RESIDENCE LIFE HANDBOOK

Residence Life | University of St.Thomas

WELCOME

On behalf of the Residence Life team, welcome to your residential living and learning experience at the University of St. Thomas. You are part of an inclusive, diverse, supportive, and engaging living community.

We encourage you to make the most of this learning experience by connecting with hall staff, student leaders, and your peers. We invite you to participate in hall and campus events, assume a leadership role within the residence halls or student club, and seek on-campus employment. By fully engaging in this living and learning experience, you will develop a sense of belonging, learn and develop important life skills, enhance your understanding of self, connect with students and the broader community, embrace difference, critically and innovatively think, and learn to make wise choices.

The Residence Life handbook includes important information that you will need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student. If you have any questions or require assistance with your living situation, Residence Life staff members are ready to help you make the most of your experience.

Aaron Macke, Ed.D.
Associate Dean of Students
Director of Residence Life

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MISSION

Through intentional relationship and community building, the Department of Residence Life provides an inclusive and supportive educational living environment where students develop skills and knowledge to think critically, act wisely, and work skillfully to advance the common good.

INCLUSIVE EXCELLENCE

The Residence Life Team is committed to fostering experiences, physical environments, policies and practices, and a community culture where students are welcomed and supported. Consistent with the University's Commitment to Diversity, Equity, and Inclusion, Residence Life promotes on-campus living environments where all social identities, including race/ethnicity, gender identity or expression, sexual orientation, national origin, religious affiliation or spiritual affinity, and ability are respected and valued. We will not tolerate discrimination or bias against any member of our residence halls.

SUSTAINABILITY

Sustainability is core to the mission of St. Thomas to advance the common good; and we infuse it into all we do. From academic programs to sustainable living on campus, we are all working together to achieve our goal of carbon neutrality by 2035 as part of the Sustainability Strategic Plan. It is our Universities Sustainability Vision that we create a culture that prepares students to be sustainability leaders during their university years and beyond.

RESIDENCE LIFE STAFF

Community Directors and Graduate Student Assistants

Community Directors are Master's level, full-time, professional staff members who direct a residential community and supervise a Graduate Student Assistant. Graduate Student Assistants are professional team members enrolled in a Master's program who serve as Hall Directors and Assistant Community Directors. Hall Directors direct a residential community. Assistant Community Directors assist in the overall direction of a larger residential community. Both Community Directors and Graduate Student Assistants live and work in the residence halls and have significant education, leadership, and training in managing residential communities. Community Directors and Graduate Student Assistants work closely with the student leaders (RAs, Community Event Boards) to promote an engaging and robust residential community by supporting connection and belonging. They also enforce policies to maintain high community standards.

Assignments Coordinator

The Assignments Coordinator serves the needs of students with questions and concerns regarding housing assignments. They also run our Residential Management System (RMS), which manages the assignments and billing information of our residential students.

Living Learning Program Manager

The Living Learning Program Manager primarily provides leadership and coordination for the Living Learning Program (LLP). The LLP includes first-year living learning communities, first-year themed/special interest communities, and second-year LLC/themed/special interest communities.

Operations and Finance Manager

The Operations and Finance Manager manages the office and Koch Commons Desk student employees and serves the needs of students with questions and concerns. They also manage finances for the department and coordinate billing for housing expenses and damages.

Associate Directors

One Associate Director of Residence Life oversees the professional staff and student leaders of the residence halls. One Associate Director of Residence Life oversees the operational functions of the Department. The Associate Directors work to provide welcoming, educational, and well-functioning halls.

Associate Dean of Students, Director of Residence Life

The Associate Dean of Students, Director of Residence Life oversees all functions of the Department of Residence Life. The Director is responsible for the leadership of the Residence Life program including the development and implementation of the Department's philosophy, policies, and procedures.

RESIDENCE LIFE STUDENT LEADERS

Resident Advisor (RA)

Resident Advisors are community builders who live in designated areas of each residence hall on campus. They are full-time students prepared to help with most situations that may arise for residents, including academic and personal concerns. During the year, RAs will plan events and activities to connect residents. They will also plan opportunities for learning outside the classroom. RAs assist residents in upholding University policies and community standards.

Residential Connection Team and Community Event Boards

The Residential Connection Team (RCT) is a group of paid residential student interns who create community engagement opportunities for all residential students. RCT encourages active participation in both their planned events and the events planned by individual Community Event Boards. Community Event Boards are volunteer resident student positions within each Hall Community that create events/activities for residents of that particular community.

COMMUNITY LIVING:
HEALTH, SAFETY AND EMERGENCY PROCEDURES

Emergency Contact Information

All students living in the Residence Halls are required to keep their up to date emergency contact information in Murphy Online/Banner, the University's official system of record.

Fire

In the event that you see fire, an explosion, smoke, or hear/see the fire alarm sounding, you should walk to the nearest stairway exit and proceed to the ground level. After evacuating the building, continue to proceed to a safe distance away from the building leaving walkways and driveways open for arriving emergency personnel. Public Safety or Fire Personnel will provide direction for when it is safe to enter the building. Failure to follow these expectations could result in student conduct.

Health Insurance

Undergraduate students enrolled in 12 or more credits are required to demonstrate health insurance coverage every fall and spring semester. Please visit the Student Health Services within the university at 651-962-6750, studenthealthservices@stthomas.edu, or the Center for Well-Being for more detailed information.

Meningococcal Disease

Meningococcal disease is a serious illness caused by Neisseria meningitidis bacteria. It can cause meningitis, an infection of the brain and spinal cord coverings, and blood infection. Anyone can get meningococcal disease, but college students living in residence halls are at increased risk and should seriously consider getting immunized. To learn more call your local health department's immunization program or the Centers for Disease Control and Prevention (CDC): 1-800-232-4636 (1-800-CDC-INFO).

Missing Student Notification

Based on Federal Law, the University of St. Thomas is required to give resident students the opportunity to provide the name and telephone number of a person that can be contacted should they be reported missing from campus. Residents will be notified of this opportunity by the Department of Residence Life at the beginning of each semester. In addition, all students are notified of this opportunity when registering for class. Students can provide this information by logging into the Murphy Online Information System, visiting the "Personal Information" section and then adding or updating their "Missing Person Contact/s."

In the event the Department of Residence Life is contacted concerning a resident student gone missing, Residence Life will gather preliminary information. The Department of Public Safety will then be notified as it is the primary department at the University of St. Thomas responsible for the response, investigation and coordination of missing persons.

Personal Safety Plan

It is encouraged for each student to create a personal safety plan to be executed in case of emergencies. Some tips that the Department of Residence Life encourages everyone to include in their plan include:

- Sign up for text and phone alerts from Public Safety through Murphy Online
- Know and practice what to do in an active shooter situation (https://www.stthomas.edu/emergency/active-shooter-guide/)
- Know what to do and respond appropriately to fire alarms and tornado sirens

Responsibility for Personal Safety

While the University of St. Thomas can assume no responsibility for risks associated with participation in programs or activities, the university attempts to provide a safe environment for its students. Students should conduct themselves with due and reasonable care in their actions. Student status creates no special relationship between the student and the university, and the university is not a custodian of the safety of students.

St. Thomas Cares

If you or someone you care about are having challenges impacting mental, physical, emotional or spiritual health, please visit stthomas.edu/ustcares for detailed information regarding the resources on campus to take advantage of and get the support needed.

Theft

The University of St. Thomas suggests the following ways to guard against theft:

- Lock your room whenever you leave it. Your door should also be locked when you fall asleep for a nap or for the night.
- Never leave wallets, purses, money, checkbooks, credit cards, identification cards, keys, etc. in the open or unattended.
- Maintain an accurate, updated inventory of all personal belongings. Participate in St. Paul Police Department's Operation ID program. Engravers are available at the Public Safety Office to etch stereos, TV's, cameras, bicycles, computers, CD players, and other valuables. Bicycles should always be locked using U-bolt type locks.
- Confront or report suspicious people (including solicitors and salespeople) who you may encounter on your floor or hall and contact Public Safety to make sure they leave the campus. Room windows that are readily accessible from the ground should always be secured and are equipped with security screens. When moving into or out of the room, do not leave personal or university property unattended in your room or the hallway, as this is inviting to theft.
- Do not leave clothes unattended in the laundry room or bathroom.
- Books, backpacks, and other personal items should not be left unattended in classrooms, libraries, cafeterias, and other public areas.

If theft should occur, immediately contact the Department of Public Safety.

Weather Emergencies

Tornado warnings are issued by the National Weather Service (NWS). If a tornado or dangerous storm approaches this area, forecasters are able to track the storm using advanced weather radar. Trained storm spotters and local officials report tornadoes on the ground or very severe thunderstorms to the NWS office. A tornado warning means an actual tornado and/or a very severe thunderstorm has been identified in the area by spotters and/or radar. Outdoor warning will be given through the Emergency Warning System. Warnings are also done through a National Oceanic & Atmospheric Administration (NOAA) weather radio system.

- If in the warning area, seek shelter immediately. (For shelter locations, see Campus Emergency Guide)
- If in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection.
- Do not open windows. This can increase damage to buildings. Stay away from windows and exterior doors.
- Basements, interior hallways on the lower floors, windowless rooms, and small interior rooms on the lower floors offer the best shelter.
- Report injuries and damage to the Public Safety Department at 651-962-5100.
- Notify departmental administrative office.
- For emergency response call 651-962-5555.

*NOTE: If there is the smell of natural gas, do not use any telephones, cell phones, light switches, or other electrical or electronic equipment. Leave the area immediately. If there are any electrical lines down, assume they are live and DO NOT touch them. When in a safe area, notify Public Safety at 651-962-5555.

COMMUNITY LIVING:
BEHAVIORAL EXPECTATIONS OF RESIDENCE STUDENTS

A residence hall is a unique living experience. This will likely be one of the few opportunities that you will have to experience such a lifestyle. For most people, living with a large group of people in a limited space requires some adjustment in personal habits, and attitudes. These changes rarely occur overnight but are most often achieved through trial and error as you and the people around you strive to create a comfortable and inclusive environment.

Living in the residence halls at St. Thomas will change you both individually and as a community member. You will discover a wide variety of individual lifestyles and personalities, and your education will extend beyond the walls of the traditional classroom. Your residence hall is more than just a place to sleep. A variety of ways to get involved in your living environment and university are available. Your Residence Life staff and fellow resident students are invaluable during this experience.

Because of our diverse identities and experiences, we each bring a special offering to the residence hall community, and it is very important that we treat one another with respect and appreciation. It is up to each of us to ensure that the rights of fellow resident students are honored and that the common good of the community is protected.

The Department of Residence Life will hold residents responsible for knowing and abiding by the Student Policies, the Student Residence Agreement, and the Resident Student Handbook. These policy sources are important to providing and maintaining a living and learning environment that meets the needs of all our residents.

Student Policies:
https://www.stthomas.edu/deanofstudents/studentpolicies/

Student Residence Agreement:
2023-2024-student-residence-agreement.pdf (stthomas.edu)

RESIDENCE HALL POLICIES

All residential students are governed by the Student Policies and the Student Residence Agreement. The following policies within this Resident Student Handbook are specific to the Residence Halls and are additions to the existing policies in the above linked documents. The Department of Residence Life will hold residents accountable for not adhering to these policies, which may include moving a resident out of the room or terminating residency.

Advertising/Bulletin Boards

Bulletin boards are provided in the Residence Halls to keep residents informed of Residence Life and University activities, and to provide learning and engagement. Residence Life staff and student leaders are the only individuals allowed to advertise in the halls without prior approval from the Department of Residence Life central office. St. Thomas students, clubs/organizations and other St. Thomas departments wishing to post in the halls must submit flyers for their St. Thomas event or activity to the Department of Residence Life central office for approval and final posting. Non-St. Thomas affiliated flyers are prohibited in the residence halls. Any non-approved postings are prohibited and will be removed.

Accommodations and Accessibility

Students with accessibility questions, concerns or requests, including students seeking a housing accommodation must contact the Office of Disability Resources. Residence Life will partner with Disability Resources to determine if an accommodation can be made and if so, will then work together to provide the accommodation and accessible living.

Alcohol

Students under the age of 21 are not allowed to possess or consume alcohol on campus in accordance with the Student Policy Book and Federal and State Laws. Students of legal drinking age may possess and participate in responsible consumption in university residence halls.

In situations where there are residents of legal drinking age and those not of legal drinking age are assigned to the same room or apartment, those who are 21 and over can have alcohol in their room or apartment but cannot provide alcohol to their underage roommates. If there is a question of possession, ownership or providing, the situation will be documented and addressed through the student conduct process. We advise that students of legal drinking age who choose to have alcohol in their room/apartment/unit, store/keep the alcohol in their bedroom and in their individual mini-refrigerator if applicable.

Only guests of legal age are allowed in the room or apartment when alcohol is being served. Large volumes of alcohol, which includes but is not limited to kegs, party balls, multiple cases of beer, wine, and multiple bottles of hard liquor, are not allowed in the Residence Halls.

Animals/Pets

Students are not allowed to have pets/animals in residence hall rooms or apartments nor anywhere in the residence halls except for fish confined to a private room in an aquarium. Aquariums must be no larger than 10 gallons. However, the University of St. Thomas permits service animals and approved emotional support animals in campus housing in compliance with both the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). Students who

wish to have a service or emotional support animals in their residence hall room must contact the Disability Resources Office at the University to St. Thomas to request an accommodation. Students who have a service animal must notify Disability Resources, who will work with Residence Life and Public Safety to ensure that emergency responders are aware that the animal is living in the hall.

Antennas/Satellite Dishes

Radio, television, or any other type of antenna or reception dishes may not be mounted outside of a student room, suite, or apartment.

Appliances/Electrical Devices (Cooking, Refrigerators, Power Strips, Air Conditioners etc.)

Air-conditioning units (window, wall, floor or other) are not permitted in the residence halls unless approved by the Department of Residence Life.

Due to electrical requirements and safety precautions, Cooking/Kitchen appliances or equipment are also strictly prohibited in non-apartment-style spaces. These include, but are not limited to, appliances with open heating elements (air fryer, oil popcorn maker, toaster, toaster oven, hot plate-burner type, countertop grill, pizza baker/carousel, counter-top sandwich maker, broiler, hotplate, etc.). Non-apartment style resident spaces may have a microwave and mini refrigerator.

- *Note: If assigned to an apartment, you may bring items only for the kitchen area that if used properly and safely, can support your residential cooking needs. Any items that may cause a fire, set off smoke detectors, or are not appropriate for small residential/apartment cooking may be removed.*

All electrical appliances and equipment brought into residence halls must be tested and listed by an approved agency. These include Factory Mutual (FM), American National Standards Institute (ANSI), and Underwriter's Laboratory (UL). Approved devices are designated with the agency's label.

Examples of approved appliance logos:

With an increase in new cooking appliances and devices, this list is not all-inclusive. Please use the above as guidelines. If you have questions regarding an appliance, please ask your Community Director or Hall Director. All approved cooking appliances and electrical devices must have self-contained, thermostatically controlled heating units and be equipped with automatic shut off. Appliances must not have frayed cords, bent prongs, or be plugged into multiple (octopus) outlets. High voltage appliances (e.g. mini-fridges, microwaves, etc.) must be plugged directly into the wall.

Micro-fridges, which are a combination refrigerator/freezer and microwave oven, are installed in the rooms of Cretin, Flynn suites, Frey, Grace and Murray Hall. Compact, portable refrigerators

that meet university specifications may be kept in student residence hall rooms. Refrigerators are subject to inspection by residence hall staff at any time. The university retains the right to restrict the number of refrigerators in each room. University specifications for student residence hall room refrigerators:

- *No larger than 4.5 Cubic Feet*
- *No exposed sharp corners or edges*
- *Voltage rating 115V, 50/60 cycles*
- *Amperage (maximum 1.7amps) (195 watts)*
- *Grounding type cord 3-wire*
- *United Laboratories (UL) approval of unit and cord, with label conspicuously placed.*

To acquire refrigerators (and refrigerator/freezer/microwave units) that meet these specifications, residents are encouraged to rent them from the university- approved and licensed Bedloft.com. Refrigerators may be rented at any time of the year by visiting www.bedloft.com.

It is required that students use a UL approved power strip with its own fuse or circuit breaker. It will protect sensitive electronic equipment from damage due to power outages or surges. Use of an electrical "octopus" to obtain a maximum number of outlets is prohibited can result in the overload of circuits and fire. Extension cords are a major factor in residential fires, therefore they are not allowed in the halls. Halogen lamps and space heaters are also forbidden due to their risk of starting fires.

Bathrooms

Several different types of bathrooms are present in the Residence Halls. The apartments on the West/East Blocks of campus, in Morrison and Flynn Halls, and the suites in Grace, Murray, and Flynn Halls all have private bathrooms either assigned individually or shared among a small number of roommates. All other residence halls have community bathrooms to be shared by a small group of roommates/suitemates or a larger community of app. 20-40 residents. These bathrooms are equipped with sinks, toilets and showers. Newly built and newly renovated halls have floor-to-ceiling privacy stalls around the toilets and showers. Halls with community bathrooms also have single-user bathrooms either located near the community bathrooms or located within the hall. These bathrooms are for single use only and intended to provide privacy and a greater sense of inclusion. Most halls also have guest bathrooms often located in lobbies or other community spaces. Residents are expected to follow the signage of the bathrooms and proper intended use.

Bicycles

Bicycles are permitted on campus and should be stored/locked in our bike storage rooms or on bike racks. All residential students have access to the bike storage rooms located in Tommie North Parking Garage, Tommie East Hall, and Morrison R2 parking garage. Additionally, there are bike racks outside and around campus. All bikes on campus should be registered with Public Safety.

Card Access

Main entrance doors are equipped with electronic card access readers that allow students to gain entry by sliding or using proxy access on their student identification cards. Students who lose or misplace their identification cards should report it as soon as possible to the Card Office in the Anderson Student Center during business hours (Monday through Friday 9 a.m. to 4 p.m.), or at Public Safety after hours. Individuals found guilty of vandalism to an electronic card reader or

door locking mechanism will be subject to sanctions including, but not limited to, fines, evictions from the residence halls, and/or suspensions from the university.

Should this access system become inoperable, every effort will be made to repair it immediately. During extended periods while inoperable, the outside door locks will be changed to accommodate a room key.

Cleaning and Maintaining a Physically Healthy Living Environment

Residents are responsible for cleaning and maintaining (vacuuming, wiping down surfaces, picking up items, controlling unfavorable smells, etc.) their assigned rooms, suites, and apartments and private or semi-private bathrooms. Charges may be assessed and residents could be reprimanded or removed from housing if they do not maintain these areas in a clean and healthy manner. All waste (trash, recycling, and composting) must be removed from the assigned housing unit and deposited in the waste recovery containers (trash, recycling, and/or composting) located within the waste recovery rooms in or outside of the halls. Residents are encouraged to recycle and compost, and reducing their overall waste while living on campus.

Common Area Damages

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing. Residents are also collectively responsible for the condition of the common areas of their residence hall community (hallways, lounges, stairwells, laundry rooms, etc.). If individuals responsible for damages to common areas cannot be identified, residents of that unit, floor, wing, or building will share the cost. Those residents found to be responsible for intentional damage or vandalism may be removed from housing. Anyone who accidentally causes damage to the residence halls is expected to seek out a Residence Life staff member immediately and ultimately explain the situation. Residents are not allowed to attempt to repair the damages.

Computer Use and Resources

Computers are intended for instruction, study, academic research, and the official work of campus organizations. As with any campus resource, access to academic computing resources is provided to allow members of the community to learn, explore, and grow.

Confidentiality

Residence Life staff will respect private information that residents may share. Staff, however, will not and cannot promise absolute confidentiality. For resident safety and security reasons, staff members and student leaders are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, emotional distress, suicide concerns, sexual assaults, eating disorders and other serious issues.

Decorating/Displaying of Items

Residents interested in decorating their rooms must adhere to generally applicable university policies and the following guidelines:

1. Fire safety equipment must remain intact and uncovered.
2. Tapestries, posters, and other large wall coverings may not be hung across the ceiling.
3. Decorations must not obstruct exits or access to fire safety equipment.
4. No bookshelves, lamps, or other furnishings may be affixed to walls or ceilings.

5. Decorative/holiday lights must be UL approved. They may not be left on unattended. They may not be strung through doorways, windows, hung from the ceiling or placed on bed frames.
6. Due to being a fire hazard, live garland, wreaths, or trees are prohibited in residence hall rooms.
7. Combustible materials in hallways are restricted to 10% of the wall/surface area.
8. Screws and nails may not be used to hang items. Residents are encouraged to use blue painters tape or push-pins that remove without leaving a mark or damaging the wall. Residents may be billed for larger nail holes, tape residue, or damage their decorating leaves behind.
9. To avoid damage to windows and to facilitate the ability for emergency evacuation or communication if needed, you may not block windows, or lean against or affix, permanently or temporarily, signs, posters, banners or other items to the windows of your assigned space or common spaces in campus housing. Residence Life reserves the right to remove any item from a residence hall room that is visible to the public.

Door Locks and Lockouts

Residence hall room door locks must not be tampered with or removed. Residents should always carry their room keys and/or Student ID and lock their room doors whenever leaving.

If you are locked out of your room please use the following steps to gain access back to your room:

1. Check first with your Resident Advisor (RA) on your floor section or any RA in your hall and ask them to help you gain access back to your room.
2. If an RA is not available and it is normal business hours, Monday through Friday, 8:00 a.m. and 4:30 p.m., you should come to the Department of Residence Life in Koch 120 and you will be provided a spare key or granted access back to your building upon confirming your identity, building and room number with the residence life staff.
3. If your RA is not available and it is outside normal business hours (after 4:30 p.m. and before 8:00 a.m. weekdays, and all weekends and holidays) you should look for another RA in the building or the RA on duty to gain access back to your room. A listing of all RAs are posted in your building.
4. If no RA is available in your entire building, then you should contact Public Safety.

Drugs & Illegal Substances

The University does not permit the use, possession, distribution, or manufacturing of illegal drugs and other controlled substances, including marijuana, or drug paraphernalia except as permitted by law. The abuse, misuse, sale, or distribution of prescription or over-the-counter medications is also prohibited.

Electric and/or Motorized Vehicles

Due to the safety and potential fire risk of motorized vehicles indoors, they are not allowed in the residence halls. This includes but is not limited to electric scooters, skateboards, and hover boards.

Elevators

Elevator doors should not be blocked, held open manually or pulled open. Doing so damages the elevators and may inconvenience the community. Elevator malfunctions should be reported to the Department of Residence Life immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell

and the phone in the elevator are designed to alert staff and Public Safety should an individual become entrapped. They should not be used in jest or for pranks. Misuses of the elevators may result in disciplinary action.

Emergencies
Students requiring assistance should contact Public Safety at 2-5555 from any on-campus phone or 651-962-5555 from an off campus phone.

Entry and Search
Authorized University Staff have the right to enter and search rooms at any time. The authorized staff should knock, announce themselves, receive permission to enter, and then enter. In cases where the staff member suspects that a rule violation is taking place, the health and safety of a student is involved, or there is a need to conduct university business, that staff member may enter after knocking and announcing themselves. If possible, a reasonable effort will be made to have a resident of the room present.

False Information
Students supplying false information or identification to university staff will be subject to disciplinary sanctions.

Flammable Liquids
Gasoline, ether, etc., must not be used or stored in residence buildings by students.

Furniture
Residents are encouraged to arrange the furniture in their personal space to create a comfortable environment. Residents may bring in furniture but are prohibited from removing University furnishings. All other building furniture must remain in its assigned location. This requirement prohibits residents from placing common area furniture or any furnishings from another St. Thomas facility in their housing assignment and from "swapping" University furnishings with other residents. Removal of extra or unwanted furniture must be approved by the Department of Residence Life. At check out, room furniture should be returned to their original positions.

Bed frames should be set to original check-in height. Any missing items at time of check out will be billed to the student's account for the replacement cost of such item. Homemade lofts are not allowed to be built or used on campus. The Department of Residence Life requires the use of guardrails and stabilizer bars for all lofted beds/systems within our residence halls. University furniture dismantled because of the use of a loft must remain in the room. There is no storage space for this furniture elsewhere in the residence hall. Additionally, all furniture must be properly reassembled in the room before a student may check out of the room upon departure from the residence hall. The university is not responsible for the use of beds, mattresses, chairs, or any other item not furnished by the university.

Gambling
Any gambling where one loses or has the potential to lose personal belongings or money is strictly prohibited. Gambling in the residence halls where a "buy-in" is required or people must pay-to-play is prohibited.

Guests and Resident Student Visitation

Resident Students Visiting Other Halls

St. Thomas resident students are provided card access and allowed to visit other residence halls on campus between 9 a.m. and Midnight. They do not need to be escorted in the halls during these hours. Access into other halls outside of these hours is only permitted if accompanied by a resident of the particular hall. Residents visiting other halls are allowed to visit until 2 a.m. if accompanied by a resident of that hall (card access does shut off though at Midnight), and may stay overnight if they share the same sex/gender identity of the residents who are assigned to the particular room/suite/apartment.

Non-Resident Students (St. Thomas Students and non-St. Thomas students) Entering Halls as Guests

St. Thomas non-Resident Students, non-St. Thomas students, and all other individuals (parents, friends, etc.), are not provided card access to the halls. They are considered guests of the halls and must be accompanied by a resident of that particular hall when entering and during the entire duration of their time in the hall. Residents are responsible for the behavior and actions of their guest(s) at all times. Guests can visit the halls between 9 a.m. and 2 a.m. Guests may stay overnight if they share the same sex/gender identity of the residents who are assigned to the particular room/suite/apartment. Guests must abide by all St. Thomas expectations and policies. Non-St. Thomas guests must be checked in upon entry by the resident via Roompact (https://roompact.com/forms/#/form/7pgPGY).

General Expectations of Guests and Residents Visiting Other Halls

A resident's right to privacy and sense of security in their room supersedes a roommates' privilege to have guests/visitors. Therefore, residents must have the consent of their roommate(s) and the apartment mates in order to have guests/visitors anywhere in the room or apartment at any time of day. It is the roommates' responsibility to discuss guest visitation and to hold each other accountable. Residents wanting support or guidance with this conversation should ask a Residence Life staff member or Resident Advisor (RA) for assistance.

Conduct that infringes upon the rights of others including (1) failure to respect a roommates' right not to have unwanted guests/visitors present in the room/apartment, or (2) failure to respond to requests for guests to leave at any time, may result in judicial action.

Only residents assigned to a particular room or apartment may live there. Everyone else, including family members, is considered a guest/visitor and subject to guest/visitation policies. No guests under the age of 17 are allowed in the residence halls after 8 p.m. and before 9 a.m.

Hallway or Common Area Activity

The throwing, kicking, or hitting of objects in public areas is not permitted. Personal injury, disruption to the community, and damage to property are often the consequences of such activity.

Hate Crimes and Bias-Motivated Incidents

The Residence Halls are to be living and learning environments that are inclusive, equitable, and must be free from hate and bias incidents. All residents, visitors, and guests of the Halls are expected to abide by the University Non-Discrimination and Anti-Harassment Policy.

Health and Safety Inspections

The purpose of Health and Safety Inspections is to ensure all student room and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community. These inspections are conducted at least once per semester with notice given 48 hours in advance. During room inspections, Residence Life staff members will inspect the general condition of the living space including bathroom, closets, kitchens and all appliances, outlets, and fire safety equipment. Residents will be informed when health or safety violations are found and will be given the opportunity to correct violations.

Any illegal or prohibited items in plain view may be confiscated and referred to the Community /Hall Director for judicial action. Failure to correct a violation or repeated violation of health and safety standards may result in judicial action.

Illegal Entry

Since each student's room serves as a personal residence or home, non-residents of the room should not enter without one of the residents acting as a host. In addition, students are not to enter unauthorized areas of the university.

Insurance and Liability

Residents must take personal responsibility for the protection of property against theft, damage, or loss. Students are encouraged to review their parent's homeowner's, renters, and/or health insurance policies and obtain additional coverage if necessary. Each student is encouraged to carry personal property insurance. The university cannot assume responsibility for the destruction, theft, or loss of money, valuables, or other property belonging to, or in the custody of, the student for any cause whatsoever, regardless of whether such losses occur from the student's room or public areas. Information on personal property insurance is available in the Department of Residence Life.

Items Left in Student Rooms

Personal property left in a resident's room after they have vacated their assignment or at the end of a housing agreement period will be handled in accordance with the Student Residence Agreement.

Keys and ID Cards

In order to ensure the safety of residents, Residence Life issues a key or the Card Office issues a Student ID card to each resident as they check into the residence hall. These keys and ID's are to only be used by the resident. Residents are expected to carry their keys and St. Thomas ID at all times. Residents need to swipe/tap their St. Thomas student ID in order to gain access into the hall and into some residence hall rooms. Student rooms will not be unlocked for anyone other than the assigned resident(s).

The University owns each room key distributed to residents, and it is not within the privileges of students to duplicate a room key or loan it to another person. Room keys reported lost or missing will result in changing the lock on the room door. Report lost keys to the Department of Residence Life in Koch Commons 120. The charges are as follows: Flynn, Morrison, and Mid-Campus Apartments: $150; Brady, Cretin, Dowling, Grace, and Murray: $75. Students living in Tommie North, Frey, Dowling, Brady, and Ireland Residence Halls have room access associated with their Student ID Card. Every attempt will be made to change the lock and supply new keys within 48 hours of the lost or missing key report. When the lock core is changed, the new keys

will be available for pickup at the Department of Residence Life. Student ID cards needing to be replaced can be done so at the Card Office in the Anderson Student Center.

Lifesaving Devices

Because of the importance placed on lifesaving devices (which include but are not limited to: fire extinguishers, fire alarm boxes, sprinklers, elevators and their alarms, exit signs, and smoke or heat detectors), tampering with them constitutes a violation of safety standards in residence halls and is prohibited. Behavior that results in the activation of a fire alarm system is prohibited and will result in disciplinary action.

Lounges and Study Rooms

Study rooms and lounges are for the use of residents of the building. A resident or group of residents may reserve a room by contacting the Hall/Community Director. Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Residence hall policy prohibits removing lounge furniture from its assigned area. Residents found to have common area furniture in their rooms will be subject to judicial action. Sleeping overnight in the lounge is prohibited.

Mental Health

The University provides resources and support for students to be mentally healthy. Students needing these resources/support can connect with any Residence Life staff or student leader.

There are times when residents experience a mental health crisis that may affect their own health and safety or that of the community. They are encouraged and in some cases expected to receive the care and support needed to address the crisis and return to a safe and healthy situation. If residents are deemed a risk to themselves or others, Residence Life may take action to meet with the student, hold a family meeting, require a plan of care, require the student to stay off campus for a period of time, and/or in extreme situations leave the halls until the risk is reduced to a satisfactory level. These residents may return to their housing assignment when University staff and/or medical personnel determine they are healthy enough to care for themselves.

Noise

Each resident's personal habits and expectations will differ, so your tolerance of different lifestyles is essential. This is especially true of noise levels. If you have problems with noise, we encourage you to speak to your neighbors, as they may not be aware they are disturbing your privacy unless you tell them. If you are still unable to resolve a conflict, your RA is available to help you.

The practice or playing of musical instruments in student rooms may be disturbing to others on the floor and in the residence hall, so practicing or playing is not permitted in rooms. Practice rooms are available in the Brady Educational Center. Placing stereo speakers or other sound amplification devices in windows, doorways, and common areas is prohibited. Volume should be maintained at a reasonable level, so as not to disturb other residents or people outside the building.

The residence halls exist to support and complement the academic mission of the University. Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study, and sleep.

For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule. 24-Hour Courtesy Hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day or night.

Quiet hours are in effect 10 p.m. through 10 a.m. Sunday - Thursday and midnight to 10 a.m. Friday – Saturday. During finals week, quiet hours are in effect 24 hours a day. Failure to observe quiet hours or courtesy hours is considered conduct infringing on others and is a violation of residence hall policy.

Obstacles

Storage of bicycles, chairs, desks, and other items in exit ways, hallways, bathrooms, and public areas is prohibited by law.

Open Flames

Candles, Bunsen burners, etc., can be extremely hazardous. Open flames and open flame devices are not permitted in residents' rooms.

Painting

Students' rooms are painted by university personnel. Should a resident student request to have their room painted, it will be evaluated in regard to need. Rooms are not to be painted by resident students. If a student paints a room or touches it up, they will be charged the cost of re-painting the entire room by university staff. Murals or any other forms of artistic expression are also prohibited.

Personal Identification

University of St. Thomas students are expected to carry their student ID cards at all times. It is the only acceptable form of personal identification when identification is requested by a Residence Life staff member or University of St. Thomas Public Safety officer. Failure to produce the St. Thomas identification card upon request by a university staff member could result in detainment until one can be located. If an ID is lost OR the picture is not identifiable a student should go to the Card Office to replace it, or call 651-962-6069 for further instructions.

Non-University of St. Thomas student guests or visitors in the residence halls must produce a current driver's license or state issued ID. Individuals who are unable to provide adequate identification will meet with a University of St. Thomas Public Safety officer so that the matter can be resolved.

Removal from the Residence Halls

A Resident may be removed and suspended from occupancy of campus housing on an interim basis if the University determines continued occupancy poses substantial risk or harm to the safety of the residents or others, or unduly interrupts legitimate operational processes of the University. Final decisions on removal from housing will be made following a disciplinary hearing. In the event you are removed from campus housing as a disciplinary action, room and board charges for the semester may not be refunded.

Pertaining to this policy and noted in the Student Residence Agreement: The Department of Residence Life reserves the right to terminate a Student Residence Agreement and your campus housing under the following circumstances. In these events, unused room and board charges for the remainder of the academic year may not be refunded.

- You are found to have violated any University of St. Thomas community standards (mission, convictions, policies or applicable laws), including but not limited to the Resident Student Handbook, Student Conduct Code, or any other University policy or state or local law.
- You have any unpaid charges from a previous Student Residence Agreement or with other areas of the University.
- St. Thomas determines that you pose a risk of harm to the safety of others or yourself and/or you interrupt legitimate operational processes of the University.
- Your health and safety are such that St. Thomas determines that campus housing is not a suitable living environment for you.

Repair and Maintenance

To repair broken or worn articles and equipment, submit a maintenance request through the Student Housing Portal on Murphy Online. A work request will be submitted to Facilities Maintenance personnel so that the repair work may be done. All repair work in residence hall areas must be completed by the university. Articles such as light bulbs and toilet paper are available from your Building Service Worker. Students are not to attempt to repair any university owned item.

To report a broken or malfunctioning washer/dryer, submit a request directly to our vendor. Please take one of the following steps to report issues to ensure immediate reporting to the vendor and efficient repair of the issue.

- (this is the option we recommend) Download the "CSC ServiceWorks Service App". Once downloaded, scan the barcode on the machine or enter the 3 digit/3 letter machine ID and select submit
- Call CSC at 1-877-264-6622 to report the issue. Make sure you know the machine ID before calling
- Go to https://www.cscsw.com/request-service and enter the machine ID

Residence Hall Access

Residence halls and/or residence hall living areas, are locked 24 hours a day. All residents have 24-hour access, via student ID card swipe or touch, to their own residence hall. Outside entrance doors or any other doors providing locked security to a common area must never be propped open. Designated emergency exit doors are restricted to use only during emergencies.

Restricted Areas

Due to safety and security reasons, there are areas of university property that are restricted from admission or use without prior approval from the Department of Residence Life. These areas include, but are not limited to, mechanical rooms, elevator shafts, mechanical tunnels, rooftops, wall ledges, offices and main desk areas, circuit breaker panels, and storage rooms.

Security Cameras

Security cameras are placed in various common areas in the residence halls, such as lobbies, stairwells, corridors, elevators, entry points and parking lots. Tampering with these systems is a violation of the Student Conduct Code.

Single Resident Occupancy

Our Residence Halls, regardless of hall or room structure, are single resident occupancy and residents must be full-time degree seeking students enrolled in 12 credits or more at the University of St. Thomas. Students are not allowed to add persons to the agreement, including siblings, children, parents, friends, etc. Any of these individuals qualify as guests and must adhere to our guest /visitation policy. The Department of Residence Life does not have Married and/or Family Housing available within the system. Please contact Off-Campus Student Services for a list of off-campus housing options.

Solicitation (General)

No area of the hall, including inside a residential room, can be used for solicitation or sales unless approved by the Associate Dean of Students, Director of Residence Life. All individuals who either enter or live in the residence halls are subject to this policy statement.

Solicitation (Political)

As required by applicable law, and in accordance with the University's Political Activity Policy candidates seeking election in the next general or special election for a public elective office who, if elected, would represent districts or territories encompassing the St. Thomas campus may access multi-unit student residence halls and other multi-unit campus residences, accompanied by a reasonable number of campaign volunteers, exclusively for the purpose of campaigning for the candidate or registering voters. No resident is required to admit a candidate to their assigned residence space or to communicate with candidates or accept campaign materials.

St. Thomas may limit candidate visits to reasonable hours and may require identification before admitting candidates to residence buildings. On-campus student residence halls and multi-unit residences can only be accessed by a candidate and their volunteers one building at a time, but St. Thomas is not permitted to require all candidates and accompanying volunteers traveling together to access the same building at the same time. Any campaign materials distributed in on-campus residences during such visits must be distributed in an orderly manner, and campaign materials cannot be distributed outside of the on-campus residences visited by the candidate.

The Department of Residence Life has established the following guidelines:

- Residence Life strongly discourages candidates from soliciting door-to-door in the halls and recommends utilizing common/lobby areas inside of the halls.
- Common areas include Koch Commons and the first floor of Tommie North.

If candidates choose to enter the halls:

- Candidates must contact the Department of Residence Life at least 24 hours prior to their requested visit date, in order to request permission from the Associate Dean of Students, Director of Residence Life or his/her designee to enter/reserve common/lobby areas of the residence halls.
- Candidates must contact Residence Life one week (5 business days) prior to their requested visit date in order to walk through the hallways of the residence halls.

Residence Life strives to notify all residents of the date, time and location the candidate will be in their residence hall. If candidates are granted access to walk the hallway, residents will be allowed to place a sign on their door asking candidates not to knock.

Candidates may only visit Monday – Friday between 10 a.m. and 3 p.m. Candidates will check in at Residence Life, Koch Commons 120. At this time candidates will meet their staff host and will be required to wear identification. Candidates will only enter the halls with a designated university host. No more than two campaign workers may accompany the candidate. The candidate and campaign workers are subject to generally applicable university policies during the visit. Any violation of these guidelines, or actions deemed as inappropriate by the Department of Residence Life, will result in immediate dismissal from the halls.

Smoke and Tobacco-free Environment

All residence hall indoor space is designated as smoke-free. Violation of this policy will result in disciplinary sanctions, including possible removal from the residence halls. If it is determined that smoking occurred in a residence hall room or common area, the residents responsible will be charged for the cleaning. Furthermore, the University of St. Thomas is a tobacco-free campus. No tobacco products (including cigarettes, cigars, hookah, e-cigarettes, chew, and snuff) may be used on our campus. There are exceptions in the policy for certain religious or other cultural traditions and they must be approved before engaging in the act.

Sports and Pranks

Sports and pranks are prohibited within the residence halls including but not limited to: balls, skateboards, in-line skating, biking, bowling, boxing, Frisbees, dart or toy guns, pranks involving water or other damaging substances. Violations of this policy will be referred through the Student Conduct Process.

Unauthorized Entry

Residents and visitors must enter and exit the halls through designated doors at all times. No doors should ever be left propped open. Doors designated as emergency exits are for emergency use only. Unauthorized use may result in judicial action including a fine. Other areas in and around the residence halls off limits to students include, but are not limited to, mechanical rooms, storage or housekeeping closets, roofs, and window ledges.

Vandalism

Any destruction or damage to university or personal property due to pranks or any intentional behavior will result in responsibility for full remuneration for that property and will subject the individual(s) to disciplinary action.

Waste Recovery

The Residence Halls provide waste containers in each resident room (trash, recycling and composting). Residents should use these bins for waste and then empty these bins into larger waste bins found in the Waste (Trash) Rooms within their hall or directly outside. The practices of recycling and composting are important sustainability efforts and are expected of our residents.

Waterbeds

Waterbeds of any kind or variation thereof are unauthorized furniture for any university-owned housing and may not be used.

Weapons

Weapons of any kind (firearms, knives, swords, arrows, various martial arts paraphernalia, bats/clubs, etc.) are not permitted in the residence halls. Weapons, whether intended for use or not, will be confiscated.

Windows and Screens

Windows should not be tampered with and must be used appropriately. Window screens may not be removed or cut at any time. In addition to facing judicial action, residents may be charged to re-install, repair, or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at any time. If a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen for security reasons. Ground-floor windows equipped with a special security barrier mounted on hinges must remain closed and locked unless they are being used as an emergency exit. Removal of window screens, unless it is an emergency, will result in a fine and possible replacement costs.