the summer and have completed application for the Federal Work Study program at the time of application.

2. Be current with your student account at the university.

3. Have submitted an application for financial aid (FAFSA)

4. Be at a student conduct Level 3 or below (students with a student conduct level at Level 4 must have permission from the vice president for student development to participate in the Residence Life Program – contact the Student Development Office for information about the process to request such permission).
Criminal History
Any student who has a criminal history must make full disclosure to the university at the time of application. Failure to do so may result in the university withdrawing the students offer of placement.

The university reserves the right to require the student to undergo a criminal background check as a condition of placement at any time. The university reserves the right to refuse placement to or remove any student when it has reasonable cause to believe the student is dangerous or otherwise unsuitable for its residence life program.

Special Eligibility Requirements for Placement in Deichert Hall or Boyle Hall
Deichert Hall is a residence for men. Boyle Hall is a residence for women. To be eligible for placement in Deichert Hall or Boyle Hall, the student must meet all the General Eligibility Requirements and also must:
1) Have successfully completed a minimum of 24 credits at an accredited college or university and
2) Maintain a minimum GPA of 2.0 or higher and
3) Maintain a student conduct level at or below a Level 3. Any student who fails to maintain the required GPA or student conduct level is subject to mandatory reassignment to another facility.
4) Have successfully completed the university’s alcohol education class.

Special Eligibility Requirements for Placement in The Cloisters
To be eligible for placement in Subiaco or Monte Cassino Apartments, the student must meet all the General Eligibility Requirements and also must:
1) Have successfully completed a minimum of 60 credits with preference for placement given first to graduate students, then to seniors (90 credits or more) and then juniors (60 credits or more).
2) Maintain a minimum GPA of 2.0 or higher (any student who fails to maintain the required GPA is subject to mandatory reassignment to another facility).
3) Maintain a student conduct level at or below a Level 2 (any student who fails to maintain the required student conduct level is subject to loss of eligibility to live on campus or mandatory reassignment to another residence hall).
4) Have successfully completed the university’s Alcohol Education Class or ‘Alcohol Seminar.’
5) Provide evidence of the student’s ability to contribute as a positive member of the Cloister Community.
6) Preference will be given to students willing to commit to a Residence Life Agreement for an entire calendar year.

Special Eligibility Requirements for Placement in Saint Joseph’s Hall and Saint Scholastica Hall
To be eligible for placement in Saint Joseph’s Hall or Saint Scholastica Hall, the student must meet the General Eligibility Requirements and also must:
1) Apply and be approved for placement. The application process includes a requirement to be able to demonstrate, through an interview and written reflection a sincere desire to grow in faith, holiness and virtue according to the goals for these programs.
2) Maintain a minimum 2.5 GPA (any student who fails to maintain the required GPA is subject to mandatory reassignment to another residence hall).
3) Maintain a student conduct status at or below Level 2 (any student who fails to maintain the required student conduct level is subject to loss of eligibility to live on campus or mandatory reassignment to another residence hall).

Special Eligibility Requirements for Placement in a Substance Free Room or Suite
To accommodate students who have committed themselves to a substance free lifestyle, the university offers you the option of requesting a student residence (room or suite) where the other student residents have made the same commitment. To be eligible for placement in a substance free room or suite, you must meet the General Eligibility Requirements and you must agree to abstain from alcohol, tobacco and illegal drug use, both on- and off-campus, for the entire time you reside in the substance free room or suite. Any student placed in such a room or suite that fails to keep his/her commitment to remain substance free is subject to mandatory reassignment to another student residence of the university’s choosing.

Married Students and Students with Children
At the present time, the university does not have residential facilities for married couples or students with children. Upon request, the Student Development Office will provide the contact information of private property owners in the community who provide rental housing suitable for married couples and students with children.

Application for the Residence Life Program
New Students
Upon acceptance to the university, the Admissions Department provides new students with information about how to access the university’s online residence life application process.
Currently Enrolled Students

Each spring, currently enrolled students begin the residence life application process for the next year by attending a mandatory information session to learn about eligibility requirements for the different residence halls. At the information sessions, students will be provided information about how to access the university’s online residence life application process.

Residence Life Deposit

A residence life deposit is required at the time of application. Your application will not be processed until payment is received. For information about the current amount of the residence life deposit, please refer to the university’s official schedule of tuition and student fees.

Placement in the Residence Life Program

We will make every effort to honor student preferences regarding residence hall and roommate preferences when making placement decisions within the following parameters:

1. Students must meet the eligibility requirements of the residence halls they request.
2. The university gives students required to live on-campus (see Community Standard 13 in the Student Handbook) priority for assignment to available spaces when space is limited.
3. First-time freshmen are assigned to live together in residence halls designated for freshman. North Hall is designated to be the residence for freshman men and Boniface, Boniface West and Greg Butler Hall are designated as residences for freshman women. The university reserves the right to assign other students to any beds in freshman halls that are not filled by freshmen.
4. Students who request placement for the calendar year or entire academic year have priority before students who request placement for a single semester.
5. The university has a limited inventory of single rooms and rooms with private bathroom facilities. There are additional fees for single rooms and rooms with private bathrooms.
6. All roommate and suitemate preferences must be expressed in writing by all parties.
7. The university reserves the right to make the final determination with regard to all residence life assignments based on what it believes is in the best interests of all involved.

Occupancy of a Student Residence

The official occupancy of each student residence is determined by the university and serves as the basis for determining residence life fees. The official occupancy of a room or suite does not change when the number of students living in the residence changes during the course of the year. In other words, a double room does not become a single room when a student moves out; it remains a double room. The university has a limited number of rooms designated as single rooms.

You may request single occupancy of a room designated as a double at the single room rate. However, the university reserves the right to approve all such requests based on its ability to meet the overall demand for placement in its Residence Life Program.

Policy on Vacancies in Student Residences

When a vacancy exists in a student residence, the university reserves the right to assign another student to fill the vacancy. The student(s) who remain in a student residence with a vacancy are responsible to practice the Benedictine value of hospitality by maintaining the vacated space in move-in condition in anticipation of the arrival of another student. There is no right on the part of the remaining student(s) to refuse to accept a new resident. Any student who refuses a new roommate or otherwise acts in a manner to cause a new roommate to feel unwelcome is subject to student conduct action.

The Consolidation Process

In order to manage vacancies in the residence halls in the most efficient manner possible, the Residence Life Program may consolidate placements and assignments in student residents where vacancies exist at midterm of each semester and also at the start of the second or spring semester. If you live in a room or suite where a vacancy exists, you may choose from the following options:

1. Invite another eligible student or other students from another under-occupied student residence to fill the vacancy.
2. Relocate to another room or suite with a vacancy.
3. Request a move to a room officially designated as a single room (dependent upon eligibility and availability).
4. Request to remain in the student residence with the existing vacancies for the remainder of the semester by agreeing to pay a residence life fee equal in amount to what the university would collect if the room or suite was fully occupied. Approval of all such requests is dependent on availability in relation to the overall demand for placement in the University of Mary Residence Life Program.
Requests to Change Rooms or Roommate/ Suitemate Assignments

For a variety of reasons, you may want to move to another room or residence hall. Your request will be considered according to the following parameters.

1. At the beginning of the fall semester, the university will generally not process requests to move until after the second week of the semester unless there are special circumstances and then only if there is availability. This is to ensure that everyone who has applied for the residence life program has been assigned. It also provides time for you to get to know your roommates and suitemates before requesting a change.

2. The university will generally not consider a request to remove a roommate or suitemate. The general principle is that the student who wants a change is the student who should ask to be moved out of the student residence.

3. Circumstances when it is appropriate to ask the university to remove a roommate or a suitemate from a student residence include those instances where a student engages in activity that is illegal, endangers the safety or well-being of others, violates the terms of the agreement to remain substance free in a room or suite designated as substance free, or otherwise blatantly disregards the university’s policies and/or rights of the other student residents. In such circumstances, the other residents of the room or suite have a right to report such information for the university to investigate. Such a report will be handled with as much confidentiality and sensitivity as possible and those who make the report have protection under the university’s anti-retaliation policy. If the information provided in the report is confirmed by the university’s investigation of the matter, then the other students living in the residence have the right to ask for the student to be removed from the student residence.

At the Start of Each Term

In order to provide you with a prompt and efficient check-in, you must strictly abide by the check-in times established for you. If you are required to return to campus early because of participation in a required activity such as sports, University Ministry, Student Ambassadors, etc. there will be separate check-in times for your particular group or team. Information about all check-in times will be posted on my.umary.edu and will be available at the Student Development Office. You are responsible for this information. If you arrive on campus before your scheduled check-in time, the university is not required to provide accommodations for you. You may make prior arrangements with the director of residence life for an early arrival at least one week in advance. Your request for early arrival will be considered on a case-by-case basis. A late request fee of $50 plus $40/day shall apply to any request submitted with less than a week’s notice. Generally, requests for early arrival are approved only if there is valid rationale. If a request is approved, you will be responsible for a daily residence life fee as indicated on the University of Mary Schedule of Fees.

The Christmas Break

1. If you live in Boniface, Boniface West, Greg Butler, Hillside, North, Saint Joseph’s, or Saint Scholastica Halls housing is not provided during the break between the fall and spring semesters. You are required to check out of your residence hall no later than 24 hours after your last scheduled semester exam (see the Residence Life Agreement for the exact dates). If you have a Residence Life Agreement for the entire academic year, you may leave your personal belongings in your residence hall during the Christmas Break period. If you are required to return to campus early during the Christmas Break because of participation in a university-sponsored activity, you will be provided a specific check-in time. The university reserves the right to provide accommodations to you in the facility of their choosing.

If you need accommodations over the Christmas Break (stay late, arrive early), you may apply for the university’s Christmas Break Interim Housing Program. The deadline to apply is one week before the last day of semester exams (see the Residence Life Agreement for the exact date). After the deadline has passed, a late application fee of $50 will apply. The university reserves the right to consider all such requests on a case-by-case basis. Students accepted in the Christmas Break Interim Housing Program will be charged a daily Residence Life Fee for each day accommodations are provided as indicated on the University of Mary Schedule of Fees. Payment is due in advance. Accommodations provided will be located in a facility of the university’s choosing. The student who otherwise stays in his/her student residence

Dates the Residence Halls Are Open

It is important for you to be aware of the dates when you are eligible to occupy your student residence. Moving in before your scheduled move-in date (even if a roommate is already occupying the residence) may result in additional fees and penalties. Likewise, to avoid fees and penalties you will want to make sure you are aware if your residence hall closes for the Christmas break, and the date it closes and reopens for the start of the spring semester. You will also need to be aware of the date you need to move out of your residence at the end of the year. Failure to comply with these important dates may result in additional fees and penalties. If you have questions, be sure to contact the director of residence life or your residence director.
without approval will be subject to student conduct action and the daily Residence Life Fee for each day stayed.

2. If you are a resident of Boyle Hall, Deichert Hall or The Cloisters, you may remain in your student residence over Christmas Break, provided you register at least one week in advance with your residence director. Students who fail to register with their residence director as required are subject to additional fees and penalties, as well as student conduct action.

Vacating the Student’s On-Campus Residence:
When the term of the student’s Residence Life Agreement expires, (or when you graduate or otherwise discontinues enrollment) you must vacate your on-campus residence within 24 hours of your last semester exam (or in the case of discontinuing enrollment, at the time the enrollment is terminated). If you request on-campus housing beyond the date for which you are eligible to stay, you must submit a request to the director of residence life at least one week in advance. Requests submitted with less than one week notice are subject to a $50 late request fee. All such requests will be considered on a case-by-case basis and are approved only with valid rationale. A daily Residence Life Fee as published on the University of Mary Schedule of Fees will apply for each day accommodations are provided.

Checking Into and Checking Out of Student Residences

Procedures for Checking Into of Student Residences
Each student is assigned a specific time to check into his or her student residence. Because of the large number of students who need to move into the residence halls, it is important for all students to comply with their assigned move-in time. If there are special circumstances that make this impossible, it is important for the student to make arrangements in advance for a special check-in time. Students who need to move into their student residence early are subject to an early arrival fee in the amount of $40/day. Students who do not comply with their scheduled check-in time and who fail to make prior arrangements will be assessed additional fees and may be subject to penalties.

All students must be checked into their residence by a member of the residence life staff. You are expressly prohibited from moving into your student residence without being checked in by an authorized member of the residence life staff – even if your roommate(s) have already moved in.

At the time of check-in, you will be issued keys and you will be asked to sign a Room Condition Report (RCR) that describes the condition of your student residence on the day you moved in. When you move out, the report will be used to determine if you are responsible for any damages to the residence that occurred during the time you lived in the residence. You will also be required to sign a Residence Life Agreement with the university before moving into your residence.

If you fail to comply with the university’s check-in procedure, you will be subject to an improper check-in fee of $50. Moving in to your student residence without being checked in by an authorized member of our residence life staff will result in additional penalties and fees. You can avoid fees and penalties by checking in at your assigned time and by following the proper check-in procedure.

Procedures for Checking Out of Student Residences
The procedures to follow are stipulated in your Residence Life Agreement with the university. You must follow these procedures for checking out of the residences. In advance of moving out of the on-campus residence, you are responsible to arrange a check out appointment with a member of the residence life staff or by contacting the Student Development Office at 355-8217 at least 24 hours before your intended check-out time. If you do not follow proper check out procedures as described in the Residence Life Agreement you will be subject to an improper checkout fee of $50. If you fail to turn in university keys issued to you at the time of check out, you are subject to a $25 key replacement fee for each key not returned. In addition, if the university determines it is necessary because of security concerns to change locks as the result of missing keys, you shall be responsible for all associated costs.

Vacating Student Residences in the Event of Graduation, Withdrawal, Suspension or Expulsion

- **Graduation:** Students who graduate from the university are responsible to vacate their student residence by noon on the day following graduation.

- **Withdrawal:** Students who withdraw from the university are required to vacate the student residence within 24 hours of the time they withdraw. Effective immediately upon withdrawal, the student who withdraws is not eligible to be the overnight guest of other students residing on-campus.

- **Suspension and Expulsion:** Students who are suspended or expelled from student housing or from the university will be required to vacate their student residence at a time stipulated by university officials. Effective immediately upon suspension or expulsion, the student who is suspended or expelled is prohibited from being present in any on-campus student residence for any reason.

Students who have withdrawn from the university and those who have been suspended or expelled become ineligible to reside in student housing. Former students who stay in student housing without proper authorization are subject to prosecution for trespassing.
Unauthorized Occupancy

Allowing someone to stay in your student residence without authorization from the university is a serious offense. You may not sublease your student residence to any other individual nor may you permit any individual who is not specifically authorized by the director of residence life to reside in the student residence. Students who permit persons not authorized by the university to stay in a student residence are subject to a fine in the amount of $250 plus a daily Residence Life Fee in the amount of $40/day for each day accommodations were provided, along with student conduct action (Level 4).

Open House Hours

In order to maintain a residence life culture that supports an environment within each residence hall conducive to studying, sleeping, and the spiritual well-being of each resident the university has established open house hours when guests of the opposite sex may be present in the residence halls. Open house hours apply equally to family members of students as well as visitors who are not related. The open house hours at the university are:

**Sunday – Thursday: 10 AM to 12 MIDNIGHT**

**Friday and Saturday: 10 AM to 2 AM**

Open house hours may be modified by the director residence life in the following manner:

1. Open house hours Sunday – Thursday may be extended as late as 2 AM on nights when classes will not be in session the next day.
2. Open house hours may be restricted on any day of the week, due to emergency circumstances or as a part of conduct sanctions for the entire hall.
3. Open house hours for any residence facility may be made to be more restrictive than those listed upon a request of the residents supported by a simple majority vote, with the majority determined by the number of students who vote.

In all instances where open house hours are modified, the new hours shall be posted in the residence hall.

Benedictine hospitality requires hosts and visitors to be mindful that open house hours are a privilege requiring respect for the dignity, privacy and comfort of roommates, suitemates and other residents of the hall. The right of any resident to sleep, study or simply enjoy privacy should be considered over the privilege to host a visitor in the residence. A roommate or suitemate should never be compelled to leave the room in order to accommodate a visitor, nor should s/he be placed in a situation that causes embarrassment. The host is responsible to ensure that visitors are informed of policies for community life and s/he is responsible to ensure that guests treat other residents with dignity, and are respectful of the university’s property and of the personal property of all residents. Visitors that are too frequent and/or of excessive duration abuse the hospitality of others and show a lack of respect for the privacy and comfort of roommates and suitemates. Therefore, hosts are responsible to practice moderation with regard to the frequency and duration of visits.

Overnight Guests

To provide student residents with guidance in maintaining a balance between personal freedom and responsibility to others, the University of Mary also has established the following policy regarding overnight guests:

1. Out of respect for the privacy of roommates, suitemates and other residents of the hall, students may only have overnight guests of the same sex. This policy applies to your friends, as well as to your family members and relatives. Students who have guests of the opposite sex are encouraged to make arrangements with on-campus friends of the guest’s sex to serve as hosts.

2. Students who would like to host an overnight guest must have the prior approval of all roommates and suitemates and they must register their guest with the residence director. To register a guest, the host must complete a Guest Registration Form by contacting the resident staff between the hours of 7:30 pm and 11:30 pm, Monday through Sunday or in the Student Development office between the hours of 8 am and 4:30 pm, Monday through Friday. The Guest Registration form is available from your residence director or the Student Development Office. The Guest Registration Form requires the following information: University of Mary host student’s name, residence hall room and phone number, student identification number, roommate(s) approval, guest’s name, guest’s home address, guest’s birthday, dates of visitation, arrival time and departure time, and emergency contact information. The guest will receive a copy of the form and is expected to keep it in his/her possession for the duration of the visit and must present it when requested by a university official or security personnel.

3. Roommates and suitemates should not be compelled to give up their room to accommodate overnight guests nor should a guest be invited to stay when a roommate is absent unless the roommate has consented in advance. Roommates and suitemates have the right to say no to the presence of overnight guests in the residence.

4. Students who host an overnight guest are limited to:
   a) Hosting no more than two guests per night and for no more than two nights in a row.
   b) No more than 5 overnight guests per semester.
The University's Process to Resolve Roommate Conflicts

It is the hope of the university that students participating in the Residence Life Program will have a positive experience with roommates, suitemates and the other students with whom they may share an apartment. To this end, the university asks each student who applies for the Residence Life Program to complete a Roommate Finder Questionnaire which has been designed by the university to allow each student to provide information about their habits and preferences and the information students provide is carefully considered when making decisions about roommate assignments.

Each student is responsible to do their best to get along with and resolve conflicts with roommates, suitemates and those with whom their share an apartment. The university provides students participating in the Residence Life Program with agreements designed to facilitate a candid discussion among all the parties involved about expectations. The students in each student residence are responsible to use the roommate agreement as a starting point to proactively discuss expectations of one another and make agreements about issues where differences exist. Students may request the assistance of their residence director if any member of the residence refuses to participate or if those involved need help.

Never-the-less, for a variety of reasons, conflicts between roommates do occur and when they do the university’s protocol for resolving conflicts includes the following steps:

1. Each student that is a party to the conflict is responsible to try to resolve the conflict in a mature and respectful manner. Taking negatively about others and posting negative comments on social media is neither mature nor respectful and should be avoided. While it may be helpful for students to ask parents for advice and support, it remains the student’s responsibility to engage in the process of resolving the matter and working with university officials when assistance is needed.

   The parties involved should find a time to discuss the matter when all involved are able to do so in a calm and respectful manner. It may be helpful to refer to the roommate/suitemate agreements. If one or more of the parties refuses to participate or if the students are not able to resolve the conflict then the residence director should be notified so s/he can mediate the process.

2. The residence director will meet with all students involved for the purpose of understanding the conflict. The roommate/suitemate agreement will be used in this process. To the extent possible, the residence director will mediate the conflict in hopes of finding a successful resolution. Among the options considered at this level will be voluntary reassignment of one or more students to another on-campus residence of the university’s choosing. In the case where a successful resolution is not found, the residence director will ask the director of residence life to assist.

   It should be understood that unless there are circumstances that warrant otherwise, when the university becomes involved in helping students resolve a conflict the university’s first goal will be to find a resolution that will allow the parties to continue to live together. For many students learning to compromise and finding that it is possible to continue to live with someone with whom you have had a conflict may strengthen a friendship that would otherwise end. So, it is important to thoroughly explore this possibility before making a decision to separate the parties.

Reassignment of one or more of the parties to another residence is generally not an option the first two weeks of the fall semester. This is because the university must make sure that everyone who applied for the residence life program including those who submitted late applications has been placed in a residence.

3. In cases where the conflict continues despite mediation from the professional staff, the director of residence life will review the matter and determine a resolution that will be binding for all students involved. Among the options considered at this level will be voluntary or mandatory reassignment of one or more students to another student residence of the university's choosing.

Policy on Entry into Student Residences

The university reserves the right to enter the student’s residence regardless of whether the student is present in the following circumstances: 1) at any time when the health, life or property is jeopardized by circumstances such as but not limited to fire, plumbing or drainage problems, mechanical failure, medical emergency, or any other type of emergency situation; 2) at any time when there is reasonable cause to believe that a serious violation of university policy has occurred or is occurring, including but not limited to violations involving disruptive behavior, violations of visitation hours, inappropriate behavior, alcohol, drugs, weapons, hazardous materials and burning candles or incense; 3) at reasonable times to inspect the premises for routine maintenance and safety concerns, to show vacancies to prospective students, to make preparations for the arrival of a new resident, or to make repairs to the premise or for any other legitimate purpose within the job responsibilities of the staff; 4) at any time if as a result of violations of university policy the part of residents, a conduct officer has stipulated future random inspections of the residence as part of the sanctioning process. In non-emergency situations, university personnel will knock before entering and announce intent to enter.
Search of Student Residences

The university reserves the right to conduct administrative searches of student residences and all property contained in them when: a) there is a danger to the life or safety of any member of the university community; b) when facilities or property is endangered; and c) when there is reasonable cause to believe there has been a violation of university policy. The university also reserves the right to inform law enforcement officials of an administrative search and anything illegal that is discovered during the search. Law enforcement officials may, under certain conditions, search the on-campus residence of a student with or without a warrant as allowed by law. It is the policy of the university to not interfere with any investigation or search conducted by law enforcement officials. The university reserves the right to pursue independent student conduct action against any student determined to be involved in illegal activity or activity contrary to university policy as a result of a search by law enforcement officials. In the event where local, state or federal law enforcement agencies present a valid search warrant and in instances where a legal search by law enforcement may be made without a search warrant, it is the policy of the university to not interfere with law enforcement officials. The university reserves the right to pursue independent student conduct action against any student based upon the findings of a search conducted by law enforcement officials. In this case, the conduct officer shall determine a student conduct level appropriate for the violation.

In the event where there is reasonable cause to believe a student (or guest of a student) is in violation of university policy, an administrative search of the student's on-campus residence, property in the residence and all other property of the student found on campus may be authorized by the vice president for student development, vice president for financial affairs, director of student life, director of residence life, residence director, director of physical plant or at a distant campus/site the director or the senior student life officer. At least two university staff members (resident assistants may be included) will be present during the administrative search. The university reserves the right to request the presence of a law enforcement officer during the search. Those authorized to conduct the search are authorized to confiscate any items discovered that are illegal or contrary to university policy. In the event the student is not present, those conducting the search shall leave a notice indicating the search took place. The notice shall indicate the university official who authorized the search and it shall include an itemized list of all materials confiscated during the search.

In the case where a violation of university policy has occurred in plain view or is known to a university official or a member of the residence life staff, the university official or residence life staff member is authorized to immediately enter the student residence to investigate and conduct a search. Plain view includes instances where inappropriate behavior is observed in public areas and the persons responsible attempt to avoid responsibility by hiding in a residence; instances where inappropriate behavior is observed through an open door; instances where inappropriate behavior is observed through a window and when noise is heard from a residence indicating that inappropriate activity is occurring in the residence.

In the case where a student has been found to be responsible for violating a university policy that endangers others or involves the consumption or possession of alcohol and/or illegal drugs, the student conduct officer may authorize future unannounced searches of the student’s on-campus residence, locker, vehicle or personal property.

Scheduled Inspections

For the purposes of maintenance, safety and security inspections of student rooms and apartments are conducted at various times during the academic year and at the beginning of vacation periods. Notices of these inspections will be posted on the door to each dwelling in advance. Staff members doing the inspections will knock before entering a residence and announce their intention to enter if no one responds before entering. When staff members enter a dwelling where none of the residents are present, there will always be at least two staff members present which may include resident assistants. During these inspections, the dwelling will be checked for maintenance and safety concerns. The staff is authorized to turn off any appliances and confiscate any prohibited appliances or equipment that pose a danger to safety. Staff is also authorized to confiscate any alcohol or illegal substances and cite residents for any policy violations. A receipt will be left informing residents of the time and date of the inspection as well as information about any confiscated items or policy violations.

Maintenance Concerns

Members of the maintenance staff are authorized to enter student residences to complete maintenance requests made by students. It may also be necessary for members of the physical plant staff or private contractors to enter student residences for various maintenance or installation projects. To the extent possible, residence life staff will notify students when projects are in progress. All persons who enter student residences in this manner are required to knock on the residence door and announce their intention to enter before letting themselves in the room or apartment residence.

Medical Emergencies and Student Illnesses

If you experience a medical emergency while in a residence hall, contact 911 immediately for assistance. Once emergency authorities are notified, the University of Mary Safety and Security Department should also be notified at 701-355-8000 (24 hours/day).
When a student becomes ill, the student should go to or call the University of Mary Student Health Clinic (701-355-8288). Clinic hours are Monday – Thursday (9 am to 4 pm) and Friday (8:30 am to noon). If the student becomes ill outside of the clinic hours, the student should go to the Mid Dakota “Today Clinic” or the CHI Saint Alexius Medical Center Emergency Room.

If the student needs assistance after hours s/he should contact the residence director who is on-call at 701-425-5242 (24 hours/day). If a student is sick with influenza or another contagious illness, the Student Health Clinic will work with the director of residence life to determine a location where the student can be isolated until s/he is no longer contagious. In addition, the student’s residence director is able to make arrangements with Dining Services to have meals delivered to students in their student residence when a student is not able to go to the dining halls.

Responsibility for Damages to University Property

Students share responsibility for stewardship of the university’s property and facilities. You may not remove furniture belonging to the university from the student residence without the permission of the director of residence life. Likewise, students are prohibited from removing university furniture or fixtures from public areas. When university property in a residence facility is damaged or stolen, the residents living in the residence are responsible for all costs associated with repair or replacement. Residents are responsible for damage or theft caused by guests. In the event where there is evidence that students other than the residents of a facility are responsible for damage or theft, the university reserves the right to hold these students responsible for damages in addition to or instead of the residents. When responsibility for theft or damage cannot be determined, the university reserves the right to hold all residents of a room or suite equally responsible for costs associated with repair and replacement. Likewise, when responsibility for damage or theft in the common areas of a residence facility cannot be determined, the university reserves the right to hold all residents of the facility equally responsible for the costs associated with repair and replacement. Students who cause intentional damage to university property, cause damage by negligence, or steal university property are subject to student conduct action.

Meal Plan Requirements in the Residence Halls

All students who reside in Boniface, Boniface West, Saint Scholastica, Greg Butler, Hillside, North, or Saint Joseph’s Halls are required to purchase a full service meal plan from among the options offered to them by the university. The university will select a meal plan for all students who do not indicate a choice of options by the required deadline.

Students who reside in Boyle Hall, Deichert Hall or The Cloisters are not required to purchase a meal plan but may elect to do so if they choose.

Information about meal plans and food service are available in the Meal Plan Brochure at the Student Development Office and online.

Meal Service during Holidays

As indicated in the Meal Plan Brochure, limited food service may be available during breaks and holiday periods. Students are responsible to check specific information included in their Meal Plan Brochure.

Maintenance in Residence Facilities

Students are responsible to keep their residence hall room or apartment clean and dispose of waste in a proper manner. Garbage should be properly bagged and tied and then disposed of in the dumpsters located near each facility. Students are expected to leave the public areas (community showers and bathrooms, laundry facilities, lounges and kitchen facilities) clean and ready for others to use. Students are responsible to provide their own cleaning supplies.

The university’s personnel maintain the public areas of each residence facility. This includes the physical structure, mechanical and heating systems, elevators, laundry facilities, lounges and kitchenettes. When there are maintenance problems in a residence facility requiring the attention of physical plant personnel, students are asked to exercise their judgment about the urgency of the problem. For routine, nonemergency maintenance problems, students are asked to make a report via the online work order request system which is accessible from my.umary.edu. Work order requests will then be forwarded to the appropriate maintenance personnel who will respond as soon as they are able. Requests that are made after business hours will be handled on the next business day. Examples of routine, non-emergency work order requests include such things as a light bulb that needs to be replaced, a washer or dryer that is not operating, cable TV is not operating, computer access is lost, something that needs to be cleaned, etc. Some maintenance problems are urgent and residents should immediately report this type of problem to the safety office at 701-355-8000. Examples of emergency maintenance needs that should be reported immediately include: any problem that endangers public safety, any problem that if not addressed immediately has the potential to cause damage to the building or its furnishings: water leaks, no heat, no electricity, someone trapped in an elevator, etc.
Safety and Security

Student safety and security is a high priority at the University of Mary. To ensure that all residence halls are safe and secure, the Residence Life Program works closely with other departments including Campus Safety and Security and Physical Plant:

1. **Campus Safety and Security Department** – Located on the lower level of the Benedictine Center for Servant Leadership, the Campus Safety and Security Department (CSS) responds to calls placed to its 355-8000 number around the clock, seven days a week. The department maintains office hours Monday – Friday from 8 AM to 4:30 PM. After-hours uniformed security guards monitor the campus and respond to requests for assistance. Students may call the 355-8000 number to request an escort from their vehicle to their residence hall. In the event of an emergency, students should first call 911 and then place a second call CSS at 355-8000.

CSS publishes a Campus Security Report containing detailed information about security policies and practices at the University of Mary. The report is available on-line or hard copies are available upon request from CSS.

Officers from the Burleigh County Sheriff’s Office (the law enforcement agency with jurisdiction over the University of Mary campus) are welcome on University of Mary property and in any residence hall facility while discharging their official duties. All students are responsible to treat them in a respectful and cooperative manner. Law enforcement officials may be asked by the university to assist with security and safety concerns and law enforcement issues. Likewise, security officers employed with or hired by the university are also authorized to be present on the campus and may enter any student residence hall facility as a part of carrying out their assigned duties. All students are responsible to treat them in a respectful and cooperative manner. Security personnel are authorized to assist residence with policy enforcement and may refer students who violate policies for student conduct action.

CSS and Residence Life collaborate to conduct safety training and fire drills. All students are expected to participate as instructed and failure to comply may result in student conduct action.

2. **Physical Plant** – In order to provide a safe and clean campus, the Physical Plant Department maintains the university’s facilities including the residence halls. Members of the custodial staff keep the public areas of the residence halls clean and member of the facilities staff keep the mechanical systems and fixtures in good working condition. Students are expected to be good stewards of the university’s facilities and they are expected to dispose of waste as directed and clean up after themselves when using public areas of the building. Students who fail to do so may be subject to fees and student conduct action.

### Quiet Hours and Noise

Residents and visitors to residence facilities are expected to respect the right of others to have an environment free from excessive noise and disruptive behavior. Each residence director has the authority to establish and post quiet hours for the facility and the hours are subject to change during final exam periods. All students should be advised that those times outside of quiet hours do not constitute free license in regard to noise. In general, students and guests should be respectful of the fact that students have varied schedules. Students who work at night may need to sleep or study during the time another may want to socialize. Students are expected to respond to concerns of other residents in a respectful and considerate manner.

### Insurance/Responsibility for Loss

The University of Mary’s insurance carrier does not cover losses for theft and losses of personal property. For this reason, insurance for loss involving personal property is the responsibility of the student. Many students may have coverage under their parents’ homeowners’ policy, so it is advisable to ask your parents to check with their insurance carrier. If you are not covered under your parent’s policy, it is your responsibility to purchase an insurance policy to cover loss for theft or damage to your personal property. Most insurance carriers offer such a policy.

### Laundry Facilities

Laundry facilities in each residence hall are provided for residents of that particular hall. Students who are not current residents of the residence hall are not eligible to use the facilities. Violators are subject to student conduct action.

### Sports Equipment

The use of sports equipment in the residence halls is most often disruptive and can be dangerous. For this reason, the use of sports equipment that disrupts the legitimate activities of residents or endangers residents is prohibited. This includes but is not limited to balls, skates, skateboards and darts.
Animals and Pets

Due to safety concerns, allergic sensitivities and the potential for damage to facilities, the University of Mary does not permit pets or animals in student residences except for fish in a small aquarium. Accommodation with regard to this policy will be considered if you have a documented need for a certified service animal. Please contact the Student Accessibility Office located in the lower level of Welder Library for additional information.

Commercial Activity

Residents are prohibited from conducting any type of business out of a student residence or anywhere on university property without the permission of the vice president for student development.

Conduct Sanctions for Groups of Residents

At his/her discretion, the conduct officer may apply conduct sanctions on a group basis in instances where a significant number of residents are responsible for policy violations and/or when there are repeated policy violations in a particular location. Under this provision, sanctions and/or loss of privileges may be applied to an entire residence facility, a floor, a portion of a floor, or any combination of rooms or suites. Sanctions that may be applied include but are not limited to restriction of open house hours, expanded quiet hours, curfews and/or requirements for community service. The conduct officer will determine the appropriate conduct level for each individual involved consistent with the violation.

Key and Lockout Policy

All students are required to be responsible for his or her university-issued keys. If keys are lost or stolen, the student is responsible to contact a member of the residence life staff or the Student Development Office to get a key replaced. Fees apply for each new key issued and a fee to replace the lock core may apply as well. Please refer to your Residence Life Agreement for a list of the fees associated with this service. If a student is locked out of a personal residence, s/he may contact an on-call residence life staff member. The residence life staff member can only grant access to spaces that the student is allowed to be, i.e. his/her personal residence. If it is determined that the student no longer possesses keys, the residence life staff member will make arrangements to have the room re-keyed and new keys will be issued to the student. Fees will apply for this service as indicated in the previous paragraph. In the event that the student was locked out because his/her keys were inadvertently locked in the room or because of some other similar personal oversight, the residence life staff member will assess a lockout fee for opening the student’s residence.

Storage of Personal Property

The university does not provide storage for your personal belongings in advance of your scheduled check-in date or after you have vacated your student residence. Commercial storage facilities are available for this purpose. The university assumes no responsibility for your personal belongings that are stored or left behind on campus. Any property belonging to you on university property will be considered abandoned property and will be disposed of accordingly.