

University of  
HOLY  
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CAMPUS HOUSING

**Residence Hall Handbook**

Updated Spring 2024

Dear Resident,

On behalf of the Department of Campus Housing and Residence Life, welcome to the University of Holy Cross! We are excited that you have chosen to join our **FAMILY** and to live with us on-campus. Our main goal is to provide you with a safe, supportive and comfortable living environment that is more than just a place to sleep. It will be a place to foster growth and cultivate your learning.

National statistics support your decision to stay on campus. Residents boast higher GPAs and are more socially involved in university life! Additionally, they have higher graduation and retention rates. You will quickly learn that living on campus creates life-long relationships that foster memorable experiences.

The Residence Hall will quickly become your home away from home and is a vibrant and exciting part of your campus life. Developing and building communities and respect for the rich diversity that is the University of Holy Cross is the cornerstone of campus life. The Residence Hall is a community. We encourage you to be open to meeting new people, sharing your culture and traditions, and showing respect for yourself and others.

You are probably approaching this time with both excitement and apprehension. There is justification for both feelings. This publication is designed to help you minimize your apprehension, help with your transition to University living, and get you excited about the new academic year. For those of you joining us for the first time, start by reading the rules, tips for decorating your room and the campus services. Hold onto this guide for reference during the year. If you have any questions or concerns, please feel free to contact us at any time. We are here to assist and look forward to meeting you.

Have an enjoyable and productive year!

Dr. Stanton McNeely

President, University of Holy Cross

## **Mission and Core Values**

The University of Holy Cross, a Catholic institution of higher learning, is an inclusive student-centered learning community focused on academic excellence and innovative teaching. Rooted in the traditions of the Marianites of Holy Cross, the University is committed to educating the minds and hearts of its students through freedom of inquiry, the pursuit of truth, and compassionate care for all.

### **Core Values**

#### **EXCELLENCE**

The University of Holy Cross promotes excellence in all aspects of university life: developing character, fostering curiosity, and assimilating the knowledge essential to becoming servant leaders.

#### **RESPECT**

Animated in the Spirit of Jesus Christ, all members of the University strive to recognize the image of God in each person and honor all in their giftedness and limitations.

#### **INTEGRITY**

Concerned for the common good as individuals and as a community, we commit ourselves to honesty in relationships with all, and we pledge to be just and consistent in word and deed.

#### **INCLUSION**

In a spirit of unity and solidarity, the Holy Cross family nurtures an inclusive, diverse community that fosters new opportunities, partnerships, collaborations, and vigorous, yet respectful debate.

#### **COMPASSIONATE SERVICE**

Rooted in the joy of the Gospel and in Catholic social tradition, the University of Holy Cross serves all people and chooses to be a compassionate witness in service to a world in need.

## **Department of Campus Housing and Residence Life Mission Statement**

The Department of Campus Housing and Residence Life at the University of Holy Cross strives to provide students with a memorable and safe living community that fosters academic success, development, and personal and spiritual growth. Through involvement on campus, our staff promotes the growth of both the heart and the mind while encouraging students to explore their passions and be a light for our community.

Objectives:

- Promote a living environment that fosters love, inclusions, diversity, and healthy relationship through our Residents, students, and staff
- Assist Residents in realizing their full potential and helping them to strive toward academic success in their chosen program

- Provide the opportunity for growth, in both mind and heart, in areas of leadership and self-governances while encouraging critical decision making and promoting social equity
- Provide programming that promotes the well-being of all residents and allows them to grow in community at the University

The Department of Campus Housing and Residence Life policies contained in this Resident Assistant Manual reflect our belief that all residents and staff play a vital role in promoting our mission and objectives with mutual respect and understanding.

The Department of Campus Housing and Residence Life policies are based and founded on the mission and core values of the University of Holy Cross and reflect the department's belief that all students have a right to a healthy living and learning environment.

Violation of the Department of Campus Housing and Residence Life policies are grounds for judicial action. All students, residents, staff, and faculty are expected to abide by their respective University Handbooks and Manuals. Disciplinary sanctions may include warnings, fines, eviction, and/or dismissal from the University.

For more information, contact the Department of Campus Housing and Residence Life at:

(504) 398-2130

[reslife@uhcno.edu](mailto:reslife@uhcno.edu)

### **Department of Campus Housing and Residence Life Staff Overview:**

#### **Director of Campus Housing and Residence Life**

The Director of Campus Housing and Residence Life oversees the daily operations of the University of Holy Cross Residence Hall. He/She approves Residence Life spending and serves as an emergency point of contact. He/She are a member of the judiciary board and hiring committee, and is ultimately responsible for decisions made within the hall.

#### **Resident Assistants**

Resident Assistants, or RAs, are student-staff hired by the Department of Campus Housing and Residence Life who support administrative staff in fulfilling the mission and objectives of the department. They are the direct contact for residents on campus in the event of emergencies, disputes, or issues regarding living on-campus. They are responsible for monitoring residents, holding hall meetings, and scheduling appropriate programming for the residence life community. RAs are trained in conflict management, fire safety, and referrals. The RA is your first point of contact for advice or services in the hall. The RAs live on campus and are part of an on-call schedule and general RA queue line.

## **Housekeeping**

The Housekeeping staff is tasked with keeping the public areas of the Residence Hall well-serviced and maintained. Issues may be reported to any of the RAs or to the Director of Campus Housing and Residence Life so that a work order can be submitted to: [workorder@uhcno.edu](mailto:workorder@uhcno.edu)

## **Maintenance**

Maintenance works throughout the Residence Hall building to keep all of the systems in the building functioning at optimum standards. Should you experience a problem with your room involving a maintenance issue (a leak in your bathroom, broken furniture, etc.) you can contact the maintenance staff for assistance. Issues may be reported to any of the RAs or to the Director of Campus Housing and Residence Life so that a work order can be submitted to: [workorder@uhcno.edu](mailto:workorder@uhcno.edu)

## **IT**

The IT team has set up a helpdesk to assist you should you experience problems using the WiFi connection in the Residence Hall. To contact them for assistance, please dial **504-398-2106**.

## **Campus Police**

In keeping with the University mission, the University of Holy Cross Police Department actively collaborates with our community to create a safe and secure campus through education, problem solving and enforcement. We use innovative practices, continuing training and partnerships to provide professional public safety services, thereby reducing crime and the fear of crime. In doing so, we foster and maintain an environment that supports the well-being of our students, staff, faculty and visitors. They are your main point of contact for serious emergencies.

Contact: **504-329-4430 or 504-398-2108**

## **Campus Shield**

Campus Shield is a cell phone app that can be installed on your phone. We encourage EVERYONE on campus to use this app. Campus Shield allows for you to instantly connect to either campus security or 911 services in the event of an emergency. You may also use this app to report suspicious activity in the Residence Hall or on campus, or to request an escort on campus. There is also additional functionality to ensure your safety on campus. In order to activate and use Campus Shield, please follow the instructions below:

- Download the app from either iTunes or Google Play (search “CampusShield”)
- Select your institution and appropriate group (i.e., student)
- Accept terms and allow all functions of the application for best safety results

- Fill in profile information

Explore the app! This app and its full functionality will be demonstrated for you during your Residence Life Orientation.

### **Housing Application Processes, Costs, and Terms and Conditions**

Applications to live in the Residence Hall are due each semester by the dates set by the Director of Campus Housing and Residence Life. These dates can be found on the online application. The Residence Hall is open for the Fall Semester, Spring Semester, and Summer Semesters.

Applications may be approved after posted deadlines at the approval of the Director of Campus Housing and Residence Life.

#### 1. Requirement for Residence

- a. All student-residents applying to live in the Residence Hall must be enrolled in classes for the semester in which they intend to reside. Exceptions are made for the Summer semesters at the discretion of the Director of Campus Housing and Residence Life.
- b. All student-residents living in the Residence Hall must provide documentation that they have received the required medical vaccines in accordance with LA R.S. 17:170.
- c. All student-residents living in the Residence Hall must be in good financial and disciplinary standing with the University of Holy Cross

#### 2. Room Availability

Campus housing is provided on a space-available basis for undergraduate and graduate students enrolled at the University of Holy Cross. Students who become un-enrolled with the University of Holy Cross, either by choice, by failure to maintain adequate grades, for disciplinary reasons, or for financial reasons, are not permitted to continue residing in the Residence Hall. Campus housing reserves the right to refuse housing accommodations to any student for any reason, including any student who has a Student Conduct Code sanction or a delinquent account for housing- or tuition-related charges

#### 3. Room Assignments

Rooming assignments are addressed in the University of Holy Cross Department of Campus Housing and Residence Life Campus Housing Contracts.

#### 4. Room Changes

Rooming changes are addressed in the University of Holy Cross Department of Campus Housing and Residence Life Campus Housing Contracts.

## Residence Hall Check-In Guidelines

Student-residents are to check in to their pre-assigned room in the Residence Hall on the date issued to them by the Department of Campus Housing and Residence Life. Early move-in is accepted on a case-by-case basis and may incur additional fees. Late move-in is only permissible with pre-approval from the Director of Campus Housing and Residence Life. It is important that you move in on the date that is assigned to you so that the Residence Hall staff is prepared to support your move into your new residence.

Your key-fob will play an important part in your stay at the University of Holy Cross' Residence Hall. This is a separate key-fob from your University ID card. Your key-fob will serve as your room key in the Residence Hall, and it will serve as your building key for the Residence Hall during nighttime hours. Your University ID card will be used to spend your Bayou Bucks (meal plan descending dollars), to pay for your printing and photocopying needs, act as your library card in the University's library, and as your gate access key. It is important that you take good care of your University ID card. **You must never loan or share your University ID card or key-fob with another student or with a non-student.** Please contact Campus Police immediately if you have lost your student ID card or key-fob. If you lose your key-fob, there will be an automatic replacement fee charge of \$50 to your university account.

When you are checking into the Residence Hall, the Director of Campus Housing and Residence Life will activate your key-fob. Should you experience difficulties unlocking your room with your key-fob, please visit the Campus Housing and Residence Life office.

At your assigned check-in time, you will receive a Room Condition Report. This form is to be filled in at the time of check in and turned in immediately. You will be able to assess the condition of your room, taking note of any damages in your room. You will then turn this form in to your RA. This form will serve as a record of any pre-existing damages to your living space. When you check out of your room, you will complete a similar form, notating any damages to your room. The check-in sheet serves as a record to ensure that you are not held responsible for any pre-existing damages in your room. You will be held responsible for damage caused while living in the room.

When you move into your room, you will find the following furniture: a bed, a desk, a desk chair, stackable dressers, a nightstand, and a wardrobe. You are welcome to rearrange this furniture in any way that pleases you, but you are not permitted to replace existing pieces of furniture with your own personal furniture (i.e., swap the provided bed with a bed you have purchased elsewhere). Any room furnishings you add to your room must be free-standing. No part of one's personal furnishings may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. No item may be located as to obstruct direct access to the door or windows so that evacuation is hindered.

No common area furniture may be taken from the lounges or other areas and placed in student rooms or other locations. No personal property may be stored in a public area (lobby, lounge, bath, etc.) Residents may not perform or modify their own repairs of residence hall furnishings or equipment.

You will need to bring the following items:

- Twin XL Bedding (including pillows)
- Towels
- Shower Curtain
- Bathmat
- Television
- Mini Fridge (one-bedroom units only)
- Microwave (one per unit)
- Garbage can(s)

You may affix items to the wall using materials that will not damage the walls. **Do not use nails, tacks, tapes, contact paper, wallpaper, etc. as you will be billed for any damages.** We recommend removable mounting tapes (3M kind), white “Poster Putty” or “Plasti-Tak”.

- Decorations or furnishings may not obstruct or obscure the visibility of an exit door.
- Nothing is permitted to be hung from the ceiling nor is anything permitted to be hung or attached to fire alarms or fire sprinklers.
- If additional outlets are necessary, surge protected outlet adapters may be used. Only surge protectors meeting the following specifications are to be used: UL approved, maximum six outlets, heavy duty cord, 15 AMP rating with attached circuit breaker switch. The use of drop cords, extension cords, or “power strips” is prohibited in lounge areas, corridors, or open areas. Each power strip must be individually plugged into a wall outlet; they may not be “daisy chained” (plugged into another power strip). Electrical power cords may not be placed under carpets or rugs. Adapter plug ends should not be used at any time.
- Mini-Refrigerators must be plugged directly into wall outlets. To conserve space and resources, refrigerators are limited to one per room.
- Halogen (torchiere) floor lamps and any kitchen item with an exposed hot plate are not permitted in student rooms.



- Open flames (e.g., candles and incense) and plug-in type air fresheners are not permitted in residents' rooms.
- When checking out of your room it is important that you take all personal items and garbage with you to avoid additional charges to your student account. Examples of such items include: rugs, refrigerators, posters, and boxes. Tape and "Poster Putty" or "Plasti-Tak" must be removed from the walls.

Items that are not allowed in the Residence Hall are listed later in this handbook.

### **Check-Out**

The Housing Contract shall indicate the period of residence. To check-out, an appointment must be made with the Director of Campus Housing and Residence Life. The staff on duty will complete the room condition report, checking to see that all students' belongings are moved out of the room, the room is clean with all trash placed appropriately in the garbage chutes as well as verify that all access cards have been deactivated. Upon completion of room assessments residents must sign the check-out form. Students will be charged for damages that are beyond the normal wear, not cleaning the room prior to leaving, and/or for improper check-out.

### **Residence Hall Amenities**

#### 1. Laundry

The Residence Hall features a 24-hour laundry room on the ground floor. You will need to provide your own laundry detergent, fabric softener, laundry basket, etc. In order to ensure these facilities are available for all residents, please be sure to pick your laundry up promptly when it has been completed. Failure to do so may result in fines. An app is available for your smartphone to notify you when your laundry is finished.

#### 2. Internet

The Residence Hall is wired for high-speed wireless internet. You will receive your login and password when you move into the building. Should you experience difficulties using the wireless internet, please contact the helpdesk at 504-398-2106. The helpdesk is open from 7:30 a.m. -7:30 p.m. Monday-Thursday and 7:30 a.m.-3:00 p.m. on Friday during the Fall and Spring semester. The University is not responsible for any viruses or damages to your computer resulting from visiting inappropriate websites, and we urge you to use discretion when using the internet. Your computer is required to have virus software installed. Computers without virus software will be denied access. Wired access is also available. Please contact the helpdesk at 504-398-2016 if you have any issues with wired access.

### 3. Fitness Center

The Residence Hall features a fitness center on the ground floor. This fitness center features three treadmills, two elliptical machines, two bicycles, and a variety of free weights and weight machines. The gym is free to use for all residents of the Residence Hall. Please note that there is not a gym instructor onsite in the fitness center, and that any use of the fitness center equipment is at your own risk. You must sign the Fitness Center Waiver before use, as the University is not responsible for any injury you sustain whilst using the fitness center equipment. Please exercise cleanliness while using the fitness center, and use the sanitizing solution and paper towels available to wipe down any machine you have used when you have completed your workout. This will help to keep the gym sanitary for any guests who use the fitness center after you.

### 4. Locker Room

Adjacent to the Fitness Center is a locker room featuring lockers and showers. Should you wish to use a locker, you must provide your own lock. Lockers are for the use of all, therefore you should only keep your lock on your locker for the duration you are using the gym. Locks left on gym lockers overnight will be removed and the items therein will be placed in a public Lost and Found. The University of Holy Cross is not liable for any valuables stored in lockers.

### 5. Kitchen

A common kitchen is available for resident use on the ground floor. This kitchen contains a stove, an oven, a refrigerator, and dishwasher. All residents are welcome to prepare their own meals in this kitchen. Student-residents must provide their own cooking materials. There should be no items left in the kitchen refrigerator after cooking has been completed. Please refrain from putting hot items directly on the countertops. Place trivets or any other heat safe item under them to prevent scorching the countertop. Failure to do so will result in additional fines. Kitchen items may not be taken to student rooms. The Kitchen also features a vending suite providing coffee, beverages, snacks and light meals. You may make purchases from this vending suite using cash, credit cards, or your ID card (Bayou Bucks).

**\*\*\*Note:** If any items are left in the community refrigerator for longer than a week, they will be thrown out.

### 6. Community Lounge

The Community Lounge is adjacent to the kitchen. This area features a variety of lounge seating for relaxation, study, dining, and general social gathering.

## 7. Student Meeting Room

A meeting room/board room is available for student use on the ground floor. This room seats 10, and is available for usage by residents of the Residence Hall. You may reserve this room by visiting the front office suites.

## 8. Study Rooms

Each residential floor features two quiet study lounges. These rooms are open 24-hours, and are available for any resident who wishes to study in a quiet, distraction-free atmosphere.

## 9. Mail

A student mailroom is located on the ground floor of the Residence Hall building. Each resident will have a dedicated mailbox. In this mailbox, you will be able to collect your personal mail and parcels. Your mailbox unlocks with a key. It is important that you do not lose this key as you will be charged \$100 for a replacement key. A replacement key can be purchased from the Director of Campus Housing and Residence Life's office.

Your mailing address while living in the Residence Hall will be:

YOUR FULL NAME  
4117 Woodland Drive  
Room XXX A,B,C or D (e.g. 411A)  
New Orleans, LA 70131

## **Safety and Security – Guest Policy**

**The Residence Hall guest policy is subject to change at any time.**

The University of Holy Cross' utmost priority is your safety and security. The following measures have been put in place to ensure that your stay in the Residence Hall is academically satisfying, socially enriching, and above all, safe.

While the ground floor of the Residence Hall is open to all university students, the upper floors, where the residences are located, are accessible only to individuals who live in the Residence Hall. The elevators and stairwells accessing the upper floors are accessible only by swiping your key-fobs, which have been programmed to unlock them. It is important that you do not allow access to any students who are not residents without signing them into the building first. In the event of an emergency, it is extremely important that our Campus Police team has an accurate count of all of the guests in the building. This can only be accomplished by following a proper guest sign-in procedure, as outlined below.

After 8PM, the only way to access the Residence Hall will be through the Main Entrance located at the front of the Residence Hall building. You will need to swipe your key-fob at the door to gain access to the building.

**Guest Policy:**

As a member of the Residence Life community, you are permitted to hosts guests in your room during the daytime or overnight. In order to respect the privacy and safety of everyone in the Residence Life community, the following guest rules have been established:

Visitation hours are as follows:

- **Sunday-Thursday: 9am – 11pm**
- **Friday and Saturday: 9am-2am**
- **Number of Guests allowed per resident during visitation hours: 3 guests**
- **Number of Guests allowed per resident during overnight stay: 2 guests**

**Student-residents with guests must sign their visitor(s), both students and non-students, in at the front-desk before going to their rooms. Guests must be signed-out at the conclusion of their visit. The RA on call has the right to knock on the door of the resident whose guest(s) have not signed out by the end of visitation hours.**

**Overnight Guest Policy:**

Number of Consecutive Nights/Nights in a Month:

An Overnight Guest is allowed to stay 3 consecutive nights; exceptions may be allowed per the Director of Campus Housing and Residence Life. Overnight Guests are allowed to stay a maximum of 8 nights in 1 month. If an Overnight Guest is staying for more than 1 night, an Overnight Guest Form MUST be filled out and given to the RA on call.

Minimum sanctions for not abiding by visitation hours:

1. First offense: Warning Letter
2. Second Offense: \$75 fine/suspension of visitation for 4 weeks
3. Third offense: \$150 fine/suspension of visitation for a semester
4. Additional offenses will be referred to the Residence Hall Review Board

Hosts should meet their guest(s) at the building entrance, sign their guest(s) in and out at the lobby desk (legibly), and escort their guest(s) at all times while in the building. At no time should any resident provide entrance to the building to someone who is not his or her guest. Hosts are responsible for the actions of their guests.

**All overnight guests must be at least 18 years of age or older. Cohabitation is not permitted.**

University of Holy Cross guests may not stay overnight in a residence hall room to which they have not signed in.

Persons who are not residents may be asked to leave the hall, unless they are able to demonstrate that they are guests of residents or are carrying out University business.

If you are in a suite of rooms as opposed to a single bedroom unit, you must have a signed permission form from your roommate(s) indicating that they agree to have your guest spend the night in your residence unit. This form can be obtained from the Campus Housing and Residence Life office, and must be submitted to the office no later than 24hrs before your guest is due to arrive.

You are not permitted to sublet your room or list your room on a short-term rental website (such as Airbnb) soliciting guests for profit. We will be checking guest requests carefully, particularly during such times as Mardi Gras, Jazz Fest, and French Quarter Fest. No guests are allowed to stay without the host present. Any resident found to be subletting or renting their room will be evicted from the Residence Hall.

### **University Breaks and Residence Hall Closures**

<b>Holiday</b>	<b>Hall Closure</b>	<b>Guests/Visitation</b>	<b>Late Stay Request</b>	<b>Fee</b>
Labor Day	No	Allowed	Not Required	N/A
All Saints' Day	No	Allowed	Not Required	N/A
Thanksgiving	No	Allowed	Not Required	N/A
Winter Recess	Yes	With permission from Director of Campus Housing and Residence Life	Required by November 1 <sup>st</sup> .	\$750
Easter	No	Allowed	Not Required	N/A

End of Academic Year	YES – Move out dates will be set by the Director of Campus Housing and Residence Life	Suspended	Required by May 1 <sup>st</sup> .	Improper Check-out fees, Summer Fees
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Please pack your personal belongings for residence hall closures, as you will not be allowed to return to the residence hall to retrieve items you might have forgotten. Be aware that you will not be allowed to return to the Residence Halls early. If you have any questions, please contact your Resident Assistance or Director of Campus Housing and Residence Life.

Residential Life staff members will be checking your room to ensure that everyone has completed the following:

- Close window blinds on first floor. Open window blinds on upper floors.
- Take out trash (if staff has to take out the trash, there will be a charge).
- Unplug computers (in case of power outages) and turn off alarm clocks.
- Clean out refrigerators, but keep them plugged in. Staff will be checking refrigerators to make sure food has been properly disposed.
- Secure or take valuables with you (University cannot assume responsibility for theft and/or damages).
- Turn your thermostat down to 72 degrees but not off.
- On occasion, University staff may enter student rooms during break for custodial work, maintenance work, and/or sanitation reasons.

### **Late Stay Requests**

If you have a documented conflict which prevents you from leaving by the deadline, please email [reslife@uhcno.edu](mailto:reslife@uhcno.edu). Late stay requests are approved on a case-by-case basis by the Director of Campus Housing and Residence Life.

### **Insurance**

Insurance policies are addressed in the University of Holy Cross Department of Campus Housing and Residence Life Campus Housing Contracts.

## **Cleanliness**

The Residence Hall is a brand-new building, completed in June of 2018. In order to keep the Residence Hall building in excellent condition, we encourage you to maintain cleanliness in your room and personal space. RA's will do room checks periodically. You will be given at least a 48-hour notice prior to checking your room.

Cleaning products can be purchased locally from stores listed on the Community Resources page.

All food in your room should be wrapped or kept in closed containers. Trash should be placed into your lined garbage can. When your garbage can is full, you should deposit your bagged trash into the garbage chutes located in the hallway of the Residence Hall. Do not let garbage build up in your room. Following these procedures should keep your room clean and prevent insects from being attracted to your room.

Maintenance may perform preventative insect treatment in the Residence Halls if required. In the event of insect treatments taking place, you will be notified at least 24 hours in advance that Maintenance will be entering your room to perform this treatment.

**\*\*\*Failure to keep your room clean will result in fines.\*\*\***

## **Maintenance Requests**

The Residence Hall was built in 2018 and was constructed specifically to tailor to the needs of a robust student community. This Hall, featuring 115 beds, was designed to provide the most comfortable living space available combined with a center for socialization and community-based learning. Still, even in the newest and best-planned spaces, small things occasionally go wrong.

Should you find you need maintenance in your room, you are able to contact them by e-mailing [workorder@uhcno.edu](mailto:workorder@uhcno.edu). You may need to contact maintenance if you:

- Have a leak in your bathroom
- Have a broken piece of furniture
- Have problems with your window/door

You are also able to request maintenance assistance by visiting the Residence Life Office on the ground floor of the Residence Hall during office hours (8:30am – 5:00pm). The Residence Life representative on duty will assist you in addressing your maintenance issue.

### **Entry into Student Rooms by University Officials**

Authorized personnel of the University of Holy Cross have the right to enter and search a student's room for safety, health and other administrative reasons. Inspections are done periodically, normally not less than once per semester, by Campus Housing and Residence Life staff. Residents are not required to be notified in advance of the inspections. The staff is looking for violations using mandatory guidelines set by the University of Holy Cross. If violations exist, they are documented, the student is notified, and appropriate actions will be taken.

Campus living staff may enter rooms for the following:

- During any fire alarm or other building evacuation
- To make a repair or check on immediate facilities issues. This includes work orders put in by a student but can also be in anticipation of a problem such as a leak or flood. Student rooms may be entered for preventative maintenance, such as insect treatments.
- When an alarm clock or device is left on and unattended and is disrupting the community.
- To prepare for new occupants or to determine if vacant space is prepared in the room during room turnover and in the hall throughout the year if there is a vacancy.
- Health and safety inspections in the halls mid-semester. Health and Safety inspections are an opportunity for campus living staff to a) Ensure your safety, b) notify you of potentially hazardous conditions, and c) check for dangerous room violations such as covered smoke alarms.
- If there is an immediate concern for a student's safety. In such case, the staff member is required to announce their need to enter and clearly identify themselves. Refusal to cooperate may lead to disciplinary charges being filed.
- Etc.....

The Department of Campus Housing and Residence Life staff carrying out room inspections will always knock twice and announce entry before entering your room. They are not permitted to open closed drawers or closets but only to inspect what is visible unless there is a reasonable cause. (i.e., bullets on a desktop would be reasonable cause to search the drawers of a desk for a firearm).

### **Alcohol, Tobacco, and Illegal substances**

The University of Holy Cross is in compliance with local, state, and national laws regarding alcohol. No External Resident under the age of 21 will be allowed to purchase, consume, store, exchange or possess alcohol on campus. Residents over the age of 21 will not be allowed to



purchase, sell, exchange, etc. to or for individuals under the age of 21. The university remains in compliance with Louisiana RS 14:93.

Possession of narcotic or hallucinogenic drugs and other agents having potential for abuse, except by a physician's prescription, is strictly prohibited. ***The University of Holy Cross is a no tolerance institution. Students may be suspended from the campus immediately and face possible expulsion from the University.***

Students who display signs of intoxication (e.g. glazed eyes, slurred speech, unsteady gait, etc.) or students who require staff assistance due to their consumption of alcohol or illegal substances can be subject to judicial action.

Students may not have any paraphernalia related to alcohol or drugs on campus. Paraphernalia includes, but is not limited to: decorative bottles, bottle caps, coolers, posters, t-shirts, glasses, cups, etc.

The Smoking and Tobacco Campus Policy restricts the use of cigarette, pipes, cigars, hookahs, bidis, cigarillos, chewing tobacco, and e-cigarettes from being used anywhere on the University campus except in the designated area. Smokeless tobacco products are also prohibited in all circumstances in where smoking is prohibited. ***The University of Holy Cross is a smoke-free campus which includes parking lots, court yards, common areas, vehicles, meeting rooms, classrooms, lounges, offices, laboratories, work areas, reception areas, cafeterias, hallways, stairwells, elevators, conferences, and University-owned vehicles.*** Smoking is prohibited in all partially-enclosed areas such as walkways, breezeways, carports and areas immediately adjacent to building entrances.

The Gazebo is the designated area where smoking and other forms of tobacco use is permitted. The Gazebo, which is located on the western side of the academic building, is marked with the appropriate signage. Waste receptacles are provided for disposal purposes. Smoking is prohibited up to 25 feet from the entrance and windows near the Gazebo to prevent smoke from entering through these areas or any other means.

Please see the University of Holy Cross Smoking & Tobacco Campus Policy for further information.

### **Residence Hall Building Safety**

- Residents are prohibited from keeping or using firearms (including pellets, air guns, paintball guns, crossbows, etc.) or other dangerous articles or substances on campus.
- Propping exterior doors puts every resident at risk and is strictly prohibited.  
Recommended sanction: warning letter for first offense / fines for subsequent offenses

- First floor windows should be kept closed and locked to protect the safety of the resident and their belongings.
- Windows being used as an entrance or exit to the building is strictly prohibited.
- Tampering with video surveillance equipment is prohibited
- No objects are to be thrown or dropped from balconies, roofs, or windows.
- All outdoor/indoor sport activities are prohibited in the residence halls.
- All skating, rollerblading, and skateboarding is prohibited in the residence halls.
- Unauthorized entry into an elevator shaft and/or riding on top of an elevator car is prohibited.
- Residents must use front door of Residence Hall between hours of 10:00PM and 6:00AM. All other entrances function as emergency exits during these hours. Using these doors will sound an alarm.
- Excessive door alarms for the building will result in each resident of the building being held responsible for the actions of a few
- Because of health and sanitation problems they pose, pets are not permitted in the residence halls.
- Students are to be responsible for their student ID which allows residence hall access as to protect the safety of the belongings in their room.
- Students are never allowed on ledges or roofs.
- In consideration of safety and of students with disabilities, hallways, sidewalks, stairwells, ramps, must be kept free of obstructions at all times.
- Students are responsible for cleanliness of their rooms and disposing of trash in designated trash chutes. Residents may be charged judicially and/or financially for special cleaning necessitated by improper care of rooms or study rooms.
- Residence Life staff will conduct random room inspections to inspect for safety hazards including fire and health.

While the University of Holy Cross is known to be an extremely safe campus, your safety is the University of Holy Cross's first priority. We have put in place the following procedures to ensure that, in the event of an emergency, you are well-prepared and safe. It is vital that you follow emergency procedures exactly in order to ensure your safety and the safety of your fellow residents in the Residence Hall.

## **Fire Safety**

The Residence Hall building, as well as your room in the Residence Hall, has been equipped with smoke detectors. In the event of a fire alarm, you must immediately vacate your room and make your way to the nearest exit via the stairs. (If your nearest flight of stairs is emitting heat, proceed to the next flight of stairs that is closest to your room.) Do not stop to collect belongings when you hear the fire alarms. Do not attempt to use the elevators in the event of a fire alarm. Please assemble outside of the Residence Hall in the middle of the front lawn of the main building by the University of Holy Cross sign facing Woodland Drive. There you will meet up with an RA so they can get an accurate headcount. Once the fire threat has been assessed, you will be notified when it is safe to re-enter the Residence Hall building.

- Activating a false fire alarm intentionally is strictly prohibited.
- Students are not to tamper with or remove any fire or safety equipment including smoke detectors and sprinkler systems in the residence halls. Students may not cover their smoke alarms.
- Students must follow proper protocol when a fire alarm is activated or during other emergencies or drills. (Example: Evacuating the building during a fire drill).
- No more than 10% of each residence hall wall may be covered.
- No objects may be hung from the ceiling or from fire alarms.
- Open heating elements including but not limited to hot plates, toasters, candles, potpourri burners, incense, grills (i.e. George Foreman Grills), candle warmers, etc. are prohibited in the Residence Halls.
- No outdoor grills, charcoal, lighter fluid or etc. are allowed in the residence halls or on campus.

## **Power Outages**

- The university will provide emergency power to critical areas such as stairwells and emergency exits during power outages. The university also provides a generator that will run one elevator during this time.
- The university will establish a communication plan to keep residents informed. The plan will include regular updates on the estimated duration of the outage (if any is given), any changes to the situation, and any instructions or recommendations for residents. Please check social media, emails, and/or text messages for any updates. You should also check in with the RAs for any updates as well.

- The university will prioritize the safety of residents during power outages. Residents are advised to stay in their rooms unless instructed otherwise by a Campus Housing Staff Member and/or Campus Police. Avoid using candles or other open flames for lighting. Use a flashlight. Residents should also avoid using appliances that generate heat, such as stoves or ovens, to prevent the risk of fire.
- The university will work to restore power as quickly as possible. The university will also provide regular updates on the status of power restoration efforts (if available).
- The university will enforce this policy through appropriate disciplinary action against any individual who violates the policy. The university may also take legal action against individuals who cause damage or harm during power outages.

### **Severe Weather**

- In case of severe thunderstorms or tornados, you should immediately move to the Locker Rooms located on the first floor of the Residence Hall near the Fitness Center. Stay away from any windows during this time. In the event of a hurricane, the university will provide instructions via social media, email, and/or text messaging. In all severe weather situations, be sure to stay in contact with and follow the instructions of Campus Housing and Residence Life staff members.
- Check in with your RAs. They will be an essential part of helping you with any directives put in place and to inform you of any information needed in the event you do not have access to social media, email, and/or text messaging.
- During emergencies, such as severe weather, the Department of Campus Housing and Residence Life works with Orleans Parish and/or Campus Police to determine evacuation procedures if needed. Once a plan has been activated, all residents are required to follow Orleans Parish, UHC Campus Housing Staff, and/or Campus Police directives. Prior to an emergency, such as severe weather, you should determine your personal evacuation plan. If you have any guests staying with you at the time a plan is put in place, they must leave campus.
- The university will enforce this policy through appropriate disciplinary action against any individual who violates the policy. The university may also take legal action against individuals who cause damage or harm during these events.

### **Hurricane Evacuation**

In the event of a hurricane evacuation, you will receive a text notification on your telephone.

Emergency Evacuation Preparation Checklist:

- Determine where you will evacuate (Pre-planning sheet will be issued)
- If you require evacuation assistance, contact the Office of Campus Housing and Residence Life for information.
- UHC is not responsible for any guest visiting the Res Hall during this time.
- Pack Medicines, valuables, toiletry items, pillow and blanket or throw cover
- Unplug all electronic devices. Move items away from windows and off the floor
- Notify residential life staff of your destination and contact number.
- If instructed you must evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- Check in with residential staff upon your return to receive further instructions.
- Take photos if possible before you leave.
- Take important papers and research documents.
- Take CDs, and DVDs, and other electronic storage devices.
- Check with local media for further instructions.

### **COVID-19**

*Updated: June 21, 2023*

The health and safety of our residents is top priority. While COVID-19 is not gone, public health conditions have improved to a point where the virus is effectively being managed similar to other illnesses.

**At this time, Campus Housing and Residence Life strongly recommends individuals stay up to date with their COVID-19 vaccine.** This applies to all residents and staff. While proof of vaccination is not required as a condition of enrollment at the University of Holy Cross, specific programs and experiences may require the vaccine in order to participate.

We believe these are appropriate protocols given sustained, manageable levels of COVID-19 in the community and the federal government having ended the coronavirus public health emergency on May 11, 2023. The university will continue to monitor public health guidelines and may implement additional health measures if conditions change.

Individuals should continue to follow CDC guidelines for isolation, exposure precautions and their health care providers' advice.

Under CDC and HIPPA guidelines, we are NOT allowed to disclose any information in regards to the person infected and it is their right to choose to do so.

Students who feel sick or experience COVID-19 symptoms should contact their Health Care Provider or go to an Urgent Care or Emergency Facility.

**For medical emergencies, students can be seen at one of our many local hospitals.**

To help resident students determine and access the appropriate level of care for their concern, please contact:

- Your Director of Campus Housing and Residence Life or Resident Assistant
- University of Holy Cross Campus Police: (504) 329-4430 or (504) 398-2108.

**Please Note:** Off-campus health care is subject to the terms of the student's health insurance coverage and students should confirm coverage prior to seeking care in non-emergent situations.

### **Shooter on Campus**

In the event of an active shooter on campus, you will receive text notification on your telephone. Immediately take cover in a room you can lock, cover the window(s) if possible and turn out the lights. Block the entryway with furniture if possible. Remain in hiding and await further notifications on your phone. You will be notified when the threat has passed.

### **Suspicious Activity on Campus**

If you spot suspicious activity on campus, get yourself to a safe location and activate Campus

Shield. Send a message to Campus Police notifying them of the act and location, and they will act to resolve the conflict. Remain in your safe location until you are notified that it is safe to come out. Your safety is our utmost concern.

### **Student Rights and Responsibilities**

Your residence hall provides an atmosphere conducive to social interaction and personal growth, as well as study. The residential program endeavors to be enriching socially, culturally, educationally, and in community services, for all students. As a member of the residence life community, you have the following rights and responsibilities:

1. You have the right to live in a safe, clean, well-maintained facility, and you are responsible to ensure the same.
2. You have the right to a high-quality learning environment conducive to your academic and social pursuits, and you are responsive to take part in maintaining such an environment.

3. You have the right to directly influence policy that affects you through participation in floor meetings, Residence Life community meetings, student government and university organizations.
4. You have the right to freedom from discrimination on the basis of sex, race, ethnicity, national origin, religion, disability, sexual preference, sexual orientation, marital status, and veteran status. You retain the rights afforded to you as a resident of Louisiana and citizen of the United States.
5. You are asked to always consider the rights of fellow members of the residence hall community. Your actions should not interfere with another's rights as stated above, nor should your actions interfere with the university's attempt to manage and maintain campus living facilities.
6. You are required to directly participate in Residence Life community meetings. Each resident shares a responsibility for adhering to and enforcing community rules. Fines can and will be assessed for failure to show.
7. You are responsible for knowing and adhering to the rules outlined in this Guide to Campus Living.
8. You are responsible for your own actions and for the actions of your guests, and for accepting the consequences associated with rule violations.

### **Student Conduct**

Students are expected to follow the standards of student conduct as listed in the Student Handbook. Any matters of discipline and grievance will be governed by the UHC judicial system as listed in the Student Handbook.

### **Parent/Guardian Notification for Drug & Alcohol Violation**

Like many colleges and universities across the United States, the University of Holy Cross is very concerned about students' use and abuse of alcohol and other drugs. Federal law governing the privacy of student records, the Family Educational Rights and Privacy Act (FERPA), permit colleges and universities to inform the family of a student under 21 years of age when his or her student has been found in violation of university alcohol or drug rules and/or in the case of a health or safety emergency. A member of the Residence Hall professional staff will notify the family of a student under 21 years of age:

- By a phone call, if that resident is transported to an emergency medical treatment center for drug use or intoxication or if a person's health and safety is at serious risk. Staff will contact the person the student listed as the general emergency contact at the time the student is transported.

## **Campus Living Rules**

### General Conduct Regulations:

- Abandoned Items
  - Personal property remaining in the unit after the resident vacates or abandons the unit will be disposed of by the University. The University may dispose of all such personal property, without liability.
  - Actions that break the law will be prosecuted to the fullest extent of the law.
- Alcohol
  - Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On-Campus Housing facilities include the following:
    - Alcohol may only be possessed and consumed by residents of the age of 21 or over. If a resident above the age of 21 has a roommate under the age of 21, they may possess alcohol, but it is their responsibility to ensure that their underage roommate has no access to alcohol. Alcohol may only be consumed, in moderate levels, in a resident's own room in the Residence Hall. Drinking alcohol is not permitted in the public areas of the Residence Hall.
    - Possession of bulk alcoholic beverages, that is, amounts for storage or use that is excessive under the circumstances for personal use is prohibited. Devices or activities intended or used for the rapid consumption of alcoholic beverages are prohibited. Kegs and other beverages with an equivalent amount of alcoholic content in any form of container are considered bulk alcohol.
    - Violation of any other regulation while under the influence of alcohol is considered an additional infraction of Residence Hall Regulations.
    - Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of alcohol is considered an infraction of On Campus Housing Regulations.
    - Providing, selling, or causing to be sold any alcoholic beverage to any other person is prohibited.
    - If alcohol is present, the hosting of a room/suite gathering (e.g. party, celebration) where there are more than three (3) guests for each resident of that room who is present is prohibited.



- Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or University/OCH Regulations.
- Controlled Substances or Illegal Drugs
  - Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to the On-Campus Housing facilities include the following:
    - Unlawful manufacture, distribution, dispensing, possession, use, misuse or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The use of marijuana, including medicinal, is illegal under federal law and is prohibited. In addition, the use of any prescribed medication or over the counter drugs in an abusive manner is prohibited.
    - Possession or use of drug-related paraphernalia is prohibited. This includes bong, hookahs, grinders, one-hit pipes, and any other drug-related paraphernalia not listed here.
    - Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of Residence Life Regulations.
    - Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of Residence Life Regulations.
- Aggressive or Disruptive Behavior
  - Behavior that disrupts or interferes with the orderly functions in or around the Residence Life community is prohibited. Additionally, acts or behaviors that disrupt or interfere with others' normal use of facilities or privileges are prohibited.
  - Intimidating another person by physical, verbal, mental, social and/or sexual means constitutes harassment and will not be tolerated in the residential units. Abusive behaviors that will not be tolerated include but are not limited to:
    - Verbal Abuse, including offensive or derogatory language;
    - Threatening Behavior, whether written, verbal, or physical;
    - Any use of force or physical violence;

- Trespassing, entering, or remaining in a room without the resident's permission;
- Lewd, Obscene or Offensive Behavior, or any behaviors that demonstrate an inability to abide by the requirements of group living.
- Encouraging or permitting others in the commission or attempted commission of misconduct is a violation of the Residence Life Regulations. Students are expected to notify an appropriate university official of the misconduct and/or remove themselves from the situation. Violation of the terms may result in disciplinary action, including termination of the housing contract.
- Disorderly Conduct
  - Disorderly conduct is defined as any offensive or annoying act that disrupts the peace. It includes but is not limited to, conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, noise-producing devices, talking excessively loudly, failing to dispose of food, shouting, or playing loud music.
- Explosives, Chemicals, or Highly Combustible Materials
  - Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around the Residence Life facilities. These include, but are not limited to, firecrackers, gasoline, vehicle batteries, and/or unauthorized pesticides.
- Failure to Comply
  - Students are required to comply with directions of University personnel (such as the Residence Life Coordinator, Resident Assistants, University Security, etc.) while in the performance of their duties. Resisting or interfering with University personnel while in the performance of their duties is prohibited.
- Fire Safety
  - Students and guests are required to evacuate the Residence Life facility, in accordance with University of Holy Cross evacuation procedures, immediately upon the sound of an alarm or an order to evacuate. Reentry may not occur until authorization is given by University personnel. Room doors, fire doors, hallways and stairwells may not be obstructed. Activating false fire alarms or misusing, removing, or tampering with fire protection devices (including but not limited to smoke detectors, sprinklers, fire extinguishers, and alarm pull stations) is strictly prohibited.

- Gambling
  - Illegal gambling in Residence Life facilities is prohibited, i.e., activities played for money, checks, credit, or any other item representative of value (e.g. chips or markers to be traded in later for cash).
  
- Identification
  - Students must be in possession of their University of Holy Cross ID card at all times and present it to University personnel upon request. Your ID card is the property of the University of Holy Cross and is non-transferable. All other persons within the Residence Life community must be in possession of and present valid photo identification to University personnel upon request. Persons who fail to provide appropriate identification may be required to leave the Residence Life community.
  
- Misuse or Vandalism of Property/Theft
  - Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of university property or the property of others is prohibited.
  
- Noise
  - All residents and guests are expected to be considerate of noise levels, 24 hours a day, seven days a week. Noise (including but not limited to voices, amplified music, televisions, musical instruments, radios) must be maintained at all times at a level which does not disturb any other resident. Residents are expected to comply with the requests of others to reduce noise levels at all times.
  
  - Specifically designated Quiet Hours:
    - Sunday 11:00pm through Monday 8:00am
    - Monday 11:00pm through Tuesday 8:00am
    - Tuesday 11:00pm through Wednesday 8:00am
    - Wednesday 11:00pm through Thursday 8:00am
    - Thursday 11:00pm through Friday 8:00am
    - Friday 12:00am through Saturday 9:00am
    - Saturday 12:00am through Saturday 9:00am
  
  - During Quiet Hours, it is each resident's responsibility to be certain that no noise can be heard outside of her/his room or in neighboring rooms, halls, or outside of the building.

- Exceptions may be made for Residential Life approved programs.
- Quiet Hours are extended to 24 hours daily during exam periods. Extended quiet hours shall be observed by all residents and guests during these times, which shall be announced and posted by the Director of Campus Housing and Residence Life.
- Security and Emergency Systems
  - Tampering with, or bypassing the safety and security systems of Residence Life facilities (including but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors) is prohibited.
  - Room doors must be closed and locked when the room is unoccupied and no resident of that room is in the immediate vicinity or when occupants are sleeping.
- Threatening Behavior
  - Conduct that threatens the health and safety of any person in or around the Residence Life community is prohibited.
- Weapons
  - Possession or unauthorized use of firearms or replicas, ammunition, knives, potentially dangerous sporting equipment (including but not limited to pellet guns, paint guns, sling shots, air soft guns, swords, foils, archery equipment), or other weapons (included but not limited to tasers and stun guns) is prohibited within the Residence Life community. Martial arts weapons and such potentially dangerous sporting equipment may not be stored in the On-Campus Housing community.
- Sexual Misconduct
  - Sexual misconduct in any form is prohibited. Sexual assault and sexual battery are both considered crimes of violence. Louisiana law defines rape as any anal, oral, or vaginal intercourse committed without lawful consent due to force, alcohol, narcotics, or unsoundness of mind. A person's conduct may violate University of Holy Cross's definition of sexual misconduct while not violating Louisiana law.
    - Effective, lawful consent does not exist when a party has an abnormal condition of mind produced by any cause including but not limited to the ingestion of alcohol or drugs. There can be no effective, legal consent when a party knows or should know of an impairment of the other party's capacity to give knowing and completely voluntary consent.
    - Both parties must be equally free to act. The option must exist to change "yes" to "no" at any point in intimacy. Sexual activity may be deemed to be non-consensual if determined that coercion existed, meaning that each

involved person was not afforded the option to choose whether or not to become, and continue to be, intimate with another.

- Both parties must clearly communicate their willingness and permission. **Consent is not the absence of the word “no”.** Sexual activity may be deemed to be non-consensual if determined an individual did not display obvious and unmistakable communication of wishing to become intimate with another.
- **Sexual Misconduct Definitions: Sexual Assault, Sexual Battery, Relationship Violence, Sexual Harassment, and Sexual Verbal Abuse**
  - Sexual Assault and Sexual Battery
    - Any sexual behavior including sexual intercourse or attempted intercourse that is against the will of another or the intentional placing of another in reasonable apprehension of receiving unwanted sexual contact. The definition applies regardless of whether the assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, and sodomy. The unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast.
  - Dating Violence
    - Violence by a person who has been in a romantic or intimate relationship with the survivor. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
  - Domestic Violence
    - Asserted violent misdemeanor and felony offenses committed by the survivor’s current or former spouse, current or former cohabitant, person similarly situate under domestic or family violence law, or anyone else protected under domestic or family violence law.
  - Relationship Violence
    - Abusive behavior, including threats, verbal and/or emotional abuse, and physical assault between persons in an intimate and/or sexual relationship
  - Sexual Harassment
    - Sexual Harassment may occur within a variety of relationships. These relationships may or may not involve unequal authority.

Allegations of sexual harassment will be scrutinized, regardless of the relationship of a complainant to an alleged offender. Sexual harassment is sexual advances, requests for sexual favors, and/or other verbal or physical conduct or communication of a sexual nature when:

- Sexual submission is made a term or condition explicitly or implicitly of obtaining employment, services, or education
- Sexual submission is used as a factor in decisions affecting an individual's employment, services, or education.
- Sexual conduct or communication is of such a nature that it creates an intimidating, hostile, or offensive employment, service, or educational environment
- Sexual Verbal Abuse
  - Language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication which would be considered obscene.
- Stalking
  - A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- Sexual Harassment Policy
  - If any form of sexual misconduct or harassment is experienced, please follow the Sexual Misconduct, Discrimination and Harassment Policy as listed in the Student Handbook.

### **Facilities Regulations**

- Bicycles, Skateboards, Hoverboards
  - Bicycles, scooters, skateboards, and roller skates/blades may not be ridden in buildings and may be stored only in residents' rooms or designated areas (i.e., bicycle racks). The aforementioned items may not be stored in stairwells, lounges, lobbies or hallways or attached to handrails. Check with your front desk for locations of bicycle racks in the Residence Life area. Outside, these items are prohibited for purposes other than transportation from one place to another. It is encouraged that all bicycles operated on University of Holy Cross campus - owned, leased or controlled properties be registered with the National Bike Registry.

- In accordance with the University of Holy Cross Hoverboard Policy, the University of Holy Cross prohibits the use, possession, charging, or storage of non-certified hoverboards in any University of Holy Cross owned facility
- Cable Use
  - Satellite dishes are prohibited. You may use a personal Apple TV or Roku hookup.
- Computer Use
  - Residents agree to abide by acceptable use agreements when they activate the computer port in their room or when they get a computer lab account. Residents also agree to abide by the University of Holy Cross Acceptable Use Policies.
- Fire Hazards
  - Open flames (including candles and incense), combustible decorations and chemicals, fireworks, multiple ('octopus') electrical adapters and ungrounded electrical appliances are prohibited in residents' rooms. Electrical heating/cooking appliances such as, toasters, toaster ovens, immersible heating coils, and rice cookers are not permitted. Mini-fridges are permitted. Refrigerators greater than 6 cubic ft. are not permitted. Electrical heating appliances, such as space heaters, as well as portable air conditioning units are also prohibited. Halogen lamps are not permitted for fire safety purposes.
  - Cooking is limited to the designated community kitchen only.
- Hallway Use
  - For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas, as are skateboards.
- Inspections
  - The Residence Life staff reserve the right to inspect all rooms and document observations in order to ensure compliance with occupancy, maintenance, and health and safety regulations. Documentation may include pictures, work orders, or other written records. Residence Life staff conduct routine Health and Safety Inspections per room throughout the year as necessary.
- Keys/Key Cards/Key Fobs and Locks
  - Room access will be coded onto the resident's ID Card. An ID Card is not to be duplicated, loaned, or furnished to any other person. Doors, door jams, and locking mechanisms are not to be altered or tampered with in any way, especially

in ways that would preclude doors from latching. This includes, but is not limited to, doors on resident rooms and exits/entrances. Lost and missing key cards and altered or damaged locks can result in lock replacement at the expense of the resident. In the event that a resident's ID Card is misplaced, Residence Life will provide the resident a separate temporary card that will only allow access into the resident's room. Building access and meal plan information cannot be coded onto the separate card. The resident is responsible for obtaining a replacement ID Card from the Admissions office within 5 days to regain all access functions.

- Pets
  - Pets, visiting or otherwise, are not permitted in residence halls. This provision does not apply to service or emotional support animals. If you feel you need a service or emotional support animal, please contact the Disability Services Coordinator and the Director of Campus Housing and Residence Life to register and request accommodations.
- Public/Common Area Care
  - Persons are to place waste products in appropriate waste receptacles. Residents may not use the public area trash receptacles to dispose of their room trash. There are garbage chutes on each floor of the Residence Hall for residents to dispose of your room trash.
  - Common and public areas must be maintained for shared use at all times. Furniture, and other public area furnishings, i.e., floor mats, should only be used in the manner for which they were designated and must remain in the public areas to which they were assigned. Residents with public area furniture found in rooms are subject to Housing fees. Furnishings which are not officially designated as part of a residential room's accessories may not be moved into any resident's room at any time. Damage charges not readily assignable to a particular individual may be charged to a group or floor of residents. Sleeping or loitering in lounges, common or other public areas is not permitted.
- Refrigerators
  - Unauthorized presence on rooftops, outside ledges, in other resident's rooms, in administrative offices, service areas, or University facilities after business hours, or areas marked as restricted in the Residence Life community is prohibited. Unauthorized entrance into and presence in construction sites in the vicinity of the Residence Life community is prohibited.
- Room Behavior
  - Residents are responsible for all behavior which occurs in their respective Residence Room. Room occupants will be required to pay for any damage or excessive cleaning to any part of their room, including but not limited to furniture,



fixtures, doors, screens and bathrooms. Report any damages promptly so that repairs may be made. Access and ability of housekeeping staff to perform their duties cannot be obstructed

- Room Changes
  - Rooming changes are addressed in the University of Holy Cross Department of Campus Housing and Residence Life Campus Housing Contracts.
- Room Occupancy
  - Room occupancy is addressed in the University of Holy Cross Department of Campus Housing and Residence Life Campus Housing Contracts.
- Smoking and Tobacco Products
  - Smoking of any kind is not permitted within the Residence Hall community. In accordance with the University of Holy Cross policy, the use of all tobacco products, including cigarettes, cigars and smokeless tobacco, as well as electronic cigarettes, is prohibited in the Residence Hall. There is a designated smoking area located behind the Residence Hall. Smoking inside of the Residence Hall will result in a fine, and repeated offenses may lead to eviction from the Residence Hall.
- Decorating, Alteration to Premises/Property Damage
  - No alterations, improvements, paint, redecorating, installation, or attachment of fixtures may be done to the premises. This includes but is not limited to paint, tape, nails, screws, etc. All decorations, posters, notes, etc. may only be attached with removable supplies such as “white-tak” and removable hooks. These items must be removed from the walls upon your vacation of the room.
- Windows and Exterior Surfaces
  - Screens are required to be securely centered and in place at all times in all room windows designed to be fitted with screens. Lost or damaged screens are the responsibility of the resident. Safety latches on windows may not be bypassed or disabled. Laser or other type of light displays through windows, as well as the positioning or attachment of any materials on ledges, awnings, windows, or outside walls is prohibited. Exiting or entering through windows is prohibited.

### **Contraband – Items Not Allowed in the Residence Hall**

#### **Electrical Items**

Electric blankets, halogen lightbulbs in floor or desk lamps, lava lamps and strobe lights, space heaters or portable air conditioner units, holiday lights, outlet adapters and outlet splitters, extension cords

**Combustibles**

Candles, incense, flammable materials (i.e., charcoal), scented oil burners, explosives (fireworks, etc.), flammable liquids (propane, motor oil, kerosene, etc.), live cut trees

**Weapons**

Firearms, pepper spray/mace, swords and martial arts blades, stun guns/tasers, knives used for any purpose besides cooking, any other weapons not specifically listed

**Alcohol and Drug Paraphernalia**

Any alcohol possessed by a resident under the age of 21, large quantities of alcohol such as kegs, any quantity of illegal drugs, prescription drugs not prescribed to the user/possessor, “legal” highs/illegal drug substitutes (“Herbal smokes”, “Katy”, “TNT”, etc.), any paraphernalia that may be used for illegal drug use, including pipes, grinders, one hitters, bowls, bong, marijuana-specific vaporizers, hookahs

**Appliance**

More than one refrigerator or microwave per unit, deep fryers, appliances that have exposed heating elements, toaster ovens and convection ovens, grills or portable/disposable grills, Crock Pots, electric woks, George Foreman grills, hotplates, rice cookers

**Miscellaneous**

Non-University furniture, self-propelled mobile/movement devices such as hoverboards or Segways (excludes wheelchairs or devices approved by Disabilities Services), liquid or gel drain clog remover chemicals, drums or other percussion instruments, amplified electrical instruments, and subwoofers.

**Damage Assessment**

It is assumed that all residential students will conduct themselves in a responsible manner regarding the physical condition of the residential units. No student shall intentionally or negligently damage, attempt to damage, or participate in the damage of property belonging to or in the care of the University, a member of the University community, or campus visitor. Acts of vandalism shall be considered a violation of this policy.

Accidental damage should be promptly reported to a Residential Life staff member or to an appropriate University official. Failure to report accidental damage will be considered a violation of this regulation.

Residents are responsible for the conditions of their rooms, the furnishings and equipment. Students will be billed for any damages not due to normal wear and tear. Residents must document the physical condition of their room by carefully reviewing and completing the Room Condition Report (RCR), even when an approved room change has been granted.

In individual rooms, damage charges will be divided equally among all residents unless the person responsible for the damage informs the Office of Residential Life in writing that the roommates are not equally responsible for the damages. Damages to common areas (hallways, lounges, bathrooms, etc.) will be charged to all residents of a particular wing, floor, building or living area unless a responsible party can be identified.

The University reserves the right to assess charges against a student's University account for any accrued damages, housing charges or fines.

**The University does not provide insurance or financial protection, nor assume any responsibility or liability for any loss or damage or destruction to the resident's private property, nor for articles left after vacating the premises. The resident shall utilize all security measures provided by the University.**

### **Damage Fees and Charges**

Violation:	Charge:
Guest Visitation (Failure to sign in or out, failure to abide by visitation times, etc.)	1st Offense: Warning 2nd Offense: \$25 3rd Offense or more: \$50 per violation and subject to disciplinary action
Overnight Guest Violation (Failure to sign in or out, failure to abide by visitation times, etc.)	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: \$75 3 <sup>rd</sup> or more offense: \$150 per violation, loss of overnight privileges, subject to disciplinary action
Room Lockout per month	1 <sup>st</sup> and 2 <sup>nd</sup> Offense: Warning 3 <sup>rd</sup> Offense or more: \$25 per offense
Lost Key	\$50 per offense
Improper Use of Laundry Machine	\$50, plus cost of repair
Improper Use of Laundry Room (Leaving clothes, not cleaning, etc.)	1 <sup>st</sup> Offense: \$10 2 <sup>nd</sup> Offense: \$25 3 <sup>rd</sup> Offense or more: \$50 per violation
Improper Use of Community Kitchen (leaving dirty dishes, not cleaning, leaving food out, etc.)	\$50 per offense
Improper Use of Fitness Facility (allowing non-UHC guests, breaking equipment, not cleaning, etc.)	\$25 per offense + price of repairs if equipment is broken
Trash Violation (Not bagging trash, leaving trash out, not properly disposing, etc.)	\$25 per offense
Improper Use of Carts (Not returning once finished, breaking, etc.)	\$10 per offense +price of replacement if broken
Improper Use of Exits (propping doors open, using emergency exits, use of windows, etc.)	\$150 per offense
Holiday Break Violation	Cost of Full Holiday Break
Alcohol, Tobacco, and Illegal Substances	1 <sup>st</sup> Offense: \$100 + 5hrs of Community Service to the University

(Underage usage, selling, distributing, usage inside the building, etc.)	2 <sup>nd</sup> Offense: \$150, Alcohol Education, 10 hours of community service to the University 3 <sup>rd</sup> Offense or more: \$200, Alcohol Education, 15 hours of community service to the University
Illegal Paraphernalia (Bongs, etc.)	\$50/item, confiscation
Firearm/explosives/weaponry/etc.	\$500 and immediate dismissal from Housing, subjected to Campus Police
Tampering with surveillance equipment	\$50, plus cost of repair, subject to Campus Police
Skateboarding, Rollerblading, biking, etc. in Residence Hall	1 <sup>st</sup> Offense: \$25 2 <sup>nd</sup> Offense or more \$50
Pet Violation	\$100, removal of pet
Restricted Area or Access Areas (Roof, equipment closets, etc.)	\$100 per violation
Emergency Alarm Violation	\$200 per violation, subject to Campus Police
Noise Violations	1 <sup>st</sup> Offense: Warning 2 <sup>nd</sup> Offense: \$25 3 <sup>rd</sup> or more offense: \$50
Illegal activity: i.e. gambling, theft, etc.	\$100 per violation
IT Violation (Violation of the Student IT policy as set forth by the University)	\$50 plus costs of repairs if applicable
Failure to Comply with Staff (Campus Police, Residence Life Staff, etc.)	\$50 per offense after initial warning
Bathroom Cleaning	\$100 per bathroom
Common Area Cleaning	\$150
Damaged or Missing Furniture Damaged or Missing Fixtures (handrail, toilet paper holder, towel rack, etc...) Damaged or Missing Flooring	\$100 plus cost of replacement
Refrigerator Cleaning	\$50
Failure to return keys	\$25 per day
Graffiti	\$100 plus labor
Health and Safety Violation	\$100 per violation
Improper Check-Out (Not cleaning room upon departure and/or not notifying an RA or the Director of Campus Housing about departure)	\$250
Lost Staff Card	\$100
Paint Room	\$150 per room
Patch and Paint holes	\$50 per wall
Reattach Mirrors	\$30 per mirror, cost of replacement if needed
Reattach screens	\$30 per screen, cost of replacement if needed

Refinish/Replace door(s)	\$75 per door
Repair Smoke Detectors	\$250
Replace Thermostat	\$100
Telephone/Computer Jack repair	\$100
Trash Removal	\$50 per bag
Vandalism	\$200 plus replacement and repairs



## Residence Hall Handbook Acknowledgement Form

I, \_\_\_\_\_,

Acknowledge that I have received and read the *University of Holy Cross Residence Hall Handbook*. I accept the policies and procedures outlined within and agree to abide by them.

Failure to abide by the policies and procedures outlined in the document can/will result in penalties determined by the handbook and/or the Department of Campus Housing and Residence Life.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign Name