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# RESIDENCE LIFE HANDBOOK

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2023-2024

## WELCOME

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Dear Student(s) and Parent(s)/Guardian(s),

Welcome to Residence Life at College of Saint Mary! We are pleased to be a part of your college experience.

Our talented professional staff and student leaders are here to serve you and to create an atmosphere conducive to your success both in and out of the classroom. We hope you will become engaged not only with other residents in your hall, but also with Residence Life, Campus Life, and the CSM community.

National research confirms that students living on campus make better use of campus resources, have higher grade point averages and pass more classes, graduate with greater frequency, and are more likely to become involved with the campus community, increasing their own personal satisfaction. Residents express greater satisfaction with their undergraduate experience, save money, time, and energy, and show greater gains in self-esteem, self-confidence, and other developments toward a healthy post-graduate future. Choosing to join us on campus is just the first of your many investments in your success at CSM!

On the pages to follow, we've conveniently outlined residential resources and expectations. Residential students are expected to review, and be familiar with, the information in this document, the Residence Life Housing Contract, and the Student Handbook. Please read through these and reference them throughout the year.

Again, welcome to residential living at College of Saint Mary! We hope you are as excited about the 2023-2024 year as we are!

If we can be of any assistance to you, please do not hesitate to visit or contact our offices.



Larissa Buster  
Director of Residence Life

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## OUR MISSION & GOALS

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### **College of Saint Mary Mission**

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. Consistent with the works, values and aspirations of the Sisters of Mercy, this mission inspires us to:

- Excellence
- Service
- Dignity
- Compassion
- Inclusivity
- Integrity

### **College of Saint Mary Student Learning Goals**

- Competence & Wisdom: Students will be well-prepared to contribute to society as educated citizens.
- Content Knowledge: Students will become professionally competent.
- Global & Cultural Competence: Students will broaden their personal and professional perspectives.
- Leadership: Students will be effective leaders.
- Spirituality: Students will enrich their spirituality.
- Worth & Dignity: Students will deepen their sense of personal worth and human dignity.

### **Residence Life Mission**

The philosophy of Residence Life is to provide residential opportunities consistent with the works, values, and aspirations of the Sisters of Mercy. We aim to empower and develop women to become leaders, agents of change, and global citizens committed to compassionate service. The Residence Life experience provides access to student-centered, supportive, and safe learning environments that foster academic achievement, respect the dignity of each person, and provide opportunities for human development.

### **Residence Life Learning Outcomes**

The Department of Residence Life at College of Saint Mary is committed to helping its residential students achieve the following learning outcomes:

- Students will demonstrate personal responsibility and accountability by fulfilling their roles and responsibilities within the residential and campus communities.
- Students will grow in understanding of themselves and the world, recognizing how their personal identity relates to the community, which will prepare them for their future within the global community.
- Students will appreciate the dignity of all persons and contribute positively to an inclusive environment that embraces diversity and differences.
- Students will exhibit interpersonal competence by communicating effectively with peers and staff members, managing conflict, and establishing mutually rewarding relationships.
- Students will explore their personal beliefs as related to faith and exercise their understanding of CSM values in their interactions with others.
- Students will show concern for others in their words and actions, engaging in their community, and demonstrating respect and responsibility for all. Students will demonstrate an ability to think, trust, care, and advocate for themselves and others, while showing acceptance and respect for their peers.

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## RESIDENCE HALLS

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### **Lozier Hall**

Lozier Hall is the college's traditional residence hall that houses approximately 230 women, of all years in college, in rooms on four floors. Gallagher Hall and McAuley Hall are physically joined in the middle by Lozier Tower.

The vast majority of rooms are double occupancy. Each resident is provided a twin bed, desk, chair, dresser, and closet. Each room has one built-in vanity with sink, mirror, and shelving. Newly-renovated bathrooms are located on each floor and wing of the building.

Lounges are located on each floor and the entire building conveniently offers wireless internet. The ground floor serves as a central gathering area with spacious areas for lounging, studying, or engaging in recreational activities. This area features televisions and Blu-ray players, drink and snack vending, game tables, and an ice machine. A kitchen is attached to this lounge with amenities including an oven, full refrigerator, deep freezer, sink, microwave, and an abundance of counter space. Items such as cooking utensils, movies, and board games are available for checkout at the front desk. The ground floor is also home to the free laundry facilities, a private study room, and a computer and printer lab. The first floor is home to guest restrooms, a prayer room for spiritual reflection, the office of the Lozier Hall Director, and the Lozier Hall front desk.

### **Stevens Hall**

Stevens Hall is home to the Mothers Living & Learning Program. The MLL program empowers single mothers to live on campus with their children while attending College of Saint Mary. In addition, when space allows, continuing third- and fourth-year residents may also choose to reside in this hall. Stevens Hall offers suite-style living that includes four bedrooms, one private bathroom, refrigerator, kitchen sink, and cabinets in every suite. Each student is provided one twin bed, one desk, one chair, and a wardrobe/dresser combo. Students in the MLL program receive a wardrobe/dresser combo in their child (ren)'s room, but will need to plan to provide a bed for their child (ren).

Each floor has a community kitchen area with cabinets for each student, oven, sink, deep freezer, and plenty of counter space. Attached to each kitchen area are a free laundry facility and a large lounge equipped with a flat-screen television, Blu-ray player, child-sized play structure, and tables. Like most of campus, the entire hall offers wireless internet for the convenience of residents and their guests. The first floor of Stevens Hall offers a variety of features and spaces for students to utilize. A front desk is available with items such as cooking utensils, movies, and board games for checkout. The Living and Learning Center is located on the west wing of Stevens Hall and provides drink and snack vending machines as well as an ice machine. This room has a printing station for students, a child-sized table and chairs, books, and puzzles for children. The East Wing of Stevens Hall houses the office of the Director of Residence Life and Graduate Assistant, a reflection room for spiritual growth, a variety of meeting and conference spaces, and a public restroom.

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## RESIDENCE LIFE STAFF

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### **Overview**

Residence Life appreciates the fundamental dignity of all persons by assisting each woman with developing confidence and engaging in self-reflection. Residence Life believes in creating inclusive communities that embrace and celebrate the unique individuals that make up the residential community. Several professional and paraprofessional staff members aid in the accomplishment of these goals:

**Director of Residence Life:** The Director of Residence Life is responsible for the coordination, administration, and implementation of a comprehensive residence life program that integrates curricular learning and student growth and development. The Director is also responsible for, hiring/recruiting, training, and supervising staff and student leaders; and developing meaningful relationships with students, staff, administration, and faculty to help carry out the mission of the Department of Residence Life, the Division of Student Development and Success, and the University. The Director either directly or indirectly oversees all other Residence life staff listed below. Larissa Buster is the Director of Residence Life and her office is Located in Stevens Hall #107. E-mail Larissa at [LBuster@csm.edu](mailto:LBuster@csm.edu).

**Lozier Hall Director:** The Lozier Hall Director coordinates student front desk staff and is responsible for all aspects of the residential community in Lozier Hall, a traditional residence hall of approximately 230 students. The Lozier Hall Director provides learning-centered programs for residential students in her areas. She acts as an educator, developing a learning-focused model for fostering the academic, physical, and spiritual wellbeing of residents with residence hall programming and activities. The Lozier Hall Director directly supervises Lozier Resident Advisors including oversight of programming, staff development, and weekly Residence Life staff meetings. The AC handles Residence Life-related issues, concerns, and conflicts with all residential students and serves as the primary conduct hearing officer for her areas.. Her office is located on the 1<sup>st</sup> floor of Lozier, across from the front desk. Lori Boyle is the Lozier Hall Director and she can be reached at [lboyle@csm.edu](mailto:lboyle@csm.edu).

**Community Coordinator:** The Community Coordinator is a part-time, 10-month, student staff position. The Coordinator focuses on building community within the residence halls through educational and social programming, policy enforcement, administrative tasks, and crisis intervention. She also plays an integral role in the coordination of the residence hall front desks and is a live-in staff member.

**Resident Advisor:** The Resident Advisor (RA) is a key member of the Department of Residence Life. The RAs are undergraduate students who work closely with residents, fellow RAs, the Lozier Hall Director, the Assistant Director, and the Director of Residence Life (DRL) to promote and uphold the mission as well as achieve the student learning goals of College of Saint Mary. In order to support the mission, the ten RAs work to develop and maintain a positive floor and building community that promotes academic, personal, and social growth for each individual resident. The floor community atmosphere is designed to challenge and support all residents by enhancing their educational experience. The RAs assist residents in developing relationships, utilizing campus resources, providing programming opportunities, and upholding campus policies and procedures.

**Front Desk Staff:** The Lozier Residence Hall desk is located inside the Lozier Tower lobby area, which connects Gallagher Hall and McAuley Hall. The Stevens Hall front desk is located just inside the lobby area of Stevens Hall. Front desk staff are responsible for monitoring entrances/exits from the residence hall, greeting visitors, checking out residence hall equipment, transferring phone calls, and answering any questions to the best of their ability. Students needing to contact staff after normal business hours may first call this information desk for assistance.



## RESIDENTIAL INVOLVEMENT OPPORTUNITIES

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### **Residence Hall Council (RHC)**

Residence Hall Council (RHC) is a student-run organization whose purpose is to provide communication, education, leadership, development, and community growth opportunities for students in the residence hall system. RHC sponsors programs and activities for all residents on campus and advocates for quality of life improvements for the residence halls. Every residence hall student in Lozier and Stevens are automatically members of RHC. The executive board for the following year is elected at the end of the previous academic year (May). In late August/early September, RHC will hold elections for floor liaisons.

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## RESIDENCY REQUIREMENTS

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### **Required Residence Policy**

The Required Residence Policy is as follows:

- A. All first or second-year, full-time, undergraduate students under the age of 21 at time of entering into the housing contract are required to live in the residence halls.
- B. Students receiving room and board as part of a scholarship or grant are required to live in the residence halls. Should a student receiving room and board scholarships or grants choose to live off campus, she will forfeit the scholarship or grant dollars that fund room and board.
- C. Full-time, undergraduate students have first priority for all on-campus housing.
- D. Traditional students who are over the age of 35 prior to August 1<sup>st</sup> of the contract year may not reside in the residence halls.
- E. All students living in the residence halls must participate in CSM's full board plan.
- F. Students in the Mother's Living & Learning Program (MLL) must also meet the following requirements:
  - a. New MLL residents are required to attend Community Days and must make arrangements for childcare during these days.
  - b. New MLL residents are required to enroll in and pass IDS160: The Successful Single Mother.
  - c. MLL residents may have up to two children under the age of 10; all children must be over 6 weeks old by move-in.
  - d. MLL residents must submit immunization records for all children prior to move-in.

Exceptions/ exemptions to this policy will only be made in the following cases:

- A. The student is married or has dependents.
- B. The student has achieved junior status (60+ credit hours). This does not include first or second year students who have transferred in college credit from high school.
- C. The student is over 21 years of age at the time of the start of the contract.
- D. The student is living at home with parents within a 40-mile radius of College of Saint Mary.

Students who meet one of the above exemptions wishing to receive an exception/ exemption from this policy must submit the Required Residence Exception/ Exemption Form and receive approval from the Director of Residence Life at least one month before classes begin each semester. If the exception is not approved and the student wishes to appeal the decision of the Director, she may write an appeal to the Vice President of Student Development and Success. This must be submitted within five business days of the original decision.

First or second-year students who do not meet any of the above exemptions and want to request an exception from the Required Residence Policy must complete the Required Residence Exception/ Exemption Form, attach a typed letter of explanation, and return both items to the Director of Residence Life by July 15<sup>th</sup> for requests for the upcoming fall semester and by December 1<sup>st</sup> for requests for the upcoming spring semester.

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## OCCUPANCY

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### **Room Assignments**

Room assignments are made for all applicants without discrimination on the basis of race, creed, color, or national origin. Assignments for new students are made on the basis of date of receipt of the application and deposit to Residence Life. Students who would like to room together must both indicate this request on the housing application or contact the Director of Residence Life in writing. Otherwise, they will be assigned roommates based on the information submitted on the housing application. All attempts will be made to honor roommate requests if the applications are received by July 1, 2023. While every effort will be made to honor student preferences for residence hall assignment and roommate choice, final determination is made by the College. CSM reserves the right to change a student's room assignment at any time.

Single room requests will be honored according to a priority system. A student who requested a double room and lost her roommate may be asked to move to another room or accept a new roommate. Otherwise, she may be charged the single rate for the room from the date the roommate moved out.

The College reserves the right to reassign rooms on its own initiative, with or without the consent of the involved residents. While Residence Life tries to honor specific building and room requests, the department is not able to do so in all cases. The sole responsibility for assignment of rooms rests with the College.

### **Room Changes**

If a resident would like to request a room change during a semester, she must submit a request for a room change, in writing, to her hall supervisor. The Lozier Hall Director or Residence Life Graduate Assistant will review this request and meet with all involved parties. If the room change request is granted, there is a \$25.00 room change fee required prior to any move during the semester. The Hall Directors will only consider room change requests made AFTER the first 2 weeks of the semester. Depending on circumstances, the request of the resident may not be granted, even if the room is available.

A resident wishing to move for the upcoming semester must submit a request in writing to the Residence Life Graduate Assistant or the Lozier Hall Director for consideration.

### **Room Selection**

Room selection is held in the spring semester for the following fall. Residents who plan to return to the hall should plan to complete the housing application and contract prior to the room selection process in April. Residents who have registered full time for fall classes are then allowed to select a room by using a lottery system determined by the Director of Residence Life. Additional information about the room selection process will be made available via e-mail in Spring 2024.

## Transitions

### Check-In

Upon arrival at the beginning of the year, residents are required to check in at their assigned residence halls. Residence Life staff are available to answer questions and provide pertinent information. Also, if a resident is given permission to change rooms at any time throughout the year, she is required to check-in with a Residence Life staff member.

### Check-Out

Residents who leave the residence halls or change room must provide advance notice to Residence Life and must check out of their room with their Resident Advisor or an available Residence Life staff member. A staff member will inventory the room to assess damage and cleanliness before collecting the resident's keys. At that time, Residence Life staff will:

- Document any damages that occurred during occupancy.
- Gather all residence hall keys: a \$40 charge will be assessed for each missing key and a \$15 charge for each missing access card.
- Fill out a change of address form for the resident.

Residents must remove all personal property and return the room to its original condition. Failure to do so will result in damage or cleaning fines assessed to the student's account.

The Department of Residence Life and College of Saint Mary are not responsible for the removal of items left in the room. Personal property left in a room will become the property of College of Saint Mary after 48 hours, and the resident may be subject to a labor cost for removal of the items.

Students leaving Residence Life must inform the Director of Residence Life and must send a written notice to the DRL to cancel her housing contract. Failure to follow the established check-out procedures may result in an improper check-out fee of \$40.00.

### Break Housing

The residence halls will be CLOSED over Christmas break, beginning **Friday, December 15, 2023 at 5:00 PM** through **Friday, January 19, 2024 at 1:00 PM., for returning students.** The board plan ends at noon on the last day of exams and will resume starting with dinner on Sunday, January 21, 2024. Students will be responsible for finding alternative housing during this break period.

Students who request semester break housing by the dates determined and advertised by the Residence Life staff and who stay on campus from January 2, 2024 at 1:00 p.m. to January 19 will be charged \$40.00 for break housing. Students who request semester break housing are not guaranteed approval to stay. The Director of Residence Life will take into consideration any conduct or community issues with the resident. Break housing will only be available to fall residents who are registered and made semester financial arrangements for spring semester by December 1, 2023. Note that Break housing does **not include the period from Friday, December 15, 2023 at 5:00 p.m., through Friday, January 19, 2024 at 1:00 p.m.** to prepare for the holiday closing of the University and no residents may stay in the residence halls for security reasons during that time period.

Stevens Hall residents with school age children must sign up for break housing if needed. If the resident provides documentation that the child is in school during the time that the halls are closed, the fee will be waived for those dates. Requests outside of those dates will be charged. Stevens Hall residents who need to stay past closing in May because their children are still in school will be required to fill out a summer contract and pay per day, as long as documentation is also present. If documentation is not present, they will be charged for the week of summer housing while their child has school.

Students may remain in the residence halls for Labor Day, Thanksgiving Break, and Spring Break. For safety purposes, students may be asked to sign up if they stay over breaks. The residence halls will close at the end of the academic year on Friday, May 17, 2024 at 5 pm.

### **Summer Housing**

All spring semester residents have the option of living on campus over the summer for an additional cost. The summer fee schedule will be made available in March, and summer housing contracts will be available near the end of the spring semester. Contact the Director of Residence Life for more information on any of the summer options. Any students staying for the summer session may be required to move to another room or building for the summer. Students may also be required to take classes during the summer to be eligible for summer housing. Students graduating in May reside only until the end of July for summer housing. Residents must also be in good standing with the University financially, academically, and behaviorally.

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## COMMUNITY LIVING POLICIES

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### **Communication**

The primary source of information and updates from Residence Life will be through CSM email. Residents are responsible for checking their email on a regular basis and responding in a timely manner.

### **Community Conflicts**

The Residence Life staff believes in the value of learning to live in a community. This challenges residents to work with others to develop respect, tolerance, and consideration for one another. When residents are unable to resolve conflicts, a Residence Life team member will serve as a mediator. The staff member will provide opportunities for students to share concerns with each other and help develop a strategy for managing the conflict. The Bill of Rights and Student Code of Conduct will serve as tools in resolving this conflict.

Room assignment changes will not happen until a meeting is held and reasonable attempts from all parties to resolve the situation are made. Residence Hall Staff will reassign rooms if changes are necessary. Please note there is a fee for room changes, which is \$25. If a student moves to a single room the fees still apply.

### **Furnishings & Room Personalization**

Lozier rooms are equipped with the following items: beds, closets with shelves, window blinds, dressers, Internet access, desk, and desk chair. Rooms in Stevens Hall are equipped with the following items: one bed for each student, one desk and desk chair for each student, one wardrobe per room, and an apartment size refrigerator.

No University furniture may be taken from lounges or common areas and moved into private rooms for personal use or into other lounges, common areas, or hallways. Fines will be assessed for students who are found with University furniture in their private rooms.

Furniture in private rooms may not be removed unless special permission is granted from the Director of Residence Life. This includes moving private room furniture into the hallways, lobbies, common areas, etc. Storage is not available for a student's personal or college-owned items.

Painters tape (blue or green) may be used for wall hangings. Nails, push pins, and tape are not permitted. Only white sticky-tack is permitted. Charges for repainting a room with damaged walls will be assessed to the room's residents after move out.

There will be no personal items placed directly on the residence hall room doors, either inside or on the hallway side. This includes, but is not limited to: marker boards, pictures, and holiday decorations. The room's exterior bulletin board should be utilized for all personal items that the student wishes to display. Painters tape and/or sticky-tack should be used on the door frames and walls.

Students are not permitted to paint their rooms.

### **Appliances & Equipment**

Only UL (Underwriter's Laboratory) appliances are permitted in the residence halls. Due to fire prevention guidelines and ventilation restrictions, the following items are **prohibited** from the use in individual rooms:

- Any cooking appliance with exposed burners
- Heating surfaces including hotplates (even with a flat surface)
- Toasters and toaster ovens
- Lamps with halogen bulbs
- Space heaters/ heater fans
- Refrigerators over three feet (6.0 cubic feet)
- Microwaves over 700 watts

If any of these appliances are found in a resident's room, they will be confiscated.

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All appliances must be unplugged during designated breaks when rooms are unoccupied. Residence Life staff will check each room during those times, and Residence Life reserves the right to unplug any items that have been left plugged in. Improper check-out fees of \$40.00 will be assessed if appliances are not unplugged.

**Pets**

Due to health and safety issues, only fish (tank must be 10 gallons or less) are allowed in the residence halls. Electric tanks, however, are not allowed.

**Quiet Hours**

Quiet hours are from 10:00PM to 10:00AM in Lozier. For Stevens Hall, quiet hours are from 8:00PM to 8:00AM. During final exam weeks, quiet is expected 24 hours a day. All residents are expected to be quiet in lobbies, common areas, hallways, and in rooms during those hours. Courtesy hours are 24 hours a day.

*Quiet* is defined as no louder than the tone of a conversation between two people; it means that noise from a residence hall room cannot be heard outside of a closed door, or from surrounding rooms, this also includes children being loud outside of their rooms. Quiet also applies to noise levels in public hallways and lounges adjacent to resident rooms.

*Courtesy* is defined as no louder than two or three doors down when the door is open and with approval of all neighbors. Students are encouraged to communicate with their neighbors directly if they have concerns.

All guests (male or female) are to be checked in at the residence hall front desk. After 7:00PM, a photo ID is required for guests when checking in at the residence hall front desk. Each guest must be escorted by the resident host at all times. A resident may have no more than four individuals as guests at any given time.

Visitation hours are as follows:

Sunday - Thursday	10:00AM to 12:00AM
Friday - Saturday	10:00AM to 2:00AM

A female may spend the night, as long as the resident informs the front desk staff of her overnight guest. Overnight guests are permitted, but the resident must inform the Lozier Hall Director so that she may have the guest complete the Overnight Guest Form. A female who is a romantic partner of a resident cannot spend the night with the resident. If a female guest stays for more than 3 consecutive nights, the Director of Residence Life must approve the stay. One guest cannot be an overnight guest for more than 5 nights per semester even if it is with different residents.

Stevens residents who are in Lozier unescorted must remain in the first floor or ground floor common areas or lounges, and Lozier residents unescorted in Stevens must remain on the first floor. Students who are guests of residents must be escorted at all times and follow all visitation procedures, including checking in with an ID after 7pm. Residents of any building are not allowed to be in a hallways of buildings where they do not reside, and may not be in another resident's room unescorted.

Non-resident children (16 and under) are not allowed to spend the night in residence halls without permission from the Director of Residence Life.

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## FACILITIES

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### **Bathrooms**

Residents need to assist the custodial staff in keeping a safe and clean bathroom environment. If individuals or communities are found to be conducting behavior detrimental to the safety and cleanliness of a bathroom facility, they may be subject to the conduct process. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Residents living in Stevens Hall are responsible for cleaning their own bathroom facilities. Stevens residents are responsible for their entire suite. Suitemates should work together to create a fair bathroom cleaning schedule so that everyone is working in cooperation. Suitemates should each plan to contribute to the cost of cleaning supplies.

### **Common Area Usage**

Common areas such as hallways, lounges, and lobbies are for the sole use of residents and their guests. Sleeping overnight in common areas is prohibited. Students are responsible for maintaining a clean environment while using the common areas, which includes not abandoning personal belongings in the area. Items left unattended may be discarded.

### **Common Area Damage**

Residents may be held responsible for common area damages that occur in hallways, stairwells, lounges, entrances, etc. Residence Life staff will assess and determine any fines and responsibility for those fines. It is the responsibility of the residents of a community to watch over and make sure no one is causing damage to the community's surroundings. If someone is seen damaging the physical environment in a community, it is up to the individual(s) of that community to report it to a Residence Life or Safety and Security staff member immediately. Every effort will be made to identify specific individuals and groups responsible for common area damages. When specific individuals are not identified, the cost of repair or replacement will be divided equally among the floor or hall residents. Charges will be added to students' accounts.

### **Lock Outs & Lost Keys**

If a student is inadvertently locked out of her room, she should contact her Resident Advisor or a Residence Life staff member on duty. Every resident will be given one free lock-out occurrence each semester. All other lock-outs will result in a \$10 charge per occurrence. Residents must sign a lockout form with the staff member prior to the door being opened. Refusal to sign for the cost of the lockout will not be accepted.

If a student finds herself locked out of the residence hall, she can use the phone in the vestibule of each residence hall to call the front desk or the RA on duty. It is the student's responsibility to find an RA if locked out.

Stevens Hall access cards also work in Lozier so they have access to the front desk, visiting the Lozier Hall Director's office, and the ground floor lounge. Stevens Hall students who are in Lozier must remain in the first floor or ground floor lounge. If she is a guest of a Lozier resident, she must be escorted at all times and follow all visitation procedures including checking in with an ID. Stevens Hall residents are not allowed to be in a hallway nor in a Lozier resident's room unescorted.

Lozier Tower residents' access cards work in Stevens Hall, giving them access to the front desk, visiting the Stevens Hall Director office, Stevens Prayer Room, and Stevens conference spaces. Lozier Tower students may be guests of a Stevens Hall resident but must be signed in as any other guest would in the Stevens Hall.

All keys and access cards have been inspected before given out. Residents should contact a Residence Life staff member immediately if the access card or key is damaged, bent, or broken. Charges will be assessed for replacement access cards and keys.



**Room keys and/or access cards are NEVER to be given to anyone else other than the assigned resident.** Allowing someone to access a key or building access card that is not assigned to them is a violation of the college's Code of Conduct.

### **Posting & Solicitation**

CSM posting policies can be found on MyCSM. Residence Life staff are the only persons permitted to post information in the residence halls. If a student has information to share with everyone, she must obtain permission from a member of the Residence Life Professional Staff team, depending on where the information will be posted. Residence Life staff reserves the right to deny permission to post items if they are not appropriate or do not apply to all residents. Anything posted without permission will be taken down. Students are encouraged to share resources and relevant information with one another. Again, postings are at the discretion of the AD and LHD and must be posted in appropriate places with approved materials.

Door-to-door solicitation in the residence halls is prohibited unless it is promoting an on-campus event, RHC, or floor activity. To promote such an event, prior authorization must be received from the Hall Supervisor of the building where the door-to-door solicitation will take place.

### **Maintenance**

If any item in a student's room is in need of repair, she must first notify the Resident Advisor, who will then contact maintenance about the repair.

In an **emergency**, contact the Resident Advisor on call at 402-670-5060 or call Safety & Security by dialing "1" from a campus phone or dial 402-670-8848. The student should be sure to identify herself clearly, state the problem, and leave her name for follow-up.

### **Smoke Detectors**

Smoke detectors are installed in every residence hall room. Residents should check regularly to ensure that smoke detectors have working batteries, a cover that is free of obstruction, and that nothing is touching the alarm. If there is a problem with a smoke detector, please contact a Residence Life staff member.

### **Trash/ Recycling**

Students are responsible for emptying their own trash into the University dumpsters outside. All trash must be sealed (knot & twist-tied) in a plastic bag prior to disposal. The outside trash bins are located at the back entrance to the Lozier Residence Hall (east side of the building) and near the Maintenance garages on the west side of campus. There is one dumpster for garbage and one dumpster for comingled recycling (excluding glass). Students should be sure to observe which dumpster they are using in regards to recycling and garbage. The comingled recycling dumpster has a yellow lid, while the dumpster for garbage has a black lid. Recycling bins for are located on each floor of the Residence Halls. Only approved recycling items can be put in recycling bins.

At NO time should trash be left in the hallway or put in the restrooms. Personal trash, including diapers, must be taken out to the dumpster; they are not to be thrown into any public trashcan, laundry rooms, or common spaces.

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## MOTHERS LIVING & LEARNING

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### **Babysitting/ Sharing Child Care**

While balancing the roles of mother and student, it is understood that there may be times that someone other than a child's mother will be responsible for the wellbeing of her children. Mothers in the MLL community are responsible for arranging for the caregiving and safety of her child (ren).

Child (ren) may only be left in the care of an adult who consents to be responsible for the child (ren). A caregiver may only agree to be responsible for a total of 4 children, including her own. She must be provided details of the mother's location, emergency contact information, an approximate anticipated time of return, and the Residence Life staff on call phone number. It is the responsibility of the mother to communicate her expectations related to the care of her child to the caregiver.

If the adult responsible for a child leaves the room where the child is located, she must be within earshot of the child to safely monitor, and must be able to immediately respond to a child's needs. Within earshot is defined as no further than the distance from the floor common area to the student's room, and only if all doors along this path are propped open. Visual checks of sleeping children must be completed approximately every 30 minutes. For sleeping infants, a visual check must be completed every 15 minutes.

All Residence Life and Code of Conduct policies apply. Guests may not be given unescorted access to the building via a resident's keys or access card, and must remain in the suite with the child (ren) they are responsible for until the mother returns.

If a mother wishes to utilize a non-MLL caregiver, she must complete the following steps to be permitted to leave a guest in her room with her child:

- Each resident may select up to two female adults whom she wishes to utilize as a caregiver over the course of the academic year.
- Both residents of the suite must agree to allow this individual into their shared space without the presence of the suitemates. Changes to these must be agreed upon by both roommates and Residence Life must be notified.
- Both residents will indicate these women on their roommate agreements and documentation of the names of the pre-approved individuals (if residents choose to opt in) will be provided to the Residence Life front desk staff.
- Upon check-in, the resident must sign in the caregiver as a guest and leave the guest's driver license or other form of identification. If staying overnight, the overnight guest form must be completed.
- The resident will escort the caregiver to her suite. The caregiver will not have access to a proxy card or room keys and must therefore remain with the child at the suite until the mother's return. The guest may not move about the building unescorted.

### **Child Unattended**

All children must be under close adult supervision at all times. No child is allowed to be unattended; this includes in Stevens Hall, on campus, and in the dining hall.

Children are not allowed to be unsupervised in the bathrooms, hallways, community room, and other places on campus. Residents will be held accountable if their children are not appropriately supervised. Violation may result in termination of residential contract.

### **Bike & Stroller Storage**

MLL families may not store children's bikes or strollers under the stairwell on the south side of the ground floor of Stevens Hall. Items left in this space will be removed by Residence Life staff. Residents will have 48 hours to claim removed items. Any unclaimed items will be discarded or donated at the discretion of the DRL.

## **Community Days**

MLL Community Days takes place over one week and provides MLL residents an opportunity to develop new friendships while sharing in a common experience. Community Days is a requirement for all new students to MLL and an expectation for all returning MLL students. Returning residents who are unable to attend Community Days are not permitted to move on campus until August 16, 2020. Returning MLL residents who move in on August 9, 2020 are expected to attend the specified minimum requirement of Community Days events. Those residents who do not attend the specified minimum requirement of events will be subject to a fine for the days moved in early without meeting the expectation. Schedules will be provided to returning residents, along with the specified minimum requirements, two weeks in advance of Community Days by the Director for Single Parent Success.

New hall residents with school age children may live on campus before August 9<sup>th</sup> if the children start school on or before this date. Residents must provide documentation that the child is in school during this time.

## **Common Areas**

All Stevens Hall residents will sign a Common Area Agreement that specifies all of the expectations and responsibilities for the common areas. Failure to adhere to these will result in the loss or restricted privileges to the common areas for the resident and her child (ren).

Stevens Hall residents are expected to clean and maintain organization of the common areas. Any toys/supplies used by the residents or their children should be cleaned and put away in their proper location before leaving the common area. Any personal items brought to the common areas should be removed when the resident leaves the common area. No personal items may be left unattended in the common areas. **Adults must be present and supervising children whenever they are in the common areas.**

## **Hallways**

Hallways are considered common areas in the residence halls. Consequently, for the safety of all residents, hallways may not be used as play areas at any time. For fire safety code regulations, no toys are to be left in the hallways; this includes, but is not limited to, bikes, strollers, car seats, balls, games, etc. All items left in the hallways are subject to removal. At absolutely no time should there ever be trash in the hallways. It is to be kept in the room or taken straight to the dumpsters. It is not the responsibility of custodial staff to take care of personal trash. No trash belongs in community areas; it should go from the room to the dumpsters.

## **Kitchen Areas**

The kitchens are shared by all residents. Consequently, all dishes, cooking supplies, and food are to remain in cubbies when not in use. Students are assigned only one cubby; anything that is placed in other cupboards is placed there at the resident's risk. Residence life is not responsible if unsecured items are taken or used by other residents. The countertops are not storage areas. This includes food items, such as boxes of cereal and personal electric appliances.

Some electric appliances have been provided by the University and are available for check-out at the Stevens Hall front desk. Items will be removed from each kitchen if they are left dirty, unattended while cooking, or misused. Residents may lose the privilege to check-out items if they are not returned in their original, clean condition.

Dishes are to be cleaned and put away when finished with them. If things need to soak, the resident must remain in the kitchen while items are soaking. If the resident does not remain in the kitchen and dishes are found in the sink with no one present, they are subject to being thrown away. If things need to dry, they must be taken to the resident's room.

The freezers are also community areas; all items must have a name and date in freezers. Please limit the amount of things stored in them; enough food for 2-3 days only please. Residents are responsible for removing their out-of-date food.

Residents are responsible for their messes and must clean up after themselves. This includes wiping down counters, sweeping the floor, and wiping up spills.

Make sure that a cover is on any cups or food containers that are taken out of the kitchens. Adults should be carrying items that can spill and stain the carpet or the walls.

Furniture in the common areas should remain as clean as possible, and we ask that beverages and food not be consumed on the furniture.

Any items left unattended in kitchen spaces may be removed by Residence Life staff. Residents have three business days from the date their item is removed to retrieve the item from the Assistant Director. Any unclaimed items will be discarded or donated at the discretion of the AD. Residents who consistently leave items in common area kitchens are subject to fines and/or other student conduct actions.

### **Cubby Keys**

All MLL residents will be assigned one cubby key for the common area kitchen on their floor. Traditional students who request a cubby will be granted a cubby on a first-come, first-served basis. If a resident loses the cubby key, she needs to let staff know, and she will be charged for the replacement of the old cubby key.

### **Laundry Rooms**

Residents are allowed a 3-hour laundry period per week. This time is for both washing and drying. There will be a 10-minute grace period for everyone. This grace period will allow the next person to use the machines even if the previous person still has their laundry in the machines. If the previous person has not removed their laundry, the next person has permission to remove their laundry and start their own. The laundry should be placed on the table in each room or in that person's basket.

Clothes may not be left in the laundry room to air dry. They must be taken to the room. Clothes that are left in the area will be removed and an RA will have to be contacted to retrieve them. After 24 hours, they may be disposed of or donated to a local organization.

Please use appropriate amounts of soap and water, and do not overload the washer and dryers. Only High Efficiency (HE) laundry detergent and softener are to be used. Other softeners and detergents may damage the machines.

### **Language**

The Mothers Living & Learning Program does not tolerate cussing, inappropriate, foul, or abusive language in the MLL community. This includes language emanating from individual rooms, hallways, and all other MLL community locations as well as on campus. Any instances of inappropriate language will result in student conduct action.

### **Procedures**

#### **Immunizations**

Due to health regulations, all students must show proof of two Measles, Mumps, and Rubella (MMR) immunizations to attend classes and live in the residence halls. In addition, new residential students and all Stevens residents are required to receive one dose of the meningitis vaccine MCV-4 or submit records to indicate they have had one dose within the last five years.

Children in the MLL program must also be immunized. Residents must have the required immunizations for their children and submit documentation to the DRL before move-in. Immunizations must be kept up to date and submitted for each child each year.

### **Mandatory Meetings**

Residents living in the Mothers Living & Learning Community are expected to attend all hall and floor meetings. Residents will be notified of hall and floor meetings a minimum of 48 hours in advance through hall postings and/or CSM emails. If unable to attend a meeting, the resident must notify her Resident Advisor within 12 hours of the scheduled meeting. Residents are expected to be on time to all mandatory hall and floor meetings. Residents who do not attend mandatory meetings or who arrive more than 10 minutes after the meeting has started are subject to conduct action.

### **Room Care**

Stevens Hall does not offer single suites; students should expect to have a suitemate. Personal rooms are to be kept reasonably clean and organized to ensure a healthy, safe environment in which to raise children, provide safe movement in the room, easy exit from the room, and to prevent insects and other “critters” from gaining access or taking up residence. To this end, no excessive trash, laundry, clutter, or other belongings will be tolerated. As a parent, residents are expected to be a role model for their children and provide a clean and safe living environment. As a member of this community, residents affect not only other parents but their children with whom they share this space. Failure to maintain the room may result in disciplinary action.

## ROOM ENTRY

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### **Room Entry, Privacy, & Security**

While College of Saint Mary holds student privacy in high regard, the College reserves the right to inspect any student room at any time for the purposes of health, safety, maintenance, improvements, recovery or protection of University property, and the deterrence or detection of conduct which is contrary to law or University policies, rules or regulations (as described in the Student Code of Conduct).

### **Health & Safety Inspections**

College of Saint Mary Residence Life staff will conduct Health and Safety Inspections regularly to ensure the well-being of the whole community. Typically, all residence hall spaces are inspected 1 time per semester by members of the Residence Life staff. Residence Life staff will post reminder notices and send informational emails stating the time frame in which the inspections will be conducted. Rooms must be kept clean and in reasonable order to ensure safe movement in the room, easy exit from the room, and to prevent insects, etc. from gaining access.

Residence Life reserves the right to enter a space to check the health and safety conditions of a room at any time if there is reason to believe that the room does not meet the expectations above.

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## SAFETY AND SECURITY POLICIES

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### **Alcohol & Drugs**

College of Saint Mary does not encourage consumption of alcoholic beverages, nor does it promote the use or abuse of them. The University adheres to the laws of the state of Nebraska and does not permit students under the age of 21 to possess or consume alcoholic beverages on campus. If a resident is 21 years of age or older, she may have legal alcohol in her personal refrigerator for use according to the guidelines outlined:

1. Students 21 years of age or older may consume alcohol in their own residence hall room or the room of another resident who is 21 years of age or older, with no more than five individuals present.
2. Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
3. Students 21 years of age or older are strictly forbidden from offering, providing, or selling alcohol to minors.
4. Consumption of alcohol and/or possession of open containers in public areas, including parking lots and residence hall lounges, are not permitted on campus. Exceptions will be made for events sponsored by the Student Senate, RHC, or others where the Director of Student Leadership & Organizations grants specific permission for the event. Provisions for compliance with the legal age, safety, security, and availability of food and alternative beverages will be considered in determining approval. For these events, students must obtain a third-party vendor, and there must be a separate section where only those students 21 years of age or older who wish to consume alcohol are allowed.
5. Kegs, beer balls, and all other common bulk alcohol containers are not permitted on campus.
6. Any student who becomes intoxicated or who, while under the influence of alcohol, acts in a manner detrimental to her own good name or the good name of the University, will be subject to disciplinary sanctions, including potential notification of parents and possible expulsion. This expectation exists regardless of the location of the behavior (on- or off-campus) or whether the student is participating in college-related or sponsored activities.

For more information regarding the Federal and Nebraska state legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol, see the student handbook at <http://csm.edu/student-life>.

As it is stated in our mission, CSM calls us to pay attention to the development of mind, body, and spirit. Therefore, CSM recognizes that the use of alcohol and drugs have potential health risks. There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. For more detailed information regarding the health risks associated please see Appendix C. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. Consequently, when appropriate, CSM will refer students to the CHI Health Bergan Mercy Counseling Assistance Program (CAP) for an evaluation. The CHI Counseling Assistance Program is located at 7710 Mercy Road Omaha, NE 68124. 24-hour telephone number (402) 398-5566. Toll Free 1-888-847-4975. Students will be expected to follow through with the recommendations CAP may suggest.

Any student in violation of our alcohol and drug policy will be referred to the judicial process outlined in the code of conduct section.

Any student in violation of our alcohol and drug policy will be referred to the judicial process outlined in the code of conduct section. Any student receiving academic scholarship or athletic scholarship may have notification given to the appropriate college officials of any alcohol or drug related incident.

## **Bicycles**

Bicycles are allowed on campus at the owner's risk since the University's insurance will not cover theft or damage. Bicycles should not be left in hallways or lounges. Bicycle racks are located in front of Lozier Tower, Stevens Hall, Hill-Macaluso Hall, Mercy Hall and in the courtyard of Walsh Hall.

Heartland B-cycle is the Greater Omaha Metro Area's bike sharing system. There are currently 152 B-cycles at 31 B-stations located throughout Council Bluffs and Omaha. There is a bike station located outside of Hillmer Art Gallery. CSM will provide an annual pass to any faculty, staff, or student who wants to participate for the 2020-21 academic year.

To use the system, students and employees register online at [heartlandbicycle.com](http://heartlandbicycle.com) for the Heartland Pass (annual pass) using their CSM email address and promo code provided by College of Saint Mary. The promo code will be provided at the beginning of each semester and will be posted on MyCSM. The pass allows unlimited access to the bikes and 1 hour of use as many times as wanted. Checkouts longer than an hour incur additional charges (\$4/hour). If a B-cycle is needed for more than an hour, the rider can check a bike into a B-cycle station and then check it back out immediately to avoid additional charges. A B-cycle can be picked up at any station and returned to any station.

## **Bus Program - CSM 2 Go**

CSM 2 Go is a program that allows current CSM students to use their college ID as a Metro Transit bus pass – free of charge. Passengers may utilize the service any time buses are running, and need only to swipe their card to ride. No special activation required. Visit [ometro.com](http://ometro.com) for maps & schedules, tips on how to ride, and other helpful information.

## **Good Samaritan Policy**

Student health and safety are the primary concerns of the College of Saint Mary community. In the case of a medical emergency, students should call 911 first then contact the Safety and Security Department by dialing "1" on any campus phone or by calling 402-670-8848. Students that seek assistance from these sources, the individual assisted, and others involved will not be subject to university disciplinary action with respect to our alcohol policy. (This policy does not preclude disciplinary action regarding other violations of university standards, such as: causing or threatening physical harm, sexual assault, vandalism of university property, harassment, hazing, or any other policy violations not named. Students should also be aware that this university policy does not prevent action by local county or state authorities.) Safety and Security officers or other CSM staff members will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to allow any other appropriate follow-up.

College of Saint Mary's Good Samaritan Policy ensures students that seek assistance for the individual and others will not be subject to university disciplinary action with respect to our alcohol policy. This policy is designed to promote and in accordance with Nebraska's Good Samaritan Law. Nebraska's Good Samaritan Law (LB439) provides minors (under 21) limited legal immunity if they call for medical assistance, remain on the scene and cooperate with law enforcement. The law does not provide protection for acts of sexual violence, threats, assaults, fake ID use, procuring for minors, harassment or hazing and other violations not named.

CSM's policy does not preclude disciplinary action regarding other violations of university standards, such as: causing or threatening physical harm, sexual assault, vandalism of university property, harassment, hazing, or any other policy violations not named. Students should also be aware that this university policy does not prevent action by local county or state authorities. Safety and Security Officers or other CSM staff members will record names of intoxicated students to enable any follow-up that may be deemed necessary to ensure students' well-being. Other information may also be recorded to allow any other appropriate follow-up.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of recommended alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Severe or repeated incidents will prompt a higher degree of medical interest. Failure to complete



recommended follow-up will result in disciplinary action and could also prompt the imposition of a medical withdrawal. Likewise, organizations involved in an incident must agree to take recommended steps to address concerns.

### **Common Area Obstructions and Recreation**

For safety reasons all common areas should remain clear of obstructions. Obstructions consist of, but are not limited to, boxes, trash, furniture, or any other item, playing any kind of ball sport, hacky sack, roller blades/skates, hockey, water guns or balloons, bikes, and any other activity other than walking.

### **Door Locks**

Residence Hall entrances are secured by an access card system. Stairwell entrances to Stevens Hall are also secured by an access card system. Suite rooms in Stevens hall are locked with a code which is given only to Stevens Hall resident students and staff and is not to be shared with anyone. Any student who compromises the security of the other MLL mothers and children by sharing the door code is subject to a fine and further discipline. Stevens Hall residents' keys will unlock their suite door but not the bedroom doors within the suite.

Residents must understand and accept that they and their community members are the most responsible parties where building and room access is concerned. Residents are advised to never prop open the facility doors to ensure the safety of all residents and keep the room door locked at all times. College of Saint Mary is not responsible for money or personal belongings taken from residence hall rooms, cars, laundry rooms, or other community areas.

### **Explosives, Firearms, & Weapons**

The following actions and behaviors are prohibited at College of Saint Mary or at University-sponsored events.

- a. Possession of explosives, dangerous chemicals, and weapons including, but not limited to: firearms, bows and arrows, sling shots, hunting and other knives, blowguns, BB guns, pellet guns, air soft guns, Tasers, etc.

All faculty, staff, students and all other persons visiting campus are prohibited from carrying a weapon of any kind, including a concealed weapon, onto College of Saint Mary property or into any College of Saint Mary facility.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, CSM may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest. If a student believes that a fellow student intends to or has brought a weapon or a concealed handgun onto the premise the student should alert the Safety and Security Department (402-670-8848) or by dialing "1" on any campus phone or by contacting Student Development and Success at 402-399-2422.

### **Fire Hazards**

Due to the risk of fire, anything with an open flame, as well as flammable materials (incense, candles, potpourri pots, etc.), is prohibited in the residence halls. Any decorative candles in a student's room must have an unburned or removed wick. Students may have candle warmers. In case of power failure, emergency lights will activate, and the Residence Life staff will have flashlights for assisting residents.

### **Fire Safety Equipment**

All halls are equipped with fire extinguishers, pull alarms, and sprinkler systems; individual rooms also have smoke detectors. This equipment is never to be tampered with or misused; both campus and law policy responses will be utilized in cases of intentional or reckless misuse of fire safety equipment. Flying projectiles are not allowed in any of the residence halls as they could damage sprinkler heads.

Note: Sprinkler heads are designed to flood the area and/or entire buildings in the event of a real fire and are very sensitive! At no time should students touch or use these heads for any purpose – including hanging

anything from the sprinkler. There is significant risk of considerable damage to property, yours and others, should the system be triggered. Financial responsibility for damage will be assessed in such cases.

### **Anti-Harassment, Non-Discrimination and Anti-Bullying**

CSM is committed to maintaining a humane atmosphere in which individuals do not abuse their personal power in interpersonal relationships. CSM will not condone actions or words that a reasonable person would regard as discrimination or harassment. Any student perceived to be in violation of this policy will be subject to student conduct action.

### **Tobacco-Free Campus**

As a women's University, College of Saint Mary has a special responsibility to lead efforts in recognizing and addressing smoking as a significant issue affecting women's health. CSM also has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning/maintenance costs, and costs associated with student and employee absenteeism, health care, and medical insurance. Consequently, **ALL TOBACCO PRODUCTS, INCLUDING E-CIGARETTES/E-VAPORS ARE PROHIBITED IN ALL CAMPUS BUILDINGS AND ANYWHERE ON CAMPUS PROPERTY** College of Saint Mary will pursue avenues to provide free, accessible tobacco cessation treatment on campus – and will publicize the availability of such resources. College of Saint Mary asks its faculty, staff, and student leaders to become advocates for the above policy to ensure a safe and healthy environment for all who study, work, or visit the campus.

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## EMERGENCY PROCEDURES

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### **Emergencies**

Call 9-911 for urgent emergencies such as fire, crimes in progress, or ambulance assistance. Do not lose important time in reporting such occurrences when individuals' lives could be in danger.

For other emergencies, please contact a Resident Advisor, a Hall Supervisor, College Staff member, or Security. In any emergency situation always contact the Director and a Resident Advisor even if someone who has taken care of the situation has already been contacted.

Residence Life staff should be notified of any medical emergency and pre-existing life threatening condition. Staff can call for an emergency vehicle, but they cannot transport residents or guests to the hospital.

### **Fire Evacuation Plan**

If a fire alarm sounds, the Omaha City Fire Department and Safety and Security will respond to the affected building. Every building on campus including the residence halls are connected directly to Safety and Security by electronic monitoring. If you notice a fire in your building, you should still contact both the Safety and Security department and 911 for Omaha City Fire.

When a fire or other evacuation alarm sounds, every person must follow these procedures:

- Take your keys and CSM ID with you, if you have time and it is safe for you to do so
- Carefully and calmly exit via the closet fire exit route.
- **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If your door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave the room door closed.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place.
- Person with disabilities, such as those who cannot walk or must be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (Safety and Security) and public officials (Police, Fire). Repeat this message often.

**Stay together at a safe distance (100 yards, upwind) from the building until Campus Safety and Security indicates you can return to the building.**

### **In The Event of a Fire:**

If you notice a fire: Alert others in the immediate area and activate the nearest fire alarm on your way out of the building.

- Call 911 and state that you wish to report a fire. (You do not need to dial 9 first) State your name, building name, street address (7000 Mercy Road), street intersection (72<sup>nd</sup> Street and Mercy Road), office number, location of fire, extent of fire, and your telephone number. Then call Safety and Security by dialing "1" on campus phones or on your cell phone at 402-670-8848.
- Do not fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires.
- Remember to never fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel about the size and location of the fire.
- Do not re-enter a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

### **The Alarm May Not Sound Continuously:**

- If by some chance the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 100 yards up wind away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all-clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make him/herself available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

### **Evacuation Procedures**

The evacuation procedures shall be as follows:

- Never Ignore a Fire Alarm!
- It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.
- All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.
- Feel the door from top to bottom
  - If hot, stay calm and do not open door, see tips below for if you are trapped.
  - If door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present. If clear, exit via nearest stairwell. Stay low if smoke conditions exist.
- If you encounter heavy smoke in stairwell, go back and use an alternate route.
- Never use an Elevator during a fire.
- Once outside of building go directly to a safe assembly point
  - Lozier 1<sup>st</sup> Floor Residents:  
Exit out the front door and go to the hill located by Mercy Villa.
  - Lozier Ground, 2<sup>nd</sup>, and 3<sup>rd</sup> floor Residents:  
Evacuate your floor utilizing the stairwells closest to your room and out the emergency exit doors. (Do not use the elevator). Walk around to the front of the building to the hill located by Mercy Villa.
  - Stevens Hall Residents:  
Evacuate your floor utilizing the stairwells closest to you room and out the emergency exit doors. (Do not use the elevator). Walk around to the front of the building to the Stevens Hall parking lot.
  - 100 yards, upwind away from the building
  - Keep away from power lines, poles, gas lines

### **If You Are Trapped**

- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and use a flash light or light to get people's attention.
- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- Use your cell phone or a land line to call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.
- Wait at window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- Be patient. Rescuing all the occupants of a residence hall can take some time.

**Do Not Jump from the Room** - Any rescue attempts will be made by the Fire Department.

### **If You Are On Fire:**

- **Stop, Drop, and Roll** - If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.



### **Using a Fire Extinguisher**

If a slight fire seems controllable, instantly contact the Omaha Fire Department and Safety and Security Department at CSM. Never try to fight even a small fire until the alarm system has been activated, evacuation has begun, and the fire department has been called. Then only if you have been trained, promptly direct the charge of the fire extinguisher toward the base of the flame. Ideally you should have one person make the emergency phone calls while the trained person uses the fire extinguisher. When using an extinguisher, always have a clear escape route at your back. If the fire doesn't die down immediately or starts to spread, leave at once.

Multi-purpose ABC fire extinguishers are located throughout all the university buildings and residence halls for use by trained persons on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

- P** - Pull the pin.
- A** - Aim.
- S** - Squeeze the trigger.
- S** - Sweep the fire.

### **From a safe location (Assembly point) call 911 and be prepared to give:**

- Building Name
- Floor
- Room Number
- Type of Incident

### **Responding to Residence Hall Fire**

**Safety and Security staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:**

- Safety and Security Officer (s) will proceed to the fire alarm panel and determine where the alarm originated.
- Safety and Security Officer (s) will then proceed to the area of origin to determine if there is a fire or what set off the alarm. If at any time, a real fire is suspected or confirmed, Campus Safety and Security will again call 911 and make sure everyone has finished evacuating the building.
- If there is no apparent cause or the cause of the alarm is contained, Safety and Security Officer (s) will notify Residence Life Staff appropriately. Safety and Security Officer (s) will then reset the fire alarm panel and silence the alarm.

## **Residence Life Staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:**

- During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents. But they will never put themselves in danger.
- CSM students still in a room are required to vacate immediately.
- CSM students who refuse to vacate the room or who are found to be hiding somewhere in the room, will be held accountable for their actions and sanctioned accordingly by the appropriate CSM Judicial Hearing (at a later date).
- CSM students should not wait for Residence Life Staff or Safety and Security to come to their room. Each resident is expected to provide for their own safety.
- At no time are Residence Life Staff allowed to place themselves at risk. Staff members are required to vacate a building immediately if their own safety is in jeopardy.
- Once procedures have been completed, exit the building and direct residents 100 yards, upwind away from the building and continue crowd control.

After the “All Clear” signal is given by either the Fire Department or Safety and Security, allow CSM students to enter the hall. This signal must come from a member of the fire department or the hall director.

In the event of a residence hall fire, an academic building will be opened by Safety and Security personnel to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.

### **Fire Watches**

Whenever it is brought to the attention of Safety and Security or Residence Life Staff that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- Responsible personnel (safety and security department) shall be assigned to the fire watch.
- The entire building shall be toured at least twice during each hour of the fire watch.
- A log sheet will be completed by the officer assigned to fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

### **Tornado Warning Plan**

A Tornado Warning means that a tornado has been sighted or indicated by weather radar in the general area. **Action taken in case of TORNADO WARNING AT CSM:** When the alert is given (typically a siren or by CSM Text Alert) everyone will leave the area they are in and go directly to their designated area of shelter. Do not go outside! Listen to the Weather Radio for updates, which can be found in every designated shelter area on campus. Once the National Weather Service allows the warning to expire, you are free to leave your designated area of shelter. Be sure that you are alert and looking in your immediate area for debris, glass, or downed power lines.

### **Designated Shelter Areas**

- Hill-Macaluso Hall -Evacuate to the ground floor and/or CSM tunnel system
- Walsh Hall-Evacuate to the ground floor north hallway and/or CSM tunnel system
- Hixson-Lied Commons-if safe to do so, evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system. If it is not safe, remain in the HLC and go into the women’s or men’s restroom. Stay away from windows!
- Stevens Hall-Evacuate to CSM tunnel system
- Lied Fitness Center-Evacuate to the lowest level hallway. Use both the restrooms and locker rooms as needed.
- Mercy Hall- if safe to do so evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system or remain in the ground floor. If it is not safe remain in Mercy Hall and

evacuate to the basement landing which is located on the north side of the building. Stay away from windows!

- Lozier Hall-Evacuate to CSM tunnel system or ground floor hallway. Stay out of the rooms on the East side of the hallway.
- Spellman Child Development Center-evacuate to the kitchen, teacher's bathrooms, lactation room, and staff LRC Room based on classroom

#### Weather Radio Locations

- Hill-Macaluso Hall -Ground floor near break room and or tunnel
- Walsh Hall-Tunnel near the storage rooms
- West Walsh Hall Annex Building-Near the front desk
- Hixson-Lied Commons-Library staff lunch room, and Achievement Center
- Lozier Tower-Ground Floor, McAuley, near computer center
- Stevens Hall-Tunnel
- Lied Fitness Center-Ground floor near coaches' locker room
- Soccer/Softball Annex Building-Concessions Stand
- Mercy Hall-Basement landing in north stairwell, mounted to the step
- Spellman Child Development Center-kitchen storage area

#### **If you are in a structure off of Campus:**

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest level of a building.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

#### **If you are outside without shelter:**

- Lie flat in a nearby ditch or depression and cover your head with your hands. Do not get under an overpass or bridge because these structures can intensify the wind.
- Never try to outrun a tornado in a car or truck if you are in urban or congested areas. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes the most fatalities and injuries.



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## RESIDENCE LIFE CONTRACT

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### **Release from Contract (Broken Contract)**

Prior to beginning classes at CSM, the student must notify the Director of Residence Life in writing postmarked by June 30, 2020 (fall semester) or November 27, 2020 (including incoming spring residents), to have the housing deposit refunded. CSM residents who vacate their residence space after occupancy commences, but within the first three weeks of classes, will be charged a \$500.00 contract breakage penalty.

- Contract break during 1st week of classes: 100% charges refunded, \$500 contract breakage penalty applies, housing deposit not refunded
- Contract break during 2nd week of classes: 75% charges refunded, \$500 contract breakage penalty applies, housing deposit not refunded
- Contract break during 3rd week of classes: 50% charges refunded, \$500 contract breakage penalty applies, housing deposit not refunded

After the 3rd week of classes, students will be responsible for the semester's housing costs and the housing deposit will not be refunded. Therefore, the \$500 contract breakage fee will not apply after the 3rd week of classes.

Any remaining portion of the refunded housing deposit will be applied to this charge. Any charges listed below in the Housing Deposit section will also be taken out of the refunded housing deposit. The resident must turn in all keys and properly check out with Residence Life staff before she will receive a refund (if any). Contracts that are terminated for conduct issues will not be refunded housing charges or the housing deposit, and any improper checkout or damage charges will apply. Residents are also charged for any damages to the room.

## **2023-2024 RESIDENCE HALL CONTRACT - TERMS AND CONDITIONS**

### **1. Housing Reservation & Occupancy**

The initial \$125 deposit becomes a housing deposit on the first day of occupancy and will appear on the first semester on the resident's tuition statement; this amount less any charges will be carried forward for returning residents. **Housing is reserved when you have been admitted to CSM, submitted the housing deposit, and completed the housing application.** Occupancy is defined by issuance of a key to the student for a specified room and does not require actual physical presence by the resident and/or her possessions. CSM reserves the right to refuse housing and dining privileges to any person. For returning residents, Residence Life staff will review all housing applications to determine eligibility based on students' history of residential conduct and history of health and safety checks during prior occupancy. CSM reserves the right to add to or change terms and conditions of residency when needed.

Residents must be registered and have their Semester Financial Arrangement (SFA) completed each semester to move into the residence halls.

Subleasing of rooms is strictly prohibited. No one other than the assigned residents specified by Residence Life Staff may reside in the residence hall room. Resident agrees that only the residents assigned to this room shall live in this residence room.

### **2. Length of Agreement**

A resident agrees to reside in the residence halls for the entire academic year (Fall and Spring Semester), or the remaining portion of the academic year if the student moves into the residence halls after the academic year begins. Exceptions must be approved by the Director of Residence Life and/or the Assistant Dean of Student Life.

### **3. Who May or Must Live in the Residence Halls**

- a) All **first or second-year full-time undergraduate students under the age of 21 ARE REQUIRED** to live in the residence halls unless they meet one of the following exemptions, have submitted the Required Residence Exemption/Exception Form, and have received approval from the Director of Residence Life one month before classes begin each semester.

Exemptions:

- Married or has dependents
- Transfer student with junior status (60+ credit hours.) This does not include first or second year students who have transferred in college credit from high school).
- Student who is over 21 years of age
- Living at home with parents within a 40-mile radius of College of Saint Mary

First or second-year students who do not meet any of the above exemptions and want to request an **exception** from the required residence policy should complete the online Required Residence Exemption/Exception form and attach a typed letter of explanation and any necessary documentation. This form must be submitted by **July 1, 2023** for fall 2023 semester request or by **December 1, 2023** for the spring 2024 semester.

If the exception is not approved and the student wishes to appeal the decision, the appeal must be received by the Assistant Dean of Student Life, in writing, within five business days of receiving the decision.

Any student who wants to request a medical exception from the Required Residence Policy should complete the Residence Life Medical Exception Form and return it to College of Saint Mary's ADA Coordinator (located in the Student Support Services Office) as soon as possible so that requests can be considered. This form can be requested from the Director of Residence Life.

- a) Students receiving room and board as part of a scholarship or grant **ARE REQUIRED** to live in the residence halls. Should scholarship or grant students receiving room and board funds choose to live off campus, they will forfeit the scholarship or grant dollars that fund room and board.
- b) **Full-time** undergraduate students at College of Saint Mary have first priority for all on-campus housing. Students may be placed into housing up until the day before the first day of classes (August 22<sup>nd</sup>, 2023 for fall or January 21<sup>st</sup>, 2024 for spring) as space allows.
- c) Campus housing is restricted to full-time students studying for undergraduate degrees at CSM. However, if a student completed her undergraduate work at CSM and is continuing as a full-time student for a graduate degree at CSM, she may live in the residence halls for the duration of her graduate studies, if space permits. This is only applicable for students who have been living on campus and are renewing the contract for the following year.
- d) For returning residents, Residence Life staff will review all housing applications to determine eligibility based on students' history of residential conduct and history of health and safety checks during prior occupancy.
- e) Traditional students who are over the age of 35 prior to August 1 of the contract year may not reside in the residence halls at College of Saint Mary.
- f) **All students living in the residence halls MUST participate in CSM's full board plan described in #4.**
- g) **The following requirements are for Mothers Living & Learning Residents ONLY:**
- a. New Mothers Living & Learning residents are required to attend Community Days (August 13-20, 2023), and must make arrangements for childcare during these days.
  - b. New Mothers Living & Learning residents are required to enroll in and pass IDS 160: The Successful Single Mother.
  - c. Mothers Living & Learning students may have up to three children under the age of 12, all children must be over 6 weeks old by the move-in date.

- d. Mothers Living & Learning students must submit immunization records for all children prior to move-in or when requested by the Director of Residence Life.

#### 4. Provisions

All students living in College of Saint Mary residence halls are automatically enrolled in the full board plan, with no exceptions. Students who have special schedules should contact the University food service to make other arrangements for receiving their meals. The University food service will make reasonable accommodations for students with food allergies and other dietary restrictions with appropriate medical documentation. The dining hall provides meals Sunday through Saturday at various times. Food service is **not available** during selected holidays including, but not limited to: Thanksgiving, Christmas, Spring, and Easter breaks.

#### 5. Room and Roommate Assignments

Assignments for new students are made based on the date the application and deposit are received to Residence Life; assignments for returning students are made through a spring room selection process. Students who would like to room together must both indicate this request on the Housing Application or contact the Director of Residence Life in writing. Otherwise, they will be assigned roommates based on the information submitted online in the questionnaire portion of the housing application. All attempts will be made to honor roommate requests if the applications are received by **July 1, 2023**, and both individuals have requested each other. While every effort will be made to honor student preferences for residence hall assignment and roommate choice, final determination is made by the University. **CSM reserves the right to change a student's room assignment at any time.** Single room requests will be honored according to a priority system which first gives preference to students by grade classification, (Senior), semesters lived in the residence hall, and then by date of processed housing application and paid housing deposit. **Students who have a double room and lose their roommate may be asked to move to another room or accept a new roommate. If space is available, students of senior status or higher may opt to keep their room at the single rate from the date the roommate moved out. It is the responsibility of the student to contact the Hall Director for her building if interested in checking whether this would be available to her.**

#### 6. Residence Room Furnishings

College of Saint Mary provides the following in each student room: beds, desks, chairs, closets/wardrobes and window blinds in all halls. Additionally, students in Lozier are provided with dressers. Residents must furnish their own bed linens, blankets, bedspreads, towels, pillows, lamps, and personal accessories. Residents in Madonna Hall must furnish their child/children's bed(s) and shower curtain. Storage is not available for University-owned furniture or student possessions outside of a resident's room. College of Saint Mary and the Department of Residence Life are not responsible for the security of students' personal possessions. The resident agrees to indemnify and hold College of Saint Mary harmless from any loss, lawsuit, or damages incurred as a result of any loss or damage sustained by action of any party, fire, water, theft or the elements, or for loss of any articles from any cause from said property or any other portion of the premises. **The University strongly encourages students to purchase renters' insurance.**

#### 7. Conduct Expectation

A high standard of conduct is expected of residents at all times. Residence Halls provide an experience in community living; therefore, residents must respect the rights of one another. Policies and regulations are established for the health, safety, and welfare of all residents. The University reserves the right to make periodic, announced inspections of the residence hall rooms to ensure against major maintenance or cleanliness problems.

Authorized personnel of the

University may enter the resident's room unannounced, for reasons of health, fire, safety, or general welfare, (this includes suspected policy violations), or to make necessary repairs to the room and room equipment. Maintenance requests by residents shall be considered permission to enter. Policy violations discovered by the University may be noted and forwarded to the student conduct process. Rules and policies are stated in the College of Saint Mary

Catalog, the Student Handbook, the Residence Life Policy Handbook, and during hall and floor meetings. CSM may terminate this contract at any time for violation of residence hall or CSM rules or regulations, or for conduct which is otherwise detrimental to the resident, other residents, or the community living environment. **Any contract that is terminated for conduct issues will be not be eligible for a refund of room/board costs.**

## 8. Residence Hall Closings

The residence halls will be **CLOSED over Christmas break**, beginning **Friday, December 15, 2023, 5 p.m.** and will re-open **Tuesday, January 2, 2024, at 1:00 p.m.**, for returning students. Students will be responsible for finding alternative housing during this break period. The board plan ends at noon on the last day of exams and will resume for dinner on Sunday, January 21, 2024. *\*please note, dates are based on current academic calendar which may be subject to change\**

Students who request semester break housing by the dates determined and advertised by the Residence Life staff and who stay on campus from January 2, 2024 at 1:00 p.m. to January 19, will be charged \$40.00 for break housing. Students who request semester break housing are not guaranteed approval to stay. The Director of Residence Life will take into consideration any conduct or community issues with the resident. Break housing will only be available to fall residents who are registered and made semester financial arrangements for spring semester by Friday, December 1, 2023. Note that Break housing does **not include the period from Friday, December 15, 2023 at 5:00 p.m., through Monday, January 2, 2024 at 1:00 p.m.** to prepare for the holiday closing of the University and no residents may stay in the residence halls for security reasons during that time period.

**Students may remain in the residence halls for Labor Day, Fall Break, Thanksgiving Break, Spring Break and Easter weekend if they sign up with their Resident Advisor by the deadline provided by the Residence Life staff and follow all break policies. The residence halls will close at the end of the academic year on Friday, May 17, 2024 at 5 p.m.**

## 9. Academic Progress During Residency

It is expected that all residents attend classes regularly, carry a minimum of 12 semester hours, and show academic progress towards a degree. A student who carries less than 12 semester hours prior to November 1<sup>st</sup> for fall semester or April 1<sup>st</sup> for spring semester must receive written approval from the Director of Residence Life if she wishes to continue to live on campus. ***Failure to attend classes on a regular basis or dropping below the required credit load may result in cancellation of a housing contract, without the return of the housing deposit or room/board costs.***

## 10. \_\_\_\_\_ (Initial) Release from Contract, financial obligations, and canceling the contract

Prior to beginning classes at CSM, the student must notify the Director of Residence Life *in writing* by July 1, 2023 (fall semester) or December 1, 2023 (including incoming spring residents), to have the Housing Deposit refunded. Terminated contracts after these dates may be charged a \$500.00 contract breakage penalty.

**Termination of Contract:** CSM residents who vacate their residence space after occupancy commences, but within the first three weeks of classes, will be charged a \$500.00 contract breakage penalty.

- Contract break during 1<sup>st</sup> week of classes: 100% charges refunded, \$500 contract breakage penalty applies, housing deposit not refunded
- Contract break during 2<sup>nd</sup> week of classes: 75% charges refunded, \$500 contract breakage penalty applies, housing deposit not refunded
- Contract break during 3<sup>rd</sup> week of classes: 50% charges refunded, \$500 contract breakage penalty applies, housing deposit not refunded

After the 3<sup>rd</sup> week of classes, students will be responsible for the semester's housing costs and the housing deposit will not be refunded. Therefore, the \$500 contract breakage fee will not apply after the 3<sup>rd</sup> week of classes.

Any remaining portion of the refunded housing deposit will be applied to this charge. Any charges listed below in the Housing Deposit section will also be taken out of the refunded housing deposit. The resident must turn in all

keys and properly check out with Residence Life staff before she will receive a refund (if any). Residents whose contracts are terminated for conduct issues will not be refunded any portion of housing charges or the housing deposit, and any improper checkout or damage charges will apply.

**Proper Check Out after Termination of Contract:** Residents who have terminated their contract or been dismissed from the College must check out of their college residence within 48 hours. Residents who do not properly check out of the residence halls will be charged a \$40.00 improper check out charge, and cleaning penalties may be assessed after the condition of the room is reviewed. Proper check out is outlined in #11. Housing charges will accrue until all keys are returned and check out paperwork is signed or until a professional staff member files an improper check out charge. If the resident leaves any personal items, they will be removed from the room and donated within 48 hours, locks will be changed and access cards deactivated at the resident's expense. This includes residents who do not return for the spring semester.

**Housing Deposit-** College of Saint Mary will refund the housing deposit, less any charges, electronically within 60 days after a resident checks out of her room properly. Improper check-out may delay the refund (if any).

Before refunding, the housing deposit will be first applied toward:

- 1) Damages or theft caused to an individual's room, the hall, or its furnishings
- 2) Replacement of keys (room, cubby, access card, etc.)
- 3) Improper check-out (could include failure to complete sign out form)
- 4) Removal of resident property by staff and/or any cleaning and repairs
- 5) Remaining room and board charges or other remaining balance for any outstanding CSM bills

If the charges enumerated above exceed the deposit amount, the student will receive a bill for all additional charges.

## 11. \_\_\_\_\_ (Initial) Checking In & Checking Out Procedures

Every residence hall student is responsible for checking in and out properly. **When checking into her room, the resident must complete and return emergency notification information, contract agreement, missing student, and a residence hall room condition form to the Resident Advisor (RA) on her floor or Hall Director.** The room condition report will either be provided upon check-in or e-mailed to the student via her CSM e-mail account as a PDF after move-in, and instructions for returning this will be provided.

**To check out properly, the student must make an appointment with her RA or a Residence Life staff member within 48 hours of termination of contract or dismissal from the College.** At that time, Residence Life staff will do a thorough walk-through of the room (including Madonna suite space) and document any damages that occurred while the student lived in the room, gather all residence hall keys including access card, and have the departing resident fill out a change of address form. Members of the Residence Life staff have the right to assess charges based on the room's condition, the information on the room condition report form, and whether or not the resident checked out properly. Failure to check out properly will result in a \$40.00 charge for administrative costs resulting from improper checkout. If a resident does not return any key (room, access card, building, or other) there will be a charge for each key. Lost room or cubby keys will result in a lock change and \$40 charge. Lost access cards will be deactivated and a \$15 charge will be applied for each. Any resident who has checked out, left, or been removed from the College and has left personal property in the room will have that property removed from the room and donated within 48 hours. All incurring expenses will be the responsibility of the resident.

12. \_\_\_\_\_ (Initial) **Meningococcal vaccine:** College of Saint Mary requires that all students entering the University be immunized against measles, mumps, and rubella. Additionally, because persons living in communal environments are seen to be at a higher risk for contracting meningococcal disease, students residing on campus are required to be vaccinated against meningococcal disease. Residential students must provide proof they have received one dose of the MCV4 vaccine within the last 5 years. College of Saint Mary reserves the right to deny access to campus facilities, including residence halls, if documentation of compliance has not been received. Additional information about vaccination requirements can be found on the [CSM website](#).

13. \_\_\_\_\_ (Initial) **Residence Hall Handbook:** Residence Hall occupancy shall be subject to all rules and regulations of College of Saint Mary, including those stated in the Student Handbook and Residence Hall Handbook, during hall and floor meetings, and those otherwise specified by Residence Life staff.

**I have read and understand the content of the College of Saint Mary Housing Contract and I also understand that I will be responsible for reading the contents of Residence Hall Handbook which will be provided to me at the beginning of the year via email and available online. I agree to abide by the terms and conditions of this contract, handbook, as well as other policies of the College of Saint Mary.**

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Assigned Room and Number

**IF STUDENT IS UNDER 19 YEARS OF AGE, PARENT OR GUARDIAN MUST SIGN BELOW:**

\_\_\_\_\_  
Signature of Parent/Guardian  
(Nebraska State Law requires parent's signature if  
daughter is under 19 years of age.  
Thank you for your compliance.)

\_\_\_\_\_  
Date

## STUDENT CODE OF CONDUCT

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The College of Saint Mary community is committed to inspiring academic excellence, respecting the dignity of each person, developing the mind, body, and spirit, and fostering a commitment to compassionate service. Similarly, the student conduct process strives to be an individualized educational and developmental experience that balances the interests of each student with the interests of CSM.

Students at College of Saint Mary are provided a copy of the *Code of Conduct* annually that can be found in the student handbook on the web page [www.csm.edu/student-life](http://www.csm.edu/student-life). Students are responsible for having read and abiding by the provisions of the *Code of Conduct*, Student Handbook, Residence Life Handbook, and Academic Handbook.

The College expects its students to conduct themselves as responsible citizens and to comply with all College policies. Conduct that is unbecoming of a College student; that adversely affects the College community, mission or reputation; or that violated College policies may result in a student's required participation in the student conduct process, regardless of whether or not such conduct occurs on College premises.

## RESIDENT'S BILL OF RIGHTS

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Your enjoyment of life in CSM's residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate for other residents. You have the right to:

1. Read and study free from undue interference in your own room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, guests of other residents, children of other residents, etc.
3. Expect other hall residents to respect one another's personal belongings.
4. Live in a clean environment free from illegal substances.
5. Access to your own room and community facilities without pressure from another hall resident.
6. Privacy.
7. Host guests with the expectation that your guests are to respect the rights of the other hall residents and all University and hall policies.
8. Live in an environment without the fear of intimidation, physical harm, and emotional harm from students, faculty, or staff; this includes physical contact, gossiping, etc.
9. Expect reasonable cooperation in the use of "community-shared" facilities and appliances (bathrooms, kitchens, refrigerator, microwave, etc.).
10. A commitment to honor agreed upon payment procedures.
11. Be free from peer pressure or ridicule regarding the choice to abstain from or participate in the legal and responsible use of alcohol.



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## RESIDENCE LIFE INFORMATION

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### **Printing Labs**

There is a printer on the ground level of Lozier Tower for student use at any time.

Stevens Hall offers a printer which is located on the first floor in the Living and Learning Center.

### **Densil and Elaine Christiansen Family Prayer Room**

This room is located on the main level of Lozier Tower and is open 24 hours for Lozier or Stevens students to use for their spiritual well-being. It may be reserved for spiritual group meetings through the Lozier Hall Director. The room is a sacred space, and we expect that all students and guests will respect its use for that purpose at all times.

### **Ice**

An ice machine is located on the ground level of Lozier Tower and in the Living and Learning Center (LLC) on the first floor in Stevens Hall.

### **Internet Access**

For residents who choose to bring a computer to campus, each residence room is equipped with at least one live jack for connectivity to the Internet as well as coverage via wireless networking technologies. The Institutional Technology department does not provide hardware support for personal computers. The IT staff will monitor student use to protect the campus system from overload, viruses, and spy ware that can result from inappropriate use in accordance to the Student Acceptable Use Policy. In clear cases of misuse, computing privileges may be revoked and/or considered a violation of the Student Code of Conduct.

### **Kitchens**

The Lozier Residence Hall has a small kitchen on ground floor, near Gallagher. The kitchen has an oven, microwave, toaster, coffee pot, deep freezer and refrigerator available for use. Residents are free to check out utensils, pots, and pans at the Lozier Tower Front Desk and electric pots and pans at the Stevens Hall Front Desk.

The Stevens Hall has a common area with a kitchen space on each floor. The kitchen space has a dishwasher, oven, and large freezer available for residents use. Residents must keep all of their dishes and food in their assigned cubbies. Items left on the sink, tables, or counters will be disposed of.

In all kitchens, the user is responsible for cleaning the entire area when finished. Food should be kept in marked containers in the refrigerator and freezer and disposed of in a timely manner. Anything left dirty may be thrown away and fines and/or other disciplinary response may occur.

### **Stevens Prayer Room**

This room is located on the ground level of Stevens Hall and is open 24 hours for Stevens or Lozier students. The room is a sacred space, and we expect that all students and guests will respect its use for that purpose at all times.

### **Vending Machines**

Snack and soda machines are located on Ground Floor in Lozier Tower. In addition, there is a vending area in the Living and Learning Center on first floor in Stevens Hall.

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## CAMPUS SERVICES

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### **Catholic Mass**

Our Lady of Mercy Chapel (Walsh Hall): Monday-Friday 12:05

Mercy Villa: Sundays 9:30 AM

John Paul II Newman Center: Sundays 10:30 AM & 8:30 PM; Monday-Wednesday and Friday 5:30 PM; Thursday 8:30 PM; Saturday at 9:30 AM.

### **Christina's Place**

Christina's place is located in Hixson-Lied Commons. Hours of operation are as follows:

Monday – Thursday	7:30AM – 9:00PM
Friday	7:30AM – 2:00PM
Saturday	7:30AM – 1:00PM
Sunday	Closed

### **Counseling**

Today, students are trying to balance different aspects of life and may experience academic, personal and family pressures. CSM has a full-time (Monday-Friday) on campus Director of Counseling located in Walsh Hall, Room 152. Students can schedule appointments with the director by emailing [ajoyce@csm.edu](mailto:ajoyce@csm.edu) or by calling 402-399-2374.

CSM also partners with CHI Health through the Counseling Assistance Program (CAP) to provide FREE confidential counseling services to full-time students, 24-hours a day-7 days a week.

Counseling Assistance Program (CAP)

(402) 398-5566

Toll free: (888) 847-4975

Location: 7710 Mercy Road, Suite 332 (CHI Health Bergan Mercy Campus)

### **Dining Services**

College of Saint Mary's dining service, Chartwells, provides dining services to students. Breakfast, lunch, and dinner are served weekdays, and brunch and lunch are prepared on the weekends. Hours of operation are as follows:

#### **Weekdays - Monday through Friday**

Continental/Hot Breakfast	6:30AM – 9:00PM
Lunch	11:00AM – 1:00PM
Dinner	5:00PM – 7:00PM

#### **Saturday**

Continental	9:00AM – 11:00AM
Brunch	11:00AM – 1:00PM
Dinner	5:00 PM – 7:00 PM

#### **Sunday**

Continental	9:00AM – 11:00AM
Brunch	11:00AM – 1:00PM
Dinner	5:00PM – 7:00 PM

### **Fitness Center**

The Lied Fitness Center houses an indoor walking track, weight room, indoor pool, multi-purpose room, and locker rooms. Equipment is also available for check-out. Check at the Lied Fitness Center for the most updated hours of operation.

### **Weight Room**

During certain times of the day, weight room usage may be reserved for Flames Athletic teams. All weight room users are expected to help in the sanitation process and wipe down equipment after use.

### **Library**

The library is located in Hixson-Lied Commons and is home to many different resources for students' use. For more information, <http://www.csm.edu/student-life/library>.

### **Mail Delivery**

At the beginning of each academic year, each resident will be assigned a mailbox by the Front Desk of Lozier or the front desk of Stevens Hall. All mail should be addressed to:

**Resident Name (no nicknames, please)  
7000 Mercy Road  
Omaha, NE 68106 - 2377**

Mail will usually be put in mailboxes mid-afternoon Monday-Friday. The University does not receive mail on Saturdays. When sending mail through campus mail or U.S. mail, the student's name should be included as part of the return address on each postal item; note that residents should NOT use their residence hall room number. The Copy Center/Mail Room does not sell stamps, however, metered postage for mail and packages is available. Students must pay for this type of postage at the Express Center before the mail or package will be sent out. Please contact the Director of Residence Life with any issues or questions about the mailbox.

### **MyCSM**

Every student at CSM has a MyCSM account, which includes an email account, for the purpose of communication with and conducting business with the University.

### **Parking**

All residents, like all students, can park on campus without charge. It is mandatory that all vehicles used on campus be identified with a CSM parking sticker; these are available in the Campus Information Center at no charge. Ample parking is available at both the front and rear doors to Lozier Residence Hall and the front and side doors to Stevens Hall.

### **Safety & Security**

The mission of Safety & Security is to provide the highest level of safety and security for students, faculty, staff and visitors. This is accomplished by regular patrols of the campus, enforcement of CSM policies, ensuring all facilities are safe and properly secured, investigation of any crimes occurring on campus and the continuous assessment of our safety and security needs and programs. They provide coverage 365 days a year, 24 hours a day, regarding all safety and security issues.

To contact Safety & Security, dial "1" from any campus phone or (402) 670-8848 from any phone. They are also reachable through email at [csmsecurity@csm.edu](mailto:csmsecurity@csm.edu).

## DAMAGES

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The following is an approximate minimum cost list for typical damage issues students are billed for in our residence halls. If damages exceed these costs, an invoice will be provided to the student.

Charge for Cleaning Room (Light Cleaning Needed)	\$ 35.00
Charge for Cleaning Room (Major Cleaning Needed)	\$ 75.00
Damage to Ceiling Tiles	\$ 50.00
Damage to Door Hinges	\$ 20.00
Damage to Door Lock	\$125.00
Damage to Door or Door Frame	\$ 50.00
Damage to Floor or Floor Tiles	\$ 30.00
Damage to Light Cover	\$ 50.00
Damage to Light Fixture	\$ 50.00
Damage to or Missing Window Screen/Shade	\$ 50.00
Damage to Outlets	\$ 30.00
Damage to Switches	\$ 30.00
Damage to Window	\$ 50.00
Failure to Return Room Key or Loss of Key	\$ 40.00
Failure to Return Access Card or Loss of Access Card	\$ 15.00
Life Safety Equipment (fire extinguisher etc.) tampering	\$100.00
Painting	\$ 50.00
Hole(s) in Wall	\$ 50.00
Extra Cleaning in Common Areas	\$ 50.00
Cleaning Bio hazardous Matter (urine, blood, vomit etc.)	\$ 75.00 min
Leaving Room Trash in Common Areas	\$20.00 min

**Please note that this is not a comprehensive list. Costs are subject to change.**

**All damage bills must be paid in a timely manner. Outstanding balances will not be permitted.**

## RESIDENCE LIFE STAFF DIRECTORY

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Residence Life Staff Member On Call (24 hrs/day):  
402-399-5060

Lozier Front Desk (2 p.m. to Midnight Weeknights and 2 a.m. Friday/Saturday nights):  
402-399-6257

Stevens Front Desk (2 p.m. to Midnight Weeknights and 2 a.m. Friday/Saturday nights):  
402-399-2448

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Lori Boyle, Lozier Hall Director  
402-399-2494  
[LBoyle@csu.edu](mailto:LBoyle@csu.edu)

Larissa Buster, Director of Residence Life  
402-399-2674  
[lbuster@csu.edu](mailto:lbuster@csu.edu)