

MISSION STATEMENT

Working in partnership with our resident students, the Office of Community & Student Life constructs a healthy and positive residential community that enhances academic pursuits and promotes opportunities for personal, social and spiritual growth.

The residence halls are a home to those students living on campus. A residence hall is a vital community: alive with a diversity of people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living and learning environment. They provide a supportive structure within which students feel comfortable exploring, both individually and collectively, many different possibilities for growth.

Community refers to a group of people sharing a common interest, who...

- are interdependent for the fulfillment of certain needs;
- live in close proximity and interact on a regular basis;
- share in defining expectations for all members of the group and assume responsibility for meeting these expectations;
- are respectful and considerate of the individuality of other persons within the community.

The Office of Community & Student Life team hopes that the residence halls will feel like a home for students while they are living on campus, and that they will choose to become active members of the University community. There are many opportunities for students to get involved and to have a positive impact within our community.

In order to assist students in transitioning into the local community, the Office of Community & Student Life is also committed to maintaining resources on local rentals and rental information.

OFFICE OF COMMUNITY & STUDENT LIFE

The Office of Community & Student Life is located in Proctor Hall. The offices of the Director and Assistant Director of Community & Student Life and Staff Assistant are located in Proctor Hall. The Community Advisors for all residence halls are located in 302 & 102 McDougall Hall. The team who make up the Office of Community & Student Life are as follows:

The Community Advisor (CA) is a student/paraprofessional staff member who lives in the hall and whose primary role is to be a resource person, helping to meet students' needs outside the classroom. They are there to listen when students have problems or concerns, and to help them find resolution. A CA is the person a student can count on to help find the assistance needed to make living at UNE as enjoyable and healthy as possible. They do not have all the answers, however are the recipients of ongoing training and will know who to contact to find them. Reasons to see a CA:

- They are someone to talk to (about anything)!
- To request a work order for something broken in a room or on a floor.
- To hang out (but remember they are students too and need time to study, sleep and relax).
- To help mediate the situation when residents aren't getting along.
- To check in and out of a room.
- To suggest activities for the floor.
- To raise questions, concerns, comments about anything.
- To seek assistance in resolving a conflict on the floor.
- To get help in meeting people and getting involved on campus.
- To serve as a resource and referral agent.
- To help establish community standards.

The professional staff who are responsible for supervising and supporting the student Community Advisors (CAs) is the Assistant Director. They work with the paraprofessional staff to help build community and maintain community standards. The Assistant Director also serves as programmers and judicial hearing officers. The Assistant Director is a full-time professional staff who oversees the housing operations & community events, acts as a judicial hearing officer, and who serves on-call on a rotating basis. Reasons to see an Assistant Director:

- To speak to someone who isn't a peer.
- To suggest programs or activities for the campus.
- To say hello, to visit, or to simply chat.
- To follow up on a work order that hasn't been completed.
- To appeal a damage charge.
- To receive help with a conflict taking place in your room or on your floor.

The Director provides overall leadership for the department, supervises the professional staff living on campus, serves as a judicial hearing officer and serves as a general resource for all University students. Reasons to see the Director:

- To talk about anything
- To help find resolution when a concern or issue has not reached a satisfactory conclusion.
- To say hello
- To invite her to a program or floor activity.
- To meet about a higher level judicial issue.

The Staff Assistant provides overall support for Office of Community & Student Life staff and is the initial point of contact for students and visitors. Reasons to see the Office Manager:

- To schedule an appointment with a member of the professional staff
- To report key or lock issues, or to request a temporary ID when yours has been misplaced.
- To retrieve paperwork for break housing or room changes.
- To inquire about a work study job.
- To answer general questions.

2011-2012 RESIDENCE HALL CALENDAR

August 31	Classes Begin.
October 7 – 9	Fall Long Weekend. Halls remain open.
November 23 Dinner.	10:00 a.m. Residence Halls close for Thanksgiving Break. Last meal served is Tuesday
November 27	Halls Re-open at 10:00 a.m. Meal plan resumes with dinner.
December 16	9:00 p.m. Residence Halls close for winter break. Last meal served is lunch.*
January 17	Residence Halls open at 10:00 am for returning students. Meal plan resumes with dinner.
January 18	Classes Begin
March 16	9:00 p.m. Residence Halls close for Spring Break. Last meal served is lunch.
March 25	Halls Re-open at 10:00 a.m. Meal plan resumes with dinner.
May 12	12:00 p.m. Residence halls close to all students not directly involved with commencement. Last meal served is dinner the night before.
May 19	Commencement.
May 20	12:00 p.m. Residence halls close for all students.

*PLEASE NOTE: For final exam week in December and May, students must be out of the residence halls within 24 hours of their last final

2011-2012 HOUSING STAFF

<u>McDougall Hall</u>	<u>Room No.</u>	<u>Phone Ext.</u>
Eunice Boo	102	
Caitlin Sherlock	302	

Assistant Director

Jessica Fortin Proctor 02 4267

Director

Travis Erickson Proctor 02 4267

Staff Assistant

Peggy Spencer Proctor 02 4267

OUR COMMITMENT TO RESIDENTIAL STUDENTS

Statement of Student Rights & Responsibilities

The Office of Community & Student Life at the University of New England is committed building a partnership with resident students, and in assisting our community members in achieving both intellectual and personal growth. Our success in doing this is dependent upon the understanding that with rights, come responsibilities. Our students have the right to certain educational and residential living expectations and a responsibility to assist in creating an atmosphere that is conducive to our goal of assisting community members in achieving intellectual and personal growth.

Rights

Every residential student has the right to:

- A clean, safe and secure living environment within the residence hall community.
- A residence hall community that promotes respect, personal growth and development, appreciation for differences and diversity and accountability for violations of residence hall policies, standards, rights and responsibilities.
- A residence hall community, which creates an environment conducive to achievement of intellectual and personal growth.
- Programs and activities that encourage the development of community.
- Access to resources to assist with the myriad of issues confronting college-age individuals.
- An equitable and consistent enforcement of policies, with due consideration of the rights of all members of the residence hall community.

Responsibilities

Every residential student has the responsibility to:

- Take learning seriously: attend class, be prepared, participate in discussions, ask questions and get assignments done on time; attend residence hall programs and events; get involved in campus-wide clubs and/or organizations; take on a leadership role in some capacity; attend floor meetings and check MyUNE e-mail regularly.
- Treat fellow students and University faculty and staff with respect.
- Contribute to the enrichment of your communities: room, suite, floor, residence hall and University.
- Communicate effectively to prevent/resolve conflict with roommate(s) and other community members.
- Get involved in campus life, activities or organizations.
- Protect and preserve property belonging to others and the university.
- Be aware of how personal choices affect your academic success, your personal growth and the quality of life for other community members.
- Be knowledgeable of and comply with university policies as outlined in the Conduct Code and Policies of Residence Hall Living (Refer to University Conduct Code & Policies of Housing & Residence Hall Standards, Policies and Expectations).

The Common Good

One characteristic of positive communities is a concern for the common good. Residents must understand what it means to be a member of a community and must set high standards for their own behavior. To achieve this goal, we will raise residents' awareness of their rights and responsibilities while living in our community. We encourage residents to take an active role within their living environment and to participate in the development of community standards. By reminding residents of these standards, holding people accountable through personal contact and group discussions, and taking swift action on behavioral and facilities issues, we help make the residence halls vital and enjoyable places in which to live.

By inviting a student to join the UNE community, the University assumes that the student has developed and maintained a high degree of integrity and commitment to the personal values in his/her private and academic life. The faculty and administration at UNE are committed to fostering and furthering this sense of integrity and to helping students develop an ever-deepening awareness of the multi-faceted demands facing them. Students are ultimately responsible

for their own learning, the consequences of their choices, actions and behavior, and should constantly appraise themselves. Respect, openness to new situations and people, personal and intellectual curiosity and a commitment to meeting one's obligations are all expectations of the UNE student. The University articulates and clarifies expectations regarding behavior through the University Conduct Code and Residence Hall Standards, Policies and Expectations.

University Conduct Code

The University Conduct Code has six major sections: Academic Dishonesty, Community Responsibility, Safety and Environmental Health, Care of Property, Residence and Related Facilities, and Abuse of the Judicial System..

Policies of Residence Hall Living

The Policies of Residence Hall Living address the following issues: Appliances, Bicycles, Check-in/Check-out, Abandoned Property, Cleaning Supplies, Closing of Halls for Vacations/Exams, Break Housing, Damage to University Property, Dining Services, Door Propping, E-Mail/University Communication, Extension Cords, Firearms/ Firearms Storage; Fireworks, Prohibited Items, Fire Safety, Furnishings, Guest Policy, Hall Sports, Health and Safety Inspections, Holiday Decorations, ID Cards, Kitchen/Laundry Rooms, Lockouts, Lounge Furniture, Mail Services, Maintenance Requests, Medical and Personal Concerns, Parking, Personal Computers, Personal Property, Pets, Programming, Quiet Hours, Courtesy Hours, Recycling, ResNet, Roommates, Room Changes, Room Decorations, Room Keys, Security, Smoking, Storage, Tapestry Policy, Television, Trash Removal, Use of Room, Vending Machines, and Windows. These policies are enforced to ensure that our residence halls are safe, quiet, academic environments where personal and University property are protected.

OFFICE OF COMMUNITY & STUDENT LIFE LEADERSHIP OPPORTUNITIES

COMMUNITY ADVISOR TRAINING & DEVELOPMENT

Our commitment to the growth, development and performance of our Community Advisors (CAs), is demonstrated through ongoing CA training. This comprehensive training program incorporates job-related training with educational, theory-based training, as well as coaching and mentoring by professional supervisory staff. The program is launched each year with a week training in August, during which job-related policies and procedures

are addressed. Additional training, (referred to as in-services) is also offered to the CA staff on a monthly basis in order to complement the breadth of their job related skills and knowledge.

To become a CA: Information is available to any interested student prior to the start of Winter Break. Contact the Office of Community & Student Life for more information.

RESIDENCE HALL MEETINGS

Residence hall meetings provide an opportunity for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns and to plan activities. Specifically, students will receive information about openings, hall closings, room selection, etc. Each student is required to attend and may offer support, ideas and suggestions to other residents and/or the hall staff. Each student is responsible for the information introduced or decided at these meetings.

Another way of finding information is to regularly refer to the bulletin boards located on each floor in the residence halls. These boards are updated with educational information, as well as on campus activities and important college news.

At the beginning of each year, the members of each floor will attend meetings to discuss their community standards and other community guidelines. The guidelines will greatly affect each student throughout the year and therefore everyone is strongly encouraged to share in the development of their community.

RESIDENTIAL FACILITIES

The Portland Campus of the University of New England has three residence halls that house undergraduate & graduate students. two are traditional double/single room residence halls: Ginn & McDougall. 750 Stevens Ave residence hall is a small house accommodation with four single bedrooms.

DIRECTORY OF SERVICES, POLICIES and GENERAL INFORMATION

The following outlines information and policies regarding residential living at the University of New England. This listing not only contains important information for residential students, but also residence hall policies consistent with University Conduct Number 44, Violation of Residence Hall Standards.

APPLIANCES

All electrical appliances must be UL approved and in good working condition. Electrical appliances are permitted in resident rooms except those appliances, which 1) have exposed heating units or open flames; and 2) are used for the specific purpose of cooking food, with the exception of small microwaves and units with enclosed heating elements. Appliances such as coffee pots, hot air popcorn poppers, hot pots, and "George Foreman Grills" are prohibited except with appropriate approval in designated areas. Designated areas include Residence Hall Lounge Kitchens. Such items may be stored in rooms as long as they are not used in rooms. Air conditioners, space heaters, halogen lamps, sun lamps/tanning beds and hot plates or any other open coil appliance not provided by the University are not permitted.

Office of Community & Student Life staff has authority to prohibit and/or remove without prior notice all illegal or potentially dangerous appliances/devices for reasons of health and safety.

Students are expected to use reasonable care with regard to the appliances in residence hall kitchens. It is the responsibility of all residents to properly maintain (including cleaning) all appliances. Report any maintenance problems immediately to an CA.

BICYCLES

In response to Fire Safety and Regulation requirements set forth by the local Fire Departments:

1. No bicycles may be left in the corridor or public areas (i.e. laundry rooms, lounges, stair wells, etc) in any residence hall at anytime.
2. Bicycles should be stored in McDougall Hall Bike Rack. Space is limited.
3. Bike racks are available outside residence halls on a seasonal basis. Bike racks are not available during the snow ban parking season: November 1- April 30
4. If a bicycle is found in a corridor or public area it will be immediately confiscated by Security. If necessary, chains and locks will be cut.
5. UNE is not responsible for any lost or stolen bicycles. It is strongly recommended that all bicycles be locked at all times.

CHECK-IN/OUT

Upon a student's arrival into the residence hall, s/he will be asked to complete a Room Condition Report form with an CA, which will detail the condition of the room upon their arrival. It is the responsibility of each resident to make sure

their report includes all missing items, damages or defining marks. This report will be used at the time of the student's departure to assess discrepancies and damage charges. All rooms will be thoroughly inspected and assessed for damage by the Office of Community & Student Life and Facilities staff, once the buildings have closed.

When a student is ready to leave the residence hall they must move all belongings from the room; clean the room and return all furniture to its original place (with the exception of bunked/lofted beds which may remain as is); and follow all checkout procedures. Students are responsible for any damages, missing furniture and excessive cleaning issues. See Abandoned Property and Damage of University Property below for a description of procedure.

ABANDONED PROPERTY

Students are expected to remove all items from their residence assignment when they check out. Any student who leaves abandoned property in their rooms should expect these items to be removed and not stored. Items such as checkbooks, computers, glasses, medications, and passports will be stored by Community & Student Life but the occupant must make arrangements with the Office immediately for retrieval of such items.

CLEANING SUPPLIES

Students are expected to keep their rooms clean. To assist with this expectation, there are communal brooms, dust pans in the common kitchen. CA staff also has a communal vacuum that you may sign out.

In 750 Stevens Ave, students are expected to clean their own common areas, including their bathrooms and kitchens. As in the other halls, there will be brooms, vacuum cleaners, etc. provided for each building. Office of Community & Student Life Staff will make regular inspections of suites to ensure that the suites are properly cared for.

CLOSING OF HALLS FOR VACATIONS/EXAMS

The closing of residence halls corresponds with the break period. A list of the days and times of closings can be located on the 2011/12 Residence Hall Calendar found in this planner and online. No student may remain in or return to any residence hall once it is officially closed or before it has officially reopened (unless approved for break housing in Proctor Hall). The last meal served in the Dining Hall before each vacation will be the lunch or dinner meal on the

last day of classes/exams. Brown-bag meals are available upon request from the Dining Hall. The first meal served in the Dining Hall after a vacation period ends will be the dinner meal on the day before the first full day the University is open. Community & Student Life Staff are required to enter student rooms at vacation periods to verify that lights are off, windows are locked, & trash has been removed, etc.

Exam Week - Students must be out of the residence halls within 24 hours of their last exam and not beyond the designated closing time on the final day of Exam Week.

BREAK HOUSING

Break Housing is available to all students who reside on campus during any break period that the University is not holding classes. Each student who wishes to stay during the break period must fill out a Break Housing Contract, which can be obtained from the Office of Community & Student Life. The contract must be approved by the Assistant Director of Community & Student Life.

DAMAGE OF UNIVERSITY PROPERTY

Damage done to residence hall rooms or furniture will be charged to the occupants of the damaged room or building. Damage charges are assessed and placed on students' bills on a monthly basis and at the end of the semester/academic year. Student rooms are reconditioned during the summer months, therefore it is presumed that the rooms are properly cleaned and equipped at the beginning of the school year. Defects should be reported to the Community Advisor upon completion of the Room Condition Report and within twenty four (24) hours after occupancy.

If damage takes place in the residence halls or elsewhere and those responsible are not known, the following procedure will be used:

1. If damage is done to a student's room, door or window, etc. the occupants of the room shall make payment, unless special circumstances determine otherwise.
2. If damage is done to common area property, e.g. corridors, lounges, elevators, rest rooms, etc. it shall be paid for by all occupants of the floor or residence hall, depending upon the circumstances.
3. If damage took place during a particular floor event, those responsible for the event will be held responsible for the damage unless specific individuals are identified.

4. If a guest causes damage, the student who is host to the guest will be billed.
5. The University does not, under any circumstances, assume responsibility for loss or damage to personal property through fire, flood, theft or other causes. Loss through these causes should be reported immediately to the Office of Safety and Security and to the student's personal insurance representative.
6. Reporting damages or maintenance needs should be done through the CA, or Office of Community & Student Life. No maintenance personnel are available for repairs after 3:00 p.m. except in the case of emergencies.

If damage is done to the external portion of the building, the individuals responsible for the damage shall pay it for. Each incident will be reviewed on an individual basis to determine payment responsibility.

DINING SERVICES

Students may choose between a 19-meal, 15-meal or 8-meal plan. The amount of "flex dollars" varies with each meal plan.

DOORS

For reasons of safety, exterior doors of the residence halls are locked 24 hours. They cannot be propped open at any time. Anyone found propping a door is subject to disciplinary action that could result in a judicial fine. Students are expected to carry residence hall keys and their ID card at all times. All resident students are reminded that their ID cards will gain them access to the exterior hall doors and should be handled both cautiously and responsibly to insure that easy access to the residence halls remains the privilege of resident students only. For reasons of safety, lost keys and I.D. cards must be reported to the Office of Safety and Security and the Office of Community & Student Life immediately! **STUDENTS MUST NOT LEND THEIR ROOM KEY/ID CARD TO ANYONE!** It is against UNE policy to lend out room keys/cards.

Individual residence hall room doors should only remain open if the room is occupied. Rooms left open and unattended will be closed and locked. Keys may not be left in the door to permit others' entry.

E-MAIL/UNIVERSITY COMMUNICATION

The UNE myUNE student e-mail program, is the official way the University will communicate with students; therefore,

students are responsible for regularly accessing their account for messages. The Office of Community & Student Life relies on this mode of communication a great deal. All resident students are subscribed to a particular group (typically designated by floors) for messages specific to residential students.

EXTENSION CORDS

Cheater Units that plug directly into the wall outlet (to increase the number of plugs the outlet has) are not allowed in the residence halls. Instead, UL rated, fuse protected power strips must be used. These power strips can be purchased in a number of different lengths. The cheater units do not provide any fuse protection and therefore, there is no protection for the system. In addition to power strips, only UL rated extension cords are allowed. Extension cords can only be plugged directly into a wall outlet.

Extension cords cannot be plugged into extension cords (and power strips cannot be plugged into power strips.) Therefore, it is advisable to purchase the cords in adequate lengths.

FIREARMS, FIREARMS STORAGE, FIREWORKS, PROHIBITED ITEMS

No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security present a danger to the community. Examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, any device that propels an object including but not limited to pellet guns, "soft pellet guns", bb guns and the like, as well as bows, arrows, hunting knives and any firearm. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocket knives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

Recognizing that any object could be a potential weapon the Director of Safety and Security shall evaluate any questionable object and determine if the device shall be prohibited under the terms of this policy. This policy shall in no way be used to prohibit the possession of kitchen type knives used for food preparation so long as they remain in the owners "kitchen" area. Weapons are not allowed on any University-owned or leased property, including parking lots and roadways and are not permitted at any University sponsored event on or off University property. The Office of

Safety and Security will secure and store legitimate hunting devices, target shooting devices and equipment, a reasonable amount of ammunition, paint-ball guns or legitimate martial arts weapons for any member of the community that may be picked up upon exiting campus. Individuals should contact the Office of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item. The officers will work with a community member to make sure the item is stored appropriately.

Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is found on campus, including any residence hall space, will be confiscated. The violation will be addressed expeditiously through the judicial process with related sanctions including the potential of suspension or removal of the individual(s) from all campus properties.

FIRE SAFETY

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without the permission of proper authorities or fail to comply with University officials will be subject to disciplinary action and the assessment of judicial sanctions.
2. Tampering with fire safety equipment or fire alarms is a violation of State Law, as well as University policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry areas); space heaters, halogen lamps, non UL rated lamps, any non UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.
5. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks and chemical materials such as gasoline/fuels, kerosene or compressed gases/air in University residence halls is specifically forbidden and, therefore, subject to severe disciplinary action.
6. The roofs and fire escapes of each building are for emergency purposes only. Under no other conditions

should these be used. Failure to comply will lead to disciplinary action.

7. Do not hang anything from the sprinkler heads. This can cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches away from the ceiling.
8. For reasons of fire safety, the maximum occupancy may not exceed eight (8) people at any one time for a residence hall room and twelve (12) for a suite.
9. Fire Safety tips:
 - a. Know where alarm pull stations are in your building.
 - b. Know all of the exits and evacuation plans to your building
 - c. If you discover smoke or fire:
 1. Sound the alarm.
 2. Call the Office of Safety and Security at x 366 from any phone on campus or call local emergency department at 911
 - a. If you are in a burning building:
 1. Close the window.
 2. Close the door.
 3. Go to the nearest exit or stairs (If you are in a smoke-filled area, keep low to the floor).
 4. Leave the residence halls immediately.

FURNISHINGS

The residence hall rooms are furnished with the basic necessities for living, sleep and study. Residence halls are furnished with extra-long single beds and mattresses, closets, dressers, desks and chairs. Students should plan to bring anything else they may need. Most furniture is moveable; beds can either be bunked or lofted, depending upon the hall to which the students are assigned. All furniture and furniture parts must remain in the room or suite. Curtains, draperies, valances or other fabric decorations covering or draping the windows must be made of documented Fire Retardant material. Students must provide documentation of this fire retardancy before items may be hung.* All non-University provided waste receptacles must be constructed of solid metal, (no woven, fabric, plastic, wood or metal mesh etc.)

*Each year, the Community & Student Life offers a curtain treatment program to help students meet compliance.

GUESTS

Students are responsible for their guests and are accountable for their guests' conduct on campus, including damage to University property. Guests are expected to abide by the University Conduct Codes, Policies and Guidelines. Failure to do so may result in removal from campus and restriction from future visits to the campus. If guests are staying on campus overnight, the Community Advisor must be notified. Overnight guests must be at least 18 years of age. Those who are under 18 must provide a Parental/Guardian Overnight Visitation Approval form (available in the Office). Residential students are limited to two (2) overnight guests at any one time. Guests may stay no longer than two (2) consecutive nights and passes will not be reissued consecutively. Guests are welcome contingent upon mutual agreement of roommates. Excessive requests for overnight guests or visitation not approved of by all residents of the room in which the guest is staying can be denied. Unresolved conflict may result in restriction of guests. All guests must obtain a parking permit from the Office of Safety & Security.

HALL SPORTS

Due to the potential harm to individuals and property, hall sports are not allowed in the residence halls. Students caught playing hall sports will face judicial review and may be charged to repair or replace any property damaged. These behaviors include but are not limited to:

- Rollerblading
- Any ball-related sport
- Wrestling
- Riding Bikes
- Frisbee
- Water Balloons

HEALTH AND SAFETY INSPECTIONS

Upon prior notice, the Offices of Community & Student Life, Safety and Security and/or Facilities Management will conduct periodic room inspections to help insure that all residents are in compliance with health, fire and safety guidelines. General room inspections will indicate violations and will advise students on how to correct violations. Failure to correct violations may result in an applicable fine, confiscation of property and/or judicial action (Also see section on Appliances).

HOLIDAY DECORATIONS

Students are encouraged to express their observances of holidays within the following guidelines:

- Live and cut trees and wreaths are prohibited
- Candles or other open flames or burning items are not permitted
- Lights must be UL rated and the small, non-heat producing type
- Decorations in the public areas must be approved by the Assistant Director of Residential Education and Housing for safety
- Decorations must be removed prior to leaving for break.
- Nothing should be hung from ceilings or smoke/sprinkler heads

ID CARDS

Students should keep their ID with them at all times. It opens the door to a student's residence hall. Residents must never give their IDs to another student or guest. Only the owner of the ID card has access to the privileges and services of his or her card. If an ID card becomes lost or stolen, notify the Office of Community & Student Life at x4267 and then the Office of Safety and Security at x 2298 immediately.

KITCHENS/LAUNDRY ROOMS

Resident students are expected to clean up after themselves when they have used the kitchen and laundry facilities. This is not the job of the housekeepers. Messes, spills, lint, etc. must be cleaned and disposed of properly. Failure to do so will result in excessive cleaning charges assessed to the hall. Laundry facilities are located in each of the ten residence halls. Included in the room and board rate is a laundry fee that covers the cost of the use of machines for residential students.

For your convenience, the University utilizes the Laundry View system which allows students to monitor the availability of washers and dryers. To access this online system, go to www.laundryview.com. Students should select 'Portland Campus' and then select the building in which they reside.

Troubleshooting

If there is a problem with a machine, a member of the Community & Student Life Staff should be contacted immediately so they can place a work order. Be sure to give them the machine number and a description of the problem

with the machine (i.e. won't turn on, won't spin out the water, etc.). This will help the service person know what to look for. The turn-around time to fix a problem is usually 24-72 hours, with the exception of weekends.

DO NOT UNPLUG THE MACHINE! Attempts to unplug the machine will shut down the system. If this should occur and the identity of the user making the attempt is unknown, the students of that residence hall will be billed for the service call.

Any questions about the system should be directed to a member of the Community & Student Life Staff.

LOCKOUTS

Students are expected to have their room key and ID card with them at all times. Should a student become accidentally locked out, they should first contact the CA residing on their floor. If their CA is not available, they should try another staff member in the building. If the student is unable to find an CA, they should call the Office of Community & Student Life at x 4267 between the hours of 8am and 5:30 pm to request to be let in. If it is after hours and no Community & Student Life Staff can be reached, contact the Office of Safety and Security for assistance at x2298. The Office of Community & Student Life will request that a student provide some proof of identification. Students may be locked out of their room no more than three times without charge. A fine of \$25 will be assessed to the students' account each time thereafter.

LOUNGE FURNITURE

Furniture has been placed in all common areas in the residence halls for the comfortable gatherings of residents. The furniture must remain in the common areas. Students found in possession of common area furniture in individual rooms will be subject to judicial review.

MAIL SERVICES

All residential students have been assigned an on-campus mailbox (See Mail Services Section of Student Handbook). Student mailboxes are located in Alexander Hall, near Wing Lounge.

MAINTENANCE REQUESTS

Maintenance requests are made through an CA or other Office of Community & Student Life staff member. It is important to give complete information about the request: detailed description of problem, date problem occurred, how the problem occurred, location of problem, etc. Once a

request for maintenance has been placed, it is assumed that permission for a Facilities staff member to enter the room to complete repairs has been given.

MEDICAL AND PERSONAL CONCERNS

Emergency medical care between 8:00 p.m. and 8:00 a.m. is accessed through an CA, the Office of Safety and Security, and/or the Administrator on call. Issues of a more personal nature may be discussed with an CA. It is important to remember that while CAs do have some training in peer counseling, they are not counselors and therefore cannot promise confidentiality. CAs and professional staff, however, will maintain students' privacy to the extent that the legal system and the University will allow. Individuals may need to be referred to Counseling Services or the Health Center for proper attention. It is important to keep in mind that your emergency contact may be notified.

PARKING

Students with registered vehicles must pay close attention to all parking regulations. Tickets are expensive and add up quickly. Repeated offenses can lead to towing or the removal of on-campus parking privileges. Resident students must park in resident lots only. It is especially important to be aware of regulations during the snow season, which can be as much as six months long. The residence hall staff will go over winter parking and snow removal procedures during floor meetings and via signs posted in the residence halls. For more parking regulation updates refer to the Office of Safety and Security website at <http://www.une.edu/studentlife/security/>. The winter parking ban occurs from November 1st through April 30th.

PERSONAL COMPUTERS

Students may bring personal computers to the residence halls. See the section on the ResNet Program for more information.

PERSONAL PROPERTY

The University is not responsible for damage or loss of personal property. Students are urged to check individual insurance plans to assure coverage against fire, flood or theft. Parents' homeowner's policies very often cover such losses. However, stolen property should be reported to the Office of Community & Student Life and the Office of Safety and Security.

PETS

For health code reasons, allergies and restricted living environments, pets are not permitted in student residence hall rooms. The only exceptions to the pet policy are fish in an aquarium and fresh-water turtles or aquatic frogs and salamanders contained in aquariums. Aquariums are restricted to one-20 gallon tank per student in each room. Service animals are permitted only through the approval of the Disability Services office.

PROGRAMMING

We offer a wide range of educational, social, intellectual, physical, spiritual and cultural programs based on the residents' needs and interests. Community Advisors have programming requirements and are interested in hearing residents' ideas. Students are encouraged to get involved in the planning of programs and activities for their floor and hall.

QUIET HOURS

In order to meet the goal of providing a residence hall environment that is conducive to rest and study, we hold that the right of a student to study takes precedence over the right of a student to make noise and disturb others. Noise is defined as sound that can be heard outside a room with the door closed or sound that is disruptive or uncomfortable for others as they sleep, study or carry out their daily living. All students are expected to be quiet enough to respect the rights of others.

Quiet hours are uniform throughout campus:

- Sunday - Thursday: 9pm - 9am
- Friday - Saturday: Midnight - 10 am

Courtesy Hours

Courtesy hours have been established to assist students with noise or disruptions beyond the established quiet hour period. Students have the right to ask roommates or neighbors to lower voices, stereos, etc. in an effort to study or rest. Courtesy hours are 24 hours per day, 7 days per week.

Floors and/or residence halls may elect to make established quiet hours more restrictive by extending the quiet hour period. Any revision must meet with the approval of the Assistant Director.

During final exam periods, 24-hour quiet hours will be enforced. Violations of quiet hours are referred to the Judicial Process for judicial review.

RECYCLING

The University of New England's faculty, staff and students are committed to providing a waste-recycling program. As such, the University currently employs a single-sort recycling program. Each building is equipped with the appropriate recycling containers. Please dispose of all approved recycling contents in the appropriate containers. Following this simple procedure will prevent contamination and the rejection of recycled material. Questions about specific materials may be directed to the Sustainability Coordinator at x2507.

RESNET

The University provides both wireless and internal Ethernet connections in the residence halls to provide each student with access to the Residence Hall Network (ResNet) and the Internet. The Ethernet network allows each student to send and receive e-mail, browse the World Wide Web and access the University's on-line library system. (Refer to IT Acceptable Usage Policy.)

ROOMMATES

Fostering a positive relationship between roommates is an important piece of residential living. Not all roommates are best friends, but it is imperative that they establish a respectful dynamic. The Community & Student Life staff is available to assist students every step of the way. A roommate relationship can quickly bring about social, cultural and values-related conflicts, particularly when said differences are not addressed in an appropriate manner. Residents in the first year area will complete a Roommate Agreement with their CA in order to foster communication and to create common guidelines for their room. It is important for them to know their expectations of each other, as well as areas of agreement and disagreement. When conflict arises among upper class residential students, a similar Roommate Agreement will be drafted in order to foster communication and resolution of disagreements.

ROOM CHANGES

Residents who want to change their housing assignment may complete the Room Change Request form which can be found in the Office of Residential Education and Housing. Room changes are offered no earlier than two weeks after the beginning of each semester. Students requesting a room change must meet with their Assistant Director in

order for the request to be considered. In the case of a roommate conflict, the CA will require mediation before a room change will be considered. The room change period ends on the last day of classes each semester. Room changes will not take place during finals week due to a possible disruption of study. The Office of Community & Student Life does reserve the right to move a student during the finals period if it is necessary. If the student loses a roommate during the year, the University reserves the right to assign another student to that space. The University also has the right to relocate students at any time for any reason.

ROOM DECORATIONS

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

- Hanging posters/pictures etc. should be done with poster putty **only**. Tape and other adhesive materials will remove the paint.
- No objects or materials may be hung on the walls within 18 inches of the ceiling. Additionally, no items may be suspended from the ceilings.
- Tapestries may be hung under guidelines of the tapestry policy (see below).
- Tape, stickers or other adhesive materials are **not** to be placed on ceiling tiles. Students will be charged the replacement cost for each tile damaged in this way.
- No decorations should at any time be attached to or cover any fire safety equipment. This includes but is not limited to stickers on smoke detectors; any items that cover detectors or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.
- Decorations may not cover more than 1/3 of the wall.
- UL approved lights can be hung on the walls but may not be suspended from the ceiling, in front of windows or threaded through mattress springs.
- Empty beer boxes are prohibited as decoration in student rooms.

ROOM KEYS

Upon arrival, each resident student will be given a room key. If a student should lose their key or fail to return it once they've vacated their residence hall space, they will be billed \$35.00 for a lock change and key replacements. If a student should lose their ID card, they will be billed \$20 to replace it. Arrangements can be made for a replacement key with the Office of Community & Student Life (x4267) and for a new ID with the Office of Safety & Security (x 2298). For reasons

of safety, lost keys and ID cards should be reported immediately.

SECURITY

The security of students and the residential facilities are of primary importance. The University has instituted processes (i.e. 24-hour locked halls, code systems on keys, coded IDs) to improve security services. Safety & Security Officers regularly patrol the residence halls and are very interested in getting to know students. Students are encouraged to say hello and to get to know the officers. Security may be reached at x 2298 for a non-emergency and at x 366 for emergencies. Both of these numbers may be dialed directly from a student room, hallway phone or campus call box.

SMOKING

All University facilities are smoke-free. Locations outside the residence hall are designated for those students who smoke. Students are expected to use appropriate means of disposal of smoking waste and must abide by the 50-foot smoking ban around each campus building.

STORAGE

There are no storage spaces on campus for students' belongings. The University is not responsible for anything left behind at the end of the academic year. Arrangements for storage rental can be made with local establishments.

TAPESTRY POLICY

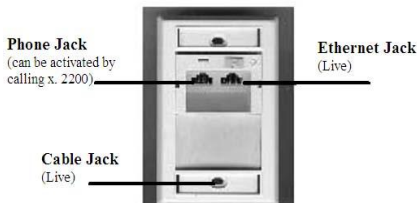
Students may hang a tapestry in their rooms under the following guidelines:

1. Tapestries must be fire retardant and registered with the Office of Residential Education and Housing (see "Furnishings" section).
2. Tapestries may not be hung from or covering the ceiling in any way.
3. The tapestry may not cover or block fire safety or heating equipment.
4. A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
5. The tapestry must be hung at least 18 inches away from the ceiling.
6. Students wishing to hang a tapestry in their room should get the approval of the CA on the floor for its proper location.
7. Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on municipal and state fire codes.

TELEVISION

Each room has one active TV cable line that provides over 70 channels for viewing. Students are responsible for providing their own TV and their own coaxial cable, which runs from the TV to the wall. A cable 10 feet or longer is recommended for flexibility in arranging the room. Many of the residence hall lounges are equipped with a television and DVD player that is connected to cable.



TRASH REMOVAL

Students are expected to assume responsibility for the disposal of all personal trash. Dumpsters have been conveniently placed outside residence halls. Personal trash is not to be placed in residence hall bathrooms, laundry rooms or lounges. Students will be billed for removal of personal and excessive trash. Excessive trash may include an excess amount that is produced by an event or carelessness and is left for the Housekeeping Staff to remove. If a dumpster is full, it is expected that the student will dispose of their trash in another dumpster.

USE OF ROOM

Residents are not permitted to use their rooms or residence hall for any commercial purposes without the express written consent of the Vice President of Student Affairs.

VENDING MACHINES

Vending machines in each residence hall may be operated by coin/cash. Problems should be reported to the Office of Community & Student Life. When reporting problems, please be as specific as possible as to which machine needs attention and the type of problem that exists.

WINDOWS

Students are responsible for the condition of the windows in their residence hall room. Screens may not be removed and

trash or other materials may not be thrown from them. If a screen comes off, contact a Community Advisor immediately to put in a maintenance request.

GUIDELINES, PROCEDURES and POLICIES

GENERAL HOUSING INFORMATION

1. The University may deny or cancel assignments in the interest of health, discipline and academic standards. Applications shall be canceled and room deposits refunded whenever all available residence hall space is committed to early applicants.
2. Authorized UNE personnel may enter and inspect residence hall rooms to insure compliance with safety and maintenance procedures.
3. It is the University's responsibility to respect the right of resident student privacy. Proper written notice will be given in case of a routine, scheduled room inspection and effort should be made to have the resident present if a search of a room by University personnel is necessary. Civil warrants do not require prior notification.
4. The University holds residence hall students financially responsible for all loss or damage to institutional property, whether in assigned rooms or throughout the residence hall, except for those resulting from normal age and wear.
5. A \$200.00 reservation deposit is required to reserve a space for the following semester and is refunded upon completion of the contract terms or is carried over to the next academic year if residency is maintained.
6. The University requires completion of a Residence Hall and Dining Services Application and Contract by all resident students prior to assuming residency. The contract conveys the obligations of the University as well as the responsibilities of students in housing accommodations. The contract is for a full academic year, unless prior arrangements have been made. Note: Residence halls are closed during specified holiday periods unless the resident has been approved for and is residing in break housing.
7. The University reserves the right to change room assignments at its sole discretion.

RESIDENCY REQUIREMENTS

The University believes that residence hall living is an important aspect of the entire University program. The Office of Community & Student Life makes initial

assignments for first-year students with changes allowed after the first two (2) weeks of the semester.

UNE has a three (3) year residency requirement for full-time undergraduate students. Students who wish to explore an exception to this policy should visit the Office of Community & Student Life to acquire the necessary forms.

Part-Time Students: Should a student establish a full-time status, his/her off campus permission may be reviewed and may be denied. Further, the residential standing of full-time students who drop to part-time status may be reviewed and may result in the student being asked to vacate their residence hall room.

RESIDENCE HALLS STANDARDS, POLICIES AND EXPECTATIONS

Residence Hall norms, policies and expectations are established to protect the basic living rights of the residents of University residence halls (refer to University Conduct Code number 44). This section refers also to the *Directory of Services, Policies and General Information* section of the *Office of Residential Education and Housing Handbook* Section. Issues of significant importance include but are not limited to:

- A. Residence Halls Should Be Quiet Academic Environments.**
 1. Excessive noise (as determined by the residence hall staff) at any time will not be permitted.
 2. Broadcasting music to the campus beyond the residence hall is an intrusion upon the work and study of others and will not be allowed, except for special events and by permission of the Office of Community & Student Life.
 3. It is important that students take into account that spontaneous gatherings can be bothersome to others on the floor or in lounges in the residence hall. Notice should be given to Community Advisors so that floor members not wishing to be involved can either voice their dissent or make arrangements to be elsewhere during the event. What is acceptable in one residence hall or on one floor may not be somewhere else.
 4. Individuals – for their own listening – may enjoy radios, stereos or musical instruments, but no one has the right to compel others to listen beyond one's own room.

B. The Residence Halls Should Be Safe

1. Tampering in any way with fire emergency equipment will not be permitted. (See also ROOM DECORATIONS)
2. Any infringement on the privacy, physical safety or emotional safety of another student will not be permitted.
3. Students are not permitted to have firearms (including fake or toy firearms) or explosives in any form on campus. Possession or use of fireworks will be dealt with as a very serious offense. No excuse or explanation for possession of firearms or fireworks will be accepted.
4. Explosive components or chemicals such as explosives, gas or compressed air will not be used or stored in the residence halls or other University property, except under supervision of a faculty member.
5. If it is reasonably suspected or determined that behavior in a room is in violation of University policy and occupants of that room fail to respond to a request to enter in a timely manner, a University official may enter a room upon identification.
6. Hall sports may not be played within the residence halls due to the high risk of personal injury and/or property damage (See also HALL SPORTS).

C. Personal and University Property Should Be Protected

1. The destruction of personal or University property is forbidden. All damages inflicted intentionally or because of negligence will be paid for by the individual(s) responsible; the individual(s) will also be subject to the penalties listed below.
2. Whenever damage occurs by accident, the student(s) involved should report it promptly to the Office of Community & Student Life staff.
3. Movement of University owned lounge furniture or other University property into private rooms will not be permitted.
4. The University respects the right to privacy. No student's private behavior will be intruded upon without good cause.

PLEASE NOTE: Resident students are responsible for any behavior of their guests that is in violation of these norms or University Policies.

ROOM SELECTION

During the spring semester, returning residential students will complete an intent form indicating whether they will be residing on campus for the following academic year. The returning student will receive a housing selection number and appointment time following the successful submission of their intent form. Upon the close of the selection process, students may contact the Office of Community & Student Life for assignment confirmation. An official notification of housing and roommate assignments may be accessed through UOnline in mid-July. Due to the changing residence hall population, it is possible that room assignment will need to be changed over the course of the summer. If this occurs, affected students will be contacted.

Important Note: Students who are leaving campus for any reason must complete an Off-Campus Request/Refund Deposit Form in order to request their \$200.00 deposit. Reasons for completing the form: graduating, moving off campus, withdrawing, leave of absence, transferring, living at home, married or domestic partnership.

HOUSING SELECTION PROCESS

All resident students who wish to reserve a room for the following academic year and/or the summer must complete a Housing and Dining Services Contract and return it to the Office of Community & Student Life by the designated dates. Each student's \$200.00 room deposit will be carried over to next year.

There is a penalty for breaking the Residence Hall/Dining Services Contract. The fee for breaking your contract is 60% of a semester room rate. Students are encouraged to read both sides of the contract before returning it to the Office of Community & Student Life.

PLEASE NOTE:

All policies and procedures in this document could be subject to change. For a complete and up to date list and description of University Policies, please refer to the 2011-2012 University of New England Student Handbook at: www.une.edu/studentlife/handbook/



**UNIVERSITY OF
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Community and Student Life