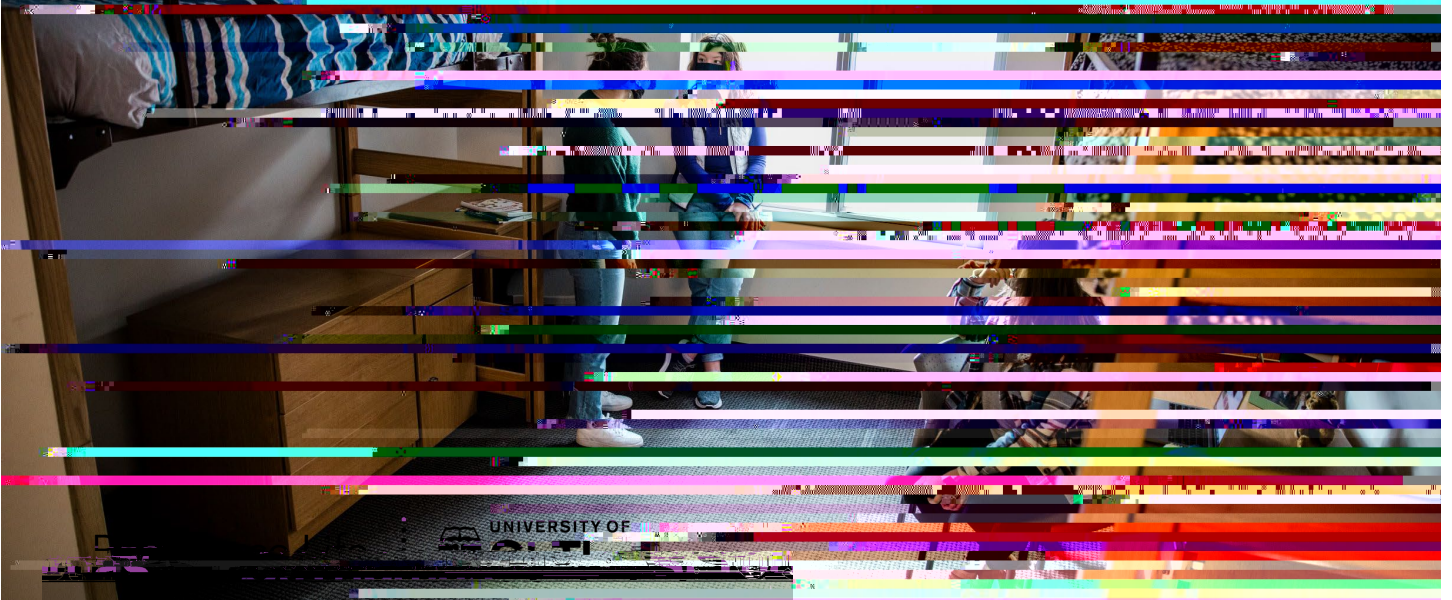


RESIDENCE LIFE HANDBOOK



UNIVERSITY OF

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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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

RESIDENCE LIFE STUDENT LEADERS

Resident Advisor (RA)

Resident Advisors are community builders who live in designated areas of each residence hall on

HEALTH, COMMUNITY LIVING:

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:

x

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.

- x If in the warning area, seek shelter immediately. (For shelter locations, see Campus Emergency Guide)
- x 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.
- x Do not open windows. This can increase damage to buildings. Stay away from windows and exterior doors.
- x Basements, interior hallways on the lower floors, windowless rooms, and small interior rooms on the lower floors offer the best shelter.
- x Report injuries and damage to the Public Safety Department at 651-962-5100.
- x Notify departmental administrative office.
- x 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.

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

wish to have a service or emotional support animals in their residence hall room must contact the Disability Resources Office at the University of 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.)

3D printers are not permitted in the residence halls.

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.

- x *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:

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

To acquire refrigerators (and refrigerator/freezer/microwave units) that meet these

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)

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 fndbunpon

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.

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

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.

- x 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.
- x You have any unpaid charges from a previous Student Residence Agreement or with other areas of the University.
- x 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.
- x 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. 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.

- x x

