



Residence Life Handbook of Rules and
Regulations
2018-19

CONTACT INFORMATION

Bursar	504-398-2151
Campus Health Services Nurse	504-398-2127
Campus Ministry	504-398-2271
Center for Teaching and Learning	504-398-2123
Day Security	504-329-4430
Enrollment Management	504-398-2175
Finance	504-398-2167
Financial Aid	504-398-2133
Fr. Thomas A. Chambers Counseling Center	504-398-2168
IT Helpdesk	504-398-2106
Library	504-398-2145
Maintenance	504-398-2121
	504-415-3371
Night Security	504-247-3825
Office of Residential Life	504-398-2130
Office of Student Life	504-398-2315
Registrar	504-398-2235
Residence Life On-Call	
Security	504-394-2108

Residence Life Office Mission Statement

The Residence Life Office strives to provide UHC residential students with a safe and enjoyable living environment conducive to academic success, community development, and personal and spiritual growth. Through campus collaboration, the staff promotes scholastic achievement, encourages respect for self and others, and prepares students to explore their place in the larger community.

Objectives:

- ◆ Promote an environment on campus that is conducive to socially accountable attitudes and healthy behavior through the creation of a Residence Hall community which fosters personal growth.
- ◆ Assist campus Residents to achieve academic success at every stage of their college career.
- ◆ Provide the opportunity for leadership and development, encourage responsible decision making, and promote social justice.
- ◆ Provide diversified, well-coordinated extra-curricular and co-curricular programs and activities for residential students.
- ◆ Advocate for the development of a community in which residential students and residence staff learn together through mutual respect.

The Residential Life policies and community expectations contained in this handbook reflect the belief that everyone living in University housing plays a role in maintaining a living environment conducive to academic and personal growth.

The Residential Life policies and procedures are based on the concept of responsible freedom and reflect the importance of consideration for others' and right to a healthy living and learning environment. The policies are not intended to define appropriate and inappropriate behaviors in exhaustive terms.

Violation of Residential Life policies and community standards are grounds for judicial action. Disciplinary sanctions may be levied through the judicial process. Disciplinary sanctions may include warnings, fines, eviction and/or dismissal from the University.

For more information, contact your residence hall staff or the Office of Residential Life at 504-398-2130.

Residence Life Staff Overview

Resident Assistants (RAs): RAs are student professionals within the Residence Hall who support the Director of University Housing and Residence Life in fulfilling the mission of Residence Life. They are responsible for monitoring resident behavior, holding Residence Hall meetings, and scheduling activities and social events within the Residence Hall. Your RA has been trained in conflict management, fire safety, and in providing referrals. You may seek out your RA as a first point of contact if you are in need of any advice or services in the Residence Hall. The RAs live on-site in the Residence Hall and are part of the front desk and the overnight on-call rotation.

Director of University Housing and Residence Life: The Director of University Housing and Residence Life oversees the RAs in their day-to-day work in the Residence Hall. The Director approves Residence Life spending and fills in as overnight cover when RAs are off-campus. The Director is a member of the judiciary board, and is ultimately responsible for discipline within the Residence Hall.

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. Maintenance can be reached at 504-415-3371 or by e-mailing 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 or e-mail trackit@uhcno.edu.

Campus Health Services Nurse: The nurse is located in the Residence Hall to assist with a variety of health-related and wellness services. The nurse is available to treat common ailments, provide first aid, to maintain immunization records, and for health information and teaching. She is also able to refer you to local health care services should you require a doctor or emergency services.

Housing Application Processes and Costs, Terms and Conditions

Applications to live in the Residence Hall are due each semester by the date set by the Director of University Housing and Residence Life. For the Fall term and Full Year housing, this date will typically be in the July preceding the Fall semester. For the Spring term only, this date will typically be in the November preceding the Spring semester. Dates will be posted on UHC's website. The Residence Hall is open for Fall Semester, Spring Semester, and Summer Semesters.

1. Requirements for Residence

- i. All students applying to live in the Residence Hall must be enrolled in classes at the University of Holy Cross.
- ii. All students living in the Residence Hall must provide documentation that they have received the required medical vaccines (listed later in this handbook), or must provide a religious exemption.
- iii. All students living in the Residence Hall must provide proof of medical insurance.
- iv. All students living in the Residence Hall must be in good financial and disciplinary standing with the University of Holy Cross.

2. Room Availability

University housing is provided on a space-available basis for undergraduate and graduate students enrolled at the University of Holy Cross. Students who become unenrolled 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. University 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

Room assignments are made on the basis of: 1) the date of the application, 2) the responses given on the application, 3) availability, 4) submission of the signed contract and non-refundable \$200 application fee, 5) admission to the University and 6) student status/class standing. The foregoing list is not exhaustive.

4. Room Changes

Room changes may be made only upon the approval of the Director of University Housing and Residence Life. All requests to change rooms must be made in writing.

The proper check-out procedure must be followed when transfers are made. The Director of University Housing and Residence Life or his/her designee must be notified of the resident's preferred check-out time after receiving a written statement of verification from the Office of Residence Life. The check-out process consists of checking out from a room. If a student withdraws or leaves the University and doesn't properly check out, the University will assess a minimum \$100 charge for an improper check out. Additional costs may be assessed for other damages and/or violations. If a student withdraws or leaves the University without taking his/her belongings, Residence Life staff will box up the belongings. The belongings will be stored for up to 10 days depending on space availability. At the end of 10 days, the belongings will be disposed of. The student will be charged a fee for the storage of these items.

Students withdrawing from the University must vacate their room within twenty-four (24) hours after withdrawal procedures have been finalized. All personal property and belongings must be removed from the Residence Hall at the time of check-out. The same shall apply in the case of a student who voluntarily withdraws or is suspended from the University. Failure to follow official check-out procedures constitutes a violation of University housing policy.

Students who harbor individuals officially withdrawn from the Residence Hall and/or the University in their rooms are in violation of University policy and will be subject to immediate judiciary action and/or dismissal from the Residence Halls.

Residence Hall Check In Guidelines

Students are to check in to their pre-assigned room in the Residence Hall on the date issued to them by the University. Early move-in is not permissible. Late move-in is only permissible with pre-approval from the Director of University 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 University ID card will play an important part in your stay at the University of Holy Cross' Residence Hall. Your ID card will serve as your room key in with Residence Hall, and it will serve as your building key for the Residence Hall. Your University ID card will also be used to spend your Bayou Bucks (meal plan descending dollars). Your ID card will serve as your key to enter the Residence Hall's gym. Finally, your University ID card will be used in the University itself to pay for your printing and photocopying needs, as well as acting as your library card in the University's library. It is important that you take good care of your University ID card. You must never loan or share your University ID card with another student or with a non-student. Please report to the Office of Residence Life immediately if you have lost your student ID card.

When you are checking into the Residence Hall, the Director of University Housing and Residence Life will activate your student ID card so it can be used as both a building key and as a key to your room in the Residence Hall building. Should you experience difficulties unlocking your room with your ID card, please visit the Office of Residence Life.

At your assigned check-in time, you will receive a Room Check Form. This form is to be filled in at the time of check in. 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, a dresser, a nightstand, and a wardrobe. Some rooms may contain a kitchen table and chairs or a sofa and lounge chairs. 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:

- Bedding (including pillows)
- Towels
- Shower curtain
- Bathmat
- Television /DVD or BluRAY/ AppleTV or Roku
- Miniature Refrigerator (one bedroom units only)
- Microwave (one per unit)
- Garbage can (bathroom and common area)

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. Residence Life recommends 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.
- Extension cords are not permitted. 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 Office of Residence Life 24 hours in advance. The staff on duty will check 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 and tear and 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, 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. 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 IT helpdesk at 504-398-2106. The helpdesk is open from 7AM – 7PM daily. 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.

3. Fitness Center

The Residence Hall features a 24-hour fitness center on the ground floor. This fitness center features treadmills, elliptical machines, bicycles, and a variety of weight machines. The gym is free and open to use 24 hours 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. 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 cooking vessels. All residents are welcome to prepare their own meals in this kitchen. After using this kitchen, all cooking vessels and kitchen surfaces **MUST** be cleaned.

No items are to be left in the kitchen refrigerator after cooking has been completed. Kitchen items may not be taken to student rooms.

The Kitchen also features a vending suite providing beverages, snacks and other options. You may make purchases from this vending suite using cash or your ID card (Bayou Bucks).

6. Community Center

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

7. Resident Conference Room

A meeting/conference room is available for resident 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 Office of Residence Life or contacting reslife@uhcno.edu.

8. Study Rooms

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

Mail

A resident 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 \$50 for a replacement key. A replacement key can be purchased from the Director of University 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
New Orleans, LA 70131

This mailbox number is the same as your room number (i.e., 217A). Mail received without this mailbox number will be delayed and may not be delivered.

Health Services

The Campus Health Services Office is located on the first floor of the Residence Hall. The Campus Health Services Office provides students with a variety of health-related and wellness services. The Office operates under two principles. The first principle is to provide basic preventative care to the Holy Cross community. The second is to provide students health education in a variety of forms, such as pamphlets, handouts, bulletin board projects and programs.

Services offered include:

- Treatment for common ailments
 - Generalized discomfort
 - Headaches
 - Upset stomach
 - Common cold
 - Sinuses and allergies
- First Aid
- Blood Pressure Readings
- Health Information and Teaching
- Maintenance of Immunization Records

Safety and Security – Guest Policy

The University of Holy Cross's 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 first floor of the Residence Hall houses a few UHC offices, the upper floors where the residents' rooms are located are accessible only to residents. The elevators and stairwells accessing the upper floors are accessible only by swiping your University ID cards, 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 security 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 University ID card at the door to gain access to the building.

- GUEST POLICY

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

Visitation hours for University of Holy Cross Residence Halls are as posted:

Sunday – Thursday: 9AM – 1AM; Friday and Saturday: 9AM – 2:30AM.

Number of Guests Per Resident Allowed during Regular Guest Hours: 2

Number of Guests Allowed during Overnight Guest Hours: 1 Per Resident

Number of Consecutive Nights an Overnight Guest is Allowed to Stay: 3 nights

Minimum sanctions for not abiding by visitation hours:

1. First offense: \$50 fine/suspension of visitation for 2 weeks
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. 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 suitemates indicating that they agree to have your guest spend the night in your residence unit. This form can be obtained from the Office of Residence Life, and must be submitted to Residence Life no later than the day 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.

Closing schedules will be posted on the UHC website and at the Reception desk.

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 the Director of University 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.

Cleanliness

The Residence Hall is a brand-new building, completed in July of 2018. This means that you are moving into a room that is extremely clean and free from wear and tear. In order to keep the Residence Hall building in excellent condition, we encourage you to maintain cleanliness in your room and personal space.

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 trash 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 Hall 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.

Maintenance Requests

The Residence Hall was built in 2018 and was constructed specifically to tailor to the needs of a robust resident community. This Hall 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. 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 Office of Residence Life on the first 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 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.
- Office of Residence Life staff may enter rooms for the following:
 - During any fire alarm or other building evacuation
 - To make a repair or check on immediate facilities issue. 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.

Office of Residence Life staff carrying out room inspections will always enter your room in pairs. Office of Residence Life staff is 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 Drugs

No person under 21 years of age is allowed to drink alcoholic beverages in the State of Louisiana.

Recommended sanctions for not abiding by the NO alcohol policy:

1. First Offense: \$100 / 10 hours of Community Service
2. Second Offense: \$150 / Alcohol Education/15 hours of Community Service

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. Recommended sanctions: \$50 / confiscated by Residence Life till end of year. Illegal substance paraphernalia (pipes, bong, grinders, etc.) will be confiscated and not returned and judicial action may be sanctioned.

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 Main Campus 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.

Insurance – Medical and Renter’s

All residents in the Residence Hall must be covered by and provide evidence of their health insurance. It is mandatory that all residents of the Residence Hall are covered by health insurance policies for the duration of their stay in the Residence Hall building.

No student may move into the Residence Hall without providing proof of medical insurance.

The University of Holy Cross is not liable for personal property that is lost, stolen, or damaged, nor is it insured to cover such losses. If students desire insurance coverage, they should consult with their family and/or insurance provider. The best guard against property loss from a resident’s room is a locked door (whether the resident is present or not). Residents are encouraged to report any theft or suspicious activity to the Office of Residence Life. UHC recommends that students living in the Residence Hall purchase Renter’s Insurance whilst living in the Residence Hall. Renter’s Insurance is a policy providing an affordable way to protect your possessions from unexpected damages or theft. All renter’s insurance policies are different, and often you may be able to purchase discounted rental insurance by bundling it with your car insurance. You may wish to purchase renter’s insurance to ensure that your personal possessions are protected whilst you are living in the Residence Hall. The University of Holy Cross does not endorse any particular insurance company.

Residence Hall Building Safety

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.

- Residents are prohibited from keeping or using firearms (including pellet, air gun, paintball guns, crossbows, etc.) or other dangerous articles or substances on campus.
- Propping exterior doors puts every resident at risk and is strictly prohibited.
- First floor windows should be kept closed and locked as 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 Hall.
- 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 8:00PM 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. Recommended sanctions:
- 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. In the event you lose your key card and need to access your room, a \$15 temporary key charge will be assessed.
- Students are never allowed on ledges, roofs, or the attic.
- 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.
- Residence Life staff will conduct random room inspections to inspect for safety hazards including fire and health.

911 Shield

911 Shield is a cell phone app that can be installed on your phone. 911 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 911 Shield, please follow the instructions below:

- Download the app from either iTunes or Google Play (search “911Shield”)
- Select your institution (UHC) 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.

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 at the bus stop located on Woodlawn Drive. 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 Hall. 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. These items may be confiscated.
- No outdoor grills, charcoal, lighter fluid or etc. are allowed in the residence halls or on campus.

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 Residential Life for information.
- 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 Office of 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 Office of Residential Life 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.

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 911 Shield. Send a message to security notifying them of the act and location, and they will take action 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 responsible to take part in maintaining such an environment.
3. 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.
4. 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.
5. You are expected to directly participate in Residence Life community meetings. Each resident shares responsibility for adhering to and enforcing community rules.
6. You are responsible for knowing and adhering to the rules outlined in this Residence Hall Handbook of Rules and Regulations.
7. You are responsible for your own actions and for the actions of your guests, and for accepting the consequences associated with rule violations.

BEHAVIOR PROCESS

The University Housing resident behavior process is a part of community development within the Residence Halls at the University of Holy Cross. Members of a community have both rights and responsibilities. Inherent to the success of the Residence Hall behavior process is an awareness by residents of the need to acknowledge their responsibility for their behavior and how it affects the community in which they live. Primary emphasis is placed on the educational and developmental progress of the resident and is part of the educational mission of the University. Increased understanding of self and others has the strongest potential for educational impact. This process is designed, in part, to determine responsibility (or lack thereof) for violations of the University Housing Rules and Regulations— not guilt or innocence relative to criminal matters.

The Residence Hall behavior process is not equivalent to, nor does it conform to criminal law processes. The Residence Hall behavior process is informal in nature so as to provide substantial justice, fair proceedings, and educational and developmental outcomes. It is not bound by legal jargon, court-like proceedings, or legal definitions. The technical rules of evidence applicable in civil and criminal cases do not apply.

RESIDENT DUE PROCESS RIGHTS

In all Residence Hall behavior matters, residents have the due process rights to:

- A presumption of innocence, unless responsibility can be established by preponderance of evidence.
- A behavior meeting with a Residence Life representative within a timely manner.
- Review the written report that describes allegations of the policy violation.
- Present evidence and witnesses - the resident must speak on their own behalf but can be accompanied by the advisor of their choice.
- The advisor may counsel the resident but may not speak on the resident's behalf.
- Be notified of the decision resulting from the behavior meeting.
- Request an appeal.

HOW THE BEHAVIOR PROCESS WORKS

When an Office of Residence Life staff member, resident, or any person observes or is made aware of what they believe is a violation of Residence Hall policy occurring in Residence Hall facilities or a Residence Hall sponsored event, they are asked to (a) provide information for, or (b) complete an incident report (IR) describing the alleged violation. If involved, Residence Hall staff members will identify themselves, request identification from all participants, communicate what policy/policies have allegedly been violated, and ensure that inappropriate behavior has ceased. The Residence Hall staff will review the IR in a timely manner, and decide upon appropriate action. When a policy violation occurs during Finals Week and the resident has been provided a contract for the upcoming semester/ year, the resident may be required to meet with Residence Hall staff to discuss the alleged violation in order to execute their contract. Failure to meet with the Residence Hall staff may place the resident's contract on hold.

There are three manners in which an incident report may be handled: Meeting Deemed Necessary, Meeting Deemed Unnecessary, and No Action Needed.

MEETING DEEMED NECESSARY

A meeting is deemed necessary to discuss an incident. The Residence Hall staff determines that the situation, as documented in the IR, warrants a meeting with the resident. A letter (containing information regarding the alleged policy violation) is generated and delivered to the resident's Residence Hall mailbox, outlining the procedures for scheduling a meeting to discuss the matter (residents must schedule this meeting within four business days of the date in the letter placed in their mailbox).

MEETING DEEMED UNNECESSARY

A meeting is not deemed necessary, but action is required of the resident. There are certain incidents in which it is clear (based on the documentation) that a resident violated a policy or was present during a policy violation, but that the policy is one that is relatively minor and the sanction assigned is minor in nature (and does not involve contract action). In those instances, the Office of Residence Life staff member may assign an automatic sanction based solely on the information provided within an incident report. In cases which require an automatic sanction, instructions for completing the sanction and the possible consequences for not complying with the items required will be included in a letter generated and delivered to the resident's Residence Hall mailbox. The resident will be provided an option to either accept responsibility for the policy violation(s) and complete the sanction as required or discuss the allegations by scheduling a sanction decision meeting within the timeframe provided in the letter sent to the resident. Please note that setting up a sanction discussion meeting does not guarantee that the sanction(s) given to the resident will be revoked and/or changed. Residents who do not schedule the appointment by the deadline provided will be responsible for the policy violation and for completing the sanction as required.

NO ACTION NEEDED

A meeting is not deemed necessary and no further action needs to be taken on the part of the resident. The Office of Residence Life staff determines that the situation, as documented in the IR, does not warrant a meeting with the resident. A letter is generated and placed in the resident's Residence Hall mailbox, explaining general information about the incident and the behavior process.

DURING A BEHAVIOR MEETING

During a behavior meeting the resident will have the opportunity to:

- Hear the specific allegations and review the incident report(s).
- Present a description of the incident in question and supply additional information.
- Ask questions relevant to the incident and/or behavior process.

The Office of Residence Life professional staff member will determine the resident's involvement based on the incident reports(s), relevant information from the behavior meeting, and, if needed, the outcome of any further investigation.

AFTER THE BEHAVIOR MEETING

The resident will receive a letter that will contain:

- The specific policy/policies from the Rules and Regulations that were violated.
- Any behavioral sanctions issued in response to the violation(s) of the Rules and Regulations.
- Instructions regarding how to appeal any Residence Hall sanctions and the deadline for filing an appeal.

All documentation (IRs, copies of letters, etc.) related to a resident's involvement in the behavior process is kept in the resident's behavior file. Individuals with concerns about confidentiality are encouraged to read our FERPA statement and speak with a member of the Residence Hall professional staff.

THE APPEALS PROCESS

Residents have the right to appeal a decision made within the behavior process if there are concerns that:

- There was not substantial evidence to support the conclusions reached.
- A substantial error in due process was made where the resident did not receive adequate notice of the behavior meeting or standard university and University Housing procedures were not followed.
- There is new evidence of a substantive nature that came to light after the original behavior meeting.

All appeals must be received within seven business days of the sanction being issued. The administrator who hears the appeal will contact the resident to have an in-person meeting or a phone meeting. The administrator hearing the appeal may decide to uphold the original decision, change the original decision to a less severe sanction, or overturn the original decision. Any appeals submitted following a termination sanction will be heard by the Vice President of Finance and Operations.

PARENT/GUARDIAN NOTIFICATION FOR DRUG & ALCOHOL VIOLATIONS

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

A. 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.

A.1 ALCOHOL

Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the Residence Life facilities include the following:

- a. 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.
- b. 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.
- c. Violation of any other regulation while under the influence of alcohol is considered an additional infraction of Residence Hall Regulations.
- d. 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 Residence Life Regulations.
- e. Providing, selling, or causing to be sold any alcoholic beverage to any other person is prohibited.
- f. 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.
- g. Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or University.

A.2 CONTROLLED SUBSTANCES/ILLEGAL DRUGS

Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to the Residence Life facilities include the following:

- a. 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.

b. 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.

c. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of Residence Life Regulations.

d. 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.

A.3 AGGRESSIVE OR DISRUPTIVE BEHAVIOR

a. 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.

b. 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 loud, failing to dispose of food, shouting, or playing loud music.

A.4 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.

A.5 FAILURE TO COMPLY

Students are required to comply with directions of University personnel (such as the Director of University Housing and Residence Life, Resident Assistant, 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.

A.6 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. Re-entry 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.

A.7 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).

A.8 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.

A.9. 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.

A.10 NOISE

a. 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 10:00pm through Monday 9:00am
- Monday 10:00pm through Tuesday 9:00am
- Tuesday 10:00pm through Wednesday 9:00am
- Wednesday 10:00pm through Thursday 9:00am
- Thursday 10:00pm through Friday 9:00am
- Saturday 12:00am through Saturday 9:00am
- Sunday 12:00am through Sunday 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.

b. 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 University Housing and Residence Life.

A.11 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.

A.12 THREATENING BEHAVIOR

Conduct that threatens the health and safety of any person in or around the Residence Life community is prohibited.

A.13 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 Residential Life community.

A.14 SEXUAL MISCONDUCT

A.14.A AMNESTY

The health and safety of every student at the University of Holy Cross is of utmost importance. The University of Holy Cross recognizes that students who have been drinking or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The University of Holy Cross strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to a member of the University community. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to a member of the University community or law enforcement shall not be subject to Student Code of Conduct action for violations of the Alcohol or Drugs policy occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

A.14.B SEXUAL MISCONDUCT

The University of Holy Cross does not tolerate and prohibits sexual misconduct and gender discrimination. The University is committed to address these behaviors, as they are antithetical to our

mission, values and standards. Sexual misconduct involves a range of behaviors including sexual assault, sexual harassment, intimate partner violence, sexual exploitation, sexually inappropriate behavior and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person. Sexual misconduct can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation regarding sexual misconduct.

Affirmative consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words, as long as those words create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when the individual lacks ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature. Examples include, but are not limited to, posting or showing sexually explicit or offensive material; an isolated occurrence of obscene or sexually offensive gestures and comments; lewdness; exposure of one's self to another person without that person's consent.

Sexual Exploitation: Any act whereby one person violates the sexual privacy of another, takes sexual advantage of another who has not provided consent or exposure of one's self to another person without that person's consent. Sexual exploitation occurs when the perpetrator acts for his or her own advantage or benefit, or for the benefit or advantage of anyone other than the person being exploited. Sexual exploitation also includes recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the

knowledge and consent of all parties involved, or observing others who are engaged in intimate or sexual situations without permission.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other gender-based verbal or physical conduct that is severe, persistent or pervasive enough to unreasonably interfere with an individual's educational experience or living conditions. Sexual harassment also occurs when submission to or rejection of such conduct denies or limits someone's ability to participate in or benefit from any University educational program or activity; or by creating an intimidating, hostile or offensive environment for another person.

Nonconsensual Sexual Contact: Any intentional sexual contact with another person, however slight, that occurs without that person's consent. This includes oral or genital contact not involving penetration; forceful use of an object not involving penetration; contact with the breasts, buttocks or genital area, (including over a person's clothing); removing the clothing of another person without consent; or kissing without consent. Sexually touching another individual by the threat of force, or intentional contact of a sexual nature with a person who is incapacitated at the time, is also considered nonconsensual sexual contact. This also includes other intentional actions that may be construed as having a sexual nature. Nonconsensual sexual contact is a form of sexual assault.

Nonconsensual Sexual Penetration: Any act of oral, vaginal or anal penetration by a person's penis, finger, body part, or an object without consent. Any such act involving force or duress, or that occurs with an incapacitated individual, will be deemed especially egregious. Nonconsensual sexual penetration is a form of sexual assault.

B. Facilities Regulations

B.1 BICYCLES, SKATEBOARDS, HOVERBOARDS

a. 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.

b. 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.

B.2 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.

B.3 FIRE HAZARDS

a. 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 hot pots, hot plates, toasters, toaster ovens, immersible heating coils, and rice cookers are not permitted. Microfridges 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.

b. Cooking is limited to the designated community kitchen only.

B.4 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.

B.5 INSPECTIONS

The Office of Residential 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.

B.6 KEYS/KEY CARDS 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 one-time 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 to regain all access functions.

B.7 PETS

Pets, visiting or otherwise, are not permitted in residence halls. This provision does not apply to service or therapy animals. If you feel you need a service animal, please contact the Center for Teaching and Learning to register and request accommodations.

B.8 PUBLIC/COMMON AREA CARE

a. 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.

b. 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.

B.9 REFRIGERATORS

One (1) mini refrigerator is allowed per room and may not be operated in a closet or enclosed area. All refrigerators must be less than six (6) cubic feet, be U.L. Approved, and be in good working condition. Refrigerators must be emptied and unplugged during the winter recess. Refrigerators are the sole responsibility of the resident.

B.10 RESTRICTED AREAS

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.

B.11 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.

B.12 ROOM CHANGES

Residents who wish to change their accommodations must make proper arrangements with the Director of University Housing and Residence Life prior to any move or change to their assignment. Occupancy changes include room changes, roommate changes and termination of housing contracts. All of these changes are regulated by specific procedures. Some changes are limited to certain time periods and some changes require an administrative fee to be paid in the Office of Residential Life. It is important to consult with the Director of University Housing and Residence Life well in advance of your anticipated occupancy change in order to clarify procedures and receive authorization to initiate the process.

B.13 ROOM OCCUPANCY

a. Unauthorized gatherings of more than six (6) individuals, at any time, in individual rooms are prohibited.

b. Office of Residential Life will continue to sell available space in assigned rooms and may fill this space at any time. Residents are required to keep the vacant space clean and available for a potential roommate at all times.

B.14 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 at the Gazebo behind the Main Building. Smoking inside of the Residence Hall will result in a fine, and repeated offenses may lead to eviction from the Residence Hall.

B.15 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.

B.16 WINDOWS AND EXTERIOR SURFACES

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 DORMITORIES

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, bongs, marijuana-specific vaporizers, hookahs

Appliances

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, subwoofers